

ROUTLEDGE LINGUISTICS CLASSICS

POWER AND POLITENESS IN THE WORKPLACE

A SOCIOLINGUISTIC ANALYSIS OF TALK AT WORK

JANET HOLMES
AND MARIA STUBBE



Power And Politeness In The Workplace Paperback

Hans J. Ladegaard, Christopher Jenks



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Power and Politeness in the Workplace Janet Holmes, 2014-09-25 Power and Politeness in the Workplace provides insights into the way we all talk at work The book contains a wealth of material illustrating the way people communicate with each other in their ordinary everyday encounters in their workplaces The analysis focuses in particular on how and why people do power and politeness in the workplace and examines the discourse strategies involved in balancing the competing demands of meeting workplace objectives and getting things done on time with maintaining good collegial workplace relationships Drawing on a large and very varied corpus of data collected in a wide range of workplaces the authors explore specific types of workplace talk such as giving advice and instructions solving problems running meetings and making decisions Attention is also paid to the important contribution of less obviously relevant types of workplace talk such as humour and small talk to the construction of effective workplace relationships In the final chapter some of the practical implications of the analyses are identified This book aims to provide useful information to those interested in the many functions of talk at work It should be useful to those teaching business or interpersonal communication courses language in the workplace courses courses on discourse analysis communication studies pragmatics and sociolinguistics It should also be of interest to workplace practitioners and especially those involved in Human Resources training communication skill development and professional development and education

Power and Politeness in the Workplace Janet Holmes, Maria Stubbe, 2015-02-20 Power and Politeness in the Workplace has become established as a seminal text for courses in language and professional communication Co authored by bestselling author Janet Holmes this text provides insights into the way we all talk at work including a wealth of material illustrating the way people communicate with each other in their ordinary everyday encounters in their workplaces The analysis focuses in particular on how and why people do power and politeness in the workplace and examines the discourse strategies involved in balancing the competing demands of meeting workplace objectives and getting things done on time with maintaining good collegial workplace relationships Drawing on a large and very varied corpus of data collected in a wide range of workplaces the authors explore specific types of workplace talk such as giving advice and instructions solving problems running meetings and making decisions Attention is also paid to the important contribution of less obviously relevant types of workplace talk such as humour and small talk to the construction of effective workplace relationships In the final chapter some of the practical implications of the analyses are identified This Routledge Linguistics Classic is here reissued with a new preface from the authors covering the methods of analysis an update on the Language in the Workplace project and a look at the work in the context of recent research Power and Politeness in the Workplace continues to be a vital read for researchers and postgraduate students in the fields of applied linguistics and communication studies

Politeness in Professional Contexts Dawn Archer, Karen Grainger, Piotr Jagodziński, 2020-08-15 Much like in everyday life politeness is key to the smooth running of relationships and interactions

Professional contexts however tend to be characterised by a plethora of behaviours that may be specific to that context They include polite behaviours impolite behaviours and behaviours that arguably fall somewhere between or outside such concepts The twelve chapters making up this edited collection explore these behaviours in a range of communication contexts representative of business medical legal and security settings Between them the contributions will help readers to theorize about and in some cases operationalize im politeness and related behaviours for these real world settings The authors take a broad yet theoretically underpinned definition of politeness and use it to help explain analyse and inform professional interactions They demonstrate the importance of understanding how interactions are negotiated and managed in professional settings The edited collection has something to offer therefore to academics professionals and practitioners alike

The Handbook of English for Specific Purposes Brian Paltridge,Sue Starfield,2014-09-15 Featuring a collection of newly commissioned essays edited by two leading scholars this Handbook surveys the key research findings in the field of English for Specific Purposes ESP Provides a state of the art overview of the origins and evolution current research and future directions in ESP Features newly commissioned contributions from a global team of leading scholars Explores the history of ESP and current areas of research including speaking reading writing technology and business legal and medical English Considers perspectives on ESP research such as genre intercultural rhetoric multimodality English as a lingua franca and ethnography

