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# The difficulties of translating business letters and agreements

## DIPLOMA WORK

по специальности 5B020700 - «Переводческое дело»

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# Urgency

Today, in the era of globalization, when many companies are increasing their business coverage and cooperating with enterprises in foreign countries, the issue of business correspondence is becoming more relevant than ever.

## Purpose

The purpose of the diploma work is to analyze business documentation in order to determine the features and difficulties of translating official documents and identify translation strategies.

# Object and subject

The object of the study is modern business documentation in English.

The subject of the study is the features of translating the speech behavior of the authors of business documentation from Russian into English and from English into Russian.

# Tasks:

1. Define the concept of translation in relation to business correspondence as an act of intercultural communication.
2. Identify features of the translation of business correspondence and documentation;
3. Develop a strategy for the correct translation of official-business style texts.



# Translation as a process of intercultural communication.

## **Translation is:**

- The process of interlanguage and intercultural communication
  - Bilingualism
  - Transfer of information with preservation of meaning

**A discourse** is a text placed in a real situation, not taken away from the environment in which it was created and, accordingly, should be perceived.

# Features of business texts:

- Officiality

Example: «Dear Mr...», “Yours sincerely”, “I look forward to hearing from you”,  
«Faithfully yours»

# Accuracy

Rich food, rich wine and rich women... -  
«роскошные обеды, дорогие вина и шикарные  
дамы»

to order large size parts, large size machines,  
large size... - «больших размеров», не «огромные,  
громадные, здоровые».



Briefness

Ltd, LLC, etc., v.v, e.g and another

# Standardness

In Russian - 15.04.2022

In American - 04.15.2022

# Strategies

Comparison of cultural contexts

Identification of communicative intentions, meaning

Analysis of the text characteristics of the document

Comparison from an expert point of view (templates)

# Practical value

The practical significance of the work suggests the possibility of using the research results in translation practice.