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OFFICIAL-BUSINESS STYLE DOCUMENTS: STRUCTURE AND ORGANISATION

The *official-business style*, also known as formal or bureaucratic style, is a mode of communication commonly used in official documents, legal texts, government publications, business correspondence, and other formal contexts. There are such types of documents in official-business style [1]:

– **Legal documents**: Contracts, agreements, court orders, and statutes are often written in this style to ensure legal accuracy and formality. For example, “*This Agreement, made and entered into as of the 25th day of August 2024, by and between Company A and Company B, outlines the terms and conditions of the partnership...*”

– **Business correspondence**: Letters, memos, reports, and emails in a professional setting typically follow the official-business style to convey professionalism and respect. For example, “*Dear Mr. Smith, In response to your request dated August 1, 2024, we are pleased to provide the following information regarding your inquiry...*”

– **Government publications**: Official notices, regulations, policies, and public statements from government agencies are usually drafted in this style. For example, “*Pursuant to the provisions of the Administrative Code, the following regulations have been enacted as of the 1st of September 2024...*”

– **Academic and scientific writing**: Although not always, some academic papers, particularly in law, economics, or political science, may adopt the official-business style for clarity and formality.

Translating documents in official-business style requires special attention due to the formality, clarity, precision, complexity, specific terminology involved and adherence to established conventions. Here are some key features of documents structure and organization in official-business style [2]:

– **Standardized formats** or template with legal standards that must be followed, especially precise terminology and formatting requirements for legal documents, contracts, and government communications.

– **Logical sequence** of information, such as headings, subheadings, numbered lists, and bullet points in documents often used to enhance readability. In cultures

with strong hierarchical structures, the official-business style may emphasize titles, ranks, and formalities more heavily.

– **Complex structures** with tables, charts, and annexes in documents such as annual reports or financial statements that require careful translation to maintain the integrity of the original format.

– **Tone and style** in financial communication vary widely on the culture. For example, some cultures prefer a direct and formal style, while others may use more indirect and polite language.

– **Local financial practices** and norms, understanding of which is essential to provide an accurate translation that resonates with the target audience. Translators must be familiar with the local legal and financial systems to ensure the translation adheres to these norms.

– **Ethical language use**, ensuring that the text is fair, non-discriminatory, and respectful of all parties involved.

– **Handling sensitive information** in economic and financial documents. Translators must ensure confidentiality and handle the documents with care to prevent any data breaches. Translators may be required to sign non-disclosure agreements (NDAs) or comply with other legal obligations to protect the information contained in the documents.

– **Varied conventions** of the official-business style depending on the country or region. For example, British English may use different expressions or structures compared to American English in formal writing.

The official-business style is essential for ensuring that communication in formal settings is professional, clear, and legally sound. Understanding and mastering this style is crucial for anyone working in law, government, business, or any other field where formal communication is required. Financial markets and regulations are dynamic, so translators need to stay updated with the latest developments to provide accurate translations.

References:

1. Shabunina V.V. (2012). Legal English as a product of its history. *Language and conceptual pictures of the world*, 42(2). Taras Shevchenko National University of Kyiv, 426 – 432.
2. Bhaskaran S. and Sukumaran N. (2007). National Culture, Business Culture and Management Practices: Consequential Relationships? *Cross Cultural Management: An International Journal*, 14 (7), 18 –29