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Бережнова Е.В., педагогика ғылымдарының докторы, ММХҚИ СИМ, Мәскеу қ., Ресей

Жаксылықова К.Б., педагогика ғылымдарының докторы, Қ. Сәтпаев атындағы Қазақ ұлттық техникалық зерттеу университетінің профессоры, Қазақстан

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Амирова Б.А., психология ғылымдарының докторы, Е.А. Букетов атын. ҚарМУ, Қазақстан

Благодарумная О.Н., экономика ғылымдарының кандидаты, Молдова Халықаралық Тәуелсіз Университетінің доценті, Молдова

Доман Э., лингвистикалық ғылымдар докторы, Макао университеті, Сидней, Австралия

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Кайе Ж., философия ғылымдарының докторы, Виа Домисия Университетінің профессоры, Перпиньян қ., Франция

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Кульгильдинова Т.А., педагогика ғылымдарының докторы, Абылай хан атындағы ҚазХҚ және ӨТУ-нің профессоры, Қазақстан

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Монова-Желева М., PhD докторы, Бургас еркін университетінің профессоры, Болгария

Чаба Толгизи, Венгрияның Сегед Университеті экология кафедрасының ғылыми қызметкері, Венгрия

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Бережнова Е.В., доктор педагогических наук, профессор МГИМО МИД, г. Москва, Россия

Жаксылыкова К.Б., доктор педагогических наук, профессор Казахского национального исследовательского университета им. К. Сатпаева, Казахстан

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Амирова Б.А., доктор психологических наук, КарГУ им. Е.А. Букетова, Казахстан

Благодарная О.Н., кандидат экономических наук, доцент Международного Независимого Университета Молдовы

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Елагина В.С., доктор педагогических наук, профессор, ЮУГГПУ, Россия

Жилбаев Ж.О., кандидат педагогических наук, доцент, президент Национальной академии образования им. И. Алтынсарина, Казахстан

Кайе Ж., доктор философских наук, профессор, Университет Виа Домисия, г. Перпиньян, Франция

Катицер Т., доктор PhD, профессор Университета Западной Вирджинии, США

Кульгильдинова Т.А., доктор педагогических наук, профессор КазУМОиМЯ им. Абылай хана, Казахстан

Марилена Сантана дос Сантос Гарсия, доктор лингвистических наук, Папский католический университет Сан-Паулу, Бразилия

Монова-Желева М., доктор PhD, профессор Бургасского свободного университета, Болгария

Чаба Толгизи, научный сотрудник кафедры экологии, Университет Сегеда, Венгрия

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Ryadinskaya, A.I.
master of humanities sciences,
teacher of department of philology,
KSPU named after U. Sultangazin,
Kostanay, Kazakhstan

MORPHOLOGICAL FEATURES OF OFFICIAL-BUSINESS STYLE

Abstract

This article describes the grammar features of the official-business style. The goal of this article is to analyze morphological and syntax aspects of official-business style and to identify the features of practical implementation in the documentation. The text gives valuable information about the specific features of the official-business style – the differences between morphological and syntax aspects of sub styles. Much attention is given the grammar mistakes and ways of disposal.

Key words: the official-business style, morphology, syntax, documentation.

1 Introduction

The official-business style implements the duty function and is assigned to the sphere of social and legal relations (lawmaking, economics, politics, diplomacy, management). A document is a text that governs the activities of people; official accuracy is characterized by increased accuracy, unambiguity, and standardization.

The official-business style stands out among other functional varieties of the language its relative stability, accuracy, stability, traditionality, isolation and standardization; many of its features, the historically established genre system, specific lexics, phraseology, clericalism, syntactic expressions give it a conservative character. This shows some similarities with the scientific style; ambiguity is unacceptable in the official business style. In addition to the features of the official business style, you can add conciseness, compactness, compactness and impersonality.

A number of philologists (Grigoryeva O.N., Romanova O.Yu. and others) distinguish three sub-styles of official business style: legislative, official administrative and diplomatic.

