Interaction of Communicative and Linguistic Characteristics in Different Types of Documents

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Abstract:

The article defines official business style as one which has the greatest importance in society and reflects in its genres almost all relationship between state and citizens. We consider four genres – legal documents, official correspondence, car manuals, and patents – which, according to the authors, are the most popular in everyday and business life, and therefore need a thorough study. The authentic texts of the following documents were chosen for the description: British Council Correspondence (Incorporated by Royal Charter Patron:: Her Majesty the Queen), Judgments of the Administrative Tribunal of the International Labor Organization (Judgments 481-494); car manuals of Toyota company in English; inventions in the CIS countries and abroad, vol. 121 №1, vol. 122, №4, vol. 119, №9, vol. 125, №21; texts of the US patents United States Patent and Trademark Office (An Agency of the Department of Commerce). In the process of analysis the authors used statistical methods of forming text corpora; comparative descriptive methods; quantitative calculation methods. The research covers a variety of characteristics of texts of the named genres that directly interact with communication parameters, which, in its turn, affects the structure of the text of a document. Calculation methods allow us to determine the most frequently used linguistic units in different types of text documents, with the help of which they (documents) achieve their communicative goals. It is noted that there is a direct correlation between linguistic units – elements of syntactic and lexical levels, grammatical categories of retrospection, prospection, and imperative – and their (documents) content in the documents of official business style.

Keywords: official business style, genre, text body, continuum, discontinuum, imperative

Introduction:

The scientists, conducting their research in the field of the language and considering it as a product of consciousness, which reflects the objects of society and a variety of human activities in the social environment, came to the conclusion that the language is not homogeneous; the same can be said about the reality around us. They distinguish several areas in the language, which are conventionally called functional styles.

The following functional styles are usually mentioned: Belle-Letters style, referring to works of fiction – novels, poetry, dramatic works; Newspaper style, summarizing newspaper articles, advertisements, ads, etc.; Scientific prose style, which includes research papers of different areas of science and technology; the style of Official Documents, including all that relates to the documents – contracts, patents, official correspondence, judicial and procedural documentation, questionnaires, inquiries, etc., which make the official side of our lives and connect us with state establishments or businesses.
The style of Official Documents is the most branchy and complex, that is why it causes the greatest controversy among linguists. Indeed, on the basis of social experience and with the knowledge of the content of various documents required by an ordinary person in his daily life, it is very difficult to combine such totally different objects of the style of Official Documents as contracts and procedural documents, business correspondence of companies and forms of social survey, etc. Nevertheless, they are all included in the style of Official Documents on the rights of genres (in linguistics different in their social purpose, but united in one group (one style) linguistic objects are conventionally referred to as genres), as they have one thing in common – they perform the documental function.

This article is devoted to the description of interaction of communicative and linguistic characteristics, and the peculiarities of four genres texts organization (but from our point of view – the most frequently used in the public and business activities) of the style of Official Documents: legal documents, official correspondence, automobile instructions, claims (patents).

Material and methods:

To study the text organization in the stated genres of the official style documents the following ones have been chosen: British Council Correspondence (Incorporated by Royal Charter Patron: Her Majesty the Queen), Judgments of the Administrative Tribunal of the International Labor Organization (Judgments 481-494); instruction manuals to Toyota cars in English; inventions in the CIS countries and abroad, vol. 121 №1, vol. 122, №4, vol. 119, №9, vol. 125, №21; texts of US patents United States Patent and Trademark Office (An Agency of the Department of Commerce). The total amount of the body of the text corpora of these four papers makes 200,000 word tokens, i.e., 50,000 for each type of document. This amount can be considered insufficient to provide representative results. However, in this case, the authors refer to the authoritative opinion of well-known scholars, indicating that the small volume of their sample also plays an important role in the research, especially in the field of quantitative description, as it provides fast and reliable calculations [1].

The main methods used in the study were as follows: statistical methods of forming text corpora; comparative descriptive methods; quantitative calculation methods.

