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ADHERENCE TO THE SPELLING AND STYLISTIC NORMS OF THE UZBEK LANGUAGE IN DOCUMENTS

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Annotation: The legal status of the state language in the Republic of Uzbekistan has been established since 1989, and decisions on language policy made in 1995 play an important role in improving the language of documents and serve as a legal basis. The conformity of the document language to literary norms, spelling accuracy, and stylistic conciseness are important in official documentation not only in government bodies, but also in the fields of education, science, and social spheres. The author expresses an opinion on the problems of non-compliance with the spelling and stylistic rules of the Uzbek language in some documents in practice, stating that this situation damages the official force of the document and the reputation of the state language. Based on the decree adopted on October 21, 2019, today the in-depth study of the normative application of the Uzbek language in the field of document language and documentation science, and its full implementation in practice, remains an urgent task.

Keywords: spelling, style, language of document, state language, speech culture, documentation science.

Main part

The specific features of the language of documents are that it requires official clarity, must be logically consistent and grammatically correct. Every word, phrase and sentence form used in the language of the document should express a clear meaning, be free from superfluous words and not be limited by stylistic, official language. From this point of view, the language of the document is the official style of the Uzbek language, in which compliance with spelling and stylistic norms is an integral part of the documentation culture. In recent years, a number of works have been carried out to improve spelling rules. Because if spelling norms are not followed, the content of the document is distorted, it becomes difficult to explain and its official force decreases.

For example: incorrect spelling of words, literal errors, incorrect use of punctuation marks - all this negatively affects the quality of the document and the language culture.

Stylistic norms, on the other hand, ensure the official tone of the document, the consistent, concise and clear expression of speech. It is not allowed to use words specific to oral speech, emotional expressions, dialect units or informal phrases in documents.

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For example: instead of "iltimos qilaman" (I ask/request), formal forms such as "javob qaytarish so'raladi" (a response is requested) are used. Such stylistic accuracy strengthens the correct conduct of the document in the state language, that is, the prestige of the state. From the point of view of language culture, it is not possible to deviate from literary norms in documents. Every document, writer's book or manager should have a language culture, approach word choice carefully. Because language culture is not only knowing the language, but also the skill of using it correctly and appropriately.

From the point of view of documentation science, a document is a legal proof of official activity, which expresses information in written form. For this reason, compliance with language norms in documentation is one of the mandatory requirements.

When preparing a document, each section, title, date, number, full name and signatures should also be placed in their place, based on the norm. All these processes are carried out based on the spelling and stylistic norms of the Uzbek language. Today, at a time when the number of digital documents is increasing, the issue of correctly applying the norms of the Uzbek language is also accelerating (or becoming more urgent/intense).

Compliance with spelling and stylistic norms of the Uzbek language in documents not only ensures clarity and logical consistency in official writings but also enhances language culture and strengthens the authority of the state language.

In the field of document studies, adherence to established norms and writing rules serves to preserve national values, develop the language, and shape a sense of responsibility in the younger generation.

One of the most important and pressing issues in the formation and improvement of Uzbek documentation is the language and style of documents. When preparing documents, first of all, it is necessary to have a certain level of understanding of the basic laws and rules of the Uzbek language. Every leader, manager, institution employee, and in general, anyone involved in official paperwork must have mastered the spelling, punctuation, and stylistic rules of the Uzbek language

The resolution adopted by the Revolutionary Committee of the Republic of Uzbekistan on December 31, 1924, was titled “On Conducting Work in the Uzbek Language and on the Establishment of Central and Local Clerical Offices under the Revolutionary Committee of the Republic of Uzbekistan.” On the eve of our country’s independence, the adoption of the Law “On the State Language” on October 21, 1989, also provided a legal basis for this issue. Article 9 of the revised version of the law specifically emphasizes that office work in state authorities and administrative bodies must be conducted in the state language and, when necessary, translated into other languages.

After gaining independence, special attention was again paid to improving office work and placing it on a national foundation. Evidence of this includes the Resolution No. 424 adopted by the Cabinet of Ministers of the Republic of Uzbekistan on August 18, 1994, which approved the “Instruction on Conducting Office Work in the Apparatuses of Regional, City, and District Governors of the Republic of Uzbekistan,” as well as the Model Instruction “On Organizing Office Work and Executive Control in Ministries, State Committees, Corporations, Companies,

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Associations, and Other Central Institutions of the Republic of Uzbekistan," approved as an appendix to Resolution No. 140 of the Cabinet of Ministers dated September 29, 1999.

The manuals "Office Work in the Uzbek Language" by N. Mahmudov, A. Madvaliyev, M. Mahkamov, and N. Aminov, as well as other authors' practical guides on office work, also serve as important resources that define the normative foundations of conducting office work in the Uzbek language. These authors' guidelines help employees in their daily activities, teach the rules of document formalization, and ensure uniformity of paperwork in all respects.

"An official document must be clear, precise, and written in accordance with literary norms so that it is understandable to every citizen. Words are the face of the state, and a document is a means of communication between the people and the state."

(From the speech of Shavkat Mirziyoyev at a meeting dedicated to the development of language policy, September 2023)

In conclusion, adherence to the spelling and stylistic norms of the Uzbek language in documents is one of the most important conditions of official office culture. Properly structured documents written in accordance with literary norms ensure clarity and order in the activities of state bodies and facilitate communication with citizens. As President Shavkat Mirziyoyev emphasized, the state language is the spirit and pride of the nation. Therefore, every specialist, employee, and leader must strictly observe language norms when writing official documents.

is also necessary to advise and guide even young people in this regard in advance, helping them become responsible individuals. Attention to language and style is not only respect for the language but also a sign of high responsibility. Through this, we ensure clarity, simplicity, and effectiveness in our documents and further enhance the prestige of the Uzbek language.

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