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## DIPLOMATIK MUNOSABATLAR RAMZ VA TURLARINING TASNIFLARI

## ВИДЫ И СИМВОЛЫ КЛАССИФИКАЦИЙ ДИПЛОМАТИЧЕСКИХ ОТНОШЕНИЙ

## TYPES AND CLASSIFICATION SYMBOLS OF DIPLOMATIC CORRESPONDENCE

Mamajonov Muhammadjon Yusubjonovich<sup>1</sup>, Mirzamatova Ziyoda Abdulleyevna<sup>2</sup><sup>1</sup>Mamajonov Muhammadjon Yusubjonovich

– Dean of the Faculty of Foreign Languages of Fergana state university, Doctor of Philosophy in Philology(PhD).

<sup>2</sup>Mirzamatova Ziyoda Abdulleyevna

– teacher of the English language department of the Faculty of Foreign Languages of Fergana state university.

**Annotatsiya**

*Mazkur ilmiy maqola ilmiy tadqiqot mavzusi asosida diplomatik yozishmalarning turlari va ularning tasniflash belgilariga bag'ishlangan. Shuningdek, "diplomatik yozishmalar" tushunchasi haqida batafsil ta'rif berilgan, diplomatik yozishmalarning asosiy belgilari tavsiflangan.*

**Аннотация**

*Данная научная статья посвящена видам дипломатической переписки и их классификации исходя из темы научного исследования. Также подробно определено понятие «дипломатическая переписка», описаны основные признаки дипломатической переписки.*

**Abstract**

*This article deals with the types and classification symbols of diplomatic correspondence. And also the definition of the concept of "diplomatic correspondence" is given, the main symbols of diplomatic correspondence are characterized.*

**Kalit so'zlar:** diplomatik yozishmalar turlari, tasniflash belgilari, tushunchaning ta'rifi.

**Ключевые слова:** виды дипломатической переписки, классификационные знаки, определение понятия.

**Key words:** types of diplomatic correspondence, classification symbols, definition of a concept.

**INTRODUCTION**

It is known from linguistics that there are different forms of correspondence, which differ from each other according to the place of use, situation, process and task. When working with documents, employees should be familiar with these forms. In particular, it is necessary to have detailed information on diplomatic correspondence. There are also types of diplomatic correspondence, which we will discuss in detail in this article.

Diplomatic correspondence is correspondence between one state and another and is usually of a formal character. It follows several widely observed customs and style in composition, substance, presentation, and delivery and can generally be categorized into letters and notes. The term diplomacy entered the Uzbek language through the Russian language in the middle of the 20th century. Sources describe it as follows. "Diplomacy is the implementation of foreign international policy of the State, activities in the field of communication with foreign countries." [1, 228]

In the 5-volume explanatory dictionary of the Uzbek language, the description of this term is given. In Uzbek linguistics, diplomatic discourse researches are mainly based on these two dictionaries when expressing the concept of diplomacy. In some sources, broader and more perfect opinions are expressed about this concept, based on the definition mentioned above. [2, 119]

Diplomatic correspondence is conducted by foreign ministries in the official language of the country and a translation in an international language is attached. Embassies can also conduct correspondence in their national languages or in the language of their country of residence. In diplomatic documents, attention to words should be very strong. Their language should be simple, fluent, free of metaphors, words should be absolutely compatible with the meaning, and no other meaning should be understood. If there is some subtlety or abstraction in the meaning of the word, it is better to replace it with another word. [3, 4-7]

### LITERATURE ANALYSIS AND METHODS

No matter how important the form and appearance of diplomatic documents are, attention must be paid to the main part and its content. It is necessary to state the opinion in a clear, correct, logically coherent, reasonable and taking into account the characteristics of the other side. There should be no ambiguity or misrepresentation of evidence in these documents. Because it is not possible to write it later or provide information separately.

If we analyze the scientific works of a number of scientists who conducted scientific research and research on the types of diplomatic correspondence, Z.M. Magrufova's work "An explanatory dictionary of the Uzbek language" published in Moscow in 1981; Y. Hamraeva's work "Uzbek vocabulary and educational annotated dictionary" published in 2009; The works of Muhiddinova H.S. and Abdullaeva N.A. "Type of diplomatic correspondence of official style" and scientific activities of other scientists and researchers were studied.

