Министерство образования и науки Российской Федерации

Федеральное государственное бюджетное образовательное учреждение высшего образования

**«Московский государственный лингвистический университет»**

**(ФГБОУ ВО МГЛУ)**

**Аннотация**

к выпускной квалификационной работе Прокопьевой Лилии Олеговны

Факультет гуманитарных и прикладных наук

Направление подготовки: 45.03.02 Лингвистика (очная форма обучения)

Профиль: «Теория и методика преподавания иностранных языков и культур»

Группа 0-8-39

на тему: **Стратегии вежливости в деловом английском (британский и американский вариант)**

***Key words****:*face, face threatening act (FTA), politeness, negative politeness, positive politeness, politeness principles, politeness strategies, business communication, business writing, business conversation, British English, American English

The topicof the present graduation paper is politeness strategies in business oral and written discourse in British and American English. The overall objectiveof the research is to identify differences in the use of politeness strategies by speakers of different social statuses (superior, equal, subordinate) in the two varieties of English (British and American). The paper consists of the introduction, the theoretical and practical parts, conclusion and bibliography. The theoretical part is an overview of linguistic literature which looks into the concept of politeness (positive and negative), politeness principles and politeness strategies. In the practical part the author conducts a thorough comparative analysis of politeness strategies used by British and American speakers of different statuses. Statistics are collected for business writing and business conversation separately and then compared. The use of politeness strategies is analyzed with regard to the speaker’s/writer’s status. The paper is topical because the two groups of politeness strategies (negative and positive) are studied separately in business written and oral discourse. The paper might prove useful for teachers and learners of business English. The paper presents detailed statistics on the use of strategies of positive and negative politeness and gives a deep insight into the field. The paper meets the requirements set for Graduation papers and can be considered by the State Examination Board.

Научный руководитель Согласовано:

к. филол. наук, доц. Лебедева И.С.