

GOGOL STATE UNIVERSITY AT NIZHYN
GERMANIC PHILOLOGY DEPARTMENT

REFERENCE E-BOOK

Present-day English Constructions for Speaking and Writing

Thematic section

Communication Constructions

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Immediate constructions (in bold-type) are word combinations with the dependent units on the left and on the right.

Extended constructions (underlined in the examples) include the immediate constructions into an utterance or text.

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Communication Constructions

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1. Speaking / writing about communication in general

communicate \ communication– constructions

While particular **communication style** may be fairly common.

Respect and honour are prevailing themes that influence typical Asian **communication style**.

There is much more room for feeling in **communication** in Latin countries than in many other places, be it gesticulating or subjectivity.

One Swedish person working in Mexico told Meyer he realised he needed to change his **communication approach** after he voiced disagreement in meetings.

Independence and personal initiative characterise US **communication style**, Cotton said.

Even though English is a common language, there are clear distinctions in **communication style** between the UK and the US.

In particular, the prevailing UK **communication style** involves a lot of “downgraders,” words or phrases that introduce criticism in order to soften it, Meyer said.

Germanic, Scandinavian and Dutch **communication styles** can be traced to the languages themselves, which are very precise and direct, Cotton said.

<http://www.bbc.com/capital/story/20141006-talk-shock-youre-doing-it-wrong>

“It all traced back to this one word,” says Chia Suan Chong, a UK-based **communications skills** and intercultural trainer, who didn't reveal the tricky word because it is highly industry-specific and possibly identifiable.

“If you can **communicate efficiently** with limited, simple language you save time, avoid misinterpretation and you don't have **errors in communication**,” Nerriere says.

<http://www.bbc.com/capital/story/20161028-native-english-speakers-are-the-worlds-worst-communicators>

Effectively communicating in the office is more than just sending a few emails or picking up the telephone. There's a degree of **strategy that needs to accompany communication in the workplace**.

Productive communication in the workplace is important on numerous levels.

Quite often employees and managers possess different perceptions of value and achievements within the company, and it's typically a gap in proper communication that causes such discrepancies.

When pertinent information needs to be communicated, it's best to get it out there as soon as it's ready to be wired to everyone in order to eliminate the back-door gossip.

As such, it's best communicated in person in a matter-of-fact tone and context.

<https://www.broadsoft.com/work-it/work-smarter/digital-communication-strategies-successful-businesses-use>

If you're an entrepreneur, a founder or a CEO, you might make the mistake of overlooking the role internal communications play in your business' success.

Good leaders must set the example and the standard for great communication.

Like presidents, CEOs need to think about message delivery and encourage effective communications to every associate.

Establishing what is and is not appropriate is the baseline for workplace communication.

To what extent should communication be formal, and when? Is casual communication encouraged and permitted, or do you require a business-only approach across the board?

Be intentional with digital communications. What should and should not be communicated digitally?

2. Speaking / writing about cross-cultural communication

culture \ cultural– constructions

In an increasingly globalised workplace, where team members might be spread across continents and clients spread even more widely, communicating proper cultural norms can be the difference between working well together and securing a deal — or watching things crumble.

Many professionals err in assuming it is enough to speak a common tongue when speaking with people from other cultures.

That requires being ok with changing who you are and how you think from a cultural standpoint — and also being comfortable with being a little uncomfortable.

Here is what you should know to effectively communicate across certain cultures.

Keep in mind that cultural traits should never be taken as absolutes.

LeClerc always cautions his students against making cultural attribution errors and assuming people will be a certain way.

Asian cultures also are the least direct cultures in the world, said Meyer, author of The Culture Map.

LeClerc realised immediately he had overstepped by mentioning it to a higher-up in a very hierarchical culture.

<http://www.bbc.com/capital/story/20141006-talk-shock-youre-doing-it-wrong>

cross-cultural – constructions

To learn more about **cross-cultural** communication, click on the arrow above to scroll through.

