

WORKPLACE DISCOURSE

ALMUT KOESTER

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Workplace Discourse Almut Koester

**Francesca Bargiela-
Chiappini, Catherine Nickerson, B.
Planken**



Workplace Discourse Almut Koester:

Workplace Discourse Almut Koester, 2010-07-08 Provides a fresh overview of the rapidly developing field of workplace discourse using both genre analysis and a corpus driven approach *Investigating Workplace Discourse* Almut Koester, 2006 Exploring the characteristics of different types of workplace conversations including decision making training briefing or making arrangements this enthralling account pays particular attention to interactions with a more social focus such as small talk or office gossip Presenting a range of approaches to analyzing such workplace discourse Almut Koester argues for a combination of quantitative corpus based methods to compare specific linguistic features in different genres and qualitative methods involving a close analysis of individual conversations to explore such issues as politeness power conflict and consensus building A corpus of conversations recorded in a variety of office environments both in the UK and the USA is used throughout to demonstrate the interplay between speakers accomplishing tasks and maintaining relationships in the workplace

Language and Creativity at Work Michael Handford, Almut Koester, 2024-03-29 *Language and Creativity at Work* A Corpus Assisted Model of Creative Workplace Discourse explores linguistic creativity at work as well as the role of language in creative processes in the workplace Using a mixed methods approach involving corpus linguistics and discourse analysis this book Provides a critical comparison of previous studies in language and creativity in a linguistic context as well as in the context of businesses and entrepreneurship and considers the insights that can be gained from both approaches Argues the case for workplace creativity as a linguistic and discursive phenomenon in addition to a cognitive or relational one Presents a model of creative workplace discourse that integrates creative language the creative actions involving language and alignment between speakers Employs spoken corpus data from a range of workplace contexts recorded over a 20 year period Examines professional practice and creativity in two different professional contexts a residential care home and a small start up company and explores the roles of constraints leadership and alignment in these contexts Critically interrogates the notion of creativity as an inherently positive phenomenon and analyses instances of problematic creativity in the workplace Demonstrates how corpora can be used to underscore assessments of creativity and its realisations in real dialogic contexts This book fills an important gap in the literature on creativity within both language and organisational studies and as such will be key reading for students and researchers of English language applied linguistics communication studies and business management

The Language of Work Almut Koester, 2004-03-01 The Intertext series has been specifically designed to meet the needs of contemporary English Language Studies *Working with Texts* A Core Introduction to Language Analysis second edition 2001 is the foundation text which is complemented by a range of satellite titles These provide students with hands on practical experience of textual analysis through special topics and can be used individually or in conjunction with *Working with Texts* The *Language of Work* examines how language is used in business and the workplace looking at a range of situations and data from meetings to informal negotiations promotional letters to emails explores

representations of work in advertising career magazines and workplace talk looks at the way people in business interact through small talk politeness customer care and management employee relationships is illustrated with lively examples taken from the real world and includes a full index of terms features a useful section on entering the world of work exploring job adverts and texts that give advice on CV writing and developing transferable skills [The Routledge Handbook of Language in the Workplace](#) Bernadette Vine, 2017-08-09 The Routledge Handbook of Language in the Workplace provides a comprehensive survey of linguistic research on language in the workplace written by top scholars in the field from around the world The Handbook covers theoretical and methodological approaches explores research in different types of workplace settings and examines some key areas of workplace talk that have been investigated by workplace researchers Issues of identity have become a major focus in recent workplace research and the Handbook highlights some core issues of relevance in this area such as gender leadership and intercultural communication As the field has developed applications of workplace research for both native and non native speakers have emerged Insights can inform and improve input from practitioners training workers in a range of fields and across a variety of contexts and the Handbook foregrounds some of the ways workplace research can do this This is an invaluable resource for researchers and graduate students interested in learning more about workplace discourse

Introducing Language in the Workplace Bernadette Vine, 2020-06-11 Assuming no prior linguistics background this introductory textbook summarises key topics and issues from workplace discourse research in a clear and accessible manner The topics covered include how people issue directives use humour and social talk and how they manage conflict and disagreement The role of language in the enactment of identity is also explored in particular leadership gender and cultural identity along with the implications and applications of workplace research for training and communications skills development Over 160 international examples are provided as illustration which come from a wide range of workplace settings countries and languages The examples focus on authentic spoken discourse to demonstrate how theory captures the patterns found in everyday interaction Introducing Language in the Workplace provides an excellent up to date resource for linguistics courses as well as other courses that cover workplace discourse such as business communication or management studies

