MINISTRY OF HIGHER AND SECONDARY SPECIAL
EDUCATION OF THE REPUBLIC OF UZBEKISTAN

TERMEZ STATE UNIVERSITY

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PROBLEMS OF TRANSLATING OFFICIAL DOCUMENTS
(on the material of English, Uzbek and Russian languages)

DISSERTATION

written for the Academic Degree of Masters of Linguistics on specialty
5 A 111401 – Foreign Languages and Literature (English Language)

The work has been discussed and recommended for defense.	Supervisor: prof. Bakirov P.U.

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May 12, 2018

Termez - 2018

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INTRODUCTION

Independent Uzbekistan is developing by the model chosen by the nation, along the road of open and free market relations, and along the road of building a just society and a strong law - governed democratic state.

It`s necessary to carry political, economical, educational and other reforms, in order to achieve the above mentioned aim. Especially, training young specialists, educating them on leading branches of economy is the overall task of the government. Learning and teaching foreign languages play an important position in this discourse.

The President of the Republic of Uzbekistan Shavkat Mirziyoev has signed several documents in order to reform the higher education in the country. The purpose of all those documents is to train highly qualified specialists in the country. The President says: *“We will direct the whole power and capabilities of our country and society so that our youth can think independently, possess intellectual and spiritual knowledge, can become people who can compete with their peers in any sphere on a global scale and be prosperous and happy*”[1].

The President also noted to improve the quality of foreign language learning and teaching in the country. The reforms in this sphere had begun earlier, a lot of Decrees and laws were adopted in the aim of reforming foreign language learning system. Especially, the last Decree of the President PQ-1875, issued on December 10, 2012 has played an important role for the teacher of foreign languages in Uzbekistan. Under this Decree new standards of continuous education, curriculum for foreign language teaching is being developed. The content of text-books and teaching materials is also changed. English is being taught from the first forms of the secondary schools.

Although these reforms are being taken during the last years, this was aimed from the first years of Independence of the country. In 1997, the President noted:

[1] Мирзиёев Ш.М. Эркин ва фаровон, демократик Ўзбекистон давлатини биргаликда барпо этамиз – Т.: Ўзбекистон, 2016 – P.14

“In the process of higher school reformation, we must consolidate their contacts with higher educational institutions in other countries. It`s necessary to promote the encouragement of foreign teachers”[2].

It would be expedient to organize the education of our graduate students in the educational centers of developed countries without interference of any ideology.

For a long time, there has been a lot of discussion about how languages are used and learnt. Until the middle of the twentieth century, many people believed that, in order to speak or write the best kind of English, you had to use complete sentences which were grammatically correct.

People learning English wanted to learn to write and speak this 'Standard English'. They also wanted to sound like native speakers of English from the Home countries. Two things have happened to change these ideas.

Every year in many parts of the world a considerable number of persons find themselves called upon to teach English to those whose mother tongue is not English. Their pupils may be children or adults; and range from those who already have some knowledge of English either in its spoken or written form to those who know not a single word of the language.

The mother tongue of those who are about to engage in such teaching is usually English, but to some of them English is a foreign language in which they may or may not be proficient. But in either case they find themselves taking on a job which is unfamiliar to them. They have rarely been specially trained to teach English as a living language and as a means of immediate communication.

While learning English as a foreign language one we should carefully study the grammatical structure of the language. As we know from the History of the English language course, the grammar of the English language took many changes during its development.

[2] Karimov I. A. Harmoniously developed generation is the basis of progress of Uzbekistan. - T., 1997. P. 12

The development of linguistics, appearance of new linguistic disciplines, such as cognitive linguistics, pragmalinguistics and others make us to study this topic more deeply.

Today with the development of diplomatic, political, economic and cultural relations of Uzbekistan with foreign countries require the development of translation and translatology.

Although the translation has a centuries-old history, modern translation studies were formed as an independent scientific discipline, mainly in the second half of the twentieth century. The postwar expansion of international contacts in all spheres of human communication, which caused a sharp increase in the need for translations and translators, became a powerful stimulus for the growth of theoretical studies of translation activity.

Modern translation studies are characterized by a wide variety of theoretical concepts and research methods. The accumulated scientific baggage needs to be analyzed and comprehended. The creation of the history of translation studies of the twentieth century is of undoubted theoretical and practical interest.

The specificity of the translation of the official text is that it contains very few expressive means widely used in artistic texts, which may reduce the correctness of understanding the text. In most cases, words are used that have only one meaning so that there are no situations where the text is misunderstood. In the official text, analogies, metaphors, and other expressive means of language are practically not used.

On the other hand, the translator requires accuracy, accuracy of the author's thoughts. This increases the complexity of the work of an interpreter who does not have the right to bring his understanding and his expressive means of language into the text. An incorrect, illiterate understanding of the official text can bring a fairly large number of problems, disrupt the negotiation process, disrupt business negotiations and relations. Thus, the literacy of an interpreter, the ability to correctly understand and translate texts of official documents, certainly have a huge impact on the entire foreign economic activity of the state, its subjects and individuals (both legal and physical), which, to some extent,

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Thus, the literacy of an interpreter, the ability to correctly understand and translate texts of official documents, certainly have a huge impact on the entire foreign economic activity of the state, its subjects and individuals (both legal and physical). So I intended to investigate the translation issues of official documents from English into Russian or Uzbek languages.

The actuality of research. In modern linguistics in recent years, become a common trend in the study of applied linguistics. Texts of documents of international organizations belong to the official style of language and have common linguistic characteristics. In the XXIst century, when globalization is highly developed, official style of different languages have most common in their content.

Thus, the language of the legal documents of the new Europe of the 21st century, considerably differs from the language of the international organizations in the 70-80s of the last century. Besides, official style of English, Russian and Uzbek languages differ from each other. We need to translate official documents into different irrelative languages, the functional style of which greatly differ. So the future specialists should possess the competences of translating official documents, where we face different types of problems. The linguistic problems of translating official documents, the problems of their adequacy should be studied thoroughly.

The subject matter of the dissertation is structural, lexical and semantic peculiarities of the language of official documents.

The aim of the dissertation: is to investigate the translation problems of official documents from English into Russian and Uzbek languages.

The work put forward the following **tasks:**

- To study specific features of official style in irrelative languages (on the material of English and Uzbek languages);
- to define the main translation problems of official style;
- to study the problems of achieving adequacy in translating official documents;
- to analyze grammatical, lexical and semantic problems of translating official documents.

The methodology of the study is determined by the objectives of the investigation and includes such methods as content-analysis, structural and semantic description, system analysis and analogy.

The novelty of the work is that, in the given work we have studied official documents of English, Russian and Uzbek languages from the point of contrastive linguistics, their translation problems are studied, and there offered some techniques of rendering official documents.

The data of the study comprises texts of official documents of English, Russian and Uzbek languages, materials of international documents.

Approbation of the work. The main results of the research work were demonstrated and published in the following articles:

1. Hodjimuratova Ugiloy Kodir kizi. Problems of achieving adequacy in Uzbek-English consecutive translation. Актуальные вызовы современной науки Международная научная конференция - Переяслав-Хмельницкий, 2016. 31-34 pp.
2. Hodjimuratova Ugiloy Kodir kizi. Zamonaviy ingliz tilida rasmiy hujjatlarning til xususiyatlari.Yosh olimlar respublika ilmiy-amaliy konferensiyasi. – Termez, 2017. 278-279 pp.
3. Hodjimuratova Ugiloy Kodir kizi. Translation of official documents; grammatical aspects. Filologiya masalalari yosh tadqiqotchilar nigohida. – Yosh tilshunos va adabiyotshunos talabalarining ikkinchi respublika ilmiy amaliy anjumani. – Termez, 2017. 364-365pp.
4. Hodjimuratova Ugiloy Kodir kizi. Contrastive study of official documents` language in English and Uzbek languages. Евразийский Научный Журнал – Санкт-Петербург, 2018. 41-43pp
5. magistrla toplamini

Moreover, research work was discussed at the Annual Conferences of Young Scholars (Ёш олимлар), and Republican conferences (2017-2018) and at the meeting of the Department of English language and literature and was recommended for defense.

The theoretical significance of the study lies in the fact that it may help understand pragmatic, structural and lexical peculiarities of the texts of official documents.

The practical value. From the standpoint of practice, the findings of the study may be used at the seminars in Theory and Practice of Translation to explain and exemplify distinctive features of the texts of official documents.

The structure of the dissertation is determined by the aim and objectives of the study. It consists of the introduction, three chapters, conclusion, bibliography and summary.

The introduction outlines the aim and objectives, the subject matter, the data sources, the methodology, the theoretical and practical value of the paper.

The first Chapter elucidates development of official style the legal status, communicative goals and types of the texts of official documents as well as their main linguistic characteristics in English, Russian and Uzbek languages.

The second Chapter focuses on formal, semantic and pragmatic adequacy in translating of official documents.

The third chapter describes translation techniques and method here you can find examples of translation of official documents in English ,Russian and Uzbek languages.

The findings of the study are generalized and expounded in the conclusions.

CHAPTER I: THEORETICAL FOUNDATION OF RENDERING OFFICIAL DOCUMENTS

1.1. Stylistic problems of translation

Translation is a means of interlingual communication. The translator makes possible an exchange of information between the users of different languages by producing in the target language (TL or the translating language) a text which has an identical communicative value with the source (or original) text (ST). This target text (TT, that is the translation) is not fully identical with ST as to its form or content due to the limitations imposed by the formal and semantic differences between the source language (SL) and TL.

Nevertheless the users of TT identify it, to all intents and purposes, with ST - functionally, structurally and semantically. The functional identification is revealed in the fact that the users (or the translation receptors — TR) handle TT in such a way as if it were ST, a creation of the source text author[3].

Any translation has to maintain content, functions, stylistic and communicative value of the source text. While translating official business papers it is not enough just to make right translation in a whole. Translation is to render the information including all details and even the meaning of separate words. It also must be authentic to source text.

The problem of translation equivalence is closely connected with the stylistic aspect of translation – one cannot reach the required level of equivalence if the stylistic peculiarities of the source text are neglected. Full translation adequacy includes as an obligatory component the adequacy of style, i. e. the right choice of stylistic means and devices of the target language to substitute for those observed in the source text. This means that in translation one is to find proper stylistic variations of the original meaning rather than only meaning itself.

[3] Комиссаров В.Н., Коралова А.Л. Практикум по переводу с английского языка на русский: Учеб. пособие для ин-тов и фак-тов иностр. яз. — М.: Высш. шк., 1990. – С. 4

The expression of stylistic peculiarities of the source text in translation is necessary to fully convey the communication intent of the source text. Stylistic peculiarities are rendered in translation by proper choice of the target language translation equivalents with required stylistic coloring. This choice will depend both on the functional style of the source text and the individual style of the source text author.

Stylistic problems of translation may be approached from several angles: styles of language, their peculiarities, their goals and their interrelation; stylistic meaning of words; stylistic devices, their nature and structure, their expressive function; foregrounding of linguistic means for stylistic purposes and its attention-compelling function.

While translating the text a translator first of all must distinguish neutral, bookish and colloquial words and word combinations, translating them by relevant units of the target language. It is sometimes hard to determine the correct stylistic variety of a translation equivalent, then – as in almost all instances of translation – final decision is taken on the basis of context, situation and background information.

Style is expressed in proper combination of words rather than only in stylistic coloring of the individual words. Thus, any good translation should be fulfilled with due regard of the stylistic peculiarities of the source text and this applies to all text types rather than only to fiction.

It is well known that adequacy and accuracy of international contract translation, its legal terminology help to avoid disputes. In comparison with other documents translation of contract is at the same time easiest and hardest one. This translation is one of the easiest because texts of contract are well structurized, they have strictly formulated standard articles.

However, it is one of the hardest because origin and realization of legal systems are revealed in it. Quality of translation is characterized by adequacy. There are some cases when translation seems to be adequate from the linguistic point of view but it is inadequate according to professional language of translation.

One should take into account contextual variety of lexeme meanings, which must be translated because in certain case it can have special meaning.

Text of contract includes great number of special legal, economical, commercial terminology. One should avoid verbiage, repetition, archaic language, long sentences, inaccuracy of formulation, disparity (between articles of contract), usage of subjunctive mood. Translation of documents is rather complicated process. There are no subjective standards as for the quality of legal translation, but its main criterion is absence of problems and negative consequences caused by translation. Why is it so difficult to translate text of document? First of all each word has not only initial meaning but also some peculiarities which were formed as the result of its development in certain context.

Polysemantic words of one language and also words similar by their form are spread in other languages. Secondly, legal language is considered to be separate even inside one language. Words and phrases of this language can have special meaning which has been formulated for centuries. Thirdly, every language has a lot of words of same origin (for example Latin) that are interpreted by legal lexicon of different languages. For example word 'contract': thing that is called contract in French law is not contract in American law. Fourthly, there are different variants of one language.