The Routledge Handbook of Multilingualism Marilyn Martin-Jones,Adrian Blackledge,Angela Creese,2012 The Routledge Handbook of Multilingualism provides a comprehensive survey of the field of multilingualism for a global readership and an overview of the research which situates multilingualism in its social cultural and political context The handbook includes an introduction and five sections with thirty two chapters by leading international contributors The introduction charts the changing landscape of social and ethnographic research on multilingualism theory methods and research sites and it foregrounds key contemporary debates Chapters are structured around sub headings such as early developments key issues related to theory and method new research directions This handbook offers an authoritative guide to shifts over time in thinking about multilingualism as well as providing an overview of the range of contemporary themes debates and research sites The Routledge Handbook of Multilingualism is the ideal resource for postgraduate students of multilingualism as well as those studying education and anthropology

Power and Politeness in the Workplace Janet Holmes Staff,2002-08-01

Language in Business, Language at Work Erika Darics,Veronika Koller,2018-01-31 Packed with contemporary examples from the business world this is an exciting and engaging text which explains how language works in business how to analyse it and how to use it in an informed and creative way The book is split into three parts which look at business communication from corporate management and employee perspectives Wide ranging in nature it explores a variety of topics ranging from stakeholder communication and brand narratives to managing conflict and self branding Each chapter contains ample opportunity for readers to put new skills into practice while case studies act as springboards for

further discussion This is essential reading for students of both language and business related disciplines both during and beyond their studies It is also an indispensable resource for teachers of business communication

The Language of Business Meetings Michael Handford, 2010-08-19 This book presents a corpus based study of the language used in business meetings

Language and Intercultural Communication in the Workplace Hans J. Ladegaard, Christopher Jenks, 2018-04-19 From language classrooms to outdoor markets the workplace is fundamental to socialisation It is not only a site of employment where money is made and institutional roles are enacted through various forms of discourse it is also a location where people engage in social actions and practices The workplace is an interesting research site because of advances in communication technology cheaper and greater options for travel and global migration and immigration Work now requires people to travel over great geographical distances communicate with cultural others located in different time zones relocate to different regions or countries and conduct business in online settings The workplace is thus changing and evolving creating new and emerging communicative contexts This volume provides a greater understanding of workplace cultures particularly the ways in which working in highly interconnected and multicultural societies shape language and intercultural communication The chapters focus on critical approaches to theory and practice in particular how practice is used to shape theory They also question the validity and universality of existing models Some of the predominant models in intercultural communication have been criticised for being Eurocentric or Anglocentric and this volume proposes alternative frameworks for analysing intercultural communication in the workplace This book was originally published as a special issue of *Language and Intercultural Communication*

Language and Power Gary Ives, Raj Rana, 2018-01-25 Essential study guides for the future linguist *Language and Power* is an introduction to how English is used to influence persuade and position us within hierarchies It is suitable for students at advanced level and beyond Written with input from the Cambridge English Corpus it looks at the linguistic techniques in situations where language is used to exert influence exploring how contexts affect the language we use Short activities help explain analysis methods guiding students through major modern issues and concepts It summarises key concerns and modern findings while providing inspiration for language investigations and non examined assessments NEAs with research suggestions

Language and Manipulation in House of Cards Sandrine Sorlin, 2016-08-12 This book is to date the first monograph length study of the popular American political TV series *House of Cards* It proposes an encompassing analysis of the first three seasons from the unusual angles of discourse and dialogue The study of the stylistic idiosyncrasies of the ruthless main protagonist Frank Underwood is completed by a pragmatic and cognitive approach exposing the main characters manipulative strategies to win over the other Taking into account the socio cultural context and the specificities of the TV medium the volume focuses on the workings of interaction as well as the impact of the direct address to the viewer The book critically uses the latest theories in pragmatics and stylistics in its attempt at providing a pragma rhetorical theory of manipulation

