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**Function of bureaucratism and translation peculiarities of unified
business documents (According to Georgian and Russian business
documents)**

Summary

of the Doctoral Dissertation submitted for acquiring academic degree of Doctor of Philology

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General description of the work

Scientific paradigm of linguistics emerged as anthropocentric one at the end of 20th and at the turn of 21st centuries, in the center of which stands talking man (HOMO LOQUENS). Linguistic studies are mostly of interdisciplinary nature. First of all, the given circumstances can be explained by the fact that a man is engaged in an active social life. Recent level of scientific-technological revolution has determined high intensity of information flow. Successful professional activity requires acquisition of abundant amount of information.

Meanwhile, socio-political changes at the end of the twentieth century resulted in destruction of the old political systems and empires, opening borders. Georgia is striving towards common European space and we have already gained substantial success on our way (in particular, in the field of education), however, intense cultural connections and business dealings require united efforts for solving complex and global issue. Scientists have considered these challenges and have come to the conclusion that one of the most efficient resolution to the stated issue is to perform joint scientific researches. This is the very type of researches funded by the European Union. Our project, "Horizon 2020 KEAC-BSR № 734645 (Exchange of knowledge and academic culture in the humanitarian field in the Black Sea region)" holds one of the most important places in this complex and diverse process. Scientific consortium, consisting of scientists from 12 countries, including working team of researchers of BSU, has been established. Within the framework of the project, exchange of knowledge in various fields such as developing philosophical thinking, preserving ethno-culturalism, analyzing the history of epochs shall be facilitated. One of its major directions represents applied fields of linguistics, such as: translation, role of translation in development of science, refinement of intercultural communications and providing unified document circulation throughout Europe. I was fortunate enough to be involved in this project as a researcher - a doctoral student. Based on my humble professional experience, I was

instructed to study the current processes in clerical work of Georgia and the challenges of translating official documents.

Countries of the Black Sea region are of great importance as from geopolitical point of view so from the point of the cultural diversity. Georgia is one of the representatives of the Black Sea region, holding the place of strategic importance between the East and the West, the North and the South. For the stated reason it has always been the subject of interest of the empires, who used to try to take over the whole Transcaucasia including Georgia.

In Georgia massive demonstrations against Soviet system and Russia began in 80s-90s. The nation fought for its independence and soon achieved its goal. The protest against Russia was huge, resulting in prohibiting everything of Russian origin. Politics intervened almost every field: culture, science, sport... This was followed by change of language in official documents. Russian language was excluded from Georgian official documents and was gradually forgotten.

Georgian language was often affected and influenced by other cultures and languages. Since XVIII century until 90s of XX century, Russian language prevailed. The 90s is considered as quite hard period in Georgian clerical work. Georgia's independence was followed by a change in language situation: the transition from one language path to another. Based on materials in BSU archive, until 1993 in Georgia, the documents like diplomas, certificates still represented bilingual, Georgian-Russian documents. And, as a result of the post-independence language policy, from 1994 to 1998, we had monolingual, higher education diplomas issued by the BSU in Georgian language. Since 1999, bilingual Georgian-English diploma forms have been introduced again. This perhaps indicates the fact the country needed certain period for establishing as a state and making its path through world community.

In the post-soviet period, after gaining independence and altering social policy, Georgia directed its course towards entering the common European space and therefore intensive use of English language in formal documents. Considering various political changes Georgia had

to endure many ordeals. In the process of dealing with them, we suppose, the Georgian language policy has been overlooked. The absence of unified process and system was reflected in our documents. Since this period, the language cannot process vast amount of terminology introduced into the language through transliteration, thus they become adopted in our language in their existing form. This happens even when there are corresponding Georgian equivalents in the language.

Our research represents combination of diachronic and synchronic approaches. From the diachronic perspective we are interested in three stages of translating formal documents and handling them: 1) Tsarist Russia period; 2) Soviet era; 3) Post-Soviet era.

Nowadays, globalization, Georgia's joining the world community, assigned great importance to problems connected with the functioning of bureaucratism of formal documents and translation of unified formal documents, which, unfortunately, have not become the subject of complex research and the problem of use of bureaucratism in formal documents is not studied substantially enough. Our thesis attracts interest from both theoretical and practical point of view.

Intense cultural links and business dealings require cooperative effort, so that to appeal to the problems of universal importance. For this reason, it is necessary to handle documents in a unified manner.

Preference has been drawn to translations into English or from English; however, Russian-Georgian and Georgian-Russian translation problems of formal documents are still quite important and urgent, as Georgia has been associated with Russia due to centuries-long period of cohabitation. It should be remembered that from the 18th century until the 90s of the 20th century Russian politics and language dominated and dictated the rules of state functioning in Georgia. In our reality, there are many documents drawn up in Russian that refer to the establishment and development of our institutions, bodies. Social affairs of our population such as assigning to a position, dismissal, transfer, various references and majority

of documents proving certain achievements are drawn up in Russian. These documents reflect the history of our country and our people.

That is exactly the reason why we should simultaneously deepen the knowledge of Georgian-Russian and Russian-Georgian translation nuances, in addition to studying characteristics of English translations and adjust it to the new system of unified documents.

It may sound as overstatement, however, when working on materials, it turned out that translation practice is overwhelmed by chaos. During translation works, translators act based on their competence and solely on their own discretion thus resolving existing typical problems that are not infrequently encountered. In certain cases, we come across various translations of the same term and/or cliché in a document translated by one translator.

The good news is that in 2019, the Georgian State Language Expert Committee developed uniform rules for conveying through transliteration and transcription from a foreign language, which were sent to organizations as guidelines, that will facilitate to preserve the unambiguousness and uniformity of terminology typical of formal business documents. Hopefully, the Commission will develop the same rules of transliteration and transcription from Russian to Georgian and vice versa. Besides, we reckon, this process of unification will come to completion by identifying equivalents for terms commonly used in formal documents that are so necessary for drawing up and translating documents regulating our business dealings.

