

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

THE UZBEK STATE WORLD LANGUAGES UNIVERSITY

THE ENGLISH STYLISTICS DEPARTMENT

COURSE PAPER

**DISTINCTIVE FEATURES AND MAIN FUNCTIONS OF OFFICIAL
DOCUMENTS STYLE IN MODERN ENGLISH**

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TASHKENT-2015

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INTRODUCTION

The President of the Republic of Uzbekistan Islam Karimov speaking about the future of Uzbekistan underlines: “The task of science is to form our future, trends for tomorrow the laws of nature, to show the way it will be. Science must be the means and the force driving forward the development of society”¹.

Under the Law of the Republic of Uzbekistan “On Education” and the National Program of Personal Training a comprehensive system of teaching foreign languages, aimed at upbringing of harmoniously developed, highly educated, modern-thinking young generation, the further integration of the republic into the world community was established in the country².

However, analysis of the current system of organization of foreign language learning shows that educational standards, current system of organization of foreign language learning shows that educational standards, curricula and textbooks do not fully meet modern requirements, especially in the use of advanced information and media technologies. Education is carried out mainly under traditional methods. The organization of continuous foreign languages learning at all levels of the education system. As well as the work on upgrading the skills of teachers and the provision of modern teaching materials should be further improved.

To ensure the implementation of measures for the further development of learning foreign languages, and to upgrade and improve the quality of training of qualified teachers of foreign languages for secondary schools, vocational colleges and academic lyceums in accordance with international standards to determine the Uzbekistan state of World Languages as a state basic educational and scientific-

¹ I.Karimov. There is no future without historical memory/we are constructing our future with our own hands. Vol.7. Tashkent: “Uzbekistan”; 1999. P.146

² President of the Republic of Uzbekistan I.Karimov. Decree № 18/75 on Measures for Further Improvement of Foreign Languages Learning System, Tashkent, December 10, 2012.

methodological institution for the system of continuous education in foreign languages³.(1)

According to these rules, there a notable place is a signed to applied Linguistics which carries responsibility for such socially and scientifically important sphere of knowledge as methods of training. One of the up-to-date problems of training language teachers is to prepare a skillful and knowledgeable teacher who not only knows the foreign language but also know how to use language perfectly and correctly in every branch of social life. The above mentioned point out the actuality of the qualification paper.

The reason of my intent choosing the topic on writing Language of Diplomacy is based on the necessity learning and teaching the significant features of Diplomacy and Diplomatic Correspondence for me. Because after graduating this University I am going to continue my study to get a degree in University of World Economy and Diplomacy. Up to this time I must be aware of at least linguistic features of diplomacy and diplomatic correspondence which include lexical, grammatical, structural, stylistic peculiarities.

After gaining sovereignty Uzbekistan started to independently conduct its foreign policy. So far Uzbekistan established diplomatic relations with more than 120 countries of the world. Forty two embassies of foreign countries, one Consulate General, eight honorary consuls, nine representatives of international organizations, five international financial organizations, three trade delegates with diplomatic status operating now in Tashkent. At the time, there are 46 diplomatic and consular representatives of the Republic of Uzbekistan in foreign countries and international organizations, including permanent missions at the UN in New York and the UN European Department and other international organizations in Geneva.

There are many reasons why we should know diplomatic language and how to write effective diplomatic correspondences, regardless of the type of equipment to which we have access. In the first place, for centuries, maintaining relationships

³ President I. Karimov. Decree № 1971, on Measures to Improve the Activity of Uzbekistan State University of World Languages, Tashkent, May 23, 2013.

CHAPTER I. GENERAL OUTLINES ON DIPLOMACY

1.1. The style of official documents

At the beginning of our work we want to do some sketches on stylistics and its subject matter. Stylistics seems to be a new subject matter in general linguistics, but, if we deal with it thoroughly, we change our minds. Stylistics is a non-basic level of general linguistics which deals with functional styles.

A functional style of language is a system of interrelated language means which serves a definite aim in communication⁴. "Style" is the mode of expressing thought in writing or speaking by selecting and arranging words, considered mostly with respect to their clearness and effectiveness. A functional style is thus to be regarded as the product of a certain concrete task set by the sender of the message. A functional style appears mainly in the literary standard of the English language, like that of any other developed language, is not as homogenous as it may seem. In fact the Standard English literary language in the course of its development has fallen into several subsystems each of which has acquired its own peculiarities which are typical of the given style.