The Routledge Handbook of World Englishes Andy

Kirkpatrick,2010-06-17 The Routledge Handbook of World Englishes constitutes a comprehensive introduction to the study of World Englishes drawing on the expertise of leading authors within the field The Handbook is structured in nine sections covering historical perspectives core issues and topics and new debates which together provide a thorough overview of the field taking into account the new directions in which the discipline is heading Among the key themes covered are the development of English as a lingua franca among speakers for whom English is a common but not first language the parallel development of English as a medium of instruction in educational institutions throughout the world and the role of English as the international language of scholarship and scholarly publishing as well as the development of computer mediated Englishes including cyberprose The Handbook also includes a substantial introduction and conclusion from the editor The Routledge Handbook of World Englishes is the ideal resource for postgraduate students of applied linguistics as well as those in related degrees such as applied English language and TESOL TEFL *Teaching Business Discourse* Cornelia

Ilie,Catherine Nickerson,Brigitte Planken,2018-10-25 This book presents research in business discourse and offers pedagogical approaches to teaching business discourse in both classroom and consultancy contexts that address the key issues of dealing with different types of learners developing teaching materials and evaluation Drawing on the authors extensive experience of researching business discourse from a variety of different perspectives including pragmatics discourse analysis rhetoric and language for specific purposes it demonstrates how these approaches may be applied to teaching Each chapter includes a list of additional readings together with a number of practical tasks designed to help readers apply the materials presented Case studies are used throughout the book to illustrate the concepts thus equipping readers with a set of research tools to extend their own understanding of how language and communication operate in business contexts as well introducing them to a variety of research based ideas that can be translated easily into a classroom setting The book is cross cultural in scope as it includes perspectives from a range of different contexts It represents a significant advance in current literature and will provide a valuable resource for students and scholars of applied linguistics business communication and business discourse in addition to teachers of Business English **Research Methods in**

Intercultural Communication Zhu Hua,2016-01-19 Research Methods in Intercultural Communication introduces and contextualizes the most important methodological issues in the field for upper level undergraduate and graduate students Examples of these issues are which paradigms and how to research multilingually interculturality and ethnically Provides the first dedicated and most comprehensive volume on research methods in intercultural communication research in the last 30 years Explains new and emerging methods as well as more established ones These include Matched Guise Technique Discourse Completion Task Critical Incident Technique Critical Discourse Analysis Ethnography Virtual Ethnography Corpus Analysis Multimodality Conversation Analysis Narrative Analysis Questionnaire and Interview Assists readers in determining the most suitable method for various research questions conceptualizing the research process interpreting results and

drawing conclusions Supports students from start to finish with key terms suggestions for further reading research summaries and sound guidance from experienced scholars and researchers The Business of Words Crispin

Thurlow,2019-07-30 The Business of Words examines the practices of high end language workers or wordsmiths where we find words being professionally designed institutionally managed and inevitably objectified for status and profit Aligned with existing work on language and political economy in critical sociolinguistics and discourse studies the volume offers a novel complementary insight into the relatively elite practices of language workers such as advertisers dialect coaches publishers judges translators public relations officers fine artists journalists and linguists themselves In fact the book considers what academics might learn about language from other wordsmiths opening a space for dialogue between those researching language and those who also stake a claim to linguistic expertise and a way with words Bringing together an array of leading international scholars from the cognate fields of discourse studies sociolinguistics and linguistic anthropology this book is an essential resource for researchers advanced undergraduate and postgraduate students of English language linguistics and applied linguistics communication and media studies and anthropology **The Routledge Handbook of Language and Professional Communication**

Vijay Bhatia,Stephen Bremner,2014-02-24 The Routledge Handbook of Language and Professional Communication provides a broad coverage of the key areas where language and professional communication intersect and gives a comprehensive account of the field The four main sections of the Handbook cover Approaches to Professional Communication Practice Acquisition of Professional Competence Views from the Professions This invaluable reference book incorporates not only an historical view of the field but also looks to possible future developments Contributions from international scholars and practitioners focusing on specific issues explore the major approaches to professional communication and bring into focus recent research This is the first handbook of language and professional communication to account for both pedagogic and practitioner perspectives and as such is an essential reference for postgraduate students and those researching and working in the areas of applied linguistics and professional communication

