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Course Paper

Stylistics of business letters in English and Ukrainian:

A contrastive aspect

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List of abbreviations

P.S. – postscript

GDP – gross domestic product

IMF – international monetary fund

B2B – business for business

B2C – business for the consumer

Introduction

This term paper explores the contrastive aspect and compares English and Ukrainian business letters. Consideration of comparative problems contributes to better language acquisition and adequate interlingual communication, which is one of the tasks of modern linguistics at the present stage.

Since this work deals with business letters, the study is conducted in the context of comparative stylistics, the scope of which includes multistyle letters. The object of comparison in stylistics can be both the original and the translation (and translation studies is a branch of comparative linguistics) and original letters written in different languages.

The insufficient level of comparative study of lexical and grammatical features of English and Ukrainian business letters, as well as modern requirements for the rules of constructing a certain type of letter, when it is necessary to make the original and translated letters communicatively equivalent, determine the **relevance** of this study.

The **purpose** of the course work is to explore stylistic features of English and Ukrainian business letters, viewed from a contrastive perspective.

The goal set in the work led to the solution of the following **tasks**:

- to outline dominant genre and style features of business letters;
- to identify common and distinctive linguistic and stylistic features of business letters in English and Ukrainian;
- to reveal the specifics of contrastive studies of stylistics of business letters;
- to determine common and distinctive morphological features of business letters in the languages under comparison;

- to ascertain common and distinctive morphological features of business letters in the languages under comparison;
- to identify common and distinctive syntactic features of business letters in the languages under comparison;
- to describe the ways of conveying English special vocabulary, as well as grammatical forms and constructions in the source Ukrainian text.

The **object** of the study is the style of business letters in English and Ukrainian.

The subject of the course paper is the comparative aspect of business letters in English and Ukrainian, which requires a thorough contrastive stylistic analysis of lexical, morphological, and syntactic features of business letters in English and Ukrainian.

The illustrative materials entail examples of business letters in English and Ukrainian.

The study employs the following methods as the main ones: comparative, contextual and interpretative, as well as lexical, syntactic and morphological analysis.

The theoretical significance of the results of the study lies in the further development of general and specific problems of contrastive stylistics and translation studies, which will contribute to a deeper understanding of the stylistic aspects of business letters in the original language and in the target language.

The practical significance of the work lies in the fact that the materials of the study can be used in the courses of comparative typology of English and Ukrainian, translation theory and practice, as well as in special courses and special seminars on comparative linguistics.

Structurally, the work consists of a list of abbreviations, an introduction, two chapters, with conclusions to each of them, general conclusions, résumé in Ukrainian, a list of references and a list of illustrative materials.

The introduction substantiates the relevance of the topic, defines the purpose, objectives, object, subject, and methods of the study, and proves the theoretical and practical significance of the work.

The first chapter deals with business letters as an object of linguistic research, business letters in English and Ukrainian, and contrastive studies of business letters.

The second section examines the aspects of contrastive analysis of business letters, their lexical, syntactic and morphological features.

The conclusion outlines the results of the study.

The volume of the work is 31 pages, the sources used are 19 items.

CHAPTER ONE

BUSINESS LETTERS AS AN OBJECT OF LINGUISTIC RESEARCH

1.1. Business letters in English and Ukrainian languages

There is more than one generally accepted definition of a letter in linguistics. It all depends on the perspective from which the letter is viewed. The most general and acceptable for this study will be the following: a letter is a common type of documentation, one of the means of information exchange, and is a key instrument of business correspondence, the process of business and official communication through letters (Doubenko, 2017: 19). This means that it is the upper boundary of business communication, which serves to analyze information. In this subsection, the business letters studied in this paper will be analyzed in terms of comparative stylistics of English and Ukrainian.

It is well known that language is used in all spheres of human life, has various social functions, and, as a result, acquires typical style features. A style is a type of language fixed by tradition in a certain sphere of life, characterized by peculiarities in the selection, combination and organization of language means and partially different from other types in terms of lexical, grammatical and phonetic parameters (Коломієць, 2019: 11).

