

Безусловно, в деловом общении важно всё: что и как мы говорим и делаем. От того, как мы формулируем своё «видение», зависит эффективность общения. От того, будем ли мы следовать деловому этикету, принятому в определённой стране, зависят отношения деловых партнёров к нам и их желание иметь с нами деловые контакты, тем более долгосрочные.

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LANGUAGE OF BUSINESS PAPERS

Nowadays the translation of business papers is becoming an integral part of the modern business world due to the expansion and integration of international relations, development of international business partnership. To succeed in the business market world, businessmen and international companies face the problem of translating such most required business documentation as contracts, treaties, correspondence, enquiries, offers, claims, telexes, etc., which have become of great legal importance for the last decades. Legal translation is one of the most complex and complicated professional translation types. A translation service is responsible for both understanding politico-legal and socio-cultural context behind a legal text and translating it in such a way that a target audience with a different cultural/political/societal background could readily understand. “In legal English,” writes H. Whitehall, “a significant judgement may depend on the exact relations between words. ... The language of the law is written not so much to be understood as not to be misunderstood” [3, с. 64].

The official business language differs from other styles of any language, mostly because of the specific character of its functional usage that can be

illustrated in classical terms of style, its predestination, and main features. The style of official documents is the most conservative one. It preserves the structural forms and the use of syntactical constructions. Archaic words are not observed anywhere else but here. Addressing documents and official letters, signing them, expressing the reasons and considerations leading to the subject of any document are regulated both lexically and syntactically. All emotiveness and subjective modality are completely excluded out of this style.

This style has a definite communicative aim and, accordingly, has its own system of interrelated language and stylistic means. The main aim of this type of communication is to state the conditions and proper way of understanding in binding parties in an undertaking and to reach agreement between them. Peculiar features common for all stylistic varieties of official documents are the following: exactness, conciseness, clarity, and literary style [2, c. 791]. Due to these postulates of legal translation the probability of free translation/interpretation of the essence of the subject under discussion is almost impossible. As the result of it, one scarcely finds in business style texts such stylistic devices as metonymy, metaphor, hyperbole and other stylistic figures and emotional components that are widely used in a literary style and are regarded as vivid signs of texts belonging to this genre [1, c. 67].

From the lexicological point of view, business papers are of great interest. Their lexicon is rather stable and emotionally uncoloured. As a rule, words have their only exact meaning, e.g., *Continental Equipment Plc, Brighton, England, hereinafter referred to as «the Seller», on the one part...; On May 12, 2008, BNSF, the Port and the County entered into a Purchase and Sale agreement whereby the Port agreed to acquire portions of BNSF's property...*

An array of prepositional phrases present in such texts is another peculiarity. Among them can be distinguished such most popular ones as *subject to, solely on condition that, on the understanding, on conditions that, etc.: The prices are firm for the duration of the Contract and shall not be subject to any revision... I will buy 1000 barrels solely on condition that Baker delivers them.*

In the lexicon of business papers, there are a lot of foreign words, first of all, Latin ones, such as *pro rata, pari passu, extra, inferior/superior*, which are very often used when speaking about payments, terms of delivery, and the quality of goods, e. g. *Fractions to be considered pari passu; The quality of Model S-20 is inferior to that of Model S-40.*

Grammar may be generally characterized as rather formal and simple. The lack of diversity of grammatical forms and poor and reduced usage of tense forms, the dominating role of modal verbs and non-finite forms are typical traits of business documentation.

The most prevalent tense forms used in business texts are Simple and Perfect Tenses of both Active and Passive Voices, e. g., *Our firm informed the Suppliers*

that the general conditions were not contained in the order... Prevailing usage of modal verbs and modal words/word-combinations is another specific feature of contracts; it can be explained by the fact that these words constitute the field of modality, extralingual reality required to establish new business contacts and partnership, e. g., *The Seller upon written consent of the Buyer shall be permitted to substitute equipment of comparable quality. The Seller is to take care of and cover expenses for insurance of the equipment under the Contract...* Another striking feature of business English is a wide use of verbals, e. g., *The Parties have failed to deliver the equipment; The goods are considered to be in conformity with the certificate.*

Contracting parties should not experience any difficulties in obtaining and understanding information. Misunderstanding may happen in case of a redundant use of abbreviations, figures, and prepositions. They are very useful, because they are very quick to write and easy to read. But the parties are expected to know what the abbreviations stand for. The most common abbreviations are *Gvt* (government), *C&F* (Cost and Fright), *C&I* (Cost and Insurance), *et al.* (and others). Conjunction *but* is marked as #, and symbol № is used instead of the word *number*.

The language of documents is rather strict, neutral and standardized. The main peculiarities can be brought to the following: concreteness, conciseness, clearness of the idea, high capacity of the information, strict logic, word repetitions (which accent the main idea), no connotations, cliches and stamps, usage of monosemantic words and words in their direct logical meaning, division of business texts into chapters, paragraphs, points, as well as presence of the definite syntactic structure.

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