

Министерство науки и высшего образования Российской Федерации  
Алтайский государственный университет  
Институт гуманитарных наук  
Кафедра лингвистики, перевода и иностранных языков

**С. А. Осокина**

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Автор:

**Светлана Анатольевна Осокина,**

доктор филологических наук, профессор кафедры лингвистики, перевода и иностранных языков Алтайского государственного университета

Рецензент:

Карпухина Виктория Николаевна, доктор филологических наук, профессор кафедры лингвистики, перевода и иностранных языков Алтайского государственного университета

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## CONTENTS

CHAPTER 1. STUDY OF DOCUMENTATION VS DOCUMENTARY LINGUISTICS .....	5
CHAPTER 2. TYPES OF WRITING.....	9
CHAPTER 3. BUSINESS WRITING AND BUSINESS DOCUMENTS .....	15
CHAPTER 4. TRANSLATION TRANSFORMATIONS AND THEIR USE FOR DOCUMENT TRANSLATION.....	23
CHAPTER 5. DOCUMENT DETAILS AND ATTRIBUTES .....	28
CHAPTER 6. TYPES OF DOCUMENTS .....	32
CHAPTER 7. TRANSLATING DOCUMENTS .....	42
CHAPTER 8. TRANSLATION OF TEMPLATE-TYPE DOCUMENTS.....	45
CHAPTER 9. PARTICULAR DOCUMENT TRANSLATION.....	50
CHAPTER 10. TRANSLATION OF PROPER NAMES .....	59
CHAPTER 11. NOTARIZATION OF DOCUMENTS .....	62
CHAPTER 12. FINAL TEST.....	69
REFERENCES .....	77
APPENDIX 1. DOCUMENT SAMPLES .....	79
APPENDIX 2. TRANSLITERATION SYSTEM COMPARISON TABLE.....	91

## **CHAPTER 1. STUDY OF DOCUMENTATION VS DOCUMENTARY LINGUISTICS**

### **Pre-reading questions.**

**Before you start reading, think over the following questions:**

1. What is a document?
2. Why studying documents is important?

### **The Study of Documentation**

Documentation has always been crucial in human society. Today almost all communication are being stored digitally. In order to deal systematically and coherently with old and new media in the world today, you have to deal with the physical as well as the social and cultural context. Alongside this, there is now increasing interest in documentation theory and science, and documentation studies has become a distinctly lively field of research as well as a basis for professional practice in libraries, archives and museums.

Key topics of documentation study cover:

- human life in a documentation perspective;
- documentation in theory;
- documentation: a conceptual history;
- a complementary theory of documentation;
- a model for documentation analysis;
- documentation in practice;
- documentation in society; and
- the science and profession of documentation.

Documentation science is the study of the recording and retrieval of information. Documentation science gradually developed into the broader field of information studies.

A document is a written, drawn, presented, or memorialized representation of thought, often the manifestation of non-fictional, as well as fictional, content. The word originates from the Latin *Documentum*, which denotes a "teaching" or "lesson": the verb *doceō* denotes "to teach". In the past, the word was usually used to denote written proof useful as evidence of a truth or fact. In the computer age, "document" usually denotes a primarily textual computer file, including its structure and format, e.g. fonts, colors, and images. Contemporarily, "document" is not defined by its transmission medium, e.g., paper, given the existence of electronic documents. "Documentation" is distinct because it has more denotations than "document". Documents are also distinguished from "realia", which are three-dimensional objects that would otherwise satisfy the definition of "document" because they memorialize or represent thought; documents are considered more as 2-dimensional representations. While documents can have large varieties of customization, all documents can be shared freely and have the right to do so, creativity can be represented by documents, also. History, events, examples, opinions, etc. all can be expressed in documents.

Do not confuse the *Study of Documentation* and *Documentary Linguistics*. These terms are different in meaning and fields of implementation.

### **What Is Documentary Linguistics?**

*Documentary linguistics* (also called *Language documentation*) is a subfield of linguistics which aims to describe the grammar and use of human languages. It aims to provide a comprehensive record of the linguistic practices characteristic of a given speech community.

Language documentation seeks to create as thorough a record as possible of the speech community for both posterity and language revitalization. This record can be public or private depending on the needs of the community and the purpose of the documentation. In practice, language documentation can range from solo linguistic anthropological fieldwork to the creation of vast online archives that contain dozens of different languages, such as FirstVoices or OLAC.

Language documentation provides a firmer foundation for linguistic analysis in that it creates a corpus of materials in the language. The materials in question can range from vocabulary lists and grammar rules to children's books and translated works. These materials can then support claims about the structure of the language and its usage.

Typical steps involve recording, maintaining metadata, transcribing, annotation and analysis, translation into a language of wider communication, archiving and dissemination.

The digitization of archives is a critical component of language documentation and revitalization projects.

Today, there are around 6-7,000 languages spoken in the world and it is widely agreed that at least half of those are under threat of extinction within 50 to 100 years. Language documentation is a new sub-discipline within linguistics that has emerged as a response to the growing crisis of language endangerment. It emphasises data collection methodologies, in two ways: first, in encouraging researchers to collect and record a wide range of linguistic phenomena in genuine communicative situations; and secondly, in its use of high quality sound and video recording to make sure that the results are the best possible record of the language.

Documentary linguistics is intended to focus on minority and endangered languages.

Language documentations include as their central components a collection of spoken texts from a variety of genres, recorded on video and/or audio, with time-aligned annotations consisting of transcription, translation, and also, for some data, morphological segmentation and glossing. Text collections are often complemented

by elicited data, e.g. word lists, and structural descriptions such as a grammar sketch. All data are provided with metadata which serve as cataloguing devices for their accessibility in online archives. These newly available language documentation data have enormous potential.

### **Test. Documentary Linguistics VS Study of Documentation.**

**Read the given statement and decide whether it is true (mark with “T”) or false (mark with “F”).**

1. Documentation studies has become a fast developing field of research.
2. Currently, the word "document" is defined by its transmission medium, e.g., paper.
3. Topics of documentation study include documentation theory and analysis.
4. The term "Documentation" has more denotations than "document".
5. In general sense, a document is a representation of thought in a material form.
6. Documentation science is a kind of information studies.
7. With the raise of information technology, the term *document* has developed its meaning to a primarily textual computer file.
8. The term *document* refers to information of non-fictional content only.
9. The word *document* originates from the Greek word for "student".
10. The verb *doceō* in Latin means "to teach".
11. In the past, the word *document* was used to denote written proof used as evidence of a truth or fact.
12. In Russian linguistics, documentary approach is closer to the study of documentation than to the field of documentary linguistics in European studies.
13. Documentary linguistics in the West is a subfield of linguistics aimed to describe the grammar and use of human languages..



## CHAPTER 2. TYPES OF WRITING

### Pre-reading questions.

#### Before you start reading, think over the following questions:

1. Compare the Russian term “functional style” and English term “writing style”.
2. What makes writing styles different?

### Different Types of Writing Styles

Since language is used in different social spheres, it is subdivided into writing styles (in Russian linguistics the term “functional styles” is more appropriate). Writing styles are the varieties of book language used in a peculiar part of human activity. Each writing style is subdivided into *genres* – specific types of texts with specific features. Through these features genres differ from each other, but they also have much in common which is due to the fact that certain groups of genres belong to the same writing style (for example, in the official business style there are such genres as: business letters, statements, instructions, etc.). Writing style refers to how the author writes, along with the purpose of the writing.

In the book language there are three main writing styles: academic writing, business writing, and Media language.

Academic writing is characterized by abstractness, strict logic of presentation, the abundance of special terms, certain features of syntax. It uses mainly bookish, special, as well as stylistically neutral vocabulary. The following genres are distinguished in the academic writing style: article, monograph, dissertation, textbook, review, review, abstract, etc. The scientific style is characterized primarily by the following genres: manuscript, article, monograph, thesis, dissertation, textbook, review, abstract, etc.

The media language style is developed primarily for mass communication media. Its specificity consists in the combination of two functions of language - informational and propaganda. It is characterized by the use of expressive-evaluative vocabulary, as well as idiomatic phrases. There are the following genres of the media language: an article, report, essay, reportage, etc.

The official business writing style is distinguished by the precision of wording, impersonality and dryness of the statement, high standardization, a large number of set expressions, or clichés. In this writing style there are a large number of genres: law, resolution, note, contract, instruction, business letter, etc.

### **Exercise. Types of Writing Styles.**

#### **Detect the writing style of the texts.**

Text 1 (extract)

Snowshoeing and microelectronics are not often mentioned together in the same sentence, but at the Microsystems Annual Research Conference (MARC), winter activities, technical talks, and poster sessions all combine for a two-day flurry of research celebrations.

Returning to the Omni Mount Washington Resort in New Hampshire on Jan. 24-25 for the first time since before the pandemic, MARC gathered over 240 MIT students, faculty, staff, and industry partners to chart the future of microsystems and nanotechnology. Now in its 19th year, the student-run conference is organized by the Microsystems Technology Laboratories (MTL) and, since 2020, co-sponsored jointly with MIT.nano.

Text 2 (extract)

#### **DELIVERY OF PHYSICAL OBJECTS**

Within twenty (20) business days after the effective date of this Agreement, Zartex, Inc. shall deliver to Software Purchaser (1) its entire inventory of copies of

the Software in object code form; (2) a master copy of the Software, which shall be in a form suitable for copying; and (3) all System Documentation and User Documentation pertaining to the Software.

#### PAYMENT

**Purchase Price.** In consideration for Zartex, Inc.'s execution of this agreement and performance of the terms and conditions contained herein, Software Purchaser agrees to pay to Zartex, Inc., during 10 (ten) business days from the Effective Date, the sum of \$2,200 (Two thousand and two hundred).

**Taxes.** The amount payable to Zartex, Inc. by Software Purchaser under this Section 4 is inclusive of any national, state or local sales, use, value-added or other taxes, customs duties, or similar tariffs and fees which Zartex, Inc. may be required to pay or collect upon the delivery of Software or upon collection of the fee.

#### **Exercise. Translation Practice.**

##### **Translate into Russian.**

A.

1. The contract requires him to finish work by the end of the year.

2. I tore up the contract.

3. Have you signed the contract yet?

4. Their agreement expires next year.

5. He has to return the property under the terms of an agreement he has with the original owner.

6. He signed an agreement to buy the property.

7. A business proposal is a written offer from a seller to a prospective buyer. Business proposals are often a key step in the complex sales process—i.e., whenever a buyer considers more than price in a purchase.

8. A proposal puts the buyer's requirements in a context that favors the seller's products and services, and educates the buyer about the capabilities of the seller in satisfying their needs.

9. Use a business proposal template to kickstart your proposal-making process. Each template is free and has been crafted by contractors in their respective fields, who use proposals every day to grow their business and to create loyal customers. All you need to do is to add relevant photos and proof of your experience, as well as to customize these legal documents to reflect the particular client's needs.

10. In accordance with a treaty between the United States and the tribes of the Pacific Northwest, commercial fishing of certain kinds of salmon is limited to Native Americans.

## B.

1. Final domestic demand is the sum of final consumption, investment and stock building expenditures by the private and general government sectors in real terms.

2. Supply and demand is perhaps one of the most fundamental concepts of economics and it is the backbone of a market economy.

3. Demand refers to how much (quantity) of a product or service is desired by buyers.

4. The quantity demanded is the amount of a product people are willing to buy at a certain price; the relationship between price and quantity demanded is known as the demand relationship.

5. Supply represents how much the market can offer. The quantity supplied refers to the amount of a certain good producers are willing to supply when receiving a certain price.

6. The correlation between price and how much of a good or service is supplied to the market is known as the supply relationship. Price, therefore, is a reflection of supply and demand.

7. All of the undersigned persons are bound by the contract.

8. The words such as "herein," "hereinafter," "hereof," and "hereunder" refer to this Agreement as a whole and not merely to a subdivision in which such words appear unless the context otherwise requires.

9. "Herein ", "hereby" and similar expressions refer to these Terms and Conditions as the same may be amended or modified from time to time; and the expression "Article" and "Section," followed by a number refer to the specified Article or Section of these Terms and Conditions

10. In case of the non-observance of the notice periods mentioned in the art.1.333 is the aggrieved party is entitled to damages.

### **Specific Features of Document Text**

The word *document* comes from the Latin word *documentum*, which means "proof", "evidence". The word *document* entered the Russian language in the Peter the Great time: business papers that had legal significance began to be called documents. Later the word *document* developed two new meanings:

1) passport, certificate;

2) everything that can testify to something, confirm something (a work of art is a document of the epoch).

We should distinguish business documents and technical documentation.

Business documents are structured into one of the following types of structure:

- simple, or linear (autobiography, statement, power of attorney, etc.),
- template (certificates, contracts, agreements, etc.),
- table (financial statements, etc.),
- questionnaire (personnel record sheet, etc.)/

The language of business papers should correspond to the traditions of the official business style. The main features of the official business style are: accuracy, excluding the possibility of any other interpretations and ambiguities; language standard – the desire to express thoughts in a uniform way, the use of ready-to-use

language clichés. These features are reflected in the design of business papers and documents: composition, arrangement of text parts, allocation of paragraphs, structure, font, etc.

### **Test. Linguistic Study of Documentation.**

**Read the information in "Linguistic Study of Documentation" and complete the test. Decide whether the statement is true (mark with "T") or false (mark with "F").**

1. The word *documentum* means "proof", "evidence" in Latin.
2. In a broad sense, a document is everything that can testify to something, confirm something.
3. A genre is a specific type of text with specific features.
4. Certain groups of genres belong to the same writing style.
5. There are four main writing styles: academic writing, business writing, and media language, and fiction.
6. The academic writing is usually abstract and dry.
7. The media language has informational and propaganda functions.
8. The business writing is distinguished by the accuracy of wording and impersonality.

### **Exercise. Active Vocabulary Revision.**

**Translate from Russian the following terms.**

Документ, документация, официально-деловая документация, документная лингвистика, функциональный стиль.

## CHAPTER 3. BUSINESS WRITING AND BUSINESS DOCUMENTS

### **Pre-reading question.**

### **Before you start reading, think over the following question:**

What are the characteristic features of business writing?

### **What is Business Writing?**

Business writing is a type of writing that is used in a professional setting. It is a purposeful piece of writing that conveys relevant information to the reader in a clear, concise, and effective manner. It includes client proposals, reports, memos, emails, and notices. Proficiency in business writing is a critical aspect of effective communication in the workplace.

Types of Business Writing are:

1. Instructional. The instructional business writing type is directional and aims to guide the reader through the steps of completing a task. A user manual falls aptly under the instructional category, as well as a memo issued to all employees outlining the method of completing a certain task in the future.

2. Informational. Informational business writing pertains to recording business information accurately and consistently. It comprises documents essential to the core functions of the business for tracking growth, outlining plans, and complying with legal obligations. For example, the financial statements of a company, minutes of the meeting, and perhaps the most important, report writing.

3. Persuasive. The goal of persuasive writing is to impress the reader and influence their decision. It conveys relevant information for the clients to convince them that a specific product, service, company, or relationship offers the best value. Such a type of writing is generally associated with marketing and sales. It includes proposals, bulk sales emails, and press releases.

4. Transactional. Day-to-day communication at the workplace falls under the transactional business writing category. The bulk of such communication is by email, but also includes official letters, forms, and invoices.

A business cannot function without business documents.

"Business Documents" means all books, records, files, business records and plans, reports, correspondence, documentation in respect of agreements, and other financial and customer data, whether any such item is in the paper, electronic or other formats.

This means that all contracts, agreements, minutes of meetings, and more are business documents. Businesses often use data and documents to improve their business operations. Every successful business has a system to maintain these records.

### **A List of Business Documents That Many Companies Have**

#### **1. Documentation of Bylaws**

Bylaws are the laws that the company has established to keep the organisation in control and in regulation. A company's bylaws are the direct guidance given by the authority of a company. They define the company's purpose, responsibilities, shareholder obligations and rights, annual board meetings and schedule. It also includes the process of appointment and removal of directors.

It helps design a structure for the business and builds the individual roles for the employees. It helps resolve any dispute that takes places and streamlines the decision-making processes. This document does not need to be filed at the state office, it is for the internal use by a company.

#### **2. Non-Disclosure Agreement**

Non-Disclosure Document helps safeguard sensitive information such as financial records, clients, customer details and countless other information that the company deems to be sensitive.



While working with contractors, freelancers and employees Companies need to share confidential information with their employees from time to time. This information is very critical to the company and if leaked could cost a fortune. Companies, therefore, ask employees to handle confidential company information to sign a non-disclosure agreement.

This is one of the List of business documents that legally binds the under signatory to maintain confidentiality, if not they are liable to face legal repercussions.

### 3. Operating Agreement LLC

An Operating Agreement LLC (Limited Liability Company ) is a key legal document that is necessary for every LLC with more than 2 or 3 members. The Operating agreement is one of the principle charter document which is analogous to (and closely resembles) a partnership agreement.

### 4. Minutes of Meeting

This document keeps a written record of the happenings of the meeting as well as serves as “institutional memory”. This legal document includes information about the nature of the meeting, its attendees, discussions, decisions or actions (elections, purchases etc.) taken. This document helps resolve any misunderstanding regarding any occurrence of any past meetings. Moreover, it can also be used for future reference.

Minutes of the meeting captures the happenings of a meeting in detail and used as a referring document for the consecutive meetings. The minutes of meeting documents all the proceedings of a board meeting. It captures inputs like date, time, name of attendees, absentees, the agenda of the meeting, further issues, list of tasks to be performed, next meeting schedule, decisions and suggestions.

### 5. Employment Agreement

Every employee has certain obligations and expectations that they must fulfil for the organisation and vice versa. This agreement sets the ground rules of the relationship between the organisation and the employee. The culture and the vision of the company can be seen in action in the employee agreement. Though it isn't a legal

requirement to have an employment agreement with every employee, it works as a safeguard for the company if put in place.

It also plays a role in dispute resolution between the company and the employee in the event of obstruction of expectation of their working relationship.

## 6. Business plans

A business plan, as the name suggests, is the plan for your business on paper. Before creating a business plan do thorough research, analyze the market, your competitors, understand how you will target the customers in your market. It offers clarity on what your business is, its opportunities and the roadmap that will lead you there.

A business plan encompasses ideas and strategies in a certain framework such that they can be easily presented and appear structured. A business plan includes the executive summary, company information, product/service information, swot analysis, department wise sub-plans, budget, milestones and critical measures.

