

*Borisenko N. I.,**associate professor, foreign languages department,  
Odessa National Polytechnic University**Ershova Y. A.,**senior teacher, foreign languages department,  
Odessa National Polytechnic University**Mykhailiuk S. L.,**senior teacher, foreign languages department,  
Odessa National Polytechnic University*

## THE GENRE DIFFERENTIATION DEPENDENCE OF THE OFFICIAL DOCUMENT DISCOURSE TEXTS ON EXTRA LINGUISTIC FACTORS

**Summary.** The influence of external linguistic factors on formation of different genres included in official document discourse and functioning in speech at both linguistic – lexical, syntactical, phonetic and nonlinguistic – quantitative – levels. Extra linguistic factors are presented as phenomena various as to their scales and types.

**Key words:** business correspondence, genre, guidelines, international organization, linguistic level, patent.

**Formulation of problem.** A language, as is generally known, has two aspects – systemic and functional or speech, which expresses a social nature of the language and its communicative properties. All genre tints acquire the reality exactly in the language functioning. In other words, both the linguistic and extra linguistic factors participate in forming a genre, upon which the stylistic and genre differentiation of texts depends [1; 3].

Construction of business texts is dependent on extra linguistic factors, stated by a social task set before a society or separate representatives of the society. The tasks can be as follows: to provide the links of authority bodies with the population, establishments and organizations, separate groups and persons; to provide documentation for international relations in economic, social, cultural and political mutual relationships; to imprint different kinds of resolutions and authorities' orders, to audit bankroll and material values, etc.

As the extra linguistic factors have the undoubted impact on forming genres of official document discourse, the character and the results of that influence require a detailed consideration.

**Analysis of researches and publications.** The purposes and problems of communication, its contents, a form of the speech, conditions and circumstances of communication can be referred to extra linguistic factors providing the choice of language means [4; 5].

It is possible to qualify differently a degree of importance of this or that extra linguistic factor. Some scientists refer a form of a public position of the corresponding kind of activity to paramount factors [1; 6; 8], others – the communication purposes [2; 9; 11] or history to such factors [12; 13].

Such difference in views is explained by the fact that the extra linguistic factors serve not only for the differentiation of styles, but also for their genres and varieties.

It is possible to give a long list of works by both modern scientists [14–17], and linguists who also made earlier attempt to describe the features of the official style. However, though they considered this or that aspect of the linguistic object rather in detail, nevertheless, in their works there was practically no emphasis on: firstly, the extra linguistic factors which influence on the choice

of the language tools when forming texts of certain genres of official document discourse; secondly, a comparative component which enables to describe and mark the characteristic features of genres necessary in differentiating the genre kinds of this discourse.

**Goal of the paper.** The goal of the paper foresees the following – to describe how the extra linguistic factors influence on the nomenclature and variety of genres of official document discourse, and to consider the features of that impact.

**Basic material of the research.** The offered research is based on the material of texts which belong to several genres, being a part of official document discourse: legal documentation (judicial and procedural documents), official and state body correspondence, maintenance guidelines of cars, formulas of inventions (patents). The total amount of the text corpus was 200 thousand word tokens, i.e. 50 thousand word tokens in each genre. The following documents served as materials for the text corpus: judicial and procedural documents of Administrative Tribunal of the International Labour Organization (ILO) in the collection «Judgements of the Administrative Tribunal of the International Labour Organization» [28]; texts of the official correspondence of the British Council [29]; texts of maintenance guidelines of Toyota cars [31]; texts of the USA patents – United States Patent and Trademark Office (An Agency of the Department of Commerce) [27] and Patents Abroad [30].

The presence of the text data of four different genres of the official business style allows to mark and compare features most characteristic for their functioning in speech. For example, the use of colloquial units has become a norm in the protocols of international organizations, determined, as it was stated, by the form of speech, the terms and circumstances of an intercourse. It is considered that a basic circumstance which influences on this fact is an active participation in international organizations' activities of the persons who are not native English speakers, and also comparatively by the recent UK referendum to leave the European Union. The involvement of the representatives of this country in procedural events as well as the competence (from the English usage point of view) of keeping the official protocols and other documentation provided a sufficient linguistic level in the fullness of time. Now we can observe that monitoring the competent use of the English official speech in documents has been stopped. Here the form of speech is caused by such a trait as a lack of reticence, therefore in this case the exposition is brought closer together with the spoken type of speech.

In its turn, in a diplomatic language, where the tolerant form of relations to the high extent was yet preserved, the purpose of an intercourse predicts the paraphrased ways of the expression.

