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ABSTRACT

of the dissertation for the degree of Doctor of Philosophy

OFFICIAL-BUSINESS STYLE IN ENGLISH

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GENERAL CHARACTERISTICS OF THE RESEARCH

The relevance of the theme and the degree of development. In connection with the great changes taking place in the economy of our country in modern times and the process of integration of international communication into the world market in English, it turned out that there is a need to train the specialists who have mastered business English at a high level. English is recognized as an international language of communication not only in business, economic, but also in various fields of application and this sphere is also distinguished by a noticeable specialization at different levels of language hierarchy. Due to the steady expansion of foreign economic relations of our country, a gradual increase in the number of people involved in the sphere of entrepreneurial activity, international standards are being introduced into the world languages, in particular, the norms and rules of the official business English language. In modern conditions, when the real functionality of a language system with the "factors of communication" is involved in the analysis, such studies are considered topical in which language phenomena, including texts, are studied taking into account functional and pragmatic parameters.

In this regard, the present study can be considered as an attempt to analyze official business English as a functional version of this language within the system, as a social phenomenon determined by the use of language tools in a specific communicative situation. The analysis focuses on specific vocabulary, morphological means and syntactic constructions, terms, stable and unstable combinations, standards and labels that have an official business character, used in official business style texts. Due to the fact that until now the formal and business style of the English language has not been the object of special research in Azerbaijani linguistics, conducting such a study for the above reasons is topical.

The degree of elaboration of the topic was carried out in various directions in the scientific world. So I.R.Galperin, I.V.Arnold, I.S.Volskaya, Y.M.Skrebnev, I.A.Samedova, A.M.Mehdiyev, S.Fataliyeva and other scientists wrote books and

conducted research. Along with these theoretical sources, as well as materials from lexicographic sources, official business style texts selected from the electronic means of "Internet" mass media system were applied in the dissertation.

The object and the subject of the research. The object of the research is the official business style of the modern English language.

The subject of the research is the study, systematization, investigation of lexical and grammatical norms and regularities of the official- business style of modern English language, determination of trends of changing style parameters in official-business texts.

The purpose and tasks of the research. The main purpose of the research is to examine the official business style from the point of view of communicative, lexical-phraseological and syntactic stylistics of the English language, to determine the main development trends of official business style. To achieve this goal, it is important to perform the following tasks:

− to give a brief overview of the history of the formation of the official business style;

− to determine the factors affecting the language development of official business style documents;

− to characterize changes in the language of official business style documents;

− to analyze the types of documents on official business style;

− to define the norms, genres and functions of the official business style;

− to review linguistic (lexical and grammatical) features of official business style texts.

Research methods. The method of observation and descripttion, as well as contextual analysis were used in the dissertation. In addition, the method of component analysis (semantic analysis of stable word combinations components, analysis of dictionary definitions), which is widely used in modern stylistics, was used.

As research materials parliamentary speeches, contracts, bank documents, diploma, invitation, charter, official correspondence and letter, resolution, protocol and other document texts were used.

The main provisions of the defense:

− it shows that the division of official business style into semi-styles and genres needs a more accurate and detailed analysis. The official English language serves as a means of communication at the modern stage of development of the international community. The official business style is divided into legislative, legal, administrative and diplomatic sub-styles;

− the regulation, complexity, excess and non-emotional nature of the official business style are in most cases the result of adaptation to the concrete communication conditions characterized by the lack of direct communication between the communicants;

− unlike the artistic style, the meaning of the working text is stable, does not change;

− the combination of different styles is observed in verbal forms: the genre of judicial speeches and chronicle occupies a middle position between legal sub-style and journalistic style; diplomatic negotiations, parliamentary speeches, and etc. occupy a middle position between the diplomatic sub-style and the journalistic style;

− since individual characteristics are not reflected in the legislative half-style, it changes too late. Other half-classes, such as diplomatic and administrative-commercial half-classes, exhibit variability because they are more dependent on extralinguistic factors;

− extralinguistic (socio-psychological) factors of communication conditions have a great influence on the formation of administrative-trade, diplomatic, legal and military sub-styles of the English language, as a result of which loanwords in these sub-styles and expressively-emotional units are formed. But the metaphors used in the official business style are "deleted"/"dead" metaphors.

Scientific novelty of the research is that for the first time an attempt was made to systematically analyze the official business style in modern English literary language. Along with the formation and development of the official business style, the history of its formation, participation in these processes and the influence of other languages, styles and their written traditions are studied. Characteristic features of this style have been identified, lexical

expressions, grammatical features and so on have been revealed. Certain attention has also been paid to the extra linguistic factors influence on the development of functional styles of the literary language. This topic has been studied in Azerbaijan for the first time and in the future provides a basis for deeper study of separate sub-styles of the official business style in English.

The theoretical and practical significance of the research. Is that the results of the study of text materials related to the official business style of the English language clarify our ideas about the essence of this style. The material of the dissertation gives new information about the unique norms, genres and functions of the official business style, linguistics features: lexical-semantic, morphological and syntactic features, as well as similar and different aspects of the official business style with other styles. The method of complex analysis of this style can also be used in the description of other styles.

The findings of the research can be used in teaching of stylistics, preparation of special courses and preparation of English language teachers. Also, the material of the dissertation can be taken as a basis in the preparation of lesson materials.

The approbation and application of the research. The main provisions of the dissertation are reflected in reports at Republican and international conferences and in scientific journals (14 published articles and theses).

Name of the organization where the dissertation work was performed. The dissertation work was performed in the Department of Indo-European languages of the Institute of Linguistics named after Nasimi of Azerbaijan National Academy of Sciences.

