OUR CAPABILITIES IN FORMING THE TERMINOLOGY OF OFFICE WORK IN THE UZBEK LANGUAGE

Sadinova Nafisa Usmanovna

PhD, Navoi state pedagogical institute (Uzbekistan)

ABSTRACT

This article discusses internal and external sources of sector records management in the Uzbek language, their capabilities, characteristics and features, explains that the words related to the field office in the Uzbek language, representing a certain item and the concept of clerical, anciently used in the Uzbek language are common words that are part of the wealth of the Uzbek literary language. Referring to the works of Mahmoud Koshgari "Devonu lugoti Turk", Yusuf Khos Hajib "Kutadgu Bilig", Alisher Navoi "Muktamatul dictionary", as well as Babur "Baburnoma", it was noted in detail that they contain many words and terms directly or indirectly related to the office work of that time, and some of these words are based and proved on examples that currently serve as the basis for the formation of document names. It was also noted that dictionaries compiled in the language of these works show how a number of terms of office work in various fields of science have developed and developed, which indicates that a specific state system, the order of office work and documents, their style and vocabulary have been developed in Central Asia since ancient times.

KEY WORDS: *internal capabilities, external capabilities, documents, office work.*

INTRODUCTION

The terminology of the modern Uzbek literary language was formed on the basis of the centuries-old historical development of the Uzbek people and came to a modern form. Therefore, the terms in it coincide in different periods of origin and time of formation.

THE MAIN PART

As you know, the composition of the dictionary of the Uzbek language consists of its own layer and the learned layer. Also, the sphere of terminology that makes up a certain part of our language, including the sphere of office work, has its own words and learned words of the Uzbek language. The internal source is the native layer of the Uzbek language, which includes words of the Uzbek language common to the Turkic languages, and words made on the basis of specific laws of the language, with internal capabilities.

In every language of the world, including Uzbek, the main source of the vocabulary of this language is the common language. Terms are usually formed from root words and base words. In this process, the national language uses ready-made models (forms)of word formation methods that exist in the language, while other languages use words based on these models, adapting them to their models. [1]

Speaking about using the internal capabilities of the native language in enriching the terminology of office work, we should pay attention to the three cases mentioned above. First of all, each specific language, including Uzbek, will contain words related to the field of office work, representing a specific subject and concept in office work. These are common Turkic words that have been used in the Uzbek language since ancient times and are considered part of the richness of the Uzbek literary language. The second group of words related to the sphere consists of terms that are directly, not indirectly, related to office work, related to administrative-legal, socio-political, economic and other fields of activity, but are actively used in the field of office work. Finally, vocabulary units formed using various affixes to Express concepts of office work are also an internal source of enrichment in this area.

Thus, a certain part of the terms of office work in the Uzbek language is made up of Turkic, that is, common Turkic words. The value of ancient written sources is extremely high when such words-terms appear, they are enriched, converted and brought to the present time in a certain amount. Such rare sources are the works of Mahmoud Kashgari "Devon lugatit Turk", Yusuf Khos Hajib "Kutadgu Bilig", a huge heritage of Alisher Navoi, in particular, "Maktabatul slavetin", "Moonshot", "Wakfu", "Baburnama", a number of historical works, Agahi.

In the work of the great komusian scholar Mahmud Koshgari "Devonu lugoti Turk", which is a joint monument to the Turkic peoples, there are many words and terms directly or indirectly related to the office work of that time, the main of which are:

