

STYLISTIC ASPECTS OF BUSINESS DOCUMENTS AND STEPS IN THEIR TRANSLATION

At the time of globalization translation and interpretation occupy a very important role in the life of people who have to migrate due to various reasons such as work, family status, political issues, war or persecution. Scholars agree that translation is a substitution of elements or structures of one language for the elements or structures of another language (Korunets I., O. Kobzar); it is rendering in the target language of the closest natural equivalent of the initial message from the point of view of its meaning or style (Nida E., Taber C.).

In the process of translation, the form of the messages can be transformed, which is conditioned by the structural (lexical, morphological, and syntactical) differences between languages. Such transformations are called “code shifting”. The process of translation is very challenging and many professional translators say that there are no rules, no laws, so there cannot be an absolute right or an absolute wrong (Biguenet J., Schulte R.). W. Weaver describes the physical process of translation in the following way: “I make a very rapid first draft, put it aside for a while, then go over it at a painfully slow pace...” [4, 117]. But the main task of a translator is to provide the sense of a text. The term “sense” denotes meaning, conveyed or intended in speech.

In the course of translation, it is very important not only to convey the original meaning/sense of the document but preserve its style. A *style* is a variation in a person’s speech or writing and usually varies from casual to formal according to the type of the situation, the person or persons addressed, the location, the topic discussed [1, 339]. A particular style, e.g. a formal style or a colloquial style, is sometimes referred to as a stylistic variety. Some linguists (J. Richards, J. Platt, H. Platt) use the term ‘register’ for a stylistic variety whilst others differentiate between the two. We understand *register* as a speech variety, used by a particular group of people, usually sharing the same occupation (economists, doctors, lawyers) or the same interests (e.g. stamp collectors, baseball fans). A particular register often distinguishes itself from other registers by having a number of distinctive words, by using words or phrases in a particular way, and sometimes by special grammatical constructions (e.g. business English, legal language) [6, 360; 313].

According to J. Richards, a *stylistic variation* is differences in the speech or writing of a person or group of people according to the situation, the topic, the addressee (s) and the location. Stylistic variation can be observed in the use of different words or expressions, or different sentence structures. For example, in English:

- a) more formal: *We were somewhat dismayed by his lack of response to our invitation.*
- b) less formal: *We were rather fed up that she didn't answer when we invited her* [6, 361].

The official-business style of business texts and documents is characterized by precision and unambiguous presentation and must have a) a prescriptive character, b) complete impersonality, c) the absence of any emotional manifestations and stereotyping, d) standardity.

The official-business style has the following signs: a) objectivity, informativeness and reliability; b) absence of words that can be interpreted in two ways; c) perfection of the construction of phrases and documents from a legal point of view; d) laconic formulations, the desire for maximum brevity, the use of complex sentences with frequent use of complex unions and verbal nouns; e) texts in official business style may be administrative, juridical, military, commercial, diplomatic, etc.

In the course of communication there can be a style shift which is a change in style during oral or written intercourse. For example, in a job interview, an applicant may change his or her formal style to a less formal one if the interviewer adopts a very informal manner. There are several subdivisions of formal styles:

- a) private correspondence with a stranger;
- b) business correspondence between representatives of commercial or other establishments;
- c) diplomatic correspondence, international treaties;
- d) legal documents (civil law, testaments, settlements; criminal law – verdicts, sentences);
- e) personal documents (certificates, diplomas, resumes etc.).

A personal document refers to any official or unofficial document that contains personal information about an individual. These documents are typically used for identification, verification, or legal purposes. Examples of personal documents include:

identification documents that are used to establish a person's identity and may include passports, driver's licenses, national identity cards, and social security cards;

educational documents: academic transcripts, diplomas, degrees, and certificates;

financial documents: bank statements, tax returns, pay stubs, and loan agreements;

legal documents: birth certificates, marriage certificates, divorce decrees, wills, and power of attorney forms;

medical documents: medical records, prescriptions, vaccination records, and health insurance cards.

Translating personal documents, resumes, applications, and references is an important task, especially when dealing with international matters or applying for opportunities in a foreign country.

As an example of translating a personal document we will talk about the translation of a resume. Translating a resume is essential when we are applying for jobs or opportunities in a foreign country or when we want to reach a broader international audience. In order to effectively translate a resume, we have to take the following steps:

to identify the target language: we must determine the language into which we need to translate a resume and ensure that the translation is relevant to the job market and the audience we are targeting.

to be professional: as translators we should be proficient in both the source language (the language of the original resume) and the target language.

to provide a clear and editable copy: we have to get a clear and editable copy of a resume. A Word document is typically the best format, as it allows us to work directly with the text.

to specify the target audience: we should obtain the information about the target job market, industry, and any specific requirements or preferences for the resume. Different countries and industries may have different resume formats and conventions.

to maintain consistency: we must maintain consistency in terminology and style throughout the translation and ensure that job titles, skills, and qualifications are translated accurately and consistently.

to translate but not to over-translate: While translating, we have to remember that some terms and qualifications may not have direct equivalents in the target language. In such cases, we should provide explanations or leave certain terms in the source language if they are commonly understood internationally.

to highlight relevant experience: we must be sure that the translated resume highlights the client's relevant international experience, language proficiency, and any other qualifications that are valuable in the target job market.

to proofread and review: we are to carefully review the translated resume to check for accuracy, clarity, and formatting issues. If it is possible, we should consider having a native speaker of the target language review it for any language-specific nuances or cultural appropriateness.

to keep both versions: we must keep copies of both the original and translated resumes for our records. We may need to provide the original resume as well, especially if we are applying for jobs in a multilingual environment.

to tailor for local standards: If applicable, we should tailor the translated resume to meet local resume standards and expectations. For example, the resume format in the United States may differ from that in Europe or Asia.

to update contact information: it is important to ensure that the contact information, including the address, phone number, and email, is up-to-date and accurate for the target location. If there are online professional profiles (e.g., LinkedIn), we have to update them to reflect our international experience and language skills.

It is important to mention that it is a rather common practice in the world of business to write a cover letter together with a resume. That is why it is worth considering the translation of a cover letter or writing a new one in the target language to accompany the translated resume.

So, translation of business documents in general and personal documents in particular requires certain occupational skills and abilities. A translator is to be professional, specify the target audience and style of communication, maintain consistency, proofread and review the translated document, tailor it to the local standards, and be good at time management and meeting the deadlines. As the data can be sensitive it is very important to respect the confidentiality, accuracy, and honesty.

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