The structure of the dissertation with a sign including a separate volume of the structural units of the dissertation. The dissertation consists of an Introduction, 2 chapters, a conclusion, a list of references and appendices. The introduction of the dissertation is 5 pages, 8724 symbols, the first chapter is 58 pages, 108227 symbols, the second chapter is 63 pages, 113492 symbols, the conclusion is 3 pages, 4498 symbols. The total volume of the dissertation is 234 941 symbols, excluding the list of references used.

MAIN CONTENT OF THE DISSERTATION

The **"Introduction"** section of the dissertation provides general information about the topicality, goals and objectives, scientific novelty, theoretical and practical significance, methods and sources, object, research subject, defense provisions, approbation and application of the research, as well as the structure of the dissertation.

Chapter I of the dissertation entitled **"History of formation and general theoretical issues of official business style"** focuses on creation, formation, language of documents, rules of compilation, norm of style, sub-styles, genres, functions of official business style.

The history of the formation of the official business style of the English language is studied in the first sub-chapter of the dissertation. It is noted that the history of documentation dates back several centuries. A.A.Putin notes that the official business style already exists in the style layers of the ancient English language[1]. In the ancient English era, only separate genres of working papers existed: law, charter, bequeath. T.V.Uskova in her study showed that a number of legal terms in modern English are still reflected in written monuments of the VII century: *"bequeath, goods, guilty, land, manslaughter, etc"*[2].

In Anglo-Saxon period, stable rules in the written form of the official business style of the English language were not yet noticeable, a large number of variants were observed in the compilation of genres[3]. Early texts focused on aesthetic, "magical", informational, regulatory and other functions. In later periods, texts begin to gradually differ according to their functions. In the

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[1] Путин, А.А. О тропах устойчивых словесных комплексов английского языка древнего периода / Структура лингвостилистики и ее основные категории. Межвуз. сб. науч. тр. – Пермь, – 1983. – с.53.

[2] Ускова, Т.В. Когнитивно-дискурсивные особенности англоязычной юридической терминологии: / автореферат дис. кандидата филологических наук / – Москва, 2008. – с.12.

[3] Маловичко, М.Г. Становление и развитие функционального стиля официально-деловой документации в английском языке: прагматические, семантические, структурные аспекты: / дис. кандидата филологических наук / – С.-П., 2002.– с.144.

documentary genres, certain signs of artistic style were used: speech formulas that perform the "magical" function (for example, *in pursuance of* – icrasına, icrası ilə, *with respect to* – hörmətlə), parallel constructions. Early law texts consisted of magical spells. This also allowed the priests to memorize the texts, carrying out legislative powers. Alliteration was processed in poetic characteristic data and positive features called for someone's benefit: *mild and merciful*. A.A.Putin brings these examples to alliteration: *habban ond healdan – to have and to hold* – malik olmaq və saxlamaq (this stable word combination is inherent in the purely official business style and is currently in use); *lastas lecgan* – getmək, yerimək (hərf. *iz qoymaq*); *worda ond worca – in word and work* – sözdə və işdə (əməldə)[4].

The formation and development of the official-business style coincides with the middle and new periods of the English language. In the Middle English period, business documentation increases the number of genres, and in the New English period, the rules of their compilation emerge. During the period when Britain came to the rule of the Normans (XI-XIV centuries), that is, during the Middle English period, thousands of words entered the English language both from the French language and through the French language from the Latin and Greek languages: *attaché, embargo, courtoisie, detente, nuncio, ukase*, etc.

At the new English stage, the main features of the style are formed: as a result of the generalization of information and at the same time its redundancy, nominativity, maximum expression of logical connections between phenomena, which led to the predominance of subordinate compound sentences in the syntax[5].

"By the XV century, complex sentences appear as structural units, and starting from the XV century, superphrase combinations –

[4] Путин, А.А. О тропах устойчивых словесных комплексов английского языка древнего периода // Структура лингвостилистики и ее основные категории. Межвуз. сб. науч. тр. – Пермь, – 1983. – с.55.

[5] Маловичко, М.Г. Становление и развитие функционального стиля официально-деловой документации в английском языке: прагматические, семантические, структурные аспекты: / дис. кандидата филологических наук/ – С.-П., 2002. – с.145.

microtexts, which, in their form, can correspond to both a complex sentence and several complex sentences or simple sentences"[6].

I.M.Sipina concluded that the semantic field of "diplomacy and foreign policy" was enriched in the XIV-XVI, XVIII, XIX and XX centuries[7].

In our opinion, as diplomacy and politics are constantly evolving and changing, the vocabulary of this sphere is constantly developing and growing. These words are proof that it is in development: *"Internet diplomacy, online diplomacy, cyber diplomacy, digital diplomacy, e-diplomacy, e-diplomat, electronic diplomacy, virtual diplomacy, e-international relations, public diplomacy 2.0, e-policy, foreign policy online"*[8]. These words are not sufficiently reflected in dictionaries. Of course, the official business style of the English language is still in development, although it has passed a long development path. This is conditioned by both linguistic and extralinguistic factors. The linguistic factor shows that language is constantly developing, without this development language is out of use, and since the extralinguistic factor is related to society, the changes taking place here are reflected in the language.

In the second sub-chapter of the first chapter, the research issues of the official business style of the English language are considered. In the study of functional styles of English I.R.Galperin's research can be considered a reliable source[9]. A.N.Morokhovsky, O.P.Vorobyova, N.I.Likhosherst and Z.V.Tymoshenko rightly note

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[6] Маловичко, М.Г. Становление и развитие функционального стиля официально-деловой документации в английском языке: прагматические, семантические, структурные аспекты: / дис. кандидата филологических наук/ – С.-П., 2002. – с.179.

[7] Цыпина, И.М. Сопоставительный анализ семантического поля «дипломатия и внешняя политика» в английском и русском языках: / автореферат дис. кандидата филологических наук/ – Москва, 2013. – с.10.