Leading stylistions of both English and Ukrainian languages have at one time or another touched upon the issues of functional language differentiation (Мелкумова, 2008: 47). Language differentiation is based on both extra-linguistic factors, such as function, sphere of communication, and purely linguistic features. There are two main types of letters: private letters and business letters (official letters). In addition, according to the motive for writing, letters are divided into: response letters, congratulatory letters, apology letters, reminder letters, condolence letters, letters of thanks, and letters of recommendation.

All business emails are divided into two groups based on their functional characteristics: emails that require a response and emails that do not (Alsmadi & Alhami, 2015:49). The first group of letters includes:

1) request letters - a type of official business correspondence. The need to use this type of letter arises in different situations, but they are always written with a single purpose - to request a service;

2) letters of appeal are documents that are used for official correspondence for various reasons, such as a request, complaint, proposal or gratitude;

3) offer letters are the most common type of correspondence. These letters are addressed to a potential partner or customer in the form of recommendations for cooperation;

4) letters of inquiry - a type of business correspondence document that belongs to the reference group. It is used to obtain the necessary official information, certificates or documents that clarify the terms of the transaction, product certification, service catalog, etc;

5) demand letters - a type of official letter in which the sender makes the addressee responsible for violation of the obligations assumed.

Letters that do not require a response include (Загорецъка, 2015: 17):

1) warning letters - a form of official correspondence in which the addressee is warned about the termination of a previous agreement in case of failure to fulfill his/her obligations;

2) reminder letters - business letters containing reminders of the fulfillment of agreements, obligations and measures to be taken in case of non-fulfillment;

3) confirmation letters - one of the types of official letters drawn up by the addressee to certify the receipt of information, documents, data or other materials, as well as to confirm previously reached agreements, intentions, etc;

4) refusal letters are an essential part of constructive correspondence when it is necessary to say "no", referring to both objective and subjective reasons;

5) cover letters are additional documents that you can attach to your resume when applying for a job. The purpose of this letter is to show why you are suitable for the position;

6) letters of guarantee are official letters from an enterprise, institution, or organization that are legal guarantors of the company's fulfillment of its obligations. The purpose of such letters is to confirm certain agreements, conditions (performance of work, lease, provision of services, etc.) or financial and settlement obligations;

7) notification letters (information letters) are a type of official letter that contains an invitation to participate in a meeting, conference, gathering, etc;

8) instruction letters - legal administrative documents issued by the management of an institution with an order to resolve certain operational issues.

Business letters can also be divided into commercial and non-commercial ones based on their subject matter (Bové, Thill, 2021: 129):

1) response letter - a letter containing information for which a request has been made in advance;

2) a letter of request is a letter in which the addressee addresses a certain issue to the addressee, for example, an appeal from one party to the other about the desire to enter into a transaction, usually without specifying the terms of the transaction or to clarify a certain issue in the course of the transaction;

3) information letter - contains information about the state of affairs that may be of interest to the organization to which the letter is sent;

4) a warning letter is a letter in which the addressee is warned about the termination of the previous agreement in case of failure to fulfill its obligations;

5) offer letter - a statement of a person's desire to enter into a transaction with specific terms and conditions of the transaction;

6) letter of claim (complaint) - a claim against a party to the transaction that has breached its obligations under the contract and a claim for damages;

7) reminder letter - contains a reminder of the fulfillment of agreements, obligations and measures to be taken in case of non-fulfillment;

In turn, non-commercial business letters are used to address a variety of organizational, legal, and economic issues. They include:

1) a letter of guarantee - contains a confirmation of certain obligations or conditions and is addressed to a separate organization or institution;

2) information letter (notification letter) - provides for informing about certain events or facts that are of interest or may be of interest to the addressee;

3) confirmation letter - contains confirmation of receipt of a product, agreement with something, a fact, etc;

4) thank-you letter - contains an expression of gratitude for some reason;

5) congratulatory letter - contains congratulations on some occasion;

6) invitation letter - contains an invitation to an event;

7) a request letter - contains a request to perform or stop some action, to encourage action, etc;

8) letter of recommendation - a letter from the previous place of employment characterizing the professional qualities of the job seeker or a letter with recommendations from a partner or firm known to the addressee of the letter;

9) letter of condolence - contains condolences on any occasion;

10) instruction letter - contains instructions and explanations to subordinate organizations;

11) cover letter - is drawn up to inform the addressee of the sending of any accompanying (unaddressed) documents, material assets, etc.