2 Materials and methods

The diplomatic style uses expressive lexical means to denote the phenomena of international politics, to denote it with a positive or negative coloring.

In the diplomatic style, characteristic toponyms are used in a metonymic meaning (White House, Pentagon, Rhine, Capitol). This substyle uses international terms (ratification, preamble, convention, etc.).

Legislative substratum is a substratum, which realized in legislative documents, which are related to the activities of official bodies. Communication is intended to serve the implementation of the main legal functions. The law is designed to regulate relations between people, institutions, countries, between citizens and the state. The language again should be concise and accessible, the main thing in it is unambiguity and accuracy. This is manifested in the use of special legal terminology. The language of laws is characterized by a complete lack of individualization in speech, since the law does not refer to a specific individual, but to the whole of society.

Administrative substratum includes such documents as an agreement, order, certificate, statement, memorandum, business letter, decree, order. A number of official texts refer to reference documentation. This is an act, protocol, service letter. This sub style serves the sphere of departmental relations, has two functions – information and content and organizational and regulatory. Vocabulary uses various terminology (technical, accounting, trading, sports), nomenclature designations are used. Administrative sub-style does not use expressive vocabulary, except in special cases (diploma, congratulations).

The language has got a lot of variants of grammatical forms on the contemporary stages. Some of them are used in formal style, others are used in colloquial style. It is important to use the qualities of the official business style that determine the effectiveness of business communication. There are accuracy, uniqueness, literacy.

The content of a document should correspond closely a lot of real business circumstances. The content should correspond not only not to a particular circumstance, but also their whole type – the situation. The form, the language of documentation in the official-business style appear as standardized form in the result of this situation, and the standardization requirement determinate the entire sphere of the official-business style.

Grammatical norms of the official business style require the correct formation of grammatical forms in various parts of speech (gender, the plural of the noun, short forms and degrees of comparison of adjectives, etc.). Morphological features, which are used in formal style, could be used in other styles. At the same time the official business style has got the specific grammatical features, which characterized by the predominance of nominal forms over verb forms. Verbal nouns are used to name actions.

Rashchevskaya E.P. notes, that scientists register a high proportion of nouns as a morphological feature of the business style, which has compared to verbs (approximately for every 1000 words 420 nouns with 60 verbs are used). It is explained the need to list the names of goods in business correspondence and services. Another feature is the use of relative adjectives (85%), which is caused by the emotionless definitions, their specific meaning [1].

Nouns dominate over verbs because of a noun acts as a «label». Nouns have summed up any case under a number of others. They are significant in the business field. The preference of a verbal-nominal predicate to a verb predicate is associated with a feature of the official business style. It is accounted for by the descriptive nature of business texts.

The grammatical norms of the official business style include the unification of the grammatical structure of word combinations and word forms. The selected option is used as a standard in each compositional part of the text. Derivative prepositions are assigned to a certain case form. Genitive or dative case are used in this case.

The violation of the grammatical norms of the literary language refers to gross speech errors. They are diverse and are found in business speech. We can observe the wrong choice of the word form, violation of the structure of the phrase. Errors are often in the selection of case forms. Fluctuations in word forms and the instability of the morphological norms of the Russian literary language are explained by various reasons. Some errors are connected with the historical past of the language, other errors are connected with the laws of the contemporary language.

The violation of the grammatical structure occurs in cliché, they have many synonymous, for example, intrinsic – characteristic. We can conclude, using the example, that collocations use different control models, because they are used different cases (dative and genitive cases).

The accumulation of identical case forms should be avoided in business speech, because they produce difficulties in the perception of the text.

The official business style uses nouns, which denote various positions, ranks and academic degrees. These nouns are used in the form of the masculine gender (director, accountant, investigator, professor, master, etc.). The official business style does not use such forms in the feminine gender. They should be attributed to colloquial forms.

The frequent using of verbal nouns is a consequence of the stability of a turn of speech (synonymous phrases with verbal expressions): the procedure for drawing up a transportation plan, exceeding of authority. If you want to activate the reader's attention, you should replace such revolutions by synonymous verbal expressions. The activity of using verbal nouns is explained by the nominal nature of business speech, the predominance of nouns. Verbal nouns perform the function of the main structural element of clericalism.

