

ABSTRACT

The aim of this thesis is to conduct a pragmatic analysis of speech acts as salutation, request, apology, offer and farewell in a written correspondence. The accent is primarily on expressions of politeness in each speech act. The analysis is researched in beginner students of the Czech language in a questionnaire before a lesson, in a written assignment after the lesson and then in the same assignment written by native speakers. The aim is to discover a proper way to teach the expression of the given speech acts as part of Czech for foreigners.

The questionnaire filled before the lesson was compared with the assignment written after the lesson. Implementing the comparison, it is defined to what extent had the students improved their pragmatic competence in written correspondence. The same work was assigned to native Czech speakers and the expressions used in the lesson are evaluated based on their results compared with the results of non-native speakers.

Through the research we concluded that the difference between the results before and after the lesson are striking. Uninstructed students have frequently expressed unintentionally less politely than it is customary to Czech language, sometimes even impolitely and these errors were predominantly eliminated in the written assignment. The amelioration of pragmatic competence was achieved mainly by the acquisition of conventionalized phrases.

The contribution of this work is primarily on the list of specific expressions of the given speech acts. Based on the thorough analysis of concrete language elements in this thesis, it is possible to build a teaching practice for writing e-mails in Czech lessons for beginners.