There are five major functional styles in the Literary English language. They are:

1. The language of belles-lettres.
2. The language of publicistic literature.
3. The language of newspapers.
4. The language of scientific documents.
5. The language of official documents.

The style of official documents is one of the most types of functional styles in modern English. Sometimes this style is called as "*officialise*" as has already been pointed out, this F.S. is not homogeneous.

⁴ I.R. Galperin. Stylistics, Moscow: "Higher School", - 1977. p.32-33

The style of official documents is divided into sub-styles of the language of business documents, legal documents, diplomatic documents and military documents. The aim of the style of official documents is to state conditions binding two parties in an undertaking and to reach agreement between them. There are following sub-styles or variants of the style of official documents.

- 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 and citizen, or citizen and citizen, a society and its members (statue ordinance); two or more enterprises governments (pacts, treaties); a person in authority and a subordinate (orders, regulations, instructions, authoritative directives), a board of presidium and on assembly or general meeting (procedures, acts, minutes), etc.

The aim of communication in this style of language is to reach agreement between two contracting parties. Even protest against violations of statues; 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 the style 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: *provisional agenda, the above mentioned, herein-after-named, on behalf of, private advisory, Dear sir, we remain, your obedient servant* and etc.

In fact each of the subdivisions of this style has its own difference 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*” and etc.

are many other aspects - both linguistic or semantic and also metaphoric - of the use of language in diplomacy.

After reviewing the significance of language to diplomacy, we out-line the basic aspects of diplomatic communication, the gathering and transmission of information – diplomats as the “eyes and ears” and the “mouthpieces” of governments. Next we turn to negotiations, processes of back-and-forth communication, as key instruments to solve issues in ways acceptable to the involved polities. We will identify two important dimensions of choice or options in the diplomatic repertoire: verbal vs. nonverbal communication, and private vs. public communication. Finally, we will focus on technological developments as vehicles of change in diplomatic communication.

When a diplomat interprets their interlocutor's language and even single words used in a dialogue or correspondence, they always start from the presumption that the choice of words and phrasing has been conscientious and deliberate. Nobody should, nor indeed does, assume that the words used are the result of insufficient knowledge of a language, inadequate translation or, even less, a momentary bad mood! Knowing that the text will be scrutinized in such a way, the speaker or writer has to be accordingly careful about the formulations used.

CHAPTER II. EXTRA-LINGUISTIC AND LINGUISTIC ASPECTS OF DIPLOMACY

2.1. Extra-linguistic aspects of the language of Diplomacy

At the most simplistic level, a diplomat acts as a representative of his or her home country. Diplomats usually live in a country different from their home one and work as a delegate for and representative of their home country in votes and activities. This means that they are responsible for understanding the culture in which they live as a diplomat but they must always work to keep the best interests of their home country in mind.

Diplomats serve as delegates for the United Nations. They are expected to represent the views and standpoints of their home country, and therefore must vote on issues accordingly. They work with other ambassadors to pass legislation that will bring positive change to all countries involved. Diplomats are responsible for understanding the world's key issues. Another major part of the diplomat's role is his or her reporting function. Because diplomats serve on different administrative bodies and committees, they must gather lots of facts and regularly report back to their home country. Their home government then makes important decisions based on this information.

So in this Chapter we intended to speak the important points of extra-linguistic aspects of diplomacy and depend on with language.

The task of diplomacy is to follow, promote and maintain international relations, to eliminate and settle misunderstandings and problems which have arisen in relations between subjects of international relations and international law in general. Like any organization or society which has to function according to certain rules, the same is true of relations between states where it is necessary to ensure that their contacts and cooperation are in accordance with a number of universally accepted rules and customs, and within the framework of pre-planned arrangements. These rules have changed, been upgraded and improved with new

- Ambassador Reed.*
- Sir Richard—British ambassador who is a knight (Sir Richard's wife would be addressed as "Lady Smith.")
- Lord Montgomery—British ambassador who is a baron
- Mr./Mrs. Douglas or Ms. Williams—the ambassador's spouse

Chargé d'Affaires

- Mr./Ms./Mrs./Madam Randal

Ministers and Others

- Mr./Madam Taylor

Special note should be made of how to address ambassadors. Over the years, and recently as well, there has been discussion about the use of the honorific title of Ambassador by former ambassadors, both those who remain active in the Foreign Service and those who are retired. For years, Department regulations have forbidden this usage unless actually in the job of ambassador or for those few who retired with the personal rank of career Ambassador.

