Subject matter: Business Correspondence in English and Peculiarities of Its Translation into Russia.

Author: Roman V. Pavlovitch, 4th year student, Institute of Translatology and Multilanguage Studies.

Supervisor of the project: E. Yu. Shamlidi, 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, Stavropol krai.

Research relevance: Business correspondence is one of the most important instruments of exchange of information in the business sphere. In the modern world conducting business correspondence, as well as its transfer are topical issues. Nowadays business correspondence is noted for emergence of new features in registration and style of writing business letters. However, the number of works in which it is investigated is insufficient, and specificities of translating business correspondence from English into Russian have not been fully described and investigated.

Purpose: Analysis of main features of translating business correspondence from English into Russian.

Tasks: To reveal features and difficulties arising in the process of translating business correspondence from English into Russian. To define structure and rules of writing of English business letters. To view types of business correspondence by analyzing examples of business letters.

Theoretical and practical significance: The theoretical importance of research consists in disclosing types of business correspondence, in identifying problems and ways of overcoming challenges which arise in the process of translating business correspondence from English into Russian.

Results of the research: In our research we succeeded in outlining and classifying types and identifying specificities of rendering business correspondence from English into Russian. All types of business correspondence have been subjected to rigorous analysis with ensuing detailed elucidation and classification. We have also done research into peculiarities of the structure of English business letters. The expertise
gained during this research helps promote and further enhance skills in conducting business correspondence in English, and also in its adequate rendering into the Russian language.