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Research Article

THE CONTENT OF THE DEVELOPMENT OF THE ABILITY TO CREATE TEXTS OF FORMAL DEPARTMENTAL STYLE

Submission Date: September 20, 2023, **Accepted Date:** September 25, 2023,

Published Date: September 30, 2023

Crossref doi: <https://doi.org/10.37547/ijasr-03-09-42>

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ABSTRACT

The article considered the problems associated with the creation of a text in a formal departmental style, the analysis of factors, means generating them, speech situations, as well as the development of proposals to solve these problems. The formal style describes the problems encountered when creating a text and the practical results that do not meet the established requirements.

KEYWORDS

Documents, formal style, text creation, written speech, correspondence, statement, biography, date, signature, approval, content, order, requirements, criteria, exercises and tasks.

INTRODUCTION

Features of oral speech in the Uzbek language in the departmental style Writing texts in the departmental style in the correct format is not given to everyone. The main difficulty faced by thousands of authors every day is completely misinterpretation of departmental texts and misunderstanding of their principles of operation. If you believe in official sources, then:

official departmental style text is the main communication tool in departmental, legal and other environments that provides for the exchange of non-personal official information . And yet, for unknown reasons, thousands of lawyers, economists, managers and even diplomats try to add the same wrong sign to such texts every day.

In the language of documents, nouns are often used. Even for expressing actions and situations expressed by verbs, word forms close to nouns are chosen, that is, word forms called "name of action" are actively used. Such as "...about the progress of preparation", "...about the decision", "...in order to provide information", I ask for your approval. In accordance with the nature and purpose of the documents, interrogative and exclamatory sentences are hardly used in them, mainly indicative and imperative sentences are used. After all, two functions of the language - to inform and to order - are performed in the documents. For example, information is expressed in a reference, an order is reflected in an order, and information ("heard and ordered" ("It was decided...") is expressed in a report)

The mistake of modern official-departmental correspondence is that employees deliberately complicate it. For some reason, it is believed that the more complex the message, the more complex the terminology, and the longer the sentence, the stronger the material. In this material, we will try to think about what a really good text of departmental style should be, what its structure should be, what to pay attention to and what mistakes to avoid. After this consideration, it will be possible to look at the rules of writing departmental texts in a slightly different way. Requirements for departmental text and its structure In general, many documents, from the Constitution and state documents to explanations and dismissals, are written in a formal departmental style. We will focus primarily on departmental texts. Departmental texts have

unique characteristics that other styles do not. One of the main features here is compactness. Creating a departmental text requires attention from the student. Since there are people who are busy with business, the texts should be made so that a person can get to know them without korvalol. Only facts, only figures, only important details are presented.

Abbreviation does not mean that any important details are irrelevant. All explanations should be given and important points should be mentioned. In this case, brevity means giving up another word for one word. The structure of the departmental letter should be considered in advance. There are aspects of a text that are more important than textual coherence, where meaning can constantly change from one to another.

The question of the simplicity of the text. If you respect the person reading the text, keep the material simple. It should be understood, not simplified. Although the rules of writing texts in an official style allow the use of clericalism and special terms, you should not burden the material with complex structures.

Language level: morphology is the predominance of nouns (especially verbal, often forming phrases with incomplete verbs). Execution, decision-making, instruction, acceptance, transfer; to attend, to regret, to address, to influence. The frequency of "linking" the genitive cases of dependent nouns (and adjectives). The importance of strengthening the nuclear non-proliferation regime; sanitary maintenance of the

common property of the residential building of the city housing fund. The personal pronouns of the 1st and 2nd persons and the almost complete absence of the corresponding forms of the verb (exceptions are statements, power of attorney and other special documents, as well as orders in which the form is used - order).

I, Abduraupova Mehribon Artikova, trust Nurova Gulsanam Tolmasovna... to receive my scholarship...; It's more appropriate to say "please release me from training..." rather than "please release me from training". The frequency of verbs in the indefinite form, as well as the predominance of present tense forms with the meaning of obligation and prescription. Enrollment, dismissal, appointment, approval of initiative, retention recommended, should be reviewed. The use of masculine forms in naming women by profession. Teacher TP Turanov, neighborhood supervisor IGOtabekov to replace ordinary assistants (because, software, etc.) with nominal ones. Due to the lack of food, due to the beginning of the heating season, according to the order. Mandatory capitalization of personal and personal pronouns. Verbs such as "I ask you to allow ", " I request ", etc. are used.

Impersonal sentences with the meaning of request, command, need are widely used. Absence of replacing nouns with pronouns and repeating nouns and phrases accordingly. The presence of the defendant is mandatory, and hearing the case in the absence of the defendant is allowed only: 1) with the direct consent of the defendant; 2) if it is proven that the defendant avoided submitting the summons to the court or

hid from the court. In order not to burden you with the rules of writing official departmental texts, consider a few examples right away.

departmental text 1. Delay. Thus, the departmental style is a formal relationship environment. Therefore, the information saturation of the texts written in the official departmental style is very high, but it is difficult to perceive. A formal way of creating texts is not only useful and necessary in everyday life, but also useful in copywriting.

