| Functional style | Function | Text types and genres | Stylistic features | Linguistic peculiarities |
|---|---|---|---|---|
| **The Style of official or business documents**<br><br>*The sphere of communication*: business and official-legal activity. | **To reach agreement between two contracting parties** (*the state and the citizen; a society and its members; two or more enterprises ore bodies,* etc.) That means to rule, guide, order, direct, regulate the activity by giving instructions , etc.;<br>to inform about administrative-legal actions, etc. | **Administrative:** *orders, instructions, announcements;*<br>**Juridical**: *codes, investigation and law-suit documents, etc.*<br>**Military:** *commands, reports, regulations, manuals, instructions, etc*.<br>**Commercial:** trade agreements, commercial correspondence;<br>**Diplomatic:** *notes, declarations, agreements, treaties, etc*. | Strict literary form,<br>Conventionality of expression: stereotyped, standardization ;<br>Absence of any emotiveness: Impersonality, Impassivity, Precision, Detailed, Brevity, Intelligible/ Comprehensible | **Morphological features:**<br>Adherence to the norm, sometimes outdated or even archaic, e.g. in legal documents. Compound words:<br>*outward-facing, client focused, customer-oriented, inbound / outbound (mail).* |

# Syntactical features

-Use of long complex sentences with several types of coordination and subordination (up to 70% of the text).

-Use of passive and participial constructions, numerous words-connectives: _hereinafter referred to as, following our meeting/ phone conversation, with reference to, regarding our, attached/ enclosed please find, with reference to your letter of, as of Monday,_ etc.

-Use of formal, archaic conjuctions: _hereby, thereby, hereinafter, thereafter, hereto, henceforth, heretofore,_ etc. E.g. We _hereby_ agree to undertake the broad and balanced Work Programme set out below.

-Use of participle I and participle II as openers in the initial expository statement.

-Use of modal verbs.

-Use of objects, attributes and all sorts of modifiers in the identifying and explanatory function.

-Extensive use of detached constructions and parenthesis.

-A general syntactical mode of combining several pronouncements into one sentence.

-Information texts are based on standard normative syntax reasonably simplified.

# Lexical features

-Prevalence of stylistically neutral and bookish vocabulary, e.g. *literary standard words*: *embodied, contributed, determined, alleviation, see, secure, fostering, incorporate;* *bookish words:* *pledge, preamble, commensurate,etc.*

-Use of terminology and nomenclature lexicon, e.g. legal: *acquittal, testimony, aggravated larceny;* commercial: *advance payment, insurance, wholesale, protectionism, multilateral trading system, enhanced market access, etc.*

-Use of proper names (names of enterprises, companies, etc.) and titles.

-Abstraction of persons, e.g. use of *party* instead of the name.

-Officialese vocabulary: cliches, opening and conclusive phrases; stereotyped, official phraseology: *we are determined to…, in the light of…,we are committed to addressing…,challenges posed by…,we confirm our collective responsibility to ensure…, in view of these considerations, principles and objectives set out in…,Dear Sir, yours faithfully, etc.*

- Conventional and archaic forms and words: *kinsman, ilk.*

- Foreign words, especially Latin and French: *status quo, force majeure, persona non grata.*

- Abbreviations, contractions, conventional symbols: *MP (member of Parliament), Ltd (limited), $, &, etc.*

- Use of words with general meaning: *to arrive at the destination point (= London, airport), means of transportation (= bus, train, plane), real estate (= semi-detached house, bungalow), to host an event (=convention, forum, summit, presentation), gadget (=an I-pod, a walkman, a laptop, a pocket PC, an MP3 player).*

- Absence of tropes, no evaluative and emotive colouring of vocabulary.

- Seldom use of substitute words: *it, one, that.*

# Compositional features

-Special compositional design: *coded graphical layout, clear-cut subdivision of texts into units of information; logical arrangement of these units, order-of-priority organization of content and information.*

-Conventional composition of treaties, agreements, protocols, etc.: *division into two parts, a preamble and a main part.*

-Accurate use of punctuation.

-Generally objective, concrete, unemotional and impersonal style of narration.