“You can imagine the outcome on a global team for those individuals who are waiting for silence that never comes,” said Erin Meyer, a professor at INSEAD business school in Fontainebleau, France, who specialises in **cross-cultural management**.

<http://www.bbc.com/capital/story/20141006-talk-shock-youre-doing-it-wrong>

It was a group-coaching day and each executive had 30 minutes to describe in detail a **cross-cultural challenge** she was experiencing at work and to get feedback and suggestions from the others at the table.

<https://hbr.org/2014/02/how-to-say-this-is-crap-in-different-cultures>

3. Speaking / writing about speech production

filler words / verbal fillers / verbal pauses / discourse markers / interjections – constructions

Verbal fillers such as “like,” “so” and “you know” are common but can become problematic when overused to the point of distraction.

So, how do you, like, um, stop using verbal fillers that can make you sound, you know, nervous or not so smart?

In short, everyone relies on verbal fillers.

Substitute silence for the verbal fillers, Ms. Marshall added.

Communications experts describe “um,” “aah,” “you know” and similar expressions as discourse markers, interjections or verbal pauses.

Speakers who are well known in their professions but overuse verbal pauses are still perceived as credible because they have built a reputation.

But newcomers who use as many interjections as seasoned professionals will be seen as less credible because they do not have the years of experience.

<https://www.nytimes.com/2017/02/24/us/verbal-ticks-like-um.html>

pattern \speech patterns–constructions

Ms. Marshall said she had not seen any research attributing speech patterns to certain demographics but had noticed that “like” is used heavily by the younger generation, “so” by those in their 30s and “uptick” or “upspeak” — ending a declarative sentence in such a way that it sounds like a question — by women in their 20s and 30s.

You will notice that ‘like’ often infects the speech **patterns** of 20-somethings more so than the speech of 40-somethings,” she wrote.

“Once you start into the **pattern**, it becomes a crutch,” Ms. Marshall said.

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<https://www.nytimes.com/2017/02/24/us/verbal-ticks-like-um.html>

speech – constructions

Ms. Mackey-Kallis said “like,” as a **speech affectation** of young speakers, is perceived as “cool” or “generational speak.”

<https://www.nytimes.com/2017/02/24/us/verbal-ticks-like-um.html>

4. Speaking / writing about comprehension

sanitize \ normalize \ sugarcoat – constructions

It is also a label many consider dangerous because it **sanitizes the movement’s racist core**.

If you keep saying what “alt-right” is, you eventually dilute the movement’s attempt to **sanitize** its beliefs for wider consumption.

<https://www.nytimes.com/2016/12/03/public-editor/alt-right-stephen-bannon-liz-spayd-public-editor.html>

It “**normalizes**” his incoming administration, they claim, by **sugarcoating** the racist views of certain advisers.

The NYT referring to him thusly **normalizes his views** and does the majority of people, who would not claim his hateful rhetoric as their own, a disservice.

“We’re not trying to **normalize** anyone,” Kahn said.

<https://www.nytimes.com/2016/12/03/public-editor/alt-right-stephen-bannon-liz-spayd-public-editor.html>

tuning– constructions

It’s important to be receptive and adaptable, **tuning** your ears into a whole range of different ways of using English, Jenkins says.

“People who’ve learned other languages are good at doing that, but native speakers of English generally are monolingual and not very good at **tuning in to language variation**,” she says.

<http://www.bbc.com/capital/story/20161028-native-english-speakers-are-the-worlds-worst-communicators>

feedback– constructions

But because he delivered the negative **feedback** by expounding first on what he appreciated about her work.

She was generally unaccustomed to receiving positive feedback — she floated out of the meeting thinking it had gone well.

<http://www.bbc.com/capital/story/20141006-talk-shock-youre-doing-it-wrong>

But I so much appreciated that Maarten would be transparent enough to give me that feedback honestly.

The French are trained to criticize passionately and provide positive feedback sparingly.