In addition, formal departmental style includes the use of abbreviations and terms that are specific to the field in which they are used, without revealing their meaning. The structure of the official departmental style is often determined by the types of documents in which this style is used. The structure of the official text has its own complexity.

Official departmental style is the style of documents: international agreements, state documents, legal laws, decisions, regulations, instructions, official correspondence, working documents, etc. Examples have also been found in the past. Examples of documents in this type of formal departmental style are the excerpts below. It is customary to use certain words for departmental style texts, which is clearly seen in all the above examples.

The formal departmental style is characterized by dryness, the absence of emotionally colorful words, conciseness, conciseness of the presentation. A set of language tools used in official documents is predefined. The most

important feature of the official departmental style is the language stamp or so-called cliché. A document is not expected to reflect the originality of its author, on the contrary, the more clichéd a document is, the easier it is to use it (see examples of clichés). below) the official departmental style is the style of documents of various genres: international agreements, state documents, legal laws, decisions, regulations, instructions, official correspondence, work documents, etc., but despite the differences in content and variety of genres, the official departmental style are generally distinguished by common and most important features. These include:

- 1) accuracy that excludes the possibility of foreign interpretation;
- 2) language standard. These features are expressed in a) selection of linguistic tools (lexical, morphological and syntactic); b) in the preparation of departmental documents. It is possible to consider the features of vocabulary, morphology and syntax of formal work style.

Linguistic features of the official-departmental style, lexical features of the official style, the lexical (dictionary) system of the style, in addition to the general book and neutral words, include the following:

- 1) language stamps (clericalisms, clichés): questioning based on the decision, incoming and outgoing documents, monitoring of execution, expiration.
- 2) professional terminology: indebtedness, alibi, black horse, departmental;

3) archaisms: I confirm this document. In the official departmental style, the use of polysemantic words, as well as words with a figurative meaning, is unacceptable, and synonyms are rarely used, and as a rule, experience related to the same style, as a result, its vocabulary is very generalized.

The most important of the handwritten documents is the application. It can be divided into several types depending on the content. Compared to the analytical data, more complaints and lawsuits are being formalized today. But their writing rules are regularly violated.

Citizen appeals can be in the form of an application, proposal or complaint. An application is a request of citizens for assistance in realizing their rights, freedoms and legal interests. A proposal is an appeal containing recommendations of citizens to improve the state and society. A complaint is an appeal stating the demand of citizens to restore their violated rights, freedoms and legal interests. According to the law, state bodies and their leaders are obliged to consider citizens' proposals, applications and complaints within the specified time limits, respond to them and take necessary measures. Citizen appeals are submitted in oral or written form. Oral and written appeals of citizens are equally important. Citizen appeals can be submitted individually or by a group. In the petitions, the citizen's surname (first name, patronymic), information about the place of residence must be indicated, and the nature of the application, proposal or complaint must be described. Written applications must be signed by

the applicant. If it is not possible to put a personal signature on the application, these applications are confirmed with the signature of the person who wrote it, and his surname, first name, and patronymic are also written. The citizen's last name (first name, patronymic), information about the place of residence is not indicated or false information is indicated about him, as well as written appeals without signature are considered anonymous and will not be published.

It's actually not a very complicated document. It consists of the following components:

Informational documents constitute a rather large group, they are especially often used in the course of business. This group includes documents such as application, statement, notification, will, deed, power of attorney, reference, description, recommendation, invitation, biography, explanatory letter, announcement, report.

