

SEMANTIC ANALYSIS OF SYNONYMS WIDELY USED IN CHINESE BUSINESS DOCUMENTS

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Abstract

This article conducts a semantic analysis of synonyms widely used in Chinese business documents. The study highlights the linguistic characteristics of the official business style (公文语体) and examines synonyms such as 截止/截至, 布置/部署, The semantic and usage differences of synonymic pairs such as 其他/其它, 中心/重心, 启用/起用, 整个/全部, 确切/确实, 保障/保证, 发明/发现, 表扬/奖励 are analyzed based on clear examples. Additionally, the functional types of service documents and the classification of foreign trade correspondence are presented. The results have practical significance for the correct translation and composition of texts in the official style of the Chinese language.

Keywords: Synonymy, official business style, Chinese language, semantic analysis, synonymic row, business correspondence, foreign trade correspondence, lexicon.

Introduction

It is clear that oral communication plays an important role in business. A word can either deepen or hinder it in almost every area of our daily lives. The same applies to the language of written documents.

Legislative documents, government decrees, orders, regulations, instructions, international legal and commercial treaties, as well as written business letters, are

called the official business style in Chinese: 公文语体 [gongwen yuti] (事务语体 [shiwu yuti])¹.

The official business correspondence style is the official style that preserves the scope of formal relations among government bodies, produced by or within organizations, covering production, economic, a set of language resources between organizations and individuals in the course of their official activities.

The official business style, like the scientific-technical style, is characterized by compositional harmony, precision, and clarity of expression. The official business correspondence style of the Chinese language has a long history. Until 1940, complex forms of business letters were used in China. Strict rules requiring the use of phrasal templates were followed when drafting documents and business letters. Special, strictly prescribed expressions were used depending on the situation.

After 1949, the official style of conducting business underwent significant changes. It became easier and clearer. Therefore, it became a that the general public could understand. The business writing style of modern Chinese draws on elements from other functional styles and gradually evolves into a new form².

The vocabulary of the official business style points to the formation of modern Chinese. The vocabulary of the official business style is used in other styles as a means of creating irony and humor. Regulating relations among individuals, institutions, and states requires written evidence, certificates, and documents, which gradually expand the features of the official correspondence style.

Official documents are an important writing tool in record-keeping. In the production process, selecting general synonyms for official documents is a very arduous task.

Below, we analyze some synonymic rows.

截止 [jiézhǐ] deadline and 截至 [jiézhì] deadline

截止 [jiézhǐ] "deadline" means "to stop at a certain point in time," for example, 报名在昨天已经截止 [Bàomíng zài zuótiān yǐjīng jiézhǐ] means "registration

¹E.D. Kornueva. Features of Compiling and Translating Chinese Documentation (Based on Contracts for Supplying the Food Industry). Thesis. – M.: 2016. – P. 8.

²V.I. Gorelov. Stylistics of the Chinese Language. – M.: Prosveshcheniye, 1973. – P. 190.

ended yesterday"; The term 截至 [jiézhì] denotes up to a specific point in time; for example, 报名日期截至本月底止 [Bàomíng rìqí jiézhì běn yuè dǐzhǐ] means that the registration deadline is at the end of this month. In 截至 [jiézhì], the character 截 [jié] means "to cut off" and 至 [zhì] means "to arrive at," so 截至 [jiézhì] (or 截至到 [jiézhì dào]) means "the deadline has arrived." For example, : Beijing's bid for the 2000 Summer Olympics received strong support from Beijing's People's Congress deputies and Chinese People's Political Consultative Conference members. As of 6:00 PM today, more than 500 have already registered. " Beijing's bid for the 2000 Summer Olympics has received strong support from National People's Congress deputies and Chinese People's Political Consultative Conference (CPPCC) committee members. As of 6:00 p.m. today, more than 500 deputies and nearly 300 committee members have signed online in support of Beijing's Olympic bid" (People's Daily, February 18, 2000) [Beijing's bid for the 2000 Summer Olympics has received strong support from Beijing's National People's Congress deputies and Chinese People's Political Consultative Conference members. As of 6:00 PM today, more than 500 deputies and nearly 300 CPPC members have signed online in support of Beijing's Olympic bid.] with 500 deputies of the city's People's Congress and over 300 members of the CPPCC online, the petition reached 10,000 signatures. ["Pekin's bid for the 2000 Summer Olympics," People's Daily, February 18, 2000] Beijing's bid to host the 2000 Summer Olympic Games was strongly supported by deputies to the Beijing Municipal People's Congress and members of the CPPCC. As of 6:00 PM today, more than 500 deputies of the People's Congress and nearly 300 members of the CPP have signed online in support of Beijing's bid for the Olympic Games" ("People's Congress"). Daily News, February 18, 2000), the word 截至 [jiézhì] in the sentence cannot be used as 截止 [jiézhǐ].

