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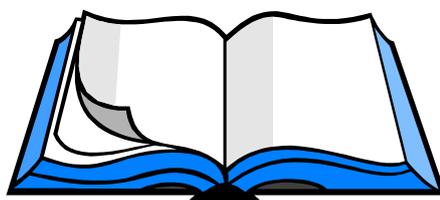
THE DEPARTMENT OF ENGLISH PHONETICS AND LEXICOLOGY

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Graduation paper

**Theme: The Stylistic Function Of Official
Documents**



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**ЎЗБЕКИСТОН РЕСПУБЛИКАСИ ОЛИЙ ВА ЎРТА МАХСУС
ТАЪЛИМ ВАЗИРЛИГИ З.М.БОБУР НОМИДАГИ АНДИЖОН
ДАВЛАТ УНИВЕРСИТЕТИ ХОРИЖИЙ ТИЛЛАР ФАКУЛЬТЕТИ
ИНГЛИЗ ТИЛИ ФОНЕТИКАСИ ВА ЛЕКСИКАСИ КАФЕДРАСИ**

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Introduction

Uzbekistan is a state with a great future.

I.A. Karimov

I am Elmurod Mirzahalilov graduating from the Faculty of Foreign Languages, Department of the English Language and Literature, Andizhan State University named after Zahiriddin Muhammad Bobur. I am a citizen of my beloved country – Independent Uzbekistan, which is a real paradise for a human being just to be born in and enjoy living, studying and working for the further prosperity of the gifted, friendly and laborious multinational Uzbek people who are today equal among equals and continuing to make their worthy contribution to the development of the world civilization.

Our country is only 24 years old, but each year of this period, I think, may be compared to decades just to deeply estimate the ever high growth of my country in every walk of life: spirituality, economy, science, technique and culture, etc.

In this connection the economy of the country deserves special mention, for unlike other countries', it has been developing as to the scientifically well grounded model, well known throughout the world as the “Uzbek Model of Economic Development” that has proved itself right by today, of which we are not only the witnesses, but also the participants and performers of this ongoing national economic processes.

The main aspect of the development of the national economy should be viewed from both economic and social points of view. The all kinds of reinforcement of material and technical bases of the social sphere are one of the most important problems in transition to market relations.

Special attentions were attached to the 5 main principles of the building of the sovereign state advanced by our President I.A.Karimov, which were recognized not only in our country, but also abroad.

These principles are the following:

- 1) economy should be a priority task over politics;
- 2) the state should act as the main reformer;
- 3) leadership of law should be established in all spheres of life;
- 4) strong social politics should be implemented in all spheres of life;
- 5) transition to market economy should be evolutionary i.e. step by step

These 5 principles are at the basis of development of our state and branches of economy. [1.62]

Only well educated and professional person can be economically free and reliable proponents of the crucial economic transformation. Awarding this truth should lie in the bases of the whole development process of spiritual and cultural life of the people, in the renewal of the whole system of education.

“We should remember that only that country, that nation can advice great future, prosperity and well-being which would be able to train knowledgeable, professional and energetic persons, true patriots of their country, the country which would provide them with huge spiritual legacy of the great national culture and give them access to the world treasure of science and culture” [2. 62]

There is possibility to radically reform the education system, to bring its contents, forms and methods close to the real need of the society.

Educational establishment of a new type, such as professional colleges, academic lyceums , gymnasiums and business schools are intensively being created.

During the last year the most important documents aimed at creation of favorable condition to form a new highly educated generation and to support gifted children and the youth were adopted. Among these important documents are: the Laws of the Republic of Uzbekistan “On the National Program of Personnel training”, “On Education”, the Resolution of the Cabinet of Ministers “On the organization of general secondary education in the Republic of Uzbekistan”[1.62]

It is noteworthy that “the National Program of Personnel training” stimulates formation of many-sided individual, educated person through the system of continuous education, organically connected with intellectual, cultural and moral education of a citizen.

We clearly see that one of the main Constitutional guarantees – the right to receive education, realization of creativity, intellectual development – is realized through this program. The market of educational services is being formed through developing marketing in the sphere of education, and training qualified specialists, the system of governmental and non-governmental education establishments, paid consulting and educational services is being developed, market relating in the principles of self-financing, demand and supply.

In order to provide efficient work of educational establishments of a new type and their efficient functioning, the center of the special secondary professional education was formed as a part of the Ministry of Higher and Secondary Specialized Education of Uzbekistan.

Much work is performed in provisioning the branches of the national economy with educated specialists of various levels.

No less attention is paid to the problems of the development of scientific and research work because the state will not have its future without all sided elaboration of science. Taking this into account much attention in our Republic is

attached to expansion of research work, efficient application of scientific achievements in various spheres of the national economy.

Due to the correct economic reform policy in our country alongside with numerous fields of science such trends of science as economics, history , philosophy, law, sociology and others are being developed. Wide and profound research work, both of fundamental and applied nature, is being conducted in subdivisions of the Academy of Sciences and in various educational establishments of Uzbekistan.

Life itself has convincingly and vividly shown the correction of the objectives outlined and the guidelines chosen. Much of what we have failed to achieve for centuries has been attained during the first year of our Republic's independence. The people of Uzbekistan have become the true masters of the tremendous wealth of their native land: the Republic's mine refineries, gold reserves and natural resources. Economic, scientific, technical and intellectual potential created by the labor of many generations- all this is the national property, which serves to guarantee the well being of the great multinational Uzbek people, providing a basis for social progress of the state.

