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## PECULIARITIES OF TRANSLATING OFFICIAL LETTERS

Introduction. Business correspondence is an integral part of official business communication. The translation of business documents is one of the most difficult types of translation, as it requires not only the translator's linguistic competence but also knowledge of discourse theory, semantics, and professional translation skills.

The work aims to analyze the key linguistic and stylistic features involved in the translation of official letters, the main type of international professional communication.

The official business style (from the Latin "*officium*" – service) is defined as "a functional type of speech that serves the sphere of social and legal relations. The official-business style is often identified with the language of documents. It presupposes correct linguistic form and is used for communication in state, political, public, and economic life. The characteristics of the official-business style include standardization (set phrases), uniformity of expression, the use of specialized terminology, precision, informativeness, unambiguity, structural clarity, conciseness, the presence of bureaucratic vocabulary, and the absence of emotionally colored language, etc. The substyles of the official-business style are legislative, diplomatic, legal, and administrative-clerical" [1, p. 94].

The main characteristics of the official business style that should be taken into account when translating official letters include:

- the use of words in their direct meaning;
- the presence of terms and clichés;
- the use of modal verbs (*shall, could*), which express politeness and the addressee's attitude, but do not indicate a specific state;
- the use of the infinitive, participles, and verbs with the ending "-ing";
- non-equivalent vocabulary, i.e., vocabulary that has no equivalents;
- the presence of abbreviations and acronyms.

Official letters have a typical structure. The main elements of a letter are:

- contact information: full name, address, phone number, and email address;
- subject: if an email is sent, the subject of the email briefly indicates the purpose of the email;
- salutation: at the beginning of the letter. It is important to write the addressee's name and title correctly. If the name or gender of the recipient is unknown, one should use the address *Dear Sir / Madam*;
- short introduction: after the greeting, write a short introduction, which can be expressed in a short, friendly phrase, for example: *I hope you are well*. After that, explain the purpose of writing the letter: *I should be grateful if you send me information about ..* (Буду вдячний, якщо ви надішлете мені інформацію про..);
- in the main part, one should concisely state the reason for writing the letter: the desired length is 2-3 paragraphs;
- closing: in the concluding part, it is necessary to thank the recipient for cooperation, arrange a meeting, or express the desire to continue correspondence: *I look forward to hearing from you*. (Я з нетерпінням чекаю на Ваш дзвінок). At the end of the letter, phrases such as "*Sincerely yours*", "*Faithfully yours*" are used, and the sender's name and position are indicated [2].

The designation *Enclosure / Encl. (Attachment / Att.* in emails) is used when attachments (additional documents, files) are added to the letter.

A postscript is added to inform the recipient about particularly important points of the letter or additional information. It is denoted *P.S.* (from the Latin "*post scriptum*" – "after what is written").

Business letters can be grouped by thematic feature, which greatly facilitates their translation from English:

- 1) orders, e.g.: *With reference to the catalog you sent us we wish to place the following order.* – Ми хотіли б зробити наступне замовлення, спираючись на каталог, який Ви нам надіслали;
- 2) offers, e.g.: *Based on your annual requirement of ... items, we can make the following offer.* – Виходячи з Вашої щорічної потреби в ... одиниць, ми можемо запропонувати Вам наступні умови договору;
- 3) complaints, e.g.: *We regret that we must place the entire shipment at your disposal.* – На жаль, ми змушені повернути вислані Вами товари;
- 4) enquiries, e.g.: *We are above all interested in information regarding the solvency and credit rating of the company.* – Особливо нас цікавить інформація щодо платоспроможності та кредитоспроможності фірми;
- 5) notifications, e.g.: *We wish to inform you that your order № 30198 dated ... has been shipped today.* – Цим повідомляємо, що Ваше замовлення № 30198 від ... було відвантажено сьогодні;

6) apologies, e.g.: *We will immediately make payment and would like to ask you to excuse the delay.* – Ми негайно здійснимо оплату і просимо вибачення за затримку;

7) requests, e.g.: *We shall (should) be obliged if you will (would) inform us...* – Ми будемо (були б) вдячні, якщо Ви повідомите (повідомили б) нам... [3, p. 207-208].

To adapt the texts of official letters from English-speaking companies to the norms and traditions of the Ukrainian language, translation transformations are applied during translation. These transformations are regarded as a set of techniques and methods that enable translation adequacy despite differences between languages. For example, English official letters are characterized by excessive politeness, the use of modal constructions, and the passive voice. In contrast, Ukrainian official correspondence tends toward clarity, conciseness, and standardization.

Transcoding ensures the correct transmission of the sound or graphic form of language units and the preservation of their meaning. It is especially important for proper names, terms, conventional signs, and symbols.

Lexico-semantic transformations (concretization, generalization, and modulation) contribute to achieving translation adequacy by enabling consideration of context and cultural differences across languages.

Lexico-grammatical transformations (grammatical replacement, addition, omission, transposition, antonymic translation, compensation, descriptive translation, explication, and total reorganization) ensure grammatical correctness and stylistic correspondence of the translated text, especially when it is important to preserve not only accuracy but also the expressive quality of the language.

Conclusion. The study confirms that to achieve adequate translation of official letters, a professional translator must resort to transformations when the content of the original cannot be reproduced verbatim without violating the norms and traditions of the Ukrainian language. The translator should also adhere to strict norms, correctly use standard language patterns, understand the peculiarities of official business communication and correspondence, and possess business etiquette skills. High-quality translation of official documents helps avoid information distortion and ensures mutual understanding and further cooperation between the parties.

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