布置 [bùzhì] to arrange and 部署 [bùshǔ] to deploy

布置 [bùzhì] means to arrange and display various things or people to prepare a place for a specific purpose, and it also means "to organize certain events"; 部署 [bùshǔ] means "to organize" (workforce, tasks). Compared to 布置 [bùzhì], 部署 is used in a broader range of contexts. 部署 [bùshǔ] is typically used in contexts involving large-scale, formal, or military matters and only refers to "military

deployment, strategic deployment, single deployment" and can be matched with several words such as workforce, task, and work.

If 布置房间 [bùzhì fángjiān] is used instead of 部署房间 [bùshǔ fángjiān] to mean "arrange the room," it is considered incorrect. If 部署 [bùshǔ] is written instead of 布置 [bùzhì] for "to arrange," it would be considered a different word. **其他 [qítā] means "other," and 其它 [qítā] also means "other."**

Other [qítā] means "other," while 别的 [bié de] refers to "other" and can also indicate people or things. For example, 抓住主要矛盾, 其他问题也就迎刃而解了 [Zhuā zhù zhǔyào máodùn, qítā wèntí yě jiù yíngènrérjiěle] If the main contradiction is understood, other problems will be easily resolved. Other [qítā] Other When a one-syllable word precedes, the particle "de" must be used; before two-syllable words, "de" is usually not placed; 其它 [qítā] other

The word 其他 [qítā] differs from "boshqa" and is used only for things. When drafting official documents, it is common to use the words 其他 [qítā] and 其它 [qítā] together.

Some are used incorrectly, while others arise from difficulty in choosing. In fact, in typical modern colloquial writing, 其它 [qítā] has gradually disappeared, and 其他 [qítā] is used for both people and things.

中心 [zhōngxīn] means center and 重心 [zhòngxīn] means -center

中心 [zhōngxīn] means a center, a position that is equidistant from all surrounding points; the main part of something; a city or region that holds a primary position in a particular respect; institutions and units that have relatively complete equipment and technical capabilities. (Used mainly as a noun. 重心 [zhòngxīn] means "center of gravity." It refers to the point at which the resultant force of all the weights of a body's parts acts, and this point is called the body's center of gravity.)

In writing, you cannot write 中心工作 [zhōngxīn gōngzuò] as 重心工作 [zhòngxīn gōngzuò]. This is considered an error.

启用 [qǐyòng] means to activate and 起用 [qǐyòng] means to activate.

启用 [qǐyòng] means "to turn on" or "to start using." The character "启" means "to begin." For example, The new airport has already been completed. 即将启用 [xīn jī chǎng yǐ jīng luò chéng jí jiāng qǐ yòng] The new airport has been completed and will soon be put into service; 起用 [qǐyòng] means to reactivate or rehire; it's used when reappointing employees who have retired or been laid off. Here, 起 [qǐ] means "up" or "from below." The difference between the two words is that 起用 [qǐyòng] refers to people, whereas 启用 [qǐyòng] does not usually refer to people.

整个 [zhěnggè] means whole, complete, and 全部 [quánbù] means all.

整个 [zhěnggè] means whole, complete—it's used when something is a single, complete entity. For example, we can say 整个学校 [zhěnggè xuéxiào] for the whole school, and 整个国家 [zhěnggè guójiā] for the whole country. 全部 [quánbù] is used for something made up of many separate parts. For example, 全部存款 [quánbù cúnkuǎn] means all deposits, 全部书本 [quánbù shūběn] means all books, and if it refers to a person, 全体 [quántǐ] is used. 全体教师 [Quántǐ jiàoshi] should be "all teachers." In the next sentence, 全部 [quánbù] should be used to mean "all."