For current employees, long-standing custom and practice, however, has established a clear tradition in the Department and in the Foreign Service that persons who have served as ambassador after Senate confirmation may continue to use the title after such service in appropriate communications with others, may be referred to in communications and conversations by the title of Ambassador, and may be introduced to public audiences by the title. The Department has also clarified the use of the title for persons who have retired from the Foreign Service or left government service who served as ambassador after Senate confirmation. An amendment to the various regulations permits the use of the title, "Ambassador, Retired," for all such persons.

Although the United States does not use the term, "Excellency," some countries do when referring to ambassadors. Even if the host country uses the term "Excellency," American chiefs of mission in those countries are addressed as "Mr. /Madam Ambassador" by U.S. citizens. Foreign chiefs of mission who are accredited to the U.S. are also referred to as ambassadors.

HOST COUNTRY CULTURE

Outside the formal international diplomatic culture, another circle of customs and attitudes exists at the homes and private gatherings of host country citizens. Remember that as a guest, one is expected to respect the host's culture. Culture, of course, is unique to each country. Researching publications that describe in detail the particular customs of your new post before your departure will facilitate the transition process.

In this Chapter outlines several areas of common concern. The following "social red flags" signal situations of which one should be particularly aware.

Social Red Flags

Invitations and Responses

Cultural differences abound in issuing and responding to invitations. In most cases, the invitation will come addressed to all the family members invited. If a spouse is not specifically named, he/she is probably not invited. It is inappropriate to bring a date to a working event. However, in some places, one invitation addressed to the family is meant to include everyone in the house, even guests and visitors. Responding is very important and should be done, generally by phone, within two days of receiving the invitation. Be sure to observe the request on the invitation. "Regrets only" means to call only if you will not attend, and "RSVP" means to respond whether you will or will not attend¹¹.

Greetings and forms of address

Although you should follow the guidelines about greeting, addressing and introducing someone in the formal international scene, you will need to learn about the local informal customs as well. Try to learn a few polite greetings in the native language that will get you through the more casual social situations. You will also need to be aware of different greeting rituals such as kisses, handshakes or bows. In some countries, for example, it is not uncommon to see men show affection. Tremendous differences exist in how close people stand to socialize, how loudly

¹¹ P. Sharp, "Representation in a Nationalist Era," Discussion Papers in Diplomacy, No. 15 (Leicester: Centre for the Study of Diplomacy, University of Leicester, 1996), p. 5.

It is very important to know a constituent part of Modern diplomatic communication as nowadays more and more agreements are made in English is the nearest thing we have to a universal diplomatic language. Joint ventures, international conference, Foreign Affairs frequently are spelled out in this language even though it is not native to at least one of the contracting parties. What makes the letter so attractive and pleasing is not always the message of the letter; it's often the manner and style in which the message is written. Modern diplomatic language tends towards using the language of conversational style. Writing is not only a means of communications and contact, but also a record of affairs, information, events, etc. So, it is necessary to feel the spirit and trend of the style in order to write a perfect letter.

CONCLUSION

The result of the work can surely be considered of theoretical importance, as from methodological points of view, our University is directed to teach English only basic skills, general grammar and the ways of using language.

In this course paper we defined the term of “use of diplomatic language”; history of diplomacy; translational points of diplomatic correspondence between English and Uzbek which are mentioned in the introduction.

In the each paragraph, we gave the information according to our plan. Firstly, we answered to the question what diplomacy is. In the first paragraph, we defined the official documents and their usage in diplomatic language and history of diplomacy and using English in diplomacy. Diplomacy is used in all independent countries. Diplomacy has many fields and its history which are mentioned in the first paragraph. The first chapter is devoted to theory part of qualification paper.

In the each paragraph, we gave the information according to our plan. Firstly, we answered to the question what colloquialism is. In the first paragraph, we defined the subgroups of colloquialism and their usage in colloquial speech. Colloquial speech is used in all English speaking countries. Colloquialism has many subgroups which are mentioned in the first paragraph. These subgroups have differences from each other, but they are considered colloquial words. The first chapter is devoted to theory part of qualification paper. In the second chapter, we defined extra linguistic and linguistic aspects of diplomacy and analyzed from point of lexical, grammatical and stylistically. In the third chapter we pointed out translation of diplomatic correspondence and its problems in English and Uzbek languages.

After gaining sovereignty Uzbekistan started to independently conduct its foreign policy. So far Uzbekistan established diplomatic relations with more than 120 countries of the world. That's why, the demand for qualified professional specialists for the development of our country increased rapidly. The necessity for the language of diplomacy and its flourishing is increased as the progress of the branch of diplomacy. So, we should know diplomatic language and how to write