MODERN BUSINESS WRITING: FUNCTIONAL LANGUAGE OF REQUESTING INFORMATION AND ITS RENDERING INTO UKRAINIAN

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Business writing is a scene of two-side interaction and it is used within foreign companies, organizations, colleagues, subordinates. Modern Business English is applied in business correspondence and includes using the appropriate tone, the correct level of formality for delivering messages. The mastering of business writing is dealt with ways of using functional language means which are divided into several groups, because of their variation by the aim, the function and what a sender would like to imply in the text.

This formal communication should be precise and have clarity, and person must follow the strict requirements, use properly standard language templates and the main etiquette skills [1, p. 24]. There are possible two styles of writing – semi-formal and formal, and the survey demonstrates that 66.7% of respondents use semi-formal style in their business writing (Fig 1.1).

Fig. 1. Answer to the question “Which style of functional language do you use in your business correspondence?”

A part of linguistic searches is directed towards the revelation of meaningful features of human activity in speech [2, p. 145]. As people can follow their own style
of expressing thoughts, and some factors may influence on their writing. The same rules are for the translator, who must render correctly regarding the source and target languages. It confirms that he/she, except language proficiency and translating competence, should have background knowledge, sociolinguistic information. Since the process of translation has polysemantc nature, its usual association is with the action of rendering the message of a source language into a target language [3, p. 11]. In this case, it means to code the text from English into Ukrainian and take into account accurateness and adequacy. Consequently, it makes more complicated the conveying of functional language means. Since the same method of translation cannot be applied to the them all.

Revealing the meaning of the word “functional”, the main feature already lies under it – performing the specific function (Fig. 2) The language which finds practical usage depending on situations [5].

Fig. 2. The Representation of Functional Language

Below there is considered the functional language of enquiring additional information with a particular relevant purpose. The following sentences include the useful phrases, word collocations [4, p. 34—36] and there are the ways of their rendering:

- “I'd like to know if the first stage of the building is moving fast” – “Я хотів би дізнатися, чи просувається перший етап будівництва швидко”; “would like to + know if + (other information)”, the construction for requesting information is translated as the part of subjunctive mood in Ukrainian and the next infinitive form in Ukrainian is the verb “I'd like to know” – “Я хотів би дізнатися”;

- “I'd therefore be grateful if you could send me cost details for last month” – Тому я був би вдячний, якщо Ви могли б надіслати мені детальну інформацію щодо витрат за минулій місяць”, the construction “would + be grateful if + (other information)” is translated as the part of subjunctive mood in Ukrainian and the following adjective in Ukrainian is the participle “I'd therefore be grateful” – “Тому я був би вдячний”, “if you could send” (past tense of “могти” + “б” + the bare infinitive form) – “якщо Ви могли б надіслати”;

- “I'd like to request a meeting with the manager” – “Я хотів би попросити зустрічі з менеджером”, the construction “would like to + request” is translated as the part of subjunctive mood in Ukrainian and the following infinitive form in Ukrainian refers to the verb “I'd like to request” – “Я хотів би попросити”;
- "Could you let me know what the current position is?" – Не могли б Ви повідомити мені, яка наразі ситуація?, could + bare infinitive form “Could you let me know” – as it is the question, then the translation includes “не” + Ukrainian past tense of “могти” + “б” + the infinitive form of the verb) “Не могли б Ви повідомити мені”;
- “Would you mind sending me the details?” – Не могли б Ви надіслати мені детальну інформацію”, in this context “would you mind” is rendered as “не” + Ukrainian past tense of “могти” + “б” + the infinitive form of the verb “Would you mind sending” – “Не могли б Ви надіслати”;
- “Could you possibly meet me tomorrow?” – Не могли б Ви зустрітися зі мною завтра”, could + bare infinitive form “Could you possibly meet” in the question the translation is “не” + Ukrainian past tense of “могти” + “б” + the infinitive form of the verb – “Не могли б Ви зустрітися”;
- “How are we doing with the redrafting of the China contract?” – Як просуваються наші справи з переукладанням китайського контракту”, the concretization of meaning is applied here and Present Continuous in Ukrainian shows the process as well “How are we doing” – “Як просуваються наші справи”;
- “What’s happening with the deadlines?” – Що у нас із кінцевими термінами?, the gerund form is not translated, because it is applied the contextual substitution of “happening” to preserve the meaning of the message “What’s happening with” – “Що у нас із”;  
- “Can you bring me up to date on the programme?” – Чи можете Ви повідомити мене щодо останніх оновлень у програмі?, the descriptive way is used for the expression “to bring someone up to date”;
- “What’s the latest on the new schedule?” – Які останні новини за новим розкладом?, in the Ukrainian translation is applied decompression “What’s the latest on” – “Які останні новини”;
- “Can you give me an update on the plans?” – Чи можете Ви ввести мене в курс справи щодо планів”, for the expression to give someone an update” in translation is used the description “Can you give me an update on” – Чи можете Ви ввести мене в курс справи”;
- “When you will be able to bring me up to speed on the factory shutdown?” – Коли Ви зможете ознайомити мене із останніми подіями щодо призупинення роботи на цьому заводі”, in the sentence is used the expression which is rendered into Ukrainian using the contextual substitution and decompression “to bring me up to speed on” – “ознайомити мене із останніми подіями щодо”.

Conclusions. Above-mentioned ways of translation of requesting information are served as the instruments of translation between English and Ukrainian. Because these languages have distinct structures, grammatical categories, forms and compositions. Although the functional language means are typical for English business writing, follow the norms of English, a translator for his/her part finds the correct ways of conveying meanings, phrases, rebuilding grammatical structures, adjusting to the rules of the source language and he/she provides the faithful translation of the target text.
References:


