

Features of Official Documents

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ABSTRACT

Documents are different, and each of them has its own place and meaning in the life of society. In a modern developed society, it is impossible to imagine the activities of any institution or organization without documents. Because they are the main factor regulating the activities of any institution or organization. The history of Uzbek documentary cinema spans long periods. This article discusses the history of documentation, types of official documents and their characteristics.

Documentary has a long history. It is known that documents have been preserved from ancient times. Along with the advent of writing, documents began to develop, serving as a means of communication, exchange of ideas and mutual understanding between people. Documentation is the product of centuries and is directly related to the history of a society. Community development will also make some changes to the documentation system. For example: even in primitive times, members of society felt the need to record important situations in relationships. Examples of documentation are the code of laws (Code) created by Hammurabi, who ruled the Babylonian state in 1792-1750. BC, and the laws issued by Ur-Nammu, who ruled 2112-2094. BC. Documents written in Orkhun-enasa (runic), Sogdian, Old Uyghur, Arabic and other scripts provide information about different periods of our history. Historians conduct research and report that in the East in the 10th-19th centuries, labels, decrees, agreements, loans, receipts and similar documents were relatively widespread. The labels varied in content. They mean message, description, order, notification, confirmation, etc.

One of the most important requirements for the text of documents is objectivity. Documents must objectively reflect information as official written documents expressing and recording official relations. Therefore, there are certain restrictions on the use of words and word forms in the language of documents. In particular, words that receive diminutive suffixes in the official style of the work, pompous or small words, rude words, dialect words, words understandable only to a narrow circle of people, comparisons, animations, exaggerations, metaphors, diagnoses, etc. are not recognized.

imaginative thinking. Their use leads to biased expression in the text of documents. The text of the document must also meet such requirements as accuracy, brevity, conciseness, and completeness of content. A document that does not meet these requirements cannot be a genuine document; such a document interferes with the work process.

The language of documents often uses words belonging to the family of nouns. Even to express actions and situations expressed by verbs, word forms that are close to nouns are chosen, that is, word forms called “action name” are actively used. Such as “...about the progress of preparations”, “...about the decision”, “...for the purpose of assistance”, please accept.

In accordance with the nature and purpose of the documents, they contain questions and exclamatory sentences are almost never used; mainly indicative and imperative sentences are used. After all, documents perform two functions of language - the functions of informing and organizing. For example, information is expressed in a certificate, an order is reflected in an order, and information (“heard”, “decided ...”) is expressed in a report. According to content, documents are divided into two types:

- 1) simple documents contain a specific question;
- 2) complex documents include two or more questions.

Originality, uniqueness and heterogeneity of the text are the main characteristics of private documents (for example, official correspondence, etc.), although such documents also have a certain constant content, direct presentation of the content is somewhat free. Exemplary documents with certain identical control situations related, similar and frequently recurring problems includes texts based on Template documents are usually written on pre-prepared printed sheets, such documents contain two types of information, i.e. unchangeable (expressed in pre-prepared printed text) and variable (recorded when creating a document) information; therefore, in relation to this type of document, the word “fill out” is often used rather than “write”. Here it should be said that expanding the scope of standard types of documents is one of the acceptable ways to improve business administration. Because this event makes it possible to make the document text identical and save a lot of time and labor on document preparation. Among standard documents, for example, salary or location links, some documents, services Safari certificates and many other documents may be included. Depending on the relevance of the documents, the service or divided into official documents and personal documents.

Regarding the execution of official documents, if they belong to an institution or officials, personal documents are unique. written by individuals outside of their official capacity or community service related issues (for example, personal statement, complaint, etc.). Nature and level of preparation of documents also important. On this basis, documents are classified as follows: projects; original copy; copy; second copy (duplicate); extract. By official position in administrative and management activities documents can now be mainly classified as follows: organizational documents; order documents; information documents; official correspondence. Based on this classification, this manual presents the main documents that are often found in business activities. Before we begin to cover them, it is permissible to dwell on the necessary parts that are characteristic of most documents. A document, especially among official documents, is a perfectly designed, highly effective, and relatively important piece of writing. It usually includes policy documents from central authorities and generally accepted documents. Directive documents of the central authorities stipulate that the first lines of the publication must be printed in red font. Official documents are the most important category of business documents; business documents include documents for social and official purposes. These are written instruments used in government administration of the country and regulation of various social affairs.

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