Sociolinguistic Research Robert Lawson,Dave Sayers,2017-07-14 Shortlisted for the LSA Leonard Bloomfield Book Award 2017 Sociolinguistic Research Application and Impact provides a unique overview of international research projects showcasing their positive outcomes and offering critical insights and constructive critiques into the meaning of impact in contemporary research The book includes original findings from cutting edge research from scholars such as Mary Bucholtz Walt Wolfram and Peter Patrick coverage of organisational contexts including education government justice heritage and the workplace activities including after school programmes workplace training courses social media campaigns and video productions application of research to professional practice including teaching primary school to university adjudication police interviewing and governmental policymaking contributors personal reflections on the research process and its outcomes including constructive critiques of institutional definitions of impact With chapters spanning research across five

continents Sociolinguistic Research Application and Impact is essential reading for sociolinguistic researchers students embarking on sociolinguistic research and anyone interested in the practical application of research on language and society

Exploring Politeness in Business Emails Vera Freytag, 2019-10-11 Exploring Politeness in Business Emails explores the contextual complexities of workplace emails by comparing British English and Peninsular Spanish directive speech events and systematically assessing the impact of contextual factors Through a combination of qualitative and quantitative methods of data collection and analysis and the inclusion of metapragmatic insights in the interpretation of the results the book offers an innovative approach to the study of politeness The book partially contradicts previous assumptions about English and Spanish directives and provides new insights into the role of politeness in the workplace By offering a meticulous account of the linguistic choices made by the English and Spanish first language users and the contextual factors influencing these choices the book suggests far reaching implications for future research in cross cultural pragmatics and business discourse as well as practical implications relevant for academics postgraduate students and practitioners interested in these fields

Entangled Discourses Caroline Kerfoot, Kenneth Hyltenstam, 2017-01-20 This book uniquely explores the shifting structures of power and unexpected points of intersection entanglements at the nexus of North and South as a lens through which to examine the impact of global and local circuits of people practices and ideas on linguistic cultural and knowledge systems The volume considers the entanglement of North and South on multiple levels in the contemporary and continuing effects of capitalism colonialism and imperialism in the form of silenced or marginalized populations such as refugees immigrants and other minoritised groups and in the different orders of visibility that make some types of practices and knowledge more legitimate and therefore more visible It uses a range of methodological and analytical frames to shed light on less visible histories practices identities repertoires and literacies and offer new understandings for research and for language health care education and other policies and practices The book brings together an exciting mix of voices of both established and new scholars in multilingualism and diversity from a range of social political and historical contexts and provides coverage of areas previously underrepresented in current research on multilingualism globalization and mobility including Brazil South Africa Australia East Timor Wallis and Mayotte Cape Verde and Guinea Bissau This volume is key reading for scholars researchers and graduate students in multilingualism globalisation sociolinguistics mobility and development studies applied linguistics and language and education policy Chapter 2 of this book is freely available as a downloadable Open Access PDF at <http://www.taylorfrancis.com> under a Creative Commons Attribution Non Commercial No Derivatives CC BY NC ND 4.0 license

[Handbook of Pragmatics](#) Mieke Vandenbroucke, Jana Declercq, Frank Brisard, Sigurd D'hondt, 2024-10-31 This encyclopaedia of one of the major fields of language studies is a continuously updated source of state of the art information for anyone interested in language use The IPrA Handbook of Pragmatics provides easy access for scholars with widely divergent backgrounds but with convergent interests in the use and functioning of language to the

different topics traditions and methods which together make up the field of pragmatics broadly conceived as the cognitive social and cultural study of language and communication i e the science of language use The Handbook of Pragmatics is a unique reference work for researchers which has been expanded and updated continuously with annual installments since 1995 Also available as Online Resource <https://benjamins.com/online/hop>

Power And Politeness In The Workplace Paperback Book Review: Unveiling the Power of Words

In a global driven by information and connectivity, the ability of words has become more evident than ever. They have the capacity to inspire, provoke, and ignite change. Such is the essence of the book **Power And Politeness In The Workplace Paperback**, a literary masterpiece that delves deep into the significance of words and their impact on our lives. Published by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book's key themes, examine its writing style, and analyze its overall effect on readers.

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