English encloses legal languages of Great Britain, USA, Australia, Canada and other countries. They all can vary syntactically, lexically and semantically. Fifthly, every language has its grammar peculiarities. That is why translator has to interpret text of document. But the question is whether text of contract should be translated or interpreted.

Practice shows that legal texts should be translated. According to general rule, texts of polylingual contracts must be identical in content and form as though drawn up in one language. It is to be reached by the translation of source text into target language in that way to correspond to source text.

While comparing original texts and their translations three main principles of quality of this effect are distinguished: structure, content and potential of influence. Source and translated texts must be equal in their ability to evoke same reactions of their addressees.

Doing translation it is necessary to maintain structure of source text of contract. While rendering structure and syntax of one language into structure and syntax of another language one should decide whether to keep textual form strictly and have a risk of inadequate linguistic standard of translation or to use more free translation which might undermine legal accuracy.

To solve this problem it is necessary to analyze legal terms to avoid word-for-word translation that not always explains the meaning of term. It should be noted that trying to choose words identical in form with terms in other language you are making mistake because terms can have different legal meaning. It is also recommended not to make free interpretation of text and to use moderate level of transformation. Identical and adequate translation is the main task and characteristics of ethno-linguistic barrier overcoming.

Difficulty of this task while drawing up contract is that parties think and speak different languages, they also use special language, i.e. technical, economical, legal terminology semantic meaning of which can diverge in different languages. Thus, in structure of ethno-linguistic barrier there is special level – conceptual barrier. In texts of international contracts it concerns first of all legal terminology.

Very often in legal system of one language there are no institutions, concepts and corresponding terms which would transmit corresponding terminology of another party's legal system adequately. If there is no identical term in one language which explains meaning of foreign term it is recommended to use one of three ways to cope with this situation: 1. Borrowing; 2. Explanation; 3. New term formation.

The translation of texts belonging to different functional styles of the language presents a vast comprehensive problem.

A style of language is dependent upon the sphere of communication and the aim of communication which determine the peculiar choice of language means.

These means are interrelated and form a system is characteristic of each style. Texts belonging to different styles of language possess distinctive stylistic features and thus are easily recognizable although they may to some extent vary from language to language.

These features can be classified as leading or subordinate, obligatory or optional. The leading or dominant features form a common core in the S and T languages. They are reflected in the composition of each text, in its syntactic structure, in the choice of linguistic means and stylistic devices. The same means naturally occur in different styles but their use and functions are different.

The analysis shows that in the process of conveying information to the addressee, addressees tend to emphasize their point of view, their rights to the idea expressed in the letter, denoting themselves as «I» or «we».

Others, on the contrary, do not want authorship, they are detached from him and are disguised in every possible way, using the pronoun «it» as a subject in sentences.

It should be noted that in the business correspondence there are possessive pronouns (our, your, my), however they do not have semantic independence in the designation of communicants.

As a rule, they accompany personal pronouns, which determine the proper way of designating communicants.

If you (traditional -You-attitude) are interested in this idea, I will put together an estimate of the set-up cost for you. For your (the pronoun usually accompanies -you-attitude) information, since the bank's book depreciation system, I would anticipate our (there is a substitution of the pronoun I with the pronoun we and emphasizes its unifying value) set-up time on this account to be less than what we have encountered in setting up other clients.

When analyzing the current business correspondence of the company, general lexical characteristics of business discourse were revealed:

1. Frequent use of clerical stamps - reproduced by lexica-phraseological units that correspond with common concepts such as, With reference to your

request, yours faithfully, we acknowledge receipt of your letter No.04-03-6 / 361, appreciate your cooperation and assistance, etc. - With reference to your request, sincerely yours, we confirm receipt of your letter No.04-03-6 / 361, highly appreciate your cooperation and assistance.

2. Use of words-names of persons by action, condition; the name of persons by profession and social status. For example,

Dear Mr. Hoffman, Dear Sir, Dear Mr. Patrick, Employees, Workers, Construction Engineering Manager, Project Manager. - Dear Mr. Hoffman, Dear Sir, Dear Mr. Patrick, Employees, Workers, Chief Engineer, Project Manager.

3. Introduction of special terminology that does not have synonyms in the common vocabulary, such as,

The bank uses a local CPA, OH & S (Occupational Health and Safety), SOW (Scope of Work), financial costs and others.

4. Prevalence of nouns. For example,

A further visual inspection was carried out on the building roof trusses and cross members using the 32/5 ton crane beam .... Please advise if you know how to take part in this inspection once the crane is available (11 nouns).

This is to confirm our agreement to be paid for and paid for by our charter operator. As discussed, our pending movement of priority 12 nouns).

5. Use of verbal nouns - payment, fulfillment, cooperation, assistance, operator and others.

6. Most forms of the verb appear in the sense of obligation - to meet the target, to confirm, to advise, to proceed and others.

7. The use of predominantly present-tense forms of the verb in the sense of prescription or necessity, as well as the forms of the verb with the meaning of the statement, for example:

You have a contract for the completion of the crushing plant by then. If it is thought that you have not taken all efforts to achieve this, then these penalties will be enforced. Furthermore this will jeopardize your involvement in any future work for the X Project and Y Operations in general. I suggest that you instruct your workers to take a more positive attitude. - You have a contract with the completion date for August 10 and a fine item, in case you do not reach the completion of the construction of the crushing plant by that time. It seems that you have not made every effort to achieve this, in which case these fines will be prescribed. In addition, this will jeopardize your participation in any future activities on «Ex Project» and «Wye Operas» in particular. I suggest that you instruct your workers in order to prefer a more positive attitude, so that we can finish this contract as soon as possible.

8. The wide spread of complex odious pretexts, such as,

Owing to, due to, relative, relative, in accordance with, etc., The analysis points to the fact that lexica-stylistic language means are revealed in business texts serve as a means for expressing the meaning in a particular utterance, which in turn depends on the elements of the discourse, i.e. from the social status of communicants and the type of discourse.

Creating the text of the translation, the author should strive to convey a certain stylistic content, while maintaining in the translation a certain key (etiquette strategy). In the absence of absolute correspondences, it is necessary to use predominantly lexica-grammatical means of the Russian and Uzbek languages etiquette (replacement, omission, addition, permutation).

This FS is not homogeneous and is represented by the following substyles or variants:

1) the language of business documents;
2) the language of legal documents;
3) the language of diplomacy;
4) the language of military documents.

Like other styles of language, this style has a definite communicative aim and its own system of interrelated language and stylistic means. The main aim of this type of communication is to state the conditions binding two parties and to reach agreement between two contracting parties. The most general function of the style of official documents predetermines the peculiarities of the style. The most striking feature is a special system of clichés, terms and set expressions by which each substyle can be easily recognized.

Thus, in finance we find terms like *extra revenue, liability*. In diplomacy such phrases as *high contracting parties, memorandum, to ratify an agreement* are found. In legal language, examples are *to deal with a case, a body of judges*.

All these varieties use abbreviations, conventional symbols and contractions, for example, M.P. (Member of Parliament), Ltd (Limited), $. Abbreviations are especially abundant in military documents.

They are used not only as conventional symbols, but also as signs of military code. Another feature of the style is the use of words in their logical dictionary meaning. There is no room here for the realization of any other meaning here.

The Stylistic function of official documents.

Official documents are written in a formal, “cold” or matter-of-fact style of speech. The style of official documents, or ‘officialese’ as it is sometimes called, is not homogeneous and is represented by the following sub-styles, or varieties:

1. the language of business documents,
2. the language of legal documents,
3. the language of diplomacy,
4. the language of military documents.

Like other styles of language, this style has a definite communicative aim and accordingly has its own system of interrelated language and stylistic means. The main aim of this type of communication is to state the conditions binding two parties in an undertaking. These parties may be:

a) the state and the citizen, or citizen and citizen (jurisdiction);

b) a society and its members (statute or ordinance);

c) two or more enterprises or bodies (business correspondence or contracts);

d) two or more governments (pacts, treaties);

e) a person in authority and a subordinate (orders, regulations, authoritative directions);

f) the board or presidium and the assembly or general meeting (procedures acts, minutes), etc.

In other words, the aim of communication in this style of language is to reach agreement between two contracting parties. Even protest against violations of statutes, contracts, regulations, etc., can also be regarded as a form by which normal cooperation is sought on the basis of previously attained concordance.

The most general function of official documents predetermines the peculiarities of the style. The most striking, though not the most essential feature, is a special system of clichés, terms and set expressions by which each sub-style can easily be recognized, for example: *I beg to inform you; I beg to move; I second the motion; provisional agenda; the above-mentioned; hereinafter named; on behalf of; private advisory; Dear sir; We remain, your obedient servants.*

In fact, each of the subdivisions of this style has its own peculiar terms, phrases and expressions which differ from the corresponding terms, phrases and expressions of other variants of this style. Thus, in finance we find terms like *extra revenue; taxable capacities*; *liability to profit tax*. Terms and phrases like *high contracting parties; to ratify an agreement*; *memorandum; pact; protectorate; extra-territorial status; plenipotentiary* will immediately brand the utterance as diplomatic.

In legal language, examples are: *to deal with a case; summary procedure; a body of judges; as laid down in; the succeeding clauses of agreement; to reaffirm faith in fundamental principles; to establish the required conditions; the obligations arising from treaties and other sources of international law*.

The vocabulary is characterized not only by the use of special terminology but the choice of lofty (bookish) words and phrases: *plausible* (=possible); *to inform* (=to tell); *to assist* (=to help); *to cooperate* (=to work together); *to promote* (=to help something develop); *to secure* (=to make certain) *social progress; with the following objectives/ends* (=for these purposes); *to be determined/resolved* (=to wish); *to endeavour* (= to try); *to proceed* (=to go); *inquire* (to ask).

Likewise, other varieties of official languages have their special nomenclature, which is conspicuous in the text, and therefore easily discernible.

Besides the special nomenclature characteristic of each variety of the style, there is a feature common to all these varieties – the use of abbreviations, conventional symbols and contractions.

Some of them are well-known, for example, *M.P.* (Member of Parliament); *Gvt.* (government); *H.M.S.* (Her Majesty's Steamship); *$* (dollar); *Ltd* (Limited). But there are a few that have recently sprung up. A very interesting group of acronyms comprises the names of the USA presidents: *FDR* – Franklin Delano Roosevelt, and accordingly *FDR-drive* in New York; *JFK* – John Fitzgerald Kennedy and *JFK Airport* in New York*; LBJ* – Lyndon Baines Johnson; *W* – for America's President George Walker Bush, but his father is simply George Bush though his full name is George Herbert Walker Bush; *POTUS, VPOTUS* and *FLOTUS* – accordingly President/Vice President/First Lady of the United States.

There are so many abbreviations and acronyms in official documents that there are special addenda in dictionaries to decode them. These abbreviations are particularly abundant in military documents. Here they are used not only as conventional symbols but as signs of the military code, which is supposed to be known only to the initiated.

Examples are: *DAO* (Divisional Ammunition Officer); *adv*. (advance); *atk*. (attack); *obj*. (object); *A/T* (anti-tank); *ATAS* (Air Transport Auxiliary Service).

Another feature of the style is the use of words in their logical dictionary meaning. There is no room for words with contextual meaning or for any kind of simultaneous realization of two meanings, as in the other matter-of-fact styles. In military documents sometimes metaphorical names are given to mountains, rivers, hills, or villages, but these metaphors are perceived as code signs and have no aesthetic value, as in: *"2.102 d. Inf. Div. continues atk. 26 Feb. 45 to captive objs* ***Spruce Peach*** *and* ***Cherry*** *and prepares to take over objs* ***Plum*** *and* ***Apple*** *after capture by CCB, 5th armd Div."*

Words with emotive meaning are also not to be found in official documents. Even in the style of scientific prose some words may be found which reveal the attitude of the writer, his individual evaluation of the fact and events of the issue. But no such words are to be found in official style, except those which are used in business letters as conventional phrases of greeting or close, as *Dear Sir; yours faithfully*.

As in all other functional styles, the distinctive properties appear as a system. It is impossible to single out a style by its vocabulary only, recognizable though it always is. The syntactical pattern of the style is as significant as the vocabulary though not perhaps so immediately apparent. Perhaps the most noticeable of all syntactical features are the compositional patterns of the variants of this style.

1.2. Functional style and its rendering in written translation

As we know functional styles (FS) are the subsystems of language, each subsystem having its own peculiar features in what concern vocabulary means, syntactical constructions, and even phonetics. The appearance and existence of FS is connected with the specific conditions of communication in different spheres of human life. FS differ not only by the possibility or impossibility of using some elements but also due to the frequency of their usage. For example, some terms can appear in the colloquial style but the possibility of its appearance is quite different form the possibility to meet it in an example of scientific style.