In this connection assurance of an equal opportunity to general secondary education and to the free choice of occupation and adequate training is of crucial importance. We will have to face the need to develop a new democratic concept of education which integrates national, historical, intellectual, cultural, traditional and other experiences of the multinational Uzbek people living and creating wonders in the territory of the Republic which is today forming a cohesive system of upbringing and education and creating conditions for the development of all types of creative activities for discovering and cultivating talents and abilities and for the protection of intellectual prosperity.

Acquiring independence made it possible for Uzbekistan to boldly pursue an education meeting the interests of the republic and our talented hard working Uzbek people. The isolation from the outside world has ended and Uzbekistan has become an equal entity of international law, which enables it to win a decent place in international division of labor.

Nowadays English language is accepted as a language of communication all over the world and it is being paid great attention to in teaching foreign languages in our Uzbekistan. For example :

On December 10, 2012 President of the Republic of Uzbekistan Islam Karimov signed a decree “On measures to further improve foreign language learning system”.

It is noted that in the framework of the Law of the Republic of Uzbekistan "On education" and the National Programme for Training in the country, a comprehensive foreign languages' teaching system, aimed at creating harmoniously developed, highly educated, modern-thinking young generation, further integration of the country to the world community, has been created. During the years of independence, over 51.7 thousand teachers of foreign languages graduated from universities, English, German and French multimedia tutorials and textbooks for 5-9 grades of secondary schools, electronic resources for learning English in primary schools were created, more than 5000 secondary schools, professional colleges and academic lyceums were equipped with language laboratories.

However, analysis of the current system of organizing language learning shows that learning standards, curricula and textbooks do not fully meet the current requirements, particularly in the use of advanced information and media technologies. Education is mainly conducted in traditional methods. Further development of a continuum of foreign languages learning at all levels of

education; improving skills of teachers and provision of modern teaching materials are required.

According to the decree, starting from 2013/2014 school year foreign languages, mainly English, gradually throughout the country will be taught from the first year of schooling in the form of lesson-games and speaking games, continuing to learning the alphabet, reading and spelling in the second year (grade).

Also it is envisaged that university modules, especially in technical and international areas, will be offered in English and other foreign languages at higher education institutions.

The State Testing Centre, along with other relevant agencies, is tasked with preparing draft proposals on introducing foreign languages testing to the entrance examinations for all higher educational institutions.

In order to increase teaching standards in distant rural areas, the higher educational institutions are allowed targeted admission of people living in distant areas to foreign language programs on the condition that they will oblige themselves to work in the acquired specialty at their residence area for at least 5 years after graduation. The decree also envisages 30% salary increase for foreign language teachers in rural areas, 15% increase for those in other areas.

The National Teleradio Company, State Committee for communications, informatisation and telecommunication technologies, Agency for Press and Information of the Republic of Uzbekistan are tasked to prepare and broadcast language-learning programs, significantly increase access to international educational resources via “Ziyonet” educational network, promote publication of foreign language textbooks, magazines and other materials.

Linguists are involved in investigating urgent and actual problems of world modern linguistics. This is a new generation that helps the progress to move on in

all of the spheres of the language study. Today a lot of new plans, strategies and manuals are being designed on the basis of the results of their research works.

In order to be one of the best specialists in the market of education I've made up my mind to carry out my own tiny research work on a very interesting and not yet deeply investigated theme. I believe that the results to be achieved in this research will be very helpful in working out effective and useful manuals and one of the sources for documentation in English in the future.

My qualification paper is devoted to one of the actual themes of modern English : **“The Stylistic Function of official documents”**.

The actuality of the theme: 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 cliches, 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*.

The aim of the research: to analyse the stylistic functions of formal documents and documentation.

In order to achieve the above mentioned aim we should carry out the following tasks:

- 1) to identify and justify the actuality of the chosen theme;
- 2) to analyse stylistic function of official documents;
- 3) to look through examples of official documents;
- 4) to discuss and explain the functions of official documents

The object of the research:

1. 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*.

The subject matter of the research: Stylistic function of official documents.

Materials for the research are the concrete real examples of official documents and documentations taken from the documents of International organisations.

Methods of the research are: transformational method, comparative method, distributional method, statistical method, method of opposition, method of componential analysis, deductive and inductive methods.

The scientific novelty of the research lies in the following :

- 1) Stylistic functions of official documents and subtypes of official documents.
- 2) a detailed analysis of stylistic function of formal documents has been made.

The theoretical value of the research lies in the fact that :

This qualification graduating paper's theme is that any reader can find an answer to their question about the stylistic function of official documents from this work.

The practical value of the research is traced in that ;

Practical value of the research is that lecturers can use it in the lectures and practical lessons as a source material. And I sure that they can find an information belongs to literature. Usage of the results of this work in the various fields. In future this research work can be used in the schools, lyceums, colleges and at the universities.

Field of application: the results of this research work can be used in the process of teaching formal documents at universities and may be extensively used in the subject and practice of documentation.

The structure of the work: the work consists of an introduction, main part with two chapters, conclusion and list of the used literature.

Introduction notes specific topic chosen, which is determined by the relevance and novelty, sets goals and objectives and so on.

In the first chapter, which consists of five parts, we have given the analysis the functional types and languages of official documents.

In the second chapter, which also consists of five parts, we analyse Stylistic function and specific features of official documents, its subtypes. At the end of the paper we have summed up the results of the work and compiled a methodological manual with recommendations and useful strategies for teaching the stylistic function of official documents.

Chapter I. The main information about Functional styles.

Functional Styles of the English Language

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 from 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, 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**).