One way to begin gauging how a culture handles negative feedback is by listening to the types of words people use.

<https://hbr.org/2014/02/how-to-say-this-is-crap-in-different-cultures>

Then I ease into the feedback with “a few small suggestions.”

<https://hbr.org/2014/02/how-to-say-this-is-crap-in-different-cultures>

semantics– constructions

Teams often get tripped up by semantics as members interact.

While ants work consistently as part of their queen’s hivemind, we get tripped up by semantics as we deliver and receive messages.

They do this by paying attention to semantics at work and understanding how these nuances impact culture in ways both large and small.

Here are a few actionable strategies to help you approach workplace semantics from a leadership standpoint.

Baking good semantics into a company’s culture will enable leaders to build strong and capable workplaces whose people perform better and are happier, too.

Semantics go further than the written and spoken word.

<https://www.entrepreneur.com/article/300178>

crossed wires \ miscommunication \ information goes amiss – constructions

How people say things, how they listen, body language and how they perceive authority all influence interactions. Not recognising those vital factors can result in crossed wires and serious miscommunication.

<http://www.bbc.com/capital/story/20141006-talk-shock-youre-doing-it-wrong>

For this reason, leadership should set an impeccable early example, pay attention to developing patterns and intervene if and when any lines are crossed.

In the workplace, this can make the difference between a job well done and a total communication disaster.

Precise wording is the only way to make sure everyone is on the same page.

<https://www.entrepreneur.com/article/300178>

The “Anglo-Dutch Translation Guide”, which has been circulating in various versions on the Internet, illustrates the **miscommunication** that can result.

<https://hbr.org/2014/02/how-to-say-this-is-crap-in-different-cultures>

“A lot of the **information goes amiss**,” Coulter says.

<http://www.bbc.com/capital/story/20161028-native-english-speakers-are-the-worlds-worst-communicators>

eye contact – constructions

We **share quick glances with** strangers in the street and look lovingly at friends and family, but how often to we **hold their gaze for longer** than a few seconds?

As part of their mission to spread peace and love, the pair held an event near Victoria Square, Belfast, on Thursday at which the encouraged members of the public **to share 60 seconds of eye contact with a volunteer**.

I was paired with Nuala, who explained to me that we should each **start into the other's left eye (start into their eyes)**; this would **stop us from breaking eye contact by flicking our gaze from one eye to the other**.

As the seconds ticked by I wanted to search her face or look down but **our eyes were locked together**.

"When we **look into each other's eyes** we see beyond our difference, I can't think of anywhere where this is more important than in Belfast."

Nuala believes eye contact could help **us reconnect with each other in a powerful and spiritual way**, and the 40-year-old knows a thing or two about the human spirit.

<http://www.bbc.com/news/uk-northern-ireland-34547488>

5. Speaking / writing about message / info

message – constructions

Ironically, they are worse at **delivering their message** than people who speak English as a second or third language, according to Chong.

“Too many non-Anglophones, especially the Asians and the French, are too concerned about not ‘losing face’ — and nod approvingly while not **getting the message** at all,” he says.

<http://www.bbc.com/capital/story/20161028-native-english-speakers-are-the-worlds-worst-communicators>

For this reason, perhaps you may want to consider who your recipient is before **delivering the message**.

People aren't intent on listening to a long-winded speech or read an extensive email when they could have **gotten the same message in a much more concise manner**.

<https://www.broadsoft.com/work-it/work-smarter/digital-communication-strategies-successful-businesses-use>

Americans are trained to wrap positive messages around negative ones.

<https://hbr.org/2014/02/how-to-say-this-is-crap-in-different-cultures>

Here's how to model clear, consistent messaging and foster a more respectful work environment.

While ants work consistently as part of their queen's hivemind, we get tripped up by semantics as we deliver and receive messages.

James Humes, who's written speeches for five presidents, knows a thing or two about driving home a message.

