

**CHARACTERISTICS OF THE DIPLOMATIC LANGUAGE**

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***Abstract:** Diplomatic language is the language in which official diplomatic relations are conducted and international treaties are drafted; a set of special terms and phrases that make up the common diplomatic vocabulary. At present, there is no mandatory single language for conducting official diplomatic relations and drafting international treaties (in the past, French was the dominant language). The principle of equality of languages is gradually being established.*

***Key words:** diplomatic language, treaties, letters, memoranda, conversation.*

With few exceptions, state bodies of external relations conduct official correspondence, especially the exchange of diplomatic documents, in their national languages. Diplomatic language is characterized not only by accurate description of facts, but also by in-depth analysis of government policies and actions and clear, precise and concise presentation. Diplomatic language as a service language, and especially the language of international politics, differs significantly from journalistic language, which is sometimes emotional and verbose; it differs to some extent from literary language, which is more figurative and freer. Although a good command of literary language helps a diplomat. Pushkin's prose language is the closest to the diplomatic language - concise, precise, without pretentiousness.

One of the important and increasingly important branches of diplomatic work is the drafting of diplomatic documents. Written speech plays a more significant role than oral speech. 5 types of diplomatic correspondence documents: Personal notes, Verbal notes, Memoranda [2].

### *Private letters of a semi-official nature*

A personal note takes the form of a letter written in the 1st person on behalf of the signatory of the note. The text of a personal note begins with an address and ends with a formula of respect (compliment), i.e. a stenciled phrase of politeness. A verbal note is considered to be the most common document of diplomatic correspondence. The text of such notes is drafted in the 3rd person and they are not signed. A note verbale begins and ends with formulas of respect. Memorable note. In diplomatic practice there are 2 types of aide-memoires [1]: a) transmitted personally, b) sent by courier. The purpose of transmitting an aide-memoire is to facilitate the further progress of the case and to prevent the possibility of misinterpretation or misunderstanding of a conversation or oral statement. A memorandum may be a stand-alone document, it may be an attachment to a personal or verbal note. The memorandum develops and substantiates the content of the note. The distinctive feature of a memorandum is a detailed statement of the factual or legal side of a matter. It is not essentially different from a note, except that it does not begin and end with a courtesy formula and should not have a signature.

Private letters of a semi-official nature are sent to official acquaintances in cases connected with the granting of some personal favor (gratitude for an invitation, requests for assistance), or on matters that are undesirable to raise in an official manner for one reason or another. In diplomatic correspondence it is customary to observe the requirements of tact and politeness, to avoid harsh expressions that hurt the dignity of the country to which the diplomatic document is addressed. The language of diplomatic documents is especially important not for stylistic perfection, but for absolute conformity to the content, exact expression of the position, meaning of the state policy on the given issue. The content of diplomatic documents is set, established (by the relevant governmental authority determining the policy) even before the work on drafting the diplomatic document itself is started. Therefore, practically, the task is most often reduced to expressing this content as fully, vividly, and convincingly as possible, the only

form of which in a diplomatic document is the language itself and its main element - the word. Hence, it is clear how important it is to work on the language, on the word, to match each phrase with the content it contains.

Diplomatic conversation - a dialogue that gives both sides the opportunity to present their positions in the best possible way; a form of diplomatic practice. Interviews with various representatives of the host country and with colleagues in the diplomatic corps are of paramount importance for diplomats to fulfill their duties. From the information obtained during the conversation, after studying the press report, analyzing the information received from the staff of other embassies, a real picture of the situation in the country, domestic and foreign policy of the government is formed. And the accuracy of this picture will depend on how professionally the diplomat will conduct conversations and accumulate the necessary information on the issue of interest [3].

The notion of "diplomatic conversation" covers various contacts in terms of level, content, and form. In terms of the conditions under which they take place, the conversations are very different. They may be planned in advance and scheduled by agreement, or they may occur by chance. More often casual conversations arise during receptions, one of the purposes of which is to provide an opportunity to collect information and transfer information.

The purpose of conversations with representatives of official circles is to transmit, on behalf of the center, certain messages on issues of interest to both countries, to clarify the positions of the government of the host country on various international issues.