Adjectives and participles are actively used in the meaning of nouns in the official-business style. The emotionless nature of formal business style is reflected on the using of adjectives. When

we use the comparative degree of the adjective, preference is given to a complex form: less important, more important.

The predominance of the short form of adjectives is observed, which explains the desire of business speech for brevity and conciseness. The prescriptive nature of business speech is manifested in the frequent using short adjectives with the meaning of duty.

The official business style carefully selects pronouns. Personal pronouns are not used in this style, because official business style does not have individual beginning in the texts. Laws are written not for a specific person, but for the whole society. The non-personal character of the official business style is manifested in the using of first and second person verbs, pronouns in an indefinite personal meaning. The non-personal nature also manifests in the using of collective nouns. Personal pronouns are used in business negotiations, preference being given to the second person form «You».

The official-business style uses an exquisite prepositions and complex conjunctions, and various stable phrases (on the basis that, in view of the fact, etc.). Their use is justified by the purpose to show the connection of various parts of a complex sentence, to show conditional, causal relationships. The preposition on with the prepositional case of the substantial is used to indicate time periods.

Krasivova A.N. notes: «In this case, it is especially important to take into account the fixedness of derivative prepositions for a certain case form. As a rule, they are used with the genitive or dative cases» [2]. Exquisite prepositions are used: by force, for purposes, in the course in the official-business style. The preposition with dative case is used to indicate a causal relationship. The prepositions from and are used to indicate the validity period. The use of derivative prepositions is characteristic for business speech. They will be replaced by simple prepositions or infinitive forms in colloquial speech.

It is unacceptable to use in business speech colloquial forms of a plural number of nouns (for example, normative forms are contracts, proofreaders, and instructors). Oscillation is often observed when you choose the right shape in practice.

Various verbs, indicative and imperative verbs are actively used. The indicative verb is used to express the function of the message, and the imperative verb is used to express the function of duty. Verbs with negative particles are used to express a negative attitude. The prescriptive nature of business speech justifies the predominant use of the infinitive, which is compared with other verbal forms.

The use of temporary forms is indicative. Business speech predominantly uses forms of verbs of the present tense, which express these instructions. The significance of this form is to indicate the action that the law requires to be performed.

The official-business style uses mainly a verbal-nominal predicate. The prescriptive nature of the text is achieved not only with the support of imperative verbs, but also with the use of adverbial words.

Business speech uses passive and real participles. They are used when it is necessary to emphasize the fact of the commission of action. The participles are used to give the text credibility or indicate a specific person, object, event or organization.

The official business style uses various numerals to indicate dates, the number of items, and the numbering of actions. Numerals are usually written in numbers for brevity and conciseness of the text. The exception is financial documents – the verbal decoding is done in them with a digital recording. The official-business speech requires that all quantitative numerals are inclined, all parts of complex and composite numerals must be changed, in most cases the quantitative numeral is consistent with the noun in the case (except for the nominative and the accusative cases). All parts of the composite numerals must be inclined; the last component of ordinal numbers must be inclined in accordance with the norms of the literary language.

3, 4 Results and discussion

More important role than obedience to grammar norms plays the clarity of the syntactic organization of the business text. Violation of the word order in the sentence, errors, which associate with the use of participial and misrelated participial, the use of incomplete sentences, violates the composition of the business text, complicates its perception. The official-business style demands accuracy of texts, and stylistic errors make the statement unclear.

Rupture of the participial or its separation from a definable word leads to an ambiguity in reading. When you are compiling business documents, you must remember that the participle must be before the defined word or after it. It is important to know that it is not recommended to break clichéd phrases and clichéd sentences, idioms, because clichés are used in texts for speech saving and the use of additional words in torn clichés will complicate the understanding of the text.