NEUTRAL STYLE : COLLOQUIAL STYLE : BOOKISH STYLE

The term “neutral style” is used mostly to denote the background for realizing stylistic peculiarities of stylistically colored elements. Neutral style is characterized by the absence of stylistic coloring and by the possibility to be used in any communicative situation. This style is deliberately simplified.

If neutral style serves any situation of communication colloquial style serves situations of spontaneous everyday communication (casual, non-formal). Bookish style corresponds to public speech (non-casual, formal). This division does not coincide with the division into spoken and written language because colloquial style can be used in fiction, bookish style represented for example by oratorical style exists in the oral form only. At the same time we should remember that colloquial speech which we meet in fiction has undergone some transformations: the writer usually compresses linguistic information choosing the typical and avoiding the accidental.

Colloquial style is divided into upper colloquial, common colloquial and low colloquial. The latter two have their own peculiar features connected with region, gender, age of the speaker.

Bookish style embraces scientific, official, publicistic (newspaper), oratorical, and poetic styles.

Arnold belongs to the group of scholars who reject the existence of belles-lettres style. Her opinion is that each work of literature presents an example of the author’s individual speech and thus follows its own norm, in the work of literature authors often use different FS.

She introduces the notion of language function characteristic for different FS. Intellectual-communicative function is connected with the transferring of intellectual ideas. Voluntary function serves for influencing the will-power and conscience of listener or reader.

Table

Function	Intellectual-communicative	Voluntary	Emotive	Contact-creating	Aesthetic
Style					
Oratorical	+	+	+	+	+
Colloquial	+	+	+	+	-
Poetic	+	-	+	-	+
Publicistic and Newspaper	+	+	+	-	-
Official	+	+	-	-	-
Scientific	+	-	-	-	-

Having in mind the fact that FS is a historical category Arnold doubts that in the contemporary English language exists a separate poetic style. As it is clearly seen from the table oratorical and scientific styles are opposite to each other the first having all functions of language, the second – only one.

There are no strict boundaries separating one FS from another. The oratorical style has much in common with a publicistic one. The publicistic newspaper style is close to the colloquial style. But if we consider this problem it will be evident that we are dealing with the combination of different FS in the speech of a given individual because each FS is characterized by certain parameters concerning vocabulary and syntax.

1.1 The Belles-Lettres Style

According to I.R. Galperin, this is a generic term for three substyles: the language of poetry; emotive prose (the language of fiction); the language of the drama. Each of these substyles has certain common features, and each of them enjoys some individuality. The common features of the substyles are the following:

1. *The aesthetico-cognitive function* (a function which aims at the cognitive process, which secures the gradual unfolding of the idea to the reader and at the same time calls forth a feeling of pleasure and satisfaction which a reader experiences because he is able to penetrate into the author's idea and to form his own conclusions).
2. *Definite linguistic features*:
 - Genuine, not trite, imagery, achieved by purely linguistic devices.
 - The use of words in different meanings, greatly influenced by the lexical environment.
 - A vocabulary which will reflect to a certain degree the author's personal evaluation of things or phenomena.
 - A peculiar individual selection of vocabulary and syntax.
 - The introduction of the typical features of colloquial language to a full degree (drama), to a lesser degree (in prose), to a slight degree (poetry).

The belles-lettres style is individual in essence. This is one of its most distinctive properties.

The language of poetry is characterized by its orderly form, which is based mainly on the rhythmic and phonetic arrangement of the utterances. The rhythmic aspect calls forth syntactic and semantic peculiarities. There are certain restrictions which result in brevity of expression, epigram-like utterances and fresh, unexpected imagery. Syntactically this brevity is shown in elliptical sentences, in detached constructions, in inversion, etc.

Emotive prose shares the same common features, but these features are correlated differently than in poetry. The imagery is not so rich as in poetry; the percentage of words with contextual meaning is not so high. Emotive prose features the combination of the literary variant of the language, both in words and in syntax, with the colloquial variant. But the colloquial language in the belles-lettres style is not a simple reproduction of the natural speech, it has undergone changes introduced by the writer and has been made "literature-like". In emotive prose there are always two forms of communication present - monologue (the writer's speech) and dialogue (the speech of the characters). Emotive prose allows the use of elements from other styles as well. But all these styles undergo a kind of transformation under the influence of emotive prose. Passages written in other styles may be viewed only as interpolations and not as constituents of the style.

Language of the drama is entirely dialogue. The author's speech is almost entirely excluded except for the playwright's remarks and stage directions. But the language of the characters is not the exact reproduction of the norms of colloquial language. Any variety of the belles-lettres style will use the norms of the literary language of the given period. The language of plays is always stylized, it strives to retain the modus of literary English.

1.2 Publicistic Style

The publicistic style of language became a separate style in the middle of the 18th century. Unlike other styles, it has two spoken varieties, namely the oratorical substyle and the radio and TV commentary. The other two substyles are the essay (moral, philosophical, literary) and journalistic articles (political, social, economic). The general aim of publicistic style is to influence the public opinion, to convince the reader or the listener that the interpretation given by the writer or the speaker is the only correct one and to cause him to accept the expressed point of view.

Publicistic style is characterized by coherent and logical syntactical structure, with an expanded system of connectives and careful paragraphing. Its emotional appeal is achieved by the use of words with the emotive meaning but the stylistic devices are not fresh or genuine. The individual element is not very evident. Publicistic style is also characterized by the brevity of expression, sometimes it becomes a leading feature.

