

# ASSESSMENT IN TRANSLATION OF OFFICIAL DOCUMENTS

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**Abstract:** *The article reviews the main characteristics of the texts of official style. These are used in business writing: the composition of various official documents/ text/ papers in everyday life. It can be referred to the clearly-objective language style necessary in business relationships and the service area for various business/ communication occasions and solutions. It has its special characteristics and peculiarities. These must be respected by the translator and must be taken into consideration when he/she evaluates the quality of translation.*

**Key words:** *official style, peculiarities, documents, translation, terms, phraseological units.*

Functional Style is system of interrelated language means, which serves a definite aim in communication. Each style is recognized as an independent whole. The peculiar choice of language means is primarily dependent on the aim of the communication, on the function the styles performs.

As a result there exist a number of classifications of functional styles, but the most common one was established by I. R. Galberin. According to him, it includes: *the belles-letters style, the newspaper style, the publicistic style, the style of the official documents and the scientific prose style.*

The official style is composed of: the language of diplomacy, the language of business documents, the language of military documents, the language of legal documents.

A. B. Shevnin presents two main aspects of official style. He affirmed that the contents of official style is very important and it had to exclude every kind of ambiguity and discrepancies. Officially-business style is characterized by a certain more or less limited range of topics.

Also, the linguist affirmed that the official style is characterized by: *highly regulated speech* (a certain stock of information and expressions which need to be used in a correct form); *officiality* (the stringency of presentation: the words are used in their direct meanings and the tropes are used in very few situations); *impersonality* (official speech avoids concrete and personal information).

At the lexical level, this is represented by many terms, phraseological units and clichés. In “Micul Dictionar de Terminologie Lingvistica”, Gr. Constantinescu –Dobridor mentions that the “term is a fixed expression, proper to a certain science, which serves to the utterance of a specific notion”. Here are some examples of terms, phraseological units and clichés used in official style: *shipping date, letter of recommendation, on behalf of, the above mentioned, legal entity, draft resolution, adjournments.*

This kind of phraseological combinations and individual words - the terms can be meet in reports, laws, notes, and each region has its own specific terminology: for example in the official documents with financial and economic character are used terms such as *extra revenue, taxable capacities, liability to profit tax.* In diplomacy, we may find: *to ratify an agreement; memorandum; extraterritorial status; plenipotentiary.* Juridical documents contain such as lexical units as: *the international court of justice; casting vote; judicial organ; the deal with a case; summary procedure; as a laid down in.*

The language of business documents is characterized by traditional means of expression, which speed up the process of forming phraseological units typical for this style. Traditional means of expression underline another characteristic of official documents, namely, the presence of a significant number of archaic words and expressions. In every business document one can meet examples as *hereby; henceforth; aforesaid; beg to inform.*

Another peculiarity of official style is the use of conventional symbols and abbreviation, which can be found in all documents. For example: *EEC (European Economic Community), MP (Member of Parliament), PMT (Parliament), UN (United Nations), EU (European Union).*

The diplomatic language is represented by the use of a certain amount of Latin and French words and expressions that give a terminological color. For example: *ad hoc, ad honore, persona grata, persona nongrata, circa, cito, de facto, demarche, Nota bene, par exemple, etc, ordre du jour.*

Official style is characterized by laconism, conciseness and economical use of language means. In the language of business documents, there is no fiction coloring. It helps to enhance the author’s intentions with the main text discourse. Objective character and credibility of informations-these are the main requirements of this style. Written documents cannot contain subjective opinion and emotional words.

One more characteristics of official style is special obligatory forms of address, opening and concluding, for example: *Dear Mr. Black, Dear Madam or Sir, Yours obediently, Yours faithfully, Yours, Thank you, etc.*

Diplomatic translation is carried out within diplomatic missions, embassies or consulates. This type of translation is carried out within international bodies, in terms of the type of texts translated and the conventions established. However, diplomatic translation has its own rules and peculiarities.

Within the goal of diplomatic translation, there are two main groups of documents: chancery documents and consular documents. The chancery documents are constituted by documents or texts aimed as vehicle for diplomatic communication between the given diplomatic mission and the Ministry of Foreign Affairs and vice versa. The consular documents represent a great deal of the bulk of translation work in an embassy. This is an extremely varied field, although highly related to the fields of legal and sworn translation. Thus, translators find themselves confronted by birth, marriage and death certificates, certificates of no impediment, divorce sentences, deeds, etc., together with other documents, mainly related to visas, passports, forensic death reports, assistance to arrested nationals, etc.

In the process of translation the translator uses such types of techniques of translations. Like as borrowing, transposition, literal translation, faithful translation.

**Borrowing.** This means taking words straight into another language, for example: *Stipendium Hungaricum*; *Diplomatik Bluebook 2018*.

**Transposition** is the process where parts of speech change their sequence when they are translated. Grammatical structures are often different in the SL and TL languages, for example:

- *I look forward to new fruitful cooperation opportunities with you in the future. Aștept cu nerăbdare noi oportunități de cooperare fructuoasă cu dumneavoastră în viitor.*
- Teaching this common fields to the youth of Moldova has vital importance in order to develop the relations between our countries further. Instruirea tinerilor din Moldova în aceste sfere comune are o importanță deosebită pentru a dezvolta în continuare relațiile dintre țările noastre.

**Literal Translation.** The Source Language grammatical constructions are covered to their closest target language equivalents, but the lexical items are again translated out of context, for example:

- *They will have the opportunity to continue their self-education and to find positions related to the issues in the studied area in both the public and private spheres. Ei vor avea oportunitatea de a-și continua autoeducația și de a găsi poziții legate de problemele din domeniu în zona studiată atât în sfera publică, cât și în cea privată.*
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**Faithful translation** attempts to reproduce the precise contextual meaning of the original within the constraints of the TL grammatical structures as it follows, e.g.:

Taking this opportunity let me assure you of continuous commitment to further developing our bilateral relations and contacts for the benefit of our two peoples including young generation. Profitând de această oportunitate permiteți-mi, să vă asigur de angajamentul nostru continuu de a continua dezvoltarea relațiilor bilaterale și a contactelor în beneficiul celor două popoare, inclusiv a tinerei generații.

In conclusion, official style is a linguistic subsystem, which has its lexical and syntactic features. It is characterized by stability, traditionalism, restraint, standardization and officiality. Each type of official-business documents is represented by its own specific terminology and phraseology.

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