Errors are often in the use of participles. The basic requirement for the use of participles is violated in business written texts. Violation of this rule leads to aliorism, the absurdity of the statement, which causes a misunderstanding of the reader. If there is any doubt about the correct use, the participle can be replaced by subordinate clauses, clauses of time or conditions.

Constructions with homogeneous members require careful attention to their use. Words, which denote specific and generic concepts, cannot be used as homogeneous members. Homogeneous members should not use words that are close or coincide in meaning.

Simple and complex sentences are used in the formal business style. Simple sentences prevail, because they simplify the understanding of the text and meet the requirement of speech economy, but complex sentences correctly convey the complex relationships of various social, legislative, administrative structures. The word order of the proposal in an official business style is particularly strict and conservative; the use of inversions is not allowed.

Researcher L.A. Pekarskaya writes: «Introductory words are used as logical textual brackets in the text of a document: therefore, in this way, moreover, on the one hand, on the other hand» [3].

Using introductory words allows building its order, to show different points of view, to formulate conclusions without violating the logic of the text. Indicative pronouns and participles, which can replace nomenclature names in the text, can also serve as means of communication in the text.

The syntax of diplomatic documents is complex; it is dominated by complex sentences, using participial phrases and homogeneous members, so rubricating, paragraph indents are often used, which provide clarity and convenience in the perception of the text. The syntax of the administrative style is characterized by the use of complex sentences, the orders are dominated by incentive sentences with the infinitive, the meaning of which in the existing context coincides with the value of the imperative mood.

The legislative sub-style uses sentences with a conditionally infinitive construction, because this reflects the specifics of the text of the law. It is necessary to precisely stipulate the conditionality of the legal norm.

A characteristic feature of the syntax of laws is the widespread use of incentive sentences. You can notice that in the syntax of all the specified sub-styles there are both general and various features. All sub-styles are characterized by the use of incentive sentences.

5 Conclusions

All allows concluding that the grammatical features of the official business style consist in the need for the correct formation of grammatical forms of words in different parts of speech, the predominance of nouns over verbs, the active use of verbs in different moods. Imperativeness at the grammatical level is realized through the use of infinitives, at the syntactic level through the use of infinitive constructions with a prescription value.

The impersonality of exposition is realized through the use of impersonal pronouns, collective nouns. The main features of the official business style include the use of simple and complex (mostly complex) sentences, constructions with homogeneous members, introductory constructions, participial and participial phrases at the syntactic level.

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РЯДИНСКАЯ, А.И.

МОРФОЛОГИЧЕСКИЕ ОСОБЕННОСТИ ОФИЦИАЛЬНО-ДЕЛОВОГО СТИЛЯ

В работе раскрываются грамматические особенности официально-делового стиля. Цель данной статьи – проанализировать морфологические и синтаксические аспекты официально-делового стиля и выявить особенности их практической реализации в документации. Текст дает ценную информацию о специфических особенностях официально-делового стиля – различия морфологических и синтаксических аспектов в различных подстилях. Особое внимание уделяется грамматическим ошибкам и способам их устранения.

Ключевые слова: *официально-деловой стиль, морфология, синтаксис, документация.*

РЯДИНСКАЯ, А.И.

РЕСМИ ІС ҚАҒАЗДАР СТИЛІНІҢ МОРФОЛОГИЯЛЫҚ ЕРЕКШЕЛІКТЕРІ

Жұмыста ресми іс-қағаздар стилінің грамматикалық ерекшеліктері ашылады. Бұл мақаланың мақсаты – ресми іс-қағаздар стилінің морфологиялық және синтаксистік аспектілерін талдау және олардың құжаттамада практикалық қолданылуының ерекшеліктерін анықтау. Мәтін ресми іс-қағаздар стилінің өзіндік ерекшеліктері – әртүрлі ішкі стильдердегі морфологиялық және синтаксистік аспектілердегі айырмашылықтар туралы құнды ақпарат береді. Грамматикалық қателер мен оларды жою тәсілдеріне ерекше көңіл бөлінеді.

Кілт сөздер: *ресми іс-қағаздар стилі, морфология, синтаксис, құжаттама.*

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