


<p>ON SOME CHARACTERISTICS OF MODERN OFFICE-WORK TERMINOLOGY IN UZBEK LANGUAGE</p>		<p style="text-align: center;">Linguistics</p> <p>Keywords: state language, documentation, document name, office-work terminology, terminological units, terminological system, systematization of terms, specialization of suffixes, explanatory dictionary, lexicography, terminography.</p>
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Abstract

This paper is devoted to the analysis of the issues of conducting office work in Uzbek and its terminology, in which the sources of the formation of document names in the Uzbek language, their compatibility with the content of the document, and a comparative analysis of the use of document names between periods are discussed. Recommendations for updating or changing the names of some documents were also given, and the means of ensuring the accuracy, conciseness and clarity of the text of the document, as well as the content accuracy, were discussed. At the same time, the article pays special attention to issues such as the systematization of clerical terms, specialization of term-forming adverbs, uniqueness of sentence construction in document texts, stereotyped sentences and terminological combinations, and presentation and interpretation of clerical terms in Uzbek explanatory dictionaries.

The adoption of the law “On the State Language” in our republic and the granting of the status of the state language to the Uzbek language are important events in further restoring the value of our mother tongue. The law “On the State Language” and its implementation require the creation of all necessary conditions for the development of all fields of science, education, culture and art in the state language of the republic and for the work of offices, organizations, and enterprises in the state language.

Today, the improvement of Uzbek documentation, especially its main part, is becoming one of the most urgent tasks to improve and develop according to the requirements of the times, because everyone from an ordinary citizen to the head of an enterprise and organization is interested in the perfection of administrative documents.

Several clauses of the law "On the State Language" are directly devoted to conducting business in the state (Uzbek) language, and a number of practical guides on the implementation of the instructions in them [1; 2; 3; 8] and terminological dictionaries [4; 5; 9; 7] have been published, and certain recommendations have been developed, but the intended results in this area cannot be said to have been fully achieved. In accordance with the decision of the Cabinet of Ministers of the Republic of Uzbekistan dated March 3, 2020, instructions have been given on the establishment of a center for training and professional development of the basics of working in the state language, which has divisions under the state universities and pedagogical institutes of the regions at the Tashkent State University of Uzbek Language and Literature named after Alisher Navoi, the President of the Republic of Uzbekistan. It is not for nothing that a separate paragraph on the work of this Center was allocated in Decree No. PF-6084 of October 20, 2020. This shows the urgency of the issue. At present, this center and its regional divisions are successfully operating with the effective use of existing educational and practical manuals and special dictionaries and fulfilling the tasks specified in the above laws, decrees and decisions.

The formation and improvement of the Uzbek language, documentation, and terminology began mainly in the 1990s, that is, after the independence of our republic. In the 1930s, some work was carried out in the field of office work, and its terminology was studied. However, K. Gomatovich's manual "Working paper samples - Obraztsy delovyyh bumag" published in 1930 in Russian and Uzbek, Y. Bulatov and B. Ilyozov's "Russian-Uzbek office-work terms dictionary" (1933), and B. Ilyozov's "Uzbek-Russian no scientific or practical work was done to study the terms of this field, except for the dictionary of office-work terms. As a result, hundreds of Russian-international terms that can be replaced by Uzbek or terms created on the basis of Uzbek language laws have been used in Uzbek for years, but no thought has been given to their regulation: *adres, akt, anketa, blank(a), kanselyariya, protokol, raport, rezolyusiya, spravka, viza*.

In the period before the independence of the republic, documentation was carried out mainly in Russian; it was not developed directly on the basis of the Uzbek language because it consisted of copying from the Russian language, even in oral speech, *buyruq, farmon, ishonchnoma, ko'chirma, xabarnoma, chaqiruvnoma*, etc. Several terms, such as *prikaz, ukaz, doverennost, vipiska, izveshenie, and povestka*, were used.

During the years of our country's independence, manuals and dictionaries such as those above were created with the efforts of a number of scientists and specialists. As a result of these manuals and dictionaries compiled to improve the scope of work and develop it at the level of modern requirements, documentation work in the Uzbek language was systematized to a certain extent, and consequently, the terminology of Uzbek language work was developed.

One of the tasks carried out in the systematization and regulation of the terminology of the Uzbek language was the specialization of some words in the formation of terms. The specialization of word-forming suffixes is usually done consciously and planned by experts. In Uzbek terminology, special importance is attached to such specialization in the formation of technical and botanical terms (for example, suffixes such as *-gich, -kich, -dosh, and -simon*). On this basis, it was found appropriate to organize the names of documents in the administration and documentation and customize some additions when creating them according to a specific template. For example, the suffix **-noma** in the names of documents such as *ahdnoma, arznoma, bayonnoma, bildirishnoma, dalolatnoma, ishonchnoma, kafolatnoma, ma'lumotnoma, murojaatnoma, rahmatnoma, ruxsatnoma, tavsifnoma, tavsiyanoma, tashakkurnoma, vasiyatnoma, xabarnoma, yo'riqnoma, shartnoma*, first, that the document is in written form. Second, it helps in regulating the terms related to the field of documentation and fully responds to the requirements set for them.