According to V.V. Vinogradov, an original manner of artificially-bookish, paraphrased and syntactic tangled exposition is being developed in the genres of an official business style [18]. It is Kaluzhnaya who shares this idea [19; 37–39] «In a diplomatic language, the purpose of the intercourse is caused by the paraphrased methods of exposition, that has impact on a syntax, for example, «I agree with distinguished delegate of that in principle speedy action is necessary on this question, but ...» instead of «I am in favour of speedy action».

If one considers the style of exposition in texts of genre of the business correspondence, then it is obvious that the use of the corresponding vocabulary, grammar, punctuation marks are being selected depending on an audience. For example, it was marked that a person of business correspondence, where a primary purpose is to care about an income, includes (being an intention) a motive to the action so that the letter could attract recipient's attention. Hence there is a relative freedom in the choice of language means, aimed to provide a positive perception of the information. Aspiration to find the different ways of expression of one and the same semantic meaning, i.e. the goal of the intercourse assists in a transition from canonized exposition style based on a cliché and formulas (as in diplomatic documents, an example of which was given above) to more free form. In order that a letter achieved the objective, an addresser has to set himself a task to facilitate reading. This accounts for the aspiration to avoid passive voice constructions, complex subordinate sentences, as well as multi-component attributive constructions, etc.

Let us track the influence of extra linguistic factors at the level of lexis and describe each of parts of our text corpus from this point. So, Toyota cars maintenance guidelines' texts and formulas of inventions (patents) are very informative in terms of scientific data, and hence with scientific and technical terminology, e.g. *resonant surface, electromagnetic waves, angle of incidence, etc.* [31]. The same type of lexis enabled some linguists to consider a question about moving away these two genres from the general list of the official business style and forming an autonomous substyle unconnected with the official document discourse [20; 21].

However, genres differentiate and coincide not only in a lexical aspect, but in other linguistic features. So, in the texts of formulas of inventions (patents), in addition, there exist a large number of the multi-component attributive constructions like 'time-resolving scanning voltage' [27] dictated by a legal function – to do the text more compressed, as there is a direct dependence between the size of the text and the author's right for an invention, as the minimum number of features provides a wider protection of his rights, i.e. the more compressed the formula of an invention, the more rights an author has [22, p. 12]. The authors of the guidelines do not have such limitations, and multi-component structures can be found in the texts of this genre not so often.

It is further possible to mark the use of book lexicon in the texts of directive character to make it official, elated, e.g. 'state of readiness, distinguishable feature, need-to-know basis, responsible for security, worth of human person', etc.

The high frequency of use of the abbreviations is reflected in business documents by such factor as a «form of speech», i.e. for the reasons of place, and also the frequent reiteration of the same name. This linguistic fact is demonstrated especially distinctly in the texts of the official correspondence of British Council, where such abbreviations are presented: *FAO, UNESCO, PATO*, etc.

A plenty of Latin terms is observed in the judicial documents texts of the Administrative Tribunal of International Organization of Labour (IOL) that is explained by the history of the style development. The system of the texts models of legal character was developed in the Old English language under the influence of standards of the Roman law texts, e.g. *res juridical, a contrario, a priori*, etc. [23, p. 239].

Let us consider further the influence of extra linguistic factors on the grammatical, in particular – syntactic, features of genres of the official document discourse. While comparing such two genres as maintenance guidelines of cars and business correspondence, it becomes obvious that it is possible to indicate a genre simply according to the length of a sentence, and that the length of the sentence depends on the legal purpose of the document [24, p. 9]. Let us give the corresponding examples.

*Remove the center console* (Guidelines) [31]

*I have now completed the list of lectures I would like to introduce in our comparative Education course this coming term and I find that the time at which I would like to give the lecture you so kindly undertook would be at 4.15 p.m. on the 8th February.*

(British Council Correspondence) [29]

The purpose of the first example is to encourage to implement a purposeful one-time action. In the second – the expression of a thought in one sentence is caused by the aspiration to represent all circumstances in exact logical structures.

According to the results of researches of linguists, a legislative genre differs in sentences of bigger length, unlike all other genres, because among the genres of the business document discourse, it differs in most complication which is reflected in the syntactic constructions.

