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ABSTRACT

The paper presents a description of the principal types of official documents used in contemporary business discourse: application form, certificate, diploma, letter of credit, offer etc.

The topicality of the paper: the results of the research make a considerable contribution to the comparative studies of officialese in English and Russian. The paper may serve as a basic for creation of a reference book on the rules of compiling official documents in Russian and English and English-Russian translation.

The paper presented satisfies the main requirements and its author can be admitted to the state exam.