

DIPLOMATIC CORRESPONDENCE AND ITS TRANSLATION ASPECTS

Aigul Sholtayeva

sholtayeva@mail.ru

Master student of the Department of Translation Theory and Practice L.N.Gumilyov
ENU, Nur-Sultan, Kazakhstan
Supervisor – M. J. Eskindirova

Diplomacy is the activity of the heads of state, government and special bodies of foreign relations for the implementation of the goals and objectives of the foreign policy of states, according to the encyclopedical dictionary [1]. The art of diplomacy plays a key role in the establishment and stabilization of international relations in the global space.

This is largely reflected in the form of diplomatic documentation. Along with that, translators in the diplomatic environment become a link between two or more political forces. Translators play important role in terms of globalization. There are many spheres in translation, but diplomatic translation is used within international organizations, diplomatic missions, embassies, consulates and representative offices. In certain aspects this type of translation could be carried out within international bodies, in terms of the type of texts translated and the conventions established. However, there are certain rules and peculiarities in diplomatic translation. Professional diplomatic translator should know the “inner workings”, hierarchy, documentation, specific language and the system in whole.

One of the main chapters in the specialization of the diplomatic mission is the correspondence. In diplomatic correspondence, the representative of the diplomacy institute or representative of the political circles of the state acts as the addresser, protecting its rights and interests abroad. The addressee of the diplomatic correspondence is a representative of the same institute of diplomacy or another institute or a representative of the society in whole. Diplomatic documentation obliges participants to strictly observe a certain space of freedom for writing, to express themselves not as an individual, but as a representative of institution with a certain status. In this case, the personal characteristics of a person and his own opinions recede into the background.

The diplomatic correspondence mainly carried out by Notes (from Latin: Nota - sign, remark). It is understandable that the facts stated in the notes express the official point of view of the state, represented by corresponding diplomatic or consular mission. Notes, by tradition, cover all types of correspondence between diplomatic and consular missions with state local authorities. They can be written in the first or third person, can be both official and unofficial. The notes could be sent by courier, and can also be delivered during a personal conversation.

The notes in international practice are divided into: verbal, personal, circular, collective, notes of protest. Diplomatic messages can also be presented in the form of memos (aide-mémoire), memorandum, manifestos and even ultimatums.

The type of document depends on the specific goal that the sender intends to achieve, content and policy of the sides. As a rule, the correspondence is sent in the same form as received. The head of each diplomatic or consular mission decides for himself what form of correspondence will be used in communication with the authorities of the host country and with his colleagues in the diplomatic corps, but he should always be guided by the local protocol and customs.

Note Verbale - unsigned diplomatic note, equivalent to a statement made orally and then recorded. Note Verbal is a document written in the third person, not signed by an official and certified by official stamp. The note verbale covers a wide range of issues from a request for an agreement to an expression of protest. Note verbale can contain a wide variety of issues - from political to purely official, including protocol information (organization of cultural and informational events, invitations to participate in celebrations), requests for visa, etc. It can also be used as a cover letter to the memorandum or as a reminder for an answer to previous notes or statements. The use of the 3rd person in Notes Verbal is caused by the desire of the author of the

text to objectively present the facts, avoiding any personal evaluations, and alienate his personality, thus emphasizing that he/she is a representative of a certain institution. The Note Verbale is sealed, but not signed.

There are certain rules of writing notes. Basically there are template compliments. Note Verbale usually starts from compliment: *"The Embassy of the State ... presents its compliments and has the honor to inform / notify / refer..."*, and its final compliment *"The Embassy of the State ... avails itself of this opportunity to renew ... assurances of its highest consideration"*. It should be translated into Russian as: *"Посольство страны... свидетельствует свое уважение и имеет честь сообщить/уведомить/ссылаться..."* and end as *"Посольство страны... пользуется случаем, чтобы возобновить ... уверения в своем самом высоком уважении"*.

Sometimes the expression "avails itself of this opportunity" is missed for example, in the notes about a traffic accident with victims, involving a diplomat. Obviously, the expression "avails itself of this opportunity" in this context is inappropriate and the compliment may take the following form: the Ministry renews the Embassy's assurances of its highest consideration".

