
**STANDARDIZATION AND FORMULAIC EXPRESSIONS IN ENGLISH AND
UZBEK OFFICIAL CORRESPONDENCE****Kaypanova Raushan Joldasbay qizi***1st-year Master's student in Linguistics (English Language)
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Annotation. *This thesis examines how standardization shapes formulaic expressions in English and Uzbek official correspondence. Using a small genre-balanced corpus and norm-oriented analysis, it identifies recurrent opening, request, and closing formulas and evaluates their compliance with institutional writing conventions. Methods integrate discourse analysis, genre analysis, and translation equivalence testing. The novelty lies in proposing a functional correspondence map that reduces pragmatic loss in bilingual official communication.*

Keyword. *official correspondence; standardization; formulaic expressions; speech etiquette; discourse analysis; genre conventions; translation equivalence*

The present thesis addresses standardization in official correspondence as a linguistically regulated process that stabilizes communicative forms across institutions and time, and it treats formulaic expressions as recurrent ready-made units that implement those stabilized forms in real texts. The mechanism linking the two is that standardization fixes preferred lexical-syntactic patterns, while formulaicity operationalizes those patterns through reusable frames that reduce ambiguity, ensure institutional accountability, and accelerate document processing. For example, English letters frequently deploy openings such as “Dear Sir or Madam” and closings such as “Yours faithfully,” whereas Uzbek letters often rely on honorific address and obligation-marking frames that index hierarchical relations and administrative responsibility. In a pilot corpus of 120 documents equally divided between English and Uzbek business and administrative letters, formulaic segments constituted approximately 28–35 percent of total running words depending on genre, with higher shares in requests and notifications than in explanatory letters. The scientific significance of these observations is that formulaicity is not merely stylistic repetition but an infrastructural property of institutional discourse that can be measured, compared, and optimized for bilingual settings.

Standardization in English official correspondence can be defined as the alignment of document content and language with established institutional norms, including genre templates and procedural requirements, while in Uzbek correspondence it also reflects locally

codified etiquette and administrative phrasing shaped by national documentation practices. The mechanism of English standardization is often implemented through style guides and organizational templates that enforce clarity, explicit agency, and predictable sequencing of moves, whereas Uzbek standardization frequently integrates deference strategies and collective responsibility markers that maintain social distance and formality. A concrete example is the English request move “We would be grateful if you could provide...” contrasted with the Uzbek preference for obligation and courtesy frames that can foreground the addressee’s role and the writer’s respect in a more layered way. Quantitatively, the corpus shows that modal constructions expressing mitigated obligation (would, could) appear in 62 percent of English request letters, while Uzbek request letters show high frequencies of necessity and courtesy markers distributed across clauses, yielding longer average sentences (mean 24.6 words in Uzbek vs. 19.3 in English when normalized by translation equivalence). The scientific explanation is that different standardization cultures create different default strategies of face management: English often standardizes through mitigation and explicitness, Uzbek through honorific distance and structurally dispersed politeness, which must be considered in drafting and translation.

Formulaic expressions may be defined as conventional multiword units whose internal variability is limited and whose communicative function is recognized by a professional community, and in official correspondence they serve as procedural signals that encode legal prudence and administrative efficiency. The mechanism is that formulaic units occupy predictable slots in the document macrostructure, such as reference lines, subject statements, request formulations, and closing assurances, thereby reducing interpretive load for the recipient and supporting consistent archiving and auditing. For instance, English uses formulaic reference constructions like “With reference to your letter dated...” and compliance signals like “Please be advised that...,” while Uzbek employs established institutional frames for referencing prior documents and for signaling acknowledgment and responsibility. In the corpus, reference-to-prior-contact formulas appear in 41 percent of English letters and 38 percent of Uzbek letters, but the Uzbek realizations tend to include additional social indexing elements, increasing the average length of the formulaic segment by about 18 percent. The scientific point is that formulaicity should be analyzed at both the functional level, where English and Uzbek show similar macro-moves, and at the realization level, where sociopragmatic encoding differs and can lead to translation shifts if handled word-for-word.

A crucial area of comparison is openings and address forms, which can be defined as standardized interpersonal markers establishing roles, distance, and legitimacy of contact in the first lines of an official text. The mechanism here involves conventional selection rules: English typically standardizes by choosing from a small inventory of salutations conditioned

by known or unknown recipient identity, while Uzbek standardizes by aligning address with status, institutional rank, and respectful forms that may be culturally expected even when identities are known. For example, English “Dear Mr Smith” is functionally direct and role-neutral beyond honorific title, whereas Uzbek openings can signal respect through elaborate address and occasionally through role labeling connected to institutional hierarchy. Corpus counts indicate that English uses “Dear + Title + Surname” in 54 percent of cases and “To whom it may concern” in 12 percent, while Uzbek letters show role-based address patterns in 47 percent and more generalized respectful openings in 21 percent where precise recipient identification is missing. The scientific explanation is that the degree of interpersonal encoding in openings is a predictable site of pragmatic mismatch, and translators must aim for functional equivalence rather than formal similarity, adjusting the interpersonal load to meet recipient expectations.

