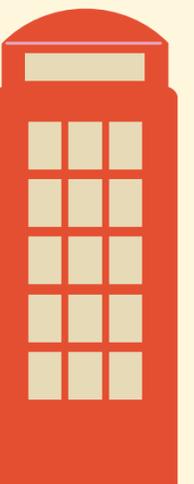




English **COMMUNICATIONS**

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PENGANTAR

Bahasa Inggris sebagai lingua franca berfungsi sebagai alat komunikasi global. Menurut Seidlhofer (2011), keberhasilan komunikasi bukan hanya bergantung pada grammar, tetapi pada kemampuan penutur menyesuaikan gaya bahasa sesuai konteks: formal atau informal.

Tujuan Pembelajaran:

- Memahami perbedaan antara komunikasi formal dan informal.
- Mampu menggunakan ekspresi, struktur kalimat, dan nada yang sesuai konteks.
- Meningkatkan kepercayaan diri dalam berbicara bahasa Inggris di berbagai situasi.

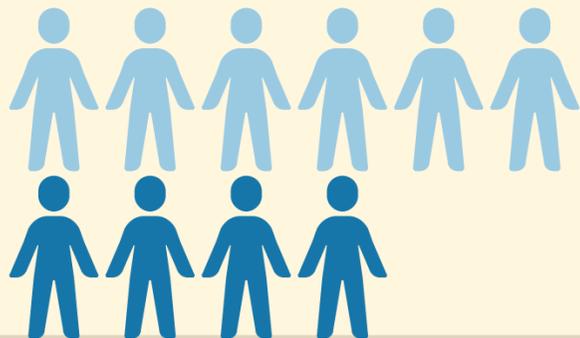


BASIC CONCEPT OF ORAL COMMUNICATION

Oral communication is the process of conveying messages through spoken words. It involves not only the use of language but also vocal elements such as tone, pitch, volume, and body language, including facial expressions and gestures.

Main Elements:

1. Speaker – the person who delivers or expresses the message.
2. Listener – the person who receives and interprets the message.
3. Message – the idea, thought, or information being communicated.
4. Channel – the medium or method through which communication occurs (e.g., face-to-face, telephone, video call, or online platform).
5. Feedback – the listener's response, which shows understanding, agreement, confusion, or reaction to the message.



DIFFERENCES BETWEEN FORMAL AND INFORMAL ENGLISH



Aspect	Formal English	Informal English
Purpose	Professional, academic, and official communication	Personal, casual, and friendly interaction
Grammar	Complete sentences following standard grammatical structures	Often shortened or incomplete sentences
Vocabulary	Polite and formal words (e.g., request, purchase, assist)	Common or slang expressions (e.g., ask for, buy, help out)
Contractions	Not used (do not, cannot)	Frequently used (don't, can't)
Greetings / Address	Good morning, Sir.	Hey!, Hi there!
Tone & Intonation	Neutral, polite, and professional	More expressive, relaxed, and natural

FORMAL ENGLISH – FEATURES AND EXAMPLE



Characteristics:

- Uses complete sentences with correct grammatical structure.
- Avoids slang or colloquial expressions.
- Maintains a polite and professional tone.
- Employs precise and formal vocabulary.

Common Situations:

- Job interviews
- Academic presentations
- Seminar discussions
- Official letters or correspondence

Example Dialogue:

Interviewer: Good morning, could you please tell me about yourself?

Student: Good morning, thank you for the opportunity. My name is Fina, I'm majoring in Communication Studies, and I'm passionate about digital media.

Analysis:

- ✓ Uses a formal greeting.
- ✓ Sentences are complete and grammatically correct.
- ✓ No contractions or slang are used.

INFORMAL ENGLISH – FEATURES AND EXAMPLE



Characteristics:

- The speaking style is more relaxed and natural.
- Frequently uses contractions and idiomatic expressions.
- The tone is expressive and casual.
- Uses common or slang vocabulary instead of formal words.

Common Situations:

- Talking with friends
- Casual conversations or chatting
- Small talk and social interaction

Example Dialogue:

A: Hey, what's up?

B: Not much, just chilling. How about you?

A: Same here. Wanna grab some coffee later?

B: Sure, sounds great!

Analysis:

- ✓ Uses slang expressions (what's up, chilling)
- ✓ Has a simple sentence structure
- ✓ Expresses a friendly and relaxed tone

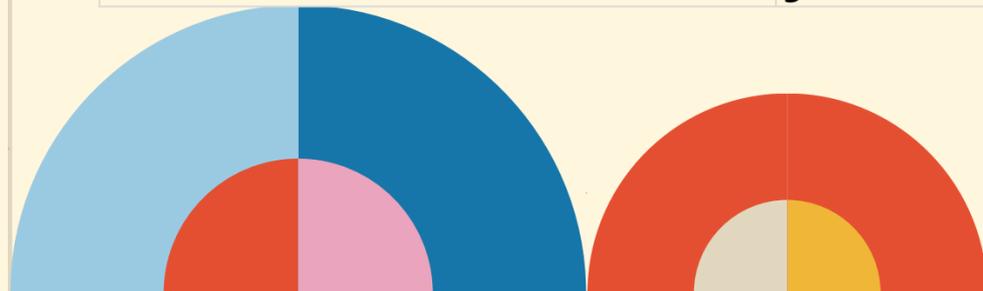
USEFUL EXPRESSIONS

Formal English

Function	Example Expressions
Greeting	<i>Good morning, everyone. / How do you do?</i>
Asking for help	<i>Could you please help me with this?</i>
Giving an opinion	<i>In my opinion... / I strongly believe that...</i>
Closing a conversation	<i>Thank you for your time. / I appreciate your attention.</i>

Informal English

Function	Example Expressions
Greeting	<i>Hey! / Hi there!</i>
Offering	<i>Wanna join? / Let's go!</i>
Agreeing	<i>Yeah, sure! / Totally!</i>
Refusing	<i>Nah, maybe next time.</i>
Closing a conversation	<i>See ya! / Catch you later!</i>

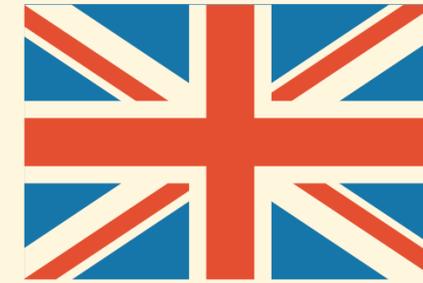


CONCLUSION

Communicating in English requires the ability to adjust one's speaking style according to the context.

According to Seidlhofer (2011), English as a lingua franca does not demand "perfect English," but rather emphasizes mutual understanding — a two-way comprehension between speaker and listener.

With consistent practice, students can communicate in both formal and informal situations accurately, confidently, and effectively.



Thank you