Business letters in Ukrainian and English do not differ in terms of functional and thematic features.

The following types of business letters are distinguished by their structure (Волошина, 2022: 141):

- Regulated letters - drawn up according to a certain standardized template.
- Unregulated - contain the author's text and are drawn up in any form, do not have a set pattern.

Business letters are also divided by the number of recipients:

- Regular - sent to one address on behalf of one correspondent.
- Circulars - sent to a number of institutions (for example, by a management organization to its structural units (several addresses)).
- Collective - sent to one address, but written on behalf of several correspondents.

Business letters can be sent in the following forms:

- Envelope - sent by mail in an envelope (postal service).
- Electronic - sent electronically by e-mail (electronic mail).
- Fax - sent by fax (fax message).

Business letters in Ukrainian and English do not differ in structure, number of addressees and form of sending.

A business letter is an informational document. It is an official document used in business communication (Williams, 2020: Chapter 6). A standard business letter has a complex structure. Typically, the text of a letter consists of an introductory and a body part that are logically interconnected. The introductory part contains facts, events, and circumstances that led to the writing of the letter, references to regulatory

documents, instructions, etc. The main part contains the content of the letter, depending on its subject matter - a request, proposal, notification, etc. The main elements of a business letter structure are (Nizhnikova, 2008: 10):

1. Appeal. This small part of the text is very important for communication purposes. A well-chosen appeal not only attracts the addressee's attention, but also sets the right tone for the correspondence. Particular attention should be paid to the punctuation mark following the address. A comma after the address gives the letter a casual character, while an exclamation point emphasizes importance and formal style.

2. The preamble is the first paragraph of the letter, which states the purpose and reason for writing it. The preamble should express the essence of the letter. For example: *"I am writing to you to express my dissatisfaction with the quality of the building blocks that your company supplies to us and I am counting on your actions to quickly change the situation for the better and compensate us for the damage we have suffered."* In Ukrainian language it will be written as *"Звертаюся до Вас, щоб висловити своє незадоволення якістю будівельних блоків, які постачає нам Ваша компанія, і розраховую на Ваші дії, щоб швидко змінити ситуацію на краще та відшкодувати нам завдані збитки"* (Авраменко, Яковенко, Шийка, 2015: 45).

3. The main text. It describes the current situation, expresses personal thoughts and feelings on the matter, and asks for specific actions or suggests a solution to the issue. The body of the letter should be 2-3 paragraphs in length.

4. The conclusion is the conclusion in the form of requests, suggestions, opinions, refusals, etc. The letter may contain only one final part. For example: *"I am sure that you will understand this situation, and in the near future our cooperation will be back to normal"*, translating it into Ukrainian as *"Я впевнений, що Ви зрозумієте цю ситуацію, і найближчим часом наша співпраця повернеться в нормальне русло"*.

5 . Signature. A business letter ends with the signature (title and name) of the addressee, preceded by the standard polite form "*Sincerely,*" in English and "*з повагою,*" in Ukrainian.

6. A postscript (PS) is a note at the end of a letter after the signature. It is rarely used in business correspondence and is used to inform the addressee of an important event that occurred after the letter was written, or to convey information that is indirectly related to the subject of the letter. For example: "*PS I would like to inform you that the percentage of defects in the batch of blocks that arrived 4 hours ago has increased to 20%!,"* which is translated as "*PS Повідомляю, що в партії блоків, яка надійшла 4 години тому, відсоток браку зріс до 20%!,"*

7. Annexes are optional additions to the main text of the letter. However, some documents have attachments that supplement, clarify or elaborate on certain issues raised in the text.