Results Discussion:

First of all, to describe the characteristics of the texts organization in the selected four genres we should determine the extent to which the shape and the linguistic means used in this or that document depend on its content. This is particularly important in business style due to its diversity of genres.

The interconnection between form and content is manifested on different levels of the language and is expressed in the architectonics of the texts, in the usage of certain syntactic and lexical units. As the researchers note [2], the form of the document itself speaks about some content (the official reference, autobiography, orders, etc.) The interconnection of the form and linguistic means – on the one hand, and the content – on the other hand, can be illustrated by a number of examples. So, according to the researchers [3] the adverbial clauses of condition (attached with the help of if, provided that / in condition, that) take the second place after the attributive clauses (which are introduced with the help of who, whose, which / that, where, why) in the documents of regulating genre with the object clauses following them (the latter ones are introduced with the help of that, if / whether, what, who, which, where, how, why). In the documents of informative and summarizing genres the first places are occupied by attributive and object clauses.

In our research in the regulating genre documents the adverbial clauses of condition and the attributive
clauses make 57% and 30.5%, respectively. And we have to note the absence of the object clauses. The results of analysis of the informative and summarizing genres documents confirm the conventional conclusions as to the dominance of the attributive clauses over object clauses. The percentage ratio of these clauses is 41% and 33%, respectively. But the nomenclature of clauses in this genre proves to be more extended, and besides them we see such syntactic units as the adverbial clauses of time – 4.8% (with the conjunctions which define time characteristics – when, after, before, till, while, since, as soon as), conditional clauses – 0.5%, and adverbial clauses of concession – 0.3% (with such conjunctions as though, no matter how, no matter what).

In order to provide such official style characteristic as imperative mood a variety of linguistic tools is used in differently oriented documents. Each type of texts has its own means to implement imperative. In the documents of regulating direction – international legal documents, official correspondence, patent information – it is expressed with the help of modal verbs. For example, the verb shall conveys the meaning of obligation, order, enforcement, and in this case, it becomes notional. For example: All the reports shall be submitted to the Secretary-General of the United Nations ... According to the staff Rule 302.7III (i) (a) FAO shall pay the travel expenses (Judgment of the Administrative Tribunal of the International Labour Organization).

In the informative texts (account, surveys, reports, etc.) the following verbs are used instead of shall: should, must, to be, to have; phrases: to have the right, to be bound. In the documents of regulative genre this function is fulfilled with the help of may, for example: Two packages ... may contain only documents intended for the official use of the permanent mission.

In the instructions and military documents imperative is expressed differently: requests and commands are introduced by the verbs in the imperative mood, where they are intended to transmit inspiration due to the communicative orientation, for example: Company C. follow company A., prepare to assist company AB (military order)! ; Keep left !; Loosen the adjusting bolt lockout and fully screw in the adjusting bolt (Instructions); bans are expressed with the help of so-called agentive nouns, i.e., featuring a character, but grammatical structure centres around the imperative form of the verb, for example: Passengers must travel inside the train. When the imperative is softened with the help of the word please, a command takes the form of a request, such as: Please, do not let door slam.

In this genre imperative can be expressed implicitly (hidden). Thus, in many cases, any warning can only consist of information and have the grammatical structure of the message, for example: slippery when wet, i.e., the sentence contains the warning "be careful because of the slippery road."

Some sentences are a hybrid form of requests and commands, in this case the request is expressed by a verb in the passive form, and the command with the help of the verb in the infinitive, e.g.: passengers are kindly requested not to travel on the roof. The imperative in the negative is realized in some different ways: 1. the imperative form of the verb with the denial in the full and short forms, for example: Do not feed the animals. Do not let the door slam; 2. Determiner no before an agentive noun, for example: No dog will be allowed inside a Railway passenger compartment.

Let us trace the dependence of the text peculiarities on the genre type using the examples of our text corpora. We will take the grammatical categories of retrospection and prospection, i.e. time and space, which form the basis for creating a reader's empirical thesaurus, with the help of which you can understand the relationship of spatial and temporal aspects in the text.