If the text of the note verbale of the Ministry is a response to the note of the embassy, then the note will begin as follows: *"Ministry of Foreign Affairs of the Kazakhstan presents its compliments to the Embassy of France and in connection with the note of the Embassy No. dated (day, month, year) and has the honor to inform the following ..."* Compliment in the notes may be missed only if the note contains a protest in connection with the actions of representatives of the embassy or state (an attempt to engage in illegal activities, gross violation of the norms of behavior).

It is clear that in such cases the compliment would weaken the protest and therefore, would distort the character of the note. The compliment is not used in the texts of note verbale, containing a message about declaration of mourning in the country or in notes with expression of condolences. Based on the principle of reciprocity if the foreign affairs office of a country does not use compliments in its diplomatic correspondence, the other side may also not use.

Personal note is a document with the subject of serious and speedy consideration. Usually in a personal note the ambassador notifies other ambassadors about the presentation of credentials or notifies about arrival in the capital of the host country. Personal note also as a note Verbale includes formulas of diplomatic courtesy. Note is drawn up in the first person on behalf of the person signing the note, and begins with the appeal [2]. The most common form is the use of the following references: His Excellency Mr. Minister, Dear Mr. Ambassador. The tone of personal notes may be more or less warm. If the note begins with the words Mr. Minister, Mr. Ambassador and ends with respect (without the use of definitions sincere or deep), then the author's intention is obvious to make the text of the note restrained. The difference between them is only that Personal note is signed by the sender.

The address should be written in the lower left corner of the first page of the note, regardless of the number of pages. The address indicates the rank of the person to whom the note is sent: Mr. A.D. Lusaka, Extraordinary and Plenipotentiary Ambassador of the Republic of Zambia. Moscow. In some cases, depending on local practice and on the basis of mutual respect the title is used: His Excellency Mr. DP Dharu, Extraordinary and Plenipotentiary Ambassador of the Republic of India. Moscow. The same text is printed on the envelope.

Memorandum is a document that can be independent or attached to a note, where the content of a note is widely explained. The memorandum has a distinctive feature, detailing the factual and legal aspects of the issue and its individual aspects. And the only difference, compared with the note, is that the memorandum does not begin and does not end with the formulas of diplomatic courtesy and does not contain a signature. A.S. Kozheteva notices that a low degree of personalization is specific of the memorandum: on the letterhead of the memorandum there is no address of the sender and recipient [3]. Addresser and addressee are mentioned in 3rd person such as: parties, authorities, contractors ... or they may not be named at all.

The memo (aide-memoire) is intended to emphasize the importance of the request or statement made during the conversation, to prevent the possibility of misinterpretation of the

conversation or oral statement. Unlike a verbal or personal note, a memo is not sealed and does not have a serial number. Its design is limited to the date and place of reference. The text of the memorandum is drawn up in an impersonal form: it is brought to the attention /reported. The aide-memoire contains neither a reference nor a final compliment.

The content of the diplomatic correspondence should be brief, without unnecessary phrases and carefully edited. Preparing the document, diplomat should be able to express his thoughts in a concise and clear form, sometimes in some more eloquent, ornate and figurative forms. In the Russian diplomatic environment they say that diplomatic language is the language of Pushkin's prose: concise, precise, without pretentiousness. A word in diplomacy is an action in itself and as a rule diplomatic documents begin with a compliment and end with it. Even if it is a protest, the sender should not fall below the diplomatic dignity and dignity of international communication. Any diplomatic document has its own protocol. The range of protocol formulas of politeness is very wide. This makes it possible to soften a stricter tone or give it more warmth [4]. However, it should always be remembered: nothing is so expensive and not so cheap, as a courtesy. Harsh expressions, rhetorical turns of speech, equivokes, exclamation marks, abbreviations, "etc. etc." in diplomatic correspondence are not allowed.

