

SECTION 11.

PHILOLOGY AND JOURNALISM

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OFFICIAL BUSINESS STYLE DOCUMENTS: MORPHOLOGICAL AND SYNTACTIC PECULIARITIES

The morphology and syntax of official business style documents are distinctive, shaped by the need for precision, formality, and clarity. These documents often follow a specific set of grammar rules that ensure their clarity, unambiguity, and legal force. The main morphological and syntactic features of official business style documents are listed below.

√ Sentences often follow a **rigid syntactic structure** to ensure consistency and clarity [2]. For instance, legal and official documents frequently begin with a preamble or recitals followed by the main clauses.

E.g.: *On the one hand, if we borrow we have to pay the lenders back, with interest. Previously, the problem was solved by issuing stock.*

√ Official documents frequently use **long sentences with homogeneous members** of the sentence to cover all necessary details, conditions, and exceptions [1],

E.g.: *Savers and borrowers are connected by financial intermediaries including banks, thrift institutions, insurance companies, pension funds, mutual funds and finance companies*

√ Sentences are often **compound and complex**, include multiple clauses joined by conjunctions like *and, or, provided that, whereas, henceforth, therefore*, etc. to articulate complex relationships and conditions [3]. The formal **conjunctions**, e.g. *but, so, because* are often replaced with more formal alternatives like *however, therefore, due to*, which are preferred over their simpler counterparts to maintain formality. **Sequential connectives** to indicate the logical flow or sequence of events, e.g. *in accordance with, subject to, in the event of* are commonly used.

√ Documents often contain multiple **conditional clauses**, introduced by terms

like *provided that, unless, in case of, subject to*, etc. to outline specific contingencies or requirements. These clauses are used to specify the exact conditions under which certain actions or obligations become valid.

√ The **passive voice** is commonly used to create a formal, impersonal tone [1]. Passive constructions often emphasize the action or result rather than the doer of the action, which is useful in legal and formal contexts where the doer of the action is less important than the action itself.

E.g.: *The contract was signed* rather than *We signed the contract*, *The report was submitted by the department* rather than *The department submitted the report*.

√ **Modal verbs** like “shall” and “must” are used to indicate obligations, while “may” is used to denote permissions [2]. These modals are carefully chosen to convey precise legal meanings. The use of modals is tightly controlled to avoid any ambiguity regarding the rights and responsibilities of the parties involved.

E.g.: *Without the loans, the company may go ahead. Economy could move to a higher speed limit.*

The morphology and syntax of official business style documents are designed to ensure legal validity, unambiguity, and clarity of content. The use of complex sentences, passive voice, nominalization, and formal connectors contributes to the formality and precision required in such documents. Understanding these features is essential for the effective drafting, interpretation, and use of official documents.

References:

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