The classification of FS is a very complicated problem, that is why we will consider ideas of I.V.Arnold and I.R. Galperin, bearing in mind that Galperin treats functional styles as patterns of the written variety of language thus excluding colloquial FS. Both scholars agree that each FS can be recognized by one or more leading features.

But Galperin pays more attention to the coordination of language means and stylistic devices whereas Arnold connects the specific features of each FS with its peculiarities in the sphere of communication.

According to I.R. Galperin, a functional style of language is a system of interrelated language means which serves a definite aim in communication.

A functional style should be regarded as the product of a certain concrete task set by the sender of the message. Functional styles appear mainly in the literary standard of the language. These represent varieties of the abstract invariant and can deviate from the invariant, even breaking away with it.

Each FS is a relatively stable system at the given stage in the development of the literary language, but it changes, and sometimes considerably, from one period to another. Therefore FS is a historical category. Thus, for example in the 17th century it was considered that not all words can be used in poetry, and that a separate poetic style exists. Later, in the 19th century romanticism rejected the norms of poetic style and introduced new vocabulary to poetry. The development of each style is predetermined by the changes in the norms of standard English. It is also greatly influenced by changing social conditions, the progress of science and the development of cultural life.

Every functional style of language is marked by a specific use of language means, thus establishing its own norms which, however, are subordinated to the norm-invariant and which do not violate the general notion of the literary norm. The writers of the given period in the development of the literary language contribute greatly to establishing the system of norms of their period. It is worth noting that the investigations of language norms at a given period are to great extent maintained on works of men of letters. Selection, or deliberate choice of language, and the ways the chosen elements are treated are the main distinctive features of individual style.

Individual style is a unique combination of language units, expressive means and stylistic devices peculiar to a given writer, which makes that writer's works or even utterances easily recognizable. (Galperin I.R, p.17)

Naturally, the individual style of a writer will never be entirely independent of the literary norms and canons of the given period. But the adaptations of these canons will always be peculiar and therefore distinguishable. Individual style is based on a thorough knowledge of the contemporary language and allows certain justifiable deviations from the rigorous norms. Individual style requires to be studied in a course of stylistics in so far as it makes use of the potentialities of language means, whatever the characters of these potentialities may be.

All men of letters have a peculiar individual manner of using language means to achieve the effect they desire. Writers choose language means deliberately. This process should be distinguished from language peculiarities which appear in everyday speech of this or that particular individual (**idiolect**).

Thus***, functional stylistics,*** which became and remains an international, very important trend in style study, deals with sets, «paradigms» of language units of all levels of language hierarchy serving to accommodate the needs of certain typified communicative situations. These paradigms are known as ***functional styles*** of the language.

Proceeding from the famous definition of the style of a language offered by V.V.Vinogradov more than half a century ago, we shall follow the understanding of a functional style formulated by I. R. Galperin as «a system of coordinated, interrelated and interconditioned language means intended to fulfil a specific function of communication and aiming at a definite effect».

All scholars agree that a well developed language, such as English, is streamed into several functional styles. Their classifications, though, coincide only partially: most style theoreticians do not argue about the number of functional styles being five, but disagree about their nomenclature. This manual offers one of the other widely accepted classifications, which singles out the following functional styles:

1. *official style*, represented in all kinds of official documents and papers;
2. *scientific style,* found in articles, brochures, monographs and other scientific and academic publications;
3. *publicist style,* covering such genres as essay, feature article, most writings of «new journalism», public speeches, etc.;
4. *newspaper style,* observed in the majority of information materials printed in newspapers;
5. *belles-lettres style,* embracing numerous and versatile genres of imaginative writing.

It is only the first three that are invariably recognized in all stylistic treatises. As to the newspaper style, it is often regarded as part of the publicist domain and is not always treated individually. But the biggest controversy is flaming around the *belles-lettres style.*

The unlimited possibilities of creative writing, which covers the whole of the universe and makes use of all language resources, led some scholars to the conviction that because of the liability of its contours, it can be hardly qualified as a functional style. Still others claim that, regardless of its versatility, the *belles-*

lettres style, in each of its concrete representations, fulfils the aesthetic function, which fact singles this style out of others and gives grounds to recognize its systematic uniqueness, i.e. charges it with the status if an autonomous functional style. To compare different views on the number of functional styles and their classification see corresponding chapters in stylistic monographs, reference- and textbooks.

Each of the enumerated styles is exercized in two forms - *written* and *oral:* an article and a lecture are examples of the two forms of the scientific style; news broadcast on the radio and TV or newspaper information materials - of the newspaper style; an essay and a public speech - of the publicist style, etc. The number of functional styles and the principles of their differentiation change with time and reflect the state of the functioning language at a given period.

So, only recently, most style classifications had also included the so-called *poetic* style which dealt with verbal forms specific for poetry.

But poetry, within the last decades, lost its isolated linguistic position; it makes use of all the vocabulary and grammar offered by the language at large and there is hardly sense in singling out a special poetic style for the contemporary linguistic situation, though its relevance for the language of the seventeenth, eighteenth and even the biggest part of the nineteenth centuries cannot be argued.

Something similar can be said about the *oratoric* style, which in ancient Greece was instrumental in the creation of «Rhetoric», where Aristotle, its author, elaborated the basics of style study, still relevant today. The oratoric skill, though, has lost its position in social and political life.

Nowadays speeches are mostly written first, and so contain all the characteristic features of publicist writing, which made it unnecessary to specify oratoric style within the contemporary functional stratification of the language.

All the above-mentioned styles are singled out within the *literary type* of the language. Their functioning is characterized by the intentional approach of the speaker towards the choice of language means suitable for a particular communicative situation and the official, formal, preplanned nature of the latter.

The *colloquial type* of the language, on the contrary, is characterized by the unofficiality, spontaneity, informality of the communicative situation. Sometimes the colloquial type of speech is labelled «the colloquial style» and entered into the classification of functional styles of the language, regardless of the situational and linguistic differences between the literary and colloquial communication, and despite the fact that a style of speech manifests a conscious, mindful effort in choosing and preferring certain means of expression for the given communicative circumstances, while colloquial speech is shaped by the immediacy, spontaneity, unpremeditativeness of the communicative situation.

Alongside this consideration there exists a strong tendency to treat colloquial speech as an individual language system with its independent set of language units and rules of their connection.

Functional stylistics, dealing in fact with all the subdivisions of the language and all its possible usages, is the most all-embracing, «global», trend in style study, and such specified stylistics as the scientific prose study, or newspaper style study, or the like, may be considered elaborations of certain fields of functional stylistics.

A special place here is occupied by the study of creative writing -the belles-lettres style, because in it, above all, we deal with *stylistic use of language resources,* i.e. with such a handling of language elements that enables them to carry not only the basic, logical, but also additional information of various types. So the *stylistics of artistic speech,* or belles-lettres style study, was shaped.

Functional stylistics at large and its specified directions proceed from the situationally stipulated language «paradigms» and concentrate primarily on the analysis of the latter. It is possible to say that the attention of functional stylistics is focused on the message in its correlation with the communicative situation.

The message is common ground for communicants in an act of communication, an indispensable element in the exchange of information between two participants of the communicative act - the addresser (the supplier of information, the speaker, the writer) and the addressee (the receiver of the information, the listener, the reader).

Problems, concerning the choice of the most appropriate language means and their organization into a message, from the viewpoint of the addresser, are the centre of attention *of the individual style study,* which puts particular emphasis on the study of an individual author's style, looking for correlations between the creative concepts of the author and the language of his works.

In terms of information theory the author's stylistics may be named the *stylistics of the encoder:* the language being viewed as the code to shape the information into the message, and the supplier of the information, respectively, as the encoder.

The addressee in this case plays the part of the decoder of the information contained in the message; and the problems connected with adequate reception of the message without any informational losses or deformations, i.e., with adequate decoding, are the concern *of decoding stylistics.*

And, finally, the stylistics, proceeding from the norms of language usage at a given period and teaching these norms to language speakers, especially the ones, dealing with the language professionally (editors, publishers, writers, journalists, teachers, etc.) is called *practical stylistics.*

Thus, depending on the approach and the final aim there can be observed several trends in style study.

Common to all of them is the necessity to learn what the language can offer to serve the innumerable communicative tasks and purposes of language users; how various elements of the language participate in storing and transferring information; which of them carries which type of information, etc.

A document (noun from Latin *documentum* [second declension, gen documentī]: lesson, instruction, warning), is a bounded physical or digital representation of a body of information designed with the capacity (and usually intent) to communicate. A document may manifest symbolic, diagrammatic or sensory-representational information.

Peculiar features of the style of official documents (it is also applicable to technical interpretation) are its substantiveness, logicality (strict consistency, clear connection between main idea and details), accuracy and objectivity and subsequent lucidity and clarity. All texts of this type tend to use the language means that contribute to satisfaction of needs of this communication sphere.

The translation of official documents is a subfield of specialized legal translation. It requires absolute precision and the exclusive use of professional terms approved by the relevant official bodies.

Defining the specificity of technical translation, special translation theory (if we talk about translation of official documents) studies three types of factors which must be taken into account while describing translations of certain type. First of all, the particular functional style of a source document itself can influence the type of translation process and require from technical translator use of special methods and ways. Secondly, such source orientation can predetermine stylistic characteristics of the translation text and, thus, necessity for choice of such means of language that characterize the same functional style in the target language during technical translation.

And, finally, interaction of these two factors can result in appearance of translation peculiarities themselves which are connected both with common features and differences between linguistic signs of the same functional styles of source and target languages and with special conditions and tasks of technical translation from different languages.

Within each functional style we can distinguish some linguistic features which influence on the process and the result of translation is rather significant. For instance, in scientific-technical style, during technical translation these features are lexico-grammatical peculiarities of scientific-technical materials and, first of all, it is the leading role of terminology and special vocabulary.

Translation of technical texts, including official documents, is one of the most demanded services in the translation sphere. It’s connected with modern technical development and necessity of constant ensuring such development.

Peculiar features of the style of official documents (it is also applicable to technical interpretation) are its substantiveness, logicality (strict consistency, clear connection between main idea and details), accuracy and objectivity and subsequent lucidity and clarity.

All texts of this type tend to use the language means that contribute to satisfaction of needs of this communication sphere.

On the vocabulary level translation of official documents, first of all, implies use of special terminology. Terms must provide clear and accurate definition of real objects and phenomena; establish unambiguous comprehension of transmitted information by specialists.

Uppermost, in translation the term must be precise, i.e. it must have strictly determined meaning which can be developed by means of logical definition that removes the place of defined concept in the paradigm of this certain field. For the same reason the term must be monosemantic and, in this regard, context-independent. In other words, it must have its own precise meaning which is determined by its definition in all its occurrences in any text, thus, person who uses the term doesn't have to clarify its meaning in different contexts.

Term precision is directly connected with the demand that every notion should have only one corresponding term, i.e. not to have synonymic terms with corresponding meanings.

A term should be the part of strict logical system. Terms meanings and their definitions should conform to the rules of logical classification which clearly distinguishes between objects and notions and doesn't allow ambiguity or contradictoriness.

Besides, any term must have strictly objective definition with no secondary meaning which detracts specialist's attention adding the element of subjectivity. Official documents are written in a formal, "cold" or matter-of-fact style of speech. The style of official documents or 'officialese' as it is sometimes called, is not homogeneous.

The peculiar features common for all stylistic varieties of official documents are the following:

– the use of abbreviations, conventional symbols and contractions;

– the use of words in their logical dictionary meaning;

– absence of emotiveness;

– general syntactical mode of combining several pronouncement into one sentence.

The lexicon of the standard documents consists of common words and great many of the special terms, which cannot be found out in the ordinary dictionary. One part of common words is known for the pupil from school or other original course of the English language.

There are some peculiarities of translation of some standard documents. Notwithstanding the seeming simplicity the translation of birth certificate or marriage certificate is no such a simple task. Too many special terms (names of institutions, positions), which cannot be found out in the ordinary dictionary, are used in these documents. That's why only the translator with wide experience of translation of such documents can translate them. The big problem is that some standard documents must be apostatized or have notary certification what can be done only if the translation is done by the professional translator.

For example, the peculiarity of notary certification of passport translation consists in the fact that the notary doesn't certify a copy of passport and only confirms the translation authenticity.

Other part of common words is unknown by the pupil and represents that basic lexical reserve, which they should acquire in learning process. This part of common words can conditionally be subdivided on some groups:

Words, which on the first stage of tutoring usually are not studied. *E. g. to regard – ҳисобламоқ, кўриб чиқмоқ, эътиборга олмоқ.*

Words used in meanings, distinct from what pupils have acquired in original course.

Here it is necessary to refer a great many of auxiliary words, not studied before, «on account of» - сабабли, "due to " – га кўра, туфайли.

Words and word-combinations providing logical connections between separate parts of the text and providing the logic of an account.

E. g. to begin with – авваламбор;

Furthermore – бундан ташқари;

Summing up – қисқа қилиб айтганда.