алïм – "the scientist borrowed debt" (17) [4], *алïмчï* – "creditor" (17), *алïмға* – "the writer with the Turkish letter to the king" (17), *арқучï* – "mediator" (25), *барïғ* – "promise Covenant" (59), *бэг* – "king" (62), *бэклïк* – "kingik" (69), *бітігγ* – "the debt" (70), *бітік* – "borrower" (70), *бітітγучі* – "bytovoi" (70), *будун башғанï* – "services team, the President" (76), *japïш* – "distribution" (116), *japлïғ* – "sailing line, the command" (116), *jумушчï* – "king, mediator" (141), *кэңäш* – "council" (154), *кэңäшлïк* – "consultation" (154), *кэңäшсïз* – "without consultation, without council" (154), *кγнлγк* – "cobbler" (174), *кγсγргä* – "into the papers folder" (176), *манчу* – "salary" (178), *мараз* – "hired worker" (179), *муjанчïлïқ* – "mediation" (180), *орду башï* – "the man in the service of kings" (186), *орунчақ* – "deposited" (187), *оғур* – "II state, Station; IV cost; evaz, head-to-head" (191), *öтγнді* – "firewood, delivery" (201), *öтγнч* – "debt (ўғуз.)" (201), *саw* – "message" (201), *сатïғ* – "trade, commerce" (210), *сатғуч* – "vendor" (211), *сэjïш* – "payment" (216), *таwар* – "brand" (240), *таjаңу* – "mediator" (242), *тамға* – "seal" (246), *тамғалïғ* – "sealed" (246), *тануқ* – "witnes" (247), *тануқлуқ* – "testimony" (247), *тархан* – "king" (252), *тэгшут* – "place of residence" (259), *тэргі* – "salary" (264), *тïғрақ* – "messenger, running" (267), *тïрïк* – "assembly" (271), *тïрнäк* – "meeting place of people" (271), *тöрγ* – "I law, rule, justice; II picture, custom" (279), *тутруғ* – "testament" (286), *тутуғ* – "strangling of the voice" (287), *туғрақ* – "khan's seal (ўғуз.)" (289), *уқа* – "guarantee, guarantee" (309), *улγк* – "share" (313), *хақан* – "king" (318), *хумару* – "I inheritance; II memorization" (318), *қур* – "career, level-chin, color" (377) and so on.

At the same time, the dictionary also contains verbs such as *йазδï, бітіді, білді /*

білдірді, кöчγрді which currently serve as the basis for the formation of such document names as *writing, notification, extract*.

It is interesting that out of more than 90 words designated in this dictionary as involved in the conduct of business, only one word – *Amir* (variant – *hamir*) is Arabic, the rest belong to the General Turkic layer. One of the reasons for this can be explained by the fact that the purpose of Mahmud Kashgari in compiling this dictionary is to reflect only the Turkic vocabulary of that time.

One of the rare written monuments that is not inferior to "Devon lugoti Turk" is the work of Yusuf Khos Hadjib "Kutadgu Bilig", which is important in the formation and development of the terminology of office work in the Uzbek language. In the explanatory dictionary compiled on the basis of a comprehensive study of this work, we found more than 120 words and terms that are directly and indirectly related to office work [3]. Unlike "devonu lugotit Turk", this word is a term in which there were 35 Arabic and 3 Forsh words among the terms. In the dictionary, therefore, in the work "Kutadgu Bilig" the main words-terms are:

aғïčï – "treasurer, silk clothing and fabric keeper" (18), *ayaғ* – "address, nickname" (21), *alïm* – "bait, scientist, what to take" (25), *amanat (a.)* – "deposited" (28), *asïғ* – "profit" (40), *aščï baši* – "chief programmer" (42), *aǯunčï (s.+ čï)* – "king" (52), *badal* – "thereupon" (57), *barat* – "rank" (61), *basčï* – "head, chief" (63), *bašlïғ* – "chief" (64), *beg* – "king" (66), *beglik* – "kingik" (67), *bilig* – "knowledge, science" (71), *bitig* – "book, record, letter, document" (73), *bitigčï* – "secretary" (73), *bitigü* – "pen, writing gun" (74), *bodun* – "people, population, people" (76), *buyruq* – "command, command, decision, position, rank" (81), *čaғrï (бег)* – "palace title" (88), *čawlï (бег)* – "palace title" (90), *čïqïš* – "I chorus, Chor; II harajat, hrac" (94), *da'va (a.)* – "claim" (96), *daftar (ф-т.)* – "book" (97), *davat (a.)* – "tile" (97), *elčï* – "ambassador, messenger" (103), *elig I* – "king" (103), *farïza (a.)* – "obligation, duty, obligation" (120), *haǯib (a.)* – "palace usher" (127), *huǯǯat (a.)* – "proof, document, proof" (129), *yalavač* – "ambassador" (147), *yarlïғ* – "order" (156), *yarmaq* – "money, money" (157), *yorïq I* – "road, way of life, Fe'l-at-heart, walking" (174), *yosun* – "yosh, the rule, the picture, the habit, the principle" (175), *yumuš* – "I doing business; II ambassadorship, mission of ambassadorship" (178), *yumuščï* – "I worker, servant; II Messenger, ambassador" (178, *kaғaδ (a.)* – "paper" (183), *malik (a.)* – "king" (215), *manzil (a.)* – "location, accommodation" (216), *miras (a.)* – "heritage" (221), *muhtasib (a.)* – "order holder" (222), *musannif (a.)* – "writer, developer" (227), *nizam (a.)* – "regulations,

