

## BUSINESS LETTER AS A TYPE OF OFFICIAL BUSINESS SPEECH.

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**Abstract:** *The business letter, as a form of official business speech, plays a crucial role in professional communication, maintaining a structured and standardized approach to correspondence. The stylistic features of business writing are shaped by its function within specific domains such as commerce, law, diplomacy, and administration. This paper explores the linguistic and structural characteristics of business letters, emphasizing their formal tone, thematic focus, and adherence to standardized formats. The study highlights the impact of official-business style on document accuracy, neutrality, and clarity, ensuring unambiguous communication between parties. Additionally, the role of business letters in international communication is discussed, underscoring their importance in maintaining legally binding agreements and professional relationships. The findings reveal that while business correspondence remains relatively conservative, it continues to evolve in response to changes in legal, economic, and technological environments.*

**Keywords:** *Business letter, official business speech, business communication, formal writing, document standardization, business correspondence, professional communication, linguistic features, official-business style, neutrality, clarity, accuracy, international business, legal documentation, diplomacy, commercial correspondence.*

Style is directly related to the extra-linguistic reality, as the formation of style norm is connected with the sphere of human activity in which it is used. The peculiarities of style are conditioned by the peculiarities of communication in this sphere.





Style is a kind of literary language, which is traditionally fixed in society for one of the spheres of life.

At the same time, each variety has certain linguistic features (first of all, vocabulary and grammar) and is opposed to other similar varieties of literary language, which relate to other spheres of life and have their own linguistic features.

We can only talk about the relative closedness of the functional styles of the literary language. Most of the linguistic means in each style are interstyle, neutral. However, the core of each style is formed by linguistic means peculiar to it with appropriate stylistic coloring and common norms of use [Andryushkin, 2008, p.45].

There is a constant interaction between styles. Words and expressive means of one style can penetrate into another, however, each functional style has its own features of using the general literary norm, which can be used to distinguish one style from another.

In the English literary language in the process of its development isolated speech style, which is called the style of business speech, or the style of business documents. Like other speech styles, this style has certain goals of communication, patterns and linguistic characteristics common to this style.

The characteristic feature of this style, as compared to other styles of English, is its relative persistence. Of course, over time it changes somewhat, which is due to the very nature of the content. However, most of its qualities, genres, historically conditioned, phraseologisms, terminology give it the character of conservatism.

Business speech has several varieties. In the field of international relations, the style of diplomatic documents is distinguished; in the field of trade and economics - the style of commercial correspondence; in the field of jurisprudence - the language of legislative provisions, codes, judicial and procedural documents,







parliamentary decisions. As a special kind of business speech in modern English, the language of military documents is distinguished: orders, statutes, reports, etc. The language of military documents is also distinguished.

The main purpose of a business speech is to define the conditions that will ensure normal cooperation between two parties, i.e., the purpose of a business speech is to reach an agreement between two interested parties. This applies to business correspondence between representatives of different firms, to the exchange of notes between states, to the establishment of the rights and duties of a soldier written in the military regulations of the army, and to the procedure of meetings. All these relations find one or another expression in the form of an official document - a letter, a note, a treaty, a law, a statute, etc. [Pamukhina, 2006, p.87].

In all linguistic cultures, official business writing is formed as the state apparatus develops. Formation of official-business written speech is primarily associated with the need to document legal relations of legal and private persons. Worldwide, documentation is the process of recording information on paper or other media that ensures its legal validity. The rules of documentation are established by legal acts of the state.

Documentation in business communication is of particular importance: a reference to an oral agreement may be refuted or questioned. However, if the same agreement or order takes the form of a document, it is considered that the reference to it is legally justified. The result of documenting is the creation of a document. Today we can talk about the international properties of documents, because in international practice they serve as a tool of business communication, a linguistic means of fixing business, managerial, official information [Bass, 1998, p.54].

Modern official-business style belongs to the book style and functions in the form of written speech. Oral form of official-business speech is presented in



the form of speeches at solemn gatherings, meetings, receptions, reports of state and public figures, etc.

It is known that the content of a document is closely related to its form, so the language design of documents, depending on the content and purpose of writing, will be different in different cases. Quite often the form of the document and the language means chosen for its creation can play a major role in conveying the content.

The content of a document, its character and genre are reflected in special language means that are not used in another field, and if they are used, they have a completely different linguistic load. It is characteristic that linguistic means of certain types of documents to a greater or lesser extent can be inherent in another type, but there are cases when these or those linguistic means formalize only a certain type of documents and cannot be used in another type [Vasilieva, 1998, p.112].

As a rule, the concept of business English is associated with the skills that most people need to successfully perform their work: making presentations, negotiating, taking an active part in meetings or telephone conferences, receiving visitors, as well as writing reports and business letters [Pamukhina, 2006, p.157].

Business writing is characterized by the official business style of presentation of content. Specific features of this style are:

- addressability, implying the presence of specific participants of managerial activity - senders (addressees) and recipients (addressees) of business letters;
- exceptionally neutral tone of presentation;
- emphasized officialism and businesslike manner, which is expressed in the subordination of correspondents' written communication and compliance with standard rules of business letter formatting;





- thematic limitation of letters, which, as a rule, do not cover more than one or two issues;
- lexical and compositional uniformity of letter content;
- stable repetition of vocabulary values in combination with limited use of them in the text of business letters;
- laconicity and clarity of presentation, excluding different readings or double interpretation of the content of the letter [Veselov, 1993, p. 38].

Accuracy in business style plays a special role, as in official documents the unambiguity of expression is obligatory. Clarity of wording, strict normalization and standardization are necessary in a business document.

So, a business letter should dispose the addressee to itself by the manifestation of sincerity. The general tone of the letter, with all its emphasized officialism and businesslike nature, should be benevolent towards the recipient of the letter, which contributes to the establishment of a stronger mutual understanding between the participants of correspondence. The letter should be full of respect to the addressee: it is due caution to the partner, and tact in communication with him, and emphasized understanding of his interests and problems. Next, let us consider the structure of a business letter.

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