It boils down messages to raw facts, and the best leaders check in from time to time to make sure everything is understood.

It's absolutely essential for leaders to effectively convey important points.

<https://www.entrepreneur.com/article/300178>

information– constructions

Conveying pertinent information to employees and peers is a continual endeavor among business leaders.

Not everyone receives and interprets information the same way.

Present the information in such a way that everyone listening would benefit from obtaining and retaining such information.

It's amazing how quickly information can spread around an institution before being officially released by the true source.

When pertinent information needs to be communicated, it's best to get it out there as soon as it's ready to be wired to everyone in order to eliminate the back-door gossip.

<https://www.broadsoft.com/work-it/work-smarter/digital-communication-strategies-successful-businesses-use>

6. Speaking / writing about language

language– constructions

A lot of native speakers are happy that English has become the world's global language.

Non-native speakers generally use more limited vocabulary and simpler expressions, without flowery language or slang.

<http://www.bbc.com/capital/story/20161028-native-english-speakers-are-the-worlds-worst-communicators>

Weak language is the downfall of so many conversations, and most of us don't even realize when we're using it!

Ambiguous language can be another huge barrier in the workplace. It's virtually impossible to set clear expectations when you use muddy language.

<https://www.entrepreneur.com/article/300178>

The occasional use is acceptable but when too frequent, it loses its meaning and signals to listeners that the person speaking is lazy about language.

<https://www.nytimes.com/2017/02/24/us/verbal-ticks-like-um.html>

In much the same way that corporate management terms such as ‘circling back,’ ‘brainstorming’ or ‘blue-sky thinking’ once infiltrated everyday language.

Kennedy was highly motivated to learn the lingo, and set her initial focus on technical terms such as ‘series A funding’ and ‘series B funding’.

<http://www.bbc.com/capital/story/20170313-the-secret-language-you-speak-without-realising-it>

“alt-right” – constructions

IF you have not yet heard the term “alt-right”, you most likely are living in another orbit.

Every time it uses the term — which it does frequently, given the alt-right’s ties to Donald Trump — letters pour in, social media ignites and the comments section overflows.

I’ve received reams of emails and tweets from people complaining that The Times’s use of “alt-right” in its pages brings legitimacy to Trump’s inner circle.

Last week, The Associated Press and The Guardian released guidelines for using the term “alt-right.”

On Friday, The Times joined them, with a memo to the newsroom that flatly described “alt-right” as “a racist, far-right fringe movement that embraces an ideology of white nationalism and is anti-immigrant, anti-Semitic and anti-feminist.”

That seemed right to me. I applaud its unflinching definition of “alt-right,” and I support the theory behind allowing the term to stay.

If you keep saying what “alt-right” is, you eventually dilute the movement’s attempt to sanitize its beliefs for wider consumption.

<https://www.nytimes.com/2016/12/03/public-editor/alt-right-stephen-bannon-liz-spayd-public-editor.html>

face value – constructions

Because of that, they understand one another at face value.

But other nationalities would take the word “interesting” on face value, he says.

<http://www.bbc.com/capital/story/20161028-native-english-speakers-are-the-worlds-worst-communicators>

word/ term – constructions

While it once took decades for a word to move from specialist usage into the mainstream, the process has accelerated to ‘light speed’, partly thanks to social media, he explains.

Silicon Valley's experimentation culture naturally generates new **words** to describe innovations in financing, product development or marketing, says Steven Ganz, co-author of Valley Speak – Deciphering the Jargon of Silicon Valley.

In the IT sector, **words** become very quickly in fashion in the US and then get passed to the UK.

The key is not to get distracted by fancy **words** in the way you describe something.

Kennedy immediately set herself a reading list of biographies of successful techpreneurs and studied up on technical **terms**.

... as the influence of technology on the economy continues to grow, there will likely be a welter of new **terms** to add to our vocabulary.

<http://www.bbc.com/capital/story/20170313-the-secret-language-you-speak-without-realising-it>.