The oratorical style is the oral subdivision of the publicistic style. Direct contact with the listeners permits a combination of the syntactical, lexical and phonetic peculiarities of both the written and spoken varieties of language. The typical features of this style are: direct address to the audience; sometimes contractions; the use of colloquial words. The SDs employed in the oratorical style are determined by the conditions of communication. As the audience rely only on memory, the speaker often resorts to repetitions to enable his listeners to follow him and to retain the main points of his speech. The speaker often use simile and metaphor, but these are generally traditional, because genuine SDs may be difficult to grasp.

The essay is rather a series of personal and witty comments than a finished argument or a conclusive examination of the matter. The most characteristic language features of the essay are: brevity of expression; the use of the first person singular; a rather expanded use of connectives; the abundant use of emotive words; the use of similes and sustained metaphors.

The language of journalistic articles is defined by the character of newspaper, magazine, as well as subjects chosen. Literary reviews stand closer to essays.

1.3 Newspaper Style

English newspaper writing dates from the 17th century. The first of any regular English newspapers was the Weekly News which first appeared in May, 1622. The early English newspaper was principally a vehicle of information. Commentary found its way into the newspapers later. But as far back as the middle of the 18th century the British newspaper was very much like what it is today, carrying foreign and domestic news, advertisements, announcements and articles containing comments.

Not all the printed materials found in newspapers comes under newspaper style. Only materials which perform the function of informing the reader and providing him with an evaluation of information published can be regarded as belonging to newspaper style. English newspaper style can be defined as a system of interrelated lexical, phraseological and grammatical means which is perceived by the community as a separate linguistic unity that serves the purpose of informing and instructing the reader. Information in the English newspaper is conveyed through the medium of:

- 1) brief news items;
- 2) press reports;
- 3) articles purely informational in character;

4) advertisements and announcements.

The newspaper also seeks to influence public opinion on political and other matters. Elements of appraisal may be observed in the very selection and way of presentation of news, in the use of specific vocabulary, casting some doubt on the facts recorded, and syntactical constructions indicating a lack of assurance of the reporter or his desire to avoid responsibility. The principle vehicle of interpretation and appraisal is the newspaper article and the editorial in particular. Editorial is a leading article which is characterized by a subjective handling of facts. This purpose defines the choice of language elements which are mostly emotionally colored.

Newspaper style has its specific vocabulary features and is characterized by an extensive use of:

- 1) special political and economic terms (president, election);
- 2) non-term political vocabulary (nation, crisis, agreement, member);
- 3) newspaper cliches (pressing problem, danger of war, pillars of society);
- 4) abbreviations (NATO, EEC);
- 5) neologisms.

1.4 The Scientific Prose Style, its Substyles and their Peculiarities

The style of scientific prose has 3 subdivisions:

- 1) the style of humanitarian sciences;
- 2) the style of "exact" sciences;
- 3) the style of popular scientific prose.

Its function is to work out and ground theoretically objective knowledge about reality. The aim of communication is to create new concepts, disclose the international laws of existence. The peculiarities are: objectiveness; logical coherence, impersonality, unemotional character, exactness.

Vocabulary. The use of terms and words used to express a specialized concept in a given branch of science. Terms are not necessarily. They may be borrowed from ordinary language but are given a new meaning. The scientific prose style consists mostly of ordinary words which tend to be used in their primary logical meaning. Emotiveness depends on the subject of investigation but mostly scientific prose style is unemotional.

Grammar: The logical presentation and cohesion of thought manifests itself in a developed feature of scientific syntax is the use of established patterns.

- postulatory;
- formulative;
- argumentative;

The impersonal and objective character of scientific prose style is revealed in the frequent use of passive constructions, impersonal sentences. Personal sentences are more frequently used in exact sciences. In humanities we may come across constructions but few.

The parallel arrangement of sentences contributes to emphasizing certain points in the utterance.

Some features of the style in the text are:

- use of quotations and references;
- use of foot-notes helps to preserve the logical coherence of ideas.

Humanities in comparison with "exact" sciences employ more emotionally coloured words, fewer passive constructions.

Scientific popular style has the following peculiarities: emotive words, elements of colloquial style.

1.5 The Style of Official Documents

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

- 5) the language of business documents;
- 6) the language of legal documents;
- 7) the language of diplomacy;
- 8) 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.

Chapter II. 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.

2.1 Business document

Thus, business letters have a definite compositional pattern, namely, the heading giving the address of the writer and the date, the name of the addressee and his address. The usual parts of the business paper are:

1. **Heading.** The heading, which includes the sender's name, postal and telegraphic addresses, telephone number as well as reference titles of the sender and recipient, is printed at the top of the notepaper. **Note:** in the United Kingdom all companies registered after 23rd November, 1916, must give the names of the directors, and if any of them are not British by origin, their nationality must be also printed.

2. **Date.** The date should always be printed in the top right-hand corner in the order: day, month, year, e.g. 21st May, 2004 (21/5/04). Another order is usually employed in the United States: May 21st, 2004 (5/21/04).

3. **Name and address,** i.e. the inside address or the direction. The inside address is typed in three, four or more lines whichever is necessary, either at the beginning of the letter, or at the end, e.g., *Messrs. Adams and Wilkinson, / 4, Finsbury Square, / London, E.C.2., England.*

4. **Salutation.** The salutation may be: *Sir, Sirs, Gentlemen* (never ‘Gentleman’), *Dear Sirs* (never “Dear Gentlemen”), *Madam, Dear Madam* (for both married and unmarried ladies), or *Mesdames* (plural). Dear Mr., or Dear Mister should never be used! *Dear Mr. Jones, (Mrs. Brown / Miss Smith)* may only be used when the sender is fairly intimate with the person receiving the letter.

5. **Reference.** Underlined heading should look as follows: *Re: Your Order No 12345.* *Re* is not an abbreviation of “regarding”, but a Latin word meaning “*in the matter*”.