[8] Цыпина, И.М. Сопоставительный анализ семантического поля «дипломатия и внешняя политика» в английском и русском языках: / автореферат дис. кандидата филологических наук/ – Москва, 2013. – с.11-12.

[9] Гальперин, И.Р. Очерки по стилистике английского языка. – Москва, – 1958; Galperin, İ.P. Stylistics.– Moscow: Higher school, – 1977.– 332 p.

that in practice we come across a mixture of styles[10]. A.N.Morokhovsky and co-authors divide texts of certain styles into genres. I.V.Arnold's "*Stylistics of modern English*"[11] does not take into account the formal style. No classification can be complete, universal, useful (suitable).

I.S.Volskaya distinguishes 2 types of the studied style: strong and weak. In the division, the official-business style refers laws to the strong type, and other business documents to the weak type. The formal style considered "strong" is considered by the researcher as invariant, that is, the main, fundamental system[12].

M.N.Kojina drew attention to two types of assessment - linguistic and functional assessment in a given context[13]. For example, an expression such as" herein after referred to "("here in after referred to as") has a linguistic value even when taken out of context. Because this word combination is considered a stable lexical unit inherent in the official-business style. In contrast, the combination of the auxiliary verb ("*shall*") with the independent verb carries functional value in the contract text.

Rules in the official business style are more observed, the degree of regulation is higher in the official formal style than in the scientific or journalistic style.

In the third sub-chapter of the first chapter the official business style is considered as the language of laws and official documents in which social-legal relations are regulated. *"Documentation covers the diplomatic, legislative, administrative, economic-political and social activities of the state. Interstate and interstate relations are formalized and regulated by documents. The documents not only have important legal content, but also have*

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[10] Мороховский, А.Н., Воробьева, О.П., Лихошерст,Н.И., Тимошенко,З.В. Стилистика английского языка. – Киев, – 1984.

[11] Арнольд, И.В. Стилистика современного английского языка: Стилистика декодирования. – Москва: Просвещение, – 1990. – 295 с.

[12] Вольская, И.С. Дифференциальные признаки официально-делового стиля речи на синтаксическом уровне: /Автореферат дисс. кандидата филологичес- ких наук/ – Москва, 1966. – с. 12.

[13] Кожина, М.Н. О речевой системности научного стиля сравнительно с не- которыми другими. – Пермь: ПГУ, – 1972. – с.120.

historical significance"[14].

A document is a text that governs the actions of people and is of legal importance. *The purpose of the documents* is to reach an agreement between the two sides; to declare the terms and conditions that bind the two sides in the agreement. In dictionaries, the word "document" means item, behavior, writing or historical writing that supplies proof'. For example, in the Oxford Dictionary: *"Document – noun, verb. 1. An official paper or book that gives information about sth., or that can be used as evidence or proof of sth.: legal documents; travel documents"*[15]. Obviously, for a stylist, this is a very broad meaning. And here it can be given in a narrow sense: *official written evidence* (evidence, proof, argument). The text serves as an official confirmation of several proofs (evidence). There are different types of documents: receipts and commercial accounts, tax documents, acts of state affairs, protocols, credentials of diplomats, etc. Each species has its own specific features. And their common feature is the use of ready-made expressions, clichés. The process of standardization and unification covers all linguistic levels of business documents: morphological, lexical, syntactic and textual structure; however, it determines the uniqueness of the formal-business style. Unification of documents allows you to mold any situation in the form of text. For example, the presentation of the parties, the subject of discussions, the sequence of settlements, the duties and rights of the parties, the validity period of the contract act as cliché parts of the text of the contract.

Within the framework of the sub-style, *options* are selected that differ from each other in functional, compositional and linguistic aspects. For example, the main types of texts of the legal sub-style are an order (indictment, court verdict, court decision, decision/resolution on arrest or search), a request (cassation complaint, cassation objection, annotation, annotation, commitment,

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[14] Mustafayeva M.M. Azərbaycanda rəsmi-işgüzar üslub və sənədləşmə tarixindən. // Bakı Slavyan Universitetinin Elmi əsərləri. Dil və ədəbiyyat seriyası, – 2013/ №1, – s.173.
[15] Oxford Advanced Learner's Dictionary of Current English. / Eighth edition, editor: Joanna Turnbull, – Oxford University Press, – 2010. – p. 447.

statement of claim) and information (procedural acts, protocols).

Such features as *logicality, formality, non-emotionality and accuracy* can be attributed to the official-business style as a whole.

In the 4th sub-chapter, style and norm issues are analyzed. In the dictionary of linguistic terms, the style is defined as follows: "Style – 1. It is the type of language that is characterized in terms of choosing language means related to the purpose of communication, linking and connecting selective units"[16]. The vocabulary of the official business style differs in its functional-style: for example, *recipient*, *beyond the jurisdiction of*, *undersigned*, *damages*, *to lodge a complete aint against, prosecution*, *revealing, higher*, etc. But if these words are used in other stylistic texts (in journalistic or conversational style), then they are called stationery words.

The language of official business documents, on the one hand, is close to the scientific style, because as a communicative result of both styles, changes occur in the knowledge of the addressee, both styles relate to the type of style that performs the function of *intellectual communicative*, that is, to the style of reporting, informing[17]. Accuracy and uniformity in data transmission; features such as the wide use of glishes also combine both styles. On the other hand, this style is close to the journalistic style, as the result of the influence of both style texts manifests itself in the activity of addressee[18].

The *norm* is the use of only part of the options offered by the system. The style norm refers to the norms, features that relate to the differences in style. For example, the construction of an expression in an official business style necessarily requires compliance with all style rules. The following features are characteristic for the official

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[16] Adilov, M.İ., Verdiyeva, Z.N., Ağayeva, F.M. İzahlı dilçilik terminləri. – Bakı: Maarif, – 1989. – s.297.

