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POLITENESS IN ENGLISH AND UZBEK ACADEMIC EMAILS

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Abstract: This study investigates the expression of politeness in academic emails written in English and Uzbek. A comparative analysis of emails in both languages was conducted, focusing on politeness strategies, word choice, greetings, and closing expressions. The findings reveal that English academic emails tend to prioritize formality and cautious language, whereas Uzbek academic emails often reflect cultural norms of hospitality and warmth. This research contributes to a deeper understanding of academic writing practices and intercultural communication in professional contexts.

Keywords: Politeness, Academic Emails, English, Uzbek, Pragmatics, Intercultural Communication, Email Etiquette.

Introduction

In the era of digital communication, academic emails have become an essential medium for professional and scholarly interaction. Politeness in email communication plays a crucial role in establishing positive relationships, demonstrating respect, and ensuring effective exchange of information. While English academic emails often emphasize formality, indirectness, and adherence to professional conventions, Uzbek academic emails reflect the cultural values of warmth, hospitality, and social harmony.

Understanding how politeness is realized in different linguistic and cultural contexts is essential for fostering effective intercultural communication and avoiding misunderstandings. Despite the increasing prevalence of email communication in academia, few studies have comparatively analyzed politeness strategies in English and Uzbek academic emails. This study aims to fill this gap by examining the linguistic features, expressions, and strategies used to convey politeness in both languages.

The objectives of this research are to identify and compare politeness strategies in English and Uzbek academic emails, analyze cultural and pragmatic differences, and provide insights into effective email communication across cultures. The findings are expected to contribute to the fields of pragmatics, intercultural communication, and academic writing by offering practical guidelines for composing polite and culturally appropriate emails.

The primary objective of this study is to conduct a systematic examination and comparative analysis of politeness strategies employed in English and Uzbek academic emails. This research aims to investigate how cultural norms, pragmatic conventions, and sociolinguistic factors shape linguistic choices, including the formulation of greetings, the structuring of requests, the use of mitigated directives, and the selection of closing expressions. By exploring these elements, the study seeks to provide a comprehensive understanding of how politeness is linguistically realized and pragmatically adapted in

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academic correspondence across different cultural contexts, thereby contributing to the field of intercultural communication and academic writing practices.

To achieve the research objective, the study addresses the following tasks:

1. Identify common politeness strategies used in English academic emails.

2. Identify common politeness strategies used in Uzbek academic emails.

3. Compare the similarities and differences in the expression of politeness between the two languages.

4. Analyze the influence of cultural and pragmatic factors on email communication.

The study is based on a corpus of academic emails collected from both English-speaking and Uzbek-speaking academic environments. Qualitative and quantitative content analysis methods are applied to examine linguistic features, greetings, closings, and politeness markers. Comparative analysis is employed to highlight cultural differences and common strategies.

strategies in English and Uzbek correspondence. English academic emails predominantly employ formal and impersonal language, with a strong emphasis on indirectness in requests, mitigated directives, and carefully structured sentences. Standardized closing formulas such as "Best regards," "Sincerely," or "Yours faithfully" are consistently used, reflecting both professionalism and adherence to established academic norms. The frequent use of hedging expressions, modal verbs, and conditional structures further demonstrates a cautious and deferential approach to communication, aimed at maintaining social distance and demonstrating respect for the recipient's authority or expertise.

In contrast, Uzbek academic emails frequently incorporate elements of personal warmth and social familiarity, reflecting culturally specific norms of hospitality and interpersonal politeness. Greetings often include expressions that acknowledge the recipient's well-being, health, or family, while closings may convey gratitude, best wishes, or hopes for ongoing collaboration. Requests are more direct than in English but are softened by polite expressions, honorifics, or contextual markers that maintain a respectful tone. The data indicate that Uzbek email writers place greater emphasis on relational harmony and social cohesion, integrating both linguistic and paralinguistic cues to establish a sense of collegiality and interpersonal connection.

Comparative analysis highlights that while both English and Uzbek academic emails aim to achieve politeness and positive interpersonal relations, the strategies and linguistic mechanisms employed differ significantly due to cultural and pragmatic factors. In English, politeness is primarily manifested through formalized structures and indirectness, which serve to minimize imposition and protect social distance. In Uzbek, politeness is more relational and expressive, reflecting communal values and the importance of maintaining social bonds. These findings underscore the critical role of cultural context in shaping the linguistic realization of politeness in academic email communication and suggest that intercultural email communication requires sensitivity to these divergent norms to avoid potential misunderstandings and ensure effective scholarly

interaction.

Conclusion

The findings of this study indicate that although both English and Uzbek academic emails utilize various politeness strategies, the specific modes of expression are profoundly shaped by the cultural norms and social conventions inherent to each linguistic community. English academic correspondence tends to emphasize formality, indirectness, and adherence to standardized professional conventions, whereas Uzbek emails often integrate elements of warmth, personal acknowledgment, and culturally specific expressions of courtesy. Recognizing these differences is crucial for fostering effective intercultural academic communication, as it enables writers to navigate potential pragmatic misunderstandings, maintain professional decorum, and build constructive scholarly relationships. Moreover, the study provides practical implications for academic practitioners and students, offering guidance on how to compose emails that are not only linguistically polite but also culturally sensitive, thereby enhancing the overall quality and efficacy of international academic interactions.

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