In order to maintain the overall delivery speed of the letter, it is not yet possible to deliver it directly to the resident's address. For the sake of the overall delivery speed of the entire letter, it is not currently possible to deliver it directly to the resident.

确切 [quèqiè] means "accurate" and 确实 [quèshí] means "really."

确切 [quèqiè] means "accurate" or "precise." For example, 如说把蒋介石比作运输队长是非常确切的 [Rú shuō bǎ jiǎngjièshí bǐ zuò yùnnshū duìzhǎng shì fēicháng quèqiè de] It is very accurate to compare Chiang Kay-Shek to a transport captain.

In the next sentence, 确实 [queshi] should indeed be used. 确实做到师生互助 [quèshí zuò dào shī shēng hùzhù] Make sure that teachers and students really help each other.

保障 [bǎozhàng] means guarantee and 保证 [bǎozhèng] means assured.

保障 [bǎozhàng] guarantee means there is a guarantee that something already existing will not be disrupted. 保证 [bǎozhèng] guarantee means to guarantee the completion of a task or the execution of a plan. In the following two sentences, the word 保障 [bǎozhàng] should be replaced with 保证 [bǎozhèng].

1. 你将保障黄河不出岔子 [Nǐ jiāng bǎozhàng huánghé bù chūchàzi] You will guarantee that the Yellow River does not overflow its banks.
2. Only by adhering to the policy of a hundred flowers in full bloom and a hundred schools of thought, can guarantee the uninterrupted development and flourishing of socialist culture, science, and art. Only by adhering to the policy that "a hundred flowers should bloom and a hundred schools of thought contend" can the uninterrupted development and flourishing of socialist culture, science, and art be guaranteed³.

发明 [fāmíng] invention and 发现 [fāxiàn] discovery

Invention [fāmíng] – the act of creating something new is called an invention. Our great motherland was the first to invent tea as a beverage.

In the past, some things existed, but people didn't know about them. Now they have been identified; this discovery is called fāxiàn (discovery). In the next two sentences, invention and discovery are used incorrectly, so they need to be corrected. Berkeley and his team discovered the radioactivity of the uranium axis, and the Curie couple discovered the radioactivity of the lead ingot.

表扬 [biǎoyáng] praise and 奖励 [jiǎnglì] reward

Both words belong to the verb category and mean expressing praise for good people or good deeds. 表扬 [biǎoyáng] is used to express verbal or written praise for good performance, often in situations without material incentives. In contrast, 奖励 [jiǎnglì] is used when people who have done good work are honored with a reward or cash prize; in terms of usage and meaning, it carries a more formal, official tone than 表扬 [biǎoyáng]. For example: 1. After my daughter came home

³ A.N. Degtyarev, S.V. Degtyareva. Comparative Modeling of the Transformation of Institutional Matrices of Socio-Economic Systems. - Orenburg, 2007. - pp. 58-72.

from kindergarten, she told me, "Mom, today the teacher praised me! She said I'm a good child." [Nǚ'ér cóng yòu'éryuán huílái hòu, gào sù wǒ: "Māmā, jīntiān lǎoshī biǎoyáng wǒle! She said I'm a good child. After my daughter came home from kindergarten, she told me, "Mom, today the teacher praised me, saying I'm a good child."

2. Because I was very successful at work, the company rewarded me with a car.

藏 [cáng] to hide and 躲 [duǒ] to hide

Both verbs convey the meanings of "to hide" and "to conceal." When no object follows them, they can be used interchangeably. For example: 她在打墙后面藏/躲着呢 [Tā zài dǎ qiáng hòumiàn cáng/duǒ zhene] She is hiding behind the brick wall.

When a complement follows these verbs, 藏 [cáng] conveys the meaning of hiding an object and is usually used together with the "把 [bǎ]" or "被 [bèi]" constructions. For example: 我把他的书藏在桌子底下/巧克力被妈妈藏起来了 [Wǒ bǎ tā de shū cáng zài zhuōzi lǐ/qiǎokèlì bèi māmā cáng qǐláile] I hid his book in the desk / the chocolate was hidden by my mom.