All of the above stated demonstrates topicality of the work.

Objective of the thesis: description of formal documents and analysis of translation peculiarities, achieving of which required resolving the following issues: 1. Historical development of Russian and Georgian formal discourse, description of work papers. 2. Functional analysis of bureaucratese (stamps, cliché constructions, grammatical forms). 3. Clarifying of unification process. 4. Analyzing problems connected with translating documents.

Subject of the research- Russian and Georgian official documents kept in the department of human resources, chancellery and archive of BSU.

The following approaches have been used in the research: discourse analysis, linguistic analysis of a text, comparative and contrasting analysis method that allow us to identify similarities and differences in two languages.

Complex, multi-faceted research of formal discourse lexis represents scientific novelty, functioning in various cultural and linguistic environment –in Georgian and Russian languages and some of the aspects of their translation.

Theoretical value of the work is to refine and clarify abundant number of concepts in Georgian scientific field (discourse, unified official documents, bureaucratese, stamps, cliché elements etc.). The work also reviews less researched translation challenges of Georgian and Russian official business documents.

Practical value of the thesis is the opportunity to use the outcomes of the research in translating formal documents. The materials analyzed and outcomes of the work will be interesting for linguists, interpreters, for training professional personnel. It will be possible to use it in practical classes of number of disciplines (sociolinguistics, general translation theory and practice, text linguistics etc.). Practical materials are presented in the form of appendix.

Chapter I

Official-business discourse

1.1. Essence of official-business discourse

It is not plausible to imagine existence without communication. Therefore, discourse is inseparable part of our lives.

We reckon, the most laconic and at the same time profound definition belongs to Nina Arutyunova, according to whom discourse is speech immersed in life („Дискурс это речь, погружённая в жизнь“) (Арутюнова, 1990:137).

Worldly realia are those representing pragmatic aspects. Discourse, as speech immersed in life allows for diverse understanding and consideration.

Based on definition of the term “discourse”, we can assume, that it describes means of speech and has two approaches- what kind of? and/or whose? Considering the stated and according to sociolinguistics, Vladimir Karasin distinguishes the following types of discourse: personal (focused on a person) and institutional.

One of the interesting forms and directions of the institutional discourse is business discourse. It is characterized by institutional and cognitive-linguistic features, which distinguishes it from other types of discourses. It is people’s intentional status-role speech having a common feature of business relations. This is a complex, multi-aspect formation, each component comprising of its addressee and addresser (one joins specific discourse space not only considering a certain role but with one’s own goals), communication goals and objectives (achieving a specific decision or overall coordination result), interaction situations. A strict definition of concepts is a determinant of its effectiveness. As we have already stated, business discourse is distinguished by structural and linguistic peculiarities. It is replete with phraseology and clichés, based on which we can assume that business discourse is characterized with solidity and isolation, which is expressed in its specific fields: agreements, state acts, legal laws, resolutions, statement, instructions, business correspondence, personnel’s work papers etc. An ample number of Georgian (A. Shanidze, Ar. Chikobava, N. Basilaia, A. Arabuli, I. Vashakidze, M. Paghava, N. Mikeladze, N. Tsetskhladze, M. Khukhutaishvili, M. Kikvadze, N. Partenadze, D. Akhvlediani etc.) as well as foreign researchers (A. Fedorov, V. Vinogradov, S. Barkhudarov, D. Rosental, O. Kamenskaya, M. Kojhina etc.) distinguish features characteristic to business documents. We agree with their opinion and present our grouping version. We have distinguished linguistic, stylistic, structural features:

Linguistic: 1) Strict adherence to literary language; 2) the use of names and terms established and characteristic to corresponding field; 3) standardization of linguistic formulas; 4) high share of use of stamps and clichés; 5) frequent use of acronyms and abbreviations...

Stylistic : 1) imperativeness and obligation; 2) concreteness; 3) precision and clarity; 4) conciseness and dryness; 5) maximum limitation of linguistic means of emotions; 6) awareness and strict logical reasoning; 7) reliability and impartiality...

Structural: 1) structural standardization; 2) commitment to dates; 3) frequent reference to statistical data; 4) official certification of the text...

Each discourse is characterized by corresponding style, which has its characteristic key function. It is quite plausible to group and classify style by its functional features, Victor Vinogradov was the one who brought forth the stated idea. The following three main features of a language served as the basis for the classification: communication (speech style), report (official-business and scientific style), influence (publicistic and creative style).

Of the rather diverse classifications, we find the Vinogradov's classification more acceptable. Vinogradov distinguishes six styles according to language function and language and speech styles: 1) spoken, 2) official-business, 3) social and informative, 4) scientific, 5) creative, 6) religious (Виноградов, 2001:15-17).

Based on the classification given above official-business style represents one of the functional styles of a language. When reviewing characteristics of business discourse texts, it should be noted that the linguistic style, in which business documents are drawn up, are used in their compilation. It represents means of communication (written/spoken) in the fields of business relations, legal relations and management. It includes international relations, law, economics, military affair, advertising field, communication in official institutions, government activities. We come across different organization of the classification of sub-styles of official-business style. The research conducted by us is based on classification provided by Nana Tsetskhladze and Mzia Khakhutaishvili.

We have tried to formulate and distribute the accents of formal business discourse documents provided by various scholars, among them we have distinguished the following: Accuracy of narration - precisely selected words and phrases that also accurately convey meaning; Conciseness - expressing opinion briefly, clearly and concisely; Correctness -

adherence to the literary language norms that characterize this discourse; imperativeness - mandatory execution without any stipulation and without exception; concreteness - which means conveying essential content; laconicism - the full and complete transmission of thought through a small number of linguistic means.

Considering our topic of study, we assumed it would be important to know the history of Georgian and Russian official-business discourse.