Single-event texts (such as an official reference) are characterized by continuity category (continuum), for the texts with a large amount of information (reports, explanatory notes, and autobiography) – by the category of discontinuity matters (discontinuum) [4].
Retrospection (the ability to refer to the information already given) is a form of discontinuum, and prospection is an ability to launch the predictability of information, which is expressed implicitly further on in the text, and is characteristic for continuum. Let's consider the ways of expressing retrospection and prospection in different genres of the official style.

In structurally sparse text of invention formula the retrospection is spread out on separate items. The prospection is represented as follows: the information is repeated each time or contains references to previous paragraphs of patenting. The first item always has an independent meaning, with each next one dependent on the first and previous ones [5]. The most frequently used verbal signal of retrospection in the invention formula is the word *Said*, which brings the reader back to previously reported facts, performing the role of a text link. Its aim is to report on new data relating to the information already mentioned, which is necessary for further unwinding of events. For example: *An item of character described comprising a) first base piece; b) second base piece joined to said first base piece* (Inventions abroad. Refereed information, number 9).

In legal documents retrospection reveals in the final sentence, which makes the logical conclusion of content and factual information. For example: *For the above reason the complaint is dismissed*. The first part (*For the above reason*) is a textual deixis, i.e. refers to words and phrases, which is a signal of the retrospection, which is expressed herein by reference to the relevant article of the law: *Considering Article II, Paragraph 5 of the Statute of the Tribunal FAO Staff Rule 302.524 and Manual Provision 308.52* ... The prospection is expressed with the help of cliched sentences such as: *Considering that the material facts of the case are as follows: .... As follows is a so-called "deixis forward" facilitating understanding of the dependencies of parts from the whole?*

In our opinion, the retrospection is of compositional and textual nature, as it does not return to the previously described but reports on postinformation and is directed towards the future. The words *note* and *caution* serve as a deixis in these texts. For example: *Note: Use a clutch guide tool of the proper size during installation to locate a clutch disc*. The category of prospection in instructions is mainly expressed in the title, which gives the compressed variant of the information described below. For example: *Brake disc. Removal and Installation*

The category of prospection also depends on the variant of the genre. We believe that the patent claim is a prospection itself, as the whole text of the patent is built on its basis. For example: *An X-ray target of the rotatable type adopted for mounting on a rotor and including: a body having a first surface portion made of X-ray emissive material and a second surface portion made of a heat emissive material comprised of at least ninety-five percent by weight hafnium compound being at least one of the members from the group consisting of hafnium boride, hafnium oxide and hafnium aluminide (United States Patent, 4327305)*.

If to speak about the title of the patent, it can be said that it has the same characteristics as the vehicle operating instructions, i.e. it expresses very concisely the information detailed below. For example: *Environmental Fog / Rain Visual Display System for Aircraft Simulators: Methods and apparatus for nephelometric or fluorometric determinations*.

If we return to the genre of legal documents and compare the nature of their titles, we can see that these types of titles do not express a category of prospection. For example: *Forty-eight ordinary session. The Administrative Tribunal*.

In the official correspondence the prospection is in the prescription of the actions planned for the future. For example: *Saturday, 28th Vay. 8.45 a.m. Leave Edinburgh and travel to Thornhill, 10.45 a.m. Morning coffee at the Rucclench and Greneberry hotel*. The signals of prospection in this case are such phrases as *look*...
forward to seeing you, look forward to meeting you, and the verbs used in the present tense with the future meaning (leave, travel) and an indication of time (8.45 a.m.; 10.45 a.m.).

One more category of discontinuity (discontinuum) is worth mentioning, i.e. retrospection, which can be seen in the office documents such as forms and billheads, where graphical ordering of data substitutes identification and connection of words in the sentence. In this case discontinuum penetrates into the structure of the text and the sentence becomes "immature." The aim of syntax is performed here by using graphical tools and arrangements. For example:

**Receipt Portion**
To be written by party
Who makes the lodgement?
Date _______ ______ 20
At ________________

Thus, we can conclude that the text form is primarily determined by the type of the document, and all text characteristics depend on the variety of genres, and in their turn, affect the document composition.

