

LINGUOSTYLISTIC FEATURES OF OFFICIAL-ADMINISTRATIVE DOCUMENTS

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Abstract: This article examines the linguistic and stylistic features of the official-administrative style of writing, analyzing principles such as clarity, conciseness, objectivity, orderliness, and politeness. The study integrates the perspectives of linguists to highlight the standardization of official texts, their imperative tone, and the differences between central and peripheral administrative domains. The results are significant for the preparation and practical application of official documents.

Keywords: Official-administrative documents, linguostylistics, official style, clarity, conciseness, objectivity, orderliness, politeness, standardization, imperativity.

In the modern era of building a legal state and a civil society, studying the distinctive features of the official-administrative style of documents is of paramount importance. This issue is relevant not only from a linguistic perspective but also from a legal standpoint, as the activities of state bodies, law enforcement, and citizens' legal culture are directly reflected in official documents. Therefore, a thorough analysis of the characteristics of official documents and their distinction from other styles is essential for the effective organization of legal and communicative processes.

Official-administrative texts are distinctly different from other stylistic forms, as they adhere to strict templates and established norms. According to the Russian linguist L.G. Kirkunova, the official-administrative style possesses several distinctive features, with the central aspects including: firstly, a strong imperative quality, meaning that the text conveys clear instructions, commands, or requirements; secondly, clarity and intelligibility, leaving no room for ambiguous interpretation; thirdly, neutrality of expression, ensuring that personal feelings or opinions do not interfere with the text; and fourthly, standardization and conformity to established forms. These features are most pronounced in the "central domain" of the official-administrative style.

It should be noted that the further official documents move from the central domain, the weaker these characteristics become. For example, legal acts and government decrees fall within the "central domain," exhibiting high levels of clarity, standardization, and imperativity. Conversely, internal administrative correspondence, such as emails between staff members or certain internal reports, is relatively peripheral and may partially lose its formal qualities. Nevertheless, even in these peripheral texts, a degree of clarity and standardization is preserved, maintaining the official-administrative characteristics.

Thus, official-administrative texts are distinguished by their strict structure, standardized expressions, and style that eliminates ambiguity. Studying these texts is important for both linguistics and legal studies, as they play a crucial role in organizing legal communication, law enforcement, and effective interaction with citizens.

In the Uzbek language, impartiality is considered the foremost requirement for official-administrative documents. The text of a document must always meet criteria such as clarity, conciseness, brevity, and semantic completeness. These requirements ensure the official and professional nature of the document and are necessary for conveying information accurately and understandably. Official documents facilitate effective communication, decision-making, and instructions among citizens, organizations, and state bodies. Therefore, the text should avoid unnecessary words, diminutives, colloquial or regional expressions, and literary devices such as similes, exaggeration, personification, or diagnosis. Such literary elements weaken the formality and clarity of the document and are therefore excluded from the official-administrative style.

The linguist R. Katrin identifies five main features of the official-administrative style, each of which is essential for determining the quality of a document:

1. **La tenue – Orderliness.** The tone and style of the document should reflect its formality. The structure and organization must be strictly defined to ensure the document appears professional and official. Each section and clause should be arranged logically and clearly.
2. **La politesse – Politeness.** In official-administrative documents, it is important to soften social interactions and express respect towards citizens. Politeness relates to the norms of formal communication, creating a sense of warmth and trust in the reader. Therefore, administrative texts employ soft and respectful phrasing and a courteous tone.
3. **L’objectivité – Objectivity.** Information in the document must be free from personal opinions, emotions, or subjective assessments. This feature is particularly important for protocols, statements, reports, and decrees. Objectivity increases the document’s reliability and ensures its legal or official validity.
4. **L’homogénéité – Uniformity (stylistic consistency).** Grammatical, stylistic, and lexical forms in the document must be consistent. Mixing different styles of speech is not allowed, as it compromises clarity and formality. Uniformity facilitates reading and understanding while enhancing the professional quality of the document.
5. **La clarté et la concision – Clarity and conciseness.** Authors’ ideas must be expressed clearly and succinctly, without superfluous words. In some cases, limitations on document length may apply, requiring the removal of unnecessary words and explanations. Clarity and conciseness ensure quick and easy comprehension and contribute to the formality of the text.