Therefore, it is important to regulate the terms used in the document to justify it scientifically and to explain it reliably. Thus, the field of clerical work is currently developing not only as a practical activity but also as a science with its own object, subject and research goals.

The terminology of the field, which has been developed for several centuries, is becoming more active on the basis of today's active information processes; the comprehensive development of various social, political and economic structures; and the expansion and deepening of international cooperation. For example, units such as *bitim*, *biznes-reja*, *bojxona deklaratsiyasi*, *brifing*, *debitor*, *elektron hujjat*, *elektron imzo*, *faksimile*, *jamoa shartnomasi*, and *moddiy rag'batlantirish* have become active units in the daily work process.

Changes in the life of society and various innovations, such as those in other terminological systems, cause certain changes in business terminology. In fact, the development process of any terminological system consists of the emergence of new terms, their introduction into use, and the withdrawal of existing terms due to modernity or spiritual incompatibility. We can see this in the example of some industry terms. As shown above, until the 1990s, terms such as *akt*, *doverennost*, *instruksiya*, *povestka*, *raport*, *spravka*, and *xarakteristika* were actively used. However, "the new language policy in the social life of our republic requires serious attention to the wide use of native language materials... to ensure the complete transfer of office work to the state language" [6, p. 239], such terms as declaration, deed, power of attorney, instruction, reference, description, and summons, which can fully express the meaning of such terms – document names were put into practice. As a result of several years of practical effort, these efforts have yielded positive results, and office-work activities in China are conducted in the state language.

One of the most important and urgent issues in the formation and improvement of Uzbek documentation is the language and style of the documents. Forming the names of documents on the basis of the capabilities of the Uzbek language and finding and putting into practice the Uzbek alternative of words and phrases in documentation is a requirement of today.

One of the most important requirements for the text of documents is objectivity. Documents should objectively reflect information as official written instruments expressing and recording official relations. Therefore, there are certain limitations in the use of words and word forms in the language of documents. In particular, in the official working style, words with diminutive suffixes, pompous or small, rude words, dialectal words, words that only a narrow circle of people understand, similes, animating, exaggeration, metaphors, diagnosis, etc., are not used. Their use leads to the bias of expression in the texts of the documents.

The text of the document must also meet requirements such as objectivity, accuracy, conciseness, conciseness, and content completeness. A document that does not meet these requirements cannot be a real document; such a document interferes with the business process and sharply reduces its efficiency. The abovementioned necessary qualities of the text of the documents are provided by the unique style of the documentary language, its unique vocabulary, and its morphological and syntactic features.

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 “...tayyorgar liking *borishi* haqida”, “...qarorning *bajarilishi* to‘g‘risida”, “...yordam *berish* maqsadida”, “...*qabul qilishingizni* so‘rayman” and others.

There are also some peculiarities in the use of verb forms. In particular, the level of use of verb forms in the 3rd person imperative or in the past (or present-future) tense in the passive tense is much higher: *topshirilsin, tasdiqlansin, bajarilsin, bo‘shatilsin, tayinlansin; eshitildi, qaror qilindi, ko‘rib chiqildi, ko‘rsatib o‘tildi*, etc.

The construction of sentences in documents is usually based on classification, subdivision, the unity of descriptive and decisional parts, and general causal and conditional relations. This is why relatively long sentences, information sentences, and command sentences are often used in documents. However, the usual word order is strictly observed in the structure of the sentence, and an unusual word order, which is possible in artistic and other works, is not allowed.

In accordance with the nature and purpose of the documents, interrogative and exclamatory sentences, which are mainly indicative and imperative sentences, are almost never used. After all, two tasks of language are fulfilled in documents—tasks of informing and commands. For example, information is expressed in a reference, an order is reflected in an order, and both information (“*Eshitildi...*”) and order (“*Qaror qilindi...*”) are expressed in the report.

The text of the documents is written in the first-person or third-person language. Command documents written on behalf of a single leader (such as an order, order, instruction) are in the first-person language. Additionally, documents written by some people (applications, explanatory letters, etc.) are written in the first person, a singular number. Other documents are written either in the first person plural or in the third person singular: “...*ga ruxsat berishingizni so‘raymiz*”, “...*deb hisoblaymiz*”; “*ma‘muriyat talab qiladi*”, “*boshqarma so‘raydi*”.

When composing the text of documents, it is necessary to use more stagnant, stereotyped word combinations. According to engineering psychology data, word systems and phrases, which have a single constant form, are perceived 8--10 times faster than other word combinations. In addition, standardized word combinations significantly accelerate the processes of preparing and using documents. In connection with the nature and purpose of each type of document, specific standardized syntactic structures are formed.

