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Style of Official Business Papers

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ABSTRACT

This article provides information about documents and the style of official business papers

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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. In particular, words that receive diminutive-caressing suffixes in the formal work style, pompous-celebratory or small, rude words, dialectal words, words that are understood only by a narrow circle of people, similes, animating, exaggeration, metaphor, diagnosis, etc., are not used to express figurative thinking. Their use leads to the bias of the expression in the text of the documents. The text of the document must also meet the requirements of accuracy, conciseness, conciseness, completeness of content. A document that does not respond to questions cannot be a real document, such a document interferes with the business process. In the language of documents, words related to the family of nouns are used a lot. Even for expressing actions and situations expressed by verbs, word forms close to nouns are chosen,

that is, word forms called "name of action" are actively used. Such as "...about the progress of preparation", "...about the implementation of the decision", "...in order to help", "...I ask you to accept".

In accordance with the nature and purpose of the documents, interrogative and exclamatory sentences are almost not used in them, mainly indicative and imperative sentences are used. After all, two functions of the language are fulfilled in the documents - the functions of informing and ordering. For example, information is expressed in a reference, a command is accepted in an order, and in a report both information ("heard...") and command ("It was decided...") are expressed. The text of documents is in the first person or third person language. is written. Command documents written on behalf of a single leader (orders, instructions, etc.) are written in the first person language. Also, documents written by some persons (applications, explanatory letters, etc.) are written in the first person, singular number. Other documents are written either in the first person plural number or in the third person singular number. Pay special

attention to the issue of spelling and punctuation in documentation. should be done. It is better to write the name of the document in capital letters, and in the printed text it is possible to distinguish it in another way, for example, by writing this name in full capital letters. But since it is the name of the document (as in titles), it is not necessary to put a period after it.

Clarity and meaningful completeness in service correspondence depends on substantiating the opinion with clear evidence. In documentation, such evidence and grounds can be as follows:

- showing relevant articles and clauses of official laws, agreements and contracts. For example: "According to Article 1135 of the Civil Code of the Republic of Uzbekistan", "According to Clause 3 of the concluded contract";

- Statutory or agreed conditions, to note a change of address. For example: "in connection with moving to another city";

- digital indicator, based on calculations. For example: "with a VAZ 2107 car with registration number 10S6260";

- "according to", "in relation to", "... because of", "... for the purpose of", "as a result", "because of the lack of", "for this purpose", "expressing logical bases" stereotyped phrases such as "according to the test results", etc.

Formal business style is more common than you think. You see it in instructions, any documents of organizations (government or commercial), legal documents, methodological developments, etc. The main function of this method is to provide information - the message is very clear and concise information. Therefore, texts written in a formal business style are highly informative, even if it is difficult to perceive. Among the main features of the formal style, the following are distinguished:

- information orientation - to stay only in the administrative-legal sphere of activity;
- accuracy and standardization of formulas - sometimes to the detriment of ease of perception;
- strict logical structure and sentences and the entire text itself;

- lack of emotionality and evaluation - texts written in a formal business style contain facts or reasonable assumptions, and a subjective approach to what is said is completely excluded.

At language levels, stylistic features are manifested as follows:

- in the dictionary - as a rule, the texts mainly use words and terms related to the official business sphere;
- in morphology - clericalism and language clichés (set phrases) are actively used; complex prepositions;
- in syntax - the texts of the named style mainly consist of voluminous sentences of considerable length, which, as a rule, are complex and complicated in various ways.

According to the Civil Code of the Russian Federation, a limited liability company (hereinafter referred to as LLC) is a commercial organization approved by one or more persons, whose authorized capital is divided into shares specified in the founding documents. Unlike a joint-stock company, the right to a share is confirmed not by a security, a share, but by a certificate that can be issued to its founders in accordance with the charter of the LLC.

1. In the dictionary, the following layers can be distinguished from the passage above:

- frequently used words: participants, documents, society, persons, limited;
- terms: shares, limited liability company, code, founder, authorized capital, share, commercial organization;
- speech clichés: according to the code, unlike, according to.

2. Let's analyze the morphology of the specified passage from the document. The following points should be noted here:

- verbal nouns predominate: organization, founders, participants;
- there are often nouns with the general meaning of persons: persons, participants;
- Narrow nouns in the instrumental and genitive case: Unlike a joint-stock company, the right to a share is confirmed not by a security, a share, but by a certificate that can only be in

accordance with the charter of the LLC. given to its founders;

- predominance of participles and gerunds over verbs.

Syntactically, we analyze it as follows. Sentences, as a rule, are voluminous (in this case, we have two such sentences and they completely make up the above passage);

direct word order is used in the sentences: the limited liability company was recognized ..., the authorized capital was divided ...;

according to the purpose of the sentence in the above passage, all the sentences are statements; A complex sentence, firstly, involved circulations (defined in the founding documents), and secondly, homogeneous members (in accordance with the Civil Code of the Russian Federation, recognized as a limited liability company (hereinafter referred to as LLC)) is further complicated. a commercial organization approved by one or more persons, whose capital is divided into shares).

During the war, 45 out of 77 houses were preserved in Boraboy. The collective farmers had 4 cows, 3 heifers, 13 sheep, and 3 pigs. Most of the gardens in the estates, as well as the garden belonging to the "Krasnaya Zarya" collective farm, with a total area of 2.7 hectares, were cut. The damage caused by the Nazi invaders to the collective farm and the property of collective farmers is about 230.7 thousand rubles.

When our military units arrived, there were 64 people out of 370 inhabitants in the village.

There were cases of forced relocation of the population to work for the invaders... Currently, it has been fully restored in the village. Borovoi farm of "Krasnaya Zarya" collective farm.

1. Pay attention to the following layers in the dictionary:

- common words: survivor, population, parks.
- terms and defined phrases: damage, removal, common area, fascist invaders.
- frequent speech clichés: they remained in reserve, the damage was calculated, they happened, most of the gardens.
- despite the rare inversion (there were cases of forced removal), the order of words is, for the most part, direct: most

of the gardens ... cut, damage calculated, population .. numbered;

- there were many numbers representing statistics: there were 4 cows, 3 heifers, 13 sheep, 3 pigs.

An analysis of morphology is given in the excerpt:

- nouns and nouns with an abstract meaning prevail: removal, work, occupation, arrival, time, damage;

- nouns with the general meaning of persons: residents, squatters, collective farmers;

- there is a row of nouns in the agreement of the instrument-equipment and genealogy: the damage caused by the Nazi invaders to the collective farm and the property of collective farmers.

The syntax should pay attention to the following points:

-sentences are heavy, as a rule, dryly informative;

- the word order is used directly: Nazis invaded the collective farm and property of collective farmers;

- according to the purpose of the sentence, it is usually descriptive, and according to intonation, it is without exclamation.

It is known that from the smallest, lower, elementary organizations to the highest bodies of the state, they work based on documents. Until recently, documents were mainly issued in Russian. Only some documents were kept in Uzbek, and they were based on the model of documents in the Russian language and were far from nationality. Now the documents kept in all enterprises, organizations and institutions in our republic are formalized in accordance with the laws of the Uzbek language. Young specialists who are graduating from higher educational institutions must write and fill out work papers and documents logically and correctly, without grammatical, spelling, and stylistic errors, meeting the requirements of the time. For this, our graduating students must have a sufficient understanding not only of documents, but also of the new alphabet and spelling rules.

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