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**SPEECH AND COMMUNICATION**

Speech is a kind of communicative activity of a person, a historically established form of people's communication. Speech is the most universal means of communication, because the meaning of communication is least lost in the transmission of information through speech.

Communication (latin: communicatio - communication) 1. Communication or transmission of the content of the statement by means of the language. 2. A specific form of interaction between people in the process of their cognitive work activity. [1, p. 200]

Communication is the basis of a person's life. Successful social, emotional and intellectual development is impossible without free communication. The student should be able to express his thoughts, feelings and desires easily, quickly and clearly.

The main objective of the communicative aspect of language learning is the formation of skills of speech activity in its basic forms and types. The mechanisms for solving communicative problems determine the content side of the academic subject, which includes the speech and language components in their interconnection and interaction.

Communication is a complex process, requiring many skills. Speech is just one of the many ways through which we convey our messages. Since ancient timeshuman society have been using additional means of communication and information transfer, many of which still exist.

For example, the indigenous population of Africa uses the language of the whistle, the signals of drums, bells, gongs, etc. "The language of flowers”, that is popular in the East, is also a mean of conveying information that in some situations is not allowed to be expressed in words (for example, a rose is a symbol of love, an aster is a symbol of sadness, forget-me-not is the symbol of memory, etc.). Traffic signs, traffic lights, flags, etc. - all these are means of information transfer, supplementing the basic means of human communication - language. [2, p. 316]

A separate speech action (a fragment of communication) is called a communicative act.

The simplest scheme of a separate communicative act in the process of verbal communication is seen in a certain way.

In the context of the communicative act, the sender of information (for example, the speaker), having the motive of the utterance, builds it in the inner speech, and at the moment of translating it into external speech, encodes into sounds. The receiver, perceiving the incoming signal, decodes it and recognizes the meaning of the statement. He also has a motive for the utterance, then there is an exchange of remarks, i.e. feedback is provided. In other words, the sender and the recipient change places, but the scheme of the communicative act remains the same. Thus, speech communication is communication of people, that is in a broadest sense, not only a conversation, but also an interaction with the purpose of exchanging information (reading, writing, etc.). According to this, communication is carried out in the process of human speech activity with the help of verbal and non-verbal means. [3, p. 217]

Verbal communication is the communication with the help of words or speech communication. Its feature lies in the fact that by the form and content it is aimed at another person included in the communicative process. Verbal communication can be directed to an individual person, a certain group, but in any case it has interactive character and represents a permanent communicative act.

The act of verbal communication is a dialogue that consists of talking and listening. Speaking has been the subject of research for a long time. There is a special science - rhetoric, and a special discipline is being developed called oratorical art. In modern literature much attention is paid to listening skills. The results of the research show that few people have sufficient skills to listen. I. Atwater points out that it is very difficult to listen. In the first place we are engaged in our own broadcasting. Moreover, if a person is silent during the dialogue, it does not mean that he is listening. Listening is an active process that requires attention. But, by specifying, evaluating or analyzing information during a dialogue, a person pays more attention to his own thoughts rather than to what he is told. This is especially true in conflictual situations. [4, p. 417]

In the dialogue, we are often more interested in if the other person has understood us, rather than we understood him. This deforms the process of communication. The best way to avoid this is non-reflexive listening. Its main idea lies in not interfering your interlocutor (conditionally passive listening).

Depending on the situation, during non-reflexive listening, support, approval, and understanding can help to prolong the conversation (replicas such as "yes", “I understand", "it's interesting"). Such neutral words support the conversation and relieve tension.

Another method is reflexive listening. It consists in establishing the reverse

communication with the interlocutor in order to control the accuracy of the perception of information. [5, p. 117]

Sometimes this method is called "active listening", as it provides more

active use of verbal communication to confirm the understanding of the information given. The method of reflexive listening helps to clarify our understanding of what we have heard.

Nonverbal communication is a system of symbols, signs used for transferring the message and intended for better understanding of it. Also non-verbal communication does not imply the use of sound speech as a means of communication. [6, p. 204]

Thus, any communication that is carried out without words is considered non-verbal. Feelings, just like information, can be transmitted with the help of one or several non-verbal ways.

