

## Use of Compound Sentences in Official Documents

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**Abstract:** This article gives some information about the types of sentences according to their structure in Uzbek and English languages. It also discusses conjunctions, which are often used to link simple sentences within compound sentences. Some differences and similarities are discussed comparing two languages.

### Introduction

In documents, meanings such as cause, purpose, and condition are usually understood within one sentence, and this leads to the construction of long and complex sentences by itself. Depending on the type of documents, the length of sentences in them also varies. For example, legal documents and organizational documents contain more complex sentences, while service correspondence can contain from a simple sentence to a complex compound sentence.

In English, simple sentences are usually used at the beginning or end of service correspondence. In between, you can see compound and complex sentences. But this is not a strict rule, only in many cases it is possible to meet sentences in this order.

The basis of the documents is various conjunctions. It is known that compound sentences are divided into the following types: 1) Compound sentences connected by means of coordinating conjunctions. 2) Conjunctive sentences connected by means of subordinating conjunctions 3) Compound sentences connected by means of auxiliary words. 4) Compound sentences connected by means of conjunctive pronouns. 5) Compound sentences connected only by tone.

Below is an analysis of the most common types of conjunctions in documents.

1) Compound sentences connected by means coordinating conjunctions. Such sentences serve to connect two simple independent sentences. However, Uzbek language documents have few conjunctions with coordinating conjunctions, because usually compound sentences are written with commas.

*Men... meros mulkini qabul qilib oldim va meros qoldiruvchining vafot etgan vaqtdan boshlab uni amalda boshqara boshladim. (arizadan)*

*I... received the inheritance and began to manage it in practice from the time of the testator's death. (from application)*

But in accordance with the characteristics of both languages, it is possible to drop the subject in Uzbek, when we connect to sentences with the same subject. Since there are no person-number suffixes in English, the subject is not omitted in the clauses of compound sentence. It may happen only when verbs are enumerated such as *I nominate and appoint...*

*I nominate and appoint [NAME], of [CITY], County of [COUNTY], State of [STATE] as Personal Representative of my estate and I request that (he/she) be appointed temporary Personal Representative if (he/she) applies. – Men o‘z mulkimning shaxsiy vakili sifatida [manzil]dagi [ism]ni nomzod qilib ko‘rsataman*

*va tayinlayman va agar u rozi bo‘lsa, vaqtinchalik shaxsiy vakil etib tayinlanishini so‘rayman. (vasiyatnomadan)*

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Compound sentences connected by means coordinating conjunctions, the sentences are connected conjunctions such as *va*, *hamda*, *ammo*, *lekin* in Uzbek. In English, the conjunctions *and*, *but*, *or* serve to connect simple sentences. The stylistic significance of Compound sentences connected by means coordinating conjunctions is that they serve to unify scattered content, generalize different ideas, and connect them to each other. This is important for formal style and helps ensure clarity and brevity.

Also, compound sentences connected by means coordinating conjunctions are synonymous with compound sentences connected by means of subordinate conjunctions. For example, ... *merosxo 'ri sifatida uning mulkini tasarruf etishga kirishmadim va meros mulkidan hissa olishni xohlamayman.* (as an heir of ..., I did not begin to dispose of his property and I do not want to receive a share of the inherited property.)

In the same sentence, it will not be wrong to use the conjunction *shuning uchun* instead of the conjunction *va*.

... *merosxo 'ri sifatida uning mulkini tasarruf etishga kirishmadim, shuning uchun (shu sababli, ... kirishmaganim uchun) meros mulkidan hissa olishni xohlamayman.*

... as an heir, I did not start to dispose of his property, therefore (for this reason, because I did not start ...) I do not want to receive a share from the inherited property.

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