# LEXICAL FEATURES OF OFFICIAL DOCUMENTS AND THEIR TRANSLATION

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## ANNOTATION

*This article analyzes the various aspects of official documents and their differences from speaking register, as well as the issues of preserving the characteristics of the original text in the translation process. The issues of systematic organization of the content of official documents in the functional style of the English language, lexical and grammatical analysis of official documents and correspondence are also discussed in detail. The grammatical features of the translation are partially discussed in the example of official texts.*

**KEYWORDS:** *official documents, business letters, correspondence, official and diplomatic terms, scientific style, neologisms.*

## Аннотация

В данной статье анализируются различные аспекты официальных документов и их отличия от разговорного реестра, а также вопросы сохранения характеристик исходного текста в процессе перевода. Также подробно обсуждаются вопросы систематической организации содержания официальных документов в функциональном стиле английского языка, лексического и грамматического анализа официальных документов и корреспонденции. Грамматические особенности перевода частично обсуждаются на примере официальных текстов.

**КЛЮЧЕВЫЕСЛОВА:** *официальные документы, деловые письма, переписка, официальные и дипломатические термины, научный стиль, неологизмы.*

## DISCUSSION

In the language of official documents, terms and specific words are structured according to the theme and meaning of the text. Legal, formal, and certain diplomatic terms (e.g., import, contract, business proposal, demand, etc.) are used, as well as non-terminological terms. In particular, the words used in administrative-office speech (duly, properly, above stated, present, hereby…), lexical-phraseological units in the text and their frequent use are characteristic of official texts (within the reporting period). , taking into account, it has been issued to submit…, as discussed…).

In the scientific style, the noun phrase can be widely used, for example, the names of persons associated with the name of an action or situation (contractor, designer, customer, etc.), prepositions associated with a complex noun representing standard

aspects of content (due to, with regard to, in connection with va bq).

In attribute nouns, that is, in descriptive nouns, stable phrases and "indivisible" clauses serve to reveal the text of a scientific style while preserving the formal-administrative style.

The use of special neologisms, special terms, and abbreviations for the language of official documents is common.

Neologisms include:

First, neologism refers to new words and units of language that serve to express new, previously unknown things and events.

Second, neologisms include words and phrases that are not yet recognized, concepts in common language.

The emergence of neologisms is the result of various changes in society that have taken place in publishing and other ways, for example, in politics, economics and culture. Neologisms fall into two categories: new words and words with new meanings derived from "old" lexical units.

At a time when the business world is booming, neologisms first appeared in this field. As a result, there were some difficulties for translators. Often these words and phrases cannot be found in Uzbek-English dictionaries, as any dictionary is several years behind in the field of registering new words.

Dictionaries take into account the appearance of neologisms, their temporality and transience. Neologisms, like many imaginary words and phrases, appear quickly and unexpectedly, especially in the field of newspaper journalism, and are used to describe a special situation.

Thus, the distinguishing feature of neologisms is their occasional peculiarity, that is, they do not conform to standard usage. For example, relatively recently, a new lexical unit, such as a household service house, was introduced in Uzbek as a service sector institution, which is relatively new to the dictionary, although it has been used in the language for several years. How can this be translated into English? To do this, you need to know what a home service home means.

The word means a point of public service. Consequently, this lexical unit has the following translation options: a house of public amenities and services, public service establishment, consumer service, communal service, and so on. The existence of a number of solutions implies that this phrase has an occasional character and has not yet been generalized. Words such as at-your-service agency, house management committee, holiday home / center are firmly entrenched in the Uzbek language and are not considered neologisms.

The same applies to translations from a foreign language into Uzbek. For example, in English in recent years with the element "in": live-in, eat-in, love-in, lock-in, camp-in, mail-in, sit-in, teach-in, pray-in, talk -in; in -crowd, in-depth, in-company, in-cap, in-jargon, in-language, in-thing, in-word; Neologisms with the prefixes "mini" and "maxi" appeared: minimarket, miniboom, minicomputer, minicruise, minidose, minisurvey, maxicoat, maxidress, maxilength, maxi-shorts, maxi-order, maxi-taxi. It's hard to find words like this in a dictionary because they come up faster than dictionaries.

Units learned in a foreign language are called non-equivalent if they do not have a regular match in the target language.

Non-equivalent grammatical units are separate morphological forms (action name) and part of speech (article), syntactic structures (absolute constructions). Non-equivalent units occur in one of the pairs of analytical languages. A foreign language unit is non-equivalent to the original language and has regular correspondences in other languages.

