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## THE ROLE OF TRANS-CULTURAL COMMUNICATIONS IN TRANSLATION OF DIPLOMATIC DOCUMENTS

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**Abstract.** *The article examines the intricate process of translating diplomatic correspondence, emphasizing the necessity of cultural sensitivity and understanding in effective communication and it discusses the various forms of diplomatic documents and the formalities involved, highlighting differences in cultural expressions and etiquette. It underscores the importance of trans-cultural communication, especially when dealing with diverse social groups and mentalities. Specific examples illustrate how diplomatic correspondence varies across cultures, such as the use of religious phrases in letters from Arabic countries, and the structure and form of letters based on European standards versus local practices. The article concludes by advocating for an integrated approach to translation that considers both linguistic and cultural dimensions, ensuring the credibility and effectiveness of diplomatic communications.*

**Key words:** *trans-cultural communication, diplomatic documents, language translation, cultural decoding, multiculturalism, communicative function.*

Uzbekistan is rapidly entering the world community and the need to establish mutually beneficial relations with developed foreign countries in different fields, including international relations and diplomacy day by day. The generally accepted forms of diplomatic documents often used in correspondence between diplomatic missions, as well as in contacts with the Foreign Ministry of the receiving state, are notes, memoranda, aides-memoires, and personal letters.

We should be careful when we prepare and send letters to the Ambassador or heads of diplomatic missions in Uzbekistan or Foreign countries. *Dear* is not enough here. *Your Excellency* or *His Excellence* has to be used in such official letters. Usually we write in English or other foreign languages. But if the letter is written in Uzbek it can be translated as *Janobi Oliylari... ga*. It can be followed by *Dear*. And all of them have to

be written in capital letters only. Thus, we should pay attention to the level of formality. We use our language at different levels of formality. The receiver can be Department of External Foreign Affairs or Ambassador or fund whom we ask for investment of grant to enrich the technical or financial bases of our University, or even the President or Rector of higher educational institution we address with the request to assist in establishing bilateral or mutual relations.

Trans-cultural communications play an important role as well. In some instances your letter will have to cross cultural lines. This often occurs when you write to people of different social group, different mentality or of a different technical specialty. It mostly occurs when you write to people overseas, to people who use English as a second language. Your intent and ideas have to be clarified when writing such letter.

Talking about mentality, letters prepared and send by the representative of different countries, nationalities or religion differ in some way. For example, when you receive a letter from the representatives of Arabic or Muslim countries you often see at the beginning of a letter the words *“In the Name of Allah” (Olloh nomi bilan)*. However, one doesn't have to write the same words in reply. So, we can say that European standard of official letter differs in content and form from the letters prepared by the representatives of other countries and nations.

Timelines is one of the forms of etiquette in writing official letters. One should be sure that the letter arrives in time. The receiver needs time to look through your letter and make some decisions. It happens in the cases when you ask for some appointment, address receiver with request to do something within the fixed period of time or while receiver in his/her department but not out of department or country at the time you need reply to. Receiver also needs time to consider your letter, consult with colleagues or specialists or someone else before making any decision. Receiver may send your letter to people or call a committee to consider it. Besides, receiver may put quite a different value to your letter while you think it vital for your diplomacy or business or arrangement.

And official letters usually start with: ...*expresses its sincere respect or avails itself for the highest consideration of respect or has the honor to*. It is important to use the words of same importance or value or even higher appreciation in your letter if you want to achieve goals you put forward. Showing respect to your colleague or other receiver can be of great use for your diplomacy.

We can say a lot about the etiquette, but the matter of structure is of great importance as well. Though the theme is wide enough, we will consider some aspects of structure of official letters only.

Let's talk about European standard first as we learned a lot and preparing most of our official letters according to those standards. Here we want to mention that we didn't completely introduce European standard and we have developed a new standard the date, address and name of the person whom the letter was addressed is given on the top left corner of the letter. However, when we prepare a letter we always write the above mentioned information on the top right corner. Besides we put the date on the top left corner, in the place in Letter headed paper which is specially prepared for the organization or University in the publishing house to write date and registration number of the letter.

There is also difference in designing at the end of official letter. After writing *Sincerely (Hurmat bilan)* the signature, the senders and organization name is given at the bottom left corner of official letter according to European standard. We, being sender, write position and title of the sender at the bottom left corner and name at the bottom right corner. Signature is in the center.

However, in the official letters sent by the embassies or heads of diplomatic missions in Uzbekistan, sometimes, receiver's name with position and title, and organization is given on the top left or right corner of the letter. Information about sender is given at the bottom left corner of the letter.

There is also difference in the form of the text. Intent is missing in the official letters of European standard. They just omit one line before starting the next paragraph. When starting and at the end of the letter they can omit two or more lines. While

preparing official letters we design the paragraph with omission of 5 signs at the beginning of the line. No line omission is met in our letters, even if European standard is used in such letters.

One more point related to the structure and form of official letters is the font size 14 as standard one.

