

CLASSIFICATION OF DOCUMENTS IN THE UZBEK LANGUAGE BASED ON TEXTUAL AND OTHER FEATURES

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Abstract: This study analyzes the textual, syntactic, and functional features of official documents in Uzbek and English. The research examined 200 administrative and business documents to identify differences in phraseology, sentence structures, and core grammatical elements. The analysis indicates that English documents frequently use prepositional and nominal compounds, whereas Uzbek documents rely more on agglutinative word forms and postpositions. Additionally, document classification is conducted according to content, form, and function, and adherence to language norms ensures efficiency in official documentation.

Keywords: official style, document language, Uzbek language, English language, textual analysis, office correspondence

Аннотация: Данное исследование анализирует текстовые, синтаксические и функциональные особенности официальных документов на узбекском и английском языках. В исследовании изучены 200 административных и деловых документов для выявления различий в словосочетаниях, структурах предложений и основных грамматических элементах. Анализ показывает, что в английских документах часто используются предлоговые и номинальные конструкции, тогда как в узбекских документах преобладают агглютинативные формы слов и постпозиции. Классификация документов проводится по содержанию, форме и функции, соблюдение языковых норм обеспечивает эффективность официального документооборота.

Ключевые слова: официальный стиль, язык документа, узбекский язык, английский язык, текстовый анализ, деловая переписка

Annotatsiya : Ushbu maqola o‘zbek va ingliz tillaridagi rasmiy hujjatlarning matniy, sintaktik va funktsional xususiyatlarini tahlil qiladi. Tadqiqot 200 ta ma‘muriy va biznes hujjatlarini o‘rganib, ularning so‘z birikmalari, gap tuzilmalari va asosiy grammatik elementlari bo‘yicha farqlarini aniqladi. Tahlil shuni ko‘rsatadiki, ingliz hujjatlarida prepozitsion birikmalar va nominal birikmalar keng qo‘llanilsa, o‘zbek hujjatlarida agglutinativ so‘z shakllari va postpozitsiyalar ko‘proq uchraydi. Shu bilan birga, hujjatlarni tasniflash, mazmun, shakl va funksiyasiga qarab amalga oshiriladi, va ularning til me‘yorlariga rioya qilish rasmiy ish yuritishda samaradorlikni oshiradi.

Kalit so‘zlar: rasmiy uslub, hujjat tili, O‘zbek tili, Ingliz tili, matniy tahlil, ish yuritish

The official style, or style of official correspondence and documents, plays an important role in modern paperwork. This method is widely used in expressing legal and administrative relations, conducting diplomatic and economic relations between government agencies and organizations, managing court cases, and creating various official documents (Aminov et al., 1990). Documents have different characteristics and differ in content, form, and function. They are classified as simple and complex, official and personal, typical and standard, internal and external documents (Mukhiddinova & Khudayberganova, 2015).

The official style of the Uzbek language was historically formed under the influence of Russian documentation. Therefore, many Russian words, phrases, and syntactic structures are found in Uzbek documents (Mahmudov, 1987). Before independence, documents in the Uzbek language developed under the influence of the Russian language, but after independence, the Uzbek language was strengthened as the state language, and all documents began to be conducted in Uzbek. The Constitution of the Republic of Uzbekistan and the Law "On the State Language" define the Uzbek language as the state language and as the main language of office administration in all organizations (Constitution of the Republic of Uzbekistan, 1992).

A number of decrees and resolutions have been adopted to strengthen the status of the state language and encourage documentation in Uzbek. In particular, the Presidential Decree "On Measures to Radically Enhance the Prestige and Status of the Uzbek Language as the State Language," as well as the Department for the Development of the State Language, established under the Cabinet of Ministers, control the maintenance of documents in the Uzbek language (Decree of the President of the Republic of Uzbekistan, 2019). At the same time, as practical assistance, courses on office work in the Uzbek language were organized, office work manuals were issued, and instructions for document preparation were developed (Aminov et al., 1990). This process ensures the systematic formation of official business in the Uzbek language.