The content of diplomatic correspondence may be different. It may contain an assessment of certain factors, their description, the state's view of them, information about the Ambassador's departure / arrival, suggestions concerning one or other issues ... The document should not contain any coercive phrases: You must, you are obliged, you have to do ..., and also should not contain offensive comparisons, ridicule, increased in tone. The diplomatic language is so thin that, when composing any document, it is necessary to take into account the peculiarities of the country.

In addition to the above types of traditional and generally accepted in diplomatic documentation, there are others that are used by many states. Unlike those discussed above, such texts do not have strict form. It greatly expands their capabilities in terms of the nature of the formulation and coverage of problems.

The diplomatic correspondence of such type includes declarations, messages, statements by heads of state, government, foreign ministers, and legislative bodies of states on international relations.

With the development of telegraph and radio communications telegrams have a wide spread. As a rule, telegrams require the answer. The content of telegrams has often significant political importance [5].

Reasons for telegrams may be different: national holidays, anniversaries, important events, etc. Front pages of newspapers usually publish such documents.

Telegram, for example, can be sent in connection with the election of the head of state, which is not only a sign of politeness in international protocol practice, but also an indicator of the level and nature of relations between states, demonstration of further strengthening ties and bilateral or multilateral cooperation.

Diplomatic documents often use words with high stylistic bookmark, which give to diplomatic documents a solemn sound. For example: *High Guest, accompanying persons, courtesy visit, etc.* Their Russian equivalents are: *Высокий гость, сопровождающие лица, визит вежливости.* The so-called etiquette vocabulary is used, which often includes historicisms: *Her Majesty, His Highness, His/ Her Excellency, Honorable (Hon'ble), Madame, Mr., etc.* Their Russian equivalents are: *Ее Величество, Его Высочество, Его/ Ее Превосходительство, Дistinguished, Госпожа, Господин и др.* Additional vocabulary close to etiquette vocabulary (protocol official formulas of diplomatic politeness) is used: to present compliments/honour, accept assurances in deep respect, etc. Many of these official protocol formulas have international nature.

The syntax of diplomatic documents is characterized by the use of conditional concessions, flexible formulations that meet the requirements of diplomatic etiquette and diplomatic tact.

The imperative mood and imperative sentences used in diplomatic style in exceptional cases - in notes of protest, ultimatums. The language of diplomatic communications in its main parameters is close to politics and journalism, and this determines its linguistic and stylistic

originality. Thus, conclusions can be made. The language of diplomatic communication is the language of states communication. Diplomatic text is specific text with its own laws. The language formulas of diplomatic texts are a set of specific expressions that soften the urgency of the statement. That is why the language of diplomatic communication differs from the language of political communication. Language formulas diplomatic texts cannot be taken as a set of stamps. The work of a diplomat is manifested primarily in the ability to creatively use diplomatic stylistics, to express their own thoughts.

Taking in account all above mentioned facts, translation of diplomatic correspondence should be accurate. In diplomatic correspondence there is a fine line between peaceful solutions and strict (aggressive) attitude. Professional translator should know all the aspects of diplomatic translation, documentation and courtesy. He translates and conveys as representative of a state to another side.

Literature

1. Malko A.V., Pravovaya zhizn' obshchestva, problemy teorii i praktiki [Legal life of society, problems of theory and practice], Monograph (Prospekt, 2015).
2. Ladanov I.D., Masterstvo delovogo vzaimodeistviya [Mastership of business interaction], (Moscow, NTK "Manager", 1989).
3. Kozhetova A.S., Yazykovaya obektivaciya adresanta i adresata v diplomaticheskom diskurse [Language objectivation of addresser and addressee in the diplomatic discourse], Institute of Foreign Languages of Moscow Pedagogical University, UDK 811.13, (Moscow, 2012).
4. Levandovskiy A.P., Delovoe pismo [Business letter], (Moscow, "Nasledie", 2004).
5. Kholodova T.I., Lebedeva M.M., Protocol i etiket dlya delovyh lyudei [Protocol and etiquette for businessmen], (Moscow, "INFRA-M", "ANKIL", 1994).