6. **Opening.** If you are hesitating for a phrase with which to commence your letter, one of the following will suit your purpose: *In reply / with reference / referring to your letter of...; in accordance with / compliance with / pursuance of your order No.; we greatly appreciate your letter of...*

7. **Body.** The body is the subject matter that should be concise but not laconic. The sentences should not be too long, the whole matter should be broken into reasonably short paragraphs which should be properly spaced.

8. **Closing** or the complimentary close. It usually looks something like this: *Yours faithfully / truly / sincerely / cordially* (not *respectfully* as it is too servile).

Your obedient servant is used by the British civil service, i.e. by all non-warlike

branches of the British state administration. The most appropriate closing is:
Awaiting your early reply with interest / Hoping there will be no further complaints of this nature / Thanking you in advance for any information you can offer.

9. **Stamp (if any) and signatures.** The closing, with the signature following it, is made to slope off gradually so that the end of the signature just reaches the right hand margin of the letter.

10. **Enclosures.** The Word “Enclosure “should be written either in full or in its abbreviated form “Enc.” Usually at the bottom left-hand corner of the letter.

Consider the structure of a business letter below:

<p style="text-align: right;"><i>Mansfield and Co.</i> <i>59 High Street</i> <i>Swanage (=the address of the sender)</i> <i>14 August, 2006 (=the date)</i></p> <p><i>22 Fleet Street</i> <i>London (= the address of the party addressed)</i></p> <p><i>Dear Sir, (=salutation)</i></p> <p><i>We beg to inform you that by order and for account of Mr. Jones of Manchester, we have taken the liberty of drawing upon you for \$45 at three months' date to the order of Mr. Sharp. We gladly take this opportunity of placing our services at your disposal, and shall be pleased if you frequently make use of them. (=body)</i></p>
--

*Truly yours,
Mansfield and Co. (=closing)
by Mary Smith*

Almost every official document has its own compositional design. Pacts and statutes, orders and minutes, codes and memoranda – all have more or less definite form, and it will not be an exaggeration to state that the form of the document is itself informative, inasmuch as it tells something about the matter dealt with.

An official document usually consists of a **preamble**, **main text body** and a **finalizing** (concluding) **part**.

The preamble is usually a statement at the beginning of the document explaining what it is about and stating the parties of the agreement, e.g. “*The States concluding this Treaty (Treaty on the Non-proliferation of Nuclear Weapons), hereinafter referred to as the ‘Parties to the Treaty’ ...have agreed as follows...*”. The most important words and phrases are often capitalized as well as the beginnings of the paragraphs in very long sentences listing the crucial issues.

The main text body constitutes the central and most important part of the document. It consists of articles – individual parts of a document, usually numbered ones, which state the conditions on which the parties reach their agreement. For example, Article I of the above cited Treaty begins: “*Each nuclear-weapon State Party to the Treaty undertakes not to transfer to any recipient whatsoever nuclear weapons or other nuclear explosive devices or control over such weapons or explosive devices directly, or indirectly...*”

The finalizing part comprises the signatures of the duly authorized people that have signed the document; the amount of copies of the document; the date (more often than not, stated by words, not by figures); the place: “*IN WITNESS WHEREOF the undersigned, duly authorized, have signed this Treaty. DONE in triplicate, at the cities of Washington, London and Moscow, this first day of July one thousand nine hundred sixty-eight*”.

Depending on the type of document, the composition and content of its individual parts may slightly vary as, for example, in business contracts setting the conditions binding two parties. A business contract consists of a standard text and changeable elements. In modern linguistics, standard text structures intended for information presentation are called **frames**. A **frame** is understood as a language structure with changeable elements. The changeable elements within a text are called **slots**.

Consider a preamble to a commercial agreement as an example of a frame.

This Agreement is made this ____ day of _____, 2007, by and between _____, (a _____ corporation with its principle 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 principle 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.).

But a text frame seldom has the form of a text with blank spaces. More often than not a frame is a standard text with stable and changeable parts, for example:

_____ by this Agreement *does not* grant to Agent any *rights in 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.

In the above text frame the non-italicized text fragments are presumed to be changeable depending on the subject and conditions of the Agreement, e.g. “prior and written consent” may be replaced by “oral consent”, etc.

The task of a translator 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.

The syntax of official or business documents is characterized by the frequent use of non-finite forms – Gerund, Participle, Infinitive (*Considering that...; in order to achieve cooperation in solving the problems...*), and complex structures with them, such as the Complex Object (*We expect this to take place*), Complex Subject (*This is expected to take place*), the Absolute Participial Construction (*The conditions being violated, it appears necessary to state that...*)

In this respect, consider the Preamble of the *Charter of the United Nations* which clearly illustrates the most peculiar form of the arrangement and syntax of an official document.

CHARTER OF THE UNITED NATIONS

We the People of the United Nations Determined

TO SAVE succeeding generations from the scourge of war, which twice in our lifetime has brought untold sorrow to mankind, and

TO REAFFIRM faith in fundamental rights, in the dignity and worth of the human person, in the equal rights of men and women and of nations large and small, and

TO ESTABLISH conditions under which justice and respect for obligations arising from treaties and other sources of international law can be maintained, and

TO PROMOTE social progress and better standards of life in larger freedom,

And For These Ends

TO PRACTICE tolerance and live together in peace with one another as good neighbours, and

TO UNITE our strength to maintain international peace and security, and

TO ENSURE, by the acceptance of principles and the institution of methods, that armed force shall not be used, save in the common interest, and

TO EMPLOY international machinery for the promotion of the economic and social advancement of all peoples,

Have Resolved to Combine Our Efforts to Accomplish These Aims.

