

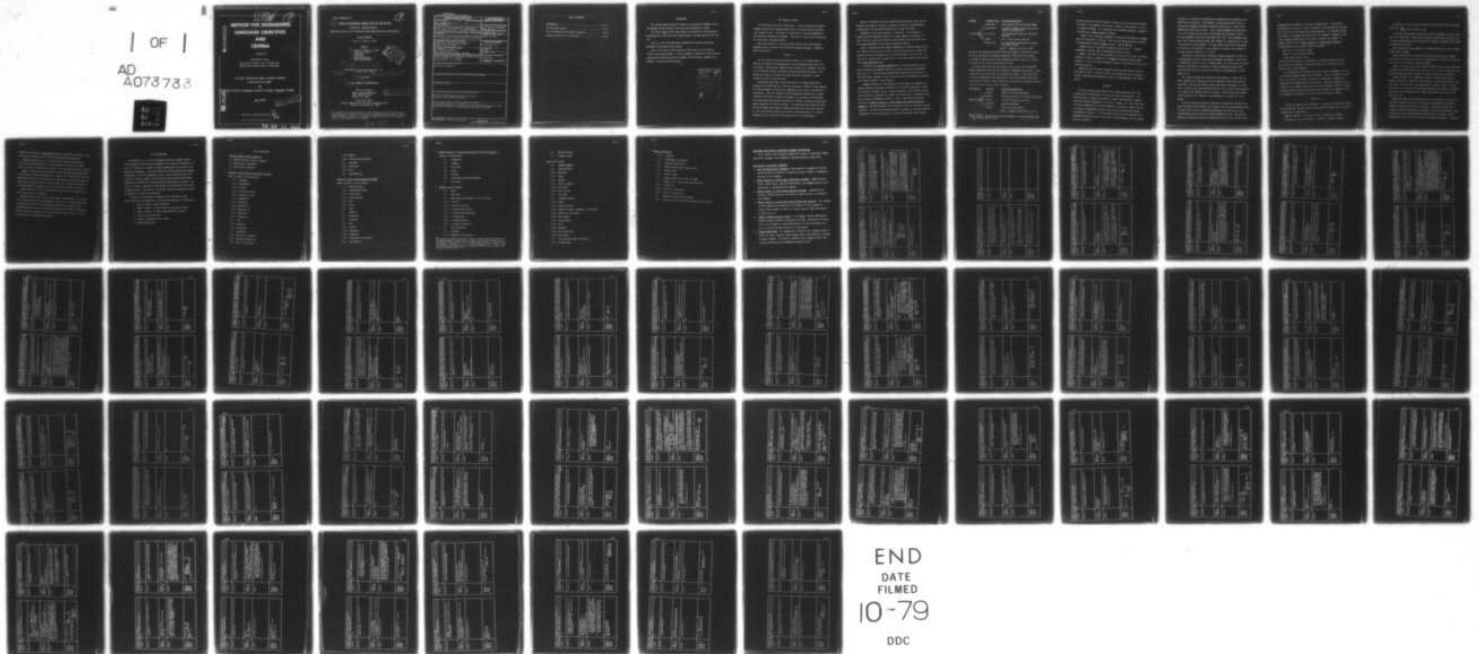
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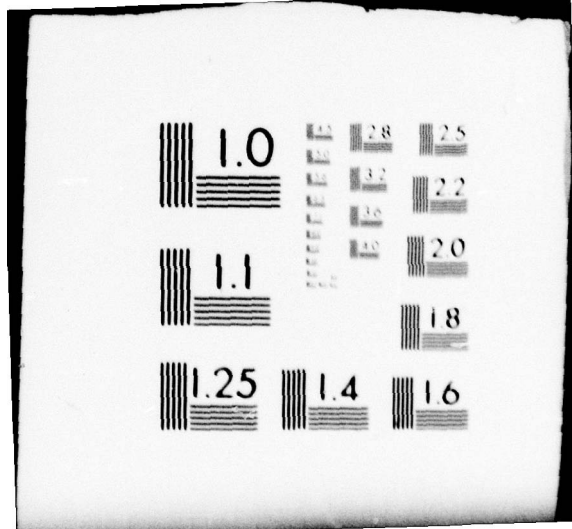
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METHOD FOR DETERMINING LANGUAGE OBJECTIVES AND CRITERIA

VOLUME III

CONCEPTUAL TOOLS:

FUNCTIONAL SYSTEM, LIST OF FUNCTIONS
OPERATIONAL DEFINITIONS OF FUNCTIONS

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METHOD FOR DETERMINING LANGUAGE OBJECTIVES AND CRITERIA.

VOLUME III, CONCEPTUAL TOOLS:

FUNCTIONAL SYSTEM, LIST OF FUNCTIONS, OPERATIONAL DEFINITIONS OF FUNCTIONS.

Contract Monitor

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Monitoring Agency:

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TABLE OF CONTENTS

INTRODUCTION.....III-1

The Functional System.....III-3

List of Functions and Functional Categories.....III-11

Operational Definitions of Functions.....III-17

INTRODUCTION

This volume presents material related to the conceptual framework used in the language analysis aspects of the task analysis/objectives system.

The initial pages of the volume contain an explanation of the functional system and how it fits with other system concepts, and some heuristics for its use.

Next is a list of the functional categories and functions which were developed in the course of the project.

Third, the volume presents Operational Definitions for each function listed in the previous pages. It offers synonyms, a definition of the function, sample English utterances which are examples of the function, comments, and examples of function catalog entries.

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The Functional System

This description consists of three parts. The first outlines the general framework on which the language analysis part of the task analysis and objectives system is built. The second is a description of how the components of this particular subsystem fit together. The third is a brief set of heuristics for constructing a Function Catalog.

Begin with section II if you are already familiar with the Functional Approach and how it differs from traditional language treatments. Otherwise begin with section I.

Section I

The task analysis system described in Volume I of this report uses an approach to analyzing the language used for job performance which starts with the question: What does the jobholder have to do with the language on the job? In the functional approach used here, the force motivating the system is the communicative need, in contrast with more traditional approaches in which language structures "drive the train".

Conventional approaches to both the analysis of language needs and of language teaching/learning start with the structures or patterns of the language. The target language is divided up by categories such as tenses, declensions or conjugations. After the language has been categorized, elements are arranged according to the level of difficulty thought to be involved in learning them. Course developers then use this information to arrange a teaching syllabus which groups grammatically similar structures. This approach can be effective; generations of students have learned language structures from instruction based on it. But the system has some serious pitfalls, especially when it is used for language training in which the final output will be job performance:

●First, the student often can't generalize the structures that s/he has learned to the specific contexts or situations involved in job performance. In other words, the job holder/student can't use what s/he knows.

●Second, the structural approach is inefficient. Every learner is taught the entire grammatical system, with equal emphasis on each part, in spite of the fact that actual needs for the different parts may differ radically among jobholders in particular occupational contexts.

●Third, although bringing together grammatically identical sentences may seem logical from the analyst's point of view, from the point of view of the language learner and language user it can be meaningless and artificial. In real acts of communication language users mix and match sentence types according to what they want to say.

In contrast, the Functional Approach used in the task analysis system starts with what the jobholder needs to say rather than with the different ways to say it. The Functional Approach begins by defining the context in which the target language is used, and then specifies the grammatical patterns which normally appear in those contexts.

Language functions are the purposes for which people use language; for example, people use language to make offers, to express displeasure, to identify objects or persons, and to introduce themselves. Each language function can be realized or expressed in a number of different ways, in sentences which use a variety of grammatical patterns. Figure 1 shows that the function "direct" (4.6 Report, express, or inquire about directions/instructions/commands in the present system) can be expressed using many different sentence structures. The use of one sentence pattern or another can introduce important differences in style and tone but all are ways of expressing that function.

<u>function</u>	<u>sentence forms</u>	<u>realization/expression</u>
4.6 direct	imperative	Please deliver this to LTC Henry Adams.
	conditional	It would be helpful if you could do the computer run immediately.
	infinitive	You're expected to report at 0730 hours tomorrow.
	modal	You'll have to start right now.
	participial	You should have no difficulty finishing the report by noon.

Figure 1 (Adapted from Allen, 1977)¹

In each of the sentence realizations above the speaker is giving "an instruction to be carried out by another" (Operational Definitions of Functions, p. III-42); in each case, while the grammatical pattern varies, the function or purpose of the communication remains the same.

By now it should be clear that there is not a one-to-one relationship between grammatical forms and the functions or "messages" they express. Figure 2 shows the "flip side of the coin" presented in Figure 1. While the first illustration demonstrates that imperative is one of the sentence forms that can be used to "direct", Figure 2 shows that the imperative grammatical pattern can also be used to express other functions.

