

Peculiarities Of Written Informative Translation Of Office Documentation From English

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Abstract: This article is devoted to analyzing features of informative translation. The paper explores peculiar features of informative translation of texts, in particular, translation of texts of a technical and everyday business nature.

Key words: translation, informative translation, text, translation theory.

Scientific and technological progress, covering ever new areas of life, and related international cooperation in various fields, the expected demographic explosion and other major phenomena of civilization lead to an exceptional development of all kinds of contacts, both between states and between multilingual societies of people. Under these conditions, the role of translation as a means of serving the economic, socio-political, scientific, cultural, aesthetic and other relations of peoples is extremely growing.

The quality and result of the translation, in turn, is determined by the features of the source text, so the relationship between text and translation is one of the main problems of translation theory, which many translation researchers who deal with special aspects of translation justifiably address.

Translations of office documents — texts of informational, economic, and technical nature — began to occupy an increasingly important place in social significance. Special texts that can be characterized as informative or pragmatic are more or less standard in form and language, and the translator first of all has to solve purely linguistic problems due to differences in the semantic structure and the peculiarities of using two languages in the communication process.

Currently, the problem of informative translation is relevant, due to the increasing volume of translations and difficulties encountered during translation, translators of technical field work in various foreign companies and firms have to deal with. Studying the specifics of the source text is extremely necessary, since without its consideration an adequate translation of a number of sources is simply impossible.

A text is an internally organized sequence of segments of a written work or recorded speech, relatively finished in terms of its content and structure [1]

Before starting work, the translator must use the text analysis to determine which type of text he is going to translate. In the same way, when evaluating a translation, first of all, it is necessary to get a clear idea of what type of texts the original belongs to in order to avoid the danger of evaluating a translation according to incorrect criteria. There are a number of attempts to develop a typology of texts that would allow us to draw conclusions about the principles of translation or the choice of special translation methods.

According to V.N. Komissarov there are three types of texts:

1) technical texts and texts of the natural sciences, characterized by the fact that in them the knowledge of the subject is more important than the knowledge of the language, which, in turn, should first of all extend to the knowledge of special terms;

2) philosophical texts in which, in addition to knowledge of special terminology, the translator is required to be able to follow the author's opinions;

3) literary texts in which, the art form is also to be identified, which must be recreated in the language of translation.

The classification is also based on the differences of translated material:

1) informational texts, documentary texts and scientific texts;

2) socio-political texts;

3) literary texts.

The general characteristic of the first group of texts is the presence of special terms and special phraseology. The most important requirement for the adequacy of the translation is the requirement for the translator to choose syntactic structures of the written language.

A common characteristic of the second group of texts of socio-political is the mixing of elements of the scientific (use of terminology) and the artistic language (use of rhetorical figures, metaphors, etc.). Socio-political texts should be either pragmatic, in cases where the transfer of information is in the foreground, or literary and artistic texts, when a certain aesthetic effect is achieved with the help of artistic means of the language, which, of course, must be preserved in translation .

The third group of texts is literary texts; they are characterized, stylistically, by a variety of lexical (dialect, professional, archaic, exotic) and syntactic language means, as well as by the intensive use of elements of colloquial speech. The translation method must correspond to the type of text so that the text is classified by assigning a specific text to one or another type to which one or another translation method is applicable. The main goal is to preserve the most significant, determining the type of text during translation. Only the special purpose is that the translation should serve in a particular case. But such derogations no longer concern translations of the “ordinary” type, but other forms of transferring the content set in the source language to the text in the target language [4].

Referral-oriented text conveys information in a specific language form. However, its design pursues a special, more or less obvious, goal. In such texts, it is relevant to achieve the extra-linguistic (communicative) effect, the explicit appeal to the listener or reader of the text is subject to preservation. These three types of texts, distinguished by the criterion of the function of the language, can be supplemented by a fourth group of texts, which could be called audio-media. We

are talking about texts recorded in writing, but delivered to the recipient through a non-linguistic medium in oral form.

Attempts to classify the variety of texts encountered in practice within the framework of four types of texts should be based on the fact that each type of texts, depending on the role of the main characteristics described above, can itself be divided into a significant number of texts. The type of content-oriented texts can include: press reports and comments, reports, commercial and business correspondence, product specifications, technical equipment operating instructions, patent descriptions, letters, official documents, educational and special literature of all kinds, research, reports, treatises, special texts of the humanities, natural and technical sciences. The difference between content-oriented and form-oriented texts implies that the content-oriented texts have a specific form. A language form cannot exist without content. Therefore, in content-oriented texts, it should be borne in mind that, since the form and content are inseparably linked with each other, the way of expressing thoughts in a language is no less important than its objective content.

In content-oriented texts, what is important, first of all, is the acceptability of the form to express that content, its ability to have the necessary effect, and for form-oriented texts, the form that takes into account aesthetic and artistic-creative aspects is important. A content-oriented text is analyzed in terms of formal relationships defined by semantics, grammar and stylistics. The text focused on the form is analyzed, first of all, determined by aesthetic, stylistic, semantic and grammatical parameters, and is translated in accordance with this.