[17] Fataliyeva, S. Stylistics of the English Language (Dərs vəsaiti). – Bakı: Mütərcim, – 2011. – s.26.; Арнольд, И.В. Стилистика современного англий-ского языка: Стилистика декодирования. – Москва: Просвещение, – 1990. – 300 с.

[18] Баталова, Т.М. Виды и средства коммуникации в стилевом расслоении литературного языка. // Прагматика и стилистика. Сб. науч. тр. – Москва: МГПИИЯ им. Мориса Тореза, – 1985. вып. 245, – с.180.

business style: *"1. A clear and concise explanation of the issue; 2. No more unnecessary expressions"*[19]; 3. Very little individualization of the style. The development of clerical stamps helps to express the idea in a concise and accurate way: *Self-Drive Hire Agreement of a Motor-Car* – rental agreement; *Guarantee for the fragrance of the Contract* – guarantee obligations of the contract; *Delivery Verification* – confirmation of delivery. The transformation of international terms into the lexical norm of this style gives it the character of functional style standardized for all literary languages of the world.

The 5th sub-chapter of the first chapter is called **"The main genres and functions of the official business style".** The researchers present a variety of classification of sub-styles within the official business style. Within the official business style, mainly legislative, legal, administrative and diplomatic sub-styles are mentioned. This difference is due to the division of state power into legislative, judicial and administrative spheres. On the basis of this factor, legislative, legal, administrative and diplomatic sub-styles are mentioned in the dissertation. I.R.Galperin distinguishes the following sub-styles of the official document style[20]: 1. The language of business documents; 2. The language of legal documents; 3. The language of diplomacy; 4. The language of military documents.

In this classification, military documents are also listed as a separate sub-styles. S.Fataliyeva[21] and A.Hajiyeva[22] also agree with classification of I.R.Galperin. Other scientists include military documents in the legislative, but business documents in the administrative sub-styles. M.Gayibova and L.Jafarova distinguish only three sub-styles in the official business style: *military, diplomatic, commercial*[23]. It seems that the legislative or legal sub-

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[19] Ağakişiyeva, Ş.M. Ədəbi dil normaları və üslublar: /filologiya üzrə fəlsəfə doktoru dis./ – Bakı: AMEA, Dilçilik İnst-tu, 2008. – s.118..

[20] Galperin, İ.P. Stylistics. – Moscow: Higher school, – 1977. – p.312.

[21] Fataliyeva, S. Stylistics of the English Language (Dərs vəsaiti). – Bakı: Mütərcim, – 2011. – s. 38.

[22] Hajiyeva, A.K. English stylistics. – Bakı: "Elm və tehsil", – 2015.– p.126/

[23] Qayıbova, M.T., Cəfərova, L.M. Stylistics of the English Language. – Bakı: Azərnəşr, – 2007.– s. 77.

style, which forms the core of the official business style, is not presented separately. In our opinion, such a division does not fully explain the official business style.

The function of style is an abstract category that expresses the generalized purpose of a particular area of communication. According to I.V.Arnold, the style performs 2 functions – *intellectual communicative* function (that is, the function of communicating, informing; as a communicative result of the style, changes occur in the knowledge of the addressee) and *pragmatic* function: the result of the influence of these stylistic texts manifests itself in the activity of the addressee[24]. In the legislative, legal, administrative and diplomatic spheres, three types of activities are noted: directive, administrative and informational (mainly in the form of confirmation//presentation). That is why it is possible to divide the mentioned sub-style texts into three groups: order//direction, application and presentation.

The division of genres is formally reflected in the titles of documents (order, decision, contract, decree, law, resolution, charter, ultimatum, statement, etc.). The genres of the official business style and their functions can be presented as follows:

Legislative sub-style. The main function of the written form is directive, the main function of the oral form is directive and informative. The main types of command texts with a written form: *order, direction, decree, decision, normative acts, resolution;* non-basic types: *instruction, disposal, explanatory letter, advice, commentaries on items (explanation, interpretation).* For example: *"A proprietor has the rights of possession, using and disposal of estate within the limits of legislation"*. Main types of directive texts: *parliamentary speech, parliamentary debates,* etc.

Legal sub-style. The main function of the written form is directive, administrative and informative, the main function of the oral form is administrative and informative. Main types of texts with a written form: *indictment, judgment, court order, search incident to a lawful arrest.* The main types of administrative texts with a written form: *cassation complaint, cassation appeal, undertaking,*

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[24] Fataliyeva, S. Stylistics of the English Language. – Bakı: Mütərcim, – 2011. – s. 26.

commitment, obligation, statement of claim. The main types of informative texts with a written form: *procedural acts, protocols.*

In the official legal document genres, impersonality, objectivity and impartiality are characteristic features[25]. The language of the *Constitution*, which is a legal document, is free of additional shades of meaning, dry and unbiased; its interpretation is direct, clear and logical, impersonal expressions in style, there is a tendency to develop verb nouns, simple and complex terms; numbers, as a rule, are expressed in words.

The indicative character of the information is expressed in modal meaningful verb forms. For example, let's pay attention to the following example from the Constitution of the United States of America: The executive power *shall be vested* in a President of the United States of America (Article II, section I).

The genres of court speeches and court chronicle occupy a middle position between the legal sub-style and the journalistic style. In the public speech of the court, mainly *impressive* and *factual functions* are realised, since the prosecutor and lawyer try to influence the opinion of the judge and jury with their own speeches.