It may not be a legal document but is required to be presented to future investors, should you take the route of seeking external funding?

## 7. Business Reports

Business reports are facts and figures about certain departments. It includes aspects of your business that exist as company data, which, after analysis can derive outcomes and projections. Business reports cover an issue at hand and make use of extensive data analysis to project solutions.

A business report typically gives data like sales figures, marketing plans, the number of employees, teams, details about the founders, feasibility reports, safety compliance and more. This is the business document that comes in handy when pitching to new investors onboard or simply reviewing your company's progress. It is also advisable to keep a template ready for the same. Furthermore, reports are used to evaluate risks and offer workable recommendations.

## 8. Financial Agreement

It is important to know whether you are within budget, making profits or spiralling losses. A financial report identifies that. It assists in determining whether a

department has been productive or not, it also helps understand a broad review of the company's performance annually. These reports help you in filing taxes or budget proposals. Below are some important financial business documents that every company should have.

### **Test. Linguistic Study of Documentation.**

**Read the information in “What is Business Writing” and complete the test.**

**Decide whether the statement is true (mark with “T”) or false (mark with “F”).**

1. Business writing is a type of professional writing that conveys relevant information in a clear, concise, and effective manner.
2. A user manual belongs to the instructional business writing type.
3. Informational business writing type includes documents essential to the core functions of the business - for tracking growth, outlining plans, complying with legal obligations, etc.
4. The persuasive writing type is associated with such documents as the financial statements of a company or report writing.
5. The transactional business writing type includes official letters, forms, invoices, etc.
6. Bylaws are established by the company to control the operations of the organization.
7. Non-Disclosure Agreement helps protect confidential information.
8. If an LLC(Limited Liability Company) has more than one member, they interact under an Operating Agreement LLC.
9. Minutes of Meeting records the nature of the meeting (attendees, agenda, decisions taken).
10. An employment agreement can be called an employee agreement.

11. A business plan includes the executive summary, company information, product/service information, swot analysis, department wise sub-plans, budget, milestones and critical measures.

12. "Losses" are opposite to "profits".

**Test. Business Documents.**

**Match the term and its Russian translation.**

English	Russian
1. Учредительные документы	A. Minutes of Meeting
2. Протокол заседания	B. Limited Liability Company
3. Соглашение о неразглашении	C. Operating Agreement
4. Общество с ограниченной ответственностью	D. Bylaws
5. Договор о взаимодействии	E. Non-Disclosure Agreement
6. Служебные записки	F. Proposals
7. Предложения	G. Emails
8. Электронные письма	H. Memos
9. Финансовые отчеты	I. User Manual
10. Руководство пользователя	J. Financial Statements

**Test. Active Vocabulary from Business Writing and Business Documents**

**Study the information in Business Writing and Business Documents and match the English-Russian translation pairs.**

English	Russian
1. точно	A. concisely
2. кратко	B. accurately

3. последовательно	C. proficiency
4. профессиональное умение	D. convey
5. иметь отношение, принадлежать	E. pertain
6. передавать, содержать	F. consistently
7. оптовые продажи	G. invoices
8. пресс-релизы	H. press releases
9. руководители компании	I. employee
10. совет директоров	J. authority of a company
11. трудоустройство, занятость	K. the board
12. работодатель	L. employment
13. работник	M. employer

### **Exercise. Business Vocabulary.**

**Match the English-Russian translation pairs in each terminology group.**

1) milestones, swot analysis, the executive summary – краткое изложение, контрольные точки, swot-анализ;

2) feasibility reports, safety compliance, sales figures – показатели продаж, соблюдение требований безопасности, технико-экономические обоснования;

3) for the internal use, filed at the state office, shareholder – акционер, подается в госучреждение, для внутреннего пользования;

4) contractors, to sign, customer details – сведения о клиенте, подписывать, подрядчики;

5) the company deems to be sensitive, safeguard, sensitive information – гарантировать сохранность, доверительная информация, компания считает конфиденциальной;

6) the proceeding of a board meeting, agenda, the under signatory, to document – нижеподписавшийся, повестка дня, заседание совета директоров, вести протокол;

7) obligations, in dispute resolution, set the ground rules, in the event of obstruction – обязательства, устанавливает основные правила, в случае несоответствия, при разрешении споров;

8) encompass, roadmap, target the customers – ориентироваться на клиентов, охватывать, дорожная карта;

9) bind, leak, cost a fortune, legal repercussions – утечка, стоит целое состояние, связывать, юридические последствия.

### **Exercise. Active Vocabulary Revision.**

#### **Translate from Russian the following terms.**

Учредительные документы организации

Устав

Общество с ограниченной ответственностью

Договор о неразглашении

Трудовой договор

Договор о сотрудничестве

Протокол

Повестка заседания

Бизнес план

Финансовый отчет

Финансовое соглашение

## **CHAPTER 4. TRANSLATION TRANSFORMATIONS AND THEIR USE FOR DOCUMENT TRANSLATION**

### **Pre-reading questions.**

**Before you start reading, think over the following questions:**

1. What is translation transformation?
2. Why translation transformations are important?
3. Is adequate translation without the use of transformations possible?

### **Classifications of Translation Transformation**

While fiction requires a certain amount of creativity if translated into other languages, business documentation contains certain facts and is addressed to a specific audience, which means the need to ensure the accuracy of the data in translation and to convey the writing style of the original text. Thus, a translator ought to be fully aware of the necessary terminology and vocabulary. The use of translation transformations will help the translator to render the original author's idea properly. Further there are given most useful classifications of translation transformations.

#### **V.N. Komissarov's classification of translation transformations**

V.N. Komissarov defines translation transformations as transformations by which it is possible to make the transition from the units of the original text to the units of translation text in the specified sense. Translation transformations are carried out with linguistic units having both content and expression, they transform the form and meaning of the original units [Комиссаров, 1990].

V. Komissarov also divides translation transformations into grammatical, lexical and complex lexico-grammatical ones. Lexical transformations include such techniques as transcription, transliteration, loan translation, lexico-semantic

substitutions. The latter, in turn, can be further divided into concretization, generalization and modulation.

Grammatical transformations are divided into word-based translation, partitioning and combining sentences, and grammatical substitutions. Lexico-grammatical transformations include antonymic translation, explication and compensation.

Lexical transformations prevail. Each of the mentioned transformations has its own characteristics, and is used in various cases. Transcription and transliteration recreate the form of a lexical unit in the source language using the sound form of a word and its letter composition. Loan translation replaces parts of the lexical unit of the original with lexical matching. When concretizing, a word in the source language that has a broad meaning is replaced by a word with a narrower meaning, and when generalizing, on the contrary, a unit of the source language with a narrow meaning is replaced by a unit of the translating language with a broader meaning. Modulation replaces a word in the source language with a word in the target language, the meaning of which was deduced logically from the meaning of the original unit. And when explicated, the original word is replaced by a phrase explaining it in the target language. When compensating, the elements of meaning lost during translation are transmitted in the translation text by other means [Кондрашов, 2020].

### **L.S. Barkhudarov's classification of translation transformations**

L.S. Barkhudarov defines translation transformations as interlanguage transformations, using which a translator achieves the adequacy of translation, where the translation text conveys all the information contained in the source text with the maximum possible completeness, while strictly observing the norms of the translating language.

There are four types of transformations in Barkhudarov's classification:

- permutation,
- substitution,
- addition,
- omission.



Permutations are understood as a change in the order of the language elements in the target text compared to the source text. Such elements most often include words, phrases, parts of a complex sentence and independent sentences in the structure of the text, and the most common case in the translation process is a change in the order of words and phrases in the sentence structure.

The most common type of translation transformation according to Barkhudarov is substitution. Grammatical units – forms of words, parts of speech, sentence members, types of syntactic connection – and lexical ones can be subjected to it. Concretization, generalization, antonymic translation, compensation also refer to substitution.

Additions are used when certain semantic components are not formally expressed and for some other reasons. This is the addition of an appropriate word that was omitted in the original text. Omission is the exact opposite of addition. Most often, when translating, words that are semantically redundant are omitted.

### **Test. Translation Transformation.**

#### **Complete the test.**

1. Переводческая трансформация в общем смысле – это
  - a) преобразование языка оригинала в язык перевода,
  - b) преобразование структур (слов, грамматических конструкций) оригинала в структуры перевода по определенным правилам,
  - c) результат перевода,
  - d) преобразование слова в словосочетание.
2. Безэквивалентная лексика – это
  - a) единицы языка оригинала, имеющие регулярные соответствия в языке перевода,
  - b) единицы языка оригинала, не имеющие точных соответствий в языке перевода,

- c) единицы языка перевода, имеющие адекватные варианты в языке оригинала,
  - d) единицы языка перевода и оригинала, которые соотносятся между собой.
3. Калькирование – это
- a) способ перевода лексической единицы оригинала путем замены ее составных частей, например, морфем или слов, их лексическими соответствиями в языке перевода,
  - b) способ перевода синтаксической единицы оригинала путем замены ее составных частей аналогичными синтаксическими соответствиями в языке перевода,
  - c) один из видов грамматической трансформации,
  - d) буквальный перевод.
4. Компенсация – это
- a) адекватный перевод языка источника на язык оригинала,
  - b) буквальный перевод языка источника на язык оригинала,
  - c) эквивалентный перевод,
  - d) способ перевода, при котором утраченные элементы смысла единицы текста оригинала передаются каким-либо иным средством в языке перевода.
5. Транскрипция и транслитерация являются видами
- a) грамматических трансформаций,
  - b) лексических трансформаций,
  - c) морфологических трансформаций,
  - d) синтаксических трансформаций.
6. «Посторонним вход запрещен» / «Personnel only» – пример
- a) конкретизации значения,
  - b) антонимического перевода,
  - c) калькирования,
  - d) генерализации.