Conversations with representatives of non-governmental circles are conducted at all diplomatic levels, the choice of topics for conversation is unlimited. Most often, such conversations are aimed at establishing good personal relations and providing unofficial information about the host country.

Types of conversation depending on the purpose [4]:

- *with the purpose of receiving/transmitting information*

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*-1st acquaintance (presentation of credentials by the ambassador, 1st meeting with the Minister of Foreign Affairs)*

*-consolidation of established ties, more detailed conversations in line with established ties*

*- communication of information, obtaining information*

*-convincing the interlocutor in the viewpoint of one's own position and the viewpoint of one's government on certain aspects of foreign policy*

*-discussing practical issues of bilateral relations and international problems*

*-preparation for opening and leading parties*

*Types of conversations depending on the method:*

*-on official instructions from your country's leadership*

*-at the official request of your Foreign Ministry*

*-at the official invitation of the leadership of the Foreign Ministry of the host country*

*-conversations with representatives of the host state on your initiative*

*-Conversations at general receptions, official events, exhibitions, conversations during breaks in negotiations*

*-random conversations (in the theater)*

*-Unexpected conversations, their topic is not foreseen.*

*Preparation for a diplomatic conversation includes:*

*-diligent study of the question of the conversation*

*-study the materials of previous conversations on the same topic*

*-thinking through possible questions and answers (questions from the interlocutor, developing arguments).*

A diplomat should be ready even for a spontaneous conversation: he/she should know the latest events in his/her country, peculiarities of the situation in the host country. If the conversation is held with a high-ranking ambassador, it is recorded. It is necessary to preliminarily develop a conversation plan: an introduction (where to start), logical transitions between questions and a final part.

It is not customary to criticize the internal and external policy of the government of the host country, its mores and customs, or to speak disapprovingly of individuals. Such criticism can always be regarded as interference in the internal affairs of the host country with all the consequences, up to and including declaring the diplomatic official concerned "persona non grata". Nor should one criticize the governments of third countries with which the host country maintains diplomatic relations. In a conversation, each party seeks to obtain maximum information. Therefore, one should not give up the initiative and allow a situation when one interlocutor is always asking and the other only answers, without finding an opportunity to ask in turn.

In preparation for the interview, it is necessary to determine the range of issues to be discussed. Then it is necessary to study the official documents of both sides available in the embassy or the Ministry of Foreign Affairs. In comparing the documents, attention should be paid to the differences of opinion between the parties and the reasoning used to support the different points of view. This will help to find and prepare new arguments and evidence in favor of one's position, capable of inducing the partner to change his previous views. Developing the tactics of conversation, it is necessary to build it so that in response to a step towards the other side followed no less certain counter-step. It is inexpedient to lay out all your possible positions at once without getting anything in return. The interlocutor may not be ready for such a constructive conversation, and it is better to postpone it to another day. Going to a conversation or taking someone for a conversation, it is necessary to get a complete picture of the interlocutor. It is necessary to know the main points of the interlocutor's biography, the range of his personal interests, political outlook.

The art of conversation is manifested through the language of a diplomat. In a conversation every word should be said to the point, and a coherent, logically constructed message cannot but have an impact on the interlocutor. Words acquire special weight in conflict situations. An ill-considered word can be used to complicate relations between states and compromise the one who said it.

Conversations with businessmen - financiers, entrepreneurs - have their own specificity. At the embassy, they are interested in specific issues related to the economic and financial situation of your country. They gladly maintain contacts with diplomats who understand economic and technical issues, know the organization of production and trade, customs and tariff conditions in a foreign country.

When talking to them, the conversation should be conducted in a simpler, informal atmosphere, without barbs, because reputable businessmen value trust and honesty.

It is useful to invite trade advisors from the embassy to a meeting with businessmen to help guide the conversation. If you have traveled extensively in the host country, visited enterprises and know the specific industrial and business objects of your country, you should express your opinion. Then your interlocutors will realize that you are not just a diplomat engaged in politics, but also a businessman with whom it is useful to deal.

Conversations with members of the press have a special character. Journalists and diplomats are somewhat related professions - both have the same goal: to get information. The only difference is that journalists release it to the media, while diplomats release it to their governments.

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