The complication of simple sentences by the numerous isolated phrases, homogeneous parts, and the attributive word-combinations of long sizes with prepositions in these types of texts is explained by the need to work out the exposition in detail that follows an increase in the sentence length up to a few ten of word tokens [25, p. 171]. For example,

*By letters and/or telexes dated 16 and 27 October, 11 December and 4 January the Organization enquired whether or not the complainant accepted this assignment; receiving no specific answer the Director - General on 31 January terminated the complainant's appointment.*

(Judgement of the Administrative Tribunal) [28]

Another example:

*A colour picture tube having a shadow mask provided with a plurality of juxtaposed sperture rows each comprising a plurality of spertures, aligned with the predetermined pitch Py wherein among a deviation delta-y between the spertures of the adjacent sperture rows, a pitch P1 of scanning lines and said pitch Py there exist the following relations.*

(Patents abroad, № 1, issue 121) [30].

As opposed to the legal documentation, in combat documents in which the objective of communication is the necessity of the immediate implementation of an order, the exposition is formed without finite verbs, and this provides the specification of information, e.g.:

*«All other units will maintain normal radio traffic. Pay special attention to Mech Div in LITTLE areas. Send hourly reports to location of leading elements».*

Unlike military documentation, in texts of genre of «public directives», the negative form of infinitive changes the quality and does not mean a prohibition but an appeal, as it expresses

an action, having a perlocutive effect, i.e. it expresses intention from the side of a speaker to influence on the subsequent action of a listener. Therefore, an imperative in such sentences is softened by the word «please»: *Please, don't let the door slam.*

In works dedicated to the business discourse, a dependence of the features of speech work on extra linguistic factors at the phonetic level is also marked [26]. That is, the variantness of prosodic tools caused by speech reference to the productive or domestic sphere is revealed. For example, multi-syntagmatic phrases are characteristic for the official narrative utterances on a productive theme; for the utterances on a general theme – one or two syntagmatic phrases with intra-phrases pauses are characteristic [26; 11; 19].

**Conclusions and further studies.** From the facts above, we can come to the following conclusions.

1. The extra linguistic factors render direct influence on the variety of genres of the official document discourse and their functioning in speech.

2. The extra linguistic factors having impact on functioning and originality of genres, can be of the most different character – from the world-wide political events to private material interests of an individual.

3. The influence of the extra linguistic factors is observed on the different both linguistic and non-linguistic levels: lexis, grammatical, phonetic, and also quantitative.

The future researches will be dedicated to the analysis of units of the so-called «small syntax» in already formed text corpus of the official document discourse.

