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### BUSINESS CORRESPONDENCE IN MODERN ENGLISH

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Since the interest in the world languages and different cultures is constantly growing, this tendency also necessitates the special attention for business correspondence. The application of innovations in this field, specialization and improvement of personnel, training of specialists meeting the requirements of the day and other issues are of particular importance.

In recent years, the study of language features of business correspondence in modern linguistics is also of interest. In this regard, when using English for specific contexts, the written speech should be clear. The ideal correspondence should be directed straight to the goal, being a pleasant process.

The following should be isolated during business correspondence:

1. Cliché
2. Proverbs
3. Idioms
4. Phraseological verbs
5. Verbs that are pronounced long.

Thus, the perfect communicative correspondence consists of short, clear sentences and expressions. In other words, it is necessary to be able to express ideas briefly, and they also should be grammatically correct. The use of both present simple (simple, past, and future) and present perfect is excessively useful in English. The words "first" and "then" mean the sorting of activity, while the words "first" and "ten" determine ranking of activities. Books, materials, texts in English with specific goals in a broad sense should be about global business cultures, their daily life, as opposed to texts about family, friends, etc.

Today, there is a great demand for teaching of English for specific purposes in the world. Thus, who wants to learn English for specific purposes also wants to master effective ways of entering the international arena with their partners.

So, to write is response. The purpose of writing is to respond something. For specific contexts writing process is considered much more important. We write because we want and need it.

The dynamic changes that cover different fields in the world are significantly evaluated as the current reality has a tremendous impact on the quality of business correspondence, as well. Thus, its content, structure, methods, and as well as documentation systems are subject to serious quality changes. As a global language, English is of particular importance in the development of multifaceted political, economic and cultural relations, including in business correspondence. Nowadays,

the correct implementation of business correspondence has become the center of attention worldwide. Without mastering these rules, it seems impossible for those who tend to develop professional skills in this field.

Today, the vast majority of young people who learn the language features of business correspondence set themselves the goal of mastering the ability to use language as a means of communication. In the field of international business, the number of personnel working in transnational oil companies and banks is continuously growing. Today, there is a great need for the implementation of documentation at the international level. In such circumstances, it is very urgent to learn the leading languages of the world, as well as the English language, which is the language of international business correspondence. Additionally, electronization has become an important factor in this issue. This demand is not only related to the need for skilled workers who can build effective planning, co-operation and communication, but also because of the need to realize their responsibility and adopt the role of a new global citizen. The electronic compilation, which provides for modern-day documentation, means that documents are more reliable in terms of reliability.

This should combine the four components in itself:

1. purposefulness,
2. planning,
3. execution,
4. correct layout.

Correct writing allows you to perfectly, fully and neatly organize the process of developing the economy in terms of achieving clear understanding and purposeful results.

In this sense, business correspondence can also make an important contribution to the formation of independent and progressive ideas by presenting them not formally and passively, but progressively and dynamically. The writing and discursive knowledge fund, which includes the strategies of correct and precise, positive courtesy, plays its positive role in the formation of culture.

In this regard, Azad Mammadov and Misgar Mammadov note: "it is clear that people acquire ideology in social life and it intuitively becomes knowledge. At the same time, the role of cultural factor in any discursive type and genre is very important. If we consider culture as a knowledge mastered in society, then the application of relations between discursors and knowledge comes to the fore. These relations are considered within the framework of discursive socio-cognitive approach formed in the last decade" [1, p.48].

G. Leech notes that "PP maxims" do not have the same character for all cultures. The main purpose of Sosio-pragmatics is to investigate the differences between "CP maxims" and "PP maxims" in different societies [2, p.80].

In the sphere of activity of English for specific purposes, it is essential that the personnel are knowledgeable, competent, professional specialists in the field of foreign languages related to documents, but also have a certain level of competency and knowledge in business correspondence in accordance with the specifics of the enterprise. Modern employees with characteristics such as agility and competency, which are motivating factors, perform different roles and relevant functions, depending on the stage of this process and the goals ahead. However, at the same time, business correspondence is one of the important conditions that help to build constructive relations with citizens and ensure the effectiveness of this process.

Therefore, mastering the correct writing in English requires a qualified person to be a knowledgeable, competent, creative, professional person and to attract employees of enterprises as an active participant in the process of learning English, to arouse interest and enthusiasm in English. This is directly linked to the changes taking place in both a country and in the world. In accordance with the current trends in the world today, experts and heads of enterprises in various fields prefer to establish business relations with partners and colleagues directly without using intermediaries. This also implies that they develop communication skills in English at a sufficiently high level. Thus, the activity of specialists should be mainly focused on the specialization of the participants, and the main task of the courses should be the improvement of business correspondence skills of the participants. As for the programs related to business correspondence, they should be compiled taking into account a number of factors.

These factors include:

1. Language policy;
2. The approach to the study of clerical work in society, as well as business correspondence;
3. Methods of behavior with documents.

Organizations that need such specialists should first of all define their priorities, establish their own policy on joining with colleagues from any country in the world who are able to successfully operate on a global scale, exchange ideas with them, establish business relations at the official level.

If the policy of specialization and improvement of personnel is correctly established by the heads of relevant bodies, if the activities in this direction are planned correctly and purposefully, if the money issued for this purpose allows the involvement of high-level professionals working in the relevant fields, the effective organization of the courses and their high-level implementation will be carried out.

As a result, it is ensured that the activities of the companies and organizations are organized more efficiently and thus achieve higher success. It should also be noted that today, the vast majority of companies and enterprises with international relations organize special courses for employees who have already mastered oral and written speech skills to some extent, but have difficulty in writing reports. It is also one of the important issues for professionals working in various fields to develop the ability to achieve their goals through the use of electronic tools in accordance with the requirements of the day, in the period when information and communication technologies are widely used.

Concurrently, special courses should be organized for specialists working in international companies. In these courses, linguistic and cultural aspects of community should be elucidated clearly which also contribute to the successful implementation of business activities in overseas countries and precisely, employees find an opportunity to enhance their knowledge and improve their skills relating to business correspondence to a greater extent in language courses. One of the main objectives of such courses is to introduce the norms of intercultural communication in English to specialists working in various fields, to prevent the difficulties and problems that may occur in the process of communication and documentation and to eliminate the factors that may hinder this process. On a larger scale, the purpose of such courses and trainings is to instill knowledge and skills on building business culture and business relationships globally available to people learning English for specific purposes. Personnel should also acquire basic knowledge on clerical, business, economy, finance and credit fields, and should be knowledgeable about their essence and content.

Today, professionals working in business, economics, finance, credit and other fields must have business correspondence skills in order to acquire the knowledge important and necessary for the implementation of their daily activities. It takes enough time to formulate as competent personnel. The acquisition of business correspondence skills is also a fairly complex and time-consuming process. Mastering language skills is enormously important in business correspondence.

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#### **References:**

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