

LANGUAGE FEATURES OF THE GENRES OF OFFICIAL BUSINESS STYLE

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***Abstract:** Official-business style stands out among other book styles with its stability, closure and standardized. Despite the large variety of business documents, their language strictly obeys the requirements of official-business presentation: the accuracy of the formulation of legal norms and the need for absolute adequacy of their understanding, the composition of the mandatory elements of the design of the document providing its legal rule of law, the standardized nature of the presentation, the stable form of the location of the material in a certain logical sequences*

***Key words:** genres, documents, norms, official-business style.*

INTRODUCTION

Official-business style genres like other styles - certain "relatively stable thematic, composite and stylistic types of" works "(M M Bakhtin).

In an official-business style (comparatively, for example, with a scientific style), the genre is strongly active Factor, i.e. genre stylistic differences in business speech texts are expressed clearly and definitely.

Due to the need to teach the office work and editing of the official documentation, a methodological aspect was obtained, which found an expression in an applied editions with recommendations for complying with the functional and genre norm, the rational use of language tools and improving the efficiency of business communication (see Works P.V. Veselova , A.K. Demidova, and E.A. Smirnova, M.V. Koltunova, F.A. Kuzina, L.V. Rakhmanina, I.A. Sternina, B.S. Schwartzkopfa, etc.). With the development of linguerial projects, the last decade

continued to study the oral genres of business speech, in particular production, as well as diplomatic speeches (N.N. Romanova, A.V. Philippov, 1999), speeches-ideas (M.V. Koltunov, 2000).

MAIN PART

Expanding the scope of business communication due to social changes in the twentieth century. And the emergence of new genres of oral and written formal business speech and their penetration into speech practice is becoming very relevant to their study in order to develop regulatory and stylistic recommendations. The actual and volatile genre variety of official-business texts is still not sufficiently studied due to the limitation of the object of study the most well-known and significant genres of the type of law, order, statements and certain. Dr. Jurisdictional documents (written form of speech) are individual legal acts issuing the application of legal norms in specific life situations (civil, criminal and arbitration cases). Among them, several groups can be distinguished:

- 1) prescription documents, the typical content of which is to reflect the decision of a procedural issue;
- 2) writing documents (cassation complaints, cassation protests, instructions, subscriptions, obligations, etc.) containing petitions;
- 3) Informing Documents - Protocols (testimony, inspections, searches, etc.), fixing the course and results of the procedural action carried out by the investigator, a person who produces inquiry, in the investigation of criminal and civil cases, as well as an arbitration court in the proceedings of arbitration cases.

From the first group, consider sentences and indictments. The verdict is a document, the target installation of which to record the decision made at the court hearing on the guilt of the defendant (accusing) or its innocence (justification), as well as on the application or non-imposition of a certain sentence. The document consists of three parts:

- 1) an introductory, containing a summary of the circumstances of the sentencing;
- 2) the main comprising a description of the criminal act and proof of its commit;
- 3) final, operative.

The first part, revealing the circumstances of the sentencing, is syntactically organized into one sentence and distributed: a) time circumstances (reporting on the date of sentencing), places (reporting on the location of the court, which decided the sentence), b) a number of homogeneous definitions containing the data on the defendant; c) the definition that contains a reference to the article of that criminal law, in violating the defendant.

The main part of the document includes the following set of details: a) a description of the criminal act recognized as proven; b) the exhibition of evidence on which the conclusions of the court, or evidence that was founded to justify the court; c) instructions on circumstances mitigating or aggravating responsibility, or motives explaining why the court rejects the evidence on which the accusation was built. When describing criminal actions, verbs and verb shapes are used, temporal units and linguistic means indicating the place of the crime.

In the operative part, the neutral-state-state tone of the main part is replaced by directive, here are set out: a) the court decision (accusation or excuse); b) the form and amount of punishment or an indication of the abolition of a preventive measure; c) decision on a civil suit or decision on damages; d) addressing the issue of material evidence, on the distribution of court costs, the procedure and period of cassation appeal and protesting the sentence. This part of the documents is organized by the rubrication, the content of the decision is transmitted by infinitive proposals.

The indictment is a procedural document on the completion of the preliminary investigation, the purpose of which is the rationale for the withdrawal of the investigator (the inquiry authority) on the adequacy of the data for the judgment of the accused. The genre form of the document is three speech actions:

- 1) the presentation of the creature of the case;
- 2) analysis of the assembled evidence;
- 3) the formulation of the charge.

The descriptive part sets out the essence of the case: the place and time of the crime, its ways, motives, consequences, and others. Significant circumstances; information about the victim, as well as evidence that confirm the presence of a crime and guilt of the accused; The arguments referred to as accused of their protection and the results of checking his arguments. The operative part provides information on the personality of the accused and the charges are presented with an indication of the article or articles of the law, providing for this crime.

The logical composition of the documents described is the alternation of standard and free text. The stylistic features of the documents are determined by the nature of the information being described: the event information is transmitted by the description of the actual circumstances of the case (indication of the place, time acting and their actions); The statement information is expressed by clisphanized structures introducing into a situation and indicating procedural action and their rationale; Supporting information is inductant-imperative structures.

Oral texts are also widely used in the legal sphere - interrogations, surveys, judicial speeches (see Judicial Ogrand).

Administrative documents (a business dossier of the company) is a set of necessary documents regulating relations both within the company and beyond, with other enterprises.

Often, documents serve as written evidence in the event of property, labor and other disputes. Documentation of information is carried out in the manner, which is established by state authorities responsible for organizing office work and standardization of documents. In managerial activities, a variety of documents are used, handwritten, typewritten, compiled on a computer obtained by telexcus, email, etc.

CONCLUSION

Documents have many features, among which the communication should be allocated to support external communications of enterprises and organizations, and legal, allowing to use business papers as evidence when considering controversial

issues. A number of documents have already been initially endowed with legal function: these are negotiable documentation, legal acts of public administration, notarized documents, etc.

Each genre exists officially adopted, and more often approved by GOST form, or the amount of details, as well as their location scheme, which gives them legal significance. In accordance with the genre of business text, linguistic means are regulated, which leads to the use of sustainable, clichéd expressions and syntactic structures, proven long-term practice.

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