Differences in British English and American English

company – corporation

programme - program

Texts of CoE official documents as well as documents of other international organizations (IO) belong to the official style of language. The aim of communication in the official style is to bind the addressee to a certain kind of behavior. Therefore, these texts are artefacts with high degree of authority and binding force. They are intended to change behavior of people and, therefore, to change the reality. The label of performatives may also be applied to these texts [9, p. 44].

V. Kaliuzhna considers that IO documents considerably differ from other documents of the official style and claims that they belong to the language of IO documents – a substyle of the official style of language [6, P. 5].

Generally, IO documents have logical, official, precise, stereotypical and imperative character. Being **logical**, texts of IO documents are characterized by cohesion, logical succession and their own system of notions.

Official character of legal documents is ensured by a system of language means, which create the effect of impartiality and formality. Owing to their nature and communicative purposes international agreements are to be **precise** and **all-inclusive**.

The task of achieving this dual characteristic adds considerably to their already complicated syntax and results in the usage of binomial and multinomial word-combinations, complex prepositional phrases, productivity of nominalization, lexical and syntactic parallel constructions.

Stereotypical character of IO documents provides for a considerable degree of their lexical and syntactic standardization [6, P. 56].

According to V. Kaliuzhna, IO documents can be classified into:

- Informative (memoranda, reports, notes etc.);
- Regulatory (statutes, conventions, agreements etc.);
- Concluding (resolutions, declarations etc.);
- Summarizing (résumé of debates, proceedings etc.) [6, P. 42].

This classification refers to the international organizations of the 70-80s of the last century and, therefore, is a bit outdated and does not reflect modern IO realities. P. Borysenko proposes that recommendations and consultative opinions be added to the above classification [2, P. 10].

O. Perina classifies international documents according to their dominant communicative intention, structural and semantic characteristics. She claims that all texts of international documents can be divided into the following groups [10, P. 53-56]:

1. Texts of binding documents

These are international agreements and their fulfillment is obligatory for the states which have signed and ratified them. Texts of all international conventions, charters and agreements belong to this type.

Binding documents have a high degree of authority and responsibility encoded in them. This is achieved by direct reference to the author of the document and its addressee, to the time and place of compiling the document, by the use of 'binding' words (performative verbs and nouns) such as *advise, agree, undertake, guarantee, shall, will, promise, recognize, order, resolution, decision* etc. The binding nature of official documents is also ensured by the extensive use of modal verbs, such as *should, would, may, need, must, have to, be to* etc.

Texts of binding documents are also characterized by: conventionality of expression (specific composition): division into structural parts (preamble, central closes, opening closes, opening addresses, closing sentences, signatures, seals, indications of dates, names of addresses etc.);

- set expressions and highly literary formal words, e.g.: *on behalf of; hereby, hereto, above-mentioned* etc.;

- terms which have to do with a subject field of the document and which must be unambiguous, e.g.: *tax exemption; immovable property; air services* etc.;
- the encoded character of language: the use of symbols, abbreviations and acronyms, e.g.: *MP (Member of Parliament); IMF (International Monetary Fund); UN (United Nations); VAT (value-added tax)* etc.;
- absence of any emotions, stylistic devices and expressive means;
- complicated syntax: combining several pronouncements into one sentence which usually begins with a new paragraph; the use of the participial and infinitive constructions; long compound and complex sentences;
- reference to the present or future which is expressed by the preference to use the Present Indefinite, the Present Perfect and the Future Indefinite tenses [9, 44-45].

Texts of binding documents with the titles 'resolution' and 'recommendation'

The fulfilment of such documents is one of the commitments of every CoE member state, because, having signed the Statute of the Council of Europe, the member states have agreed to fulfil its provisions and honour CoE standards and principles. In contrast to the documents of the first type, the language of these documents is milder.

Such phrases as «the Parties shall undertake to the Parties will practically are not used in their texts. They are usually replaced by models bearing the character of statement and recommendation: «the Assembly is of the opinion the Assembly may decide to Still, it's clear that if a member state does not satisfy the demands of a resolution or a recommendation, it may be expelled for non-compliance with the commitments to CoE.

3 – Texts of informative documents Here belong the Coe decisions, opinions, statements, declarations and press releases, which state the CoE official position concerning different issues within its competence.

So, texts of CoE official documents as well as other IO documents belong to the official style of language. They have logical, official, precise, stereotypical and imperative character. According to their dominant communicative intention, structural and semantic characteristics, texts of CoE documents can be divided into

1) texts of binding documents (conventions, statutes, treaties, agreements);

2) texts of binding documents with the titles ‘resolution’ and ‘recommendation’;

3) texts of informative documents (declarations, statements, press releases). All of them have different grammatical, lexical and pragmatic peculiarities that will be considered in the next chapter.

Summary of the chapter

In the chapter I we can easily say that there are many similarities among the three languages such as English, Uzbek and Russian.

In the official documents in English there are some information about a document and peculiar features of the style of official documents, some aspects of documents a number of examples of standard documents, the translation problems of official documents, the types of factors of translation theory, some linguistic features which influence on the process, peculiar features of the style of official documents vocabulary level translation of official documents, the importance of the special terminology, the lexicon of the standard documents, some information of international organizations according to the reality of V.Kaliuzhna international organization documents characters classifications of international organization documents according V. Kaliuzhna.

Besides, those there are texts of building documents with the title resolution and recommendation texts of information documents and so on.

In official documents in Russian and Uzbek there are some examples of official documents and their classifications according to the used places , functions of documents in Russian and Uzbek types of documents for the both languages usage of documents in order structure of official documents in working papers , the fundamental quality of documents in Russian and Uzbek .

Thus in the chapter there are fully information of official documents and some problems of their translation in English, Russian and Uzbek languages.

CHAPTER II. PROBLEMS OF ADEQUACY IN TRANSLATING OFFICIAL DOCUMENTS

2.1. Formal equivalence

The terms equivalence and adequacy of translation have both been used in translation studies for a long time, yet the borderline between the two is not always clear-cut. Not infrequently the notion of translation equivalence is treated as the adequacy of translation. In view of such a discrepancy, it is necessary to consider each term separately first.

The term *equivalence* is considered by many scholars as one of the most important ontological features of translation, and yet its proper definition is still a matter of debate. There are several reasons for it. The first cause is connected with its polyfunctional character when it is used in the translation theory, therefore it is necessary to specify what equivalence is really meant in each particular case. According to L.L. Nelyubin [Нелюбин 2003: 253-255] it can be used in a most general sense as a sense proximity of any two elements, which are equated with each other, as well as in more narrow senses it is common to speak about (a) equivalence of a SLT and a TLT, (b) equivalence as a type of lexical correspondence between SLT units and TLT correspondences, (c) equivalence of translation which presupposes identity of all levels of a SLT and a TLT content and (d) equivalent translation.

Besides, it is possible to compare equivalent and adequate translation, equivalent substitutions, etc. Very often *equivalence* is used indiscriminately to refer to cases which should be termed properly by the term *adequacy.*

The term *translation equivalence* is one of the key notions in LTT which can be accounted for by several reasons. Many well-known definitions of translation include equivalence as its basic feature and a condition for qualifying a certain act of interlingual communication as translation (P.M. Toper, G. Jeger, N.M.

Nesterova, etc). Translation equivalence is considered as the most important criterion in determining the status of a secondary text [Нестерова 2005].

W.Koller treated equivalence in a broad sense spreading it to various content levels and singled out 5 types of equivalence:

1) *denotational* (provides for "content invariance" which takes into account the subject content of the text);

2) *connotational* (or stylistic equivalence that presupposes purposeful choice of language means in TL);

3) *textual-normative* (points to the genre attributes of a text, as well as to the language and speech norms);

4) *pragmatic* equivalence (or communicative equivalence in translation studies),

5) *formal* equivalence (established on the level of transferring artistic, aesthetic, individualizing and other formal attributes of the original) [Koller 1983].

Every type of business documents has its own set phrases and cliches, e.g. invoice, book value, currency clause, promissory note, assets, etc.

Indeed, there are many differences in the vocabulary between formal and informal business correspondence. The main part of vocabulary of formal English is of French, Latin and Greek origin. Often it can be translated into informal language by replacing words or phrases of the Anglo-Saxon origin. For example:

Formal style	**Informal style**
commence	begin, start
conclude	end, finish, stop
prolong, continue	go on

Let us compare examples where these words are used in different styles.

e.g. *The meeting concluded with signing the contract* (Formal style).

The meeting ended with signing the contract (Informal style).

Informal style is characterized by using phrasal and prepositional verbs. That is why they are not used in business correspondence. Their formal equivalents are used in official texts instead.

Formal style	*Informal style*
explode	blow up
encounter	come across
investigate	look into

Such expressions on informal style cannot be used in written business English, both logically and stylistically. They are logically excluded because they convey a little amount of information. Business documents, on the contrary, convey a lot of information almost in any word. Thus, a person should be aware of these factors and not mix up colloquial and business English drawing up a document.

Informal terms have emotive qualities that are not present in formal language. Formal language often insists on a greater deal of preciseness. But the problem is that not always can be found the proper equivalents in formal and informal English. The informal word *job*, for instance, has no formal equivalent. Instead of it, we have to look for more restricted in usage and more precise term, according to the context, among possible variants: employment, post, position, appointment, vocation etc.

As a rule, business English is formal. We mean using it in business correspondence, official reports and regulations. Actually, it is always written. Exceptionally it is used in speech, for example, in formal public speeches. There are various degrees of formality. For example:

After his father's death, he had to change his job. (Informal style)

On the disease of his father, he was obliged to seek for alternative employment. (Formal style)

These sentences mean roughly the same idea but would occur in different situations. The first sentence is fairly neutral (common core) style, while the second one is very formal, in fact stilted, and would only occur in a written business report.

Prof. V.N. Komissarov has advanced the theory of the levels of equivalence which is based on the understanding of equivalence as a measure of semantic community of a SLT and its translation on various levels. In keeping with this principle the author establishes 5 levels of equivalence:

- the level of the aim of communication
- the level of the situation described
- the level of the way of describing the situation
- the level of the meaning of syntactic structures
- the level of the meanings of lexical units [Комиссаров 2002].

Compare translations of the following sentences that are made on different levels of equivalence: «*На дне»* (М. Горький) - *"Down and Out"* (G.Rapall Noyes and A. Kaun), *«Одноэтажная Америка»* (И.Ильф и Е. Петров) – *"Provincial America"* (J.H.C. Richardson), *«Крутой маршрут»* (Е. Гинзбург) - *"Within the Whirlwind"* (Ian Boland) (equivalence on the level of the aim of communication);

Watch the head! – Осторожно, низкий потолок. Сюда, пожалуйста – This way, please (equivalence on the levels of the aim of communication and the situation described);

This summer saw a number of terrible air-crashes. – Этим летом произошло несколько ужасных авиакатастроф (equivalence on the levels of the aim of communication, the situation described and the way of describing the situation).

She was driven away, never to re-visit this neighbourhood. – Она была вынуждена уехать и больше не вернулась в эти места (equivalence on the levels of the aim of communication, the situation described, the way of describing the situation, the meaning of syntactic structures).

The fog stopped the traffic – Из-за тумана остановилось движение транспорта (equivalence on the levels of the aim of communication, the situation described, the way of describing the situation, the meaning of syntactic structures and the meaning of lexical units).

The comparison of the two approaches shows that W. Koller singles out types of equivalence that can co-exist on one and the same language level pointing at various aspects of a speech unit, while V.N. Komissarov's classification brings different levels of equivalence into a hierarchical structure moving from the top level (the aim of communication) which is a decisive factor of equivalence to the lowest.

Thus, it is important to stress that although translation is always an approximation to the original source text due to formal and semantic differences between the SLT and the TLT, theorists and language users accept a translation as the functional, structural and semantic equivalent of the original text.

Adequacy is also used in several meanings with reference to: adequacy of translation, adequate translation and adequate substitutions [Нелюбин 2003]. *Adequacy of translation* is understood in two senses: (1) it is the reproduction of the unity of content and form of a SLT by means of another language; (2) it is identical information conveyed by similar or identical means of a different language.

Adequate translation has over 10 meanings with which the term is used in different contexts: (a) a TT which fully and without distortions renders a SLT; (b) which takes into account a broad context and retains stylistic peculiarities of a SLT; (c) which evokes a reaction of a TL reader which is in keeping with the communicative intent and purpose of the sender of a SL message: (d) an adequate translation is an equivalent translation, etc. (ibid.).

There is no less controversy of opinion concerning differentiation of the terms equivalent / adequate translation. A few authors regard them as synonymous, and yet the majority treat them as related to different features of translation.

The difference was studied in great detail by K. Reiss and H. Vermeer [Reiss, Vermeer 1984].

As the starting point, they stress that it is necessary to use the term equivalence in two senses: equivalence of texts and equivalence of textual segments. There is no one-to-one dependence between the two, as the equivalence of texts does not imply equivalence of textual elements, and vice versa, the equivalence of textual elements does not ensure the equivalence of texts. The authors argue that equivalence of texts has a cultural dimension.