<u>sentence form</u>	<u>function</u>	<u>realization/expression</u>
imperative	direct	Report to the base immediately.
	request	Hand me your pencil for a minute, would you?
	advise	Try the third door on the left.
	apologize	Accept my apologies.
	invite	Come to our next meeting.

Figure 2 (Adapted from Allen, op. cit.)

¹Allen, Patrick. Structural and Functional Models in Language Teaching, TESL Talk, January 1977, pp 5-15.

Besides being used to give an order or direction, we can see that the imperative form is also commonly used to make a request, to give advice, to invite, or to make an apology. All of these are very different purposes of communication which use a common grammatical pattern.

Figures 1 and 2 show that grammatical structures or patterns vary independently of variations in functions. This fact has implications for the design of job-functional foreign language training. Some of them are:

- "When to say it" goes hand in hand with "how to say it". Teaching grammatical structures doesn't guarantee functional facility.

- After a function has been selected as critical for a job task, the course designer can choose to emphasize or de-emphasize different patterns which express it. Those decisions are made on the basis of learning difficulty, role, style and register.

- Organizing job functional language training by functions can increase motivation to learn. Since the learner can see that what s/he is studying is directly connected with communicative needs in job-performance, s/he studies harder.

Section II

The IPISD specifies that input from job holders should be one of the primary sources of data about a military job used in task analysis. This means that when a language task analysis is done, the jobholder's judgments about the language requirements are critical. However, it is very likely that a military jobholder will be highly competent in a job which involves the use of a foreign language and yet never have critically analyzed the language requirements of that job. If a task analyst were to ask the jobholder which language functions were used in the course of job performance, his/her answers might be incomplete,

incorrect, or misleading simply because the jobholder had no experience with these kinds of categories. Nevertheless, the same person might be able to describe the language requirement entailed by his/her work in terms of the Communicative Activities involved. This is because Communicative Activities are a set of labels which are not very different from the terms in which military jobholders ordinarily think about their jobs. Most jobholders would have little trouble deciding whether they "monitor" or "demonstrate" or "scan" in the course of job performance. The same people cannot with a high degree of confidence (and presumably an equal degree of accuracy) report whether or not they "express capability" or "invite".

The design of the present task analysis system compensates for the fact that jobholders are able to describe the language requirements of their jobs in communicative terms but not in language terms. For the most part, the data gathering instruments are organized in terms of Communicative Activities. Questions about the use of particular functions are supplementary, if they appear at all.

This system has been field-tested with user agencies; it works well to obtain communication information from the jobholder in terms that s/he can understand. But the task analysis system must provide information in a form that is usable by the course developer who will turn it into learning materials to be used by the language learner and teacher. Simply knowing which Communicative Activities are involved in the performance of a certain job is not enough.

So the task analyst constructs Terminal Skill Objectives from the information provided by the jobholder, job products, and job related documents (and validates them in terms of jobholder perceptions), and then turns to the Enabling Objectives to bridge the language-communication gap. The Enabling Objectives operationally define the Communicative Activities in terms of the

language functions needed for each type of communication. The functions, described above in section I, name the purposes for which people use language. They are still not the language structures themselves. The Function Catalog (see section III) matches each function with the language structures or individual language elements which can be used to express the function. For example, Function 2.12.1 Report, express, or inquire about difficulty includes patterns (or "strings") which will produce:

They say it's difficult to repair.

There's a lot of red tape involved.

Is the machine out of order?

Each of the above sentences is produced by a different grammatical pattern, but all serve the function of expressing, reporting, or making an inquiry about difficulty with something.

It is important to note that the Function Catalog is designed to be used by the course developer rather than the learner. It is not a new kind of text at all, but instead a collection (catalog) of common ways in which native speakers of the language express each function. The course developer selects elements to be included in particular instructional sequences from the catalog, and then proceeds to develop instruction which enables the job-holder to learn the language structures which will fulfill his/her functional needs.

Section III

The Function Catalog for a language is a collection of functional elements--the possible ways for each function to be realized in common use. Functional elements come in three forms:

- Whole sentences: "I'd like you to meet my friend, COL Sanchez."
- Single words, or short phrases: "Excellent", "Thanks a million."

●Structural "strings" which outline the form that many different sentences could take: $\left\{ \begin{array}{l} I \\ WE \end{array} \right\} + \underline{BE} \text{ an expert on} + \text{NP}$

A Function Catalog must be constructed for each language for which instruction will be developed. Constructing a catalog is never totally painless, but it can be accomplished successfully and with a minimum of problems if the guidelines below are followed:

●Use a two-person team composed of a language analyst and a native speaker of the target language.

●The analyst should first describe the function to the native speaker, using either the descriptions found in the Operational Definitions of Functions (pp 17-59 of this volume) or his/her own words.

●Next, the analyst should ask the native speaker for all the possible ways to express the function that s/he can think of. It is useful to tape-record the function-generating session to make sure that no alternatives are missed.

●Some informants will immediately "rattle off" many different ways to express the function, others will stop and start. If the native speaker stops after only a few utterances, encourage him/her to think of others. However, be careful not to push the native speaker beyond the point where s/he naturally runs dry or you will get artificial, made up variations that don't fit the function at all.

●CAUTION! When describing the function to a speaker who is bilingual in the target language and English, the analyst may be tempted to use English examples to convey the sense of the function. Use English examples very sparingly to avoid simply getting translations of the English elements. Make sure that the native speaker knows that what you want are target language elements which fulfill the same function as the English elements. The target

elements do not have to be grammatically similar or parallel to English. They should be functionally similar, that is accomplish the same purpose.

●Catalog-constructing is a task that takes energy and concentration. Do not try to work too long on it in one session, or accuracy will suffer. Plan on a series of sessions each of which is not more than two hours in length.

●After a complete set of utterances for each function has been generated, each utterance should be transferred to a separate 3 x 5 card with its function number and name noted. The utterances for each function should be examined for repetitions, obvious omissions, and places where two or more utterances with the same grammatical structure can be collapsed into a structural "string".

●Next, prepare a draft of the complete catalog. Have it reviewed by at least three other native speakers.

●On the basis of their input, delete elements judged either: (1) inappropriate to the function, (2) not grammatically correct, or (3) very "non-native". You should expect to find some disagreement among native speakers of the language about which are the proper ways to express the function. Go with the majority opinion in disputes, and try to keep out of them yourself. At this time, of course, also add missing elements.

LIST OF FUNCTIONS

The following is a list of the Language Functions, grouped into functional categories, which has been developed in the course of the project. A list of 77 functions or purposes of verbal communication has evolved as the project has progressed. It has been especially constructed with the language requirements of military jobholders in mind. We have found that this list provides a sufficient number of distinctions to clearly delineate different communicative purposes while avoiding excessive duplication or overlap. The list as it stands is adequate for the analysis of most military jobs and most languages; however, task analysis of some jobs and some languages may require the expansion of some of the categories.

To provide an organizational framework for the functions listed, similar functions are grouped into six Functional Categories as listed below:

1. Seek and impart factual information
2. Report, express, or inquire about intellectual attitudes
3. Report, express, or inquire about emotional attitudes
4. Get things done (suasion)
5. Engage in elementary social rituals
6. Manage communication

LIST OF FUNCTIONS

1. Seek and impart factual information
 - 1.1 Identify objects, persons, processes
 - 1.2 State factual information
 - 1.3 Seek factual information

2. Express or inquire about intellectual attitudes

Report, express, or inquire about:

 - 2.1.1 agreement
 - 2.1.2 disagreement
 - 2.2.1 an offer
 - 2.2.2 declining an offer
 - 2.2.3 accepting an offer
 - 2.3.1 remembering
 - 2.3.2 forgetting
 - 2.4.1 possibility
 - 2.4.2 impossibility
 - 2.5.1 capability
 - 2.5.2 incapability
 - 2.6 need
 - 2.7.1 certainty
 - 2.7.2 uncertainty
 - 2.8 obligation
 - 2.9.1 request for permission
 - 2.9.2 granting of permission
 - 2.9.3 denial of permission

- 2.10.1 denial
- 2.10.2 affirmation/confirmation
- 2.11 awareness
- 2.12.1 difficulty
- 2.12.2 ease
- 2.13 belief/opinion

3. Express or inquire about emotional attitudes

Report, express, or inquire about:

