

## The Uzbek Language is the Procedure of Business Documents

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**Annotation:** This article describes the specifics of Uzbek language office documents and explains the procedure of the documents. In addition, the language features of the Uzbek language clerk and their requirements are indicated.

**Keywords:** record keeping, documentation, documentation, formal style, paperwork, document structure, document types.

It is known that any work has its own rules. For example, in order to apply to some organization, institution, enterprise or office with some work, it is necessary to fill out a document of a certain type. At the next stage, you may be required to submit necessary documents such as an application, receipt, reference, deed, power of attorney. We face the same processes every day in keeping documents in the state language in our work. We will also have to deliver a summary of our work process in the form of a report in the national language.

It is clear to everyone that in our recent past, only a few documents were written in Uzbek, and this problem is still ongoing. It is inappropriate to talk about increasing the prestige of the state language when documents consisting of words modeled on the Russian language are in practice.

On 21st of 2019, the Decree of the President of the Republic of Uzbekistan "On measures to fundamentally increase the prestige and position of the Uzbek language as a state language" was adopted taking these factors into account. Soon after, in accordance with this document, the State Language Development Department of the Cabinet of Ministers was launched. The position of advisor to the leader on issues of improving the effectiveness of spiritual and educational work and ensuring compliance with the laws on the state language was introduced in the structures of state administration bodies, economic associations, and administrations. In short, practical work has begun. The Department of State Language Development supports these noble efforts.

In order to express one's thoughts clearly and fluently, a person should be aware of language styles, in addition to the language of everyday communication, he should also know the language of official documentation. Documents form the direct basis of such proceedings. The documents, which are diverse in content and form, regulate the continuous activity of large and small labor teams, as well as the society of individuals in general.

Uzbek writing style refers to the book-letter style of the literary language. It is carried out in the texts of laws, decrees, orders, contracts, acts, certificates, power of attorney, business correspondence of institutions. The oral form of the Uzbek language business speech is represented by speeches and lectures at meetings and conferences, court speeches, official telephone conversations and oral orders. Formal work speech is produced through a high level of standardization that reflects the establishment of a certain order and principle of work relations.

The scientists of our country have also touched on the unique features of the Uzbek language. In particular, in the book "Conducting in State Language" written by M. Aminov and others, the following information is cited: "in the official style of work, the words that receive diminutive-caressing suffixes are: words, dialectal words, words that only a narrow circle of people can understand, simile, animation, exaggeration, metaphor, diagnosis, etc., are not used for the figurative expression of thinking.

N. Mahmudov, A. Rafiyev and I. Yoldoshev make the following points: The main characteristic of formal style language is accuracy and conciseness, in which certain speech patterns, professional words, terms, and ready-made syntactic devices are widely used, provides a clear and clear expression of speech".

One of the most important requirements for the text of documents is objectivity. Documents should objectively reflect information as official written instruments expressing and recording official relations. Therefore, there are certain limitations in the use of words and word forms in the language of documents.

Also, special attention should be paid to spelling and punctuation in documentation. It is better to write the name of the document with a capital letter, and in the printed text it is possible to distinguish it in another way, for example, by writing the name in full in capital letters. But since it is the name of the document (as in titles), it is not necessary to put a period after it. The text of the document must meet requirements such as accuracy, conciseness, conciseness, and completeness of content.

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1. Working papers are usually written with a clear signature in ink, ballpoint pen (with blue, black, purple tip). The application, biography, statement (report) is not written on a computer, but written only by hand. Documents such as deed, report, report can be typed on a computer.
2. It is not allowed to delete or correct the documents.
3. Each type of working paper is drawn up in a generally accepted form and in a certain consistency.
4. The text of the document should be short, fluent, clear and logical (without redundant words and phrases). The language of the document should be very clear. When addressing a person in business papers, the pronoun "You" (as well as its various forms - "To You", "Your", "From You", etc.) is written with a capital letter.
5. The number is usually written with a number. In monetary documents (deed, power of attorney, receipt), the word expression of this number is shown in parentheses after the number.
6. The sequence represented by Arabic numerals is not followed by an addition, instead a hyphen (-) is put: 3rd quarter, 4th year. No suffix is written after the Roman numeral: I quarter, II course.
7. Different sign and number expressions are written in the same form. For example: No, \$, %, (in telegrams, these are expressed by words such as numerical, busy, percentage.)
8. Business documents must be signed: first, the title of the official signing the document, followed by his personal signature and surname.

Ability to compose the appropriate text independently in accordance with the type of document and the content of its necessary parts, write correctly, express the organization's attitude to the sent document, make a proposal or objection, justify one's opinion with evidence, conclude, summarize and in this, it is necessary to convey methodological materials related to the development of skills in the appropriate use of introductions, quotations, excerpts in an interesting way. In enterprises, the instructions issued by the manager are in the first person language. Including documents written by some people (application, explanatory letter, etc.) are written in the first person, singular. Other documents are written either in the first person plural or in the third person singular. Also, the rules of correct writing are drawn up by linguists and are subject to public discussion, and the spelling rules are approved by the government. There are obligations to follow the spelling rules of the language in correspondence, official work, education, cultural and educational activities.

In fact, it is the duty of the citizens of our country to speak and write correctly and expressively in the state language, to take care of the purity and richness of our native language, and to expand its range of speech. In particular, every young person, pupil, and student should always try to increase their vocabulary in their native language and make appropriate use of language opportunities. Because the word is a tool of thought. The more words a person knows, the wider his range of thinking and worldview.

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