Moreover, in the study of official-administrative documents, the linguostylistic features of French commercial correspondence are also noteworthy. In such texts, formality, standardization, clarity, and neutrality occupy a central position. Formality is expressed through politeness, analytical constructions, and precise lexical choices, giving the text a professional tone. Standardization is ensured by the structure of the text, consistent terminology, and the use of set phrases (clichés), which facilitate the rapid and accurate transmission of information.

According to the principle of clarity, each text addresses a single issue, maintaining logical coherence and terminological precision. Furthermore, commercial letters achieve textual unity through central-topic-related clichés and syntactic tools, while cohesive devices such as repetition, anaphoric links, and connectors ensure the comprehensibility and effectiveness of formal communication. These features make it possible to compare French commercial correspondence linguostylistically with official-administrative documents and analyze them in accordance with international standards.

Thus, official-administrative documents are characterized by their distinctive features—orderliness, politeness, objectivity, uniformity, clarity, and conciseness. Each of these features ensures that the text is effective, formal, and comprehensible, playing a significant role in both legal and social communication.

Uzbek linguist D.E. Lutfullayeva generalizes the characteristics of the official-administrative style and emphasizes that the requirements for official documents should be divided into two main aspects: firstly, the requirements for the information presented, and secondly, the requirements for the linguistic properties of the text. According to her, the information contained in official-administrative documents must meet several criteria: it should be accurate and reliable, sufficiently complete, and expressed clearly and concisely. Furthermore, the presentation should follow a strict and logically consistent order, free from subjective opinions and emotions, thus adhering to the principle of objectivity. Additionally, part or all of the information may be presented in a stereotyped, standardized form to ensure that the official text is comprehensible and legally valid.

Regarding the linguistic features of official-administrative documents, they must have specific lexical, morphological, word-formation, syntactic characteristics, and comply with writing norms. For example, words used in official texts must be precise and understandable, avoiding complex literary or dialectal expressions. Syntactically, the connections between sentences must be logical and orderly, with each sentence performing its designated function. At the same time, official documents are created in accordance with certain writing conventions, which ensure their standardized and professional appearance.

By integrating the perspectives of French, Russian, and Uzbek linguists on the official-administrative style, it can be concluded that this style is distinguished by several key features. The most important among them are clarity, conciseness, logical consistency of information, an imperative (directive) and formal tone, as well as freedom from emotional coloring and subjective opinions (objectivity). Document texts must be created while preserving these features, as they not only convey information but also give it legal force and ensure clarity and stability in communication.

Identifying and thoroughly studying the distinctive features of the official-administrative style is of great importance not only from a linguistic perspective but also in practical terms. Such research allows for the precise determination of the language, stylistic markers, text structure, and scope of use of official documents, as well as all their linguostylistic features.

Consequently, this facilitates the preparation, formalization, and effective use of documents in state institutions, educational organizations, and various other entities. Ultimately, this contributes to improving the quality of communication between state bodies and citizens, strengthening legal processes, and ensuring the reliability of official documents.

In summary, official-administrative documents are distinguished by their strict structures, standardized and precise expressions, imperative tone, objectivity, and adherence to linguistic norms. The study demonstrates that the reliability, completeness, and logical consistency of the information presented, as well as the linguistic aspects of the text—including lexical, morphological, syntactic features, and compliance with writing conventions—constitute the main characteristics of official documents. Texts within the central domain (e.g., laws and decrees) maintain a high level of standardization and precision, whereas peripheral official correspondence and reports tend to be relatively softer and less formalized.

Therefore, the study of official-administrative documents is important not only from a linguistic perspective but also practically, as it contributes to improving communication between the state and citizens, strengthening legal processes, and ensuring the reliability of documents. This research provides a foundation for identifying the linguostylistic principles of official texts and enables their effective creation and application.

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