

The Role of Official Documents in Diplomatic Relations

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Abstract: In world linguistics, the study of the aspect of diplomatic speech and the scientific-theoretical problems of speech is associated with the communicative relationship of speech. The study of diplomatic speech issues based on an anthropocentric approach is the fundamental essence of scientific research. This article, as a result of the study of linguistic units based on the relationship of “language and its owner” and the development of linguistic directions that study national-cultural, social, psychological and personal characteristics of interlocutors, draws attention to the problems of speech economy and logical coherence in diplomatic relations, among a number of branches.

Keywords: diplomatic speech, communication, non-verbal means, gestures, mimicry, body movements, personal note, verbal note.



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Introduction

In modern linguistics, the study of nonverbal means of diplomatic communication (gestures, facial expressions and body movements, specific features of the voice) is being studied in various aspects of language. The work carried out in our country in the field of socio-economic, educational and upbringing development, especially the need to increase the effectiveness of reforms in the cultural and spiritual front of our people, requires the intensification of research in this area [2; 3]. Diplomatic documents have their own rules and regulations that must be strictly observed. Diplomatic speech consists of materials of lively conversation, official and publicistic style, and is selected from neutral expressions.

Main part

The 21st century is the century of technology and information exchange, and in social life, speech, its manifestation in the exchange of information, diplomatic relations, are considered a very characteristic aspect. In human society, a person carries out information of various contents, both large and small, throughout his life, that is, within the scope of mutual communication. This is one of the initial conditions of sociality, and humanity encounters diplomatic relations many times [4]. In it, it has to live surrounded by diplomatic texts that are richer in content and more colorful in form. In this, it encounters examples of official texts of various levels and forms. Naturally, all

this indicates that it is an integral part of the consciousness and spirituality of humanity. The works of M. Aminov, A. Madvaliev, N. Mahkamov, N. Makhmudov, O.S. Akhmedov, H. Dadaboev, H. A. Saidov, H. Dadaboev, A. Abdullayeva, V. V. Krivorot, H. Dadabayev, Z. O. Jumaniyozov on the systematization of diplomatic relations have been published. Also, L. A. Bulakhovsky, A. A. Reformatsky, B. A. Larin, L. P. Krisin, V. P. Moskvina, V. Z. Sannikov, E. P. Senichkina, A. M. Katsev, N. S. Boschaeva, N. L. Saakayan, Yu. S. Baskova, E. O. Miloenko, G. A. Vildanova, N. Baskakov; Scientific research in Uzbek linguistics was conducted by N. Ismatullaev, A. Omonturdiyev, A. Mamatov, Z. Kholmanova, Kh. Kadirova, D. Rustamova and others [5; 6; 7; 8; 9].

Each language is studied and taught as a unique reflection of the national spirituality of the nation, as a sign of the existence and unity of this people. Therefore, each person must be aware of the styles of the language in order to express his thoughts clearly and fluently, and in addition to everyday speech, he must also know the official - business language.

Documents form the direct basis of business. Documents, which are diverse in content, volume and form, regulate the continuous activity of large and small labor communities, and human society in general. After all, documents did not appear yesterday, as soon as human society was formed, members of this society felt the need to systematically and strictly record certain important situations in their mutual relations. As a response to this need, of course, the first, primitive documents arose [1; 9; 10].

It is known that any document serves to express certain information in one way or another, so the primary and main element in any document is language. The language of official documents was also maintained in a certain period only in the language of the reigning repressive era. When the Uzbek language acquired the status of the State language, the language of official documents also changed. Currently, work is underway to improve Uzbek documentation, create their unified standards in the pure Uzbek language, and achieve uniformity of related terms.

In diplomatic correspondence, mistakes cannot be made in the name of the country to which the document is being sent, in writing the name and position of the person, in the expressions of the address to him. Because mistakes are considered impoliteness, disrespect. These documents must be flawless in appearance, the idea must be clear, correct, logical, coherent, reasonable and expressed taking into account the characteristics of the other party [10].

Diplomatic correspondence is a set of various official letters and documents of a diplomatic nature. A means of maintaining relations between states, one of the main forms of foreign policy and diplomatic activity of the state. Correspondence between states is established on behalf of the state, head of government, foreign affairs office, various state and public organizations and institutions or their heads, diplomatic representatives and individual diplomats. Letters, telegrams, letters, correspondence by note, as well as declarations, statements, appeals, messages of information agents are types of diplomatic correspondence. Diplomatic correspondence covers issues of international life and foreign policy, bilateral or multilateral relations between states. The preparation of these documents is considered an important area of diplomatic activity of the state and its related institutions. Diplomatic correspondence is delivered to the specified address by diplomatic couriers [8; 9;10].