### METHODS

As the role of English as an international language of communication in the world community is increasing, the acquisition of words from English has increased significantly in Uzbek documentaries. This phenomenon occurring in the Uzbek language is the cause of intense discussions and debates among linguists. In the preparation and formalization of documents, it is necessary to know to a certain extent all the basic laws and rules of the language, as well as the rules of spelling, punctuation and stylistic rules of the language. In particular, there are some places in Uzbek documentary that need to be seriously studied, practical and theoretical research in this regard. In particular, it is important to form the names of documents based on the capabilities of the Uzbek language, to find and put into practice the Uzbek alternative of words, phrases and expressions in documentation.

Even now, diplomatic documents have their own characteristics in terms of form and language. When writing them, not only the question of what to write, but also the question of how to write it is important, and it even requires deep skills and great experience. In diplomatic correspondence, it is necessary to correctly choose the type of document based on its content, follow the rules of writing, and take into account the traditions of the country to which the document is sent. A diplomatic document definitely requires an answer. Any type of document sent must be answered with this type. A statement is answered with a statement, and a personal letter is answered with a personal letter. It is disrespectful to respond to even a signed personal letter with a personal letter written only with your name but not signed. Leaving diplomatic documents unanswered rarely happens and has the most negative meaning. [4, 5]

Diplomatic correspondence is very comprehensive and includes not only issues related to the declaration of mutual independence of countries and the establishment of diplomatic relations with other countries, but also political issues such as peace, neutrality, disarmament aimed at deciding the fate of peoples, mutual economic and cultural relations and various issues related to cooperation are also covered. Currently, the following types of diplomatic correspondence are actively used in interstate relations.

1. Notes and Statements
2. Official letters
3. Cover letters
4. Semi-official personal letters are names
5. Memory correspondence information
6. Memorandums
7. Conventions (international agreements)

### RESULTS AND DISCUSSION

**A note** is the most basic and widespread type of interdepartmental correspondence, and it is a high-level document that provides information on an important issue.

**An appendix** is a document written in addition to or as a response to a verbal note, in which extended information on an issue can be provided, certain corrections can be made to the previously sent note, and a notice can be given about determining or changing the duration of the agreed contracts.

**An official letter** is a correspondence between ministries, embassies, representative offices, written on behalf of an official. At the end of the letter, the names and positions of these persons are indicated, but there is no signature, because such letters are sent on behalf of the general organization.

**A personal letter** is semi-formal and is sent on important issues in the form of a personal statement, as well as reiterating requests aimed at resolving issues raised in official correspondence and negotiations. A personal letter is written in connection with the following issues:

1. Changes, news in personal and family life (birthday, promotion, birth of a child, condolence ceremonies, etc.).
2. Presentation of souvenirs.
3. Expressing gratitude for the attention shown during the visit.

**A protocol** is a record of diplomatic relations, relations, contract, agreement, negotiations, which is also considered a diplomatic document and is completely different from other reports. There will be no participants, no agenda, no speakers, no speakers, no secretary, etc.

**A statement** is a statement issued by a country on matters of national importance. The statement mainly covers issues related to the world community: war and peace, border security, and refusal to interfere in the country's internal affairs.

**A memorandum** is a statement issued by the states regarding the decisions they have made mutually on an issue. This document describes the opinion and mutual agreement of each country on the comprehensively analyzed issues.

**Style should be** a. Drafters should be precise and use self-explanatory language that is independent of previous correspondence. Courtesy phrases should be included in first-person notes, as appropriate. Courtesy phrases are not used in third-person notes. Official designations and titles should be checked for accuracy.

b. Foreign words or phrases, which have proper English equivalents, should not be used. When foreign words or phrases are necessary, spelling should be checked for accuracy and proper accent marks used.

c. First-person pronouns are not used in a third-person note. For example, in the text of a first-person note, use "Your Excellency" or "Your Excellency's" when first mentioned in a paragraph; to avoid repetition, "you" or "your" should be used in a subsequent reference.

**Forms of reply** a. Drafters must reply to all incoming notes in the same form as received. If the note combines two forms, the proper reply is determined from the first two words of the note received; such as, "The Ambassador (Chargé d'Affaires ad interim)" (note verbale) or "The Embassy" (memorandum).

b. If the incoming note begins "The Minister of Foreign Affairs (Minister of Foreign Relations, Secretary of State for External Affairs, etc.)," the response will be with a note verbale. If it begins "The Ministry of Foreign Affairs (Department of Foreign Relations, Department of External Affairs, etc.)" the response will be with a memorandum.