order" (233), *oqïʏčï* – "messenger, herald" (239), *qalam* (*a*.) – "stone cutter" (261), *qaraʏu I* – "control, reserve" (265), *qazï* (*a*.) – "qadi" (272), *qumartqu* – "written will" (287), *rayasat* (*a*.) – "management, management" (291), *saqïš* – "calculation" (295), *satïʏčï* – "trader" (297), *sawčï* – "ambassador, messenger" (297), *šari'at* (*a*.) – "islamic court" (309), *tamʏa* – "mark" (314), *tamʏačï* – "self-important" (314), *tanuq* – "evidence" (316), *tapʏučï* – "employee" (317), *tapïʏ* – "accomplishment" (318), *tasnif* (*a*.) – "classification" (321), *tilmäčï* – "translator" (335), *törä* – "law and order" (343), *tutuʏ* – "strangling of the voice" (349), *tutuš* – "dispute, jancel" (354), *vasiyyat* (*a*.) – "testament" (373), *vazir* (*a*.) – "lecture" (373), *vilayat* (*a*.) – "region, district" (373), *xabar* (*a*.) – "news" (374), *xat* (*a*.) – "letter, writing" (376) and so on.

aïïčï – "treasure, Keeper of silk clothing and fabrics" (18), aʏ – "title, nickname" (21), alïm – "mining, scientist, thing to get" (25), savings (a.)- "Deposit "(28), asïʏ – " profit, profit, NAF, income "(40), ašči bašï – " chief programmer" (42), aʒunčï (S.+ Chi) – "ruler, Jahangir" (52), Badal – "Badal" (57), Barat – "rank" (61), Bauchi – "chief, chief" (63), bašlïï – "chief" (64), beg – "Bek, ruler" (66), Beglik – "beklik, rule" (67), knowledge – "knowledge, science" (71), bitig – "book, letter, letter, document" (73), bitigčï – "Secretary, Mirza "(73), bitigü – "pen, written weapon " (74), bodun – "people, population, people" (76), order -" order, Order, decision, position, title" (81), čaïrï (beg) - "title of the Palace" (88), čawlï (beg) – "title of the Palace " (90), čïkïš – "I am out, measure; II Cost, output "(94), claim (a.).- "claim "(96), notebook (F-T).)- "notebook, book " (97), davat (a.)- "ink "(97), elčï – " Ambassador, correspondent "(103), elig I – " ruler" (103), farïza (a.)- "duty, duty, obligation "(120), haʒib (a.)- "khozhib " (127), khujat (a.) – "proof, document, proof" (129), ylavač – "Ambassador" (147), yarlïʏ – "order, decree" (156), Yarmak – "money, money" (157), yorïc I – "leadership, lifestyle, character, behavior" (174), yosun-"Yusin, rule, picture, habit, principle" (175), yumuš-"I yumush, ish; II Embassy, mission of the Embassy" (178), yumuščï-"I am an employee, a servant; II messenger, Ambassador "(178, kaδaδ (a.)-"paper " (183), Malik (a.)- "Malik, ruler" (215), address (a.)- "address, residence" (216), inheritance (a.)- "legacy" (221), muhtasib (a.)- "Keeper of order "(222), musannif (a.)- "writer, compiler " (227), Charter (a.- "Charter, order" (233), okïččï – "Bulletin, jarci" (239), Kalam (a.) – " pencil "(261), karaʏu I - " control, inspection" (265), kazï (a.) – " Kozi "(272), kumartku - " will, inheritance " (287), rayasat (a.) – " management, management "(291), sakïš-" accounting "(295), satïʏčï – " trader "(297),

sawčï – " Ambassador, messenger "(297), šariat (a.) – "Sharia "(309), tamʏa – " Tamga "(314), tam .ačï – " tamgachi "(314), tanuk – " witness "(316), tapʏučï – " servant "(317), tapïï – " service " (318), classification (a.)- "classification "(321), tilmäčï – " translator "(335), törä – " law-rule "(343), tutuʏ – " pledge "(349), tutuš – " conflict, scandal" (354), Testament (a.)- "Testament" (373), vizier (a.)- "vizier "(373), Vilayat (a.)- "region, district "(373), Khabar (a.)- "message "(374), letter (a.)- "letter, letter " (376), etc.