Communication manifests all functions of language and speech. When we are talking about functions of language and speech, it is difficult to draw a line between these two concepts. The thing is, that any linguistic utterance (oral or written) is a speech.

The functions of the language are the manifestation of its essence, its purpose and action in society, its nature, and its characteristics, without which language can not exist. The most important basic functions of the language are communicative and cognitive. [7, p. 56]

Communicative function means that language is the most important means of

human communication, i.e. transfer from one person to another of any messages for one purpose or another. Language exists precisely in order to provide communication. Communicating with each other, people convey their thoughts, feelings and emotional experiences, affect each other, achieve common understanding. Language gives them an opportunity to understand each other and to establish joint work in all spheres of human activity, being one of the forces that ensures the existence and development of human society.

The communicative function of the language plays a leading role. But the language can do this function due to the fact that it is subordinated to the system of human’s thinking. Therefore the exchange of information, knowledge, experience is possible.

From this inevitably follows the second basic function of language - cognitive (i.e. cognitive, epistemological), meaning that language is the most important means of obtaining new knowledge of reality. Cognitive function connects language with cogitative human activity.

In addition to these, the language performs a number of other functions.

Actual (contact-setting) - the function of creating and maintaining contact between the interlocutors (greeting formulas when meeting and saying goodbye, exchanging remarks about weather, etc.). Communication occurs for the sake of communication and mostly unconsciously (less often - consciously) is directed at establishing or maintaining contact. Content and form of actual communication depends on sex, age, social status, relationships between interlocutors, but in general such communication is standard and minimal informative. [8, p. 179]

Representative - the function that determines the speech act in its relation to the referent or the subject of the thought.

Voluntarily function of language, i.e. function of will expression.

Metalanguage - the function of interpretation of linguistic facts. The use of language in the metalanguage function is usually associated with the difficulties of speech communication, for example, when talking with a child, a foreigner or another person, who is not fully proficient in this language, style or professional variety of language. The metalanguage function is realized in all oral and written utterances about the language - during lessons and lectures, in dictionaries, in educational and scientific literature about the language.

Aesthetic - a function of aesthetic impact, manifested in the fact that the speakers begin to notice the text itself, its sound and verbal texture. Aesthetic attitude toward language means, in this way, that speech itself can be perceived as beautiful or ugly, i.e. as an aesthetic object. The aesthetic function of language, being the main for an artistic text, is present in everyday speech, manifesting itself in its rhythm, imagery.

Intellectual-communicative - the function of the message.

The function of storing information is realized in archives, and it is likely that some parts of information will never be used by anyone; but to store everything is necessary for history.

Emotional function of language involves the expression of feelings, emotions. It is implemented in poetry, in dialogue, in singing. Language has special means of expressing emotions: emotionally colored synonyms, phraseologies, stylistic figures, in oral speech - intonations. The greatest opportunities for emotional impact on the interlocutor is possessed by poetic images and created by the poet connotations, allegories, metaphors, epithets, allegories - means that are studied in poetics.

Often, is also used the function of influencing other people: this is an order, a request, persuasion, motivation for some actions. In these cases, speech may not have itself any information: it transmits the will of the speaker.

Function of formation and expression of thought: any thought after being formed is transformed in a language form (this is the so-called inner speech). At first thought arose in the form of images, without sufficient internal connections, can not yet be expressed. Clear syntactic, polished structures superimposed on a thought, and this gives it clarity, and the ability of this thought to be understood by other people.

On the basis of all of the above, it can be concluded that the speech communication has a complex multi-tier structure and acts in different stylistic varieties: different styles and genres, spoken and literary language, dialects and etc. All speech characteristics and other components of the communicative act contribute to its successful or unsuccessful implementation. Speaking with others, from the vast field of possible means of verbal communication are chosen those means that seem most suitable for expressing thoughts in a particular situation. And this is a socially significant choice. In my opinion this process is both infinite and diverse, which can further become a very interesting theme for a broader research.

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