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EXTRALINGUAL AND LINGUAL MEANS IN THE TEXTS OF BUSINESS DOCUMENTS**I. P. Borkovska***Kyiv, National Technical University of Ukraine**“Igor Sikorsky Kyiv Polytechnic Institute”*

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The article examines the features of the extralingual and lingual means in the texts of business documents. The research serves to clarify how extralingual means, such as connection between communication and vital functions of people, the existence of explicit content, precision, nonperson character, standardization, stereotypes in the text structure, obliging character, objectivity, imperative character, documentation, formality, laconicism influence lingual means in the texts of business documents. We conducted a thorough analysis of lingual means in business documents, which make up exclusive system and the base of this system contains the units of three levels: lexical, morphological and syntactic. On the ground that content of the business text depends on the sphere of social life where this text exists, it can contain social, political, juridical, scientific vocabulary. Nevertheless, after the detailed lexical analysis of the certain layer of vocabulary was highlighted. Business vocabulary includes clichés, archaic words and phrases and it is considered as a typical peculiarity of such a text. A number of the borrowing words especially French and Latin was analyzed. It should be noted that contractions, abbreviation, verbonominants are widespread in this kind of the texts. In addition, key peculiarities of verbs, used in the texts of business documents, are illustrated.

Keywords: imperative character; lingual means; system; clichés; phraseology; contractions.

Introduction. Business communication is a complicated process of the contact between people in business. It happens when people are in relationship with each other because of carrying out of social functions and professional tasks. Business communication arises when there is a professional activity.

In the 50-70s in the works of functional stylistics (A.V.Peshkovsky, L.V.Shcherba, G.O.Vinokur, V.V.Vinogradov, P.G.Galperin, M.N.Kozhina and others) language of officially-business communication began to be called as an officially-business style. Nowadays the research of the texts in this style continues to draw scientists' attention.

Style of business documents – is a kind of common literary language, which serves sphere official-business relationships: juridical, administrative, social activity. This style is needed for technical documents of different deeds, social, public, economical relationships between the governments, organizations and also between the members of society in formal sphere.

The texts of official documents have some specific peculiarities of the English language. In semantics of the business documents style traditions and the main norms of social and political life, which occur in the country, are reflected.

The reason in the research of problem lingual and extralingual features of business documents style is in increasing needs to have qualified specialists. There is increasing of foreign trade activity in Ukraine and that's why knowledge of peculiarities of business communication is becoming the main instrument in the daily professional activity.

The lack of complex research of lingual and extralingual features in business documents style and juridical text is the reason of **actuality** of this research.

The **aim** of this work is a characteristic of lingual and extralingual features of the texts of business documents, description of lingual means and its properties, which form business texts.

The aim suggests carrying out of these tasks:

- to analyze lingual and extralingual features of business text;
- to research the peculiarities of business text vocabulary.

It should be pointed out right as the beginning that the text of business documents is classified as institution text and characterized by the absent of person features. The main functional aim of the text of business documents is to reach agreement between two and more parties [4, p. 46].

Unlike the other spheres of activity, participant of business communication mostly plays the role of representative of certain organizations, establishments and expresses their interests, in other words, he is a bearer of certain functions. In this case, display of person and individuality is considered as a break off from norm and these features are untypical for the style.

Characterizing the texts on functional-style approach we must reckon extralingual and lingual means.

Extralingual means of business text. It is known that the main extralingual means of juridical text are: a connection between communication and vital functions of people; the absence of aesthetic function; the existence of explicit content (the absent of implication); putting on monosemantic perception and reflection

of real life; precision, which does not let exist different meaning; nonperson character; standardization; stereotypes in the building of the text; obliging character; objectivity; imperative character; documentation; specific aims; formality; laconicism.

The thing that comes particularly strongly is precision for business texts, which is displayed, in the use of specific terminology and in monosemantics of common vocabulary. There is a great number of different standards, such as cliché, represents certain juridical and business notions and it is an indication of precision as well.

One of the things that must be mentioned is that typical peculiarity of business speech is in the limit of synonym substitution, repetition of the same words, mostly terms.

The lack of the person character of formal speech is evinced in the absent of the first and second person and pronouns of the same person. The third person is often used in indefinite meaning. In the text of business documents common nouns are frequently used as well: citizens, election, criminals.

It is obvious that imperative character, which suggests further obliged actions of the addressee needs precision and completeness of the statement. That is why there is complication in syntax of business documents.

Standardization of these texts is characterized by the presence of set expressions of business speech: to proceed a case against smb, to make charges against smb, to sue a case against smb, under legal duty, not subject to appeal, petty pilfering and so on.