Usually, a letter is written on the company's letterhead. Business letters are used for a variety of purposes, such as making inquiries, sending official notices, requesting information, or communicating important messages. They should be professional in tone, concise and clear in conveying the intended message.

Compared to other documents, the texts of letters are the most democratic and rich in terms of the use of lexical, grammatical, and stylistic language. Business letters are written or printed on a letterhead or blank sheet of paper on one side only. If the letter consists of several pages, only the first page should be written on a letterhead, and the following pages should be written on blank paper. In letters drawn up on two or more sheets of paper, the numbering of pages starts from the second page. No marks are placed near the numbers. It is also important to divide the text into its constituent parts, to graphically separate one part from another. The rubric is an external expression of the compositional structure of the letter. The simplest rubric in emails is dividing the text into paragraphs. A paragraph indicates the transition from one thought to another and should be three intervals from the margin.

As a matter of courtesy, you should respond to a letter within 7-10 days. If you receive a letter of inquiry that requires detailed consideration, you should notify the company that the letter has been received within three days and provide a final response within 30 days. A letter of congratulations can be sent within 8 days of receiving notification of a particular celebration. A letter of condolence should be sent within 10 days after a sad event.

1.2. Contrastive studies of business letters

In this section, we will focus on contrastive studies of business letters. Contrastive studies of business letters involve comparing and analyzing the similarities and differences between business letters in different languages or cultural contexts. In our case, these are the differences between Ukrainian and English. These studies aim to understand how communication norms, conventions, and etiquette differ across cultures and languages. By studying the structure, format, tone, and content of business letters in different contexts, researchers can gain insight into effective intercultural communication strategies.

There are several differences to consider when writing business letters in English and Ukrainian (Вихованець, Волков, 2023: 76). The most obvious difference, of course, is the language itself. English and Ukrainian have different alphabets, structures, and grammar rules. There is also a difference in formality: Ukrainian business letters tend to have a more formal tone and use more formal language compared to English business letters, which can sometimes be more casual depending on the context. There may also be differences in the formatting of business letters in English and Ukrainian in terms of layout, headings, and salutations. There are also cultural nuances: Ukrainian business culture may favor different aspects of communication compared to English-speaking countries, so it is important to be aware of cultural nuances when writing business letters in each language. In general, even though the basic structure of a business letter remains the same for all languages, it is important to adapt to certain language and cultural norms of the target audience when writing a letter in English or Ukrainian.

At this time, we also have common features of writing business letters in Ukrainian and English. Writing business letters in English and Ukrainian requires a formal tone and proper business etiquette. In addition, both languages have certain conditions for addressing recipients, starting and ending the letter, and structuring the content in a clear and professional manner. Clarity, conciseness, and professionalism in business communication are a requirement for both English and Ukrainian letters.

Comparative stylistics and translation studies have certain points of intersection, as they belong to the same linguistic field - comparative linguistics. They tend to share official business vocabulary, including the use of formal tone, business etiquette, and text structuring. Translation is one of the means of interlingual professional communication, and translations of business letters of various professional orientations are examples of such communication. With their help, professional scientists can receive, analyze, and exchange information necessary for their professional activities. Adequate professional communication is ensured by the adequacy of the translation of all aspects and factors of the original information letter. It must be communicatively equivalent, equivalent to the original letter, i.e., it must provide the information, effect, and result intended by the author of the original letter. The communicative equivalence of the original and translated letters lies in their functional and pragmatic, semantic and structural identification.

The essence of translation as a special type of language mediation requires the translator to take into account the stylistic and typological characteristics of the letter to be translated. Given the variety of tasks a translator faces, business letters have the following characteristics: formal tone and language, clear and concise content, proper formatting, addressing, subject matter, professionalism, etc. It is especially important to take these features into account when translating letters if their language and style characteristics in the source and target languages differ. In this case, it becomes necessary to transform the original text of the letter during translation.