One of the sources that played a significant role in the formation and development of the terminology of office work in the Uzbek language is the work of the classic Uzbek poet and statesman Zahiriddin Muhammad Babur "Baburnoma". Being well-informed in the field of literature, linguistics, politics, military art, medicine, geography, botany, Zoology, Metrology and other Sciences, Babur in his work applied many terms in these areas, in the necessary places gave them sound scientific explanations. As the head of state, he paid great attention to the correct management of office documents, including the correct use of words and terms in them, since he directly managed Affairs (office work)Devon's. As a result of studying two explanatory dictionaries [5,6] created in the baburnoma language, we found that it used more than 160 words and terms related to office work.

It should be noted that for the period since the creation of the work" Kutadgu Bilig "do" Baburnoma" terms of office work have increased due to dictionary units that have mastered other languages. Compare: if in "Kutadgu Bilig"there were 35 Arabic, 3 forshan words, then in "baburnam" the ratio changed as follows: 80 Arabic, 24 forshan, 6 Mongolian and 2 Indian words were associated with office work. In addition, there are hybrid terms formed from combining elements of Arabic, Persian, Turkish languages such as arsecast, Armani, grace, property, cash, and nomaru, itabashi, parvonachi, tahsildar, fatema, hisonce. This situation indicates the growing influence of Arabic and Persian in General in the Uzbek language and in some terminological systems.

In the works of Alisher Navoi, we see that among the terms related to the conduct of tertiary business, Arabic and Persian words are even more predominant.

Since words related to the office work of those times were widely and actively used, some of them also mastered other languages. Russian Russian, for example, uses the words "pencil "and" label", which are also borrowed from the original Turkic language, made from the words pencil – Kara dash (black stone) and mastered in Russian in the form of a pencil. The label is borrowed from the Turkic word

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"label". The label was a privilege granted by Khan and meant" document". Currently, this word has entered the Russian language in the form of "labels "and means "label". The strong influence of the Arabic and Persian-Tajik languages also affected the consumption of words related to office work in Turkish. For example, names such as label, command, tarkhanstvo (darxonlik) and a number of other documents are purely Turkish, some of which are still used.

Alisher Navoi, in his essay" Debatsamatul-dictionary", writes about the affix-Chi: "there is another tradition that at the end of some alphabet" CH, and "Chi" lafzidur, arttur either to indicate a profession or profession; this is in Persia jauktur, but they also speak Turkish. In the career of andocchi, Kurchi and Aquarius, hizonachi and mallards, and riders, and spear, and glory, and Countryman, and elephant, and octopus-this is a multi-faceted. In the craft and craft of andokki, poultry and borscht, and Builder, and tamgachi, and jibachi, and instructors, and halvachi, and sailors, and sheep. Andoche in bird hunting is istilah of border, andoche, goats and Cuvee, as well as tornaci, deer and zvucnici, grade latsida. And many of them speak Turkish." [2]

This phenomenon shows that even at that time it was about internal capabilities. Jasmine words formed on the basis of an internal source, that is, their own internal capabilities of the language, also form a certain part of the terminology of office work. There are three pronunciation States in the Uzbek language. Linguists N.Yarashova, R.Yusubova also in his research expressed their opinions about it [1, p.128]. Based on this opinion, we have divided the Jasmine terms into three:

1) words formed from the original Uzbek words using Uzbek suffixes: Association, graduate, head, management, violation, order, customer, Department, graduate, participant, manual;

2) a borrowed word + words formed from the Uzbek word in the form of an engine. It, in turn, is divided into several types:

- Tajik word + Uzbek Supplement: witness, disabled person, warning.

- Arabic word + Uzbek Supplement: Ministry, succession, statehood, victim, performer, explanation, without signature, without accounting, economist, guarantor, without position, worthy, consultant, without knowledge, independence, controller.

- terms formed using Uzbek suffixes from baynalmak words: archivist, birzhach, laboratory assistant, agent, passport, certified, postman, cashier;

3) words formed from proper and borrowed words using other language means: archivist, shareholder, employee, official, scientific, reference, notification, act, printed, ordered, registered, confidential, directing.

This means that although one of the components or components of the word jasma originally belongs to another language, but if jasma (jasma) was created in the language itself, this word is a word that has its own layer.

CONCLUSION

In General, the works of Mahmud Kashgari, Yusuf khosib, Alisher Navoi, Zahiriddin Muhammad Babur and other scientists, dictionaries compiled in the language of these works, various fields of science indicate how the terms of office work were formed and developed, which indicates that a special state system, the order of office work and documents, their style and vocabulary developed in Central Asia since ancient times.

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