APPLICATION

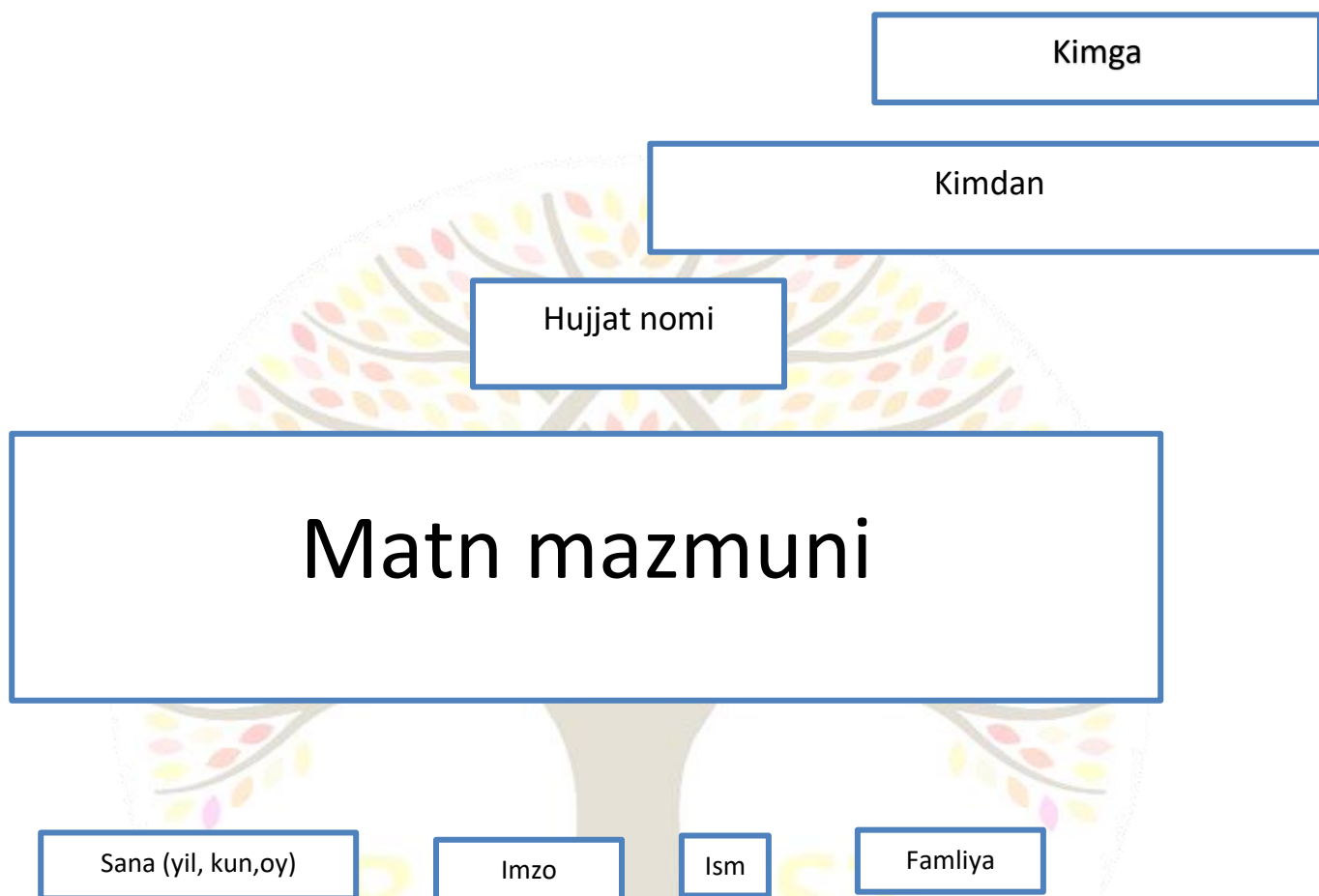
An official document written in the context of a request, proposal or complaint to a specific institution or official. The application is the most widely used and widespread working paper in practice. A schoolboy and a student, a manager and a farmer, an engineer and a scientist, an entrepreneur and an official - all members of society are not exempt from writing an application. The age and position of the applicants, the institutions and offices to which the application is sent are extremely diverse. Applications can be written to the director of a scientific-research institution, the director of a

school, the rector of a higher educational institution, the director of an enterprise, the district administration - in short, any office, any head that can consider and resolve the proposal, request or complaint of an ordinary applicant. Regardless of the size, style and type, the application has its common necessary parts and it is built on the basis of the consistency of these parts. Required parts of the application:

1. Name of the institution or official to whom the application is sent.
2. Residence, job, name, patronymic and surname of the writer of the application.
3. Name of the document (Application).
4. Main text (offer, request, complaint).
5. The name of the documents to be attached to the application (if deemed necessary).
6. The signature, first and last name, and last name of the writer of the application.
7. Date of application (year, day and month).

It should be noted that the necessary parts of the application are not repeated in all applications. For example, when an employee writes an application to the management of the enterprise or office where he works, information about his place of residence is not necessary. In such cases, it is sufficient for the employee to indicate the department and position in which he works. Also, most applications do not require applications. A typical arrangement of the necessary parts listed above is shown in Appendix 1. The application, like any other official document, should be written in clear and concise sentences. Application form

Appendix 1



Clarity and comprehensibility of the language of the document serve to achieve the goal faster. The application is mostly written by hand and the content is freely stated. Applications are not the same in terms of content and style: it can consist of a few words, it can be in the form of a letter expressing opinions on issues. From this point of view, applications are divided into simple and complex types. While the text of the complex application is large, applications can be made to it. In most cases, applications are of a personal

nature. There will also be service applications. Service application is written information of citizens or organizations regarding the exercise of their rights or protection of their interests. Claims are one such application. Applications in the content of a request and complaint are often used in relation to applications reflecting the content of an offer and lawsuits. It should also be mentioned that applications can be written in electronic form and registered in the electronic document circulation system, according to the rules

established in enterprises and organizations. When placing children in pre-school educational institutions, the application is written in the name of the father or mother .