Exploring Professional Communication Stephanie Schnurr, 2024-08-19 Routledge Introductions to Applied Linguistics is a series of introductory level textbooks covering the core topics in applied linguistics primarily designed for those beginning postgraduate studies or taking an introductory MA course as well as for advanced undergraduates Titles in the series are also ideal for language professionals returning to academic study The books take an innovative practice to theory approach with a back to front structure This leads the reader from real world problems and issues through a discussion of intervention and how to engage with these concerns before finally relating these practical issues to theoretical foundations Additional features include tasks with commentaries a glossary of key terms and an annotated further reading section Exploring Professional Communication provides an accessible overview of the vast field of

communication in professional contexts from an applied linguistics perspective It explores the nature of professional communication by discussing various fundamental topics relevant for an understanding of this area The book is divided into eight chapters each dealing with a specific area of professional communication such as genres of professional communication identities in the workplace and key issues of gender leadership and culture Although the book s main approach to professional communication is an applied linguistics one it also draws on insights from a range of other disciplines This second edition has been substantially revised and updated and includes coverage of the most recent developments in the area New topics include Remote and virtual communication as well as technology assisted communication The impact of the pandemic on professional communication Gender in professional communication post metoo Intersectional issues A new chapter on researching professional communication Throughout Stephanie Schnurr takes an interactive approach that is reflected in the numerous examples of authentic discourse data from a variety of written spoken and multimodal contexts Exploring Professional Communication is critical reading for postgraduate and upper undergraduate students of applied linguistics and communication studies

Corpus Applications in Applied Linguistics Ken Hyland, Meng Huat Chau, Michael Handford, 2012-04-19 Corpus linguistics is one of the most exciting approaches to studies in applied linguistics today From its quantitative beginnings it has grown to become an essential aspect of research methodology in a range of fields often combining with text analysis CDA pragmatics and organizational studies to reveal important new insights about how language works This volume captures some of the most stimulating and significant developments in the field including chapters on language teaching institutional and professional discourse English as an International Language translation forensics and media studies As a result it goes beyond traditional limited presentations of corpus work and shows how corpora inform a diverse and growing number of applied linguistic domains

Spoken Discourse Rodney Jones, 2016-07-28 This book provides an overview of current theories of and methods for analysing spoken discourse It includes discussions of both the more traditional approaches of pragmatics conversation analysis interactional sociolinguistics linguistic anthropology and critical discourse analysis and more recently developed approaches such as multimodal discourse analysis and critical sociolinguistics Rather than treating these perspectives as mutually exclusive the book introduces a framework based on principles from mediated discourse analysis in which different approaches to spoken discourse are seen as complementing and informing one another In this framework spoken discourse is seen as mediated through a complex collection of technological semiotic and cultural tools which enable and constrain people s ability to engage in different kinds of social actions enact different kinds of social identities and form different kinds of social relationships A major focus of the volume is on the way technological tools like telephones broadcast media digital technologies are changing the way people communicate with spoken language The book is suitable for use as a textbook in advanced courses in discourse analysis and language in social interaction and will also be of interest to scholars in a variety of fields including linguistics sociology media

studies and anthropology Metaphor and Corpus Linguistics Rafael Alejo-González, 2023-12-22 Metaphor and Corpus Linguistics Building and Investigating an English as a Medium of Instruction Corpus offers a model for building a corpus of oral EMI seminars It demonstrates how incorporating metaphor to the process of corpus building affords a more comprehensive description of the role of metaphor in discourse EMI is the specific context outlined in this volume and as such it will be of particular interest to researchers in this area though the design and model can be easily generalised and applied to other corpora focusing on metaphor Alejo Gonz lez argues for the need to build such a corpus given the scarcity of corpora being tagged for metaphor as well as the shortage of those dealing with the EMI phenomenon This book will be of practical use and interest to those researchers of corpus linguistics or related areas looking to explore metaphor through their corpus studies Handbook of Business Communication Gerlinde Mautner, Franz Rainer, 2017-07-24 In spite of the day to day relevance of business communication it remains underrepresented in standard handbooks and textbooks on applied linguistics The present volume introduces readers to a wide variety of linguistic studies of business communication ranging from traditional LSP approaches to contemporary discourse based work and from the micro level of lexical choice to macro level questions of language policy and culture **Discourse of Twitter and Social Media** Michele Zappavigna, 2012-02-23 Examination of the effects of social media innovations on electronically mediated discourse focusing on interaction

Business Discourse Francesca Bargiela-Chiappini, Catherine Nickerson, B. Planken, 2013-07-25 This second edition reviews the field of business discourse centring on the investigation of business language and communication as practice It combines research based discussions with innovative practical applications and promotes debate and enquiry on a range of competing issues emerging from business discourse research and teaching practice **Discourse Studies Reader** Ken Hyland, 2013-04-25 Since 2005 the Continuum Discourse series under the editorship of Professor Ken Hyland has published some of the most cutting edge work in the field of discourse analysis This edited collection offers a showcase of the work produced by its authors and reads as fully functional book in its own right The work of Paul Baker Frances Christie and Greg Myers features amongst others With an introduction by Professor Hyland the chapters are organized thematically to provide a look a research methods examine at the various types of institutional discourses covered by the series and finally a look to arguably the future of the field electronic discourses in an electronic medium for example Twitter SMS and Blogs This is an essential purchase for those involved in discourse analysis in any capacity **Increasing Naturalness in the Language Learning Classroom** Szilvia Szita, 2024-07-31 This volume links corpus research to classroom practice and critically assesses how the integration of a corpus informed methodology affects pedagogical choices teaching materials and classroom activities Focusing on the language classroom and drawing on examples from English French German and Hungarian this book demonstrates that such methodology is applicable to languages with very different properties Drawing on both larger general and smaller more specialised corpora including both spoken and written data this volume presents the