*(The Random House Dictionary
of the English Language, N.Y., 1967)*

As is seen, all the reasons which led to the decision of setting up an international organization are expressed in one sentence with parallel infinitive object clauses. Each infinitive object clause is framed as a separate paragraph, with the infinitive being capitalized, thus enabling the reader to attach equal importance to each of the items mentioned. The separate sentences shaped as clauses are naturally

divided not by full stops but either by commas or by semicolons. It is also an established custom to divide separate utterances by numbers, maintaining, however the principle of dependence of all statements on the main part of the utterance.

As is seen from the different samples above, the over-all code of the official style falls into a system of subcodes, each characterized by its own terminological nomenclature, its own compositional form, its own variety of syntactical arrangements. But the integrating features of all these subcodes emanating from the general aim of agreement between parties, remain the following:

- 1) conventionality of expression;
- 2) absence of any emotiveness;
- 3) the encoded character of language; symbols (including abbreviations);
- 4) a general syntactical mode of combining several utterances into one sentence

2.2 Legal documents: military documents, diplomatic documents.

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 form itself is informative and tells you with what kind of letter we deal with.

Business letters contain: heading, addressing, salutation, the opening, the body, the closing, complimentary clause, the signature. Syntactical features of business letters are - the predominance of extended simple and complex sentences, wide use of participial constructions, homogeneous members.

Morphological peculiarities are passive constructions, they make the letters impersonal. There is a tendency to avoid pronoun reference. Its typical feature is to frame equally important factors and to divide them by members in order to avoid ambiguity of the wrong interpretation.

Translation of official documents.

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

Coming across an unknown term in the text, a translator can consult a dictionary. Coming across such a phenomenon as the Nominative Absolute Construction, for instance, a translator can find it time-consuming to search for an equivalent conveying its meaning, unless he or she already knows the corresponding pattern.

This Manual is intended for students who are already aware of the basics and peculiarities of the grammar and syntax of the English language. That is why it offers below only some instructions in translation of certain 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 долларовой 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:

Of special interest should be the first article in Chapter I.

Особый интерес вызывает первая статья в главе I.

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 Ukrainian 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 notarial 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 viceversa. 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 commit 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.

2.3 The language of diplomacy.

Full powers were traditionally given by a proclamation addressed to no one in particular. Until recently at least, even the foreign secretary of the British government was provided with such powers by the queen, although practice and the Vienna Convention on Diplomatic Relations of 1961 have long admitted that a foreign minister, by virtue of his position, had all powers necessary to deal with foreign governments and to represent his government in international fora. Letters of accreditation are always addressed to a specific destination, head of state or government, foreign minister, secretary-general of an international institution, etc. Their content is stereotyped, stating the full confidence of the accrediting actor in the accredited person and expressing the hope that the actor of accreditation will accord full credence to that accredited person. Full powers for specific purposes may be written in the same manner.

Diplomatic notes addressed by one entity to another had stereotyped beginnings and endings: XXX presents its compliments to YYY and has the honour to...XXX avails itself of this opportunity to renew to YYY the expression of its highest consideration. Each entity had to be presented with its full name, e.g. "The Ministry of Foreign Affairs of the Republic of ". In the operative text, shorter mentions, in particular "the Ministry", would be used. Courtesy of language had to be respected even if the subject-matter was a strong protest or the notification of a rupture. Today, in most notes much of the formality is omitted and the style used is more reminiscent of the Aide-Mémoire of yore. Even where an agreement is embodied in an exchange of notes, it is no longer required that each side fully reproduces the content. It is considered sufficient if the note containing the offer states all relevant clauses whereas the note expressing acceptance simply refers to the offer and then states the terms of acceptance.

Treaties used to be written with much formality as regards the opening and the final clauses. The title mentioned the parties (two or more) in full and this was

followed by an introductory statement again mentioning the parties in full as well as their representatives by name and title.

This was mostly followed by a preamble and only then came the substantive clauses. The content of the final clauses varied but the style remained formal. For bilateral treaties there were two originals; each mentioning one of the parties first and being initialled and signed by the representative of that party on the left side. These originals were exchanged. Today, many treaties use simplified titles and mention of parties and omit the names of representatives altogether except at the bottom of the last page where the signatures have to be affixed.

Consent to be bound by a treaty other than by signature used to be expressed in a very formal document, known as an instrument of ratification or of accession (in the case of participation in a multilateral treaty by a non-signatory). Instruments of ratification of a bilateral treaty contained the full text of the national version followed by the statement of ratification. In the case of multilateral treaties the instrument was a proclamation of ratification or accession in stereotyped terms. It was handed over to the depository of the treaty in a formal ceremony. More recently, expression of consent to be bound has also been expressed by notification using the form of a diplomatic note. This possibility must be indicated in the final clauses of the treaty. The advantage of this approach is particularly evident in bilateral treaties, where it replaces the exchange of instruments of ratification by duly empowered representatives, an exchange that has to be minuted. Notification of consent to be bound can be forwarded by a diplomatic mission or even by mail.

2.5 Examles of official documents :

THE GENERAL ASSEMBLY proclaims **THIS UNIVERSAL DECLARATION OF HUMAN RIGHTS** as a common standard of achievement for all peoples and all nations, to the end that every individual and every organ of society, keeping this Declaration constantly in mind, shall strive by teaching and education to promote respect for these rights and freedoms and by progressive measures, national and international, to secure their universal and effective recognition and observance, both among the peoples of Member States themselves and among the peoples of territories under their jurisdiction.

