Subject matter: «Linguistic characteristics of business documentation»
Author: Podazovskaya P.I
Scientific supervisor: Drokina A.B
Information about the sponsor organization: Pyatigorsk State Linguistic University, 9 Kalinin St., Pyatigorsk, Stavropol krai.
Research relevance: nowadays due to significant changes, occurring in the economy of the country; also considering its international expansion and the use English as a international language, it is necessary to train new specialists with a good competence in English business language.
Purpose of the research: to examine linguistic characteristics of business documents’ texts in English language and work out recommendations for the application of documentary techniques to eliminate misunderstanding between the parties in question.
Tasks of the research: to examine the main features of official-business style and the types of business documents; to get acquainted with the differences in function of official-business style in English and in Russian; to distinguish a modern features of business documents’ texts translation from English to Russian; to get acquainted with the differences of contracts’ translation from English to Russian; to distinguish a modern features of business writing’ translation from English to Russian.
Theoretical and practical significance of research: lies in generalization of scientific knowledge on the issue, as well as in possibility to use the results of the research in practice.
Results of the research: Like the other styles of speech, socio-acknowledged as a standalone system, business style of speech or style of business (official) documents has the defined purpose of communication and specific stylistic characteristics resulting in different language patterns, which need to list and interpret. The purpose of business communication is to reach agreement between the two concerned parties. This function of business communication is, to a large extent, determined by the linguistic features of the style, manifesting in: availability of specific terminology and phraseology, traditional means of expression, the presence of a significant number of archaic words and expressions, the presence of all sorts of abbreviations, acronyms, abridgements, usage of words of the basic subject-logical values, the absence of any means of speech expressiveness, complicated syntax.