

STYLISTIC CHARACTERISTICS OF UZBEK AND ENGLISH OFFICIAL DOCUMENTS

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Abstract: *The article provides comprehensible information about formal speech texts. Also, methodological features of Uzbek official speech texts are scientifically studied.*

Keywords: *document, text, text of official speech, written communication, oral communication, official document.*

The style of official correspondence and documents is used to express and convey information in international economic, legal and diplomatic relations, in the interaction between state agencies, courts, and trade.

Accordingly, legal laws, diplomatic references-notes, decisions of state agencies, decrees, orders, references, declarations, contracts, official announcements and messages, correspondence and similar documents are formed in this style. As the scope of application of the style of official correspondence and documents is wide and varied, so is its content. According to academician V. Vinogradov's classification of formal style, language is studied separately from other types of speech based on the function of expressing a message [2,6]. accordingly, it is also used in some places to express communication, message expression and order functions in relations and interpersonal relations, which were shown after the adoption of the Law of the Republic of Uzbekistan "On the State Language" on October 21, 1989. is used. Uzbek literary language expanded and gained new content. In connection with the granting of the state language status to the Uzbek language, there have been changes in the style and text of business documents and correspondence. the language of documents was formed based on the laws and regulations of the national literary language in accordance with the characteristics of the Uzbek language, and the laws and regulations of the state language were reflected.

President Sh.M. Mirziyoyev's Decree "On measures to fundamentally increase the prestige and status of the Uzbek language as a state language" adopted on October 21, 2019, was met with great interest throughout our country. every manager, employee and citizen in official circles, in the culture of written and oral communication, the program aimed at forming working documents based on the laws and regulations of the state language also serves as a monitoring function. At the same time, the creation of documents on the basis of the laws and regulations of the Uzbek national literary

language, the state language, has reached a new level. In order to do this, every leader or employee must first know the rules of formal style structure. we also need to rely on scientific views in the field. D. E. Rosenthal's following opinion about the formal style is also noteworthy: "this speech style has a conservative character with its own lexical content and syntactic structure" [4,37]. this idea applies to all forms of formal speech. In the last century, Uzbek linguistics carried out special scientific researches on the formal method. In 1987, D. Bobokhonova defended her candidate's thesis on the topic of "formal working method of modern Uzbek literary language". the author of the thesis first details the list of documents within the official style and emphasizes that each of them has its own style of formation in one style. for example: government decrees, orders, subpoenas, laws, regulations, diplomatic documents, international treaties, agreements, official messages, notes, ultimatums, embassy conventions, judicial procedural documents, codes, trust deeds, executive documents, judgments, court documents, legal documents, rebuttals, recommendations, statements about non-state issues, indictments, impeachment speeches, alternative court decisions, judgments, government organizations, deeds, statements, explanatory letters, references, biographies, descriptions, applications, etc. Statements of correspondence between [5,7]. the article analyzes each of these official documents in terms of their specific and universal features, lexical-semantic, morphological and syntactic features. The specific features of this style are revealed by comparing it with other functional styles in the Uzbek language. for example, not lexical-semantic-stylistic, which is characteristic of the artistic style, but in the texts related to this style, it does not correspond to the means of artistic representation aimed at describing reality, human feelings, thoughts and actions, so the similarity , epithet, animation, the use of metaphor, exaggeration, litota and other means, elements of the poetic lexicon, numbers, assumptions, pronouns, pairs of words is not unique; and morphologically (-i)-m,- (i)ng,- (i)miz,- (i)niz,- (ings, possessive indicators as such laring are absolute non-use,-a/- y,- (i)b use of non-adverbial forms; syntactically, the distinctiveness of personal, anonymous, generalized exclamatory and interrogative sentences is explained by comparing consonants in the texts of official styles and other speech styles. this dissertation was of scientific importance for the development of Uzbek linguistics and stylistics of the Uzbek language [5].

During the years of independence, the features of our native language within the framework of the official style have changed significantly in connection with the content of the documents formed in this style, the possibilities have expanded completely. in this sense, by Sh. Kuchimov, in 1995, he defended his candidate's dissertation on the topic "Language of the laws of the Republic of Uzbekistan" [8], in 2004, he defended his doctoral dissertation on the topic "scientific-theoretical problems of expressing legal norms in the Uzbek language" [9]. in these studies, the main factor

for the perfect development of laws at the level of international standards is the preparation of the language of regulatory documents in this field based on the specific characteristics of our national language, the issues of legislative technique, the method of expression of laws it was emphasized that it is important. rule of law, formation. In Uzbek linguistics, a great deal of research has been carried out on a special systematic study of speech styles in a monographic plan. Karimov's monograph "Functional stylistics of the Uzbek language" is one of the major studies in the field of functional stylistics in Uzbek linguistics summarized. At the same time, the development of functional styles was evaluated in terms of socio-political changes in the Uzbek language during the period of independence [6]. In the monograph, the characteristics of each style are studied in relation to the characteristics of other styles in the same system. extralinguistic factors and linguistic conditions that form the basis for the structure of each style are described with separate examples-texts. This monograph will serve as an important guide for researchers conducting research on issues of functional stylistics.

In the years of independence, a number of practical manuals were published on the formation of official business documents based on the laws and regulations of the Uzbek literary language. Among them, N. Mahmudov, A. Madvaliev, N. Mahkamov and Maminovs The book "Proceedings" (Munshaot) compiled by Aminovs contains complete examples of official documents. in this book, the rules of the Uzbek structure of the texts of working papers are given; names are also different (characteristic-descriptive, recommendation-recommendation, doverennost-power of attorney, written instruction, order-order, etc.) [7]. Before the Uzbek language was granted the status of a state language, both the names of the working papers and their texts were mainly based on the Russian pattern, and Russian terms were often used in the Uzbek texts. "The auditor does not have the right to accept, register, attach a trailer to the vedomost, and thus pay you the requisite at this time because the receipt is not printed. In connection with the granting of the state language status to Uzbek, business documents were written in Uzbek and, as mentioned above, almost all names were changed to Uzbek. where it was not possible, only Russian names (acquired through the Russian language) remained: telegram, phonogram; invoice, practice, patent, archive, etc.

Above, we have discussed the research conducted by the formal method. They study the laws of formation of official documents based on the rules of the Uzbek literary language, specific lexical, morphological and syntactic signs, extralinguistic conditions. but they did not focus on the features of formal style in one whole text. In our study, we describe the characteristics of official business documents in the form of a single micromatte. In formal speech texts, first of all, the statement is required to be clear. the text formed in this style should not allow ambiguity, comments. the idea and

content should be explained in a simple, understandable and understandable language: state power in the Republic of Uzbekistan is exercised in the interests of the people and only by the authorities empowered by the Constitution of the Republic of Uzbekistan and the laws adopted on its basis done. (Constitution of the Republic of Uzbekistan, Article 7). The accuracy of this text structure shows that the requirement is correlated with the scientific method. The text should be clear, simple and understandable. In formal speech, simple or complex sentence construction is not the main measure, but accuracy and fluency are important. Also, the clarity of thought, brief and concise statement of the purpose, not allowing comments are characteristic of the formal style.

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