Thus, these aspects of the comparative stylistics of English and Ukrainian business letters and the preservation of formality should be taken into account in the analysis process, and the acquired data can be useful in translation practice.

Conclusions to Chapter one

1. English and Ukrainian business letters constitute a special stylistic variety of language. They are used within the framework of professional business communication, scientific and technical style, scientific, popular science, scientific and educational, professional and non-professional technical sub-styles. Business letters can be commercial and non-commercial. Commercial business letters are formal letters that a company writes to another company or individual for the purpose of conducting business transactions, such as selling, buying, requesting, etc. They focus on business matters and usually involve some form of monetary exchange. On the other hand, non-commercial business letters are formal letters that are used for business purposes but do not involve direct monetary transactions. These letters may include letters of inquiry, letters of recommendation, letters of employment, etc. They focus more on establishing a relationship or providing information rather than conducting direct business.

2. Business letters in both languages have a number of common stylistic features, including: a concise and logical way of presentation; the presence of special vocabulary (terminology, clichés, stencil expressions, abstract vocabulary, abbreviations, neologisms); constructive complexity, bookish syntax (widespread use of complex sentences, impersonal constructions); use of references, bibliographies.

3. At the same time, there are a number of differences, such as the language of business letters, the formality of correspondence (formal tone is inherent in Ukrainian letters, while English letters are more casual, depending on the context), the formatting of business letters, and cultural nuances.

CHAPTER TWO

CONTRASTIVE STYLISTIC ANALYSIS OF BUSINESS LETTERS IN ENGLISH AND UKRAINIAN

The research in this chapter will be based on the contrastive analysis of business letters in Ukrainian and English, which corresponds to one of the branches of comparative stylistics (theoretical and translation) and will involve the analysis of techniques and methods of transforming the original text of the letter.

2.1. Lexical features

Business letters usually contain formal language, specific formatting, and a professional tone. Some common lexical features of business letters in Ukrainian and English include:

1) Salutation: Business emails often begin with formal greetings, such as "*Dear [name of recipient]*", "*Dear Mr./Ms. [recipient's last name]*" or "*To whom it may concern,*" depending on the level of familiarity with the recipient. In the Ukrainian language, it is written as "*Шановний/Шановна [ім'я одержувача]*" or "*Шановний/Шановна пан/пані [фамілія одержувача]*"

2) Clear and concise language: Business emails use precise and clear language to convey information effectively. Words and phrases should be chosen carefully to avoid ambiguity or confusion. Thus, Ukrainian is a more formal language, unlike English.

3) Professional tone: The tone of business letters is usually formal and polite. Colloquial language or slang should be avoided and professional terms and phrases should be used. Professional tone is manifested in standard, logical sequence, clarity of presentation, persuasiveness, conciseness and completeness of information.

4) Subject matter vocabulary: Business emails may contain industry terms and vocabulary related to the topic. It is important to use terminology that is familiar to the recipient or appropriate to the context. For example:

Dear [Recipient's Name],

I hope this letter finds you well. I am writing on behalf of [Company Name], a [brief description of company]. We are interested in potentially purchasing [product name] from your company and would like to inquire about the pricing and any available bulk discounts.

Could you please provide us with more information on the pricing structure for [product name]? Additionally, if there are any ongoing promotions or discounts for bulk orders, we would appreciate if you could share those details with us as well.

We are looking forward to establishing a potential business relationship with your company and hope to receive your prompt response to assist us in making an informed decision.

Thank you for your time and consideration.

Sincerely,

[Additional Information Of The Sender]

While in Ukrainian it will sound like:

Шановний [Ім'я одержувача],

Я сподіваюся, що цей лист застав вас добре. Я пишу від імені [Назва компанії], [короткий опис компанії]. Ми зацікавлені в можливому придбанні [назва продукту] у вашої компанії та хотіли б дізнатися про ціни та будь-які доступні оптові знижки.

Не могли б ви надати нам більше інформації про структуру ціноутворення для [назва продукту]? Крім того, якщо діють якісь акції чи знижки для оптових замовлень, ми будемо вдячні, якщо ви також поділитесь з нами цією інформацією.

