

Current Requirements for Adequate Official Business Translation

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Abstract: It is considered the features of the translation of official business communication, which should be taken into account not only by the communicants of business discourse, but also by translators of this type of communication. The main features of the texts of business discussion on the material of letters of business economic orientation are considered. The presented examples and methods of their translation clearly show what difficulties may arise when translating texts of official business communication and how to avoid conflict situations in the process of intercultural communication and translation.

Key words: business correspondence, official business documentation style, official business translation, discourse, intercultural communication.

In all linguistic cultures, official business communication is connected on with the development of the public administration apparatus and provides additional documentary consolidation of legal relations, both physical and legal entities. This is the reason for the international features of the setting documents - reliability, relevance, reasoned and etc. Moreover, in almost all linguistic cultures, documents perform similar general functions:

- **social** - associated with the implementation of a particular public benefit needs
- **cultural** - preserving and passing on cultural traditions, witnesses speaking about a certain cultural level of development of society
- **communicative** - they are a connecting element in the social structure
- **information** - designed to store and transmit information

In addition to the above main functions, documents perform and a number of features that deserve special attention:

- ✓ **managerial** (*being a management tool*). A whole a number of documents that are created specifically for the management (*reporting, organizational and administrative and other documents*)
- ✓ **legal** (*pointing to the peculiarities of legal norms in society in this moment*). This function is most clearly expressed in the legislation and legal normative acts
- ✓ **the function of the historical source** (*saving data on the historical development of society*) [2].

That is why, despite significant differences in the design of legal documentation in different languages, some requirements for documents are universal: *"Business communication is characterized by rational of international and national components"* [5].

These requirements include: formality and regulation of industrial relations; compliance with the ethics of relations; compliance with the ethics of relations; use defined- other language formulas, etc. [1].

Ethics of relations is associated with a number of requirements related to addressing that, and to the addressee in the field of business communication. Business communicator's discourse, as well as translators of business communication must take into account that texts of this type of discourse are not characterized by the following features. Consider them along with examples identified in the business squeaks of economic orientation.

Encouragement of the addressee to hasty action through such words like: *urgently, immediately*, etc., such lexical units follow change to: *please reply as soon as possible; I urge you immediately inform about your decision* and others [4]. In such situations, English lingual communicants of business communication (business correspondence of economic direction) the following expressions are used: *I would appreciate your near attention to this matter (I would be grateful to you for prompt attention to this issue.); please let me know as soon as possible what actions... (please let me know as soon as you can what actions...)* [6]. "Instilling" an opinion or decision in the addressee the problem under consideration, for example: *please answer positively; I consider it necessary to approve this candidacy* [4]. In English business discourse avoids the above elements of speech, and uses there are more <<softer>> formulations, for example: *we also wonder if ... (us also interested in ...) I would be delighted to ... (I would be glad ...); I would be happy to ... (I would be happy ...); I would be grateful if you could... (I would be grateful if you...)* [6; 7]. Indication of refusal at the beginning of the text of the official but a business letter or document, and not the motivation for this decision on any question [4]. To avoid the above,

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in the English The following phrases are often used in business correspondence: **I'm afraid it would not be possible to ...** (*I'm afraid that it would not be possible to possible...*); **after careful consideration** *we have decided (not) to... careful consideration, we decided (not)...* [8; 9].

Use the following and similar expressions, assuming that the addressee is not attentive and competent enough: I suggest careful but study [4]. Representatives of English culture are characterized by the use of the following and other phrases in such a situation: **we would appreciate it if you would...** (*we would be grateful if you would*); *we are pleased to enclose...* (*we are happy to invest ...*); **attached** *you will find...attached file you will find...*; *we enclose... (we enclose...)*; **please find attached...** (*you will find the attached file...*) [6; 10]. All these features should be taken into account by the translator when translating texts of business communications. It should also be noted that the language and style of business documentation in are similar in many linguistic cultures. For example, the author of a document as a rule, the collective subject acts (including documents, signed written by one person), the subject of action in documents is mainly represented by collective nouns (company, administration, organization, etc.), which should also be taken into account in the text of the translation.

