

*Peculiarities of Official
Texts Translation*

Mirzoyeva Leila, Doctor of
Philology

development of international business partnership



**translating official business papers from English into
Russian**

**English is considered to be the language of world
business relationships.**

- Nowadays due to the development of international business partnership the interpreters are faced to the necessity of translating official business papers from English into Russian because English is considered to be the language of world business relationships.

- In comparison to literary texts the texts of official documents are highly standardized: it concerns both the structure of the whole text and the arrangement of special paragraphs.

The main problems of people who write business papers


How should they write it to sound correctly in the foreign language?

How formal should they be in the content of documents, if even English-speaking people meet difficulties drawing a line between formal and informal English?

Types and structure of official documents


It is quite obvious that any business deal cannot be done without documents.

A document, in its any appearance, has always been an important part of business doing.



Official documents are impossible without correspondence all over the world. It does not matter, whether you communicate with your partner using the phone (orally) or telexes (in writing).

All decisions and terms must be confirmed by documents.



business papers

correspondence (letters), telexes, enquiries, offers, claims (complaints) and contracts (agreements) are of legal importance.

As a result, business documents, written in accordance with some officially accepted forms, are the same for everybody.

NOTA BENE!!!

- As it has been noted, the official business language differs from other kinds of the English language, mostly because of the specific character of its functional usage that can be illustrated in classical terms of style, and its main features

Business correspondence is very significant in transactions.

- **It includes all kinds of commercial letters**

Commercial Letters - ???

- enquiries,
- replies to enquiries,
- Letters of Credit,
- Invoices,
- Bills of Lading,
- Bills of Exchange or drafts,
- Letters of insurance,

- explanatory letters,
- orders,
- letters of packing,
- letters of shipment,
- letters of delivery,
- offers,
- letters of complaint,
- replies to those of mentioned above, etc.

**Each type of
correspondence
has its own
peculiar
features.**

**But they have
much in
common.**

**Especially it
concerns the
style of
business
letters.**

Business correspondence often suffers from an old-fashioned, pompous style of English which complicates the message and gives the reader the feeling that he is reading a language he does not understand.

At the same time, the style of letter should not be so simple that it becomes unappropriate



The tone of business letter should be neutral without pompous language on the one hand and informal or colloquial language on the other hand.



The letter should be neither too long nor too short.




The right length includes the right amount of information.

- **Enquiries** can take the form of telephoned, telex or faxed requests for information. These forms can be used only for brief enquiry.
- A letter of enquiry begins with telling to correspondent the name of your firm: *we are a co-operative wholesale society based in Zurich..*

Then one should write how he/she heard about the firm he/she is writing to:

we were given your name by the Hoteliers' Association in Paris



The content of enquiry varies depending on its purpose. For example while asking for catalogs, price-lists, prospectuses it is not necessary to give a lot of information about yourself.

It would be helpful to point out briefly any particular items you are interested in:

enquiry

- ***Could you please send your current catalogue and price-list for exhibition stands? We are particularly interested in furniture display stands.***

Orders

Are usually written on a company's official order form which has a date and a reference number that should be quoted in any correspondence which refers to the order.

Even if the order is telephoned, it must be confirmed in writing, and an order form should always be accompanied by either a compliment slip or a covering letter.

A covering letter...

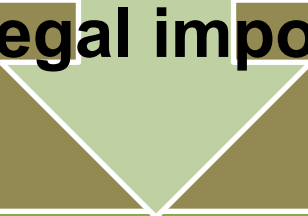


...is preferable as it allows you the opportunity to make any necessary points and confirm the terms that have been agreed.



This letter usually begins with explaining there is an order accompanying the letter.

Such business papers as correspondence (letters), telexes, enquiries, offers, claims (complaints) and contracts (agreements) are of legal importance.



And as a result, business documents, written in accordance with some officially accepted forms, are the same for everybody.

The style of official documents is represented by the following substyles of variants:

- **the language of business documents;**
- the language of legal documents;
- **the language of diplomacy;**
- the language of military documents.

The aim of this type of communication

- **is to state the conditions binding two parties in an undertaking and reach agreement between two contracting parties.**

Stages of work in official text translation

Acquaintance with the structure of official documents.

Stylistic peculiarities of official texts.

Vocabulary

Grammatical peculiarities of official texts.

Translation of different types of official texts.

- A frame is understood as a set language structure with changeable elements.


**The changeable
elements within a
text frame are
called slots.**

**Let us take a
preamble to a
commercial
agreement as an
example of a frame.**

Agreement

⊙ This agreement is made this _____ day of _____, 2020, by and between _____, [a _____ corporation with its principal office at _____] or [an individual with an office and mailing address at _____] (“Agent”), and [company name], a corporation organized and existing under the laws of _____, with its principle place of business at _____ (_____).

