

CURRENT REQUIREMENTS FOR ADEQUATE TRANSLATION OFFICIAL-BUSINESS TEXT

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Annotation: *This article presents modern approaches for the implementation of an adequate translation of official business documents from English into Uzbek and from Uzbek into English; the work discusses in detail various translation techniques and transformations, such as clichés, grammatical turns.*

Key words: *official business text, adequate translation, interpretation, equivalence, term*

In the era of globalization, new technologies are developing, business contacts and communications are expanding, which inevitably leads to the emergence of new terms and their interpretation. Specialists they do not always have the necessary modern dictionaries and glossaries of such terminology, therefore, in translated documents, errors and inaccuracies are found. Modern conditions put forward more stringent requirements for the translation of business texts. There is a growing need for correct and adequate translation of special official business documents and texts. Incorrect interpretation of business papers or texts.

It is necessary to determine specific approaches and conditions for adequate translation, taking into account the fact that, on the one hand, business terms represented by lexical units, clichés and grammatical phrases are constantly changing, and on the other hand, the official business style appears to be quite conservative, where emotions and subjectivity are completely absent. The very concept of adequacy becomes the subject of a dispute in psycholinguistics due to how the original text is understood, how it is comprehended, and what language methods of translation are undertaken - all these are psychological processes. [1, 2001: 209]. Comprehensive analysis of business text translation implies not only grammatical transformations, which are methods of semantic modification of the source text, but also the use of lexico-syntactic paraphrasing methods, which is due to situational-pragmatic factors. [2, 1994: 264]. Complex combinations of different methods enable the translator to consider the translation of the text as an analysis and synthesis of signs (original and translated texts) for semantic perception.





“The essence of business style is terms, precision information, and cliché. Possession of all three components is the basis and guarantee of success”. [3, 2020: 350]. But here it is necessary to remember such a concept as “style permeability”, which implies only specific features of a particular style when creating language models that correspond to a functional style. When translating business documents, you need to consider the rules of use standard clichés.

When developing new approaches to the translation of business correspondence, the translator needs to remember the structure of the language and use certain syntactic and lexical constructions in this regard. It is necessary to follow the rules of style when translating the title, introduction, body of the text, final polite phrase and signature.

An example of the structure of a business letter:

- heading - company name, date, etc.,
- greeting (Dear Sir / Madam, Dear Mr. Smith),
- the body - the main part,
- the closing paragraph (Thank you...), conclusion,
- the termination - the end (sincerely yours, best regards, best wishes).

Dear Mr. Jaysean (Greeting - Welcome block, traditionally expressed by a proper name)

With summer approaching, you must be thinking of how to keep your office cool, so that you and your colleagues can continue to work efficiently. Realizing your needs, we have manufactured room-coolers for different capacities. We have given detailed specifications in the enclosed pamphlet. You would be happy to know that we are giving a guarantee for five years against all manufacturing defects and repair, or replace any part that causes trouble, at our own cost. (Initial paragraph)


At the end of the pamphlet you will find a card, please fill it and mail it and we shall send our technician to inspect your office, examine your requirements, and suggest you about the appropriate location of coolers so that your entire office may be maintained at the proper temperature throughout summer. (The body)

If you place the order before 30 July, we shall give you a special discount of 5 percent. Our man will transport the coolers to your office and install them whenever you want. And this extra service is totally free. It is our belief that you would like to avail yourself of this special offer. (The closing paragraph)

Yours sincerely, Jean Lee (The termination)

General Manager





To implement an adequate translation of business correspondence, it is desirable to take into account the following lexical characteristics:

Hozirjavobligingiz uchun rahmat - Thanks for your quick reply

Kechiktirilganlik uchun uzr - Apologies for the delay

Maktubingiz uchun rahmat - Thank you for your letter

Shu sababli - Due to the fact that...

Sizning maktubingizga javob sifatida - In reply to your letter of the

Bizning maktubimizga qo`shimcha - Further to our letter of the...

Sizning xatingizga javoban - In response to your cable...

Sizning so`rovingizga tayangan holda, biz sizning maktubingiz qabul qilinganligini tan olamiz - With reference to your request, we acknowledge receipt of your letter

Hamkorlik va yordamingiz uchun biz sizni qadrlaymiz - Appreciate your cooperation and assistance and etc.

Considering all of these, in order to translate adequately, it is necessary to take into account the asymmetry of the two languages in terms of view of vocabulary and semantics - Uzbek and English.

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