

**“BUSINESS LETTER AND ITS FEATURES IN ENGLISH AND UZBEK”**

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**Abstract:** *The language of official correspondence and documents is generally controlled has a distinguishing difference from styled texts. They are different in content, The coverage through the travel circle is also very wide. Services letters form the basis of writing on various issues of the organization. These are mainly, letter of request, letter of request, letter of claim, letter of guarantee, letter of confirmation, letter of order It is also different from one who can write it. Ush service in general and different articles of letters in Uzbek and English provides information and analyzes.*

**Key words:** *officialize, business correspondence, service correspondence, a letter of enquiry.*

All aspects of our country, both political and economic the reason for the growth of not only domestic, but also foreign trade is happening. Whether business communication is done verbally or in writing, is distinguished by its uniqueness. Along with face-to-face communication with clients or business partners, written communication also plays an important role. Work and business All means of written communication carried out on the basis of work, service or it is called business correspondence. Service correspondence usually consists of official letters, from one organization to another, reflects the mutual agreement and exchange of information with the client. Letters too is the basis of both personal and service correspondence. Mail service is required there is no field or job that is not. Letters business communication, an important part of diplomatic relations. The most prominent of service correspondence the visible side is the standard of expression. That is, when giving opinions, expression is based on certain standards and patterns in both languages. An example for, in Uzbek, the letter of invitation always starts with the word "Muhtaram(a)" or "Dear". starts. And in English all kinds of letters with words like Dear Sir/Madam starting with the first sentence of the letter, the purpose of writing the letter is stated.

From the words used in the letters, it is difficult to tell which type they belong to it's not. This is especially evident in English. Usually all in English



service correspondence is treated as official letters. For example, a letter of request Letter of inquiry, order letter, letter of complaint, etc. First of all, let's talk about the format of letters, English All official letters in the language are written in the following format and the writing is to the left dialed:

1. Address of the sender of the letter
2. Date
3. The address of the recipient of the letter
4. The subject of the letter (for example, Subject: order of furniture)
5. Greeting
6. The body of the letter
7. Conclusion (end the letter with complimentary words)
8. Signature.

The title of the letters is not always written, but what the letter is about is described in the form of a title. For example, "To repair the university kitchen about allocation of additional funds", "About provision of guarantees". The title is meaningful the more accurate it is, the better the efficiency and convenience in the work process ensures that.

All service letters consist of three parts will be. If the first part contains the main reason for writing a letter, the second part is by providing evidence of how important the issue is will be proved. The third part represents the main purpose of writing a letter. These parts may not be visible in the format of the letter, but content can be felt in the text of the letter.

Formal letters in English are greetings, the main part, as well as intentions, wishes or consists of a final part containing acknowledgments. The main of letters part consists of three parts, and the first part represents the purpose of writing a letter, the second part explains the reasons for this, the third part what the recipient of the letter is what is expected is clearly written. Of course, it differs from one another depending on the type of letters possible, but all letters in English begin with an expression of purpose. Or reason and purpose are indicated in the first sentence. That is, to read the letter you will be aware of the main content of this correspondence as soon as you start.

Letter of request in English: structure features of letter of request

This type of letter applies to situations where a person needs to apply for a recommendation or permission to do something or use something. For example, a person must have:

- Consent to use material legally owned by a third party;
- Helping to hold a specific event;
- Permit for holding business meetings and other events;



Recommendation of an expert in a specific field;

Advice on specific organizational decisions;

Special information (information about the price of certain products, additional documents).

It is recommended to specify a deadline for completing the request (if the request is urgent). You can also provide details about yourself and the situation that prompted you to ask the question. Be sure to write down your contact information. This can be a phone number or an email address - channels through which they can contact you quickly.

In conclusion, it is important to thank the person you are writing to for their attention and help in solving your problem.

The content and form of your letter will largely depend on the nature of the letter, its purpose and to whom it is addressed. The most obvious difference between business and personal correspondence. The structure of these letters is roughly the same, but there are specific requirements for business letters that cannot be broken. Therefore, we will consider in detail the rules of writing official - business letters English language was the most difficult for the sender.

A business letter has long been an important tool in business and commercial activities. Today, a business letter is a means of exchanging information in the form of an official document, which can contain an offer, confirmation, order, claim, congratulations ... and, accordingly, answers to them. Learning to write letters in English When writing official letters, it is important to remember that business correspondence is very different from personal correspondence. There are certain and immutable laws of writing business letters that must be followed. Business letters should be perfect in every way. Even the slightest disregard for the rules can invalidate it.

A business letter is distinguished by a clear structure, as well as a set of specific requirements. It is characterized by such signs as clarity, brevity, logical consistency, formality, neutrality, completeness, standardization, lack of emotional color. There are no colloquialisms, slang phrases, modal verbs, participles, and subjective suffixed nouns. Formal - business language provides an objective attitude to the stated facts, deprives emotionality and subjectivity, and also reflects the logical sequence of the text. Semantic accuracy is also one of the most important conditions when writing a business letter.

In formal business correspondence, many different speech clichés are used to avoid ambiguity in the text. A set of standard cliché expressions has been developed as a result of years of practice in business correspondence. They help express thoughts more clearly and concisely. Such structures make it much



easier and faster to compose a letter, because you do not have to spend time choosing the right word for the situation. You have at your disposal a set of ready-made phrases - clichés, so you can easily write a business letter by analogy.

One of the most difficult tasks not only in English, but also in Russian is business correspondence and, as a rule, writing letters in an official style. In this article, we will tell you how to write a letter of request and application in English correctly, we will give a list of phrases that will help you write such letters quickly and competently, and we will attach examples of letters.

As with any cover letter, each point of your application should be covered in a separate paragraph. The first paragraph should state the purpose of your letter. Then you need to detail your qualifications and experience. You can also indicate your life goals and interests. Mention All Share information about educational institutions you've attended, courses you've taken, and internships. Next, it is worth identifying the reasons that motivated you to apply to this educational institution or send your resume to this company.

Letters in all languages are official, not only in English or Uzbek is one of the main means of communication. Technologies are developing and mutual despite the fact that personal correspondence is carried out through social networks, letters have not lost their place in expressing official relations. Moreover, Official letters sent via e-mail are also important for mutual service communication is a syllable.

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