⊙



© Here, in the above frame of an agreement the blank spaces represent the slots to be filled with *slot fillers* (by the date, company names, addresses etc. in this example).

- **But the text frame seldom has the form of a text with blank spaces. Rather often than not a frame is a standard text with stable and changeable parts, for example:**

Intellectual Property Rights.

- _____ by this Agreement *does not* grant to Agent any *rights in or license to* _____'s *trademarks, trade names or service marks.* _____ reserves *all such right to itself.* Agent *shall not* utilize, without _____'s express, prior *and written* consent, any _____ *trade or service marks on trade names,* and will promptly report to _____ any apparent unauthorized use by third parties in the Territory of _____'s trade or service marks or trade names.

The peculiar features common to all stylistic varieties of official documents are the following:

The use of abbreviations, conventional symbols and contractions. (There are so many of them that there are special addenda in dictionaries to decode them);

The use of words in their logical dictionary meanings;

Absence of emotiveness;

Definite compositional pattern and design.

Wide usage of terminology and clichés:

- Shipping date –
- Validity period –
- Upon expiry –
- Notwithstanding –

Wide usage of terminology and cliches:

- Shipping date –
- ***дата поставки***
- Validity period –
- ***срок действия***
- Upon expiry –
- ***по истечении***
- Notwithstanding –
- ***несмотря на***

Wide usage of terminology and clichés:

- **Legal entity – ...**
- **Physical entity – ...**
- **On behalf of – ...**
- **Provided that –...**

Wide usage of terminology and cliches:

- Legal entity – ...
- ***юридическое лицо***
- Physical entity – ...
- ***физическое лицо***
- On behalf of – ...
- ***от лица, от имени***
- Provided that – ...
- ***при условии что***

Wide usage of terminology and clichés:

- **Draft resolution – ...**
- **Basic treaty – ...**
- **Non-aggression treaty – ...**

Wide usage of terminology and cliches:

- Draft resolution – ...
- ***проект резолюции***
- Basic treaty – ...
- ***основополагающий договор***
- Non-aggression treaty – ...
- ***договор о ненападении.***

Abbreviations:

- ***EMS***
- European Monetary System,
- ***EMU***
- Economic and Monetary Unit

GA

General Assembly

Abbreviations:

- GATT
- ***General Agreement on Tariff and Trade***
- IAU
- ***International Association of Universities***

Phraseological units:

- Credibility gap – ...
- All parties in dispute –
- Assault and battery – ...

- Credibility gap – ...
- **кризис доверия**
- All parties in dispute –
- **все стороны - участники спора**
- Assault and battery – ...
- **оскорбление действием**

Phraseological units:

- Split the difference – ...
- Balance in hand – ...
- A full-dressed debate – ...


- Split the difference – ...
- **сойтись в цене**
- Balance in hand – ...
- **денежная наличность**
- A full-dressed debate – ...
- **прения по важному вопросу.**


Archaic words and expressions:

- Thereof –
- **из которого, о котором, о чем**
- In faith and testimony whereof I have hereinto subscribed my name –
- ***в удостоверение чего я скрепил настоящий документ собственноручной подписью.***

Archaic words and expressions:

- As hereafter defined –
- **согласно приведенному ниже определению**
- As now or hereafter in effect –
- ***в действующей редакции***
- Hereby agreed as follows –
- ***в настоящем соглашении о нижеследующем***
- I hereby order –
- ***приказываю.***

- 
- **It should be also noted that the syntactical pattern of this style is as important as the vocabulary.**

- 
- **Translation of legal, economic, diplomatic and official business papers requires not only sufficient knowledge of terms, phrases and expressions, but also depends on the clear comprehension of the structure of a sentence, some specific grammar and syntactical patterns, which are characteristic of this style.**

Grammatical peculiarities of official texts and their

Translation of Infinitive

Translation of Gerund

Translation of Complex Object and Complex
Subject

Translation of Participle

Translation of Inversion.

Use of the verb tenses.

- The most frequent are the **Indefinite and Perfect forms of the verb**, e.g.:
- Sellers have sold and Buyers have bought (Present Perfect/ Active). Продавцы продали, и покупатели купили.
- Our firm informed the Suppliers that the general conditions were not contained in the order (Past Indefinite Active\ Passive) наша фирма сообщила поставщикам, что общие условия контракта не выполнены.