Administrative sub-style. The main function of written and oral form is directive, administrative-organizational and informative. The main types of written directive texts: *organizational documents (constituent agreement, charter, instructions for the position, staff schedule); organizational documents of the department (orders, direction and decisions).* The main types of written administrative texts: *joint application, personal application, explanatory note/explanation, warranty letter, service letter, faxes and telegrams, application, will, commercial letters in the form of claim.* The main types of informative texts with a written form: *financial and accounting documents of the organization (orders, that is, a written order to carry out a certain transaction or buy something, a document; report, receipt, accounts, register, list, estimate, calendar plans, registration card of material resources),* etc. The parts of the

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[25] Самедова, И.А. Функционально-стилистический анализ текстов резолюций по Нагорному Карабаху в англоязычных материалах: / дис. кандидата филологических наук / – Баку: АУЯ, – 2012. – с.15.

business document are as follows: Title, date, name and address, greeting, reference, introduction, main part, final part, seal and signature, appendices.

The main types of verbal directive texts: the order transmitted in person (or indirectly, for example, by telephone). The main types of oral formative administrative-organizational texts: introductory speech, auction, speeches and proposals. The main types of oral informative texts: commercial conversations, speeches in receptions and presentations, lectures and speeches in meetings, discussions and debates.

Diplomatic sub-style. The main function of the written form is directive and administrative, the main function of the oral form is informative.

The main types of written directive texts: contract, agreement, convention (international agreement, binding, treaty), pact (international observation, contract), declaration (statement), protocols, ultimatum (final and definitive requirement), note (diplomatic appeal of one government to another government). The main types of oral formative informative texts: joint statement, communique (official information), joint communique, memorandum (diplomatic document expressing the government's opinion on the specific issue), credentials, diary notes, notes of diplomatic negotiations, parliamentary speeches, etc. In the dissertation the parliament speech, which is one of the verbal forms of the diplomatic sub-style, is analyzed.

Chapter II of the research entitled **"Lexical and grammatical features of the language of official business documents"** *e*xamines the lexical-semantic, morphological and syntactic features of the style. In the *1st sub-chapter,* the lexical-semantic features of figurative words, derivations, terms, abbreviations, synonyms, antonyms and words with expressive shades are considered.

Words (terms, professional-art words) in the official business style are processed in a general and limited field. The use of the spoken or figurative words in the official language signifies to some extent emotional-expressiveness: metaphor: *lame duck* (literally "lame duck" – not re-elected member of Parliament or Congress) "an

elected official who has not been re-elected but who continues to serve until his present term of office expires". Metonymy: *bench* (literally: bench; judge's place in court) – composition of court members; *bench warrant* – order of the court, summons to the court; *bench trial* – a hearing conducted by judges without the participation of a jury. But the official business metaphors are "deleted"/"dead" metaphors.

Spoken words can act as a term: *slander*, *finding*, *begging*, *squandering*.

Words in the official business style lose their emotionality: *to have the honour, to be pleased, yours sincerely*, etc. In the official business style, neutral phraseologisms are used: *be significant, be of importance, occupy a post, sphere of application, to cause damage, whereabouts,* etc. Each sub-style also has its own special terms and expressions, which differ from the corresponding expressions of other sub-styles.

The official business stamp or template is a lexical-phraseological unit in the document that often helps to review the repetitive, situational or widespread concepts. For example: *during the report period; solution of the problem*, *to maintain* (in the sense of "repair"; instead of the word "repair"); *we beg to inform you, on behalf of, provided that, with a view to, to expire*. Stamps can also be attributed to words and phrases in the official documents of the administrative sub-style: *appropriate, proper, foregoing, undersigned, non-execution, warrantor, to assure possession of equal rights.*

In some stable word combinations-terms, it is possible to replace words with synonyms. For example: *to extend credit* and *to give credit*. But in the first case (*to extend credit*) the official business style is preserved; in the second case (*to give credit*) the style of the word combination changes: it begins to have a general literary character.

Compared to the verb, the use of nouns formed from the verb is more typical for the official business style: *put additions* instead of the word *add*, *a give a commission* instead of the word *entrust*, *a bring the responsibility* instead of the word *respond*, *a make a*

decision instead of the word *decide*, *a bring amplifications* instead of the word *amplify*.

Relative and complete synonyms can be noted in the official business style. Complete synonyms: *border – frontier* in legal terminology; *individual – person*; *to own – to possess*. Relative synonyms: *deposit and investment*; *catastrophe – accident*; *crash – wreek; clients – customers*; *reason– motive*.

To use some phrases instead of others is recommended in the business[26]:

recommended	not recommended
advise, inform	say, tell, let us know
along these lines	like, similar to
all right, ok	acceptable, satisfactory
start, begin	commence
thanks, thank you	I am (very) grateful to you, etc.

I.M.Sipina and A.M.Mehdiyev[27] studied diplomatic vocabulary extensively. A.M.Mehdiyev divides the diplomatic vocabulary into two large groups: terms and professional words. Within the terms, words and word combinations related to international law and international relations; international abbreviation is mentioned. Professional words refer to narrowly meaningful professional words and combinations of words and only abbreviations used in this field[28]. In addition, the loanwords are also mentioned: *Diplomatic mission, diplomatic representation, diplomatic correspondence, diplomatic mail, diplomatic courier*, *diplomatic note* (fr.), etc.

In the second sub-chapter of the Chapter II – *"Morphological*

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[26] Красюк, Н.И., Красюк, В.В. Деловая переписка на английском языке. – Москва: Суфлёр, Ростов-на-Дону, Феникс, – 2013.– с.40; Swan Michael. Practical English Usage.– Oxford, University Press, third edition, – 2008.– p.294

[27] Цыпина, И.М. Сопоставительный анализ семантического поля «дипломатия и внешняя политика» в английском и русском языках: /автореферат дис. кандидата филологических наук. /– Москва, 2013. – 25 с.; Мехтиев, А.М. Структурно-семантический анализ профессиональной лексики в разносистемных языках: /дис. ученой степени доктора философии по филологических наук/ – Баку, 2011.– 136 с.