Top

Article 1.

All human beings are born free and equal in dignity and rights. They are endowed with reason and conscience and should act towards one another in a spirit of brotherhood.

Top

Article 2.

Everyone is entitled to all the rights and freedoms set forth in this Declaration, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status. Furthermore, no distinction shall be made on the basis of the political, jurisdictional or international status of the country or territory to which a person belongs, whether it be independent, trust, non-self-governing or under any other limitation of sovereignty.

Top

Article 3.

Everyone has the right to life, liberty and security of person.

Top

Article 4.

No one shall be held in slavery or servitude; slavery and the slave trade shall be prohibited in all their forms.

Top

Article 5.

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Top

Article 6.

Everyone has the right to recognition everywhere as a person before the law.

Top

Article 7.

All are equal before the law and are entitled without any discrimination to equal protection of the law. All are entitled to equal protection against any discrimination in violation of this Declaration and against any incitement to such discrimination.

Top

Article 8.

Everyone has the right to an effective remedy by the competent national tribunals for acts violating the fundamental rights granted him by the constitution or by law.

Top

Article 9.

No one shall be subjected to arbitrary arrest, detention or exile.

Top

Article 10.

Everyone is entitled in full equality to a fair and public hearing by an independent and impartial tribunal, in the determination of his rights and obligations and of any criminal charge against him.

Top

Article 11.

(1) Everyone charged with a penal offence has the right to be presumed innocent until proved guilty according to law in a public trial at which he has had all the guarantees necessary for his defence.

(2) No one shall be held guilty of any penal offence on account of any act or omission which did not constitute a penal offence, under national or international law, at the time when it was committed. Nor shall a heavier penalty be imposed than the one that was applicable at the time the penal offence was committed.

Top

Article 12.

No one shall be subjected to arbitrary interference with his privacy, family, home or correspondence, nor to attacks upon his honour and reputation. Everyone has the right to the protection of the law against such interference or attacks.

Top

Article 13.

(1) Everyone has the right to freedom of movement and residence within the borders of each state.

(2) Everyone has the right to leave any country, including his own, and to return to his country.

Top

Article 14.

(1) Everyone has the right to seek and to enjoy in other countries asylum from persecution.

(2) This right may not be invoked in the case of prosecutions genuinely arising from non-political crimes or from acts contrary to the purposes and principles of the United Nations.

Top

Article 15.

(1) Everyone has the right to a nationality.

(2) No one shall be arbitrarily deprived of his nationality nor denied the right to change his nationality.

Top

Article 16.

(1) Men and women of full age, without any limitation due to race, nationality or religion, have the right to marry and to found a family. They are entitled to equal rights as to marriage, during marriage and at its dissolution.

(2) Marriage shall be entered into only with the free and full consent of the intending spouses.

(3) The family is the natural and fundamental group unit of society and is entitled to protection by society and the State.

Top

Article 17.

(1) Everyone has the right to own property alone as well as in association with others.

(2) No one shall be arbitrarily deprived of his property.

Top

Article 18.

Everyone has the right to freedom of thought, conscience and religion; this right includes freedom to change his religion or belief, and freedom, either alone or in community with others and in public or private, to manifest his religion or belief in teaching, practice, worship and observance.

Top

Article 19.

Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers.

Top

Article 20.

(1) Everyone has the right to freedom of peaceful assembly and association.

(2) No one may be compelled to belong to an association.

Top

Article 21.

(1) Everyone has the right to take part in the government of his country, directly or through freely chosen representatives.

(2) Everyone has the right of equal access to public service in his country.

(3) The will of the people shall be the basis of the authority of government; this will shall be expressed in periodic and genuine elections which shall be by universal and equal suffrage and shall be held by secret vote or by equivalent free voting procedures.

Top

Article 22.

Everyone, as a member of society, has the right to social security and is entitled to realization, through national effort and international co-operation and in accordance with the organization and resources of each State, of the economic, social and cultural rights indispensable for his dignity and the free development of his personality.

Top

Article 23.

(1) Everyone has the right to work, to free choice of employment, to just and favourable conditions of work and to protection against unemployment.

(2) Everyone, without any discrimination, has the right to equal pay for equal work.

(3) Everyone who works has the right to just and favourable remuneration ensuring for himself and his family an existence worthy of human dignity, and supplemented, if necessary, by other means of social protection.

(4) Everyone has the right to form and to join trade unions for the protection of his interests.

Top

Article 24.

Everyone has the right to rest and leisure, including reasonable limitation of working hours and periodic holidays with pay.

Top

Article 25.

(1) Everyone has the right to a standard of living adequate for the health and well-being of himself and of his family, including food, clothing, housing and medical care and necessary social services, and the right to security in the event of unemployment, sickness, disability, widowhood, old age or other lack of livelihood in circumstances beyond his control.

(2) Motherhood and childhood are entitled to special care and assistance. All children, whether born in or out of wedlock, shall enjoy the same social protection.

Top

Article 26.

(1) Everyone has the right to education. Education shall be free, at least in the elementary and fundamental stages. Elementary education shall be compulsory. Technical and professional education shall be made generally available and higher education shall be equally accessible to all on the basis of merit.

(2) Education shall be directed to the full development of the human personality and to the strengthening of respect for human rights and fundamental freedoms. It shall promote understanding, tolerance and friendship among all nations, racial or religious groups, and shall further the activities of the United Nations for the maintenance of peace.

(3) Parents have a prior right to choose the kind of education that shall be given to their children.

Top

Article 27.

(1) Everyone has the right freely to participate in the cultural life of the community, to enjoy the arts and to share in scientific advancement and its benefits.