The authors of such texts use special terminology and phraseology (with different frequencies).

When the text belongs to the type of content-oriented texts, it is established that the first significant conclusion can be made regarding the methods of translation. The language of the translation dominates, since the most important is

the information content, and the reader should receive it in the translation in the usual language form.

Regarding official documents and technical materials - informational texts - we can say that they have a very definite form, and even quite often very strict regulations regarding the form, the observance of which is necessary for the document to be adopted. The formal business style features are:

- high regulation of speech (a certain supply of means of expression and methods of their construction);
- officiality (strictness of presentation; words are usually used in their direct meanings);
- impersonality (formal business speech avoids the specific and personal) [5].

If we talk about speech genres, about the structure of the official-business style, then it is divided into two sub-styles: official-documentary and everyday business.

In the first, the language of diplomacy (diplomatic acts) and the language of laws can be distinguished, and in the second - official correspondence, business papers. Schematically, this can be represented as follows:

Official business style			
The official documentary	Everyday business		
Language of diplomacy	Language of laws	The official correspondence	Business papers

Figure 1 Classification scheme of formal business style

In the life of any organization or enterprise, business style of speech occupies an important place. Exchange of information, promotion and development of work ideas, monitoring and coordinating the activities of employees, summarizing and evaluating progress are just some of the aspects of the organization's activities related to holding meetings and business conversations of various kinds. They are brought together by such moments as orientation to the interests of work, planning, and a certain formalism of the language, that is, everything that gives a business character to these speech interactions. At the same time, business conversations, business meetings and telephone conversations can be considered as independent types of business communication. They differ from each other not only by the goals for which they are conducted, by the form of contact, but also by the number of participants, which determines the socio-psychological characteristics of their organization and conduct.

So, official business speech is one of the most important styles of the literary language, which plays a large role in society.

The characteristic features of the scientific and technical style are its information content (content), logic (strict sequence, clear connection between the main idea and the details), accuracy and objectivity, and the clarity and understandability arising from these features. Individual texts belonging to this style may possess the indicated features to a greater or lesser extent. However, all such texts reveal a predominant use of language means that contribute to meeting the needs of this sphere of communication.

Within each functional style, some linguistic features can be distinguished, the influence of which on the course and result of the translation process is very significant. For example, in the scientific and technical style, these are the lexical and grammatical features of scientific and technical materials and, first of all, the leading role of terminology and special vocabulary. The process of further development of a complex term reflects the stages of the subsequent development

or modification of a specific on-board system, unit or technological process for their manufacture [3].

The set of translated texts of a language constitutes a special kind of this language that intersects its functional styles and other varieties. Orientation to the original inevitably modifies the nature of the use of language tools, leads to the development of the language norm. The contact of two languages in the translation process inevitably leads to a wider use of similar forms, to the relative likening of language means. Many words, phrases, ways of describing the situation turn out to be characteristic of the language of translation at first, and only then partially penetrate the language of the original works or become equally common in it. Consequently, the norm of translation speech can be defined as the requirement to comply with the rules of the norm of the source language, taking into account the usual features of translated texts in this language. These features are implemented by translators intuitively in their practical activities.

Revealing the specifics of a separate subtype of translation, a special theory of translation considers a number of factors that should be taken into account when describing a particular type of translation. Firstly, the fact that the original belongs to a special functional style may affect the nature of the translation process and require the translator to apply special methods and techniques. Secondly, the focus on such an original can predetermine the stylistic characteristics of the text of the translation, and, consequently, the need to choose such language tools that characterize a similar functional style already in the translated language. And, finally, as a result of the interaction of these two factors, translation features themselves can be detected, related both to the common features and differences between the linguistic features of similar functional styles in the source and translated languages, and to the special conditions and tasks of this type of translation process.

During the translation process, certain relations are established between two texts in different languages (the original text and the translation text). Comparing translated texts, one can reveal the internal translation mechanism, identify equivalent units, and also detect changes in form and content that occur when replacing an original unit with an equivalent unit of the text of the translation. In this case, it is possible to compare two or more translations of the same original. A comparative analysis of translations makes it possible to find out how the typical translation difficulties associated with the specifics of each language are overcome, as well as which elements of the original remain untransmitted in the translation.

As a result of the study of informative texts, we can conclude that the possibilities, means and techniques used in informative translation are determined by the general focus and genre-stylistic affiliation of the source text. The genre nature of informative texts — in contrast to fiction texts dominated by linguistic means with temporary semasiological connections — is determined by language means with a fixed semasiological connection created in the form of terms.

In other words, certain uniformity is observed in the lexical composition of the language of office documentation, where, of course, the terms and neutral common words referring to the layer of professional vocabulary prevail; the syntax corresponds to the clear conditions of logical composition.

The main task of the informative translation is to make the source information extremely clear and accurate to the reader. This is achieved by the logical presentation of factual material, without explicitly expressed emotionality, the absence of expressive means, such as metaphor, metonymic transposition and other stylistic elements widely used in fiction.

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