Ми з нетерпінням чекаємо налагодження потенційних ділових відносин із вашою компанією та сподіваємося отримати вашу швидку відповідь, щоб допомогти нам прийняти обґрунтоване рішення.

Дякую за ваш час та увагу.

З повагою,

[Додаткова інформація про відправника]

5) Concluding remarks: Business letters usually end with concluding remarks such as "*Sincerely,*" or "*Best regards,*" in English and "*З повагою*" in Ukrainian, followed by the sender's name and signature.

6) Precise words. The words used in business letters are usually precise, and care should also be taken to prevent possible misunderstandings and ambiguities in the use of language to avoid possible mistakes in the future. This is why the following sentences are often given at the end of an email: "*please do not misunderstand the above remarks*". In addition, service words are often used, and numbers must also be used correctly. For example, all price-related numbers should include the currency symbol and two decimal digits.

7) Abbreviations. To save time and space in business correspondence, abbreviations known to the parties, such as *GDP (Gross Domestic Product)*, *IMF (International Monetary Fund)*, etc. are widely used, which can make communication efficient. And with the development of digital technologies and the Internet, a number of new abbreviations have emerged to serve e-commerce, such as *B2B (business to business)*, *B2C (business to consumer)*, etc.

Incorporating these lexical features into your business email can help you maintain professionalism and clarity in your communication.

2.2. Syntactic features

The syntactic features of business letters are the prevalence of extended simple and complex sentences, the widespread use of partial constructions, and homogeneous members.

Formal documents are written in a formal, cold, or business style. The style of official documents, or formal, as it is sometimes called, is not homogeneous and is represented by the following sub-styles or varieties: the language of business documents, the language of legal documents, the language of diplomacy, the language of military documents.

The syntactic features of business letters usually follow a certain format and structure to ensure clarity and professionalism. Here are some key syntactic features commonly found in business letters:

- 1) Header: usually contains the sender's address, date, and recipient's address.
- 2) Salutation. A salutation is a formal greeting at the beginning of an email, such as "*Dear Sir/Madam*" in English and "*Шановний/Шановна пан/пані*" in Ukrainian.
- 3) Beginning: The beginning of a business letter usually contains a brief introduction or reference to the purpose of the letter.
- 4) Body: The body of the email contains the main message or information that the sender wants to convey. It should be well organized and clear.
- 5) Closing: The closing of an email usually includes a concluding remark, an expression of gratitude, and a closing phrase such as "*Sincerely*" or "*Best regards*" in English and "*З повагою*" in Ukrainian.
- 6) Signature: The letter is signed by the sender below the closing, usually with his or her name typed underneath.
- 7) Attachments: if additional documents are attached to the letter, they are indicated at the end in the "Attachments" section.

The most general function of official documents determines the style. The most striking, though not the most important, feature is a special system of cliché terms and established expressions that can easily identify each sub-style, for example: *provisional agenda; the above-mentioned; hereinafter referred to as; on behalf of; private consultations; Dear Sir*. In Ukrainian it will be written as: *попередній порядок денний; вищезазначене; надалі іменованій; від імені; приватні консультації; шановний пан*.

The vocabulary is characterized not only by the use of special terminology, but also by the choice of high (bookish) words and phrases: *правдоподібний (=можливий); повідомляти (=повідати); to assist (=допомагати); співпрацювати (=працювати разом); просувати (=допомагати розвитку чогось)*. In addition to the specific nomenclature characteristic of each type of style, there is a common feature for all of these types - the use of abbreviations, symbols and acronyms. Some of them are well known, for example, Member of Parliament (Her Majesty's Limited);

2.3. Morphological features

Business letters usually have certain morphological features that distinguish them from other types of letters. Morphological features include passive constructions, which make letters impersonal (Andreichuk N., Babelyuk O.2019: 44). Some common morphological features of business letters include:

1) Sender and recipient addresses: Business emails usually include the sender and recipient addresses at the top of the email. This helps to ensure that the email reaches the right person and makes it easy to find out.