- 3.1.1 pleasure/liking
- 3.1.2 displeasure/dislike
- 3.2.1 satisfaction
- 3.2.2 dissatisfaction
- 3.3.1 fear
- 3.3.2 worry
- 3.4 hope
- 3.5 surprise
- 3.6 preference
- 3.7 intention
- 3.8 want
- 3.9.1 approval
- 3.9.2 disapproval
- 3.10.1 importance
- 3.10.2 unimportance/indifference
- 3.11 anticipation

4. Report, express, or inquire about getting things done (suasion)

Express or inquire about:

- 4.1 suggestions
- 4.2 requests
- 4.3 invitations
- 4.4 advice
- 4.5 warnings
- 4.6 directions/instructions/commands
- 4.7 corrections

5. Engage in social rituals*

- 5.1 Greet
- 5.2 Take leave
- 5.3 Open conversation/engage in small talk with:
 - 5.3.1 a friend
 - 5.3.2 an acquaintance/peer
 - 5.3.3 an acquaintance/superior
 - 5.3.4 an acquaintance/subordinate
 - 5.3.5 a stranger/peer
 - 5.3.6 a stranger/superior
 - 5.3.7 a stranger/subordinate
- 5.4 End conversation
- 5.5.1 Introduce
- 5.5.2 Respond to introductions

*The analysis of social rituals will require a more expansive functions list for some languages in which personal status and/or class are expressed linguistically. One possible list of relationships pertinent to such analysis is provided in functions 5.3.1-7. For some languages, some or none of these distinctions may be appropriate to additional functions (e.g., greet, take leave, end conversation, etc.)

5.6 Begin/end a meal

5.7 Propose a toast

Express and receive:

5.8 sympathy/empathy

5.9 congratulations

5.10 gratitude

5.11 regret

5.12 apology

5.13 Strike a bargain

5.14.1 Give gifts

5.14.2 Receive gifts

5.15 Tell jokes

5.16 Telephone behavior:

5.16.1 answer

5.16.2 respond to answer

5.16.3 request to speak to someone or an extension

5.16.4 respond to such request

5.16.5 wrong number

5.16.6 long distance

5.16.7 hold

5.16.8 messages

5.16.9 end conversations

5.16.10 take leave

5.17 Give warnings/safety instructions

5.18 Be hospitable

6. Manage communication

- 6.1.1 Interrupt
- 6.1.2 Acknowledge interruption
- 6.2 Sequence communication
- 6.3 Refocus and/or adjust communication
- 6.4 Control speed
- 6.5 Control volume
- 6.6 Request repetition or offer to repeat
- 6.7 Comment on or inquire about intelligibility
- 6.8.1 Change topic
- 6.8.2 Consent to change topic
- 6.8.3 Refuse to change topic
- 6.9 Request questions and/or comments
- 6.10 Request or offer translation/explanation/clarification

OPERATIONAL DEFINITIONS OF FUNCTIONAL CATEGORIES AND FUNCTIONS

In this section, each functional category and function is explicated through definitions, synonyms, and/or examples of appropriate English verbal data.

Descriptions of Functional Categories

1. Seek and impart factual information: Any question or statement of fact concerning the world of objects or of physical actions or events is subsumed by functions in this category.
2. Report, express, or inquire about intellectual attitudes: Communication of beliefs, mental states, ideational observations, and judgments based on such observations is described by this category.
3. Report, express, or inquire about emotional attitudes: Communication of feelings, affective reactions, and ethical or moral postures is included in this category.
4. Report, express, or inquire about getting things done (suasion): This category includes communication through which the speaker or writer attempts to directly effect change or activity or inquires about or reports the efforts of others to do so.
5. Engage in elementary social rituals: This category includes communication through scripted, formulaic expressions and idioms. Expression of the functions in this category is often determined by situational and verbal cues which are transaction-based rather than content-based.
6. Manage communication: The communication included in this category serves to control the topic, sequence, speed, volume, and/or intelligibility of written or spoken language. The functions included in this category reflect self-conscious monitoring of the communicative process itself.

Function 1.2 State factual information	
Function category Seek and impart factual information	
Synonyms	inform, describe, narrate, relate, state
Definition	-to present information based on directly observable fact--objects, actions, previously stated intellectual or emotional attitudes (indirect speech), etc.--including information about scheduled future action when volition is not stressed.
English examples of verbal data	There are never more than six members on such a team One year ago, the host country purchased twelve F-16s. He said that he is pleased with the results. The plane will leave at 1400 hours.
Comments	The future actions of persons when volition are implied are categorized under function 3.7, "express or inquire about intention." The sentence "I will be there by 2:00" is not an example of function 1.2 since the subject of the sentence has the power to vary the future event and not show up at 2:00. Indirect speech is often reported using head clauses such as "he said," "they suggested," and "we proposed." In some cases, clauses such as "she thinks" or "he believes" are also forms of indirect speech when such statements are reporting on previous oral or written expressions of belief.
English examples of function catalog entries	declarative sentences indirect speech: NP + {SAY SUBGEST PROPOSE} + that + S.

Function 1.1 Identify objects, persons, processes	
Function category Seek and impart factual information	
Synonyms	point out, define, label
Definition	-to direct attention to a specific person, object, activity, etc. -to indicate which of two or more objects, people, actions, ideas, etc., are being discussed -to define or explicate an object, process, concept, etc. -to label parts, objects, or steps in a process
English examples of verbal data	That building houses the computer center. The M-16 rifle is the soldier's standard weapon. The bandage most often applied to sprains is the ace bandage. Gases are not conventional weapons. First, you disassemble the weapon.
Comments	Definitions often include one or more of the following techniques: examples non-examples statement of equivalence statement of exclusion statement of inclusion statement of purpose statement of limits
English examples of function catalog entries	demonstrative pronoun + BE + NP declarative sentences demonstrative adjective + NP + VP

Function 1.3 Seek factual information	
Function category Seek or impart factual information	
Synonyms	
Definition	-to seek information about directly observable facts-- objects, actions previously stated intellectual or emotional attitudes (indirect speech), etc.--including information about scheduled future actions when volition is not stressed.
English examples of verbal data	How many troops are stationed on this base? What did he say about that? Do the trainees arrive on the 15th?
Comments	Inquiries about the future action of persons when volition is implied are categorized under function 3.7 "express or inquire about intention." Inquiries about indirect speech which are included in function 1.3 are usually in the past tense--"What did he say?"; "Did they propose that we continue with the project?"; etc.
English examples of function catalog entries	interrogative word questions: what, who, when, how often, how much, etc. interrogative tags: S + right?, S + isn't it?, etc. yes/no questions: Is this the Major's office?

Function 1.3 Seek factual information	
Function category Seek or impart factual information	
Synonyms	
Definition	-to seek information about directly observable facts-- objects, actions previously stated intellectual or emotional attitudes (indirect speech), etc.--including information about scheduled future actions when volition is not stressed.
English examples of verbal data	How many troops are stationed on this base? What did he say about that? Do the trainees arrive on the 15th?
Comments	Inquiries about the future action of persons when volition is implied are categorized under function 3.7 "express or inquire about intention." Inquiries about indirect speech which are included in function 1.3 are usually in the past tense--"What did he say?"; "Did they propose that we continue with the project?"; etc.
English examples of function catalog entries	interrogative word questions: what, who, when, how often, how much, etc. interrogative tags: S + right?, S + isn't it?, etc. yes/no questions: Is this the Major's office?