Obliging character of business documents makes use non-finite forms, sometimes the chain of the verbs, connected infinitives: "The powers of a police officer in England and Wales to stop and search, arrest and place a person under detention; There are no currency transaction reporting requirements for banks..., for business at the time of customer purchases, or for the importing of bulk currency..."

It goes without saying and nobody would deny the fact that the texts of the business documents are characterized as texts with objectivity. It is impossible to express subjective thought of the person who makes up the document. Objectivity is apparent in complete absence of the emotionally coloured vocabulary.

Objectivity is strengthened by the nouns, which name the person as a bearer of certain functions, as a representative of the state: court, investigator, the accused, witness, prosecutor. More clearly objectivity is apparent on the syntactic level, using the Passive forms: "He is accused", "the executive power is vested in a President", "The House of Representatives is selected".

Considering the legal and business texts, we admit that formal sphere of communication, repeating standard situations, legibly limited sphere of business communication influence standardization of these texts. Moreover, we can see it not only in the selection of language means but in the standard form of documents.

There are some obligatory common forms and certain placing structure composition parts. For instance, typical business letter consists of the following parts: referring to previous contact (With reference to your letter of 15 February ... In response to your query concerning ...); stating the reason for writing (I am writing to inform you that ...); closing, offering further assistance (Please contact me again if I can help in any way. Should you have any further questions, do not hesitate to contact me); referring to future contact (I look forward to your reply / to meeting you / to hearing from you).

On the whole, style of business documents is characterized by brevity, compactness, economical use of language means. Brevity is made with the help of these things:

1. Abbreviation, especially Latin ones: et cetera, exempli gratia, id est, per se, sic, versus, de facto, ipso facto, inter alia, per annum, pro forma, pro rata, quorum, sui iuribus, ultra vires;
2. Use of phraseology: pro-rata distribution, under Internal Revenue Code Section 355, prior to distribution, become a party to a transaction, no consideration is paid, de facto merger, applicable statutes, provisions governing merger;
3. The absence of superfluous information.

It is supposed that brevity of utterance will not influence the clearness of document.

Thus, necessary features of business documents are considered as completeness of information, precision, laconism of formulations.

Lingual means of business text. Lingual means of formal substyle in business documents make up exclusive system, and the base of this system contains the units of three levels: lexical, morphological and syntactic.

Considering lexical level, we want to dramatize the importance of using neutral vocabulary in direct meaning. On the ground that content of the business text depends on sphere of social life, where this text exists, it can contain social, political, juridical, scientific vocabulary.

Due to the fact that anything can become the subject of business activity, we can encounter a lot of various words in the business documents. Besides, there is a certain layer of vocabulary. It is noticeable

when any juridical or other business text or extract of the text has archaic words and phrases, which are used only by professionals. Archaic words include the words which consist of the preposition of place with the suffix-preposition hereto, hereof, hereupon, herein, hereafter, hereinbefore, thereof, whereof. All these words can be met in any business documents, especially in contracts [3, p. 92].

Sometimes business text is characterized by polysemantics and homonymy. This fact decreases clearness and correctness of business texts interpretation and alternatively and there are some difficulties to understand this kind of the texts by people who do not work as lawyers or businessmen. As a consequence, only correct explanation of the terms makes it understandable.

Business vocabulary includes clichés and it is considered as a typical peculiarity of such a text. The most typical word combinations are the ones in which synonyms are combined: made and signed; terms and conditions; upon the death of. Clichés have a bend for monolithic character for leveling of inside form of language unit, which completely corresponds to demand of business text [1, p. 194].

In business documents borrowing words are often used, especially French and Latin borrowing words. Analyzing the vocabulary of the juridical and business texts, French borrowing words were singled out: duly, sign, policy, rules, form, terms, date, contract, effect, proposal, schedule and Latin borrowing words basis, table, registrate, declaration, part. All these words belong to the vocabulary, which are adapted to the English language and now are used in the language successfully.

There's a widely held view that borrowing is an active process. The English language subordinated numerous words to its appropriateness and if this process does not occur, borrowing word becomes the barbarism which sometimes is used, but never becomes the element of a new language [2, p. 232]. For instance, the French borrowing words which are considered as barbarisms: estoppel, laches, quash, and the Latin terms: alias, amicus curiae, nolle prosequi, res judicata.

It is easy to understand that in the business text contractions and abbreviation are widespread, for example: ad hoc, exempli gratia (e.g.), et cetera (etc.), per se, sic, versus (vs.); Latin terms: de facto, ipso facto, inter alia, per annum, pro forma, pro rata, quorum, sui iuries, ultra vires, videlicet.