7. «*Convention*» / «*Конвенция*» – в данном случае имеется пример
- a) конкретизации,
  - b) калькирования,
  - c) генерализации,
  - d) транслитерации.
8. «*Agreement*» / «*Договор*» – в данном случае имеется пример
- a) конкретизации,
  - b) калькирования,
  - c) генерализации,
  - d) транслитерации.
9. Описательный перевод – это прием перевода, при котором
- a) единица исходного языка заменяется на противоположную
  - b) единица исходного языка заменяется на единицу с более конкретным значением
  - c) единица исходного языка заменяется развернутым объяснением на языке перевода
  - d) единица исходного языка заменяется на единицу с более широким значением

### **Exercise 1. Transformations.**

#### **Translate into Russian using translation transformations.**

Breach of contract is a legal cause of action in which a binding agreement or bargained-for exchange is not honored by one or more of the parties to the contract by non-performance or interference with the other party's performance. If the party does not fulfill his contractual promise, or has given information to the other party that he will not perform his duty as mentioned in the contract or if by his action and conduct he seems to be unable to perform the contract, he is said to breach the contract.

## CHAPTER 5. DOCUMENT DETAILS AND ATTRIBUTES

### Pre-reading questions.

Before you start reading, think over the following questions:

1. What is meant by “document details” (“реквизиты документа”)?
2. Which document details do you know?

### Document Details and Attributes

A document is information recorded on a tangible medium in the form of text, sound recording or image with *details*, or requisites (in Russian documentary terminology the word requisite is more appropriate), allowing its identification. According to Russian legislation, a document is defined as “a material carrier with information fixed on it in any form in the form of text, sound recording, image and (or) a combination thereof, which has requisites allowing its identification and is intended for transmission in time and space for public use and storage”.

In everyday life, we understand document details to mean, as a rule, bank details – the number of a plastic card, money transfer account, etc. However, the document details are all the information that allows to identify the document – the title of the document, the name of the person who signed the document, the date of the document and so on. In other words, the word “Application” in the title of a job application is no less important a detail of this document than the full name of the person who wrote the document.

The requisites of certain types of documents are located in a strictly defined place. For example, in the application templates adopted in the Russian Federation, such a document requisite as the name of the addressee (the person in whose name you are writing the application) is indicated in the upper right corner of the document, and not in any other place.

Document details are necessary for drawing up and approving documents or for business correspondence. Details are mandatory information in Contracts, Agreements and any other documents. The title of the document is a mandatory requisite of any document. The main requisites of many official business documents are: information about the sender and addressee, date, signature and list of appendices. The number of requisites of a document depends on the type of document.

In particular, details certifying a physical person in a certain document may include full name, address, telephone number, data of an identity document. Some documents contain bank account details and other – depending on the type of document.

Official details of companies are usually indicated on company corner letterheads of the organization and include the company name, contacts, legal and actual address with index. Full details of the organization consist of more data.

Bank details are needed to transfer money from account to account. For example, to make payroll or to receive money for goods and services. Bank details consist of account holder details and bank details.

### **Test. Document Details and Attributes.**

**Study the information in “Document Details and Attributes” and complete the test. Decide whether the statement is true (mark with “T”) or false (mark with “F”).**

1. Документ — это зафиксированная на материальном носителе информация, содержащая некие реквизиты, по которым её можно идентифицировать.

2. Документ может существовать только на бумажном носителе.

3. Документ служит для передачи зафиксированной в нем информации во времени и в пространстве в целях ее дальнейшего использования и хранения.

4. Реквизитами документа является вся информация, позволяющая идентифицировать документ – название документа, имя подписавшего документ лица, дата документа и пр.

5. Реквизиты документов определенных видов могут располагаться в любом месте на странице бумаги.

6. Подпись заявителя, выполненная от руки, не является реквизитом документа.

7. Основными реквизитами многих официально-деловых документов являются: информация об адресанте и адресате, дата, подпись и список приложений.

8. Количество реквизитов документа не зависит от типа документа.

9. Банковские реквизиты - только один из видов реквизитов, которые может содержать документ.

### **Task. Practical Case.**

**Think of appropriate English translation details for the given Russian document details. Which translation strategy would you choose?**

В официальных договорах на территории РФ обычно указывают следующие реквизиты:

ИНН, КПП, ОГРН, ОКАТО, ОКПО, БИК.

### **Task. Practical Case.**

**Look at the Cover Letter Sample and identify all the document details. Discuss their possible Russian translation details.**

John Donaldson

8 Sue Circle, Smithtown, CA 08067 · 909-555-5555 · john.donaldson@email.com

September 6, 2022

George Gilhooley

LTC Company

87 Delaware Road

Hatfield, CA 08065

Dear Mr. Gilhooley,

I am writing to apply for the programmer position advertised in the Times Union. As requested, I enclose my certification, resume, and references.

The role is very appealing to me, and I believe that my strong technical experience and education make me a highly competitive candidate for this position. My key strengths that would support my success in this position include:

- I have successfully designed, developed, and supported live-use applications.
- I strive continually for excellence.
- I provide exceptional contributions to customer service for all customers.

With a BS degree in computer programming, I have a comprehensive understanding of the full lifecycle of software development projects. I also have experience in learning and applying new technologies as appropriate. Please see my resume for additional information on my experience.

I can be reached anytime via email at john.donaldson@email.com or by phone at 909-555-5555.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

Signature (hard copy letter)

John Donaldson

## CHAPTER 6. TYPES OF DOCUMENTS

### **Pre-reading question.**

**Before you start reading, think over the following question:**

Which types of documents do you know?

### **Types of Documents Used in the USA and the Countries of Europe**

Documents are sometimes classified as secret, private, or public. They may also be described as drafts or proofs. When a document is copied, the source is denominated the “original”.

Standards are accepted for specific applications in various fields, e.g.:

Academia: manuscript, thesis, paper, and journal;

Business: invoice, quote, RFP, proposal, contract, packing slip, manifest, report (detailed and summary), spread sheet, MSDS, waybill, bill of lading (BOL), financial statement, nondisclosure agreement (NDA), mutual nondisclosure agreement (MNDA), and user guide;

Government, law, and politics: application, brief, certificate, commission, constitutional document, form, gazette, identity document, license, manifesto, summons, and white paper;

Media: mock-up and script.

Such standard documents can be drafted based on a template.

Drafting is a page layout of a document is how information is graphically arranged in the space of the document, e.g., on a page. If the appearance of the document is of concern, the page layout is generally the responsibility of a graphic designer.

Typography concerns the design of letter and symbol forms and their physical arrangement in the document (see typesetting). Information design concerns the



effective communication of information, especially in industrial documents and public signs.

Simple textual documents may not require visual design and may be drafted only by an author, clerk, or transcriber.

Forms may require a visual design for their initial fields, but not to complete the forms.

### **Types of Russian Documents. Contract**

The main types of business documentation used in business organizations in the Russian Federation are diverse and may include bylaws documents, administrative, informational, reference, financial and personnel documentation. If a company has foreign partners and needs translation services, the documents requiring translation are usually financial documents, personnel documentation when hiring foreign citizens, as well as information and reference materials. When doing business with foreign partners and clients, business letters play an important role.

Let's consider the genre, composition and linguistic features of some types of Russian documents.

One of the topical genres of written business speech nowadays is the Contract. A contract is a document that establishes legal relations between legal entities (counterparties) or an individual and a legal entity. The nature of the transaction, conditions, terms, rights and obligations of the parties are necessarily reflected in the relevant paragraphs of the contract and constitute a set of information that provides the document with legal force. From the point of view of textual organization, these clauses are modules - text fragments with standard headings represented by a set of standard phrases. The following information should be reflected in the document:

- Presentation of the parties.
- Subject matter of the contract.
- Obligations of the parties.

- Terms and procedure of settlements.
- Responsibility of the parties.
- Term of validity of the contract.

In addition to those listed, the following clauses shall be inserted into the text of the contract, if necessary:

- Disputed issues.
- Cost of the contract.
- Additional conditions (special conditions).
- Liability of the parties (sanctions).
- Settlement procedure (payments and settlements).
- Circumstances of insuperable force (force majeure).
- Guarantees of fulfillment of obligations (quality of goods).
- Procedure of delivery and acceptance of works.
- Dispute resolution procedure (arbitration), etc.

### **Exercise. Types of Russian Documents. Contract**

**Read the text “Types of Russian Documents. Contract”. Identify English equivalents to the given Russian document details:**

- Представление сторон.
- Порядок расчета (платежи и расчеты).
- Предмет договора.
- Порядок разрешения споров (арбитраж)
- Стоимость договора.
- Гарантии исполнения обязательств (качества товара).
- Ответственность сторон.
- Срок действия договора.
- Условия и порядок расчетов.

- Адреса и платежные реквизиты сторон.
- Дата договора.
- Дополнительные условия (особые условия).
- Подписи сторон.
- Спорные вопросы.
- Ответственность сторон (санкции).
- Обстоятельства непреодолимой силы (форс-мажор).
- Порядок сдачи и приемки работ.
- Обязательства сторон.

