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# DESCRIPTION AND CLASSIFICATION OF SPEECH COMMUNICATION

**Kamolova Barno,**
Kokand university Andijan branch, teacher.
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**Abstract** : This article examines the nature, characteristics, and classification of speech communication. Speech communication is analyzed as an essential means of information exchange between individuals, highlighting its verbal and non-verbal forms. The study describes various types of communication, including monologic and dialogic communication, formal and informal interaction, as well as oral and written forms of speech. Furthermore, the role of speech communication in society, its significance in interpersonal relationships, and the connection between language and communication are discussed based on relevant scholarly sources. The findings contribute to a deeper understanding of speech communication from linguistic and communicative perspectives.

**Keywords**: speech communication, communication, verbal communication, non-verbal communication, dialogue, monologue, oral speech, written speech.

**Аннотация:** В данной статье рассматриваются сущность, основные особенности и классификация речевой коммуникации. Речевая коммуникация исследуется как важное средство обмена информацией между людьми, раскрываются её вербальные и невербальные формы. Описываются монологические и диалогические виды общения, официальные и неофициальные формы коммуникации, а также устная и письменная речь. Кроме того, на основе научных источников анализируются роль речевой коммуникации в обществе, её значение в формировании межличностных отношений и взаимосвязь языка и коммуникации. Полученные результаты способствуют более глубокому пониманию речевой коммуникации с лингвистической и коммуникативной точек зрения.

**Ключевые слова:** речевая коммуникация, коммуникация, вербальная коммуникация, невербальная коммуникация, диалог, монолог, устная речь, письменная речь.

Communication is a human need as a social, conscious being, as a carrier of consciousness. We observe the division of various higher animals and human lifestyles into two sides: communication with nature and communication with living beings. The first type of communication is called activity as a special type of human activity. The second type of communication is determined by the fact that the parties interacting with each other are living beings exchanging information. Such types of intraspecific and interspecific communication are called communication.

There are different definitions of the concept of "communication". Communication is defined as the interaction of two or more people in the exchange of information of a cognitive or affective-evaluative nature. Or: communication is a complex, comprehensive process of establishing and developing contacts between people arising from the need for cooperative activity and consisting in the exchange of information, the development of a unique way of interaction, perception and understanding of another person. This is the most complete and accurate definition of the concept of "communication". Communication is inherent in all living beings, but at the human level it

acquires the most advanced forms, is realized through speech. The following points of view are distinguished in communication: content, goals and means.

Human speech activity is closely connected with all aspects of human consciousness. Speech is a powerful factor in the psychological development of a person, in his formation as a person. Under the influence of speech, views, beliefs, intellectual, spiritual and aesthetic feelings are formed, will and character are formed. With the help of speech, all cognitive mental processes take on a free and controlled character. Therefore, speech is a cognitive mental process, consisting of a harmony of sounds pronounced and heard by a person, and at the same time has meaning and content expressed through a system of written signs corresponding to these sounds. Language is a system of conditional signs, with the help of which a set of sounds that have a certain meaning and content for people is transmitted. Speech expresses the psyche of an individual person. Speech is specific to an individual, it reflects the psychology of a person taken separately, and language is the same for everyone. With the help of gestures expressed through speech, a specific object, action, state, etc. is expressed. A word, on the other hand, is associated with an idea of an object or phenomenon. The generalizing function is due to the fact that each word has a generalizing property, which makes it possible to express thinking. Exchange of ideas, that is, communication, is a process in which people convey certain information, thoughts, and feelings to each other. The clarity of human speech allows us to express an infinitely diverse range of human thoughts, goals, and feelings using a limited number of speech signs - components of varying complexity (sounds, syllables, words, and sentences).

The content of communication is information transmitted from one living being to another in interpersonal communication. The content of communication can include information about the internal motivational or emotional state of a living being. Through communication, information about their emotional states (satisfaction, joy, anger, sadness, anxiety, etc.), which direct the living being to communicate in a certain order, can be transmitted from one living being to another. Such information is transmitted from person to person and serves as a means of establishing interpersonal relationships. We behave differently towards a person who is angry or suffering than towards a person who is open-minded and joyful. Information about the state of the external environment transmitted from one being to another, for example, a warning about danger or the presence of positive, biologically important factors nearby, such as food, can be the content of communication. In humans, communication is verbal communication, that is, a process of communication through language. Human speech has a variety of forms. But no matter what form of speech we use, it belongs to one of the two main types of speech: oral or written.