1.2. From the history of development of Georgian official-business discourse

In Georgia, elements of business correspondence and clerical discourse existed since old times and varied through different stages of development and political situation in the country. It is known that there were secretaries and scribes for drawing up documents earlier in Georgia, they were called “transcribers” (Javakhishvili, 1926:65).

Iv. Javakhishvili offers the list of documents presiding the documents of official business discourse of earlier periods in Georgia and their terms: “deed”, “panchart”, “book”, “ordinance”, “note”, “petition”, “decree”, firman”, “quittance”, “card”, “application”, “warrant”, “minute”, “bill”, “blotter”, “dasturlamali” (codex), “verdict”, “letter”, “missive”, “annals”, “charter of immunity”, “exemption certificate” (Javakhishvili, 1926:25-54). Some of them are still found and retained today, while others have lost their function and disappeared altogether.

In the Georgian business documents of this period, which were referred to as deeds, the necessary and obligatory signs (requisites) characteristic to them are already in place. Throughout different historical eras, as a result of being under the influence of different empires: Mongol invasion and domination in XIII-XIV centuries, beginning of XVI century Iranian and Ottoman empires, Russian empire from XVIII century, Sovietization from 1921 and present state strategy, considering all the above mentioned documents drawn up in various languages can be found, often they are bilingual and/or trilingual. Georgia having relations with other countries meant acquisition of foreign language, translating documents

from and into the language. Empires and political and economic situation of the country had and still does have influence on the language, form and content of official documents, and paperwork in general and leave their trace in the history of formation of handling documents in Georgia.

We would like to provide brief description of the dynamics of Georgian business discourse. Characteristic features of the stated discourse are present in Georgian official documentation since old time: specific vocabulary, addressee, addresser, topic, date, certification, form, content etc. Based on the historical documents it is acknowledged that the language of the old Georgian business documents was simple and folk, which over time was enriched by adopting loan words through interaction with other foreign languages. The current language of Georgian business document represents the standardized literary Georgian. The historical stages, the official documents have passed, determined the linguistic peculiarities, which were acquired through the most difficult path of development, they formed in their present form and are found in today's documents. Combination of lexical as well as grammatical peculiarities distinguishes them from other discourses. They have imperative and compulsory nature, the use of bureaucratese and terms characteristic to them is frequent, they are characterized with standardization, laconicism, rigidity and dryness, peculiar syntax arrangement.

1.3. From the history of development of Russian official-business discourse

Russian official business discourse has a long tradition and past. The earliest Russian written documents verify the fact that official papers were being produced in Kievan Rus in the 10th century. XV-XVI century departmental clerical work is considered one of the most important period in the official written Russian discourse. A document acquired the features such as text styles, fixed informational elements set in a specific sequence (requisite, linguistic formulas). The document management system introduced in 1720 by Peter I, was placed under an independent subdivision - the Chancellery. The official business writing of this period is filled with foreign-language terms, which can be explained by Russian

document management of Peter I period having similarities with the Western samples. "General formulas" are created – these are samples according to which the documents are drawn up, at various stages, we come across a number of new requisites: signatures, agreement record, registration index, etc.

Russian history throughout Soviet era is associated with substantial changes in state apparatus and order. The issue of their unification and standardization has been on the agenda since 20s. In 1926, a standardization cabinet was created, which developed standards for business letters, telegrams, telephone messages, minutes, agencies and other documents.

Globalization, which began at the end of the 20th century, changed not only the form but also the content of the business relationship. Not only the process of document management gradually became refined and developed but the documents and document language themselves.

We can summarize the results of the analysis of the historical development of Georgian and Russian business documents, proving that business documents have gone through a long and similar way to formation. We obtained result. However, the difference between them has been determined mainly by language systems. Georgia had sometimes volitional, sometimes and more often coercive coexistence with neighboring and/or foreign countries that influenced the management and formation of business documents. The language of old Georgian official business documents withstood these historical events and the ordeals brought by time, such as "Ottomanism", "Kizilbash rule", "complete Russification" forced by the Russian Empire, "Sovietization". The Georgian language has been able to preserve expressions, bureaucratism, phraseology, terms that have retained their meaning, purpose, form, and have moved from one document to another in almost original form.

Studies of the history of written language has shown us that writing, and its enclosed documents, have gone through a long and difficult period of development. In connection with the stated, Zurab Chumburidze interestingly conveys that written relations between

states and people were subsequently followed by the formation of a special “language” that we can call the language of business documents (Chumburidze, 1983:10).

Chapter II: Text and translation

2.1. Essence of text and text typology

21st century, recognized as the era of information and globalization, brought business relations and contacts to the forefront, which subsequently raised the necessity of creating and translating more texts of official, business style. We live in the world of texts. We have to recite or listen to texts. Classification created on the scientific basis of these texts especially when text oriented translation is of a special kind. Therefore, we are interested in both the text typology and the functional style issues associated with this typology.

Nowadays, in 21st century text represents essence of humanities. Mikhail Bakhtin highlights importance of text and defines: The text is the primary (and real) data and source of the humanitarian discipline. A conglomerate of multifaceted knowledge and methods in the fields of philology, linguistics, literary science, and other sciences, where there is no text, there is neither the subject of thought nor research (Бахтин, 1986:474 - 485). Irina Alexeeva considers that texts and languages differ by lexical, grammatical, word formation and phonetic aspects, however, there are no differences detected in connection with the communicative function of the text (Алексеева, 2004:257) and we agree with her. Knowledge of this is essential in translatology of texts.

In modern translation studies, the research in text linguistics is of great importance. During translation, texts of different languages are made level in regards of communication. The text is a speech, through which verbal communication is carried out, linguistic units selected for the statement uttered by the interlocutor, which are compiled in accordance with the grammar rules and communication objectives of the given language. Forming and understanding the utterance is carried out through considering linguistic and extra linguistic factors.