### **Business Letters**

Official correspondence of various types, which is sent on behalf of one organization, institution to another organization, institution, although it may be addressed to one official and signed by one official, constitutes business correspondence. A business letter is a special type of document, less strictly regulated than a contract or a resolution, but with legal significance. Business correspondence is registered and kept in both organizations as outgoing and incoming documents.

Business letters are categorized on various grounds.

1. Business letters are divided into: those requiring a mandatory response letter and those not requiring one.

2. Business letters can be divided into: inquiry letter, proposal letter, letter of recommendation, letter of request, letter of invitation, letter of confirmation, letter of notification, letter of reminder, letter of warning, letter of declaration (statement), letter of instruction, letter of refusal, cover letter, letter of guarantee, letter of information, etc., letter of request, letter of invitation, letter of confirmation, letter of warning, letter of declaration (statement), letter of instruction, letter of refusal, cover letter, letter of guarantee, information letter, etc.

3. According to the addressee, business letters are divided into: ordinary, i.e. letters that are sent to one address; circular - letters that are sent from one source to several addresses, usually subordinate instances (organizations).

4. According to the form of sending it is possible to distinguish, along with traditional postal mail: electronic mail, fax, teletype and telegraphic communication. At the same time, electronic and facsimile communication is used to solve operational issues.

5. By structural features, business letters are divided into regulated and unregulated. Regulated letters are drafted according to a certain pattern (this concerns not only standard aspects of content, but also paper format, composition of requisites, etc.).

A regulated business letter solves typical issues of regular economic and legal situations and is realized in the form of standard texts or texts composed of standard syntactic constructions. Such standard constructions include formulations indicating:

the reason for the request: *In connection with the non-receipt of the invoice... In view of the delay in receiving the shipment...*

references: *Referring to your request from..... In accordance with ...*

purpose: *In order to resolve the matter as soon as possible ... In response to your request ...*

Regulated business letters have a clear structure, as a rule, consisting of two parts. In the first – introductory – part the reasons are stated, the sender's goals are indicated and references are given. The second main part of the letter consists of statements on the basis of which proposals/request, etc. are made or speech actions are performed: *Please send samples of goods and price list... We ask you to consider our proposal....*

Unregulated letters are an author's text realized in the form of a formal-logical or etiquette text. As a rule, it includes elements of a narrative (background), an etiquette frame and an obligatory element of a business letter. The latter include:

- a speech action with etiquette rituals: *thank you, express hope, wish you success, apologize, etc.;*
- messages: *inform you, notify, etc.;*

- confirmations: *confirm*;
- statements: *declare*;
- demands: *requests*, etc.
- confirmations: *affirm*;
- declarations: *declare, announce*;
- requests: *order, decree, insist, insist, ask, request*;
- promises: *guarantee, assure, undertake*;
- reminders: *remind you*; *proposals: propose*.

Unlike regulated business letters, non-regulated business letters do not have a rigid textual structure, they use standard phrases less frequently. However, it would be wrong to assume that the language of non-regulated letters does not contain elements of standardization at all. Standard word combinations (terms, nomenclature, clichés and stylistic idioms) are also used in non-regulated letters. These include instructional letters, letters of explanation, recommendations, letters of presentation, letters of announcement, proposal-presentation, etc.

## **Ads**

Advertising is an organic and integral part of commercial relations, so it is adjacent to business proposals, highlights the stages of formation and activities of the company, organization, institution.

Types of advertising business letters:

- presentation letter,
- announcement letter,
- offer letter,
- etc.

These letters combine elements of a business message and advertising, being today mass types of business correspondence. The peculiarity of the language of this type of correspondence is the combination of features of business and journalistic

styles: language standard, template, on the one hand, and expression, on the other. In general, the language of non-regulated letters differs from the language of regulated letters by the inclusion of a significant layer of general literary vocabulary, greater variability of syntactic constructions of the statement, i.e. greater freedom in the realization of the idea.

The common features of the language of regulated and non-regulated business correspondence are the formality of communication, the tendency to standardization of speech means. The desire to create a favorable background of communication determines the universality of the use of etiquette means. Business letter etiquette is not only etiquette formulas. It starts with addressing and includes the whole content aspect of the letter.

In conclusion, it should be noted that business correspondence today is more personal and dynamic than ten or fifteen years ago. Therefore, the mastery of this genre of business writing is among the priority professional skills of a manager, leader. The ability to clearly state the essence of an issue, the state of affairs, to unambiguously formulate a proposal, a request, a demand, to convincingly justify one's conclusions does not come by itself. The art of drafting business letters requires practice and knowledge of the arsenal of speech means accumulated over a millennium in the language of business writing.

### **Content of Business Letters**

A reminder letter is sent when negotiation or personal contact fails to get the desired response or decision. A reminder letter usually consists of two logical elements: 1) a reminder to respond to the request; and 2) a reminder to follow through on decisions, agreements, and indicate the action to be taken if they are not met. The note "secondary" placed in the margin of the letter indicates that it is a reminder.

Informational letter. Informational letters include notification letters, notification letters, notification letters, announcement letters, advertising and informational letters, for example: Invitation Letter, Call for Paper letter.

Invitation letters are one of the most common types of business mail. The need for business contacts makes it necessary to address invitations to one or several persons on behalf of a legal entity or a specific addressee (an individual) representing a particular organization. If it is necessary to invite a large number of people, stencil texts with spaces for surname, first name and patronymic are used. The fax system today facilitates the tasks of distributing correspondence.

Letter of appreciation. Letters of appreciation are becoming more and more active in the practice of business communication. The widespread use of this genre in Western European management is determined not only by the standard of manager's behavior, but also by the principle of optimizing business relations of partners. They thank for a proposal, for a timely response, for participation in an event, for qualitatively performed work.

Letters of guarantee are drawn up in order to confirm certain promises or conditions of the transaction. The guarantee may be the payment for the work performed, the terms of its performance, the quality of the work performed, the quality of the goods, the terms of their delivery, the payment for the products received, etc. These aspects may constitute the content of the whole letter or be included in the text of the letter as a component.

Cover letter. An accompanying letter is drafted to inform the addressee about sending any documents, material valuables, for example, about sending contracts, specifications, catalogs, samples of goods, cargoes. Accompanying letters perform an important function of control over the passage of documents, cargoes, performing at the same time the function of a label.

A letter of request (or inquiry) is a commercial document that is a request by a person wishing to conclude a transaction (buyer to seller, importer to exporter) to provide detailed information about the goods and to send an offer for delivery of the goods (seller's request to buyer).

## Test. Types of Russian Documents

Read “Types of Russian Documents. Contract”, “Business letters”, “Ads”, “Content of business letters” and complete the test.

1. Выберите реквизит договора, который является обязательным для договоров любого типа:

- a) особые условия,
- b) наименование сторон.

2. Выберите реквизит договора, который является обязательным для договоров любого типа:

- a) предмет договора,
- b) обстоятельства непреодолимой силы (форс-мажор).

3. Выберите реквизит договора, который не является обязательным:

- a) Гарантии исполнения обязательств,
- b) Подписи сторон.

4. Выберите реквизит договора, который не является обязательным:

- a) срок действия договора,
- b) обстоятельства непреодолимой силы (форс-мажор).

5. По функциональному признаку деловые письма делятся на:

a) обычные (направляются в один адрес) и циркулярные (направляются в несколько адресов),

b) требующие обязательного письма-ответа и не требующие такового.

6. По способу отправления письма можно выделить типы писем:

a) отправленные почтовым отправлением, отправленные электронной почтой, отправленные факсом, телетайпной или телеграфной связью,

b) письмо-просьба, письмо-приглашение, письмо-подтверждение, письмо-извещение, письмо-напоминание.

7. Регламентированные деловые письма обычно пишутся в свободной форме, то есть не имеют жесткой текстовой структуры, в них реже используются стандартные фразы.



a) неверно,

b) верно.

8. Особенностью языка рекламных писем является сочетание черт делового и публицистического стилей.

a) верно,

b) неверно.

9. Содержание письма и используемые в нем шаблонные фразы и формулировки зависят от типа письма.

a) нет, не зависят,

b) да, зависят.

### **Test. Active Vocabulary.**

#### **Match Russian phrases and their possible English translation.**

1) просим прислать, просим рассмотреть наше предложение, приносим извинения – please consider our offer, we apologize for, I am writing to ask for;

2) выражаю надежду, благодарю, желаем успехов – best regards, I hope, thank you;

3) уведомляем, сообщаем, ставим Вас в известность – we hereby inform you of, we notify you that, I am glad to inform you;

4) подтверждаем, объявляем, заявляем – we confirm, we announce (we are pleased to announce), we declare;

5) приказываю, обращаемся к Вам с просьбой, постановляю – We appeal to you, I decree, I order;

6) обязуемся, заверяем, гарантируем – we guarantee, we commit to, we assure.

## CHAPTER 7. TRANSLATING DOCUMENTS

### Pre-reading question.

Before you start reading, think over the following question:

What do you consider the most difficult in translating documents?

### Document Details Causing Difficulties in Translation from Russian into English

1. Terms and professional set expression or idiomatic phrases in accordance with the subject matter and content of official documents. First of all, these are legal, diplomatic and accounting terms (*импорт, контракт, просрочка, надбавка, предложение, спрос*, etc.).

