**Subject matter:** Peculiarities of Complete Written Translation of Business Correspondence (based on English and Russian Languages).

**Author:** Aisa V. Khaltyrova, 5th year student, Institute of Translatology and Multilanguage Studies.

**Supervisor of the project:** Е. А. Коломиец, Associate Professor of the Chair of Theory and Practice of Translation and Interpretation.

**Information about the sponsor organization:** Pyatigorsk State Linguistic University; 9 Kalinin St., Pyatigorsk, Stavropolkrai.

Business communication holds a special place in today's social culture and uses its own functional style.

Analysis done allows for a number of conclusions:

The basic peculiarity of business writing is exact and clear statement of information. The main requirements are accuracy, conciseness, clarity and literariness.

1. Translation specific of a business letter consists in including two different norms: I) textual and II) linguistic.

2. Among dominants of business letter translation are forms of courtesy, style, terms, neutral literary forms of writing, numbers, abridgments, personal names, titles, ranks and posts.

   The following items are saved in the original spelling in the translated text:
   - words and sentences not existing in the original language; abbreviations of marks of the goods and equipment; the names of foreign publications;
   - names of departments, agencies and organizations; posts, ranks, degrees, titles; proper names are translated in the text too.

   Such things as: names, surnames and proper names; articles and prepositions of surnames; names of firms, enterprises, stock companies, corporations, consortiums, monopolies, trade associations; conjunctions and prepositions of companies' names; brand names of mechanisms, devices, chemical substances, product, materials in the translated text are subject to transcribing.

   Scientific, technical terms and geographical names are substituted by Russian equivalents.