Function 2.1.1 Report, express or inquire about agreement	
Function category Report, express or inquire about intellectual attitudes	
Synonyms	accord, concurrence of opinion
Definition	-to express or inquire about the concurrence of opinion between two or more people.
English examples of verbal data	That's right. Yes, that's true. Do you agree? That's correct.
Comments	This function does not include expressions of willingness to engage in an activity. The statement "I agree to do..." or "Yes, I will" fall under function 3.7--"Intention" rather than function 2.1.1. Elements of this function will overlap with elements for function 2.10.2--"Affirmation." However, whereas "agreement" deals with opinion, "affirmation" deals with reactions to statements presented as <u>fact</u> .
English examples of function catalog entries	I agree + $\left. \begin{array}{l} \emptyset \\ \text{that + S} \\ \text{with + NP} \\ \text{to that} \\ \text{to VP} \end{array} \right\}$

Function 2.1.2 Report, express or inquire about disagreement	
Function category Report, express or inquire about intellectual attitudes	
Synonyms	disaccord, conflict of opinion
Definition	-to express or inquire about the lack of concurrence of opinion between two or more people.
English examples of verbal data	You're wrong. Don't you think so? I'm afraid I have to disagree with that statement.
Comments	This function does not include expressions of unwillingness to engage in an activity. The statement "No, I won't" or "He didn't agree to go" fall under function 3.7 "Intention" and function 1.2 "Report" respectively. Elements for this function will overlap with elements for function 2.10.1--"Denial." However, whereas "Disagreement" deals with opinion, "Denial" deals with reactions to statements presented as <u>fact</u> .
English examples of function catalog entries	NP + <u>DO NOT</u> think + $\left. \begin{array}{l} \text{so} \\ \text{that + S} \end{array} \right\}$

Function 2.2.1 Report, express or inquire about an offer	
Function category Report, express or inquire about intellectual attitudes	
Synonyms	N/A
Definition	-to express or inquire about the making services or objects available to another.
English examples of verbal data	If you like, we can send you a list of specifications. Can I get that for you? May I help you? Take a copy. Are you offering to do it?
Comments	Elements for this function will sometimes overlap with those of function 4.3--"Invite." However, function 2.2.1 is concerned with the offering of objects or services. Function 4.3 is concerned with inducing another to act or participate in an activity--inviting someone to visit, to call, to attend a meeting.
English examples of function catalog entries	{ Can I } + { VP help you } ? { May I } { Shall I }

Function 2.2.2 Report, express or inquire about declining an offer	
Function category Report, express or inquire about intellectual attitudes	
Synonyms	refuse, turn down
Definition	-to express or inquire about the refusal of objects or services made available.
English examples of verbal data	No, thank you. You don't want me to do it, right? Don't go to the trouble. That's not necessary. Don't you want me to?
Comments	Elements for this function are also often used to refuse or turn down an invitation. In addition, elements from function 3.1.2--"Displeasure/dislike" and from function 3.6--"Preference" are used to refuse invitations. Examples include "I don't like parties" (3.1.2) and "I'd rather not" (3.6).
English examples of function catalog entries	NP + <u>BE</u> + very grateful, but + NP + <u>DO</u> not + { need it want it have a use for it }

Function 2.3.1 Report, express or inquire about remembering	
Function category Report, express or inquire about intellectual attitudes	
Synonyms	recollection, recall, retention
Definition	-to express or inquire whether information, objects, persons, actions, or events are recalled.
English examples of verbal data	I remember the code number now. He reminds me of my uncle. Do you remember how to access that file? Do you remember when the last shipment arrived?
Comments	N/A
English examples of function catalog entries	NP + COME + to mind. NP + REMEMBER + $\left. \begin{matrix} NP \\ \emptyset \\ VP \end{matrix} \right\}$

Function 2.2.3 Report, express or inquire about accepting an offer	
Function category Report, express or inquire about intellectual attitudes	
Synonyms	N/A
Definition	-to express or inquire about the willingness to take a service or object made available.
English examples of verbal data	Thank you very much. That's very considerate of you. That would be very helpful. O.K.? (Do you accept?)
Comments	Elements for this function can also be used to reply to an invitation as well as additional elements from function 3.1.1--"Pleasure/liking." For example, the expression "I'd love to" could be used to respond to an invitation.
English examples of function catalog entries	That will be + $\left. \begin{matrix} \text{very nice} \\ \text{a big help} \end{matrix} \right\}$ You are very + $\left. \begin{matrix} \text{thoughtful} \\ \text{kind} \end{matrix} \right\}$

Function 2.3.2 Report, express or inquire about forgetting	
Function category Report, express or inquire about intellectual attitudes	
Synonyms	N/A
Definition	-to express or inquire about the failure to remember or recall a person, object, action, or idea.
English examples of verbal data	I can't remember how to do that. I forgot my hat. It's on the tip of my tongue. Did you forget to go to the meeting? I don't remember the particulars.
Comments	N/A
English examples of function catalog entries	NP + FORGET + $\left\{ \begin{array}{l} \emptyset \\ \text{NP} \\ \text{that + S} \\ \text{VP} \\ \text{about + NP} \end{array} \right\}$

Function 2.4.1 Report, express or inquire about possibility	
Function category Report, express or inquire about intellectual attitudes	
Synonyms	potentiality, probability, feasibility
Definition	-to express or inquire about the relative likelihood that something may and/or will occur or exist in the future or present. -to express or inquire about probable causes for current or past occurrences.
English examples of verbal data	He may be there. Is it possible that the telegraph was not received? It's probable that the request for approval will be denied. Is it possible to speed up the training process? Can the plane be repaired in time?
Comments	Possibility is used to refer to the hypothetical realm of likelihood and potentiality. Capability (function 2.5.1) is concerned with the potentiality which is controlled by human ability. In many languages, there is a great deal of overlap in elements used to support these two functions and communication of both functions often occurs simultaneously. For example, if an unexpected event has occurred --the shipment has not arrived--probable causes might include the following: "Maybe our order never arrived," or "It's possible that the rail strike has delayed it."
English examples of function catalog entries	Perhaps + S It could be + $\left\{ \begin{array}{l} \emptyset \\ \text{that + S} \end{array} \right\}$

Function 2.5.1 Report, express or inquire about capability	
Function category Report, express or inquire about intellectual attitudes	
Synonyms	ability, competence
Definition	-to express or inquire about the ability of people, groups, or organizations-- to act or think to act or think adequately to receive action or objects
English examples of verbal data	He's a top-notch pilot. I can handle that. That unit is prepared to deal with any emergency. Will they be able to come?
Comments	See comment, function 2.4.1.
English examples of function catalog entries	NP + {CAN } {BE able to } { VP } { Ø }

Function 2.4.2 Report, express or inquire about impossibility	
Function category Report, express or inquire about intellectual attitudes	
Synonyms	improbability, lack of potentiality, infeasibility
Definition	-to express or inquire about the relative improbability that something may and/or will occur or exist in the present or future. -to express or inquire about improbable causes for current or past occurrences.
English examples of verbal data	It can't be done. Forget it! It's impossible to discuss this with him calmly. It's not likely that he would forget such an important conference. Wouldn't it be feasible to bring in an expert on this problem?
Comments	Impossibility is used to refer to the hypothetical realm of proposal or prediction. Incapability (2.5.2), on the other hand, is concerned with the lack of a person or animal's ability or capacity to perform, regardless of possibility. In many languages, there is a great deal of overlap in elements used to support these two functions and in communication both functions often occur simultaneously. For example, if an unexpected event has occurred, --a shipment has not arrived--probable causes can be discounted as follows: "It's not likely that our order was lost." "It can't be due to the paperwork."
English examples of function catalog entries	It is not possible + { that + S } { Ø }

Function 2.5.2 Report, express or inquire about incapability	
Function category Report, express or inquire about intellectual attitudes	
Synonyms	inability, incompetence
Definition	-to express or inquire about the inability of people, groups, or organizations to act or think to act or think adequately to receive action or objects
English examples of verbal data	We can't get to that project until next week. We simply cannot take more orders until the back orders are filled. We don't have the expertise in that area. Can't they do that any faster?
Comments	See comments, function 2.4.2.
English examples of function catalog entries	NP + BE + unable to + $\{\emptyset\}$ VP NP + cannot + $\{VP\}$ $\{\emptyset\}$

Function 2.6 Report, express or inquire about need	
Function category Report, express or inquire about intellectual attitudes	
Synonyms	lack, requirement
Definition	-to express or inquire about objects, people, actions, processes, etc., which are missing or lacking remain to be accomplished or obtained
English examples of verbal data	I have to get to the bank this afternoon. We need a new remote terminal. What materials are required for that training session?
Comments	N/A
English examples of function catalog entries	NP + NEED + $\{NP\}$ VP

Function 2.7.1 Report, express or inquire about certainty Function category Report, express or inquire about intellectual attitudes	
Synonyms	conviction, sureness
Definition	-to express or inquire about varying degrees of conviction or sureness
English examples of verbal data	I'm sure that's right. I suppose so. Are you certain? Perhaps.
Comments	N/A
English examples of function catalog entries	I am sure + $\left\{ \begin{array}{l} \emptyset \\ \text{that} + S \end{array} \right\}$ I suppose + $\left\{ \begin{array}{l} \text{so} \\ \text{that} + S \end{array} \right\}$

Function 2.7.2 Report, express or inquire about uncertainty Function category Report, express or inquire about intellectual attitudes	
Synonyms	doubt
Definition	-to express or inquire about a state of doubt or lack of conviction.
English examples of verbal data	I'm not sure. Don't you know? I can't say for sure.
Comments	N/A
English examples of function catalog entries	I wonder + $\left\{ \begin{array}{l} \emptyset \\ \text{if-clause} \\ \text{sure} \\ \text{certain} \end{array} \right\}$ + $\left\{ \begin{array}{l} \emptyset \\ \text{that} + S \\ \text{of} + NP \\ \text{about} + NP \end{array} \right\}$ NP + <u>BE</u> not + $\left\{ \begin{array}{l} \text{sure} \\ \text{certain} \end{array} \right\}$

