



THE PECULIARITIES OF OFFICIAL-DEPARTMENTAL STYLE

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ABSTRACT: - This thesis deals with the study of the official-departmental style and its peculiarities. It helps to understand the style, structure, composition and lexical features of business correspondence texts.

KEYWORDS: Official-departmental style, discourse, business correspondence, communicative purposes.

INTRODUCTION

There are a number of forms and styles of literary speech, adapted for communication in a particular field, which differ in a number of peculiarities. A style of speech is a form of literary language that is specific to a particular area of social life, a specific speech situation. In different spheres of life, in different speech situations, the methods of selecting and using lexical, phraseological, phonetic and grammatical means in the language are also different. Accordingly, the following styles of speech are distinguished from each other: the style of speech, the official-departmental

style, the scientific style, the journalistic style, and the artistic style.

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

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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.

In functional stylistics, there are several definitions of formal-departmental style. For example, A.N. Kodjina states that "The official-departmental style of language is the type used in its administrative-legal, social activity and it is characterized by a set of language tools specific to the speech activity in this social sphere. It includes a variety of legal (laws, decrees, agreements, etc.), diplomatic (notes, memorandums, international agreements, etc.) and organizational and instructional documents (acts, accounts. It is reflected in the texts of orders, powers of attorney, references, official letters, etc."

The materials of our research work consist of business correspondence. Business correspondence is a document that serves as a means of communication between organizations, firms and companies, and is used to solve a number of urgent issues that arise in management and commercial activities. This is a type of document that

contains letters of legal importance, a contract or a decision.

Business correspondence differs from simple communication in that it is aimed at solving a particular problem, in order to achieve a specific goal. "In the regulation of letters in the business sphere, the goal is to influence the address." In addition, an official relationship is a communication that is not spontaneous communication, but is prepared in advance and carried out through the plan. The establishment of official communication is carried out consciously. Business correspondence is the introduction of official communication for the purpose of making a profit.

The text of business correspondence is such a written form of the official discourse that it has a link and an ending, an informative significant integrity in terms of communicative orientation, meaning and logic.

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:

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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.

A written commercial text is a written work that contains a communicative orientation, integrity in terms of content and logic, coherence and acquisition of finished content, informational significance, modality and temporality. All these adjectives are manifested with the help of linguistic and visual-graphic, that is, non-linguistic means. Commercial communication in speech communication has the following signs: a) communicative purpose; B) communicators;

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d) social position of communicants; e) one-way/two-way orientation; f) continuity of interpolation or communicative roles; g) communicative sphere; h) communicative instruction (path); i) communicative instrument; j) social orientation; k) functions of the official style, features of the genre, lexical uniqueness, grammatic, syntactic structure and others.

Noting that the concept of discursive is not a new phenomenon, in his work he developed the following characteristics:

- 1) A speech work;
- 2) A text of communication with extralinguistic, pragmatic, socio-cultural, psychological abilities;
- 3) A text that is grammatical, lexical, semantic, syntactic specific;
- 4) A meaningful connection of several sentences;
- 5) A colloquial expression in interaction;
- 6) A voluntary passage of the text;
- 7) Real-time language structure;
- 8) Communicative situation, the result of which is a text;
- 9) speech activity.

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.

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