The main initial form of oral speech is speech in the form of a conversation. Such speech is called a conversation or dialogue. Its main feature is active speech by the interlocutor, that is, two interlocutors participate in the conversation and use simple sentences and phrases of the language. Dialogue does not require the speech to be expressed openly, since the interlocutor understands what is being said during the conversation and can mentally complete the phrase uttered by the other interlocutor. In similar situations, a single word can complete the phrase uttered by the other interlocutor. In this case, a single word replaces a whole phrase.

Another form of speech is speech delivered by the speaker, in which the listeners perceive his speech, but do not directly participate in it. Such speech is called a monologue. The speaker's speech is considered monologic speech. This speech is psychologically more complex than a dialogue, since it requires the listener to be able to express his thoughts in a clear, logical manner. In this case, the speaker must evaluate the assimilation of the information conveyed by the listeners, that is, he must observe not only his own speech, but also the listeners. Both dialogue and

monologue can be active and passive. The active form of speech is the speaker's speech, and the listener's speech is manifested in a passive form. The fact is that when we listen, although it is not very noticeable from the outside, we repeat the speaker's words inside ourselves. People are divided according to the level of development of active and passive speech forms. Often a person understands another person's speech well, but cannot convey his own thoughts. And, conversely, a person can speak well enough, but does not know how to listen to others at all.

Another type of speech is written speech. There are psychological differences between written and oral speech. One of the differences between oral speech and written speech is that in oral speech, words come in a strict sequence, when a word is pronounced, the word that came before it is not perceived by either the speaker or the listener. In written speech, it is different: both the writer and the reader have a series of words in their field of perception at the same time, and in situations where the need arises, they can go back several lines or pages. This is the advantage of written speech over oral speech. Written speech can be composed at will, because what you have written is always in front of you. At the same time, written speech is a complex form of speech, since it requires the prior thought out construction of phrases, a more precise statement of thoughts, because we cannot do it with the necessary gestures, giving it an emotional tone.

There is another form of speech - kinesthetic. This type of speech has been preserved in humans since ancient times. Over time, this type of speech has lost its functions and is now used mainly as emotional-expressive components of speech - gestures. However, there is a large group of people for whom kinesthetic speech is still the main type of speech. This includes people who were born deaf-mute or who were deprived of the ability to speak or hear as a result of an accident or illness. Of course, modern kinesthetic speech is fundamentally different from ancient kinesthetic speech. It is somewhat more developed and has a holistic system of sign symbols. There is another general view of the division of speech types into internal and external speech types. External speech is associated with the processes of communication and information exchange. Internal speech is primarily associated with ensuring the process of thinking. In preparation for oral, especially written speech, there is a period of reflection of the speaker's speech within himself. This is internal speech. It is characterized by fragmentation, which depends on the situation. Internal speech is formed on the basis of external speech. The transfer of external speech to internal speech (interiorization) is accompanied by a reduction in the structure of external speech, while the transition of internal speech to external speech (exteriorization), on the contrary, requires the disclosure of the structure of internal speech, its organization in accordance with logical and grammatical rules. Communication performs various functions. Different authors distinguish different functions of communication. G.M. Andreeva lists the communicative, interactive and perceptual functions.

1. The communicative side of communication (i.e. the process of information exchange between the interlocutors).

2. The interactive side of communication (i.e. the process of influencing the behavior of the interlocutors).

3. The perceptual side of communication (i.e. a complex psychological process associated with the perception and understanding of each other by the interlocutors).

M.I. Yenikev identifies informational-communicative, managerial-communicative, perceptual-effective and affective-expressive (emotional self-expression) tasks. Also, in some literature, instrumental, syndicated, translational, self-expression tasks are distinguished:

• Instrumental - this is the main working task of communication, which consists in conveying important information for performing an action.

• A task that is close to this task, but not similar to it, is the syndical task. The direct goals of most acts of communication are to identify and strengthen common ground between people in large and small groups. The syndical task and the task of self-expression are close to each other. Self-expression, by its very nature, is aimed at consensus, communication. A special place is occupied by self-expression in creative activity, which, as a product of activity, has social significance, since it becomes the subject of communication between people.

• The translational function of communication - the task of conveying specific methods of activity, assessment criteria and programs - is of great importance. This task is the basis of learning: through communication, a person's learning takes place.

