

Research Abstracts

Project Title	A Comparative Study of Telex and Telegram Analysis
Head of The Project	Bang-Orn Savangvarorose
Fellow Researchers	Rachaneeroj Kulthamrong Kanvipa Ridhiprasart
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Purposes

The purposes of the research are to analyse the structures of telexes and telegrams; to compare them, and to collect and determine their structures.

Procedures

The study is limited to the telexes and telegrams written by both executives and employees responsible for telex writing in 100 leading business companies, which were randomly selected to be samples.

The telexes and telegrams were written for certain situations, namely requests and inquiries, orders, giving urgent information, quotations and complaints, which were selected by the researchers.

Response from the 100 companies was not as good as expected. Fifty six companies did not respond to the telegram part. The researchers could not analyse the 100 telexes and the 100 telegrams as intended because of the above reasons. In addition, some telexes and telegrams did not communicate at all or effectively.

Findings

1. Telexes of a moderate quantity were written on business principles, concise and able to communicate effectively.
2. The majority of telexes used abbreviations and omitted words.
3. A few telexes and telegrams were wordy and had no principle.
4. A few telexes and telegrams were incomprehensible and did not communicate effectively.
5. The words used in telexes and telegrams analysed were simple and were similar in most of them. However, their structures were different. For example, some were in the active voice while the others were in passive voice. Some verbs or nouns were qualified by phrases and some by clauses.

6. There were many ways of forming abbreviations. The following were some examples :

- 6.1 Omit all vowels in a word.
- 6.2 Abbreviate suffixes, i.e.-ing (G),-ed (D)-tion (N).
- 6.3 Use the first letter of each syllable and the letter that is pronounced.
- 6.4 There was no fixed rule in abbreviation.

7. Now, the use of telegrams declines significantly because among the 56 companies that did not write the telegram part as requested, some said that they never used telegrams, and did not know how to write them.

A summary of the Analysis of comparison of telexes and telegrams

1. Their structures were the same but

1.1 Telexes used abbreviations while telegrams used full words. There was a moderate quantity of this type.

1.2 Telexes used abbreviations while telegrams used word combination. There were a few of this type.

1.3 They had different beginnings.

1.3.1 Telexes omitted subjects while telegrams did not.

1.3.2 Both began differently, for example, telexes used "Please" while telegram used "We wish", or "We would like" or vice versa.

2. A small number of telexes and telegrams analyzed were completely different in both structures and vocabulary. Some telexes were longer, some were shorter. They were not based on any principle.

3. A small number of telexes and telegrams analyzed were completely the same even in abbreviations and omission of words.

4. The beginnings and the closings including the ending sentences of telexes and telegrams analyzed were of different types. They were based on business correspondence. These various types were equally used in both telexes and telegrams to a considerable degree.