2) Date: Business emails usually include the date the email was written. This helps both parties keep track of the communication schedule.

3) Salutation. Business emails often begin with a formal greeting, such as "*Dear Sir/Madam*" in English and "*Шановний/Шановна пан/пані*" in Ukrainian. This sets the tone for the email and shows respect for the recipient.

4) The main body: The body of a business letter contains the main message or purpose of the letter. It is usually written in a formal tone and divided into paragraphs for clarity.

5) Closing: Business letters usually end with a formal closing such as "*Sincerely*" or "*Best regards*" in English and "*З повагою*" in Ukrainian, followed by the sender's name and title (if applicable).

6) Signature: A business letter is usually signed by the sender. A digital or scanned signature may be used in printed or emailed letters.

These morphological features help make business letters professional, organized, and effective for communication in a business context. As mentioned earlier, formal documents are always written in a formal or business style of language. Like other styles of language, this style has a certain communicative focus and, accordingly, has its own system of interrelated linguistic and morphological means.

Conclusions to Chapter Two

1. In the process of analyzing business letters in English and Ukrainian, the differences were considered at the lexical, morphological and syntactic levels. Several differences were found at the lexical level. Formal language, specific formatting and professional tone are present in business correspondence in Ukrainian and English. However, the formal tone is more common in Ukrainian letters. In English letters, a casual writing style is preferred (depending on the context). Also, when conveying scientific terminology, the phenomenon of formal translation of words or word components, i.e. calquing, is often observed in the translation text. Since terminology usually refers to stable combinations of words, calques are classified as lexical and phraseological transformations.

2. The following differences were observed at the syntactic level of the scientific text in English and Ukrainian: differences in word order (transposition),

formality of correspondence, and cultural nuances. The format and structure of letters in Ukrainian and English do not differ.

3. No morphological differences were found in business letters in English and Ukrainian. Business letters have common morphological features that help keep business letters professional, organized and effective for communication in a business context.

GENERAL CONCLUSIONS

The study of comparative stylistics and its individual subdivisions related to the study of business letters is aimed at developing in the future philologist the ability to penetrate the essence of the text of a letter, the ability to find in it the objective reasons for its impact on the speaker, to extract from it all the cognitive information it contains. Their main purpose is to compare the structural and functional properties of two, and sometimes several, genetically related and unrelated languages to identify similarities and differences at different levels of language structure.

A business letter is a type of documentation, one of the means of information exchange, a key instrument of business correspondence, the process of business and official communication through letters. There are two main types of letters: private letters and business letters (official letters); according to the motive for writing letters, they are divided into: response letter, greeting letter, apology letter, reminder letter, condolence letter, letter of gratitude and letter of recommendation; according to functional features, business letters are divided into two groups: letters that require a response and letters that do not require a response; by subject matter, business letters are divided into commercial and non-commercial; by structure, business letters are divided into regulated and unregulated; by the number of addressees, business letters are divided into regular, circular and collective; by the form of sending, business letters can be envelope, electronic and fax.

A standard business letter has a complex structure. Typically, the text of a letter consists of an address, preamble, body, conclusion, signature, postscript (if necessary), and attachments (if necessary).

Business letters in Ukrainian and English do not differ in structure, number of addressees, and form of sending.

Summarizing the results of the work, it is also necessary to touch upon the differences at the lexical, morphological and syntactic levels. The differences at the lexical level were as follows: a more formal tone in the Ukrainian language and differences in the transmission of scientific terminology in the translation text. At

the syntactic level of the scientific text in English and Ukrainian, there were differences in word order, formal correspondence, and cultural nuances. No morphological differences were found in the English and Ukrainian business letters.

The analysis conducted in this paper does not exhaust the depth of the proposed topic. There are still enough aspects that require further research. The results of the study can form the basis for comparing business correspondence in Ukrainian and English.

The comparative study of the texts of letters is also important for research in the field of machine translation, a field that develops its theory based on linguistic methods, processes information in a bilingual situation to provide translation from one language to another using digital computing.

