

DOI 10.36074/logos-20.09.2024.035

OFFICIAL BUSINESS STYLE DOCUMENTS: LEXICAL PECULIARITIES

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The language in official business style documents, used in legal, administrative, and formal business communication, is characterized by certain lexical features that distinguish it from other styles. Document lexicon refers to the specific vocabulary and choice of words is used to convey information in a formal, precise, and standardized manner. Here are some key lexical features of official business style documents that are commonly used to convey formality.

1. An impersonal and objective tone that creates a sense of objectivity and detachment [1]:

- **Neutral and objective tone** in a formal business style, avoiding emotional language or subjective opinions. The focus is on facts, data, and logical reasoning.

- **Politeness and respect**, even when conveying negative information or criticism, e.g., in phrases like *We regret to inform you* or *Please be advised*.

- **Avoidance of personal pronouns**, personal pronouns such as “I” and “we” are avoided to maintain formality and neutrality.

- **Precise and unambiguous language** is crucial, especially in legal or technical documents where incorrect definitions of terms can often lead to misunderstandings or legal problems. E.g., terms such as *assets*, *liabilities*, *equity*, *derivatives*, *futures*, etc. have specific meanings that must be conveyed accurately. Terminology should be consistent throughout the document to avoid confusion.

- **Tax and accounting standards**, e.g., *IFRS*, *GAAP*, etc. that influence how certain terms and concepts are understood and translated.

2. Formal and professional vocabulary, that avoids colloquial or slang expressions [2]:

- **Terminology**, e.g., plaintiff, defendant, contractual, fiduciary, indemnity, etc.



SECTION 14.

PHILOLOGIE ET JOURNALISME

- **Archaic words**, e.g., hereby, whereas, heretofore, therein, etc.
 - **Neologisms**, e.g., job-coaching, dot-commer, etc.
 - **Formal words**, e.g., commence instead of start, terminate instead of end, purchase instead of buy, etc.
 - **Latin and French origins words**, e.g., status quo, per annum, prima facie, etc.
 - **Technical terms** that may be unfamiliar to the general public depending on the field (e.g., law, finance, medicine) are used, often requiring specific knowledge to interpret correctly, e.g., model, operation, information, data, etc.
 - **Jargon** that is used in official documents to communicate precisely with professionals within the industry, e.g., top dogs – top managers, monkey business – dishonest behavior, etc.
 - **Common abbreviations**, e.g., i.e., etc., viz, e-commerce = electronic commerce, etc.
 - **Acronyms**, e.g., CEO, HR, R&D, VAT (value added tax), etc.
 - **Use of nouns instead of verbs**, e.g., to develop → development/developer, The implementation of the policy instead of Implementing the policy, etc.
 - **Abstract language**, often heavy noun phrases that can make the language more formal and complex, e.g., liability, assets, entity, fiscal revenue, etc.
 - **A significant number of proper names** (names of companies, banks, firms, trademarks (brands), e.g., success of Hershey's, structure of Merion, Cola threatened legal action against UK, a share dealer for ABM Amros, etc.
- 3. Standardized phrases and templates** that are widely recognized and accepted in formal communication [3]:
- **Fixed phrases**, e.g., as per your request, in accordance with, in view of, please find attached, etc.
 - **Templates** that include pre-determined language and structure, reducing the risk of errors and omissions.
 - **Repetitive structures**, e.g., null and void, cease and desist, terms and conditions, etc.
 - **Complex noun phrases** that can be heavy and formal, e.g., in the event of the termination of the contract, etc.
 - **Dates and numbers and decimals formats** can differ, e.g., 1,000.00 in English might be written as 1.000,00 in many European languages. Correct formatting is crucial to avoid misinterpretation.
 - **Currency translation**. Translators must accurately convert currencies, taking into account the context, historical rates, and the specific date of the transaction or reporting.

Understanding these lexical characteristics of formal business style

documents is crucial for drafting effective documents that meet professional standards and a deep comprehension of the financial world and its intricacies.

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