This is a very important conclusion, though it seems logical to apply the notion of cultural equivalence to the level of textual language units as well. This is true even of proper names which have a rather simplified semantic structure as compared to most common nouns, cf. *Waterloo* which has a correspondence in Russian – *Ватерлоо*, but the English word has three meanings: (1) *a battle fought in 1815 near Brussels, Belgium in which Wellington led the British and Prussians and defeated Napoleon and the French; (2) a severe and deserved defeat after a time of unusual success; (3) one of the mainline railway stations in London just South of the Thames* [LDELC].

It is generally known to the average Russian reader only in the first meaning. Hence, it is not so simple to translate the English phraseological unit '*to meet one's Waterloo'* which means '*to suffer a very severe defeat or failure, especially one which causes people to finally give up what they are trying to do*' (ibid). So, instead of the English idiom there is no other way of translating it into Russian preserving the same image, than by means of a word-combination: *потерпеть неожиданное сокрушительное поражение*.

The comparison of these phrases shows that besides the difference in their character in English and in Russian there is also a culturally relevant semantic component in the English phraseological unit linked with the cultural symbol of the historic battle of Waterloo which is not retained in translation.

The difference between equivalence and adequacy of translation can be established in regard to the character, object and the content of the two categories:
<u>in terms of the *character*</u> adequacy of translation is viewed as an evaluative category, thus an adequate translation means a good translation; an equivalent translation is a technical category referring to an established standard which implies the greatest possible identity or similarity of all content levels of a SLT and a TLT.

The questions asked in both cases are not the same, namely: if the final text version corresponds to the initial one (equivalence), and if translation corresponds to the communicative situation and conditions (adequacy).

In terms of the *object* adequacy of translation refers to the procedure (process) of translation and thus it relates to the conditions of an interlingual and intercultural communicative act and determines the use of speech filters (semantic, combinatorial, word-building, etc), the choice of translator's strategies that meets the communicative situation. Equivalent translation is aimed at a desirable result and establishes to what extent the TLT corresponds to the SLT as both perform similar communicative functions in various cultures.

In terms of the *content* adequacy of translation is based on the actual practice of translation and approves of translation solutions of a compromise nature on condition that they better correlate with the communicative situation; equivalent translation presupposes maximum possible transference of the communicative functional invariant of the SLT.

These points of difference between adequate and equivalent translation bring us to an important conclusion that a translation text that is fully equivalent to the original does not always meet the demands of an adequate translation.

On the other hand, an adequate translation does not always imply relations of full equivalence between the SLT and the TLT and their textual segments. Compare the two translations of the Russian sentence into English: *Он думал о тяготах, выпавших на долю людей –*

1) He learned of the hardships that had befallen the people.

2) He saw the hardships the people were suffering.

The first version makes use of dictionary equivalents, and yet the editor has improved it by replacing some of them by the contextual substitutions which prove to be more adequate for the situation described and in keeping with stylistic register, adequate theme-rheme correlation, typical combinability of words in the TL.

A document (noun from latin documentum [second declension, gen documentī]: lesson, instruction, warning), is a bounded physical or digital representation of a body of information designed with the capacity (and usually intent) to communicate. A document may manifest symbolic, diagrammatic or sensory-representational information. To document (verb) is to produce a document artifact by collecting and representing information.

In prototypical usage, a document is understood as a paper artifact, containing information in the form of ink marks. Increasingly documents are also understood as digital artifacts.

Document is the practical construct for describing matter in different forms which retain information for a reasonable period of time wherein it can be perceived by a sentient observing entity. The variety usage reveals that the notion of document has rich social and cultural aspects besides the physical, functional and operational aspects.

Standard documents include:

Documents issued by registry office:

- birth certificate is a vital record that documents the birth of a child.
- marriage certificate is the official record that two people have undertaken a marriage ceremony.
- divorce certificate is a one page legal document that states that two people whom were previously husband and wife are now legally divorced.
- death certificate is a document issued by a government official such as a registrar of vital statistics that declares the date, location and cause of a person's death.

Documents of identity:

- passport is a document, issued by a national government, which certifies, for the purpose of international travel, the identity and nationality of its holder.
- driving license is an official document which states that a person may operate a motorized vehicle, such as a motorcycle, car, truck or a bus, on a public roadway as long as they are not under the influence of alcohol or in some countries, using a mobile phone.
- student card is a photo identification card that identifies the holder as a full-time student.
- other documents of identity
- Documents about education

- diploma (without supplement) is a certificate or deed issued by an educational institution, such as a university, that testifies that the recipient has successfully completed a particular course of study, or confers an academic degree.
- school leaving certificate is the final examination in the secondary school system.
- Certificates:
- certificate of employment
- certificate of studies
- bank certificates
- certificate of salary
- certificate of residence
- marriage certificate
- other certificates with the volume of no more than 1000 symbols
- Other documents:
- licenses;
- registration certificates;
- certificates with the volume of no more than 1000 symbols;
- certificates of property rights
- medical certificates without diagnosis indication
- Non-standard documents are:
- student’s record book;
- work record card;
- power of attorney;
- statement;
- statement (certificate) about marital status
- medical certificates with diagnosis indication
- extracts from medical reports etc.
- supplements to diplomas

In the previous chapters we have looked through the types and structure of official documents in English, Russian and Uzbek languages. Uzbek *ариза*, and Russian *заявление* are not same with *application*. They mostly correspond to

English *A letter of request*. When speaking about the application to job/study etc. the function and semantics of English “application” and Uzbek “*ариза*” are the same. But their format and register differ in analyzing languages.

Same problem can be observed in other official documents as well ……………………………………………………………………

2.2. Semantic equivalence

Before signing a contract or any other important document, business partners begin communication which can be written or oral. If we are talking about forms of written communication first of all we mean business letters which can be considered as the initial part of business relationships. Oral communication includes telephone calls and of course negotiations.

Nowadays almost all negotiations with foreign business partners are performed in English and the signing or non signing of contract depend on it. That is why business correspondence and negotiations should be carried out in appropriate and correct language.

We have already described the most important peculiarities of business English, but we also would like to raise very important and interesting problem of business doing – the cultural aspect.

Those involved in business translation, testify that their linguistic challenges are: special terminology, cliched lexics and its formal register. Still certain linguistic dexterity may not prove efficient under field conditions when besides language problems the translator in business faces quite newly appreciated challenge – cultural or psychological one.

The necessity to keep certain 'appearances' and observe conventionalities in international business communication has been acknowledged since the times when success of a company's extension started to be judged by the number of its foreign affiliations or partners.

Intensification of international contacts yielded, besides obviously positive results, multiple failures at negotiations, absence of foreign trainees' motivation, and even open conflicts among partners, especially between those belonging to different cultures (Asian and Western, Western and Slavic). Minute feedback analysis of the situations suggests that whereas business matters were handled perfectly, national, ethnic, psychological or cultural factors were completely neglected.

This was an impetus for methodologists and linguists to start developing a separate branch of the communication theory – Cross-Cultural Communication Studies. That encompasses ethnic culture and psychology, sociology, and a lot of other adjacent spheres. According to W. Gudykunst, W.G. Stephan, B. Blake and many other researchers of cultural diversity in business context, communication cannot be successful unless ethno-psychological identity of its participants is recognized.

W. Gudykunst identified the cultures according to the following criteria: 1) individualism-collectivism, 2) low-high context communication, 3) uncertainty avoidance, 4) power distance. These features greatly influence linguistic and extra-linguistic manner of the translators.

In individualistic cultures people are supposed to look after themselves and their immediate family only, while in collectivistic cultures, people belong to in-groups of collectivities which are supposed to look after them on exchange for loyalty. The example of the first culture is presented by United States, whereas Japan is an illustration of the second.

This factor is to be taken into consideration in negotiations planning, since a Japanese will never be able to take a decision which may lie beyond the interests of his corporation, and will never speak on his own behalf, whereas the individual achievements of an American may stipulate his risky decisions and possibility to take it independently. At linguistic level it stipulates the use of particular grammar structures – Active versus Passive, I / we pronouns, etc.

Communication that predominates in the cultures makes the second important criterion of cultural diversity. A high-context communication, inherent in most Asian cultures, is one in which the most information is implemented either in extra-linguistic situation of communication or is shared by the communicants, while very little is coded. A low-context communication takes place in terms of explicit code, like in Germany or the United States. This may cause the necessity to make certain aspects in business communication, e.g. price negotiations, more explicit for the Americans and less direct for the Japanese or the Chinese through the use / avoidance of certain direct grammar constructions and vocabulary.

Cultures with high uncertainty avoidance have a lower tolerance for uncertainty and ambiguity, which expresses itself in higher levels of anxiety and energy release, greater need for formal rules and absolute truth, and less tolerance for people in groups with deviant ideas or behavior. It was empirically confirmed that in organizations, workers in high uncertainty avoidance cultures prefer a specialist career and clear instructions, avoid conflict, and disapprove of competition between employees more than workers in low uncertainty avoidance cultures, e.g. Denmark versus Japan. It does not only stipulate the pattern of behavior with businessmen representing these cultures but also the linguistic strategy in translation, e.g. presence or absence of mitigation markers.

Power distance is defined as the extent to which the less powerful members of institutions and organizations accept that power as distributed unequally. Individuals from high power distance cultures accept power as part of the society. Superiors there consider their subordinates to be different from themselves (Arab cultures).

Low power distance cultures believe that power should be used only when it is legitimate and prefer expert or legitimate power (Western cultures).

This stands for observation of subordination in the groups of businessmen, which is, for example, strict in Philippines and optional in the Netherlands. This directly influences the use of the certain vocabulary register depending on the level of communication (horizontal, with peers, or vertical, with subordinates or superiors) and the tone (type of modality, from orders to mild advice or suggestion).

Semantic equivalence or functional analogue this technique involves using real words, fully or partially reflecting the meaning of the term. For example: US securities - ценные бумаги американских эмитентов [Пестова М.С., P. 170]

A power of attorney- письменная доверенность [Пестова М.С.,P. 170]

If you become mentally incompetent while you have a power of attorney document that's already in effect ,a durability provision will allow the document to stay in effect.

Test Certificate-акт испытаний [Пестова .М.С., 23р]

Golden hello- большой аванс [М.Ю.Глазкова А.А. Стрельцов, 27]

Ex-works – франко–предприятие (цена с завода поставщика) [М.Ю.Глазкова А.А. Стрельцов,130.]

Capital productivity – фонд отдача [Кручинина К.А]

Milk round - поездка сотрудников фирмы [М.Ю.Глазкова А.А. Стрельцов, Р.4]

Milk round annual tour of universities made by prospective employers trying to attract the best graduate students to join their companies.

An underwriter- страховая компания[Пестова М.С., 123р]

2.3. Pragmatic equivalence

Equivalence is almost full and identical preservation of source text information including the stylistic peculiarities. Equivalent translation is rather relative notion. Its level and specific character change depending on the way of translation and genre of target text. Equivalence of requirements to the translation of scientific, business and, for example, literal texts can also be different. Types of texts determine approach to the translation, choice of translational method and equivalence degrees of target text. Aims and tasks of translator vary when he / she translates poem or novel, scientific article or newspaper information, document or technical instruction.

The great number of state, politic, commercial, legal and other documents belongs to official business texts. Their main function is message. They are fully directed on rendering information. Their form in most of cases is typical: addressing, beginning of the text, succession of exposition, finalizing of document, and amount of cliches, in all languages obey strict rules of rhetoric. In target language the structure of source text remains, but cliches may vary at inner form coinciding with content.

In European languages' culture the standardization of documents is very high. Thus, while translating official business texts into Uzbek it is not always possible to find equivalent of rhetorical stamps that is why word-for-word translation is sometimes used. This translation is used in diplomatic documents where each word is of great importance. Inappropriate word can cause misinterpretation and even diplomatic conflict.

Pragmatics of translation is a wide notion which covers not only pragmatic meaning of a word, but some problems connected with various levels of understanding by speech acts communicants of certain meanings or messages, depending on linguistic or paralinguistic factors [6, 214], that is, background knowledge.

A well-known linguist V.N. Komissarov points out that pragmatic aspect of translation should be considered from three points. One of them is conveying pragmatic meaning of words [2, 101]. This point chiefly pertains to the translation of national realia and equivalent lacking words that is, various names.

The term *pragmatic meaning* of a word is not yet fully investigated. But some linguists point out that the pragmatic component of the word meaning, which is realized in various kinds of emotive and stylistic connotations, is individually-occasional or collectively used meanings [3, 43-44].

They reflect the conditions of a language unit use, the conditions such as situation and place of communication, subject and purpose of communication; social, ethnic, and individual peculiarities of communicants, their attitude towards one another [1, 38-39].