Function 2.9.1 Report, express or inquire about request for permission	
Function category Report, express or inquire about intellectual attitudes	
Synonyms	N/A
Definition	-to express or inquire about the process of seeking another's consent to act
English examples of verbal data	Did you get that okay? May I ask you a few questions? Excuse me. (when seeking passage through a crowd, asking to leave a group, etc.) Let me try this. Okay?
Comments	N/A
English examples of function catalog entries	{May} + VP? {Can}

Function 2.8 Report, express or inquire about obligation	
Function category Report, express or inquire about intellectual attitudes	
Synonyms	duty, responsibility
Definition	-to express or inquire about the degree of responsibility to act, whether imposed by moral, societal, or job norms -to express or inquire about the degree of contracted responsibility and promises -to express or inquire about prerequisite behavior for a desired end state or terminal behavior
English examples of verbal data	Who is responsible for arranging the briefing? I have to be at work by 6:00. That's not my job. Are we required to attend? He must try harder if he wants to be promoted. I promised to call right back.
Comments	N/A
English examples of function catalog entries	NP + {must have to need to} + VP

Function 2.9.2 Report, express or inquire about granting of permission Function category Report, express or inquire about intellectual attitudes	
Synonyms	N/A
Definition	-to express or inquire about consenting or allowing another to act
English examples of verbal data	Please go ahead. Permission granted. Excused. Of course. Okay. Was that request approved?
Comments	N/A
English examples of function catalog entries	You may + VP Of course you may. That's alright.

Function 2.9.3 Report, express or inquire about denial of permission Function category Report, express or inquire about intellectual attitudes	
Synonyms	N/A
Definition	-to express or inquire about refusing to allow or give consent to another to act
English examples of verbal data	Are you saying I can't go? You may not. Impossible. I'm sorry, but that is not permitted. Permission denied.
Comments	N/A
English examples of function catalog entries	NP + BE not allowed to VP I + forbid + NP + to + VP

Function 2.10.2 Report, express or inquire about affirmation/confirmation	
Function category Report, express or inquire about intellectual attitudes	
Synonyms	acceptance
Definition	-to express or inquire about the acceptance as true of a written or oral statement presented as fact
English examples of verbal data	That's true. That's correct. Yes, that is my job. Do you confirm that?
Comments	See comments, function 2.1.1--"Agreement."
English examples of function catalog entries	Yes. That's { true correct }

Function 2.10.1 Report, express or inquire about denial	
Function category Report, express or inquire about intellectual attitudes	
Synonyms	contradiction, rejection
Definition	-to express or inquire about the refutation of written or oral statements presented as fact
English examples of verbal data	That's not true. I categorically deny that. That's a lie. No, that is not the purpose of this unit. Do you deny it?
Comments	See comments, function 2.1.2--"Disagreement."
English examples of function catalog entries	No. negative sentences with not sentences containing negation words--no, never, nothing, nobody

Function 2.11 Report, express or inquire about awareness	
Function category Report, express or inquire about intellectual attitudes	
Synonyms	cognizance, state of being informed
Definition	-to express or inquire about the degree to which a group or individual is informed
English examples of verbal data	I know about the new regulation. He's not aware of the policy change. Have the troops been informed? Are the officers in charge aware of this problem? I hear that there is a new commander arriving next week.
Comments	N/A
English examples of function catalog entries	NP + KNOW + $\left. \begin{array}{l} \text{NP} \\ \text{about + NP} \\ \text{of + NP} \end{array} \right\}$

Function 2.12.1 Report, express or inquire about difficulty	
Function category Report, express or inquire about intellectual attitudes	
Synonyms	hardship, adversity
Definition	-to express or inquire about impediments or effort required to perform a task
English examples of verbal data	Will it be hard to do? The unavailability of replacement parts poses a real problem. It is often difficult to prepare recruits adequately.
Comments	N/A
English examples of function catalog entries	It is very difficult to + VP NP + BE + a problem

Function 2.12.2 Report, express or inquire about ease	
Function category Report, express or inquire about intellectual attitudes	
Synonyms	facility
Definition	-to express or inquire about the speed or facility with which a task can be completed and/or the absence of impediments to completion
English examples of verbal data	No sooner said than done. The cooperation of the national staff has made our job much easier. That's really a very simple task.
Comments	N/A
English examples of function catalog entries	NP + <u>BE</u> + { easy no problem a snap }

Function 2.13 Report, express or inquire about opinion/belief	
Function category Report, express or inquire about intellectual attitudes	
Synonyms	N/A
Definition	-to express or inquire about the views, convictions, principles, and/or intellectual outlooks of individuals
English examples of verbal data	What do you think about the new scanning system? I think that promptness should be our first concern. I believe that honor is a person's first responsibility. It is my opinion that this is not a training problem.
Comments	Many of the elements included to support this function are also included in function 2.7.1.--Certainty. However, while the elements such as "I believe" are used in function 2.7.1 to state a degree of sureness about the accuracy of information, in function 2.13 the same element is used to express a personal conviction which is based on a set of logical or emotional personal attitudes rather than on assessment of the accuracy of external information.
English examples of function catalog entries	I {believe } + <u>that</u> + S {think } It is my opinion + <u>that</u> + S In my opinion, + S

<p>Function 3.1.2 Report, express or inquire about displeasure/dislike Function category Report, express or inquire about emotional attitudes</p>	
Synonyms	N/A
Definition	-to express or inquire about the degree to which a group or an individual feels aversion, distaste, contempt, disfavor, hatred, or anger for a person, object, concept, activity, etc.
English examples of verbal data	What a boring session. I hate turnips. Statements like that really make me angry. Don't you like to meet new people? I really don't enjoy eating out.
Comments	Notice the differences between these three functions: 3.1.2 Displeasure/dislike--see above. 3.2.2 Dissatisfaction--a personal reaction of disappointment or discontent for an event, object, product, etc., which was anticipated or planned. 3.9.2 Disapproval--an unfavorable judgment of acceptability, worth, or rectitude, based on an <u>im</u> personal standard. Elements may be repeated across all of these functions but the functions can usually be identified when the element is examined in context.
English examples of function catalog entries	NP + { don't LIKE } + { NP } { DISLIKE } { HATE }

<p>Function 3.1.1 Report, express or inquire about pleasure/liking Function category Report, express or inquire about emotional attitudes</p>	
Synonyms	N/A
Definition	-to express or inquire about the degree to which a group or individual feels attraction, esteem, relish, or love for a person, object, concept, activity, etc.
English examples of verbal data	I'd love to. This is very nice. Do you like to travel? I really enjoy playing tennis. What a beautiful day!
Comments	Notice the differences between these three functions: 3.1.1 Pleasure/liking--see above. 3.2.1 Satisfaction--a personal reaction of contentment or gratification for an event, object, product, etc., which was anticipated or planned. 3.9.1 Approval--a favorable judgment of acceptability, worth, or rectitude based on an <u>im</u> personal standard. Elements may be repeated across all of these functions, but the purpose of a statement can usually be identified when the element is examined in context.
English examples of function catalog entries	NP + { LIKE } + { NP } { LOVE } { ENJOY }

Function 3.2.2 Report, express or inquire about dissatisfaction	
Function category Report, express or inquire about emotional attitudes	
Synonyms	disappointment, discontent
Definition	-to express or inquire about a reaction of disappointment or discontent for an event, object, or product which was anticipated or planned.
English examples of verbal data	I'm very disappointed in this report. That's not at all what I needed. Isn't this okay?
Comments	See comments, function 3.1.2
English examples of function catalog entries	NP + BE + not + $\left\{ \begin{array}{l} \text{what I wanted} \\ \text{what I was looking for} \\ \text{what I was hoping for} \\ \text{what I had in mind} \end{array} \right\}$

Function 3.2.1 Report, express or inquire about satisfaction	
Function category Report, express or inquire about emotional attitudes	
Synonyms	contentment, gratification
Definition	-to express or inquire about reactions of contentment and/or gratification for an event, object, product, etc., which was anticipated or planned.
English examples of verbal data	This is just what I wanted. Very well done. I'm very satisfied with your work. Is this what you had in mind?
Comments	See comments, function 3.1.1
English examples of function catalog entries	NP + BE + $\left\{ \begin{array}{l} \text{just what I wanted} \\ \text{just what I needed} \\ \text{just what I was looking for} \\ \text{just what I had in mind} \end{array} \right\}$