2. Non-terminological words used mainly in administrative and clerical speech (*надлежащий, нижеподписавшийся, препровождается, настоящий(этот)*, etc.).

3. Nouns denoting positions and ranks and proper names of people. In case with proper names, it is most problematic to translate names with Russian letters Щ, Ц, Ё, Ъ, Ж, Ы (*квартиросъемщик Щедрицова, свидетель Савельев, наниматель Хрущев, истец Давыдов, ответчик Мытищин*, etc.).

4. Verbal nouns. Among them a special place is occupied by nouns with the prefix not (*исполнение, нахождение, невыполнение, несоблюдение, непризнание*, etc.).

5. Complex nominal prepositions expressing standard aspects of content (*в целях, в отношении, в силу, по линии, в части*, etc.). The preposition by with the prepositional case to indicate time periods (*по достижении восемнадцатилетнего возраста*, etc.).

6. Word combinations of attributive-name type (*единовременное пособие, вышестоящие органы, установленный порядок, предварительное рассмотрение, etc.*).

7. Tow-verb predicates (*оказать помощь, произвести реконструкцию, провести расследование, etc.*) instead of simple words (*помочь, реконструировать, расследовать, etc.*).

8. Chain of nouns in the genitive case in a (*для применения мер общественного воздействия; ... в целях широкой гласности работы органов государственного контроля, etc.*).

9. Assertions through negation, in which the addressee authorizes administrative actions. The initiative of these actions does not come from the addressee (*Министерство не возражает ..., Коллегия не отклоняет ..., Ученый совет не отвергает..., etc.*).

10. The passive voice is used when it is necessary to emphasize the fact of the action (*оплата гарантируется; предложение одобрено; документация возвращена*). The active voice is used when it is necessary to indicate a specific person or organization as a subject of legal responsibility (*Завод «Электросталь» срывает поставку сырья; Руководитель кооператива не обеспечил технику безопасности, etc.*).

11. Document details which are a mandatory element of a document are usually hard to translate. Mandatory for documents of any type are such requisites as the name of the document. Choosing the proper translation of the document title is a crucial problem, as well as finding equivalents for details in the narrow sense – account number, etc.

The above-mentioned features of the official business style are an objective fact of language, their use in the texts of documents is natural and fixed by tradition. The use of language means that are not inherent to the business style and that contradict the requirement of logicity, accuracy and brevity of the language of business papers and documents is considered a violation of the functional and stylistic norm. These

are, first of all, words and phraseological phrases of plain colloquial and emotional-expressive coloring.

**Test. Active Vocabulary.**

**Read the information in “Translating Documents” and match Russian phrases and their possible English translation.**

Russian	English
1. нижеподписавшийся	A. present agreement
2. надлежащий	B. the undersigned
3. настоящий договор	C. proper
4. несоблюдение	D. non-compliance
5. неисполнение обязательств	E. default of obligations
6. исполнения обязательства по договору	F. non-recognition
7. непризнание	G. performance of the contract
8. в отношении, в части	H. in order to
9. в целях	I. established order
10. в силу обстоятельств	J. with respect \ regarding
11. вступить в силу	K. due to the circumstances
12. предварительное рассмотрение	L. enter into force
13. установленный порядок	M. preliminary consideration
14. оказать помощь	N. to renovate
15. произвести реконструкцию	O. to conduct an investigation
16. провести расследование	P. assist
17. коллегия не отклоняет	Q. disrupt the supply
18. срывает поставку сырья	R. shall not refuse\reject

## CHAPTER 8. TRANSLATION OF TEMPLATE-TYPE DOCUMENTS

### Pre-reading questions.

Before you start reading, think over the following questions:

1. Which document details can be most hard for translation (give your reasons)?
2. Are document details identical for Russian and English documents (give comparative examples)?

### Template-Type Documents and Their Translation

Many documents are texts of a template type. European languages have developed a certain culture of document design over the years, so each language has special templates that can be used to identify a certain type of document. This greatly facilitates the translator's task, because when translating a document of a certain type, it is possible to look at the corresponding original document template in the target language and use similar lexemes and idiomatic phrases (speech formulas, clichés) when translating this particular document. For example, to translate a Car Sale and Purchase Agreement between individuals, it is enough to find a sample of such an agreement in the target language on the Internet and match this template with the document you need to translate. At the same time, it is recommended to analyze in more detail the document templates accepted in the country of the target language.

Take a look at the sample car sale and purchase agreements in Russian and English in APPENDIX 1.

Having compared the samples of car sale and purchase agreements in Russian and English, we may find the following correspondences:

Русский язык	English
Договор	Agreement (редко: Contract)

транспортное средство, (реже: автомобиль)	Vehicle (редко: automobile)
Удостоверение личности	ID
Продавец	Seller
Покупатель	Buyer (реже: purchaser)
Стороны	the parties
Марка ТС:	Vehicle Make
модель ТС	Model
кузов	Body type
Продавец передает в собственность (продает), а Покупатель покупает и оплачивает транспортное средство	The Seller sells and transmits and the Buyer buys and pays for the vehicle
Стоимость транспортного средства	The purchase price

The greatest difficulty in translation is caused by those details of a document that have no equivalents in the document of the target language. Such requisites, in fact, correspond to the so-called "realia" in the theory of translation, i.e. words in the source language denoting concepts peculiar to a given national culture and absent in the foreign language culture, as a result of which there are no words denoting these concepts in the target language.

In particular, examples of such realities in a car sale and purchase agreement are as follows: *ГИБДД (Государственная инспекция безопасности дорожного движения)*, *Свидетельство о регистрации транспортного средства*

*ГИБДД* is structural subdivision of the central apparatus of the Ministry of Internal Affairs of the Russian Federation

*Свидетельство о регистрации* is a Russian official document confirming that the car has been put on the registration register and that the car belongs to a particular owner.

In documents, it is unlawful to replace realities relevant to the Russian system (in particular, the system of traffic regulation) with names of similar realities in the

country of the target language. This means that the term *Государственная инспекция безопасности дорожного движения* *Государственная инспекция безопасности дорожного движения* should not be replaced in translating a document with the name of a service that has similar functions in a foreign language country – for example, with the British term *Traffic Commissioners for Great Britain*. Despite all the similarities in the functions of these services, they cannot be fully analogous, there are necessarily legal subtleties that incorporate the Russian structure into the more general system of Russian law and Russian statehood and the British structure into the system of British law, but the Russian and British legal systems as a whole are significantly different.

Similarly, the Russian document *Свидетельство о регистрации ТС* corresponds to a certain extent to the so-called *Certificate of Title*, an American document confirming the right of ownership of certain property (more often used in relation to real estate, but can also certify the ownership of a car), but this does not mean that it is necessary (and possible) to translate the title of the Russian document *Свидетельство о регистрации ТС*, which is a mandatory Russian document detail, with the phrase *Certificate of Title* because the latter is a document detail of a different legislation.

Therefore, when translating such document details, it is recommended to use traditional techniques developed by translation theorists and practitioners to convey realities.

### **Basic Translation Techniques for Words Denoting Realities**

- Calque (or literal translation):

*Государственная инспекция безопасности дорожного движения* – *State Road Safety Inspectorate*;

*Свидетельство о регистрации ТС* – *Vehicle registration certificate*.

- Descriptive translation:

*ГИБДД – Russian Traffic Safety Control Service;*

*Свидетельство о регистрации транспортного средства – Russian Vehicle registration certificate.*

- Transliteration or transcription, especially when abbreviations are used:

*ГИБДД – GIBDD.*

- A combination of the above types, e.g., the name in the original language and a descriptive translation in brackets:

*GIBDD (State Traffic Safety Inspectorate),*

*Свидетельство о регистрации ТС – Vehicle registration certificate (similar to Certificate of Title).*

### **Document Title Translation**

Translating the title of a document is a separate problem, as there are no standards regulating the translation of official documents into other languages (this may be due, among other things, to the fact that constant changes in legislation prevent such standards from being written). In particular, the title of the analyzed Russian document is *Договор купли-продажи автомобиля*, but there is no term “*купля-продажа*” in English documents, so the translator has to choose from the options: either *Sales Agreement (Договор продажи)*, *Purchase Agreement (Договор о покупке)*

Cf. *аттестат о среднем образовании – Certificate of secondary education, High school diploma* (there is no direct translation of the word *аттестат*).

It is important to note that many organizations have official websites in foreign languages. Many organizations practice fixing the English version of the name of their organization in their charter documents. Accordingly, when translating such names, it is legitimate to refer to the official websites of organizations in foreign languages or use those foreign-language names that are fixed in the charter documents of the organization. For example, the Charter of Altai State University



contains the English spelling: *Altai State University*. Consequently, the only legally correct way of referring to this university in English is the one that is fixed in the charter, it is impossible to use variants of spelling *Altay State University* (with 'Y' at the end of *Altay*) or *Altayskii gosudarstvenny universitet*, etc.).

### **Consider Legal System**

The legal force of a document is given by its embeddedness in a more general system of other documents; accordingly, when translating a certain document, it is important to look at what other documents it is related to. If a document contains references to other documents that have official (recognized by the state or legalized in the statutes and regulations on the activities of specific organizations) documents in a foreign language, it is necessary to use those foreign language versions as a translation that are legally fixed.