The problem with the translation is mainly connected with text analysis, perception and formation. The text represents single complete idea, and each of its constituent part is interconnected and subordinated to the whole. Therefore, the text is considered as a unit, within which the contextual significance of linguistic means is discussed. Considering the key role of the text in translation, theoreticians work on developing the text typology, which would allow us to draw a conclusion on translation principles or specific methods of translation, which depicts various level of separate elements and functions of the original, the role of translator as a creator of the translated text and differences between translation strategies (Комиссаров, 1990:102).

Of different text features, the earliest one the researchers noticed and distinguished was its communicative function and they pointed out necessity of it being retained. When evaluating inevitable loss, preference is given to maintaining the whole. This means disregarding less essential details for conveying the global essence of the text. The function the language provides in the given text is important in text classification. The first one to try to develop a typology scheme was psychologist Buhler and he based this on the idea of three components involved in the speech context: a speaker, a listener and information to be transferred. Buhler connects this scheme with the three essential function of the language: presentation (language is used to communicate information), expressive (reflecting emotions of the subject) and appellative (targeting an addressee to get a proper reaction) functions.

According to Otto Kade, text classification, wide range of “text genre” is determined by the content, purpose and form of the text. This diversity made him assume it would be impossible to develop unified scheme and model of translation for all the given text genres. Kade emphasizes qualitative difference between pragmatic and literary texts and together with Jumpelt; he discusses attempts to create different classifications. A. Fyodorov, in his monograph of 1953 “Issues of general and special translation theory”, distinguished the following, based on peculiarities of translation: 1) informational texts, document texts and scientific texts, 2) socio-political texts, 3) (fictional) literary texts. According to

communicative function of the texts, official-business texts were assigned to informational text types, which in turn, being in the group of pragmatic texts. In pragmatic texts, language is the mean of communication and transferring a message (Федоров, 2002:227-228).

Alexeeva, when working on text classification, highlighted introduction and considering of such basic concept as type of information: 1) cognitive information, 2) operational information 3) emotional information, 4) aesthetic information (Алексеева, 2004: 242-247). Komissarov considers utterance to be the unit of communication. In his view, the primary task of translating is to maintain the communication function and considering objective conditions of generation, he considers both texts, source and target texts, to be equal (Комиссаров, 1990:36).

Considering idea of prominent researchers, we agree with the opinion that when translating, great importance is drawn to maintaining communicative functions of source and target texts. This is exactly the thing that determines specific features of content components and the formulation and translation of these components by various linguistic means is determined by composition of the functional dominant. Adequate translation of the functional dominant is the basis for equivalent translation. Developing the text typology is already considered not only as reasonable step but also as necessity for the research of translation adequacy requirements and grounded study of translation evaluation. Attempts to classify existing texts have failed due to the lack of a unified concept and their separation arguments.

Resulting from the research subject, we are interested in official-business style text. We agree with the views expressed in scientific studies on official business language that it is a relatively closed subsystem, with certain lexical, morphological and syntactic features. These peculiarities are stipulated by linguistic and extra linguistic factors, which result from aim, peculiarities and objectives of the given speech relationship.

Principal characteristic feature and determinant of official documents shall be considered the following: use and maintenance of standardized literary language, imperative

nature, objective, reliable, conveying complete information as briefly as possible, specifically, accurately, reasonably, and comprehensively, eliminating repetition and the possibility to understand the text in a double sense. Business relationships are characterized by wide use of names and terms, bureaucratism, abbreviations, and contractions, from which it can be concluded that business texts are distinguished by consistency and closeness, formal standardization, and much more. The official text should correspond its purpose: have legal force, structure and shall be subject to clearly formulated processing.

As we live in a multicultural space and our thesaurus is multilingual, their translation is becoming more demanded. Throughout centuries, translation was given socio-cultural and international significance. It is considered as concomitant of civilization.

2.2. Translatology as text oriented translation

People speaking in different languages dictated the necessity of translation. There is an assumption that translation means transfer of a text from one language into other. Actually, cultures, literature, worldview, customs, traditions, epochs, people meet throughout this process. Culturologists, ethnographers, historians, literary critics and representatives of many other sciences are interested in translation and it is reviewed in the light of interest of these sciences. It is noteworthy that linguistics showed interest towards translation studies not too long ago, however, linguistic theory of translation takes a stand in modern linguistics (Комиссаров, 1999:11)

Translation studies involve the process of translation with all the diversity and its purpose is qual translation. Translation practice preceded the translation theory. After the Second World War, in the boom of translation of information texts, people have learned the techniques of translation from their mistakes. For leading the translation process towards the right direction the first attempt of developing translatology classification belongs to the German linguist Katharina Reiss, who indicated relation between translation and text: “Mainly it seems that the study of ordinary translation case, which implies pouring the original into the mould of another language without loss, addition or distortion, so that we are

left with equivalent of the original text. In this “ordinary” case, this is exactly the type of text that dictates how to translate it. The text determines the choice of means of translation.” (Райс, 1978:202)

Reiss criticized previous translation classification, which did not take into account the fact that text types determine the translation method. Therefore, she realizes the close connection between the type of text and the methods of translation and at the beginning of 1970s, considering communication, approaches of texts and at the same time she offers four groups, taking into account the information communicated by the text, source and recipient: 1) informative, 2) expressive texts, 3) operative texts, 4) audio medial. This classification served as basis for 1999 enriched and altered classification developed by a group of translation studies: 1) informative (consumer) texts, 2) appellative texts, 3) expressive texts. Main requirement, which shall be met by informative texts translation, is semantic accuracy, invariance of denotation level. In spite of the fact that each type of information certainly has its own peculiarities, there are general translation norms for them: retaining text content without loss, authenticity of a text and the activation of such forms of language expression that can only be decoded unambiguously and should not contain different interpretative possibilities. Although pragmatic texts have many things in common, it is of great importance whether what type of document is being translated: legal, connected with administrative activities or scientific.