Function 3.3.1 Report, express or inquire about fear	
Function category Report, express or inquire about emotional attitudes	
Synonyms	dread, alarm, terror, intense concern
Definition	-to express or inquire about feelings of dread, alarm, terror, or intense concern, usually about a future or present event and its undesirable expected outcome.
English examples of verbal data	I'm afraid we won't get there in time. I'm scared. Are you afraid? I dread seeing the colonel.
Comments	There is only a fine line between fear and worry. Elements are repeated in both functions. While extreme fear of physical harm is easily distinguished from anxiety, less extreme expressions of fear could often be interpreted as either fear or worry.
English examples of function catalog entries	NP + BE afraid + $\left. \begin{array}{l} \emptyset \\ \text{that} + S \\ \text{of} + \text{NP} \\ \text{to} + \text{VP} \end{array} \right\}$

Function 3.3.2 Report, express or inquire about worry	
Function category Report, express or inquire about emotional attitudes	
Synonyms	concern, anxiety, preoccupation
Definition	-to express or inquire about feelings of concern, anxiety, or preoccupation with a situation or problem.
English examples of verbal data	I don't know what to do. I'm concerned about the feasibility of this project. Are you worried about it? I can't stop thinking about....
Comments	See comments, function 3.3.1.
English examples of function catalog entries	NP + really worries me NP + BE very concerned about + NP

Function 3.4 Report, express or inquire about hope	
Function category Report, express or inquire about emotional attitudes	
Synonyms	N/A
Definition	-to express or inquire about expectations for desired future events or outcomes or desired but unknown past or present events.
English examples of verbal data	I sure hope they got there in time. I hope this session goes well. What do you hope will happen?
Comments	N/A
English examples of function catalog entries	NP + HOPE + $\left. \begin{array}{l} \text{so} \\ \text{to VP} \\ \text{that} + S \end{array} \right\}$

Function 3.5 Report, express or inquire about surprise	
Function category Report, express or inquire about emotional attitudes	
Synonyms	amazement, shock
Definition	-to express or inquire about feelings of amazement, shock, or astonishment--pleasurable or discomfoting-- in reaction to an unexpected statement or occurrence.
English examples of verbal data	Are you surprised? Oh, my God! I didn't expect that. You're kidding!
Comments	N/A
English examples of function catalog entries	exclamatory phrases

Function 3.6 Report, express or inquire about preference	
Function category Report, express or inquire about emotional attitudes	
Synonyms	choice, "druthers", predilection
Definition	-to express or inquire about selection or predisposition toward one or more of several options, be they objects, persons, actions, processes, activities, etc.
English examples of verbal data	Would you rather meet today or tomorrow? I like strawberry better than chocolate. I prefer golf to tennis. John is nicer than George.
Comments	N/A
English examples of function catalog entries	comparatives- NP + BE + ADJ NP + <u>BE</u> + ADJ + $\left\{ \begin{array}{l} \text{than} \\ \text{than + 'n}$ NP + BE + the ADJect

Function 3.7 Report, express or inquire about intention	
Function category Report, express or inquire about emotional attitudes	
Synonyms	aim, intent
Definition	-to express or inquire about the planned, anticipated, or expected action of a group or an individual
English examples of verbal data	I'll be there. He's planning to study the report very carefully. Do you intend to write a letter to the general?
Comments	This function implies volition--the free choice of the individual to plan or change plans--to choose a course of future action. In some cases, the future tense when used in a strong, second person statement, is a command (see 4.6 Direct) rather than a statement of intention. Example: You will be there at 5:00 sharp!
English examples of function catalog entries	future tense. NP + <u>INTEND</u> + to + VP

Function 3.9.2 Report, express or inquire about disapproval	
Function category Report, express or inquire about emotional attitudes	
Synonyms	censure, unfavorable judgment, condemnation
Definition	-to express or inquire about unfavorable judgments of acceptability, worth, or rectitude with regard to an impersonal standard.
English examples of verbal data	Do you disapprove? You shouldn't do that. It's not right. I condemn any actions which undermine the morale of the troops.
Comments	See comments, function 3.1.2
English examples of function catalog entries	NP + <u>BE</u> + { unfair unjust wrong unacceptable }

Function 3.10.1 Report, express or inquire about importance	
Function category Report, express or inquire about emotional attitudes	
Synonyms	criticality, significance
Definition	-to express or inquire about attitudes toward the relative criticality of an object, activity, process, person, etc.
English examples of verbal data	How important is that shipment? It's critical to the success of the project. How indispensable are they?
Comments	N/A
English examples of function catalog entries	NP + <u>BE</u> + { critical first priority crucial very important vital of vital importance }

Function 4.2 Report, express or inquire about requests	
Function category Report, express or inquire about getting things done (request)	
Synonyms	solicit, petition
Definition	-to ask for an object or for advice and suggestions -to ask that a process or action occur
English examples of verbal data	Please send the requested materials as soon as possible. What do you suggest? Could I please have a copy of the training manual?
Comments	N/A
English examples of function catalog entries	Please + S with imperative verb.

Function 4.1 Report, express or inquire about suggestions	
Function category Report, express or inquire about getting things done (request)	
Synonyms	propose, offer for consideration
Definition	-to put forward or propose for consideration a course of action which will involve the speaker
English examples of verbal data	I suggest that we adopt the plan as stated in the report. Let's go to that new restaurant on Adams Street. What do you say we take in a movie?
Comments	N/A
English examples of function catalog entries	Let's + VP. I {suggest} + <u>that</u> + S (first person plural) {propose}

Function 4.3 Report, express or inquire about invitations	
Function category Report, express or inquire about getting things done (suasion)	
Synonyms	N/A
Definition	-to request the presence at or participation of others in an activity or social event
English examples of verbal data	Your presence is requested at the installation of new officers on January 14, 1979, at 3:00 p.m. Please drop by to visit when you can. Would anyone like to respond to Mr. Adam's question?
Comments	N/A
English examples of function catalog entries	Would you like + { NP } ? How about + { VP } ?

Function 4.4 Report, express or inquire about advice	
Function category Report, express or inquire about getting things done (suasion)	
Synonyms	counsel, recommend
Definition	-to provide another individual or group with information and/or an opinion concerning a course of action and to counsel or recommend which of several alternatives should be adopted
English examples of verbal data	You should carefully consider the next step. If I were you, I wouldn't do that. I recommend that you select only three airmen for this training program.
Comments	N/A
English examples of function catalog entries	{ You should Why don't you You ought to } + VP

Function 4.5 Report, express or inquire about warnings Function category 4. Report, express or inquire about getting things done (suasion)	
Synonyms	Caution
Definition	-to make aware of potential danger--physical, political, psychological, etc.
English examples of verbal data	Don't apply a cast too soon. If you don't order enough spare parts now, you won't be able to make the repairs when you need to. Watch your words--this is a touchy political situation.
Comments	This category includes warnings that do not refer to immediate physical dangers (see 5.17). Warnings in category 4.5 often take the form of "if-then" statements.
English examples of function catalog entries	Imperatives, negatives If-then statements

Function 4.6 Report, express or inquire about directions/instructions/commands Function category 4. Report, express or inquire about getting things done (suasion)	
Synonyms	Order, charge, command
Definition	-to request with authority; to give an order/instruction to be carried out by another -to command
English examples of verbal data	Immobilize the broken limb. Do not begin until the signal is sounded. Memorize this message. *I want you to get this to headquarters immediately.
Comments	Assumes speaker has authority within the transaction; speaker may or may not have authority outside the transaction. *Note difference between function 4.6 and function 3.8-- Report, express, or inquire about want.
English examples of function catalog entries	imperatives I want you to + VP

Function 4.7 Report, express or inquire about corrections	
Function category 4.Report, express or inquire about getting things done (suasion)	
Synonyms	
Definition	-to point out an error and a way of making it right; to provide appropriate feedback.
English examples of verbal data	No, not that way; this way. I believe you're mistaken. That information is incorrect. Please change that; it's wrong.
Comments	Implies that behavior or performance fails to conform to a standard. Also usually includes information about how performance should be modified to meet the standard.
English examples of function catalog entries	imperatives, negatives indirect commands NP + BE + $\left. \begin{matrix} \text{incorrect} \\ \text{wrong} \end{matrix} \right\} \text{not right}$

Function 5.1 greet	
Function category 5.Engage in social rituals	
Synonyms	
Definition	-to address in a friendly way
English examples of verbal data	Hi, how're you doing? Good morning. Hello, Amy.
Comments	1. Most greetings are short--single or a few words. 2. Usually presupposes previous acquaintance. 3. Distinguished from introductions of one person to another he is not acquainted with. (5.5.1) 4. See comments section, 5.3.1-7*
English examples of function catalog entries	Hello. Hi! Good morning!