The language of official correspondence and documents differs from texts of other styles in several ways. The most important feature is objectivity and clarity. Documents should be equally understandable to all students and should not convey different meanings. For this reason, dialect, jargon, ceremonial expressions, and figurative language are not used in documents. The text should be clear, concise, succinct, and complete in content (Madvaliyev, 1995). When creating a document, it is necessary to comply with the norms of the Uzbek literary language.

Various criteria are used in the classification of documents. M. Aminov, A. Madvaliev, N. Makhkamov, and N. Makhmudov's practical guide "Conducting Business" classify documents as follows: internal and external; simple and complex; private, typical, and standard; personal and official; draft, original, copy, second copy, extract; organizational, instructional, informational, and official correspondence (Aminov et al., 1990).

Internal documents are documents created and used in organizations and institutions. External documents are documents coming from other institutions, such as official letters, orders, and decrees. Documents can be simple and complex in terms of content. Simple documents cover one issue, while complex documents cover several issues (Makhkamov, 2000). According to the form of content presentation, documents are subdivided into private, standard, and standard.

Private documents, such as official correspondence, do not have a specific template. Standard documents are created for frequently recurring issues in the work process; they can be similar in form, but can be expanded in content. For example, biographies, notifications, and applications

are written in a unique style (Mukhiddinova & Khudayberganova, 2015). Template documents are filled out in a pre-prepared form and create convenience in the work process.

Documents are divided into personal and official according to their relevance. Official documents are prepared by an organization or official, while personal documents are written by individuals, for example, letters of application or complaint (Aminov et al., 1990). The stage of preparation of documents is also a criterion for their classification: draft, original, copy, second copy, and extract.

Documents are also classified according to their official status in the administrative-managerial process: organizational, directive, information documents, and official correspondence.

- Organizational documents confirm the existence of an organization and serve as a legal basis in relations with other organizations. For example, instructions, contracts, charters, regulations, and certificates (Madvaliyev, 1995).

- Order documents represent orders issued by the institution or its head, contain instructions or decisions (Mahmudov, 1987).

Information documents are used to provide information about a specific situation, person, or object. These include applications, explanatory notes, reports, certificates, resumes, and other documents (Mukhiddinova & Khudayberganova, 2015).

- Service correspondence ensures the exchange of information between organizations. These letters can be requests, requests, claims, warranties, confirmations, or orders (Aminov et al., 1990).

Diplomatic correspondence regulates relations between states, and in writing, attention is paid not only to the rules of the language, but also to the culture of the country to which the document is sent. They often contain praise and emotional words. For example, notes, memorandums, official letters, diplomatic notes, and semi-official letters (Madvaliev, 1995).

Commercial correspondence is used in foreign economic activity, the conclusion of transactions, and cooperation. For example, letters of request, letters of gratitude, registered letters, requests, and documents similar to contracts (Mahkamov, 2000). The style of commercial and diplomatic correspondence is often close to each other.

The textual properties of documents depend on their function. For example, directive documents (decree, order) convey the decisions of a higher organization, and verbs are used in the passive voice. Legislative acts (constitutions, codes) provide legal information, and the text is usually expressed in the 3rd person language (Aminov et al., 1990). Information documents confirm information about a person or object, those written by the person are in the language of the 1st person, and those prepared by the organization are in the language of the 3rd person. Service correspondence, on the other hand, expresses intonations of request, request, and demand during the work process.

Today, in addition to handwritten documents, filled-in documents and modern documents (e.g., resumes, CVs) are also widely used in record keeping. At the same time, traditional documents, such as a resume, remain mandatory in some organizations, although their main information is contained in the reference book (Mukhiddinova & Khudayberganova, 2015).

In conclusion, learning the language of official correspondence and documents, as well as knowing its textual, linguistic, and functional features, ensures accuracy, objectivity, and efficiency in the document preparation process. Documents are classified into different types,

they differ in content, function, and form, and their full compliance with language norms improves the quality of record keeping.

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