L.A. Karpenko identifies eight different tasks of communication according to the purpose:

• communicative - the reception and transmission of messages, as well as the establishment of communication as a state of readiness of both parties to interact;

• informational - the exchange of messages, thoughts, goals, solutions, etc.; inviting – stimulating the activity of the communication partner, directing him to perform certain actions;

• directing – mutual direction and coordination of actions in the organization of cooperative activities;

• the task of understanding – not only the balanced perception and understanding of the essence of the information conveyed, but also the mutual understanding of the partners (desires, inclinations, experiences, states, etc.);

• amotive – evoking the necessary emotional experiences in the partner (“exchange of feelings”), as well as changing personal experiences and states with their help;

• establishing relationships – understanding and fixing one’s place in the system of role, rank, work, interpersonal and other relations in the society in which the individual is expected to exist;

• influence – changing the partner’s state, behavior, personal-content formations, as well as desires, inclinations, thoughts, solutions, imaginations, needs, actions, activity, etc.

B.F. Lomov offers the following tasks of communication: informational-communicative, which includes the processes of receiving and transmitting information; managerial-communicative, which is associated with mutual correction of actions in the implementation of cooperative activities; affective-communicative tasks, which belong to the sphere of human emotions and respond to the needs for changing one’s own emotional state. The indicated tasks are implemented in real communication practice. According to their content, goals and means, communication can be divided into several types. According to its content, it can be material (exchange of objects and products of activity), cognitive (exchange of knowledge), conditional (exchange of mental and physical states), motivational (exchange of desires, goals, interests, motives, needs), active (exchange of actions, procedures, skills, abilities). In material communication, subjects, being engaged in personal activity, exchange its products, which, in turn, serve as a means of satisfying urgent needs. In conditional communication, people interact with each other, aimed at bringing themselves to a certain physical or mental state. For example, raising the mood or, conversely, lowering it; exciting or calming each other, and, as a result, having a certain influence on each other's mood. The content of motivational communication is to convey to each other certain desires, inclinations, or readiness to move in a certain direction. Such communication can be situations such as the emergence or disappearance of a certain aspiration in a person, the emergence of a certain inclination to action in someone, the strength of the desire to achieve something in order to satisfy some need. Cognitive and active communication can be an expression of communication related to types of cognitive or educational activities. In this case, from subject to subject, the worldview expands, the development and improvement of abilities.

According to its goals, communication is divided into biological and social types in accordance with the needs of service. Biological is communication necessary for the strengthening, protection and development of the organism. It is associated with the satisfaction of basic vital needs. The goals of social communication are to expand and strengthen interpersonal relationships, to establish and develop interpersonal relationships for the personal development of the individual. As many types of biological and social needs can be divided into, there can be as many specific goals of communication.

According to its means, communication can be direct and indirect, direct and indirect. Direct communication is carried out using natural organs given to a living being by nature: hands, head, body, vocal cords, etc. Mediated communication is associated with the use of special tools and weapons in organizing communication and information exchange. These are either natural (wood, footprints in the ground, etc.) or cultural (sign systems, press, radio, television, Internet, etc.) Objects.

Direct communication determines the direct perception of each other by people participating in personal contacts and the act of communication itself, including, for example, physical contact, people talking to each other, directly observing each other's actions and responding to them. Indirect communication is carried out through other people who act as intermediaries. Among the types of communication, one can also distinguish between business and personal, instrumental and purposeful types. Business communication, as a rule, is included in the productive activity of people in cooperation as a private part and serves as a means of improving the quality of this activity. Its content includes not the problems of the inner world of people, but what they are doing. In business communication, the personality, character, age, mood characteristics of the interlocutor are taken into account, but the benefit from work prevails and is more important than personal differences. Unlike business communication, personal communication, on the contrary, is mainly aimed at psychological problems of the inner character, at revealing the human personality deeply and intimately: the search for the meaning of life, the determination of one's attitude to an important person, to surrounding events, to resolving some internal conflict.

As instrumental communication, one can cite communication that is not motivated by an independent need, does not become a goal, but is aimed at some other goal, in addition to the satisfaction of the act of communication itself. Purposeful is communication that in itself serves as a means of satisfying a specific need, the need for communication in this situation. It should be noted that in the practical activities of people, the following types of communication are distinguished:

1. "communication of masks" - formal communication, in which there is no desire to understand and take into account the personal characteristics of the interlocutor, in which a set of formal expressions, masks of usual politeness, politeness, facial expressions, gestures are used, which allow hiding true feelings, desires, attitudes.