(2) Everyone has the right to the protection of the moral and material interests resulting from any scientific, literary or artistic production of which he is the author.

Top

Article 28.

Everyone is entitled to a social and international order in which the rights and freedoms set forth in this Declaration can be fully realized.

Top

Article 29.

(1) Everyone has duties to the community in which alone the free and full development of his personality is possible.

(2) In the exercise of his rights and freedoms, everyone shall be subject only to such limitations as are determined by law solely for the purpose of securing due recognition and respect for the rights and freedoms of others and of meeting the just requirements of morality, public order and the general welfare in a democratic society.

(3) These rights and freedoms may in no case be exercised contrary to the purposes and principles of the United Nations.

Article 30.

Nothing in this Declaration may be interpreted as implying for any State, group or person any right to engage in any activity or to perform any act aimed at the destruction of any of the rights and freedoms set forth herein.

Conclusion

Here, I'd like to conclude my qualification paper under the theme "Stylistic function of official documents" structure of the research work consists of introduction, two chapters, conclusion and bibliography.

In the introduction part I gave information about Uzbekistan and language learning, writing research work. Here I put a real task to write qualification graduating paper in future.

In the first chapter I wrote about Functional styles of English language and its types. 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 from the possibility to meet it in an example of scientific style. I tried to give information with tables briefly.

In the second chapter I gave some information about Stylistic function of official documents and its subtypes. There have been revealed certain stylistic functions of official documents. We have compiled and summed up stylistic peculiarities of the style of official documents in English.

Official documents are written in a formal, "cold" or matter-of-fact style of speech. The style of official documents 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.

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.

Peculiarities of the style: 1. A special system of cliches, terms and set expressions: 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.

The use of abbreviations: conventional symbols and contractions, e. g. o MP (Member of Parliament); Gvt. (government); H.M.S. (Her Majesty's Steamship); \$(dollar); Ltd (Limited). o DAO (Divisional Ammunition Officer); adv. (advance); atk. (attack); obj. (object); A/T (anti-tank); ATAS (Air Transport Auxiliary Service). □

The use of special terms: e.g. 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 use of 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).

The use of words in their logical dictionary meaning: “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.”

Absence of emotiveness : except: Dear Sir; yours faithfully □

Definite compositional structure and design: 1. Heading 2. Date 3. Name and address 4. Salutation 5. Reference 6. Opening 7. Body 8. Closing 9. Stamp (if any) and signatures

An official document usually consists of a preamble e.g. “The States concluding this Treaty (Treaty on the Non-proliferation of Nuclear Weapons), hereinafter referred to as the „Parties to the Treaty“ ...have agreed as follows...”. , main text body “Each nuclear-weapon State Party to the Treaty undertakes not to transfer to any recipient whatsoever nuclear weapons or other nuclear explosive devices or control over such weapons or explosive devices directly, or indirectly...” and a finalizing (concluding) part IN WITNESS WHEREOF the undersigned, duly authorized, have signed this Treaty. DONE in triplicate, at the cities of Washington, London and Moscow, this first day of July one thousand nine hundred sixty-eight”.

Some methodical recommendation on teaching Stylistic function of official documents.

The method is based upon a scientific approach to the determination of the content of teaching. This implies careful selection of linguistic material, a clear

idea of the desired result in terms of habits and skills that should be acquired by pupils, in the other word, the exact knowledge of what one expects to achieve at every stage of instruction.

The method is guided by the following principles :

a) Oral language is the principal means of teaching a foreign language to achieve any objective the teacher set;

b) The method is based on the following sequence of language activities : pupils assimilate the material orally before they read and write it;

c) Active teaching techniques are widely used : visual, audio and audio-visual aids, teaching materials for stimulating the pupil's speech activities;

d) A special emphasis is laid on a definite sequence in forming language skills:

- getting information about a language;

- various drill exercises within the target language sufficient for fixing the material in pupils' memory and forming habits in using it;

- A large number of creative exercises for the pupils to participate actively in the process of communication.

e) The method strives for the constant increase of active time for each pupil to practice in hearing, speaking, reading and writing.

All this should find its reflection in a sequence of lessons as well as in each separate lesson. It should also be applied to work after classes (extra-curricular work and optional course).

Teaching a foreign language is hard work. But hard work will nearly always bring success when a teacher does his best to make his pupils do the work. Furthermore we must learn official communication, documentation.

Teachers should pay attention for these on teaching Stylistic function of official documents. As we know 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.

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. Pupils can know about formal documentation and the international organizations

by learning this research. Teacher should teach pupils with famous abbreviations and acronyms by using test.

For example : Most pupils don't know the full name of NATO and some international organizations. In fact NATO- National Atlantic Treaty Organization.

UNICEF- United Nations Children's Fund.

UNESCO- United Nations Educational, Scientific and Cultural Organization (UNESCO), agency of the United Nations.

OSCE- Organization for Security and Cooperation in Europe (OSCE),

WTO- World Trade Organization (WTO).

OAU- Organization of African Unity (OAU).

PAC- Pan Africanist Congress (PAC).

ANC- African National Congress of South Africa (ANC)

UNTSO- United Nations Truce Supervision Organization (UNTSO).

UNEF- United Nations Emergency Force (UNEF).

UNDOF- United Nations Disengagement Observer Force (UNDOF).

DHA- Department of Humanitarian Affairs (DHA).

UNISPACE- United Nations Program on Space Application.

CTC- Counter-Terrorism Committee.

Pupils can be aware of International Organizations and official communication by doing tests about abbreviations and acronyms.

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