In order to maintain legal force when translating official business documents, legal and legislative documents require authentic translation. Sometimes, adequate translation of business documents is sufficient to maintain pragmatic translation tasks at the highest possible equivalence and to meet all norms and requirements when achieving this objective. The following are required for an adequate translation: 1) maximum transfer of the content, 2) to retain the form, 3) to transfer emotion-expression.

Official texts are fully oriented on transferring text content. A translator should choose such syntactic constructions, which provide maintenance of the content.

Introduction, sequence of narration, the end of a document in every language follow strict rules of rhetoric. Clichés prevail. Original composition shall be maintained in the translation. Clichés may differ by internal forms, content compatibility. The key to translating business documents is that the translator is required to know the business documentation features and other related skills.

Chapter III. Problems connected with translation of bureaucratese characteristic to official business documents

3.1. Cliché, stamp, template translation problems

Bureaucratese are such word patterns, clichés and stamps, words and phrases lacking emotions and expression, abbreviation and collocations, grammatical forms, expressions and constructions which are mainly used in official style and usage of which is limited or are not used at all in the language of other style. Irina Golub defines bureaucratese in the following manner: “The use of official-style elements in the context unfamiliar to them is called bureaucratese. They are referred to as bureaucratese only when we come across them in non-official style speech” (Голуб, 1997:117).

Study of scientific literature has revealed that all scientists emphasize the prevalence and abundance of these solid language units in business discourse. When translating bureaucratese characteristic to official discourse besides general translation problems specific features typical of the style are also revealed. The translator should be familiar with the peculiarities of official documents and should have the sufficient skill to draw up corresponding documents. Most of the bureaucratese characteristic to Georgian official documents represent loan translations (calques) of Russian bureaucratese. Abundancy of the stated words in speech is an indicator of business discourse. They fully fulfil the purpose of the given speech situation through simple translation manipulations and this fact explains abundance of them in source as well as in target language. By substitution of source language units by target language units, we get equivalent units both in form and sense, for instance:

Cliché forms in Russian documents	Cliché forms in Georgian documents
<i>Справка выдана в том, что ...</i>	<i>ცნობა მიეცა მასზედ, რომ ...</i>
<i>Справка выдана для предъявления по месту требования</i>	<i>ცნობა გაცემულია საჭიროებისამებრ წარსადგენად</i>
<i>Настоящее удостоверение выдано в том, что...</i>	<i>მოწმობა ეძლევა დასტურად იმისა, რომ...</i>

<i>Настоящий диплом выдан ----- в том, что...</i>	<i>ეს დიპლომი მიეცა ----- მასზედ, რომ...</i>
<i>Присвоена квалификация...</i>	<i>მიენიჭა კვალიფიკაცია....</i>
<i>Характеристика выдана для предъявления по месту требования</i>	<i>დახასიათება ეძლევა საჭიროებისამებრ წარსადგენად</i>
<i>Трудовые книжки изготавливаются по единому образцу.</i>	<i>შრომის წიგნაკები მზადდება ერთიანი ნიმუშის მიხედვით.</i>
<i>предложение принято большинством голосов</i>	<i>წინადადება მიღებულია ხმათა უმრავლესობით</i>
<i>возмещает вред, причиненный при исполнении трудовых обязанностей</i>	<i>ანაზღაურებს შრომითი მოვალეობის შესრულებისას მიყენებულ ზიანს</i>

Official documents acquire clerical form through the verbs that are changed into nouns, gerunds: დამტკიცება, გადაყვანა, გამგზავრება, გათავისუფლება, დანიშვნა... participles: მოწვეული, დასაქმებული, გათავისუფლებული, დანიშნული.... If in Georgian imperativeness is expressed mainly through forms of verbs: დაინიშნოს, გათავისუფლდეს, დამტკიცდეს, დამტკიცებულ იქნას, მივლინებულ იქნას... In Russian in order to express the same level of imperativeness, the infinitive is used: перевести, наградить, освободить, изъять, направить, занести, восстановить, провести, поручить, назначить, зачислить, выполнять, предложить, ввести, вырабатывать, повисить, ходатайствовать, исходить, практиковать, не зачитывать, выявить, ликвидировать, предупредить, отметить..., or complex form with infinitive: обязан выполнить, обязан предоставить, должны требовать, предложить проверять, предложить применять, поручить должить, предложить ввести, предложить придерживаться будут проходить, будут обсуждаться, будут уволены, обязаны практиковать, должны подчиняться... finite verbs: приказываю, награждаю, приводит... participles: награжден, переведен, вызван, отозван, предъявлен, исчерпан, найден, выявлен, направлен, собран, одобрен, назначен, уволен, утвержден, освобожден, выдан... Grammatical transformations, which are

used when translating documents from Russian to English or vice versa, is explained through abundance of grammatical forms in the two stated languages.

When translating modern document terms, there are variations, which are completely unacceptable:

<i>Аттестат о среднем общем образовании</i>	ატესტატი ძირითადი ზოგადი განათლების შესახებ,
<i>Аттестат о среднем общем образовании</i>	საშუალო (სრული) ზოგადი განათლების ატესტატი
<i>Аттестат о среднем общем образовании</i>	საშუალო ზოგადი განათლების ატესტატი
<i>Аттестат о среднем общем образовании</i>	ატესტატი საშუალო ზოგადი განათლების შესახებ
<i>Аттестат о среднем общем образовании</i>	ზოგადი საშუალო განათლების ატესტატი

It is not clear why the translator, when translating 2019 document, uses the barbarism characteristic to soviet era-ოკრუგი for the Russian term округ when there is an equivalent term in modern Georgian official discourse ოლქი and the term could freely replace it.