[28] Мехтиев, А.М. Структурно-семантический анализ профессиональной лексики в разносистемных языках: / дис. ученой степени доктора философии по филологических наук/ – Баку, 2011. – с. 67.

features of official business documents" – there is analyzed in terms of speech parts processing and some methods of word formation.

It is noted that in the official business style, nouns are formed from more verbs. According to V.V.Chebotaryova's research, British military terminology is more substantive (more than 80%)[29].

According to I.A.Samadova, the use of nouns in the resolution texts ensures the integrity of the text, thematic ranking[30]. In the texts of the resolution, the following groups of nouns are mentioned: 1) *abstract nouns – concern* (interest, care, anxiety); *continuation* (durability); *peace*; *security; hope;* the words given here are mostly neutral and book words. 2) *nouns denoting events and processes – statement; deterioration; escalation; invasion; displacement* etc. Among them there are words with both negative and positive evaluation shades: *escalation*, *invasion*, *deterioration* (-); *cessation*, *withdrawal*, *negotiations* (+). 3) *concrete nouns – resolution*; *statement*; *letter*; *region, meeting, border*, *civilians*. I.A.Samadova notes that "*in the resolution texts, the names of special persons are not processed, for example, the names of heads of state. This is due to the fact that the resolution is adopted by a certain international organization*"[31]. In the resolution texts, *gerund, participle, predicate* are an important part[32]. I.A.Samadova divides the introductory words into three groups in the statement part of the text of the resolution: participle in the present tense; 2) adjective; 3) participle in the past tense. For example: participle in the present tense – *"Reaffirming the sovereignty and territorial integrity of the Republic of Azerbaijan*

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[29] Чеботарева, В.В. Английский военный термин в лингвистическом и социокультурном аспектах: / автореферат дис. кандидата филологических наук/ – Москва, 2012. – с.10.

[30] Səmədova, İ.A. İngilisdilli materiallarda Dağlıq Qarabağla bağlı qətnamə mətnlərinin funksional-üslubi təhlili. /filologiya üzrə fəlsəfə doktoru dis. avtoreferatı. / – Bakı: ADU, 2012. – s. 29-32.

[31] Самедова, И.А. Функционально-стилистический анализ текстов резолюций по Нагорному Карабаху в англоязычных материалах: /дис. кандидата филологических наук / – Баку: АУЯ, 2012. – с.38.

[32] Səmədova, İ.A. İngilisdilli materiallarda Dağlıq Qarabağla bağlı qətnamə mətnlərinin funksional-üslubi təhlili: /filologiya üzrə fəlsəfə doktoru dis. avtoreferatı. / – Bakı: ADU, 2012. – s. 30

and of all other States in the region..."[33].

Homogeneous predicate and infinitive play an important role in the decision part of the resolutions. In all cases, homogeneous predicate is the third-person singular form of the predicate: "*calls upon* (çağırır); *reiterates again* (yenidən təsdiq edir); *welcomes and recommends* (məmnunluqla qeyd edir və məsləhət görür); *expresses* (ifadə edir)"[34]. In the texts of the resolution, infinitive acts mainly in the function of object. Thanks to this function, it is possible to give consecutive paragraphs in the second part of the resolution. In resolutions, *verbs* express a number of modal shades - consent, request, judgment, discontent, hope, etc. - *to support, to request, to condemn, to regret, to trust*, etc.

In the contract and other legal documents, the third-personal **shall** is processed with the subject to show the relevance of the obligations and duties: *"The hirer **shall be** responsible for maintenance of the vehicle"*[35]. To express the same opinion in ordinary conversation, we use verbs such as *will, must, should*. In the official style, instead of asking, ordering or inviting, *would like* can be used: *"We would like to invite you to give a talk to our members on June 14th"*.

Prepositions are mainly used in cliché expressions. The most common prepositions in the official business style are: *of, in, on, with, without, for, between*, etc. Prepositions connect to nouns and act as a sign of the official business style: *connection with indication*, *in accordance with achieved agreement*, *in accordance with financial help procedure*, *take into account*, *bring to notice*, *to take note of*, *within the framework of,* etc.

In the conversation, conditional conjunction *"if",* and in the legislative texts, "*provide that*" are used, which provides for official

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[33] Resolution 874 (1993) adopted by the Security Council at its 3292nd meeting. 14 October 1993. UN Security Council. // www.mfa.gov.az./www.un.resolution.org.

[34] Səmədova, İ.A. İngilisdilli materiallarda Dağlıq Qarabağla bağlı qətnamə mətnlərinin funksional-üslubi təhlili: /filologiya üzrə fəlsəfə doktoru dis. avtoreferatı. / – B.: ADU, 2012. – s.31

[35] Swan, Michael. Practical English Usage. – Oxford, University Press, third edition, – 2008. – p.195.

formality[36]. According to M. Swan, in the official style "if" can be omitted and the auxiliary verb is used before the subject. Such points more often occur in the verbs "*were*", "*had*", "*should*"[37]: *Were she my daughter, ...* (= If she were my daughter); *Had I* realised what you intended, ... (= If I had realised ...).

The use of morphological, syntactic and lexical-semantic word formation methods in the language of official business documents of the English language is observed. Morphological word formation method (affix) is a kind of methods, which is usually inherent in English. Here we can see productive (for example: – ee: *appllee; – ship: heirship*; *dealership*; – tion: *protection*; *federation*; *constitution*; *interrogation*, etc.– ment: *punishment; enforcement; government; establishment;* - ance/ – ence: *maintenance*; *evidence*; offense; -ize / - ise: *to criminalize*; *to casualize*; non-: *non-taxable*; *non-execution*, etc.) and unproductive (for example, in verbs *em-* the use of prefix: *embus, emplane,* etc.) word formation sort. Morphemes like as *a-* and *poli-* are processed at the beginning of the word: *apolitical*. Such morphemes form "*dimer slots*"[38]. Non-productive types are also found in the syntactic style: the use of adjectives at the end of compound words: *battlewise, seaworthy, infantry-heavy, trigger-happy*;

Word formation with the lexical and semantic method occurs on the basis of narrowing, widening and metonymic transfer of the main meaning. The terms formed by this method are analyzed, the processes of terminology, determination and simplification are considered in the dissertation. Terms with single-syllable root words are formed as a result of simplification. For example, the word *judge*

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[36] Маловичко, М.Г. Становление и развитие функционального стиля официально-деловой документации в английском языке: прагматические, семантические, структурные аспекты: /дис. кандидата филологических наук/ – С.-П., 2002. – с.180; Swan Michael. Practical English Usage. – Oxford, University Press, third edition, – 2008. – p.240..