#### References:

1. Кожина М.Н. О речевой системности научного стиля сравнительно с некоторыми другими. Пермь: Изд-во Перм. ун-та, 1977. 395 с.
2. Гальперин И.Р. Текст как объект лингвистического исследования. М.: Наука, 1981. 139 с.
3. Shopen T., Williams J. *Style and variables in English*. Winthrop Publishers Inc., Cambridge. Massachusetts, 1981. 272 p.
4. Долинин К.А. *Стилистика французского языка*. Л: Просвещение, 1978. 342 с.
5. Сердобинцев Н.Л. *Лингвистический и стилистический анализ текста*. Саратов: Изд-во Саратов. ун-та, 1980. 78 с.
6. Береснев С.Д. *Субъязыки, стили и художественная литература // Субъязыки и функциональные стили*. Ульяновск: Изд-во Ульяновск. пед. ин-та, 1980. С. 3–15.
7. Тонкова Н.И. *Эпитет, выраженный атрибутивной цепочкой, в языке англоязычной рекламы: дис. ... канд. филол. наук, спец. 20.02.04 Германские языки*. Л., 1980. 168 с.
8. Чукин С.Г. *Философско-правовой дискурс и его роль в идентификации современного общества // Всеобщая декларация прав человека и правозащитная функция прокуратуры*. СПб., 1998. С. 181.
9. Изенберг Х. *О предмете лингвистической теории текста // Новое в зарубежной лингвистике*. М.: Прогресс, 1978. Вып. 8. 478 с.
10. Храмова Н.Г. *Реализация нормативно-коммуникативной функции правового дискурса как фактор формирования коммуникативной компетентности студентов-юристов*. Образование и наука. № 1. 2006. С. 94.
11. Пыж А.М. *Функционально-прагматические и дискурсивные аспекты использования английской юридической терминологии: дис. ... канд. филол. наук: 10.02.04 Германские языки*. Самара, 2005. 184 с.
12. Векленко П.В. *Системность и ситуативность правового дискурса: западноевропейская и русская традиции исследования // Философия права: сб.ст. Ростов-на-Дону: Изд-во Рост. юрид. ин-та МВД России, 2009. № 1. С. 18.*
13. Авакова О.В. *Формирование и функционирование английской юридической терминологии в процессе становления государства и права в Англии: дис. .... канд. филол. наук: 10.02.04 Германские языки*. М.: Министерство образования РФ, 2006. 208 с.
14. Лавров Н.Н. *Интерлексикологический анализ неологизмов в типе текста «инструкция» (на материале английского, немецкого, французского и русского языков): дис. ... канд. филол. наук: 10.02.20 «Сравнительно-историческое, типологическое и сопоставительное языкознание»*. М., 2006. 152 с.
15. Ференц-Мошинская М.М. *Лексический состав английских патентно-технических текстов: (на материале патентов по светотехнике): автореф. дис. на соиск. науч. степени канд. филол. наук: спец. 10.02.04 Германские языки*. Львов. 1990. 17 с.
16. Шапкина Е.В. *Жанрово-культурная специфика руководств по эксплуатации бытовых приборов. аспекты перевода. Аспекты перевода (на материале английского и русского языков): автореф. дис. на соиск. науч. степени канд. филол. наук: спец. 10.02.20 «Сравнительно-историческое, типологическое и сопоставительное языкознание»*. Челябинск. 2007. 25 с.
17. Рахманин Л.В. *Стилистика деловой речи и редактирование служебных документов*. М.: Изд-во: «Флинта, Наука», 2012. 256 с.
18. Виноградов В.В. *Очерки по истории литературного языка XVIII–XIX в.в.*. М.: Учпедгиз, 1938. 448 с.
19. Каложная В.В. *Характеристики английского функционального стиля официально-делового изложения: дис. ... канд. филол. наук: 10.02.04 «Германские языки»*. К., 1977. 172 с.
20. Трофимова А.С. *Анализ интегрирующих и дифференцирующих особенностей жанров технических инструкций и формул изобретений для формирования единого подстиля*. Вісник харківського національного університету імені в.н. каразіна Серія «Романо-германська філологія. Методика викладання іноземних мов». Харків, 2014 г. № 1102. С. 115–159.
21. Трофимова А.С. *Правомерность введения текстов формул изобретений (патентов) в юридический дискурс*. Известия гомельского ун-та им. Ф. Скорины. № 4. 2015. С. 128–132.
22. Федосюк М.Ю. *Синтаксические особенности научно-технических рефератов и формул изобретений: автореф. дис. на соиск. науч. степени канд. филол. наук: спец. 10.02.04 «Германские языки»*. Москва. 1977. 22 с.
23. Мороховский А.Н. *Стилистика английского языка*. Київ: Вища школа, 1984. 247 с.
24. Пешак М.М. *Стиль деловых документов XXV века: автореф. дис. ... докл. филол. наук*. Киев, 1980. 51 с.
25. Брандес М.П. *Стилистика немецкого языка*. М.: Высшая школа, 1983. 270 с.
26. Слепович В.С. *Просодия повествования в английском устном тексте официального и непринужденного стилей: автореф. дис. ... канд. филол. наук*. Минск, 1985. 21 с.
27. United States Patent and Trademark Office (An Agency of the Department of Commerce). Available at: [www.uspto.gov/web/menu/search.html](http://www.uspto.gov/web/menu/search.html).
28. Judgements of the Administrative Tribunal of the International Labour Organization (Judgements №№ 481 – 494).
29. British Council Correspondence (Incorporated by Royal Chatter Patron: Her Majesty the Queen).
30. Patents Abroad: issue 121, issue 119, issue 125, issue 122.
31. Maintenance Guidelines on the Toyota vehicles (English language).

**Борисенко Т. И., Ершова Ю. А., Михайлюк С. Л. Экстралингвистическая обусловленность жанровой дифференциации текстов официально-делового дискурса**

**Аннотация.** Статья рассматривает влияние внелингвистических факторов на формирование различных жанров, входящих в официально-деловой дискурс и функционирующих в речи, на различных, как лингвистических – лексическом, синтаксическом, фонетическом, так и нелингвистическом – количественном – уровнях. Экстралингвистические факторы представляются как явления, разнообразные по своим масштабам и видам.

**Ключевые слова:** деловая переписка, инструкции, жанр, международная организация, патент, языковой уровень.

**Борисенко Т. І., Ершова Ю. А., Михайлюк С. Л. Екстралінгвістична обумовленість жанрової диференціації текстів офіційно-ділового дискурсу**

**Анотація.** Стаття розглядає вплив позалінгвістичних факторів на формування різних жанрів, що належать до офіційно-ділового дискурсу і функціонують у мовленні на різних, як лінгвістичних – лексичному, синтаксичному, фонетичному, так і нелінгвістичних – кількісному – рівнях. Екстралінгвістичні фактори представляються як явища різноманітні за своїм масштабом і видами.

**Ключові слова:** ділове листування, інструкції, жанр, міжнародна організація, патент, мовний рівень.