Irrespective of the fact whether pragmatic aspects are singled out into a certain type of a word meaning or whether it is considered among other components of its meaning, pragmatic meaning, which is fixed in a word, plays an important role and its retention ensures complete communicative adequacy of translation to the original.

Pragmatics as a linguistic term means the analysis of language in terms of the situational context, within which utterances are made, including the knowledge and beliefs of the speaker and the relation between speaker and listener [5, 1518].

Pragmatic information is actualized in translating the equivalent–lacking lexical units, first of all personal names, geographical names, national realia by way of transcription and transliteration.

But in some cases, while translating the names of states, boroughs, counties and provinces explication of their implicit information is needed. For example: ***Georgia*** *– штат Джорджія (США) (In case the context indicates that the author writes or speaks about the USA)*

Alberta *– провінція Альберта (Канада)*

Surrey *– графство Сурей (Англія)*.

Explication is also required in cases when one and the same name designates several notions: ***ALBANY*** – *Олбані – поетична назва Шотландії*

Олбані – чоловіча тюрма на острові Уайт (Англія)

Олбані – річка у центральній частині Канади.

Олбані – порт і курортне місто у південно-західній частині Австралії.

The communicative situation at translating names having different meanings should be also taken into consideration. Thus, the word ***LINCOLN*** may be used in the following phrases: 1) *He is from Lincoln only last year* – Він закінчив коледж Лінкольна (в Оксфорді) тільки минулого року. 2) *He participated in Lincoln while a student* – Коли він був студентом, він брав участь у скачках "Лінкольн". 3) *He owns Lincoln breeds* – Він є володарем лінкольнської породи довгошерстих вівців.

As a rule, personal names are translated be means of transcription or transliteration (or both combined). But when a proper name acquires the connotation as an important pragmatic factor, it should be translated on a communicative but not on a semantic level. For example: **MIDAS** – 1) *Багата людина;* 2) *Людина, яка постійно примножує багатство.*

As to the meaning of national realia it is more often than not rendered by means of transcription or transliteration, but very often explication of their national meaning is also necessary. Thus, *kulish, borsh* are rendered by way of descriptive translation – thick meal cooked with grain. The same with the English national realia *Class list* – список выпускников в університету, які отримали ступінь бакалавра з відзнакою; *Classman* – випускник університету, який отримав ступінь бакалавра з відзнакою.

While translating the names of national holidays the pragmatic approach is also required. For example, *Easter Monday* translated word-for-word does not give any notion of this holiday. Its interpretation as *перший понеділок після Пасхи* is more understandable for the Ukrainian recipient.

Some additions in the translation help to make it more accurate and exact. For example, *It was Friday and soon they'd go out to get drunk.* (Braine. Room at the Top)

In the Russian translation by Kudriavtseva and Ozers'ka the sentence is *Была пятница, день получки.*

Вскоре эти люди выйдут на улицу и напьются. For making this information explicit it was necessary to add not only *день получки* but to explain that in Great Britain the people receive payment weekly, on Friday.

There are cases when generalization is used for replacing the proper name, usually of shops, clubs, colleges, schools etc. For example: *I could see my mother going in Warren's Sports and Games – Я бачив, як моя мама заходила у спортивний магазин.*

In some cases the word which designates national realia is not important in the semantic structure of the text. Then the translator may employ the method of omission. For example: *There were pills and medicines all over the place and everything smelled like Vicks Nose Drops*. *Vicks* is the name of pharmaceutical firm which products are not sold in Ukraine and they are unknown for the Ukrainians. So, in translation it may be omitted.

Sociolinguistic aspect of the theory of translation includes the consideration of translation as socially determined communicative process, social norm of translation and viewing translation as the reflection of a social world. The objects of description are various kinds of socially conditioned pragmatic relations, which determine the essence of translation as communicative act: pragmatics of source text, which determines its functional type; pragmatics of target text, oriented to a different culture [4, 18]; orientation of the translator for meeting the requirements of the society, that is, social norm of translation; pragmatics of the language units of both source and target languages, the pragmatics, which is connected with stratification and situational varieties of lexicon.

The importance of socio linguistic factors for reaching adequacy of translation can't be underestimated. It may be illustrated by possible translations of the personal pronoun *you*, which may be translated as *ти* and *ви*. Pragmatic approach to the analysis of the situation will show the translator the right way.

To sum up the above said, it is necessary to stress the importance of the translator's background knowledge. That is, profound knowledge of history, culture, mode of life of the country, the language of which he studies and is supposed to know for being a good translator.

Translating process reveals double pragmatic orientation. On one hand, it is realized within inner lingual communication and thus being oriented to the original. On the other hand, translation is a concrete speech act which is pragmatically oriented to a certain recipient.

Pragmatic task of the translation aims at ensuring maximal equivalency with the original. Pragmatic aspect of the translation is very important especially in translation of nationally-biased units of lexicon.

3.1. Lexical transformations

As a rule, business English is formal. We mean using it in business correspondence, official reports and regulations. Actually, it is always written. Exceptionally it is used in speech, for example, in formal public speeches. There are various degrees of formality. For example: *After his father's death, he had to change his job.* (Informal style)

On the disease of his father, he was obliged to seek for alternative employment. (Formal style)

These sentences mean roughly the same idea but would occur in different situations. The first sentence is fairly neutral (common core) style, while the second one is very formal, in fact stilted, and would only occur in a written business report.

In general grammar rules of spoken sentences are rather simple and less constructed than grammar of written sentences especially in agreements. It is more difficult to divide a spoken conversation into separate sentences. The connections between one clause and the other become less clear because the speaker relies more on the hearer's understanding of the context and situation as well as on his ability to interrupt if he fails to understand.

The speaker is able to rely on features of intonation which tells us a great deal that cannot be reflected in written punctuation.

The grammar use in business correspondence is also differ because of the pronouns *who* and *whom*, and the place of prepositions. For example:

She wanted a partner for her business in whom, she could confide. (Formal style).

She longed for a partner (who) she could confide in. (Informal style)

In what country was he born? (Formal style)

What country was he born in? (Informal style)

Formal written language is often used like impersonal style. That means that one doesn't refer directly to himself/ herself or to his / her readers but avoids pronouns. Some of the common features of impersonal language are passive sentences beginning with the introductory word *it* and abstract nouns. The effect of the change into a passive construction is to reverse the focus from the subject to the object of speech.

The use of *'might'* characterize the business correspondence because it is more tentative way of expressing possibility than *'may'*. Let us compare two sentences:

It may have been an error in a business deal.

It might have been an error in a business deal.

In the second sentence *might* presuppose a greater degree of uncertainty and sounds more tactful than *may*.

Texts of business documents are specific and aimed at a definite purpose. In order to make one's business work and work effectively, one should possess knowledge of language standards in business letters.

Skilful application of this knowledge is, somehow, determined by standards of documents' writing. If a document is written in an accepted way, it will be assessed by specialists. A unified business text takes up less time and work to compile in comparison with private letters.

Since a writer of a business letter has a unified form in front of him / her this person follows a set pattern while doing it.

All the writer's attention is focused on major information and data which represent the subject of the document. In this way an addressee can decode the subject-matter faster because a document is written in the standardized form.

At the macro level an official document usually consists of a preamble, main text body and a finalizing part. Depending on the type of document the composition and content of its individual parts may slightly vary. In accordance with modern linguistics standard text structures intended for informational presentation at different language levels are called frames. The changeable elements within a text frame are called slots. Let us take a preamble to a commercial agreement as an example of a frame.

Agreement

This Agreement is made this ____________ day of _____________, 1999, by and between________________________________, [a ____ corporation with its principal office at] or [an individual with an office and mailing address at _______ _] ('Agent'), and [company name], a corporation organized and existing under the laws of_____________________________________, with its principal place of business at _________________________________ ().

Here, in the above frame of an agreement, the blank spaces represent the slots to be filled with slot fillers (by the date, company names, addresses etc. in this example).

But a text frame seldom has the form of a text with blank spaces. Often it can be a frame of a standard text with stable and changeable parts, for example:

Intellectual Property Rights.

by this Agreement does not grant to Agent any rights or license to

's trademarks, trade names or service marks._____________ reserves all such rights to itself. Agent shall not utilize, without ________________ 's express, prior and – written consent, any__________________________________ trade or service marks on trade names, and will promptly report to _____________ any apparent unauthorized use by third parties in the Territory of ____________ 's trade or service marks or trade names.

Here the italicized text fragments are presumed to be changed depending on the subject and conditions of the Agreement, e. g. «prior and written consent» may be replaced by «oral consent», etc.

Written business English has got certain traits and problems of its usage not only for foreigners, but for English-speaking people.

A style of the language is a system of interrelated language means which serve a definite aim in communication. As has already been noticed, the style can be formal (business written English) and informal (spoken English).

The difference of formal and informal English is a matter of style and attitude of people to each other.

However, it is not an easy matter to draw an exact line between formal and informal English.

English of business correspondence possesses some important qualities, common for formal style of English as well.

The language of business correspondence is very bookish and remarkable for the usage of larger and more exact vocabulary in comparison with informal style of communication. Sentences in documents are longer and their clauses are grammatically fitted together more carefully that means a lot of practice for a person who draws up a document.

Formal business correspondence should be more impersonal. It should not emphasize the individuality of the writer, taking into account the personal qualities of people who are going to make use of it. Thus, the speaker should not refer directly to himself or his readers, but avoid the pronouns /we, you/ and it can also bring some difficulties.

One more problem is that formal English lacks force and vividness. The fact that it is formal implies its great dependence on arbitrary conventions, rather than on natural speech habits. That is why it is so hard for non-business people to keep concentrating their attention on contents of documents all the time as their attention is diverted by intricate language use.

Some of them will consider these long and complicated sentences rather confusing. Words of formal English must sound nice but their meaning is often hard to get through. Very often a person must read something all over again to make sure what it means.

Another chief problem concerning the business correspondence is that it is read by busy people who usually have no interest in either one's personality or his /

her problems. Bearing in mind that one should not waste anybody's time and try to avoid unnecessary details. Common trait of any business document is to be as clear and brief as possible without sacrificing clarity.

These are some of the most frequent problems in the theory of business correspondence.

Business correspondence is very significant in transactions. It includes all kinds of commercial letters such as enquiries, replies to enquiries, Letters of Credit, invoices, Bills of Lading, Bills of Exchange or drafts, letters of insurance, explanatory letters, orders, letters of packing, letters of shipment, letters of delivery, offers, letters of complaint, replies to those of mentioned above, etc.

Each type of correspondence has its own peculiar features. But they have much in common. Especially it concerns the style of business letters.

Business correspondence often suffers from an old-fashioned, pompous style of English which complicates the message and gives the reader the feeling that he is reading a language he does not understand.

At the same time the style of letter should not be so simple that it becomes discourteous. The tone of business letter should be neutral without pompous language on the one hand and informal or colloquial language on the other hand. The letter should be neither too long nor too short. The right length includes the right amount of information.

In texts of official documents different types of lexical units are used, which constitutes the data of our study deals with the functioning of democratic institutions and contains mainly political and legal terms, such as *electoral system (сайлов тизими), the Prokuratura (прокуратура), legality (қонунийлик), ombudsman (омбудсман), the justice system (суд тизими), the rule of law (ҳуқуқий бошқарув), the Bar (адвокатура), civic organizations (жамоат ташкилотлари), security service (хавфсизлик хизмати), law enforcement authorities (ҳуқуқни муҳофаза қилиш органлари), system of checks and balances (система аг)* etc [16].

The CM recommendation deals with deinstitutionalisation and community living of children with disabilities and contains such special terms as *deinstitutionalisation (деинститутиалицазия), vulnerable groups (эҳтиёжманд гуруҳлар), foster family (қабул қилинган оила), parental responsibility (ота-оналик мажбурияти), residential institution (интернат, меҳрибонлик уйлари), community-based services (жамоатчилик ишлари), social exclusion (ижтимоий чиқарув)* etc [17].

While translating official documents we use different kinds of lexical transformations. Such as:

- Lexical substitution,
- Omission,
- Supplementation,
- Transposition.

For example, a letter may be given the wrong tone by the use of inappropriate vocabulary, idioms, phrasal verbs and short forms. Here are some examples of each, together with a preferred alternative:

You've probably knows – You probably know;

You'll get your money back – The loan will be repaid;

To go into property – To invest in property;

A couple of hundred quid – Two hundred pounds;

Prices are at rock bottom – Prices are very low;

Prices have gone through the roof – Prices have increased rapidly.

These are the extreme examples but the general point is that one should be careful using idiomatic or colloquial language in letters. Moreover, there is a danger of being misunderstood or you may give an impression of over-familiarity.

No doubt it is very important to be clear. Confusion in correspondence often arises through a lack of thought and care, and there are a number of ways in which it can happen. Numerical expression can cause confusion.