躲 [duǒ] is used to mean hiding from an object. For example: 小明这次考试成绩不好,所以总是躲着老师 [xiǎomíng zhè cì kǎoshì chéngjī bù hǎo, suǒyǐ zǒng shì duǒzhe lǎoshī] Xiao Ming didn't do well on this exam, so he always hid from the teacher.

躲 [duǒ] can be used in a reduplicative sense, but 藏 [cáng] is not used in this way.

操心 [cāoxīn] means to worry, and 担心 [dānxīn] means to be anxious.

Both verbs express a person's mental state, used in the senses of worrying and being anxious. 担心 [dānxīn] is used to mean worrying about a potential problem.

For example: 出门在外,最担心的就是安全问题 [Chūmén zàiwài, zuì dānxīn de jiùshì ānquán wèntí] When you go out, your biggest concern is safety.

操心 [cāoxīn] means to worry about or to be concerned with something. For example: 妈妈为儿子的婚事操心 [Māmā wèi érzi de hūnshì cāoxīn] My mother is worried about her son's marriage.

The verb **担心** [dānxīn] can be combined with the adverb **很** [hěn], but **操心** [cāoxīn] cannot be used with this adverb.

产生 [chǎnshēng] means to arise, and **发生** [fāshēng] means to occur.

Both verbs mean "to occur" or "to happen," and they can sometimes be used interchangeably. For example: 产生/发生了错误 [Chǎnshēng/fāshēng le cuòwù] means "an error occurred" or "an error took place." However, these words often cannot be used interchangeably. **产生** [chǎnshēng] is often used for new phenomena that arise from existing ones; these phenomena can be either abstract or concrete nouns. For example: 这本书产生了很大的影响 [Zhè běn shū chǎnshēng le hěn dà de yǐngxiǎng] This book had a great impact.

发生 [fāshēng] is used for the emergence of things or events that did not exist before; these things or events are often expressed with concrete nouns. For example: 发生了强烈的地震 [Fāshēng le qiángliè de dì zhèn] – a strong earthquake occurred. Sometimes abstract nouns can also appear: 学校周围发生了很大的变化 [Xuéxiào zhōuwéi fāshēng le hěn dà de biànhuà] There have been many changes around the school.

达到 [dádào] means to achieve and **到达** [dàodá] means to arrive.

Both verbs express the meanings of "to achieve" or "to reach."

达到 [dádào] is often used in relation to abstract activities and is used with the following abstract nouns: **理想** [lǐxiǎng] ideal, **目的** [mùdì] goal, **标准** [biāozhǔn] standard, **阶段** [jiēduàn] stage, **水平** [shuǐpíng] level, and so on. For example: Dàjiā de rènshí dá dào le xīn shuǐpíng Everyone's awareness has reached a new level.

到达 [dàodá] is often used in relation to a specific activity and is combined with place nouns. For example: 飞机到达北京的时间是下午八点 [Fēijī dàodá běijīng de shíjiān shì xiàwǔ bā diǎn] The plane arrives in Beijing at 8 PM.

带 [dài] means to carry something with you, and 戴 [dài] means to wear or put on.

Both verbs convey the idea of carrying something with you. 带 [dài] means to carry something with you, to bring, or to take something along. For example: 今天有雨,别忘了带雨衣 [Jīntiān yǒu yǔ, bié wàngle dài yǔyī] It's raining today, don't forget to bring your raincoat.

带 [dài] can be combined with abstract nouns as well as concrete ones. For example: 他带来了朋友的问候 [Tā dai láile péngyǒu de wènhòu] He brought greetings from his friends.

戴 [dài] expresses the meanings of wearing or putting on (on the head, face, hand, shoulder, finger, belt, or neck). For example: 戴帽子 [dài màozi] means to wear a hat.

期待 [qídài] to expect and 等待 [děngdài] to wait

Both verbs express the meaning "to wait for something to happen or for someone to arrive."

期待 [qídài] also has the meaning "to hope," indicating the eager anticipation of someone's arrival or the occurrence of an event. For example: 人民期待着胜利的消息 [Rénmín qídàizhuó shènglì de xiāoxī] The people are eagerly awaiting news of victory.