In diplomatic correspondence, it is necessary to correctly select the type of document based on its content and to fully and accurately follow the rules of writing, taking into account the traditions of the country to which the document is sent. A diplomatic document, of course, requires a response. The type of document sent must be answered in the same way. A statement is answered with a statement, and a personal letter is answered with a personal letter.

In diplomatic documents, no mistakes can be made in the name of the country to which the document is being sent, in writing the position, name and initials of the person, and in the forms of appeal.

Diplomatic documents must also be impeccable in appearance. They must be written evenly on high-quality paper, without errors, without any letters being erased or corrected, and the seal must be in its place. Diplomatic documents are sealed with the state emblem. They are mainly written on paper with the image of the state emblem. It is not recommended to send diplomatic documents by mail; they can be delivered in person or sent by courier [1; 8: 11].

No matter how important the form and appearance of diplomatic documents are, attention should be paid to the main part, its content. It is necessary to express the idea clearly, correctly, logically, reasonably and taking into account the characteristics of the other party.

Types of diplomatic correspondence:

1. Notes and statements.
2. Official letters.
3. Cover letters.
4. Semi-official personal letters.
5. Memorable correspondence.
6. Diplomatic protocols.
7. Memorandums.

A note is the most basic and widespread type of interstate correspondence, a document of the highest level that provides information on an important issue. Currently, two types of notes are widely used in the world community: a personal note and a verbal note [1].

The general characteristics of personal and verbal notes are as follows:

1. The notes are printed on the cleanest, highest quality paper with the name of the state written at the top and the image of the state coat of arms.
2. The name of the capital of the state to which the note is being sent and the date are written in the upper right corner of the paper.
3. Regardless of the size of the note, the full name of the state to which it is being sent is written in the lower left corner of the first page, and the same address is indicated on the envelope.

A personal note is a diplomatic correspondence between heads of state or high-ranking officials. It is sent on the following issues:

1. Presentation of credentials;
2. On the occasion of the opening of an embassy or representative office;
3. Congratulation on the day of the state's foundation or declaration of independence;
4. Congratulation on national holidays;
5. Congratulation on the occasion of presidential elections or referendum;
6. Clarified in connection with an important socio-political event that occurred in the country.

Diplomatic documents have their own lexical, grammatical, morphological and syntactic features.

- In terms of lexico-stylistics, diplomatic correspondence has its own system of terms, fixed stable combinations, various means of expression such as synonyms, antonyms. In diplomatic correspondence, not stylistically neutral words of the synonymous series are used, but words with a positive emotional coloring and typical of the bookish style. For example, instead of the word "I declare", "I express", etc.
- In the official style, this type also has its own grammatical features. In this, introductory words and introductory combinations are often used.
- Morphologically, intransitive verb forms of personal, possessive, demonstrative pronouns, especially verbs of action, are often used. For example, "You will express confidence", "You will accept".
- Syntactically, subordinate clauses are widely used. For example, "I assure you that I will", "You will accept my... and so on [11].

In the official style, literary norms are strictly observed, dialect words, jargon, and words with various stylistic coloring are not used. Sentences should also be without inversion. There should be no affectation in sentences. Some documents written in this style are written in a special order and form similar to a stamp. For example, official letters, applications, explanatory letters, statements, references, and decisions can be indicated. If the amount of money or goods needs to be indicated, it is written first with a number, and then with letters in brackets.

The idea in the documents should be clear, short, and concise (fluent). In this, the size of the paragraph (paragraph) is important. It is standard practice to separate each new, separate idea with a paragraph, and to keep the text between one paragraph and the next no longer than four to five sentences.

Diplomatic documents have a unique appearance in terms of form and wording. When writing them, it is important to pay attention to the form of the document. As is known, diplomatic correspondence does not occur between ordinary enterprises or organizations in one country. Since they are between different countries, the traditions of the country to which the document is sent are taken into account. Whatever type of document is sent to a particular country, the same type is returned. Diplomatic documents include statements, official notes and letters, annexes, semi-official personal letters, diplomatic protocols - records, memoranda, etc.