For example, internal documents of constituent entities of the Russian Federation and even individual companies regulating the activities and rights of persons with disabilities may refer to superior documents of the Russian Federation and to the UN Convention on the Rights of Persons with Disabilities, adopted by the General Assembly resolution of December 13, 2006. The texts of this Convention in the official UN languages (Russian, English, Chinese, Arabic, French, Spanish) are equally authentic official texts with equal legal force. It is inappropriate to refer to the wording of this convention in English to offer one's own translation from Russian or other languages. In particular, the title of the document in English is "Convention on the Rights of Persons with Disabilities".

Consequently, it is unlawful to offer variants "Convention on the Rights of the handicapped people" or "Convention on the Rights of the disabled people" when translating this title from Russian.

## CHAPTER 9. PARTICULAR DOCUMENT TRANSLATION

### Pre-reading questions.

Before you start reading, think over the following questions:

1. Is there any difference between the words Contract, Agreement, Treaty?
2. Which of them is used to translate the Russian “Договор”?

### Non-Proliferation Treaty

Analyze extracts from the English-Russian texts of Non-Proliferation Treaty. It's important to know, that both – Russian and English – are official languages of the United Nations, as well as Arabic, Chinese, Spanish, and French, It means, they all are treated as equally authentic, not as the source language (the first) and the target languages (the seconds). Thus, the NPT Russian and English texts are both legally “original” texts.

A. Treaty on the Non-Proliferation of Nuclear Weapons (NPT) Договор о нераспространении ядерного оружия

B. The States concluding this Treaty, hereinafter referred to as the Parties to the Treaty, Государства, заключающие настоящий Договор, ниже именуемые

«Участниками Договора»,

C. Considering the devastation that would be visited upon all mankind by a nuclear war and the consequent need to make every effort to avert the danger of such a war and to take measures to safeguard the security of peoples,

Учитывая опустошительные последствия, которые имела бы для всего человечества ядерная война, и вытекающую из этого необходимость приложить

все усилия для предотвращения опасности возникновения такой войны и принять меры для обеспечения безопасности народов,

D. Believing that the proliferation of nuclear weapons would seriously enhance the danger of nuclear war, Считая, что распространение ядерного оружия серьезно увеличило бы опасность ядерной войны,

E. In conformity with resolutions of the United Nations General Assembly calling for the conclusion of an agreement on the prevention of wider dissemination of nuclear weapons, В соответствии с резолюциями Генеральной Ассамблеи Организации Объединенных Наций, призывающими к заключению соглашения о предотвращении более широкого распространения ядерного оружия,

F Undertaking to co-operate in facilitating the application of International Atomic Energy Agency safeguards on peaceful nuclear activities, Обязуясь сотрудничать в целях содействия применению гарантий Международного агентства по атомной энергии в отношении мирной ядерной деятельности, ...

G. Declaring their intention to achieve at the earliest possible date the cessation of the nuclear arms race and to undertake effective measures in the direction of nuclear disarmament, Заявляя о своем намерении по возможности скорее достигнуть прекращения гонки ядерных вооружений и принять эффективные меры в направлении ядерного разоружения,

H. Urging the co-operation of all States in the attainment of this objective, Настоятельно призывая к сотрудничеству всех государств в достижении этой цели,

I. Recalling that, in accordance with the Charter of the United Nations, States must refrain in their international relations from the threat or use of force against the territorial integrity or political independence of any State, or in any other manner inconsistent with the Purposes of the United Nations, and that the establishment and maintenance of international peace and security are to be promoted with the least diversion for armaments of the world's human and economic resources, Have agreed as follows: ... Напоминая, что в соответствии с Уставом Организации Объединенных Наций государства должны воздерживаться в их

международных отношениях от угрозы силой или ее применения как против территориальной неприкосновенности или политической независимости любого государства, так и каким-либо другим образом, несовместимым с Целями Объединенных Наций, и что следует содействовать установлению и поддержанию международного мира и безопасности с наименьшим отвлечением мировых людских сил и экономических ресурсов для дела вооружения, Согласились о нижеследующем: ...

### **Test. Non-Proliferation Treaty**

**Compare the English-Russian texts of Non-Proliferation Treaty (See APPENDIX 1. DOCUMENT SAMPLES for the full version) and complete the test.**

1. Choose the proper variant for the title of the document:

\_\_\_\_\_ *on the Non-Proliferation of Nuclear Weapons*

- a) Agreement,
- b) Convention,
- c) Treaty.

2. Choose the proper variant for the title of the document in Rus.

\_\_\_\_\_ *о нераспространении ядерного оружия*

- a) Конвенция,
- b) Соглашение,
- c) Договор.

3. Match the equivalent in the other language:

*Государства, заключающие настоящий Договор*

- a) The Nations concluding this Treaty,
- b) The Countries concluding this Treaty,
- c) The States concluding this Treaty.

4. Match the equivalent in the other language:

*...ниже именуемые «Участниками Договора»*

- a) .hereinafter referred to as the Participants of the Treaty,
- b) ..hereinafter referred to as the Parties to the Treaty,
- c) ...hereinafter referred to as the Sides of the Treaty.

5. Match the equivalent in the other language:

*В соответствии с резолюциями Генеральной Ассамблеи Организации Объединенных Наций*

- a) In accordance with resolutions of the General Assembly of the United Nations ,
- b) In conformity with resolutions of the United Nations General Assembly,
- c) Pursuant to resolutions of the United Nations General Assembly.

6. Match the equivalent in the other language:

*Применение гарантий*

- a) the application of guarantees,
- b) facilitating the application,
- c) the application of safeguards.

7. Match the equivalent in the other language:

*Обязуясь сотрудничать*

- a) Undertaking to co-operate,
- b) Cooperating commitment,
- c) Committing to cooperate.

8. Match the equivalent in the other language:

*В рамках системы гарантий Международного агентства по атомной энергии*

- a) within the framework of the International Atomic Energy Agency safeguards' system,
- b) within the framework of the International Atomic Energy Agency safeguards system,
- c) within the framework of the International Atomic Energy Agency's safeguards system.

9. Match the equivalent in the other language:

*Всем государствам-участникам Договора, как обладающим, так и не обладающим ядерным оружием*

- a) to all Parties to the Treaty, whether nuclear-weapon or non-nuclear-weapon States,
- b) to all States parties to the Treaty, both possessing and not possessing nuclear weapons,
- c) to all Party-States of the Treaty, both nuclear-weapon and non-nuclear.

10. Match the equivalent in the other language:

*Article I*

- a) Статья I,
- b) Параграф I,
- c) АрТикль I.

### **Test. A letter of Request**

Analyze the “Sample Request Letter to Order Books” in APPENDIX 1. DOCUMENT SAMPLES, then complete the test.

1. In a Request Letter, Recipient name goes above Sender name.

- a) True,
- b) False.

2. The English for “Уважаемый господин...” is

- a) Dear,
- b) Honorable,
- c) Respected.

3. There must be an exclamation mark after the words "Dear ... " (as in Russian "Уважаемый...!")

- a) True,
- b) False.

**Task. Practical case.**

*Identify the mandatory details of the Purchase Agreement. Translate into Russian.*

<p>Purchase agreement</p> <p>_____ (the “Seller”) of _____, does hereby sell, assign and transfer to _____ (the “Buyer”) of _____, the following property for the total amount of \$00,00.</p> <p>The Seller warrants that they are the legal owner of the property and that it is being transferred to the Buyer free and clear of any liens of encumbrances.</p> <p>The above property is sold on an “AS IS” bases. The Seller makes no warranties, express or implied (except as specifically stated in this document).</p> <p>The transfer is effective as of _____</p> <p>The property is now located at _____, and all of such property is in the possession of _____</p> <p>The purchase agreement shall be signed by _____, and by _____.</p> <p>SELLER _____</p> <p>BUYER _____</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Exercise. Vehicle Sales Agreement**

*Translate an extract from a Vehicle Sales Agreement into Russian. Analyze Russian “Договор купли-продажи авто” (See APPENDIX 1. DOCUMENT SAMPLES) to find proper Russian equivalents.*

This VEHICLE SALES AGREEMENT is made on \_\_\_\_\_ (Date), between The Buyer and The Seller, under the terms and conditions as set forth.

[...]

## Terms & Conditions

1. All fees & levies imposed by the Land Transport Authority (LTA) directly associated with this Vehicle's ownership transfer are to be borne by the Buyer.
2. The Buyer is to purchase at his own expense, a motor insurance policy for this Vehicle which is valid as of the date of ownership transfer and for not less than the full period of valid road tax.
3. In the event of a breach of this Agreement by the Seller, the Seller is to compensate the Buyer an amount equal to twice the value of the Deposit.
4. In the event of a breach of this Agreement by the Buyer, the Seller will keep the Deposit.
5. In the event that the Buyer is unable to secure a loan for the intended Loan Amount, this Agreement will be voided and the Seller is to refund the Deposit to the Buyer.
6. The Seller is to hand over the keys, remote controls, owner's manual and other documents which are related to this Vehicle, where available, to the Buyer.
7. The Seller is to preserve the condition of this Vehicle as of the Date of this Agreement and with all accessories intact.
8. The Seller is to effect ownership transfer of the Vehicle to the Buyer within 7 days of the Vehicle hand-over date.
9. The Buyer and the Seller acknowledge that each of them has read and understood the terms of this Agreement, and has sought his / her / its own independent legal advice on the terms herein, and executes this Agreement based upon such party's own judgment and independent legal advice (if sought).
10. This Agreement constitutes the entire agreement of the parties relating to the subject matter addressed in this Agreement. This Agreement supersedes all prior communications, contracts, or agreements between the parties with respect to the subject matter addressed in this Agreement, whether oral or written.