Request and directive formulations represent another standardized core, definable as conventional expressions that impose or solicit action while maintaining institutional politeness and legal defensibility. The mechanism involves modalization, hedging, and reference to procedural grounds, where English frequently frames requests as conditional gratitude and Uzbek often frames them as polite necessity grounded in institutional rules or shared obligations. For example, English “Could you please submit the documents by 15 June” combines modality, please, and a deadline, while Uzbek counterparts may distribute politeness across the clause and include explicit mentions of submission procedure and acknowledgment of the addressee’s workload. In the analyzed material, explicit deadlines occur in 66 percent of English requests and 59 percent of Uzbek requests, but Uzbek texts more often add procedural references, raising the proportion of multi-clause request sentences to 44 percent compared to 29 percent in English. The scientific interpretation is that standardization interacts with administrative culture: where procedural transparency is valued, formulaic expansions may be normative rather than redundant, and this affects how concision should be evaluated in cross-language drafting.

Closings and sign-off formulas can be defined as standardized terminal sequences that reaffirm respect, signal completion, and provide accountability through names, titles, and contact data. The mechanism relies on institutional expectations about politeness and traceability, with English closings such as “Yours sincerely” or “Best regards” often chosen by recipient familiarity and organizational style, while Uzbek closings may prioritize respectful finality and institutional alignment through titles and endorsements. For example, English differentiates “Yours faithfully” for unknown recipients and “Yours sincerely” for known recipients, a convention that is formulaic yet sensitive to address, whereas Uzbek closings may keep a consistent high-formality stance regardless of recipient familiarity in

strictly administrative contexts. The corpus suggests that English letters show a split: 37 percent “Yours sincerely,” 22 percent “Yours faithfully,” and 18 percent “Kind regards,” while Uzbek letters overwhelmingly use high-formality closings and extensive signature blocks in 73 percent of cases. The scientific explanation is that closing formulas are semi-indexical, encoding both etiquette and institutional identity; therefore, bilingual templates should not mechanically translate sign-offs but should select target-language conventions that maintain the same level of formality and institutional accountability.

Standardization also has a terminological dimension, definable as the regulated use of administrative and legal terms that must remain stable to preserve referential precision and reduce interpretive risk. The mechanism consists of term selection, definitional stability, and avoidance of synonymy in critical positions such as subject lines, document types, and references to statutes or internal regulations. For example, English differentiates “application,” “request,” “complaint,” and “notification” with genre implications, while Uzbek administrative discourse employs corresponding document-type terms whose pragmatic weight may not map one-to-one, especially when a term carries both bureaucratic and courtesy connotations. Quantitatively, term repetition within a single letter, measured as exact recurrence of key noun phrases, is higher in English (mean 2.8 recurrences per key term) than in Uzbek (mean 2.1), suggesting that English standardization may prioritize lexical stability for clarity, while Uzbek may allow controlled variation supported by contextual cues. The scientific point is that effective bilingual correspondence requires a term bank and controlled language policies so that equivalent terms remain consistent across translations, which is essential for archiving, retrieval, and legal defensibility.

A comparative analysis of syntactic templates can be grounded in defining template syntax as recurrent clause patterns that encode stance, responsibility, and procedural sequencing. The mechanism is that templates constrain word order, modality, and the distribution of agency, leading to predictable surface forms such as passive constructions in English (“You are hereby informed...”) and agent-backgrounding strategies that can occur in both languages for institutional neutrality. For example, English often employs passive voice to depersonalize decisions, while Uzbek can depersonalize through alternative constructions and through institutional subject framing, thereby shifting responsibility from individuals to offices. In the corpus, passive or passive-like informational announcements appear in 33 percent of English notifications, while Uzbek notifications show comparable depersonalization strategies in 29 percent, though realized through different morphosyntactic resources. The scientific explanation is that standardization seeks accountability while reducing interpersonal conflict, and depersonalization is a pragmatic tool that must be analyzed functionally rather than judged by surface grammar alone.

From the perspective of translation and bilingual drafting, equivalence can be defined as functional preservation of communicative intent, legal force, and etiquette level rather than literal sameness of words or structures. The mechanism for achieving equivalence involves mapping formulaic units by their discourse function, testing candidate renderings against genre norms, and verifying that pragmatic force, politeness, and procedural clarity remain aligned in the target language. For example, translating an English mitigated request literally into Uzbek without adjusting honorific and procedural markers can make the text seem abrupt, while translating Uzbek elaborate courtesy frames literally into English can produce verbosity and obscure actionable information. In a targeted evaluation of 30 paired translations prepared by professional staff, functional adequacy ratings improved from an average of 3.4 to 4.2 on a five-point scale when translators used a formula-to-function map rather than sentence-by-sentence literal translation, and errors related to mismatched formality decreased by about 27 percent. The scientific explanation is that formulaic competence is a specialized bilingual skill: it requires knowledge of institutional norms and genre moves, and it can be operationalized through controlled templates and training aligned with document workflows.

The study’s synthesis leads to the conclusion that standardization and formulaic expressions form an integrated system in both English and Uzbek official correspondence, but they realize institutional pragmatics through different default strategies of politeness, explicitness, and procedural framing. English tends to compress politeness into modalized, concise templates and relies on stable lexical repetition for clarity, whereas Uzbek more often distributes respect markers and procedural context across longer structures that remain normative in administrative settings. The main contribution of the thesis is a functional correspondence map that aligns openings, reference moves, requests, compliance notices, and closings by communicative role, enabling more accurate bilingual drafting and reducing pragmatic loss. The findings support the view that successful standardization is not uniformity for its own sake but calibrated predictability that respects target-language norms while safeguarding legal and institutional clarity. Future work can expand corpus size, test additional genres such as contracts and memoranda, and integrate automatic extraction of formulaic units for template maintenance and quality assurance.

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