<i>Государственное образовательное учреждение Центр образования ---- Южного административного округа г. Москвы.</i>	მოსკოვის სამხრეთის ადმინისტრაციული ოკრუგის სახელმწიფო ზოგადსაგანმანათლებლო დაწესებულება განათლების ცენტრი.
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The use of ready-made language patterns is the prerequisite of saving time, form and content. Proper drafting of the document is a prerequisite for its proper understanding and adequate translation. Unification of documents eliminates the existence of invariants and ambiguity. The analysis of business discourse has shown that adequate translation in this field requires the fluency in bureaucratese typical of business discourse such as stamps, clichés, and patterns in mother tongue as well as in target language.

3.2. Abbreviation translation problems

Important tendency of modern official discourse is abbreviations, which are stipulated by the fast pace of modern life. Instead of complex multi-word names, abbreviations are used, which were first introduced in countries with Latin alphabet. Their spread was facilitated by

the presence of capital letters, which made it possible to highlight initialized abbreviation and the names of letters of European languages ending in vowel sounds provided euphoniousness when pronouncing them. Abbreviations were introduced in Russian language at the beginning of XX century, which was subsequently followed by their establishment in Georgian language and clerical work.

Some linguists consider the tendency of equalization of the definitions of the following terms “abbreviate”, “abbreviation” and “shortening” to be right, therefore “abbreviate” is the process of shortening and/or eliding a word whereas “abbreviation” is the result of the process. A. Arabuli emphasizes similarity of shortened words and abbreviations and adds that they are used to denote such forms of shortened word, when the words of any solid component name are shortened, formed into a single component and converted into an abbreviated "word (Arabuli, 2004:132). Incorrect shortening of words and their broken sound pollute a language, thus we should be careful when forming and using abbreviations.

Tendency of shortening two and/or more names in Georgian is the result of Russian influence and their frequent use was based on the fact that they allow to save space and time when writing, claims Ak. Shanidze (Shanidze, 1980:158-159).

When studying the existing materials we became familiar with the rules for formation of abbreviations and word shortening developed by the Georgian and Russian linguists (Shanidze, Chikobava, Arabuli, Vinogradov, Barkhudarov, Istrina, Ignatova, Livshitz, Rosenthal, Golub etc.). Based on analysis of various classifications we present classification of abbreviations grouped by us: 1) merging the beginning parts of a word: Проф/ком, პროფ/კომ/ო, აღმას/კომ/ო, რაი/კომ/ო, рай/ком, парт/груп/орг, 2) merging the beginning part of the first word with the complete second word: პედ/ინსტიტუტი, პედ/ინსტიტუტ, პარტ/ბიურო, парт/бюро, 3) shortening in which the first word is a root, the rest is constituent parts of a root: წევრ/კორ/ო, 4) mixed shortening, where the part of root and initial letters are merged: МИН/В/У/З, 5) Initial based; a) of sound origin: В/Т/У/З, ბაბბო, ს/ვ/ვ/ვ b) by names of letters: ბ/ს/უ, В/Т/ У, К/П/С/С...

Despite the fact that Georgian language is not characterized with abbreviations and word shortenings, we still frequently come across them in business discourse. As we have already mentioned they represent calques of Russian and are used for the purpose of saving time and space when writing. The following are demonstrations of the stated instances:

<i>Abbreviations and shortened words found in Russian documents</i>	<i>Abbreviations and shortened words found in Georgian documents</i>
<i>Чл. корр. АН СССР, профессор</i>	<i>საქ. მეცნ. აკად. წ/ვ. პროფ.</i>

<i>ГПИ им.В.И.Ленина</i>	<i>ვ. ი. ლენინის სახელობის სპი</i>
<i>Д.и.н</i>	<i>ისტ.მეცნ.დოქტ.</i>
<i>на ФПКП,</i>	<i>უმაღლესი სასწავლებლების მასწავლებელთა კვალიფიკაციის ამაღლების ფაკულტეტიზე,</i>
<i>Декан ПК преподавателей вузов</i>	<i>უმაღლესი სასწავლ. მასწავლებელთა კვალიფიკაციის ამაღლების ფაკულტეტის დეკანი</i>
<i>ВНИЭКИСП</i>	<i>სუბტროპიკული ნაყოფის <u>შენახვისა</u> და <u>გადამუშავების</u> სრულიად საკავშირო სამეცნიერო-კვლევითი და ექსპერიმენტალურ- საკონსტრუქტორო ინსტიტუტი.</i>
<i>К. с/х наук</i>	<i>ს.მ. მ.კ.</i>
<i>ф. и. о.</i>	<i>ს.გ.მ</i>

While studying the material, we revealed faults connected with spelling. In documents, variations of spellings are detected for specific abbreviations and shortened words. Different variations of specific abbreviations and shortenings are revealed in documents. Right and incorrect forms are used simultaneously in writings. For instance, together with the spelling options of the following abbreviations and graphic shortenings *вуз, зав. кафедрой, и.о., ф.и.о.,* representing the right spelling versions, we simultaneously come across false written forms like *ВУЗ, зав. каф, нач. Планово-Эконом. отдела, И/О, ИО* and *ФИО*. This indicates neglect of unification of document language. Moreover, in order to write them down we should follow some spelling rules: abbreviation is written without full stops, hyphens and quotation marks. Whereas graphic shortening is written with full stops.

In order to decode and translate abbreviations it is necessary to know what they represent.

When translating, in the target language we address their recognized equivalents. In case of absence of equivalent we use transcription method, or it is necessary to define the shortened word in the target language which is time consuming. Especially when their definitions are not present in dictionaries. Abbreviations, sometimes establish in the target language without translation and/or transcription/transliteration, in a form of so called international abbreviations.

Language as a living organism is in constant process of renewal. It is a reflection of social change, and this leads to rapid change in the lexical stock of the language. Given today's pace, today's neologism may become archaism tomorrow. What was often used years ago is now completely forgotten and removed from use. This is proved by our examples as well.

When working with materials, decoding the abbreviations in old documents was connected with complications. In one of the Russian documents, the whole sentence is given with shortenings and abbreviations- зав. лабораторией ПБТСО Минвуза ГССР. From these, the definitions of ПБТСО is still unknown to us, as it has become an archaism and we were not able to trace its full definition.