The results of the research can be implemented and used in special courses on comparative stylistics and in practical classes on translation studies.

Résumé

Курсова робота присвячена вивченню контрастивної стилістики англійськомовних і українськомовних ділових листів.

Мета курсової роботи полягає у встановленні лексичних, синтаксичних та морфологічних рис англійських та українських ділових листів, розглянутих у зіставному аспекті. Діловий лист - це загальний термін для всіх письмових комунікацій, які використовуються в ділових відносинах з діловими партнерами або для внутрішнього спілкування в організації. Діловий лист розглянуто у роботі як поширений вид документації та один із засобів обміну інформацією, який є основним інструментом ділового листування, процесу ділового та офіційного спілкування за допомогою листів. Матеріалом дослідження слугували ділові листи в українській та англійській бізнес комунікації.

Під час контрастивного стилістичного аналізу ділових листів українською та англійською мовами встановлено, що на лексичному рівні відмінності є, а саме: у діловому листуванні формальний тон більш поширений в українських листах, тоді як в англійських - перевага віддається невимушеному стилю написання (залежно від контексту). Також при передачі наукової термінології в тексті перекладу часто спостерігається явище формального перекладу слів чи компонентів слова, тобто калькування. Оскільки під термінологією зазвичай розуміють стійкі сполучення слів, то кальки відносять до лексичних і фразеологічних перетворень.

На морфологічному рівні, під час аналізу, відмінностей у ділових листах англійською та українською мовами не виявлено. Ділові листи обох мов мають загальні морфологічні особливості, які допомагають зберегти їх професійними, організованими та ефективними для спілкування в діловому контексті.

На синтаксичному рівні було виявлено відмінності в порядку слів (транспозиції), формальності листування та культурні нюанси. Формат і структура листів українською та англійською мовами не відрізняються.

Ключові слова: діловий лист, зіставний аспект, бізнес комунікація, контрастивна стилістика, формальне спілкування.

Key words: business letter, contrastive aspect, business communication, contrastive stylistics, formal communication.

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Appendix

Links to sites from which examples of business letters were selected:

<https://pozovna.in.ua/zrazki-listiv/>

<https://stripo.email/ua/blog/samples-of-business-emails/>

<https://vseosvita.ua/library/zrazki-dilovih-paperiv-58961.html>

<https://sweetcv.com/ua/blog/how-to-format-a-business-letter>

https://sportmon.org/wp-content/uploads/2018/09/Skladannya_dilovih_listiv.pdf

<https://www.indeed.com/career-advice/career-development/business-letter-format-and-example>

<https://www.forbes.com/advisor/business/business-letter-format/>

<https://www.grammarly.com/blog/how-to-write-business-letter/>

Examples of business letters used in work:

January 15, 2020

Ms. Marge Gagnon

1111 Random St. Vancouver, BC

Dear Ms. Gagnon,

This letter is to formally offer you employment as a Bean Counter at Bubba's Bean Barn.

As a member of our bean-counting team, you will be responsible for using best practices in bean-counting to efficiently count a wide variety of beans and work effectively with a team of other bean counters. Your starting salary will be \$65,000, including benefits, which have been outlined in the attached benefits package. You will start on March 1st, 2020 at 8:30 am.

On behalf of all of us at Bubba's Bean Barn, welcome to our bean team! If you have any questions, please don't hesitate to ask.

Sincerely,

Bubba Jean McBean

Лист-претензія

Шановний директоре ВАТ «_____»!

(назва підприємства)

Ми дуже занепокоєні затримкою оплати рахунку за роботи, які виконала наша фірма, адже знаємо, що зазвичай Ви дотримуєтесь термінів, зазначених у договорі №32 від «23» січня 20__р.

Відповідно до укладеного договору №32 від «23» січня 20__р.

«Про виконання надземних робіт» просимо не зволікати з оплатою рахунку. Гадаємо, що це лише недогляд, і сподіваємося до 10 числа наступного місяця отримати гроші від Вашого підприємства.

Чекаємо на відповідь.

З повагою...