[37] Swan, Michael. Practical English Usage.– Oxford, University Press, third edition, – 2008. – p.238.

[38] Цыпина, И.М. Сопоставительный анализ семантического поля «дипломатия и внешняя политика» в английском и русском языках: / автореферат дис. кандидата филологических наук/ – Москва, 2013.– с.14

originated from the Latin compound word *judicem* (possessive case of the word *judex*; *jus* "law"+ *dicus* "speaking", "speech")[39].

Although the number of loanwords in English military terms is small, most of the terms used in diplomatic and legal terminology and denoting basic concepts are loanwords: *ambassador, agreement, consul* (diplomatic sub-style), *person*; *frontier*; *to possess, parliament* (fr.), *justice* (fr.), *crime* (fr.), *corpus delicti* (lat.); *alibi* (lat.), etc. (legal and legislative sub-style).

In the 3rd sub-chapter – ***"The syntactic features of the language of official business documents"*** – are studied at the level of word combination, sentence and text.

In the English business language, the following groups of word combinations are processed: *noun combinations* (a) Court order, Landed price, preliminary investigation, the higher organs of power, tactical voting; b) multi-component nominative groups (the timely execution of the obligations stipulated by the Contract); *verb combinations* (to force down price, to rationalize price).

Within the stable word combinations of the English language there is a tendency to non-prefixed and non-conjunction constructions: *majority verdict*, *sick pay, constitutional rights*.

"Word order, paragraph division, actual division, text structure and syntactic relations provide information, which is one of the main characteristics of texts in a formal business style"[40]. Expressing his attitude to the problem academician K. Abdullayev writes: *"...word order not only presents itself as a necessary tool in terms of style, but also acts as a factor serving more communicative, more informative"*[41].

Syntactically, in the resolution documents, sentences, which are usually complicated by participle and verb conjugation, are

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[39] Пыж, А.М. Функционально-прагматические и дискурсивные аспекты использования английской юридической терминологии: / автореферат дис. кандидата филологических наук/– Самара, Сам.гос. пед. ун-т, 2005. – с.11

[40] Самедова, И.А. Функционально-стилистический анализ текстов резолюций по Нагорному Карабаху в англоязычных материалах: /дис. кандидата филологических наук/ – Баку: АУЯ, 2012.– с.71.

[41]Abdullayev, K.M. Azərbaycan dili sintaksisinin nəzəri problemləri. – B.:Maarif, – 1998. – s.99.

preferred. For example, in the UN Security Council resolution 874 on Nagorno-Karabakh there is only one subject: *The Security Council*, which is used once in the document, comes first in the statement and does not repeated again. Then, in the statement part, the facts are declared with the participle (verb conjugation): *Reaffirming, Having considered, Expressing its serious concern,* etc. The part of the decision is made up of homogeneous predicates of predicate verb forms in third-person singular: *Calls upon, Requests*, etc. Thus, *the structure of the text* realizes *the stylistic characteristics of the document*, such as *logic, clarity and validity*.

Theme and rheme are of the same importance as the text consists of one sentence. Such a form of texts helps to concentrate attention not only on the first degree, but also on the part of second degree. But since the text is part of the paragraphs, the theme-rheme relations are defined in different ways: in the statement part, in the decision part and in different parts of the text. Such a division of the actual division is explained by the fact that the text of the resolution is integrated into a number of paragraphs, and these paragraphs may be incomplete in meaning and complete structurally.

Rhyme in the decision part – "*Calls upon the parties concerned to make effective and permanent the cease-fire established as a result of the direct contacts undertaken with the assistance of the Goverment of the Russian Federation in support of the CSCE Minsk Group*"[42]; but theme – *The Security Council*.

The composition form of the resolution is based on the fact that the text is syntactically large, which prevents the exact expression of the material and its perception by the reader. In official business style texts of complex sentences, the use of participle and verb conjugation components, infinitive constructions, medium words and specialized expressions is typical. The texts of the resolution of the diplomatic sub-style genre usually consist of one sentence, but is complicated by the participle and verb conjugation components, and the homogeneous predicates verbs of the third-person singular predicates form.

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[42] Səmədova, İ.A. İngilisdilli materiallarda Dağlıq Qarabağla bağlı qətnamə mətnlərinin funksional-üslubi təhlili: /filologiya üzrə fəlsəfə doktoru dis. avtoreferatı/ – Bakı: ADU, 2012. – s. 34-35.

Parallelism has been widely used and stabilized in official business style documents. *Parallelism* is a semantic-structural whole, consisting of a number of constituent components, characterized by a syntactic similarity and unity of logic and meaning[43]. Sentences in the composition of parallelism are of the same structure. "The texts of the resolution are based on the same structure: at the present time and on the anaphoric subject"[44].

For example, in the UN Security Council resolution 874 on Nagorno-Karabakh, the homogeneous predicates are used in present tence: *Calls upon, Requests*, etc. This feature characterizes the type of description of speech. Verb is always processed in the third-person singular predicate form. Through syntactic parallelism it is easier to list these or other facts, and with this form it is shown that individual parts of the expression have the same significance.

