

PHILOLOGY AND LINGUISTICS

Farmanov Gayrat Khujakulovich

Teacher of English Language and Literature

Department of the Termez State University, Republic of Uzbekistan

FORMAL STYLE IN DOCUMENTS' WRITING

***Abstract.** The article deals with learning how to use formal, informal words, their style while writing documents and their writing peculiarities.*

***Keywords:** Style, writing documents, using vocabulary, business correspondence.*

Nowadays more and more people are getting involved in the world of business relationships.

As a result of it business people need specialists possessing knowledge of the English language used for writing documents. English of business correspondence possesses some important qualities, common for formal style of English as well.

The language of business correspondence is very bookish and is remarkable for the usage of larger and more exact vocabulary in comparison with informal style of communication.

Sentences in documents are longer and their clauses are grammatically fitted together more carefully, which means a lot of practice for a person who draws up contract.

In some important business correspondence we may find deviations from what is called official English of the business world.

For example, if a person wants to get a job or to sign a contract, to make a sale or to ask somebody for special advice, he\ she is likely to want to make a definite impression on the interlocutor [2, P.312].

A document in its any appearance has always been an important part of business doing. Business contracts are impossible without correspondence all over the world. It does not matter, whether you communicate with your partner on the phone (orally) or through telexes (in writing).

All decisions and terms must be confirmed by documents. All business papers, both correspondence (letters), telexes, enquiries, offers, claims (complaints) and contracts (agreements) are normally associated with striking business deals and their procedure.

Such documents are made up and signed “by a judicious authority and are of legal importance”.

As a result of it, business documents are written in accordance with some officially accepted forms, common for everybody who wants to do business.

The official business language is sometimes called official and differs from other kinds of the English language, mostly because of specific character of its functional usage, which can be illustrated in classical terms of style, its predestination, and main features.

The style of official documents is divided into sub- styles of the language of business documents, legal documents, and military documents

General features of the style of English of documents’ writing are the following;

- conventionality of expression;
- absence of emotiveness;
- encoded character of the language system(including abbreviations);
- general syntactical mode of combining several pronouncements into one sentence. [3.P., 316].

The syntactical pattern of business correspondence style is made up from compositional patterns of variants of this style which have their own design.

The form of a document itself is informative, because it tells something about the matter deals with.

From the viewpoint of its stylistic structure, the whole document is one sentence.

It looks like separate, shaped clauses often divided by commas or semicolons, and not by full stops, often numbered. Every predicate construction begins with capital letter in the form of a participial or an infinitive construction.

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Every type of business documents has its own set phrases and clichés which may sound strange in colloquial English, e.g. invoice, book, value, currency clause, promissory note, assets etc. If a person wants to avoid misunderstanding, he/she should use glossary of commercial terms, and vice versa.

Indeed, there are many differences in the vocabulary of formal and informal business correspondence.

Much vocabulary of formal English is of the French, Latin and Greek origin. They are often translated into informal language by replacing them by words or phrases of the Anglo-Saxon origin. E.g Formal style; commence, conclude, prolog, continue.

Informal style; begin, start, end, finish, stop, go on. Let us compare examples where these words are used in different styles. E.g. I am informing you that the meeting will commence at 4 p. m(form) I'd like to remind you that the meeting will begin at 4 p.m.

Business documents, on the contrary a lot information in almost any word.

Thus, a person should be aware of these factors and not mix up colloquial and business English, drawing up a document.

Business English is formal. We use it in business correspondence, official reports and regulations. Actually, it is always written.

Exceptionally it is used in speech, for example, in formal public speeches.

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