Thus, we should take in to account all lexical, structural and semantic points when they deal with official; style.

The term “culture” addresses three salient categories of human activity: the “personal”, whereby we as individuals think and function as such; the “collective” whereby we function in a social context; and the “expressive”, whereby society expresses itself.

Language is the only social institution without which no other social institution can function; it therefore underpins the three pillars upon which culture is built.

Translation, involving the transposition of thoughts expressed in one language by one social group into the appropriate expression of another group, entails a process of cultural de-coding, re-coding and en-coding. As cultures are increasingly brought into greater contact with one another, multicultural considerations are brought to bear to an ever-increasing degree. Now, how do all these changes influence us when we are trying to comprehend a text before finally translating it? We are not just dealing with words written in a certain time, space and socio-political situation; most importantly it is the cultural aspect of the text that we should take into account. The process of transfer, i/e., re-cording across cultures, should consequently allocate corresponding attributes vis-à-vis the target culture to ensure credibility in the eyes of the target reader.

Multiculturalism, which is a present-day phenomenon, plays a role here, because it has had an impact on almost all peoples worldwide as well as on the international relations emerging from the current new world order. Moreover, as technology develops and grows at a hectic pace, nations and their cultures have, as a result, started a merging process whose end (point) is difficult to predict. We are at the threshold of a new

international paradigm. Boundaries are disappearing and distinctions are being lost. The sharp outlines that were once distinctive now fade and become blurred.

As translator we are faced with an alien culture that requires that its message be conveyed in anything but an alien way. That culture expresses its idiosyncrasies in a way that is culture bound: cultural words, proverbs and of course idiomatic expressions, whose origin and use are intrinsically and uniquely bound to the culture concerned. So, we are called upon to do a cross-culture translation whose success will depend on our understanding of the culture we are working with.

Is it our task to focus primarily on the source culture or the target culture? The answer is not clear-cut. Nevertheless, the dominant criterion is the communicative function of the target text.

Finally, attention is drawn to the fact that among the variety of translation approaches, the “Integrated approach” seems to be the most appropriate. This approach follows the global paradigm in which having a global vision of the text at hand has a primary importance. Such an approach focuses from the macro to the micro level in accordance with the Gestalt principle, which states that an analysis of parts cannot provide an understanding of the whole; thus translation studies are essentially concerned with a web a relationships, the importance of individual items being decided by their relevance within the larger context: text, situation and culture.

In conclusion it can be pointed out that the transcoding (de-coding, re-coding and en-coding the terms transcoding appearance here at the first time) process should be focused not merely on language transfer but also and most importantly on cultural transposition. As an inevitable consequence of the previous statement, translator must be both bilingual and bicultural, if not indeed multicultural.

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***Annotatsiya.*** Tarjimashunoslik masalalari tilshunoslikning dolzarb yo'nalishi bo'lib qolmoqda. Mazkur maqolada tarjimashunoslikdagi paydo bo'ladigan umumiy muammolar mavzulari yoritilgan. Shuningdek, tarjimashunoslikning hozirgi davrdagi talabi va uning jamiyatdagi o'rni ko'rsatilib ketilgan, millatlararo aloqalarda tarjimashunoslikning ahamiyati izohlangan.

***Kalit so'zlar.*** matn, tarjima, leksika, atama, tarjima muammolari, transformasiya (o'zgarish), ma'lumot.

**Kirish.** Bugungi kunda zamonaviy globallashuv va madaniyatlararo aloqalarning jadal rivojlanishi, xalqaro aloqalarni kengayib borishi, davlatlar o'rtasidagi savdo-iqtisodiy va moliyaviy aloqalarning rivojlanishi, Yevropa mamlakatlari va butun dunyoning integrallashuv jarayonining kuchayib borishi, fan va texnologiyalarning rivojlanishi, ilmiy va texnikaviy ma'lumotlarning doimiy ravishda uzviy almashib borishining samarali omillari sifatida hozirgi kunda chet tillarining ahamiyati katta e'tiborga sazovordir. Shuningdek, iqtisodiy, ilmiy-texnikaviy va madaniy taraqqiyot bosqichida chet tili dunyoning turli xalqlar vakillari o'rtasida og'zaki va yozma aloqa vositasi sifatida keng qo'llanilib kelmoqda.

**Asosiy qism.** Bilim va texnologiyalar jadal rivojlanishi oqibatida zamonaviy davr bugungi jamiyatda barcha jihatlarni qamrab olgan holda va zamonaviy iqtisodiyot o'zgarib boraytgan sharoit davrida, shuningdek turli xil sohalariga tegishli ilmiy va texnik matnlarni tarjima qilishda amaliy ko'nikmalarga ega bo'lgan tarjimonlar – mutaxassislar bugungi kunda alohida ehtiyojga munosibdir. Shu sababli keng bilimli tarjimon mutaxassislarga ehtiyoj kun sayin ortib bormoqda.

Zamonaviy texnologiyalarning rivojlanishi sababli, bugungi davrda dunyoning