In the **"Conclusion"** of the dissertation, the final results from the study are summarized.

1. The genre and documents of the official business style differ from each other in functional stylistic aspects, since they are not homogeneous. The classification of the official business style should be carried out more broadly and requires separate research. Legislative, legal, administrative and diplomatic sub-styles can be distinguished within the official business style.

2. The language of official business documents, on the one hand, is close to the scientific style, because as a communicative result of both styles, there is a change in the knowledge of the addressee; on the other hand, it is close to the journalistic style (for example, official speeches or parliamentary speeches related to the diplomatic sub-style; the genre of judicial chronicle of the legal sub-style), because the result of the influence of both stylistic texts manifests itself in the activity of addressee.

3. Official business, scientific and journalistic styles serve the expression of the communicative function of the language; official

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[43] Самедова, И.А. Функционально-стилистический анализ текстов резолюций по Нагорному Карабаху в англоязычных материалах:/ дис. кандидата филологических наук/ – Баку: АУЯ, 2012.– с.104.
[44] Ibid, – p.105.

business and scientific styles belong to the type of style that performs the intellectual communicative function, that is, they perform the informative, aware functions. The official business and journalistic styles approach pragmatic function.

4. In modern times, individual style, naturalness and simplicity of expression in official letters move to the foreground. In order to get a positive answer, the official letters often use impressive, provocative means (that is, the pragmatic function comes to the fore).

5. Since the legislative sub-style does not reflect individual characteristics, it changes too late. Other sub-styles, for example, diplomatic and administrative-trade sub-styles, demonstrate volatility because they are more dependent on extralinguistic factors.

6. Important constructive features of the business documents are considered an informative, holistic and communicative orientation; informativeness of the text manifests itself in its syntactic, semantic and pragmatic organization; integrity refers to the content and communicative organization of the text, and relativity refers to its form and structure.

7. Logicality, formality, non-emotionality and accuracy act as an important stylistic features of business papers. Logicality manifests itself in the complicated syntax of the document; formality requires the use of certain stable template expressions and terms; non-emotionality requires the processing of words in a real, denotative sense and to be neutral; accuracy provides a certain outward form of the document and, at the same time, the display of accurate facts in the document expresses the pragmatism of the text. All these stylistic features play a major role in the formation of the official business style system by interacting.

8. The style, which forms the basis of the official business style, has its own peculiarities in the morphological, lexical and syntactic levels of the language, as well as in the rules of compilation. Syntax and semantics among language levels act as the main source of style possibilities compared to other levels.

9. Lexical-semantic and morphological and syntactic methods (affix, compound word formation, conversion and abbreviations) are widely used in the official business documents of the English

language. Lexical-semantic method is based on narrowing, widening and metonymic transfer of the main meaning. The use of abbreviations, concrete, abstract, special nouns, pronouns in third-person singular and plural cases, verb (participle, infinitive) and prefix constitute the main part of morphological features of the official business style. The event of the conversion is also observed in the language of official documents. Here the process of translating nouns into verbs (verbalization) is noted.

10. Syntactically, sentences complicated by participle and verb conjugation are widely used in official documents, especially in resolution texts. The formation models of complex terms are also based on the syntactic method. The syntactic features of the official business style are also found in syntactic relations in complex syntactic whole – in chain and parallel connections. Lexical repetitions, lexical synonyms, and anaphoric means of communication are used in the development of chain communication.

The main provisions of the dissertation are reflected in the following articles and thesis by the author:

1. Development of terms in the official-business style of the English language. // Republican scientific-practical conference "Modern problems of applied linguistics". – Baku: AUL, – 10-11 December – 2013, – p.111-113

2. Some notes on the study of the official-business style of the English language. // – Baku: Philological issues, – 2013. №9, – p.183-189.

3. Parliamentary speech – as one of the oral forms of the official-business style of the English language. // – Baku: AUL, Language and literature, – 2014. №2, – p.81-84.

4. History of the development of the official-business style of the English language. // – Baku: BSU, Scientific works, Language and literature series, – 2014. № 1, – p.127-131.

5. The main genres and functions of the formal-business style of English. // – Baku: Muterjim, Actual problems of studying humanities, – 2015. № 1, – p.45-47.

6. On some peculiarities of the official-business style of the English language // – Tambov: Perspectives of science, – 2015. № 3 (66), – p.72-75.

7. The formal-business style of English as the language of documents. // – Baku: ANAS, Institute of Linguistics named after Nasimi, Researches, – 2015. № 2, – p.217-223.

8. Lexical-semantic features of official-business style. // – Baku: BSU, Language and literature, International scientific-theoretical journal, – 2016. №1 (97), – p.117-119.

9. Features of the development of suffixes in English-language official business documents. // International scientific conference "Actual problems of cognitive and applied linguistics" organized by AUL and the Institute of Philology of the Siberian branch of the Russian Academy of Sciences. – Baku: – 20-21 October – 2016, – p.107-109.

10. Syntactic features of the official-business style of English. // – Baku: Foreign Languages in Azerbaijan, – 2017, №2, – p. 61-64.

11. Word creation in the official-business style of English. // – Baku: Azerbaijan University of Languages, Scientific News, – 2018. №1, – p.40-45.

12. Official business style of modern English and questions of word formation. // – Cherkasy: Visnik of Cherkasy National University named after Bogdan Khmelnytsky. Series of philological sciences, – 2019. №1, – p.68-72.

13. Morphological peculiarities of official-business style // Proceedings of the International Conference. International Journal of Advanced Studies in Language and Communication. – USA: St. Louis, Missouri, – 2019, №2, – p.62-64.

14. Vocabulary of the official business style of the English language // – Budapest, Hungary, The scientific heritage, – 2020.Vol.5, №50, – p. 36-39.

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