Function 5.2 take leave	
Function category 5. Engage in social rituals	
Synonyms	N/A
Definition	-to "say goodbye"; -formalized way of indicating that one is about to end conversation and/or depart
English examples of verbal data	Goodbye. See you later.
Comments	1. In some languages and/or cultures, leave-taking may involve a pattern of utterances involving both parties rather than a single utterance by the leave-taker. 2. See comments section, 5.3.1-7*
English examples of function catalog entries	Goodbye. Give my regards to + NP See you later. (subject dropped.)

Function 5.3.1-7 open conversation/make small talk	
Function category 5.0 Engage in social rituals	
Synonyms	N/A
Definition	Patterns of utterances on general (e.g., weather) or personal (e.g., family) topics. These can serve as preliminaries to business conversations. Variations by categories below or others: 5.3.1 A friend, 5.3.2 An acquaintance/peer, 5.3.3 An acquaintance/superior, 5.3.4 An acquaintance/peer 5.3.5 A stranger/peer, 5.3.6 A stranger/superior, 5.3.7 A stranger/subordinate
English examples of verbal data	Sp 1: Hello, Col. Adams. How are you? Sp 2: Just fine, Frank. How're you? Sp 1: Fine. How's your wife been, Sir? Is she recovered from her operation? Sp 2: Doing much better. She'll be up and around soon... Well, Frank, what can I do for you this morning?
Comments	After a greeting, initial communication is often prescribed in terms of both expressions used and appropriate topics. The nature of the small talk employed often depends on the formality of the relationship of the interlocutors. The importance of the distinctions made in the list above will vary from culture to culture. Furthermore, any number of these distinctions may also be applicable to other social rituals.
English examples of function catalog entries	What have you been up to lately? What do you hear from + NP? I've heard you're quite interested in + $\left\{ \begin{matrix} NP \\ VP \end{matrix} \right\}$

Function 5.4 end conversation	
Function category Engage in social rituals	
Synonyms	N/A
Definition	An utterance or sequence of utterances which indicate the speaker wishes to terminate an interchange.
English examples of verbal data	It's been nice talking to you. It's been a pleasure to meet you. I don't want to break this up, but... This has been most helpful. I'm afraid I need to get going/back to work.
Comments	"End conversation" may or may not occur concurrently with "taking leave." If Sp 1 gives "end conversation" signals and then one or both speakers continue normal conversation, 5.4 may be repeated a number of times. It terminates when one or the other actually proceeds to 5.2 taking leave.
English examples of function catalog entries	You've been + $\left. \begin{matrix} \text{very} \\ \text{most} \\ \text{extremely} \end{matrix} \right\}$ helpful.

Function 5.5.1 introduce	
Function category Engage in social rituals	
Synonyms	N/A
Definition	-to identify and present strangers to each other--to make them acquainted -to present oneself to a stranger
English examples of verbal data	Col. Torres, may I introduce our new programmer, Col. Henry Adams. Fred, I'd like you to meet my good friend Art. Henry, Mary Adams. Hello. My name is Madelyn Markert.
Comments	Introductions are often governed by a set of conventions which specify the degree of formality, and form of address used. *Introducing oneself has a two-part form: 1) a greeting: "Hello," "Good afternoon." 2) an identification: "I'm _____," "My name is _____."
English examples of function catalog entries	Name, Name. (Henry Adams, Mary McCarthy) I would like + $\left. \begin{matrix} \text{to introduce you to} \\ \text{you to meet} \end{matrix} \right\}$ + NP. Do you know _____? Have you met _____? Name, this is _____. My name is _____.

Function 5.5.2 respond to an introduction	
Function category 5. Engage in social rituals	
Synonyms	N/A
Definition	-to acknowledge the presentation and identification of a stranger by a third party (usually a mutual acquaintance), or to a greeting and identification of a stranger by him/herself
English examples of verbal data	Pleased to meet you, Sir. I've heard a lot about your work. How do you do? Glad to know you. Happy to meet you.
Comments	1) A response to an introduction will often have two parts: a) the simple acknowledgment of the introduction b) a further comment which established a pre-existent link between the two parties, such as a reference to a mutual friend or relative, to a common experience ("You were in Nairobi in 1940, too, weren't you?"), or to acquaintance with the professional accomplishment (see example) of the other party. 2) See comments, section 5.3.1-7.
English examples of function catalog entries	{ Pleased Nice Delighted (So) glad } + to meet you.

Function 5.6 begin/end a meal	
Function category 5. Engage in social rituals	
Synonyms	N/A
Definition	utterance or pattern of utterances used by host (and guest) to signal that the meal (or part of it) should begin or end.
English examples of verbal data	--a blessing or grace: e.g., "God bless this food and those who eat it." --"Fred, start passing the beans. Help yourself first."
Comments	1) "Begin a meal" may take the form of a verbal announcement or invitation by the host, or may be an action or gesture, such as the host serving each guest or him/herself beginning to eat. Meal ending as well may have a verbal expression ("Let's move to the living room for coffee") or a non-verbal one (host folds a napkin.) 2) See comments 5.3.1-7*
English examples of function catalog entries	a blessing Please begin. Enjoy your meal. Let's eat. Name, please { help yourself to } + NP pass start try

Function 5.7 propose a toast	
Function category 5. Engage in social rituals	
Synonyms	N/A
Definition	-to indicate in whose honor a drink is being proposed, and usually why the person is being honored.
English examples of verbal data	Here's to Fred, the best company commander in the southern hemisphere. Cheers! I'd like to propose a toast to our new base commander.
Comments	See comments, section 5.3.1-7*
English examples of function catalog entries	(Here's) to + NP I would like to toast NP Congratulations (to + NP)

Function 5.8 express and receive sympathy/empathy	
Function category 5. Engage in social rituals	
Synonyms	N/A
Definition	-to express/acnowledge understanding of another's distress, to show pity or compassion
English examples of verbal data	I was so sorry to hear that you were hurt. Thank you so much for your concern. I'm sorry.
Comments	1) The degree to which one directly discusses the details of a misfortune may vary widely among cultures. Determining factors may be the nature of the misfortune and the degree of intimacy of the speakers. 2) See comments, section 5.3.1-7*
English examples of function catalog entries	I'm sorry + that + S That's } } horrible } awful } so sad } tragic Oh, no!

Function 5.12 express and receive apology	
Function category 5. Engage in social rituals	
Synonyms	N/A
Definition	-to express regret for a fault or offense
English examples of verbal data	I'm sorry. Please forgive me. That's okay. Don't worry about it.
Comments	1) Expressions of apology include both acknowledgement of responsibility (blame, fault) for what has occurred (in contrast, see 5.11 regret) and sorrow at its occurrence. 2) See comments, section 5.3.1-7*
English examples of function catalog entries	NP + BE sorry + {for + NP} (Please) + forgive + NP {It's} + {okay} {alright} {That's}

Function 5.11 express and receive regret	
Function category 5. Engage in social rituals	
Synonyms	N/A
Definition	-to express/acknowledge disappointment, sorrow at a state of affairs
English examples of verbal data	I'm sorry it happened that way. We regret to inform you that Captain Clark will be unable to respond to your request.
Comments	1) Expressions of regret often do not include acknowledgement of responsibility for unfortunate state of affairs. In contrast, expressions of apology (5.12) normally do include acknowledgement of fault or blame. 2) See comments, section 5.3.1-7*
English examples of function catalog entries	NP + SORRY + {P} NP + REGRET + {S} + that + S NP to + {inform} + that + S {tell you} + that + S {say}

Function 5.13 strike a bargain	
Function category 5. Engage in social rituals	
Synonyms	N/A
Definition	-to acknowledge that bargaining has ended and that an agreement has been made.
English examples of verbal data	That's a deal. Agreed. Okay. That's the way we'll do it.
Comments	1) The process of negotiating a contract, bargaining over a purchase, making a deal or an arrangement, is of course a complicated interchange involving many linguistic sequences. But in many languages there are formulaic ways of signalling that the process is at an end. 5.14 refers to those kinds of utterances. 2) See comments, section 5.3.1-7 ^o
English examples of function catalog entries	Agreed. That's a deal.