The stated fact proves actuality of our study in connection with the fact that bureaucratese characteristic to Georgian-Russian official documents, peculiarities of their translation and spelling rules should be studied. We hope our study will be helpful for personnel in handling documents and translators, in proper understanding of texts and their adequate translation.

3.3. Problems of translating terms

Term (Lat. terminus) is a word (and combination of words), denoting a concept in different fields of knowledge. "Terminology implies a set of terms used in a specific field" defines L. Kvachadze (Kvachadze, 1993:35) and truly the terms do not have connotations, synonyms, they exist independently from the context and are monosemous.

Any style is characterized with distinctive terminology. Official texts are distinguished from other texts by their constituent vocabulary, bureaucratese characterized to them, high share of use of exact equivalents. Terminology may be created in various ways: language seeks equivalent either in its stock and/or foreign words flow into and in settle in the language latter being very common, while it is possible to freely find matching terms in its own lexical fund.

Study of empirical material revealed that in official documents are replete with the terms of Latin and Greek origin, which established in Georgian language through the influence of Russian language. The result of influence of Russian is the suffix -„იბ“ in Georgian, instead of original ending- “io”. (Georgian monolingual dictionary)

<https://www.ice.ge/liv/liv/ganmartebiti.php>

Terms in Georgian language	Origin of the term
ევოლუცია	Latin- evolutio
კომისია	Latin- commissio
კლასიფიკაცია	Latin- classificatio

Terminology of official-business style is strictly defined and represent a particular nomenclature: 1) denoting participants: *командированное лицо, доцент, დაძაქმებული, работодатель, დასაქმებული, работник, штатный работник პირი, лицо, ხელმძღვანელი, აბიტურიენტი, абитуриент, სტუდენტი, მასწავლებელი, მოწვეული, დეკანი, პროფესორი, профессор, подписавшиеся...* 2) denoting items and objects: *დებულება, გარიგება, უფლებამოსილება, უნივერსიტეტი, დეპარტამენტი, კათედრა, полная ставка, штраф, служебная записка, кафедра, полная ставка განრიგი, სტრუქტურული ერთეული, ხელშეკრულება, полномочие, договор...* 3) expressing action: *მივლინებული იქნა, გათავისუფლდეს, გადაყვანილ იქნეს, принять, перевести, командировать, გამოცხადოს მადლობა, საყვედური, объявить благодарность, выговор, დაეკისროს, поручить, ჩაირიცხოს, зачислить, отчислить, ამორიცხვა, ...*

Terminology in the documents of Soviet period and their translation were more sustainable. In translation, it was translated by the same corresponding term and word combination. There were not detected any variations in translations. There are standard Soviet patterns: with standard terminology, standard structural sequence and translation. The period was characterized with bilingual signatures, that is, Georgian documents were signed in Georgian and foreign documents were signed in corresponding language. This is the feature distinguishing them from modern documents.

Mistakes made in the original text results in corresponding mistakes in the translation. Essential prerequisite for a correct and adequate transfer is a well-organized original text. When translating business documents, besides being fluent in the target language, it is also imperative to have the knowledge of peculiarities of business documents and skills necessary to draw up documents.

As a result of globalization, foreign terms are introduced in our documents, which can be freely substituted by the Georgian equivalents. These are: *აპლიკანტი - განმცხადებელი, აპლიკაცია - განცხადება, კვოტა - დასაშვები რაოდენობა, ტრენინგი - წვრთნა, ბენდი-მუსიკალური ჯგუფი, ვორქშოპი - სამუშაო შეხვედრა, ინვოისი - აღრიცხვა-*

სწავრობება... One of the essential requirements when handling business documents is the usage of terms and their equivalent translations in the same sense. It is unacceptable to use different variations when translating the documents of same type, which is so frequent in nowadays' practice.

It should also be noted that when we translate terms we often address calque, transcription and/or transliteration methods. Sometimes there is no firm line between transcription and transliteration, or combined method can also be used: transcription-translation. There are instances when the term, which has been recently introduced in translation, needs further explanations.

3.4. Unification of document circulation and problems with functioning of translated documents in polycultural world

The formation of states, the regulation of the various relations between people and people and the state, the establishment of norms and the necessity of fixation contributed to the invention of the script. This should have served as the basis of creating official documents.

Kuznetsov, Likhachov and others provide interesting definition of official documents: "This is a document developed by legal or physical persons which is registered and approved sufficiently. It is a material object containing information created by humans for the transmission in time and space, which can be represented in writing, graphic, sound, photograph and drawing. Recording of information ensures its storage and collection, transfer to another person, multiple reuse, and getting back to information over time.... A document in management affairs represents the subject and result of work (Т.В.Кузнецова, М.Т.Лихачов, А.А.Райхцаум, А.В.Соколов, 1991:5).

Business documents play an important role in human life. In line with today's requirements, given that we are striving to join the EU while unified documents are being developed throughout Europe and incorporated into the system, Georgia has not strived to meet the demands of the time and make the necessary changes. Standardization and unification are widely and frequently used in existing and established patterns, solid speech formulas, bureaucratise (stamps, templates, standard syntactic models, etc.), which further simplify and facilitate the process of developing typical business papers; frequent repetition of the same words, forms, and constructions, which provide, in a similar situational event, the conveyance of opinion by similar means. As Kazantsev claims in his work: "official documents are not being "written", they are developed through already existed, ready words and stereotypical collocations" (Казанцев, 2002:19).

At present, the requirements of state standards regulate the rules for the registration of uniform documents and the process of determining the mandatory requisites for these documents. The requisites represent necessary feature of any document and indicate legality of the document. In spite of the existence of uniform rules and system for drawing up uniform documents, there are still presence of negligence, which is even reflected in the drafting of the document. In particular, documents registered in different periods are distinguished by the use of somewhat subjective discretion by personnel working with documents.