For example, a command may use structures such as this:

“... *so‘m maosh bilan ...lavozimiga tayinlansin*”;
 “... *o‘z xohishiga ko‘ra ...lavozimidan ozod qilinsin*”;
 “... *boshqa ishga o‘tganligi munosabati bilan... lavozimidan ozod qilinsin*”.

Or you can use the following clichés in service correspondence:

“Sizga ...ni ma'lum qilamiz”; “Sizga ...ni bildiramiz”; “Sizga ...ni eslatamiz”; “...yordam tariqasida...”; “... munosabati bilan...”; “... qaroriga muvofiq ravishda ...”; “...ga korxonaga ma'muriyati qarshi emas”; “...ga korxonaga kafolat beradi” and others.

As Uzbek-language documentation improves, such stereotyped combinations will increase and become more perfect. As a result, the work of drawing up and issuing documents becomes somewhat easier. Owing to the participation of these standardized compounds, documentaries say that *“hujjatlar yozilmaydi, balki tuziladi”* (“documents are not written, but compiled”).

However, since any document is, first, an information carrier, it is important to expand its information capacity to be deep and logical in thought. Therefore, in the document, it is necessary to avoid the principle of language redundancy to be able to use the principle of saving words wisely. For this purpose, the use of abbreviations gives a good result, in which the norm must be strictly and consistently followed. Because abbreviations are not very suitable for the nature of the Uzbek language, abbreviations are not observed very much in the Uzbek language. By now, we have some familiar abbreviations: *“prof.”* (*professor*), *“km”* (*kilometr*), *“sh.k.”* (*shu kabi*), *“va h.k.”* (*va hokazo*) *va b.* At the moment, it is necessary to use the inner spiritual potential of our language in words and phrases more widely and more productively.

Paragraphs are also very important in clearly and succinctly expressing the idea in the document. It is advisable to separate each new, separate idea with a paragraph, and the text from one paragraph to the next should not exceed 4-5 sentences.

Special attention should be given to spelling and punctuation in documentation. We have variations in writing the name of the document; in particular, sometimes it is written with a lowercase letter, sometimes with a capital letter. Since a document has a title, it can be capitalized, and it can also be distinguished in print in another way, for example, by writing the title in all caps. However, since it is the name of the document (as in titles), it is not necessary to put a period after it [2, pp. 17-20].

The development of any language keeps pace with the times, and the development and changes in the language are reflected in the dictionaries. In this sense, the words and terms related to work, which were widely used in their time, served to expand the vocabulary of explanatory dictionaries of the Uzbek language.

In the two-volume “Explanatory Dictionary of the Uzbek Language” [11], although a small number of words exist, words and terms related to business activities actively used in the language of that time are covered and explained accordingly.

In the five-volume “Explanatory Dictionary of the Uzbek Language” [10], the units related to work and documentation that appeared in later periods are more widely covered, in which *akkreditasiya*, *bildirgi*, *buyurtmanoma*, *dalolatnoma*, *yo‘riqnoma monitoring*, *so‘rovnoma*, *tashrif qog‘ozi*, *tushuntirish xati*, *fotohujjat*, *faksimile*, which are not reflected in the two-volume dictionary. Many terms and combinations related to business, such as letters, photo documents, and facsimiles, are noted. Descriptions and explanations of these terms are formulated in a general and understandable way for all people who use the language, not only for representatives of certain fields.

In the five-volume “Explanatory Dictionary of the Uzbek Language”, similar to other units, the explanations given to most words and terms related to work have been perfected, some unclear sentences have been clarified, and some explanations have been completely updated on the basis of the requirements of the time and expanded with terms. The evidence presented here shows that this dictionary has many advantages.

3. CONCLUSION

It should be noted that today, the weight and scope of work on the further development of the state language in China has reached a new level. A 6-volume "Explanatory Dictionary of the Uzbek Language" [12] is published as part of the implementation of the program approved by the President's Decree of October 20, 2020 "On further development of the Uzbek language in our country and measures to improve the language policy". This dictionary has more than 80 thousand words, and phrases based on the Uzbek alphabet based on the Latin script were created by the scientists of the Institute of Uzbek Language, Literature and Folklore under the Uzbekistan Academy of Sciences. In this dictionary, vocabulary units that were not included in previously published explanatory dictionaries, including words and terms related to work and documentation, are reflected, new meanings of such words are defined, and explanations given to words and terms are more perfected. Despite this, units related to work, such as *ishonchnoma*, *yig‘majild*, *maqtovnoma*, *narxnoma*, *e‘tiroznoma*, and *qaydnoma*, did not find a place in this dictionary. However, today, such units have a narrow scope and are used in the national language to one degree or another. In this sense, it is appropriate to include terms such as the above in the next editions of explanatory dictionaries and explain them accordingly.

In general, explanatory dictionaries allow us to analyze the development characteristics of any terminological system, in particular, from the formation of business terminology to the current state, the systematic relations in the terminology of the field, the study of the characteristics of the use of terms in different historical periods, and future research in the terminology and terminology of various fields, which will be created as the main source for lexicographic works.

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