Function 5.14.1 give gifts	
Function category 5. Engage in social rituals	
Synonyms	N/A
Definition	an utterance that accompanies the presentation of a gift by the speaker
English examples of verbal data	I brought you a little something. Take this with our compliments. We thought you might like this. Here's something for you.
Comments	
English examples of function catalog entries	I brought you + NP Here's a (little) gift. We thought you might like a + NP

Function 5.14.2 receive gifts	
Function category 5. Engage in social rituals	
Synonyms	N/A
Definition	an utterance used to acknowledge receipt of a gift by the speaker
English examples of verbal data	How thoughtful of you. It's just beautiful. You shouldn't have.
Comments	Utterances used to acknowledge receipt of a gift are not necessarily the same as those used to express gratitude (5.10) although utterances of both kinds may follow each other quickly in a transaction.
English examples of function catalog entries	How + {kind thoughtful} + of you {generous}

Function 5.15 tell jokes	
Function category 5. Engage in social rituals	
Synonyms	N/A
Definition	-to recite a humorous story or anecdote which pokes fun at the speaker or a third party or group. Usually the object of a joke will not be the hearer/audience.
English examples of verbal data	Something funny happened to me the other day. Have you heard the one about....
Comments	Within a culture, the form and content of jokes may be constrained by the situation, the identity of the joke-teller and audience, etc. In addition, there may be standardized ways of introducing a joke or of presenting the parts of a humorous story. There may also be formulaic responses expected of the hearer. *although this may vary with cultures.
English examples of function catalog entries	Have you heard the one about...? Did you hear about...!

Function 5.17 give warnings/safety instructions	
Function category 5. Engage in social rituals	
Synonyms	N/A
Definition	-to make aware of potential danger, especially physical danger
English examples of verbal data	Hatch out! Be careful! Fire! Danger--Hard Hat Area Watch your head--low ceiling.
Comments	This category refers to short phrases or single words which give cautions about dangers that are immediate or physical or both. In contrast, function 4.6 Warn refers to warnings which take the form of whole sentences (e.g., If x, then y) and may refer to a broader context.
English examples of function catalog entries	imperatives, often expressed as exclamations Don't + imperative!

Function 5.16.1-10 telephone behavior-	
Function category 5. Engage in social rituals	
Synonyms	N/A
Definition	includes: .1 answer .2 respond to answer .3 request to speak to someone or an extension .4 respond to request to speak to someone or extension .5 wrong number .6 long distance .7 hold .8 messages .9 end conversations .10 take leave
English examples of verbal data	.9 Thank you for calling. .1 Smith residence. .1 Hopkins 30825. Who's calling, please? .5 I'm afraid you have the wrong number. What number did you wish to dial?
Comments	Telephone etiquette varies among languages and among countries. Since comprehension over the telephone is often difficult for a speaker/hearer with limited competence, it is important that the formulas for the sub-functions above be practiced to "knee-jerk" recognition/production capability.
English examples of function catalog entries	May I please speak to + { NP NAME extension ### }? Who's calling, please? Is this (Name + Possessive) + { (residence) office number }?

Function 6.1.1 interrupt	
Function category Manage communication	
Synonyms	N/A
Definition	-to break into either an ongoing conversation between two other speakers, or the non-verbal activity of a hearer.
English examples of verbal data	Excuse me, please. May I have a moment of your time, please? May I interrupt?
Comments	In every language there are rules for managing one's part in a conversation. There are acceptable and unacceptable ways of interrupting or of signalling to the speaker the need for changes in speed, volume, etc. It is important to be able to handle these conventions, which vary among languages, in order to convey the appropriate "metacommunication" messages without giving offense.
English examples of function catalog entries	May I + {interrupt talk with you say something have a word with you }? Excuse me.

Function 5.18 be hospitable	
Function category 5. Engage in social rituals	
Synonyms	N/A
Definition	-to welcome guests or strangers with warmth and generosity.
English examples of verbal data	Welcome to G-3 plans. Please come in, make yourself at home. Have a seat.
Comments	This category includes utterances used to welcome others to one's "psychological space"--home, office, organization, etc. It may occur concurrently with 5.5.1 <u>introduce</u> , but usually appears independently.
English examples of function catalog entries	Welcome + { to + NP Don't you Please Do } come in

Function 6.1.2 acknowledge interruption	
Function category 6. Manage communication	
Synonyms	N/A
Definition	utterance used to let the interrupter know that he/she has been noticed.
English examples of verbal data	Go ahead. Yes? Just a moment, please. Don't interrupt me.
Comments	See comments sections for 6.1.1
English examples of function catalog entries	(Please) go ahead. } + (please) Just a moment } Patience } Don't interrupt }

Function 6.2 sequence communication	
Function category 6. Manage communication	
Synonyms	N/A
Definition	-to order a set of utterances or topics -to describe or outline the order in which topics will be discussed.
English examples of verbal data	First I will talk about the need for this program and then I will discuss the problems we expect. Let's leave that for later. I want to talk about three things today: logistics problems, proposed solutions, and future alternatives.
Comments	1) This refers to sentences that provide verbal cues to the hearer on the organization of upcoming speech. Knowing the formulas is important when listening to a formal speech, a briefing, or a class. 2) See comments sections for 6.1.1.
English examples of function catalog entries	numbers and sequencing words, e.g., first, next, then, finally. firstly, secondly, thirdly

Function 6.3 refocus and/or adjust communication	
Function category 6. Manage communication	
Synonyms	N/A
Definition	-efforts to keep a conversation related to a particular topic
English examples of verbal data	That's very interesting, but I don't believe it's related to this matter. Let's stick to the topic. That's not exactly what I was asking. Let me rephrase my question.
Comments	See comments, section 6.1.1
English examples of function catalog entries	Let me rephrase + NP That's not exactly what I was asking. No, I meant + S

Function 6.4 control speed	
Function category 6. Manage communication	
Synonyms	N/A
Definition	1) a request by a hearer for an adjustment in the tempo of a speaker's speech. 2) a request for feedback on the appropriateness of the speed by the speaker
English examples of verbal data	Could you speak a little more slowly. I'm having trouble following you. I didn't catch that. Am I going too fast? Slow down, please.
Comments	Some of the utterances included in this function overlap with those of 6.7 intelligibility; further, requests for speed adjustments may actually mask a concern for intelligibility rather than speed. However, concerns about speed and intelligibility do occur independently and seem to be two separate functions.
English examples of function catalog entries	Could you speak a little more {quickly} please? Slow down. Am I + {going} + {too fast} + {too slowly} + {speaking}?

Function 6.8.1 change topic	
Function category 6. Manage communication	
Synonyms	N/A
Definition	-to request to change the subject of conversation
English examples of verbal data	If I may change the topic... There's something I've been meaning to talk to you about. That reminds me...
Comments	See comments, section 6.1.1
English examples of function catalog entries	Let's change the topic. If you don't mind, I'd like to + $\left. \begin{array}{l} \text{discuss + NP} \\ \text{talk about + NP} \end{array} \right\}$ change the topic

Function 6.7 comment on/inquire about intelligibility	
Function category 6. Manage communication	
Synonyms	N/A
Definition	-a request by the speaker for feedback on whether or not he/she is being understood -a comment by the hearer on the "understandableness" of the utterances
English examples of verbal data	Can you understand me? Am I making myself clear? Does that make sense to you? I can't understand you. You're not speaking very clearly.
Comments	1) This category includes comments/questions on both the clarity of speech production--i.e. is the message phonologically garbled or interpretable-- and message's "sensibleness"--i.e. are the thoughts expressed and is the message comprehensible. 2) The utterance "Does that make sense to you?" may also appear under category 2.1.1 as an inquiry about agreement with the speaker's point of view.
English examples of function catalog entries	DO + NP + understand? DO + NP + make sense? Don't mumble.

Function 6.8.2 consent to change topic	
Function category 6. Manage communication	
Synonyms	N/A
Definition	-to agree to change the subject of conversation, when that has been requested.
English examples of verbal data	Go ahead. Okay, what else do you have on your mind? What was it you wanted to talk about now?
Comments	See comments, section 6.1.1
English examples of function catalog entries	That's + { fine very interesting } I'm glad you brought + NP + up.

Function 6.8.3 refuse to change topic	
Function category 6. Manage communication	
Synonyms	N/A
Definition	-to decline to change the subject of conversation, when that has been requested
English examples of verbal data	Can we stick to the subject, please? I'd rather talk about that some other time. Not now please. That really doesn't have anything to do with this group.
Comments	See comments, section 6.1.1
English examples of function catalog entries	Not now (please). We aren't through + { discussing talking about } + NP yet