...are never used

- **Complex analytical verb forms such as continuous forms are never used. The usage of the past forms are also rare.**

modal verbs

- One of the most specific features of official texts is the frequent usage of the modal verb shall, e.g.:
- The result shall be considered. Результат будет рассматриваться, будут рассматривать.

The high contracting parties shall continue strengthening relations of friendship, solidarity and mutual aid.

Высокие договаривающиеся стороны будут и впредь укреплять отношения дружбы, солидарности и взаимопомощи.

Participial constructions

- Participial constructions (Simple and Perfect) are not the rare thing either, e.g.:
- *The participating states, having considered and evaluated the progress made at the conference on security and cooperation in Europe, declare their resolve to pay due regard to and implement the provisions of the Final Act of the Conference.*
- **Государства - участники, рассмотрев и оценив прогресс, достигнутый на совещании по безопасности и сотрудничеству в Европе, заявляют о своей решимости должным образом учитывать и выполнять положения заключительного акта совещания.**

For your future training

- Translate the following sentences paying attention to their grammatical peculiarities:
- *If any event, members of the association should be prepared to put aside partisan interests if consensus on the abovementioned principles is to be achieved.*

- ***The term “model” is held to have important normative significance.***

TRAINING!

Of special interest should be the first article in Chapter 1

Also treated are such matters as theory construction and methodology.

The United Nations principal function is to maintain peace and prevent war.

TRAINING!

Disputes are to be settled by peaceful means. Member states undertake not to use force or the threat of force in contravention of the purposes of the UN.

States not-members of the UN are required to act in accordance with these principles so far as many be necessary for the maintenance of international peace and security.

Lexical peculiarities of official texts:



Typical clichés



Terminology



Usage of prepositions



**Usage of words in their secondary
(connotational) meanings:**



Usage of archaic words



Usage of foreign words.

Peculiarities of vocabulary in official texts.

- Study the use of “pending” in different phrases. Mind that, when used as a preposition, it may correspond into Russian “до”, “в ожидании”, “во время”, “в течение”.

PENDING

the achievement of its objectives

the conclusion of such arrangement

the filling of a vacancy

the final decision

a permanent settlement of the issue such
ratification

For your future training

Translate into Russian:

- ◎ The Assembly declared, that, pending the establishment of an international regime, States were bound to refrain from all activities of exploitations of the resources of the area beyond the limits of national jurisdiction.
- ◎ 2. Pending the final decision, notice of the measures suggested shall forthwith be given to the parties and to the Security Council.
- ◎ 3. Separate assemblies and conferences of representatives of States and organizations continue to be held pending the formal accession to membership in WIPO (World Intellectual Property Organization) of other States.

Memorize the following.

Having regard for
(to)

*обращая
внимание*

Having respect for

в духе уважения

As regards /
regarding

в отношении

Memorize the following.

With regard to
(for)

*с точки
зрения*

As to / as for

In respect of (for)
with

*что
касается*

*по
отношению*

Memorize the following.

Respect to

*Concerning
as concerns*

*With due regard
to*

**Относительн
о**

**В СВЯЗИ/ПО
ПОВОДУ**

**УЧИТЫВАЯ
ДОЛЖНЫМ
ОБРАЗОМ**

Memorize the following.

**In this regard / in
this context**

in this respect

To regard as

***в этом плане /
в этом
контексте/***

***в этом
отношении/ в
этой связи***

***рассматриват
ь как***

IN

**Conformity
Compliance
Accordance**

with

Translate the following:

Activities related to follow-up and evaluation of fellow-ships included, **inter alia**, contacts with fellowship holders.

Their travel expenses and **per diem** are paid by the Organization.

The severance of diplomatic relations shall not **ipso facto** involve the severance of consular relations.

Linguistic peculiarities of official business papers

- Linguistic peculiarities of official business papers have been studied as groups of stylistic, lexical peculiarities which are determined by formal style of English.
- Formal style of English has such main features as conventionality of expression, absence of emotiveness, encoded character of the language and general syntactic mode of combining several ideas within one sentence.

Stylistic peculiarities of formal written English

...imply usage of words in their primary logic meaning and absence of contextual meanings.

Formal English is characterized by the usage of special terms.

They all are precise in meaning and rather bookish.

Among them there are a lot of words of the Latin, Greek and French origin, replaced in spoken English by words of the Anglo-Saxon origin.

Written Business English is characterized by impersonality of expressions.

- This means there are no direct addressees, passive constructions are used instead of active, modal verbs **might** and **could** are used instead of **can** and **may**.

- ***This all is done for a document to sound tentative and tactful.***
- ***The form of a document itself is informative, because it tells something about the matter dealt with.***

• Thank you for
attention!!!