It must be admitted that the process of phraseology is widespread in business speech as well: I beg to inform you; on behalf of; hereinafter named. We can see this process in using of the verb-noun word combinations, which become universe means in the business speech and they are often used instead of the parallel verb forms. For example: perpetrate a crime, take a position, assign responsibility.

There's enough evidence that the texts of legal and business documents have noun character. The same noun in business texts can be repeated in the neighbor sentences and is not replaced by pronouns. In the belles-lettres texts we could name it as tautology. But in the text of business documents these kinds of repetition are functionally needed, because with help of them misunderstanding can be avoided.

It should be remembered the feature of the numerals in the business texts which are usually written with numbers and, as an exception, they are written with letters only in financial documents (accounts, warrant).

As regards the verbs, they are frequent only in the descriptive part of the resolutions. Concerning the legal texts, the verbs are met in the record of evidence, where serious malicious actions of the offender are listed. The verbs in the sentences are often noun- compound ones and the verb in this construction is subsidiary: to enact some legislation, to break law, to issue an order.

One more peculiarity of business documents style is broad use of the infinitive in comparing with the other forms of the verbs.

It's common knowledge that texts of business documents are characterized by a great number of prepositions: in terms of, in the course of, by way of, in response to.

On the morphological level texts of the business documents are characterized by decreasing of the verbs and pronouns. The use of the verbs in the first and the second person, personal pronouns are limited by certain documents: we inform, I claim, we summon.

The peculiarity of the syntax is widespread use of indirect speech. Direct speech is used only when legal acts and other documents are quoted word for word. Syntax complication is compensated by clichés and standardization. We can safely assume that sometimes there is necessity in special training to learn how to use them in the daily life.

Conclusions. Considering all the above-introduced points, we could conclude that extralingual means influence lingual means in the texts of business documents. Basic analysis of the texts of business documents should include: the existence of explicit content (the absent of implication), precision, nonperson character, standardization, stereotypes in the building of the text, obliging character, objectivity, imperative character, documentation, formality, laconicism. Lingual means in business documents make up exclusive system, which contains the units of three levels: lexical, morphological and syntactic.

Lexis of the text of business documents is the complex set of the words, which are united in some groups to achieve communicative and other lingual tasks.

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І. П. Борковська. Мовні та позамовні засоби тексту офіційних документів. У статті досліджуються особливості мовних та позамовних засобів текстів ділових документів, а також розглядаються та аналізуються основні мовні засоби текстів ділових документів з точки зору замкнутої системи, основу якої складають специфічні одиниці трьох рівнів: лексичного, морфологічного і синтаксичного. Здійснено детальний аналіз лексики текстів ділових документів і, як результат, були встановлені основні групи слів, які властиві для ділових документів. Отже, типовий діловий текст характеризується наявністю спеціальної лексики, до якої відносяться терміни і професіоналізми. Крім того, продемонстровані приклади кліше, архаїчних слів, іноземних слів, особливо французьких та латинських слів-запозичень, скорочень і аббревіатури. У статті аналізується процес фразеологізації у діловому мовленні, та з'ясовується поняття вербономінантів - дієслівно-іменникових словосполучень, які у діловій мові стають універсальним засобом і часто використовуються замість паралельних їм дієслівних форм.

Ключові слова: імперативний характер; мовний засіб; система; кліше; фразеологія; скорочення.

И. Ф. Борковская. Языковые и экстраязыковые средства текста деловых документов. В статье исследуются особенности языковых и экстраязыковых средств текстов деловых документов, а также рассматриваются и анализируются основные языковые средства текстов деловых документов с точки зрения замкнутой системы, в основу которой входят единицы трех уровней: лексического, морфологического и синтаксического. Был проведен детальный анализ лексики текстов деловых документов и, как результат, были установлены основные группы слов, которые можно встретить в деловых документах. Таким образом, деловой текст характеризуется наличием специальной лексики, к которой относятся термины и профессионализмы. Кроме этого, в статье были продемонстрированы примеры клише, архаичных слов, иностранных слов, особенно французских и латинских заимствованных слов, сокращений и аббревиатуры. В статье анализируется процесс фразеологизации в деловой речи и выясняется понятие вербономинантов – глагольно-именных словосочетаний, которые в деловой речи становятся универсальным средством и часто используются вместо параллельных им глагольных форм.

Ключевые слова: императивный характер; языковые средства; система; клише; фразеология, сокращение.