The presence of non-equivalents does not change their content during translation. We already know that even with regular matching words, the translation may not match. In such cases, we use contextual substitution, that is, we give meaning based on the content of the text. Similarly, sometimes a non-equivalent unit creates an occasional fit.

The following types of occasional matching are used in the field of non-equivalent lexical translation:

*Assimilation compatibility.* In this case, the original language form in the foreign language is preserved. Such correspondences appear in translation, transliteration and transcription: tribalism - tribalism. In many cases, the resulting occasional correspondences are firmly entrenched in the target language, and such words can be used regularly in translation.

Simulation compatibility. Consistency is reflected in the morpheme structure and word units of a word. In this case, the occasional and regular correspondences are temporary. Many adaptations, imitations, are common in translation practice and are used in non-translated texts. As a result, the original language units break out of the series of non-equivalence and have a constant consistency.

*Analog compatibility.* The language being translated consists of units close to the content: afternoon session. Equivalent units, such as occasional compatibility, differ from the original language in translation, which is used only in this context: Witchhunter is not only an ignoramus, but also an American reactionary, a seeker of progressive

people, a witch hunter. In fact, the concept of ignorance is enough for the general concept, but the wording is ambiguous to reveal the content. The literal translation of "Afternoon" is certainly not "evening" because the word "evening" can be used to describe "evening." Afternoon is the second half of the day, but if the conference participants meet twice a day, the morning session and afternoon session will be used. In Uzbek, this is called a morning and evening conference. Therefore, in this correspondence, the word translation is not taken directly, but the corresponding variant of the text derived from the text is used.

Lexical compatibility. Linguistic theory is used to illuminate the translation process by means of transformation to convey the meaning of a non-equivalent word in translation. In this case, oocational matches are formed semantically from non-equivalent words.

If it cannot be translated by the above methods, word units are used to explain non-equivalent words: landslide - to gather and win an election; coroner - a person under investigation for the use of force and premature death. Sometimes the use of transcription and transliteration for translation is included in the special application. This approach makes the word short and concise and achieves complete occasional consistency [10, 21-22].

Thus, the meaning of non-equivalent words can be explained using the above methods.

The official language uses economic and legal terms, and such special words are called scientific lexicons. A translator must know such words and phrases because they do not have a direct translation. The translator must not only know the scientific words, but also be able to translate them correctly.

The third important part of working translation is the abbreviation. Abbreviations and phrases are difficult for a translator to memorize, and special literature is widely used in the translation process.

For example, the following are abbreviations used in official letters and documents related to the economic sphere:

*AA (Advertising Association)*
*AAA (first group of securities)*
*AAR (against all risks)*
*AC (account current)*
*AFL (American Federation of Labor)*
*AGM (annual general meeting)*
*AMEX (American Stock Exchange)*
*BIS (Bank for International Settlements)*
*CAF (cost, assurance and freight)*
*CMV (current market value)*
*FMCG (fast-moving consumer goods)*
*FMS (flexible manufacturing system)*
*FTC (Federal Trade Commission)*

*GATT (General Agreement on Tariffs and Trade)*
*IDA (International Development Association)*
*IDC (industrial development certificate)*
*IFC (International Finance Corporation)*
*I/L (import license)*
*ILO (International Labour Organization)*
*IMF (International Monetary Fund) [1, 1-17].*

Some English terms are capitalized without quotation marks (eg. laser, radio, etc.).

Written translation of English abbreviations:

This method is usually used for micro text. This method occurs when the above methods cannot be used.

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Formation of a new Uzbek abbreviation:

This method is only used if the translator is familiar with the field. The new abbreviation is used in consultation with special workers, ie professionals in the field.

It is important for a translator to know typical, standard business vocabulary. For example,

- Splash headline (not "big headline") - bright ad

- To bury a story (not to place an item on the back) - to bury a story in an inconspicuous place

The large number of such examples suggests that there is a specific "Business English" language, which is somewhat difficult for a business translator and requires special attention.

The translator should always be aware of the words and phrases that occur in different areas. For example, today the word "package" is used instead of "complex" to convey the concept of "complex" to the reader.

In the translation process, of course, the characteristics of the context are taken into account. Some phrases may not be appropriate at this time. Knowing the appropriate English terminology in the working language is just as important as knowing the equivalent words, because English is a general language.

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