For example, the decimal point in British and US usage is a full point rather than a comma as it is used in most continental European countries, so that an

English or American person would write 4.255 when a French person would write 4,255 (which to an English person would mean four thousand two hundred and fifty-five). That's it is better to write out the expression in both figures and words.

Very often abbreviations are used in business letters but both parties need to know what the abbreviations stand for; if they don't it can cause problems in obtaining the information. So if the author of a letter is not absolutely certain that abbreviation will be easily recognized he/she should not use it.

Special care should be taken while using prepositions. There is a big difference between / The price has been increased to J 15.00/ The price has been increased by J 15.00, and The price has been increased from J 15.00.

3.2. Grammatical transformation

The way of translation of official business documents is opposite of literary translation where concerns the freedom of translator's actions and choices. Literary translation is more art than craft which is accounted by the nature of literary texts. Translation of a literary text is unique and cannot be standardized and obeys almost no rules.

The task of an interpreter translating official documents is to find target language equivalents of the source text frames and use them in translation as standard substitutes, filling the slots with frame fillers in compliance with the document content.

Translation of legal, economic, diplomatic and official business papers requires not only sufficient knowledge of terms, phrases and expressions, but also depends on the clear comprehension of the structure of a sentence, some specific grammar and syntactical patterns, which characterize the style.

Here are some English constructions which can cause special difficulties while translating.

INFINITIVE

Depending on the function the Infinitive plays in the sentence it can be translated in the following ways:

- as an adverbial modifier of purpose the Infinitive can express an independent idea that adds new information about its subject; the adverb *only* is omitted in translation, e.g.: *The President announced his resignation only after the failure of his drive to push through the merger of the two countries last summer. Президент объявил о своей отставке только после того, как прошлым летом закончилась неудачей его попытка объединить две страны.*
- After the adjectives *the last, the only* and ordinal numerals the Infinitive is translated as the predicate of an attributive subordinate clause. Its tense form is determined by the context, e.g.: *He was the first high official to be admitted to the inner council of government, to the cabinet.*

Он был первым чиновником высокого ранга, который был допущен на закрытые заседания Кабинета.

- If + noun + be + Infinitive can be translated as для того чтобы, e.g.:

In any event, members of the association should be prepared to put aside partisan interests if consensus on the abovementioned principles is to be achieved. В любом случае, чтобы достичь согласия по вышеуказанным принципам, члены ассоциации должны быть готовы пожертвовать своими узкопартийными интересами.

- The Complex Object with the Infinitive is translated as an object subordinate clause, e.g.:

Both experiments revealed the rated dimensions to be interrelated. Оба эксперимента показали, что оценочные параметры тесно связаны между собой.

- The Complex Subject with passive forms of the verbs *say, think, expect, show, see, find, argue, know, mean, consider, regard, report, believe, hold, suppose, note, presume, claim, admit, interpret, etc.* is translated as a complex sentence with an object subordinate clause. Care should be taken about non-perfect forms of the Infinitive (which are translated in the Present time) and perfect forms (which are translated in the Past time), e.g.: *Still they can hardly be said to have formulated a true scientific theory.*

- *И всё же вряд ли можно утверждать, что они сформулировали действительно научную теорию.*

The term model *is held to have important normative significance. Считается, что термин модель имеет большое нормативное значение.*

- The Complex Subject with active forms of the verbs *happen, appear, see, prove, turn out, be likely, be certain, be sure, etc*. is translated in two possible ways:

a) The English finite form is transformed into a Russian parenthesis and the English Infinitive into a Russian predicate, e.g.:

So, there appear to be two choices.

Таким образом, оказывается, что выбор есть.

b) The English finite form is transformed into a Russian main clause (*маловероятно*, *кажется, etc*.) and the English Infinitive into a Russian predicate in an object subordinate clause, e.g.: *Neither proposal is likely to work.*

Маловероятно, что какое-либо из этих предложений окажется действенным.

- If the English predicate has an object *by somebody,* such predicate-object clusters are translated as a parenthesis *по мнению, согласно данным*, *как показал (установил*, *описал, etc*.), e.g.: The results were interpreted by Brown (1989) to be insufficient to draw any substantial conclusions.

По мнению Брауна (1989), этих данных не достаточно для каких-либо существенных выводов.

GERUND

Depending on the function the Gerund plays in the sentence, it can be translated as:

- a noun

Banking on a loss of nerve within the board of trustees may turn out to be misguided.

Расчёт на то, что у членов опекунского совета сдадут нервы, может оказаться неверным.

- an infinitive

Under the pressure of national campaign, he showed a positive gift for saying the wrong things in the wrong words at the wrong time.
В условиях напряжённой кампании в масштабе всей страны он определённо показал способность говорить не то, что надо, не так, как следовало, и не там, где следовало.

- a participle

In Washington there is quiet satisfaction that the French by joining the float have indirectly acknowledged that the U.S. was right all along.
Вашингтон выразил удовлетворение по поводу того, что Франция, присоединившись к странам с плавающим курсом валют, косвенно признала правоту США.

The Perfect Gerund denotes an action which is prior to the action expressed by the finite form of the verb, e.g.: *After having been colonies for a long time, many Asian and African countries have now become independent states.*
Многие страны Азии и Африки, которые долго были колониями, стали теперь независимыми государствами.

PARTICIPLE

Participle I can be translated as:

- **an attributive clause**, e.g.: *The States concluding this Treaty hereinafter refer to as the "Parties to the Treaty".- Государства, заключающие настоящий договор, именуются ниже «Участниками Договора».*
- **an adverbial clause**, e.g.: *Heavy artillery and mortal fire broke out again in the city last night, virtually putting the whole population of the city under a state of siege.- Вчера вечером город снова подвергся интенсивному артиллерийскому и миномётному обстрелу, и все его жители фактически оказались в осаде.*
- **a separate sentence**, e.g.: *The treasury announced that in August the sterling area had a gold and dollar deficit of 44 million dollars bringing the gold and dollar reserve down to the lowest level reached this year.- Министерство финансов объявило, что в августе стерлинговая зона имела золотой и долларовый дефицит в 44 миллиона долларов. Таким образом, золотые и долларовые резервы достигли минимального годового уровня*.

Participle II at the beginning of the sentence can be translated as:

- a subordinate clause, e.g.:

Asked if the United States is rendering military aid to the forces opposing the lawful government in that country, the senator gave an evasive reply. На вопрос о том, оказывают ли Соединённые Штаты военную помощь силам, противостоящим законному правительству страны, сенатор ответил уклончиво.

As a part of the Complex Object construction, Participle I and Participle II can be translated as:

- an object clause, e.g. :

The country would like to see its proposals approved by the General Assembly. Страна хотела бы, чтобы Генеральная Ассамблея одобрила её предложения.

The Nominative Absolute Construction with Participle I and II can be translated in different ways depending on the form of the Participle and the position of the construction in the sentence:

- in postposition the Nominative Absolute Construction with Participle I performs the function of an adverbial modifier of attending circumstances:

The Prime Minister and the African National Council promptly lapsed into mutual recrimination, seeking to blame the other for deadlock. Премьер-министр и Африканский национальный совет тут же перешли ко взаимным обвинениям, причём каждая сторона пыталась переложить на другую вину за то, что они оказались в безвыходном положении.

- in preposition the Nominative Absolute Construction with Participle I and II performs the function of an adverbial modifier of cause or time:

That done with, the two statesmen had subsided into long and profitable talks about other subjects.

После того как с этим было покончено, оба государственных мужа приступили к долгому и плодотворному обсуждению других тем.

It being too late for further discussion, the session was adjourned. Заседание закончилось, так как было слишком поздно, чтобы продолжать обсуждение.

- sometimes Participles may be omitted, but the subject-predicate relations in the Construction are still preserved:

The first conference a failure, another meeting at a ministerial level was decided upon.

В связи с неудачей первой конференции было принято решение о проведении ещё одной встречи на уровне министров.

The debate over, the meeting was adjourned.

По окончании дебатов заседание было объявлено закрытым.

- The second element of the Nominative Absolute Construction can also be expressed by an infinitive. It can be related to a future action:

With the Congress still to be elected, the Republican leadership was already moving to team up with the Southern Democrats, as it did in the palmy days of the New Deal.

Хотя выборы в Конгресс ещё впереди, руководство Республиканской партии уже предпринимает шаги по объединению с Демократами Юга, как в славные времена «Нового курса».

INVERSION

The order of words in which the subject is placed after the predicate is called inverted word order, or inversion. While translating, the target sentence retains the word order of the source sentence in many cases:

Also treated are such matters as theory construction and methodology. *Рассматриваются также такие вопросы, как создание теории и методология.*

Had this material been examined from this viewpoint, the rules that he discovered would probably have gone unnoted.

Если бы этот материал был изучен под таким углом зрения, закономерности, установленные на его основе, возможно, и остались бы не замеченными.

Subordinate clauses of concession with an inverted predicate often serve emphatic purposes and can be translated with the help of Russian combinations *хотя; какой бы ни был*:

Such a principle, strange as it may seem, is championed in one form or another by certain scholars.

Такой принцип, хотя это и может показаться странным, в том или ином виде отстаивают некоторые учёные.

Useful as it is, the book has two general shortcomings. Какой бы полезной не была эта книга, в ней есть два существенных недостатка.

Each of sub-styles of official documents makes use of special terms. The documents use set expressions inherited from early Victorian period. This vocabulary is conservative. Legal documents contain a large proportion of formal and archaic words used in their dictionary meaning.

In diplomatic and legal documents many words have Latin and French origin. There are a lot of abbreviations and conventional symbols. The most noticeable feature of grammar is the compositional pattern. Every document has its own stereotyped form.

The given type of translation in any language is directly connected with political system of the state, with its cultural originality. Confident knowledge of a subject is a necessary condition that the translator could perform competent and authentic translation of documents. Then terms will be correctly reproduced, all features of style of the document are observed, any detail that for official papers essentially will not be missed.

Understanding of a context is crucially important: only so and no other way it is possible to make adequately sense of translated phrases that translation of documents has turned out the most authentic. Along with as much as possible exact equivalent translation other objective is important also: translation should be simple and easy-to-read.

As a rule, texts of official style difficult in itself, therefore in addition to complicate them, translating documents, the expert simply has no right. There is universal rule of perception here: the easier the text, the easier to read and listen to it, so that more effectively he achieves the object. Only then it is possible to speak about a full exchange of juridical data.

Sometimes experts while translating documents, nevertheless face the phenomena of full untranslatability when with the best will in the world to find an equivalent for the concept is impossible. In this case we face such phenomenon as a conceptual blank, or a lacuna.

However the competent translator performing translation of documents, is obliged to find a way out in this case.

“Mysterious” term is deciphered or speaks directly in the text. There is also other variant: to transcribe a word or a word-combination and thereby to introduce the new term.

Sometimes such transcription introduced in translation, is performed not by Uzbek letters, but a Latin. Certainly, it breaks symmetry of appearance of the document and makes the text rough. However, such cases nevertheless are an exception of the general rule.

As a result the ready translation should be correct actually: not to have mistakes in the content. Besides, translation of documents should correspond to requirements of system of “accepting” language completely. Thus style of the original, undoubtedly, should remain without changes.

Translating documents and business texts, especially of judicial and insurance subjects, to observe these requirements is especially important.

Translation of documents is an objective of the extremely responsibility: the slightest mistake can appear fatal and entail serious consequences, up to proceeding. Document should not have inaccuracies and double meanings. That this translation demands limiting accuracy and scrupulousness, experts consider in as a version of technical translation.

Translation of documents pursues the different aims. The most widespread are a procedure of legalization of documents or notaries certification of a paper, probably, already notarized earlier, but in other language.

There are a lot of kinds of translation. But apart from all of them there are others, perhaps just as important and unfortunately equally unknown, like translation in international bodies or agencies; translation of advertising, community translation (nothing to do with the European Union, but rather with services offered to the community; this type of translation is very little known throughout Europe, but in countries such as Australia or Canada it fulfils a very important social function).

Audiovisual translation is sure to become the most booming one in the next few years, but it is also the one where the most atrocious mistakes are found. And diplomatic translation, something very few have ever heard about.

Diplomatic translation is carried out within diplomatic missions, embassies or consulates. In certain aspects, we could relate this type of translation to that carried out within international bodies, in terms of the type of texts translated and the conventions established. However, diplomatic translation has its own rules and peculiarities.

Within the scope of diplomatic translation, there are two main groups of documents (although they are not the only ones):

a) Chancery documents

b) Consular documents

The first group consists of texts or documents aimed to serve as vehicle for diplomatic communication between the given diplomatic mission and the Ministry of Foreign Affairs and vice versa. The most common one is the Third Person Note, which is used to inform or advise about a particular issue, to obtain the support of the government for an international body or agency (for example, in cases of candidacies), to communicate the termination or commencement of a person's functions as a diplomat, etc.

The Third Person Note is handed over by a diplomat or through other official channels. It is written in the third person (hence its name), and always follows the same structure, with regards to the introduction and the salutation.