key features of natural language according to corpus linguistics establishing principles and methods to observe and practice natural sounding language use suggests the characteristics of a coherent corpus informed methodology and contrasts this with existing methodologies explores ways in which this methodology can enhance language learning and discusses the types of activities that are most effective explains how this methodology be integrated into teacher training Bridging the long persisting gap between corpus informed language teaching research and applied classroom reform this book is key reading for researchers in applied linguistics and language pedagogy as well as teacher trainers and practitioners **Corpus**

Linguistic Approaches to Deception Detection Mathew Gillings,2024-06-24 Corpus Linguistic Approaches to Deception Detection provides an innovative introduction to the use of the corpus linguistics methodology in the field of deception detection Bringing together research from both forensic psychology and linguistics this book uses traditional corpus assisted methods to reconcile the different approaches used by these two fields and shows how cues to deception operate in their linguistic context Arguing that current methods of analysis do not seem to be fit for purpose this book shows the need for further development of context sensitive methods to explore deceptive datasets This book will be of interest to scholars and postgraduate students in the fields of corpus linguistics psychology discourse analysis and forensic linguistics **Corporate**

Discourse Ruth Breeze,2013-08-15 Corporate discourse examines business communication practices from a discourse perspective looking in detail at the ways in which corporations around the world communicate with individuals with other collective entities and with the world at large It is concerned with understanding how language works in business contexts and how corporate identity and personal and professional relationships are configured through discourse Using a range of analytical techniques to examine different forms of textual evidence from companies operating in many sectors this book maps out current developments in corporate discourse against the complex background of globalization **Discourse**

Analysis Brian Paltridge,2021-10-21 Outlining the core methodological and theoretical premises this book presents the essential approaches that you need to know when doing discourse analysis for the first time Chapters cover discourse and society discourse and pragmatics discourse and genre discourse and conversation discourse grammar corpus approaches multimodal discourse and critical discourse analysis Encompassing the latest trends and developments this third edition includes A new chapter on discourse and digital media New topics including English as a lingua franca linguistic landscapes and translanguaging Updated examples from a variety of global perspectives and contexts ranging from North America to East Asia Updated discussion questions throughout Each chapter also features exercises discussion questions and lists of further reading Alongside online resources with lecture slides extended readings and enhanced bibliographies this is the only book you need for doing discourse analysis *Diversity Management and Identity in Organisations* Davide

Bizjak,2019-01-08 This book advances a conceptualisation of gender identity within Diversity Management in organisations that takes into account the linkages between individual and organisational identity thus moving from liminality where gender

is considered merely as a binary and diversity as something to manage to inclusion where diversity means a commitment to supporting a processual way to approach both belongingness and uniqueness within organisation Through the use of Critical Discourse Analysis the book investigates a series of UK county based public and private bodies combining the analysis of interviews with a set of policy documents In this way this contribution explores what challenges Diversity Management in organisations has to cope with and to what extent the relationship between individual and organisational identity can help us prevent any form of discrimination and foster inclusiveness in organisations

TRANSLATION: THEORY AND PRACTICE Sri Endah Tabiati, 2017-02-14 Learning how to translate needs patience In addition the learners must fulfill some requirements They have to master the language of the original texts SL and the language into which the texts will be transferred or translated TL well Knowledge of linguistics will also be of a great help This textbook will equip the students of an English Department with theory and practice of translation It starts with the quotations of the definitions of translation proposed by translation experts to make the translation learners know understand and have deep insights of translation It is then followed by the process types and methods of translation to provide the translation learners with a guide of how to translate Some problems commonly occurred in the case of the translation from English into Indonesian are also provided to make learners skillful in the translation dealing with the two languages The exercises are provided to make the learners have a lot of practice in translation The texts for the practice vary taken from different sources and different registers or genres The Book is completed with Course Outline or RPKPS The Plan of the Semester learning Activities Program Glossary and the authors CVs The Objectives of each chapter are presented at the beginning of each chapter The authors want to express her appreciation and thanks to Herdianti Nurmala Fortunita Febrianti Rozi and Dian Putri who have given significant contribution in providing examples for the exercises Last but not least the authors need criticisms and inputs about the textbook to make translation learners good translators in the shortest possible time

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