Official communication in the sphere of business creates the need for an official language, as only official way of socializing points to the business relationship, the distance between the interlocutors, frames the speech within strictly limited traditional forms. Neutral, book and borrowed words, words of foreign origin, archaisms, participle and passive constructions, non-personal forms of the verb take part in the forming of these stylistic traits.

One of the main features of official style is conciseness, which makes the presentation of the content of an official document clear, concise, without any verbal frills. Conciseness is predefined by its extra-linguistic nature and is most evident in an effort to convey the content in one sentence, which very often leads to the piling up of syntactic means, i.e. Participle, infinitive and gerund constructions. This can be seen, for example, in texts of patents: A method for tuning a laser in the visible and infrared range using intracavity Raman conversion comprising the steps of: exciting a lasing medium to produce a pump beam of coherent electromagnetic radiation oscillating within a laser cavity: passing said pump beam through a gaseous Raman-active medium disposed in said cavity such that said pump beam passes through a plurality of times, said Raman-active medium scattering a portion of pump beam energy and shifting the frequency of said pump beam by a characteristic frequency of said Raman-active medium to create a Raman beam having a frequency equal to the difference between the frequency of said pump beam and the Raman characteristic frequency of said Raman medium; and coupling at least part of said Raman beam out of said cavity as an output beam through a dispersive element disposed in said cavity Conciseness is also evident in the wide use of abbreviations in texts of business style. It is believed that the most productive type of shortenings in official texts is an initial type, i.e. shortenings made up of the initial letters. We have calculated that out of 305 found shortenings 151 ones are of initial unit type of abbreviations, such as: AAR – against all risks; AGM – Annual General Meeting and others. The whole phrases can be represented by such type of abbreviations: RSVP – Respondez, s'il vous plait (please, reply). The next most productive type of official documents shortenings is an apocope, i.e. cutting of the end of a word (59 units): exch (exchange), ext (extension), fed (federal), eq (equal). Syncope is a less productive way, i.e. cutting of the middle of the word (32 units): WK – week, WT – weight, yr – year. The next most frequently used one is a mixed type of shortenings (22 units): shpt - shipment, shr – share, pty – proprietary, pkg – package. The shortenings of the words of Latin origin are widely used (24 units): prox-proximo – of the next month, pro tem – for the time being, LC-locus sigilli – the place of the seal, ex div – without dividend.
Conciseness is closely connected with such feature of the business style as accuracy which is understood as prevention of misunderstanding. This feature is realized via complex sentences [6] complex prepositions, such as in respect of, with a view to, in connection with, in relation to, etc.; nouns and frequent repetitions, scientific and technical terminology, which makes it possible to denote the notions spoken about accurately.

We cannot fail to mention such characteristic of a business style as a lack of emotions. Business is not considered to be emotive, because it has not any other kinds of assessments, except lexical, nominative and grammatical meanings. At the same time it has its own neutral expressiveness and neutral objectivity. For example, in the documents of international organizations, considered by the authors, verbal imagery can take place in discussions at sessions, delegates' speeches who use unusual comparisons, sayings, proverbs, etc. However, such linguistic units do not usually penetrate into official protocols and remain out of official documents framework.

Conclusions:
The presented results of a study of various genres of official style allow us to highlight the following conclusions.

1. In all four genres – legal documents, official correspondence, car manuals, patents – a direct dependence of the form of the document and usage of linguistic units, i.e. elements of syntactic and lexical levels, grammatical categories of retrospection, prospection and imperative, on its content can be revealed.

2. All considered genres of official style are characterized by conciseness, which is implemented with the help of participle, infinitive and gerund constructions with the aim of one-sentence data presentation. For conciseness purposes different types of shortenings are used.

3. One of the characteristic features of the analyzed documents is the lack of emotional colouring. The presence of such characteristic in all four genres makes it possible to assume that it is common to all types of works which relate to the official business style.

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