The Letter is another type of document. As opposed to the Third Person Note, the Letter is written in the first person and is normally signed by the Head of the Mission. This is a much more direct and personal means of diplomatic communication, usually addressed to the Minister. With regards to Letters we find the term Exchange of letters, to refer to a particular exchange of information concerning a particular issue.

Perhaps one of the least known document type is non-Paper, which is a document that, having originated from an official body (Embassy, Ministry, Directorate General, etc.) has, intentionally, no official nature, and therefore it does not commits the body issuing such document. Its nature is marked by the use of plain paper, that is no crest or official letterhead, which is used both in Third Person Notes and Letters. The idea of unofficiality is often reinforced with the words "Non-Paper" at the top of the document.

The Memorandum is undoubtedly one of the many documents that translators in a diplomatic mission have to deal with most, especially in matters concerning issues such as international economy and commerce, farming and agriculture, and issues such as international relevance (human rights, worker's rights, environment, etc.).

The translation of these documents must be accurate and careful, given the intricacies of the issues in question. The same care applies to the Letters and the third Person Notes, which demand the highest degree of thoroughness, as a mistake or a misinterpretation of the original meaning could compromise diplomacy and even lead to a diplomatic incident.

Consular issues-related documents constitute a great deal of the bulk of translation work in an embassy. This is an extremely varied field, although highly related to the fields of legal and sworn translation. Thus, translators find themselves confronted by birth, marriage and death certificates, certificates of no impediment, divorce sentences, deeds, etc., together with other documents, mainly related to visas, passports, forensic death reports, assistance to arrested nationals, etc.

Security and confidentiality are always crucial in professional translation, and in particular with regards to the client. Diplomatic translation is no exception to this. Furthermore, confidentiality is probably much more important and compromising in this field than in any other field of translation, as it involves the security of one or several countries.

Written texts are an essential element of diplomacy. Texts provide powers and accreditation for the diplomat. Texts contain his instructions and negotiating briefs. Texts are the main outcome of negotiations. For certain texts—or parts of texts—there exist stereotyped formulas: letters of accreditation, full powers, opening and final clauses of treaties, even diplomatic notes.

For all texts that are meant to be shared with another party or other parties, there are traditional requirements of polite formulations. On the other hand, internal documents only follow the rules of the entity which employs them.

For countries long active in international diplomacy, there used to be all sorts of regulations regarding the writing of dispatches, instructions, briefs, reports, etc. New forms and means of communicating have affected the manner in which documents of diplomacy are written today, be they internal or addressed to one or more external entities.

Documents exchanged between countries in the past were written in the single vehicular language then in use in Europe: Latin. In the 18th century French had become the generally accepted diplomatic language, so much so that even diplomatic notes addressed to the British Foreign Office by the Legation of the USA were written in that language. The 20th century saw a gradual emergence of English as a second and later even dominant diplomatic language.

At the same time, a growing number of countries insisted on the use of their own language in diplomatic correspondence and joint diplomatic documents. As a result the United Nations admitted to five languages at its inception (Chinese, English, French, Russian and Spanish), to which Arabic has later been added by informal agreement.

In the European Union, all twelve languages of the members are currently in use and their number is bound to grow as new members will be admitted. Translation and interpretation have therefore become a major element in present-day diplomatic life.

In this presentation, we will consider the issues of formal diplomatic documents, multi-language diplomatic texts, and the impact of information technology on diplomatic texts.

In business correspondence is very important to be tactful, in other words to avoid causing offence or distress. Sometimes it means disguising or covering up the truth. In such a case, the use of imperatives should be polite.

e.g. Would you like to stipulate details of the contract?

Rus

Uzb

Let us compare some more examples.

e.g. *I suggest that we postponed signing of the contract till tomorrow. (Tactful).*

Could I suggest that we postponed signing of the contract till tomorrow. (Tentative and more tactful).

Rus

Uzb

Every business letter is known to consist of three parts: introduction, main part and closing. The first sentence or paragraph of a letter is an important one because it sets the tone of the letter. It usually contains thanks to the correspondent for his letter, subject of the letter, the purpose of the letter. For example:

Thank you for your letter of 19 August which I received today. We can certainly supply you with the industrial floor coverings you asked about, and enclosed you will find a catalogue illustrating our wide range of products which are used in factories and offices throughout the world.

Rus

Uzb

Middle part is the main part of every letter and it concerns the points that need to be made, answers which correspondent wants to give, or question he wants to ask. This can vary widely with the type of letter.

In final paragraph is necessary to thank the person for writing, if letter is a reply and it has not been done at the beginning. One should encourage further enquiries or correspondence. It also possible to restate, very briefly, one or two of the most important points made in the main part of letter.

For example: *We are sure that you have made the right choice in choosing this particular line as it is proving to be a leading seller. If there is any advice or further information you want we shall be happy to supply it, and look forward to hearing from you.*

Rus

Uzb

In our research we have tried to investigate peculiarities of such types of business correspondence as letters of enquiry, order and claim.

Enquiries can take the form of telephoned, telex or faxed requests for information. These forms can be used only for brief enquiry. A letter of enquiry begins with telling to correspondent the name of your firm: *we are a co-operative wholesale society based in Zurich*. Then one should write how he/she heard about the firm he/she is writing to: *we were given your name by the Hoteliers' Association in Paris*. The content of enquiry varies depending on its purpose.

For example while asking for catalogs, price-lists, prospectuses it is not necessary to give a lot of information about yourself. It would be helpful to point out briefly any particular items you are interested in.

e.g. *Could you please send your current catalogue and price-list for exhibition stands? We are particularly interested in furniture display stands*.

Rus

Uzb

When asking for goods or services one should be specific and state exactly what he/she wants. Replying to an advertisement its better to mention the journal or newspaper, the date, and quote any box number or department number given.

Very often one asks in enquiry for samples and patterns before placing an order.

e.g. *We would be also appreciated if you could send some samples of the material so that we can examine the texture and quality.*

Rus

Uzb

It is also possible to suggest terms, methods of payment, discounts in your enquiry.

e.g. *We usually deal on a 30% trade discount basis with an additional quantity discount for orders over 1,000 units.*

Rus

Uzb

Sometimes wholesalers and retailers want to see how a line will sell before placing a firm order with the supplier. They may be able to do this by getting goods on approval or on a sale or return basis, one can ask about it in enquiry.

e.g. *Your leaflet advertising your latest publications of History magazines interested us, and we should like to stock a selection of these. However, we should only consider placing an order provided it was on the usual basis of sale or return. If this is acceptable we shall send you our official order.*

Rus

Uzb

Usually a simple 'thank you' is sufficient to close an enquiry. It is possible to mention that a prompt reply would be appreciated and that certain terms or guarantees would be necessary.

e.g. Thank you for your attention. We hope to hear from you in the near future.

Rus

Uzb

The letter of enquiry should make absolutely clear information. The tone of enquiry could be direct but still polite. It should leave no possibility of the recipient to write and ask for explanation or extension of any of its parts. It should be as brief as is in keeping with courtesy and clarity. Even when the matters of enquiry are of no interest to the recipient he should give the information as courteously and as fully as if it meant material profit to him. He should give not only complete information for every detail of the enquiry but also should give any additional information which the writer feels would make clearer the information desired.

In enquiries are often used passive constructions for soften a request.

Short sentences can create an abrupt effect, while a complex sentence can modify.

e.g. *We are interested in your range of shirts is not as good as we are large wholesalers and are interested in your range of shirts*.

Rus

Uzb

3.3. Stylistic transformations

The translation of texts belonging to different functional styles of the language presents a vast comprehensive problem.

A style of language is dependent upon the sphere of communication and the aim of communication which determine the peculiar choice of language means. These means are interrelated and form a system is characteristic of each style.

Texts belonging to different styles of language possess distinctive stylistic features and thus are easily recognizable although they may to some extent vary from language to language. These features can be classified as leading or subordinate, obligatory or optional. The leading or dominant features form a common core in the S and T languages. They are reflected in the composition of each text, in its syntactic structure, in the choice of linguistic means and stylistic devices. The same means naturally occur in different styles but their use and functions are different.

Depending on the type of an international document and its objectives, its text is characterized by a specific composition. In this part of our study we will define the formal parameters of composition of the texts of CoE administrative documents: resolutions of the Parliamentary Assembly and recommendations of the Committee of Ministers.

Generally, at the structural level texts of international binding documents have an invariable form. They consist of certain structural parts: the title, the preamble, the main part and the concluding part [5, p. 12].

The title of a document is usually built according to the following model: **d+Np+WCL** (rarely **WCl+Np**), where **d** is a denotatum (European, Vienna etc.), **Np** – a noun with performative meaning (Agreement, Convention, Resolution, Recommendation etc.), **WCl** – a clause defining the subject of the document, e.g.:

(1) *Recommendation CM/Rec(2010)2 of the Committee of Ministers to member states on deinstitutionalisation and community living of children with disabilities* [17], where Np – *'Recommendation'*, d – *'of the Committee of*

Ministers to member states', WCl – *'on deinstitutionalisation and community living of children with disabilities'*.

(2) *Council of Europe. Parliamentary Assembly. Resolution 1755 (2010)1. The functioning of democratic institutions in Ukraine* [16], where d – *'Council of Europe. Parliamentary Assembly'*, Np – *'Resolution'*, WCl – *'The functioning of democratic institutions in Ukraine'*.

The preamble is characterized by a precise text organization: the opening clauses, the central clauses, the closing sentences. In the opening clauses the parties of the document are named, e.g.: *«The Committee of Ministers, under the terms of Article 15.b of the Statute of the Council of Europe…»* [17]. The central clauses emphasize the importance of adoption of the document and name other international documents that provide grounds for its legitimacy. The closing sentences indicate the end of the preamble and are of great structural and semantic importance as they link together the structural parts of the text [5, p. 9]. For example, in the CM Recommendation the closing sentence of the preamble is *«Recommends that…»* [17].

Functioning of introductory words is the specific feature of preamble. O. Zaruma-Pans'kykh classifies these words into three groups: a) words denoting the importance of adoption of the document, such as *noting, recognizing considering, realizing, emphasizing* etc.; b) markers indicating links with international law and references to the existing international documents, such as *bearing in mind, (re)affirming, guided, recalling, inspired, reiterating, observing* etc.;

c) lexemes indicating that the parties are ready to pursue the objectives of the document, such as *desiring, ((being) deeply) concerned, alarmed, (being) resolved, convinced, prompted, determined* etc. Introductory words provide for cohesion of the text of the preamble [5, p. 10].

In the preamble to the CM Recommendation the following introductory words are used: *considering, recalling (5), taking into account (2), bearing in mind (2), referring to (2), stressing, being aware of, recognising, noting* [17].

So, the preamble is characterized by an invariable structure: it is a complex sentence (with an average length of 214 words), introduced by a subject phrase followed by a number of parallel infinitive or participial constructions, each of which begins with an introductory word and forms a paragraph [5, p. 10].

The central clauses of the CM recommendation are divided into parts and paragraphs, the text of the PACE resolution consists of paragraphs. Long compound and complex sentences dominate in this part of CoE administrative documents. The impersonal sentences, infinitive and participial constructions are also widely used there.

(3) *Organisations of parents and NGOs representing them should be included in the development of community-based services and their expertise should be used throughout the process of transition* [17] – a compound sentence.

(4) *It calls upon the authorities to take all necessary measures to protect media freedom and pluralism in Ukraine and to refrain from any attempts to control, directly or indirectly, the content of the reporting in the national media* [16] – the use of the Objective-with-the-Infinitive Construction.

The choice of grammatical structures in the texts of CoE resolutions and recommendations is determined by their communicative intention. Therefore, the texts of CoE administrative documents as well as the texts of international agreements are characterized by the neutralization of meaning of the Present Indefinite and the Present Perfect forms in the predicate of the preamble and the preference to use the Present Indefinite Tense and modal verbs *should, would* in the central clauses, which determines the reference of the text to the denotative future [7, p. 44], e.g.:

(5) *Funds should be allocated to research, monitoring and evaluation* [17]. – *Держави повинні виділяти кошти на дослідження, моніторинг та оцінку* [15].

In central clauses one can also observe a specific syntactic organization of the texts of CoE documents expressed in the dominance of the compound nominal predicate over the simple verbal predicate [2, p. 9].

Overall, the structural analysis shows that the composition of the text of CoE document (the division into structural parts: the preamble, the main part and the concluding part, parts and paragraphs) corresponds to the pragmatics of the text of CoE document and makes for its successful functioning as a complex of the international law provisions.

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ABBREVIATIONES AND NOTES

GRECO - the Group of States against Corruption

SBU - the Security Service of Ukraine

NGO - non-governmental organization

CM - the Committee of Ministers

UNESCO - The United Nations Organization concerning formation, sciences and cultures

AIDS - Acquired Immune Deficiency Syndrom

The IOC - The international Olympic committee