等待 [děngdài] does not carry the meanings of waiting with hope or eagerness; it simply indicates that someone is coming or an event is about to occur, meaning that 等待 [děngdài] does not always express a desire for what is being awaited. For example: 重病的女孩不想躺在床上等待死亡的到来 [Zhòngbìng de nǚhái bùxiǎng tǎng zài chuángshàng děngdài sǐwáng de dào lái] Sick girls don't want to lie in bed and wait for death to come.

改变 [gǎibiàn] means "to change" and 转变 [zhuǎnbiàn] means "to change."

Both words belong to the categories of verbs and nouns; they indicate a change from one state to another, resulting in an outcome.

改变 [gǎibiàn] can imply an indirect change, that is, a change brought about by external influence, and the result of that change. For example: 改革开放以来,中国农村的面貌有了很大的改变。 [Gǎigé kāifàng yǐlái, zhōngguó nóngcūn de miànmào yǒule hěn dà de gǎibiàn] Since the reform and opening up, the appearance of rural China has changed dramatically.

改变 [gǎibiàn] combines with abstract nouns—such as history, fate, plan, relationship, method, temperament—and with concrete nouns—such as environment, quantity, color, sound.

转变 [zhuǎnbiàn] means a change that occurs directly, i.e., without any external influence; it is usually aimed at becoming better or reaching a higher level. For example: 经过学习,我的思想有了很大的转变 [jīngguò xuéxí, wǒ de sīxiǎng yǒule hěn dà de zhuǎnbiàn] After studying, my thinking changed greatly.

转变 [zhuǎnbiàn] is often combined with abstract nouns such as thought, worldview, point of view, or way of acting. This verb is typically used in formal texts.

Conclusion

The phenomenon of synonymy is characterized by words that are semantically close to each other. However, it is a system of words that differ in their usage contexts and stylistic connotations, and their inability to be interchanged becomes even more apparent in the official business style of the Chinese language. The analysis has determined the specific usage contexts of synonymous pairs such as 截止/截至, 布置/部署, and 其他/其它, which has significant practical importance for the correct translation and drafting of official documents.

1. According to their functional purpose, official documents are divided into several groups:

- A. Personal (statement, autobiography, etc.);
 - B. Directive and administrative (law, decree, order, resolution, etc.);
 - C. Administrative-organizational (plan, charter, regulation, act, report, minutes, and others);
 - D. Information and reference (summary, statement, etc.);
 - E. Official and commercial letters;
 - F. Financial and accounting;
 - G. Contracts and commercial agreements.
2. In Chinese, 业务书信 [yèwù shūxìn] business correspondence is divided into two types: 普通外贸函 [pǔtōng wàimào hán], general foreign trade correspondence, and 专业外贸函 [zhuānyè wàimào hán], specialized foreign trade correspondence.
3. 普通外贸函 [pǔtōng wàimào hán] general foreign trade correspondence includes the following types of letters:
- A. 请求函 [qǐngqiú hán] request letter;
 - B. 通知函 [tōngzhī hán] notice letter;
 - C. 邀请函 [yāoqǐng hán] invitation letter;
 - D. 感谢函 [gǎnxiè hán] letter of thanks;
 - E. 附函 [fù hán] covering letter;
 - F. 确认函 [quèrèn hán] confirmation letter;
4. Professional Foreign Trade Letters [zhuānyè wàimào hán] special foreign trade correspondence are divided into the following letter types:
- A. 询价函 [xún jià hán] request letter;
 - B. 回询价函 [fù xún jià hán] response to a price inquiry letter;
 - C. 报价函 [bào jià hán] quotation letter;
 - D. Reply to Quotation [fù bào jià hán] response to a quotation letter;
 - E. 订货单 [dìng huò dān] purchase order;

F. 索赔函 [suǒpéi hán] complaint letter;

G. Reply to Claim Letter [fù suǒpéi hán] a letter in response to a complaint letter;

5. Legislative documents, government decrees, orders, regulations, instructions, international legal and commercial treaties, as well as written business letters, are called the official business style in Chinese: 公文语体 [gongwen yuti] (事务语体 [shiwu yuti]).

6. The official correspondence style is the official style of writing that preserves the scope of formal relations between government bodies, produced by or within organizations, for administrative, economic, a set of language resources between organizations and individuals in the course of their organizational, economic, and legal activities.

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