2. 2. In ordinary communication, they evaluate another person as a necessary or annoying object: if necessary, they actively enter into communication, if it interferes, they push away, or use threatening and rude expressions.

3. 3. Formal-role communication is communication at the level of the social roles of partners (boss - subordinate, seller - buyer, service worker - client). In this case, work is carried out on the basis of certain rules and desires, and the content and means of communication are subordinated to them.

4. 4. Controlled communication is aimed at taking advantage of the personal characteristics of the interlocutor, using various methods (flattery, intimidation, deception, etc.).

5. 5. Secular communication - the essence of this type is that it is not related to any topic, that is, people express not their own opinions, but opinions that are common to such situations.

6. 6. Air communication is communication for the sake of communication.

7. 7. During spiritual, interpersonal communication of friends, one can raise any topic and understand each other with the help of facial expressions, intonation and movements.

8. Communication in human life does not exist as a separate process or independent form of activity. It is part of individual or group practical activity that cannot occur without intensive and multifaceted communication.

The most important types of communication between people are verbal and nonverbal communication. Nonverbal communication is not based on the use of language, sound speech, it is communication through facial expressions, gestures, pantomime, sensory or body communication. This is tactile, visual, auditory, olfactory, and other sensations and perceptions received from another person. Most of the nonverbal forms and means of human communication are innate and allow us to interact not only with our own kind, but also with other living beings by achieving common ground at the emotional and behavioral levels. Verbal communication is unique to humans and determines the acquisition of language as a necessary condition. Speech, as a means of communication, is manifested both as a source of information and as a means of interaction with the interlocutor. It is necessary to remember the words of the great poet Saadi: “Whether you have a mind or not, whether you are great or small, we do not know until you utter a word.” Verbal (speech) communication includes: the meaning and essence of words, phrases. The main place is occupied by the accuracy of the use of the word, its expressiveness and universality, sounds, pronunciation of words, expression and essence of tone. Sound phenomena in speech: speech intensity, pitch modulation, tone of voice, speech weight, sound quality, pitch, clarity. Expression of sound quality: specific special sounds: laughter, giggling, crying, whispering, sighs, etc.; separating sounds are coughs; unimportant sounds are pauses, as well as nasalization sounds - "xm, xm", "e-e-e", "o-o-o", etc. According to research, in the daily act of human communication, words account for 7%, sounds and expressions for 38%, and non-verbal interaction for 53%. As Publius said: "we speak with our voices, we converse with our whole bodies." In everyday communication, people mostly use nonverbal means of communication, which are studied by the following disciplines: kinesthetics (external expression of human emotions), mimicry (movement of facial muscles), gestures (gestural movements of individual parts of the body), pantomimicry (whole body: posture, posture, bending, walking movements), taketics (approaches in a communication situation: shaking hands, kissing, touching, caressing, pushing, etc.), proxemics (the location of people in space during communication, in human communication, the following distance zones are distinguished: proximity zone (15-45 cm), personal or private zone (45-120 cm), social zone (120-400 cm), public zone (more than 400 cm)). Mimicry, gaze, gestures are the means of nonverbal communication through which the most information can be obtained. Forehead, eyebrows, mouth, eyes, nose, chin - these parts of the face express the main human emotions: anxiety, anger, joy, surprise, fear, hatred, happiness, interest, sadness, etc. In addition to the types of communication, some of its forms can also be distinguished, these are: official-business, professional, private, public, pedagogical communication, autocommunication (communication with oneself). Communication has certain periods when its specific issues are resolved. The most responsible

period is the preparatory period - it is necessary to plan communication, determine for oneself the inclinations aimed at the results of communication. The first stage of communication is entering into communication. In this case, it is important to enter into the situation, feel the state and mood of the partner, to enter into it yourself and give the other the opportunity to determine the direction. This period ends with the establishment of spiritual contact. Then comes a period of concentration on the development of a problem, the tasks of the parties and the topic. The next stage is motivational probing. Its purpose is to understand the motives and interests of the interlocutor. Then comes the stage of strengthening attention, and then, if there are conflicts in opinions, comes the stage of substantiation and persuasion. And, finally, the stage of recording the results. If the topics have been considered or if the partner shows signs of restlessness, it is necessary to end the dialogue. It is necessary to end the dialogue with the prospect of continuing it. The last moments, final words, glances, handshakes are extremely important, sometimes they can completely change the outcome of a long conversation. In the structure of dialogue, three interrelated aspects are distinguished: communicative or communication, interactive and perceptive perspectives.

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