When translating, one should also take into account one more feature of the business communication - the frequency of the use of language formulas (stable revolutions used in the standard accepted form). The reasons for the frequency features of using these formulas are: the regulation of business relations and communication, the constant repetition of situations of the same type, thematic sky limitations of business communication, etc. However, the significance of these language formulas is determined by the fact that without them, a document can often lose its legal force, therefore, the translator of texts of discourse, special attention should be paid to these formulas, selecting the correct matches in the target language.

Business communication is the interaction of interlocutors, subordinate the solution of a specific problem and the achievement of specific goals. The role of the translator in this area is currently increasing due to the development of international business, an increase in the number of transnational companies, etc. Interpreters often take part in negotiations thieves, meetings, correspondence of business partners from different countries. Enough clearly articulated the level of importance and complexity of business communication in the following definition: "*Business communication is an interpersonal intercultural zone of professional communication, which involves perceptual, communicative and interactive levels of behavior. A business- intercultural communication is determined by pragmalinguistic and pragmopsychological (interest, conflict, mutual understanding, etc.) features of communication*" [5, p. 7]. Hence it follows that the translator's awareness of various national characteristics in current communication is quite important.

Characteristics in this area of communication is especially important. In addition, for an interpreter of the oral form of business discourse, it is important to correct translation skills aimed at preventing misunderstandings and conflict situations, which may also be associated with national but-cultural characteristics of the communicant's country. These characteristics play an important role in the communication of representatives of not only different linguocultures (for example, countries of the East and West); their knowledge is necessary and when communicating with representatives of Western European countries. For example, representatives of the *English-speaking culture* do not tend to ask direct questions questions, answer questions succinctly, express unambiguously point of view. These and other characteristics of communicative behavior aimed at reducing the likelihood of conflict situations. For example, in the texts we study, there is a frequent use of the following phrases: *would you like us to ...? (would you like us to ...)*; *we would be happy to ... (we would be happy ...)*; *we are quite willing to ... (we are quite willing to then you...)*; *our company would be pleased to... (our company would be glad to...)*; *it would be helpful if you could send us...whether send to us*, etc.[7]. Both the above and the above examples clearly show that knowledge of the relevant rules in the process of inter-cultural communication is very important, in extreme cases as communication, and his interpreter may find themselves in an uncomfortable situation, which paradise will not lead to the achievement of the goals of communication. Also, when translating business correspondence and other forms of business communication, it should be taken into account that Russian-speaking communicants tend to express your feelings and thoughts in a straight line, hence the above features features of the speech behavior of representatives of the English-speaking culture seem to the first manifestation of insincerity and "closedness". Thus, manifesting respect for the interlocutor, avoiding categorical expressions and judgments, representatives of the English-speaking culture in the process of written business communication economic orientation (the correspondence we are considering) use phrases such as: *I believe that; I mean that; I suppose that; let me think; I want to make it clear; perhaps we can; I am a little unsure; I do not fully understand(I guess that; I mean that; I guess that; let me think; I want to clarify; maybe we can; I a little unsure; I don't quite understand)*, etc. [7].

The above feature is also reflected in a special form of expression requests The interpreter should "soften" requests and questions, for example, changing the Russian form of the imperative mood into statements-questions, for example: *please take this contract (could you have the contract, please... (could you take the contract, please?) could you please send me...(could you please send me...)*; *could you possibly tell us / let us know... (could you tell us / let us know...)*, etc. Connected with this but also the frequent use of the subjunctive: *we should be very much responsible if you would... (we will be grateful if you...)* [8].

Also, the <<smoothing>> of negative information when translating business letters this is possible through antonymic translation, mitigating introductory phrases, for example: *I won't be able to come (I'm afraid I won't be able to come), this is not relevant (I don't think this is relevant); I am sorry to inform you that... (it's hard for me to tell you, but...)*; *we regret to inform you that... (unfortunately, we are forced to inform you ...)* [9]. It is also necessary to reduce categoricalness of the statement in translation by turning it into disjunctive question: *it's very important (it's very important, isn't it?)* [8; 9].

The above features must be taken into account when translating texts of business discourse in both written and oral forms. So that, in many linguocultures, business discourse documents perform similar features; official business communication requires compliance with the regulations mentality, ethics of relations, and also implies the use certain linguistic formulas, which must necessarily be reflected us in the text of the translation.

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