We analyze the problems of functioning of translated texts in the multicultural world. Unification requires modern intensive intercultural communication and conditions of globalization. Unification means bringing form into one system, where the principle, approach and manner of translation must be similar and the same. Translation is not just a transfer of text from one language to another, but also an interaction of cultures. Therefore, in addition to linguistic differences in the translation of uniform documents, cultural differences must also be taken into account, which is expressed through registration of dates, addresses, paragraphs, references, names and surnames. In English, there is a strictly fixed order of first and last names: first, comes a name, then a surname, in Chinese – first comes a surname, then a name (Terminasova, 2017:91-97). In Russian documents, this sequence is strictly determined throughout years, fixed sequence *ф.и.о.* proves the stated. Although it is characterized to Georgian language to state first name and then surname under the Russian influence, first surnames and then names were written in the documents. The Russian influence is still detected in Georgian. There is difference in writing dates. Accepted sequence in English documents is: month, date, year; in Georgian and Russian documents- date, month and year. We also come across some differences in writing addressee on an envelope. Considering the stated differences, the listed requisites are already registered in European manner.

Conclusion

21st century, under the condition of informative relations, demanded the increase of number of unified official texts and their translation. Today, translation into English and generally English is preferred, but the problems of translating Georgian to Russian and Russian to Georgian official business documents are still quite significant and urgent. Regardless of the political situation, depending on the demands of life, the issue of translating from the Russian language is still on the agenda. Today, we still need to translate various Russian documents into Georgian and vice versa- Georgian into Russian. Since less attention is drawn to teaching and translating into the Russian language, now we face the results and we get poorly translated documents. The need for their adequate, equivalent and authentic translation into Georgian has determined the study of this issue.

Analysis of official document translations revealed that in the field of translation business documents represent a special discourse, as besides common translation problems, peculiar features characterized to this discourse appear, in a form of specific terminology, cliché constructions/bureaucratese. Special requirement of official document translation is retaining a form and content. Following strict rules and the use of ready, standard linguistic constructions. Translator should be familiar with peculiarities of business documents and have the skills necessary for drawing up business documents.

Although these documents are characterized by linguistic and lexical dryness, monotony, standardization, the use of solid collocation, bureaucratese, it is still quite interesting to consider the documents we have studied, which have been preserved at the BSU chancellery, archives and human resources office since 1947, these include Soviet and Post-Soviet Georgia Periods. According to language and form use in document handling of independent Georgia, we can additionally distinguish two stages: the first, which appeared to be quite short, covering period between 1994-1998 and is characterized only by presence of documents in Georgian language (diploma, certificate). The second, since 1999 continuing up to now, this stage is characterized with documents drawn up in Georgian-English languages (diploma, certificate).

Leading feature of business document is presence of bureaucratese- cliché, stamp, terminology, abbreviation. They are characterized with conservatism and complex syntax, which are focused on precise formulation and unambiguousness. In business speech, it is characterized with high level of standardization, which is not accidental. Business relations develop in typical situation, where presence of a term and bureaucratese is not only justifying but imperative. They are used with literary and precise sense in order to prevent ambiguity. People who make important decisions should not spend or waste time on formulating ideas, solid equivalents, searching for special clerical terms and schemes. Unfortunately, it is not fully studied yet and researches are being conducted to study bureaucratese characteristic to Georgian business-official style, for the purpose of study of methods of their use and translation. It should be noted that our research also addresses this issue, examination of vocabulary of official business documents, bureaucratese and ways of their expression (differences, peculiarities).

When translating bureaucratese we guide ourselves and use ready, solid matching word, unambiguous equivalents, which are established and fixed in a target language. The equivalent already fixed and existing in the target language should not be changed at a translator's discretion. In addition, elements necessary for communicating and perceiving information shall be retained: syntactic construction, which maintains the business document's requirements. It is based on the background knowledge of a translator whether they reach equivalence or not. It is based on their knowledge of fixed bureaucratese for the

given situation in the target language. As for the abbreviations and shortenings found in documents, they mainly represent calque of Russian abbreviations and shortenings. In translation, we come across their decoded, fully conveyed versions. When there is no recognized equivalents for the abbreviations in the target language, it is necessary to decipher them fully and/or define the meaning of shortened word, which is quite labor consuming, especially when their definitions are not present in any of the dictionaries. When translating cliché, stamps, patterns, shortenings and abbreviations we often turn to the means of transformation such as calque, transcription and/or transliteration.

The terminology of official documents in source language shall be changed and translated into the target language through officially, universally accepted, approved equivalent terminology. In case of neologisms, it is acceptable to define them. It is difficult to translate terms unless we are dealing with internationally recognized and / or agreed terms or even words of Latin origin. It is acceptable to substitute the word of Latin origin by the Latin word in the target language. It should also be noted that when translating terms we often refer to various grammatical transformations. Business texts and typical information must be translated through set rule. As far as we are concerned, both the source and the recipient of these texts are the administrative authorities that need these documents to approve and regulate their authority. Authentic translation is an essential requirement for maintaining legal and lawful force when translating documents. From these documents, we can distinguish an order, a contract, resolution, decision that is characterized by logicity, clarity, accuracy, and legal force. When translating a statement, certificate, letter, report card, autobiography, reference letter and some other personal documents, it is sufficient to maintain a high level of adequacy, which implies preserving form and content.

The analysis of historical development of Georgian and Russia documents proves that business documents went through a long and similar path of formation. Difference in Russian-Georgian translated documents is mainly due to the different capabilities of language systems (differences in gender, case, number, word shift and omission), and partly due to differences in cultural realia.

Georgia is part of the common European space, and therefore the document handling must comply with the standards. Great work is to be done to achieve this. We need to develop a deskbook, a guide that will illustrate the terms and bureaucratise characteristic of the clerical work together with their solid equivalents in the recipient language.

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