

**Abstract of the Article**  
**“Selection of Styles of Speech and their Functional Features**  
**for Management Personnel”**  
**by H. Korchahina**

In the article the selection of functional styles of speech for managerial staff is considered. The topic of the paper is Selection of Styles of Speech and their Functional Features for Management Personnel. The article provides an overview and analysis of functional styles of speech.

The relevance of the chosen subject, the importance of addressing this issue and the significance of practical application for management personnel are justified. The characteristics of the existing functional styles of speech are provided. Special attention is paid to the formal and formal business styles of speech as to the basic ones in management. A classification of types of the formal business style and their scope are presented. A general practical guidance for a business conversation that can help to make the work of management personnel more efficient and productive are provided.