**Formulas of diplomatic courtesy.** Diplomatic courtesy phrases are used in the first sentence of a first-person note and in two types of third-person notes:

A note verbale to a foreign ambassador, head of the foreign ministry, or diplomatic mission; and

A circular diplomatic note to the chiefs of mission of the diplomatic corps at post or at Washington.

a. A first-person note should begin with the courtesy phrase "I have the honor" when a foreign ambassador, minister of foreign affairs, minister of foreign relations, secretary of state for external affairs, prime minister, or minister in charge of a legation is being addressed.

b. "I have the honor" is not used in a first-person note to a chargé d'affaires ad interim.

c. In a third-person note verbale the courtesy phrase "has the honor" is used to address a foreign ambassador, the head of the foreign ministry or diplomatic mission, and in a circular diplomatic note as follows: To a foreign ambassador: "The Secretary of State presents his (her) compliments to His (Her) Excellency the Ambassador of (country) and has the honor to..."

d. The phrase "has the honor" is not used in a note verbale to a chargé d'affaires ad interim. The note should begin as follows: "The Secretary of State presents his (her) compliments to the

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Chargé d' Affaires ad interim of (country) and acknowledges the receipt of, transmits to, refers to, etc...."

e. In a circular note: "The Secretary of State presents his (her) compliments to Their Excellencies and Messieurs and Mesdames the Chiefs of Mission and has the honor to...."

f. To begin a third-person memorandum diplomatic note, use the formula, "The Department of State (informs, transmits to, etc.) the Embassy of (country)...." or "The Department of State acknowledges receipt of note No. (fill in) dated (fill in) from the Embassy of (country)...." The note must indicate clearly in the first two lines the embassy or mission to which it is being sent.

g. When the Secretary is out of the United States, a note verbale or circular diplomatic note should begin: "The Acting Secretary of State presents his (her) compliments to...." A notice to the Department issued by the Executive Secretariat Operations Center (S/ES-O) will indicate when to change this wording.

## RESULTS

**Salutation.** Do not use a salutation on a third-person note.

For a first-person note, enter the salutation followed by a colon at the left margin, approximately six lines below the white seal, leaving space for the date. If the note is short, more space should be allowed in order to produce a well-balanced appearance:

1) Use the word "Excellency" to address the foreign ambassador, minister of foreign affairs, minister of foreign relations, secretary of state for external affairs, or prime minister;

2) An appropriate personal title of nobility or honor may be used when it is known how the foreign official wishes to be addressed; and

3) "Sir" or "Madam" is appropriate to a minister who is in charge of a legation or to a chargé d'affaires ad interim.

a. Enter the address in initial capital letters at the bottom of the letterhead page. On a one-page note, begin the address at the left margin three to four lines below the space for the signing officer or enclosure listing. On a note of more than one page, place the address at the left margin, three lines below the last line of text on the first page.

b. Use the same line spacing for the address and text. Enter the first line flush with the left margin and indent each additional line five spaces from the preceding line with closed punctuation (a comma after each line with a period at the end of the last line).

c. The address format for the third-person note depends on the type of note. In the first sentence, show the title of the foreign diplomatic representative, title of the foreign diplomatic mission, official designation of the government(s) to which it is being sent, or the appropriate inclusive address (used with a circular diplomatic note).

d. If sending a circular note, attach a list of the missions to which the note is to be sent.

## CONCLUSION

In conclusion, if we emphasize the following, by the international feature of the official style, we first of all took into account the fact that the state language in the culture of all nations is connected with the development of the state administration apparatus, and the legal relations of individuals and legal entities are formalized by documents in the official state language. The international characteristics of the official communication style can include such aspects as the fact that the documents are reliably stated, relevant, connected to the topic, substantiated, and fully express the content. Diplomatic correspondence is the oldest and at the same time the youngest type of official style, and their emergence is connected with the history of statehood. Diplomatic correspondence as a means of implementing interstate political, socio-economic relations in the highest level administrative management system, storing and transmitting information, fulfilling the social demand of society; performs general tasks such as ensuring the interaction of elements of the social structure. It should also be noted that it is of great importance by showing the characteristics of legal norms in a particular society and serving in the development of society.

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