Both in secondary schools and in the higher education system, special attention is paid to the development of students' written communication skills.

In the higher education system, in addition to preparing students for a profession, they are also taught the science of doing business in the state language, but this science cannot be said to be of a practical nature. Most of the time, students are given a lecture from the "Working in the State Language" manual. Essential components of formal working papers will be read aloud, or an outline assignment will be given.

For example:

Exercise 19. Read the sentences carefully. Copy the sentences, identifying the wrong words and replacing them with the correct word according to its meaning.

1. It is a special art for the speaker to express his thoughts briefly and in detail and convey them to the listener. 2. A speechless person expresses a small goal in long words. 3. Remember that an unkind word can shatter the mirror of the heart and destroy the whole person. 4. A person who speaks honey will also have a lot of kind humanity. 5. A sweet word, a beautiful language pleases the human tongue, on the contrary, a bitter word, a rude speech makes the human tongue as unpleasant as it breaks the cup of the

heart. 6. Due to practice, it is possible to acquire the ability to speak, the culture of speech, the art of public speaking at a level that people appreciate. 7. If the language does not have a word naming it, such a word can be borrowed from a neighboring language. But using another word instead of the words in the language is a disaster.[1]

Most of the manuals and textbooks created in the official language are dominated by theoretical information. In the following textbook, the student is given educational tasks that develop text composition skills:

Task 24. read a passage from a textbook in your chosen field of study, then create a text independently by replacing the specialized terms with other synonyms. Explain the difference between original and creative text. Remember, when writing a text on a specialty, you should pay attention to the following: 30 30 - knowing in advance which style of speech the text should be written in; - to be able to correctly choose words and conventional signs related to the specialty and place them appropriately; - write words and terms in compliance with spelling standards; - comment in parentheses on terms, symbols or abbreviations that are not very familiar to colleagues or are not actively used; - mastering terms related to specialization from other languages, taking into account the nature of the national language when creating words; - to avoid unnecessary repetition of professional words and terms, to make appropriate use of lexical, morphological and syntactic synonymy in order to increase their effectiveness, etc.

The fact that T. Saidaliyev developed the "Set of exercises on doing business in the Uzbek language" makes it possible to develop practical skills and competencies in this regard .

Task 20. Find 10 examples of words to be spelled separately from the dictionary and make sentences with 4 of them.

Exercise 18. Read the text. Explain the structure of the words to be written separately. — ... Their goals are very clear! One wants to become a thousand-bashi, the second wants to take the place of Normuhammad, and the third wants to make another shahami dependent on him. Khan wants to get rid of his enmity with Muslims! As for me, there is nothing more to say, my son! I spent a lot of my life for the peace of this country and the peace of the citizens, and I could not create any satisfaction for myself except suffering. I don't understand how we can be human beings before the career-minded, world-loving people who don't know what the union is, who eat and drink each other only for their own interests and personalities , disappear from the soil of Turkestan ... , if we pour water on each other's lips, it is likely that the tsarist tyranny will take over our Turkestan, and we will leave our future in the hands of the Russians with our own hands. God's curse will surely fall on us, my son, blind and stupid fathers who surrender their offspring to the hands of the infidel! We dogs, who are prepared to make our Turkestan a place of infidelity by desecrating the holy body of our ancestors, will surely go to the wrath of the creator! Geniuses like Temir Koragon, conquerors like Mirza Babur, scholars like Farabi, Ulughbek

and Abu Ali Ibn Sina, who grew up and flourished, who are dragging towards the pit of destruction, surely deserve the wrath of God. lim! The tyrants who strangle innocent poor people, orphan their children, and destroy their homes - worms, birds, and weeds growing out of the ground are targets for the curse, my son! A. Qadiri, from "Otkan Kunlar".

Exercise 19. Cut out the pairs of words and copy them in your notebook. Explain the meaning of your connection.

Custom, Semi-Pink, Peninsula, Frequent, Happiness, Medicine, Coal ng foot, confirmed, three-four, write-write, boy-and-girl, eyebrow-crow, got it, scared, right now, tokkaychi, face to face, yard-place .

Task 21. Make pairs of words by placing suitable words next to the following words and explain how they are written. Relative - ..., strength - ..., melon - ..., yoel - bread - soup - game - will be - flower - land - yor - gallows - tepsa - ..., iron - asta - white - take care - ..., love - said - ..., keeha - ..., far.

Systematic use of exercises and tasks in creating official-departmental texts gives good results. Also, being able to use each language tool in accordance with the speech situation, achieving the correct and appropriate choice of synonyms - serves to develop the skills of working in the state language.

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