A verbal note is currently a widely used document in international relations between states and is the main correspondence of foreign ministries, embassies, and representative offices. Diplomatic documents have a unique appearance in terms of form and wording. When writing them, it is important to pay attention to the form of the document [8].

As is known, diplomatic correspondence does not occur between ordinary enterprises or organizations in one country. Since they are between different countries, the traditions of the country to which the document is being sent are taken into account. Whatever type of document is being sent to a particular country, the same type is returned. It was mentioned above that diplomatic documents include statements, official notes and letters, attachments, semi-official personal letters, diplomatic protocols - records, memorandums, etc. In diplomatic correspondence, mistakes cannot be made in naming the country to which the document is being sent, in writing the name and position of the person, and in the expressions of address to him. Because mistakes are considered impoliteness and disrespect. These documents must also be flawless in appearance, the idea must be clear, correct, logical, consistent, reasonable, and expressed taking into account the characteristics of the other party. The official style does not have phonetic features. Because it does not contain any pronunciation-specific marks, and strictly adheres to literary norms.

Lexical features of the official style. In the original official style, colorful words are not used. However, colorful words are required in diplomatic correspondence. It actively uses expressions

of praise: Your Excellency, I assure you of my respect for you, on your head, our heads have reached the sky, most sincere congratulations, with best wishes, with deep respect, I express my gratitude, etc. In the official style, jargon, dialect words, obsolete words and combinations are usually not used. Instead, archaisms and historicisms are used: prince, king, queen, sir, his highness, etc. In legal documents, in the Constitution, every word and sentence must serve to clearly and correctly express the idea and opinion. It contains terms related to professional, legal, diplomatic, administrative and other documents: act, certificate, decision, ambassador, note, contract, statement, declaration, decree, code, law, article, order, protest (complaint), cassation, etc.

Grammatical features of the official style. Forms of this style such as applications, explanatory letters, receipts, invitations are distinguished by the brevity of sentences and clarity of thought. Speech stamps in documents introduce a sign of formality into the text. Words belonging to the noun class are often used in documents. Even when a verb is used, its form close to a noun - the name of the action is used. For example, I ask you to accept, the implementation of the decision, the appointment of a scholarship, the reinstatement of students, etc. Verbs are used in the passive voice and in the imperative mood: it was decided, it was considered, it was heard, it was done, it was appointed, it was carried out, etc. In legal laws and documents, sentences are very long, sometimes one idea is expressed in a half-page sentence.

Therefore, when preparing and formalizing official documents, it is necessary, first of all, to have a certain understanding of all the basic laws and rules of the Uzbek language. One of the most important requirements for the text of documents is objectivity. They must objectively reflect information as official written means expressing and recording official relations. Therefore, there are certain limitations in the use of words and word forms in the language of documents.

The Vienna Convention on Diplomatic Relations and Immunities, which states that the main basis of diplomatic and political lexical units consists of Greek and Latin words-terms, and later on the basis of these languages, the widespread international use of lexical units and lexical units specific to the field of French and English, their classification and description, and linguistic analysis are included in it [8; 9; 11].

Diplomatic language is a specific form of communication characterized by its originality, tact, and strategic use of language to manage sensitive political situations. One of the interesting aspects of diplomatic language is the presence of irony, in which words and phrases convey meanings that differ slightly from their literal interpretations. This academic article examines the phenomenon of irony in diplomatic language and examines its functions, manifestations, and consequences in international relations. Drawing on linguistic theories and diplomatic discourse analysis, this study sheds light on how irony is used as a rhetorical tool to convey sensitive messages, manage conflict, and discuss power dynamics in diplomatic interactions. By analyzing examples from historical and contemporary diplomatic texts, this article provides insight into the complexities of diplomatic communication and the role of irony in shaping diplomatic discourse.

Conclusion

Diplomatic language is a unique form of communication characterized by its originality, tact, and strategic use of language to manage sensitive political situations. One of the interesting aspects of diplomatic language is the presence of irony, in which words and phrases convey meanings that differ slightly from their literal interpretations. This scientific article studies the phenomenon of irony in diplomatic language and examines its functions, manifestations, and consequences in international relations. Drawing on linguistic theories and diplomatic discourse analysis, this study sheds light on how irony is used as a rhetorical tool to convey sensitive messages, manage conflicts, and discuss power dynamics in diplomatic interactions. By analyzing examples from

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