ОСОБЕННОСТИ ПЕРЕВОДА ОФИСНОЙ ДОКУМЕНТАЦИИ

Выпускная квалификационная работа

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ABSTRACT

Title of the Qualification Graduation Paper: Specific Ways of Translating Office Documents

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Information about the sponsor organization: Pyatigorsk State University; 9, Kalinina av., Pyatigorsk, Stavropol region.

Topicality of the research. The significance of office documents has increased in the society on the whole. Nowadays researchers are becoming more and more interested in studying the specific ways of office documents translation. The interest is mainly caused by considerable changes that have taken place in the spheres of international business and economic relations in the latest few decades. Translation of office documentation is in great demand nowadays. Despite the fact that the problem of business discourse is well developed, the analysis of scientific literature shows that there are only a few works devoted to studying specific ways of translating office documentation.

Tasks of the research:

1) description of the content of office documents on the basis of functional styles;
2) research in lexical and grammatical peculiarities of office documents;
3) research into lexical and grammatical difficulties and ways of translating office documentation and correspondence;
4) illustration of basic translation methods related to office documents translation.

Theoretical significance of the research: The findings and the results of this work can serve as a contribution to the modern theory of translation.
Practical significance of the study lies in the possibility of applying the results of the research to the future translations of office documentation and correspondence as well as for teaching translation at university.

Results of the research: Translation of office documents is a difficult and time-consuming process. The basic ways of translating office documentation (such as transcription, transliteration, loan translation, modulation or semantic development of meaning, differentiation of meaning, generalization of meaning, antonymic translation and other translation techniques) singled out as a result of the research will help to simplify the translation process.