## Test. Car Purchase Agreement

Read the information in “Translation of Template-Type Documents” and analyze the sample documents in APPENDIX 1. DOCUMENT SAMPLES, then complete the test.

1. Choose the proper variant for the title of the document:

*Car Purchase* \_\_\_\_\_

- a) Agreement,
- b) Treaty,
- c) Contract.

2. Match Russian and English terms

- |                |            |
|----------------|------------|
| 1) Покупатель, | a) Seller, |
| 2) Продавец,   | b) Client, |
| 3) Клиент      | c) Buyer   |

3. Match Russian and English terms

- |              |                 |
|--------------|-----------------|
| 1) Имя,      | a) LastName,    |
| 2) Отчество, | b) FirstName,   |
| 3) Фамилия.  | c) Middle name. |

4. Match Russian and English terms

- |                          |                              |
|--------------------------|------------------------------|
| 1) квитанция об оплате,  | a) the total purchase price, |
| 2) первоначальный взнос, | b) down-payment,             |
| 3) купчая на продажу,    | c) payment receipt,          |
| 4) общая стоимость.      | d) bill of sale.             |

5. Match Russian and English terms

- |               |                |
|---------------|----------------|
| 1) model,,    | a) тип кузова, |
| 2) make       | b) модель,     |
| 3) body type. | c) марка.      |

6. Match Russian and English terms

- |                 |                                   |
|-----------------|-----------------------------------|
| 1) Пробег,      | a) Vehicle Identification Number, |
| 2) Год выпуска, | b) Mileage,                       |

3) Идентификационный номер (VIN). c) Year.

7. Match Russian and English template phrases

1) Покупатель вступает во владение, a) Buyer shall take possession of,  
b) Seller transfers ownership to Buyer  
2) Покупатель принимает (покупает), (sells),  
c) Buyer accepts (buys).  
3) Продавец передает в собственность покупателя (продает).

8. Match Russian and English template phrases

1) нижеупомянутое транспортное средство, a) the described vehicle,  
b) the vehicle mentioned below,  
2) упомянутое транспортное средство, c) the above mentioned vehicle.  
3) вышеупомянутое транспортное средство.

9. Match Russian and English template phrases

1) удостоверение личности, a) registered at,  
2) проживающий(ая) по адресу, b) Personal ID,  
c) located at.  
3) зарегистрированный (ая) по адресу.

10. Match Russian and English template phrases

1) с момента подписания настоящего соглашения, a) ownership is confirmed by,  
b) clean of all liens and hold,  
2) в споре и под залогом не состоит, c) from the moment of signing this agreement.  
3) право собственности подтверждается.

## CHAPTER 10. TRANSLATION OF PROPER NAMES

### **Pre-reading questions.**

**Before you start reading, think over the following questions:**

1. What do you consider the most difficult in translating proper names?
2. Which translation transformations are usually used to translate proper names?

### **Transliteration & Transcription**

When translating documents, special attention should be paid to the translation of proper names. If there is a proper name in a document, it is undoubtedly the most important requisite of the document. In particular, if it is necessary to translate a Lease Agreement, a Purchase and Sale Agreement, a Birth Certificate, a Marriage Certificate, a Tax Certificate, etc., the person in whose name the document is executed is a subject who, according to the text of the document, is in a certain legal relationship, and an incorrect translation of his/her name in a foreign language may lead to consequences in which he/she loses this relationship.

For example, while translating a Marriage Certificate of a certain Russian citizen into English, you find out that the surname is spelled differently than in the citizen's passport – in such a case, the translation of the Marriage Certificate will have no legal effect. Imagine that a husband wanted to receive his wife's inheritance abroad, but the spelling of his surname in different documents does not coincide – and it will become clear why it is important to translate proper names, including names of people and geographical names, in such a way that they agree with the spelling of these names in other documents of this person.

Currently, the difficulty with transliteration of proper names is that there are several standards regulating the translation of proper names from Cyrillic into Latin. In particular, the BGN (United States Board on Geographic Names) standard

regulates the spelling of geographic names using the Latin alphabet, while Russian GOSTs, which have been changed several times, apply when transliterating surnames from Cyrillic to Latin in Russian passports.

Anytime, when translating a document into a foreign language, it is necessary to take into account the spelling of proper names in other official documents in a foreign language already held by the citizen.

When translating proper names, it is recommended to use automated transliteration systems, e.g. Translit: <https://translit.net/>

### **Test. Translation of Proper Names**

**Analyze the APPENDIX 2. TRANSLITERATION SYSTEM COMPARISON TABLE and complete the test.**

1. Find the proper transliteration for “Ядринцево”. Use BGN Standard.
  - a) Iadrintsevo
  - b) Yadrintsevo
  - c) Yadrincevo
2. Find the proper transliteration for “Алтай”. Use BGN Standard.
  - a) Altai
  - b) Altay
  - c) Altaj
3. Find the proper transliteration for “Михаил”. Use ГОСТ 7.79-2000.
  - a) Mixail
  - b) Mikhail
  - c) Mihail
4. Find the proper transliteration for “Щедрин”. Use СЭВ 1362-78.
  - a) Shchedrin
  - b) Schedrin
  - c) Shhedrin

5. Find the proper transliteration for “Михаил Евграфович Салтыков-Щедрин”. Use Приказ МИД № 2113- 12.02.2020.

- a) Mikhail Evgrafovich Saltykov-Shchedrin
- b) Mihail Evgrafovich Saltikov-Schedrin
- c) Mikhail Evgraphovich Saltikov-Shchedrin

**Task. Practical case.**

**Work with automated transliteration systems Translit: <https://translit.net/>.**

**Translate into English.**

Шайдуровский район, село Устюжанино, поселок Новокозловское, деревня Крещенское, гора Черный Мыс, река Усть-Калманка, Ленинский район, улица Шукшина, площадь Сахарова.

**Task. Practical case.**

**Work with automated transliteration systems Translit: <https://translit.net/>.**

**Use different transliteration standards from Translit to translate the given geographical names.**

**Compare the results with names of the same geographical objects on Yandex Maps and Google Maps.**

Пермь, Екатеринбург, Тюмень, Республика Саха (Якутия), Хабаровский край, Чукотский автономный округ, Архангельская область., Ханты-Мансийский автономный округ, Юрга.

## CHAPTER 11. NOTARIZATION OF DOCUMENTS

### **Pre-reading questions.**

**Before you start reading, think over the following questions:**

1. What does “legal force of the document” mean?
2. Why is notarization of documents important?
3. In which cases one may need the notarization of a document?

### **Notary Certification of Translation**

A very popular service that a notary can provide is notarizing the accuracy of a document translation from a foreign language.

Borders are being erased, there are more and more international marriages, education in foreign universities is becoming more and more popular, foreigners often come to work in Russia, and Russians also take the opportunity to gain work experience abroad. In all these cases, one cannot do without notarized certification of the correctness of the translation of documents.

It is possible to certify the translation of a document remotely, without a personal visit to a notary. To do this, you must sign the application with an enhanced qualified electronic signature and send it through your personal account on the portal of the Federal Chamber of Notaries. In this case, you will receive a notarized translation in electronic form.

Certification of the accuracy of the translation is required when submitting documents:

- to government agencies;
- to educational organizations;
- to tax authorities and internal affairs bodies;
- to civil registry offices and archives; to registration authorities,

- etc.

A notary engaged in private practice, in accordance with Articles 35, 80, 81 of the Fundamentals of the Legislation of the Russian Federation on Notariate ( рус. Основ законодательства Российской Федерации о нотариате, hereinafter referred to as the Fundamentals) shall certify the correctness of a translation from one language into another or certify the authenticity of the translator's signature

A notary shall certify the correctness of a translation from one language to another if he/she is proficient in the respective languages. In this case, independently translating a document from one language into another, the notary shall certify the fidelity of such translation. The notary shall bear full property liability for the damage caused by the fault of the notary to the property of a citizen or legal entity as a result of performance of a notarial act in violation of the law.

If the notary is not proficient in the relevant languages, the translation may be made by an interpreter whose signature is authenticated by the notary (Article 81 of the Fundamentals).

The Federal Chamber of Notaries (рус. Федеральная нотариальная палата, ФНП) is a non-profit organization based on the principles of self-governance, self-regulation and self-financing. It unites all notaries of Russia through mandatory collective membership in it of notarial chambers of the subjects of the Russian Federation. The notarial chambers of the constituent entities of the Russian Federation, in their turn, are based on mandatory membership of all notaries engaged in private practice on the territory of a particular region.

Thus, two services must be fundamentally distinguished: authentication of the translation by a notary and authentication of the signature of the translator who performed the translation. In the first case, the notary must himself know the foreign language, be qualified as a translator and carry out the translation himself. This is an extremely expensive service. In the second case, it is not the authenticity of the translation that is certified, but the authenticity of the translator's signature.

## **When You May Need a Notarized Translation of a Document**

A notarized translation of a document is often required when submitting documents to embassies and consulates of other countries on the territory of the Russian Federation.

Notarized translation is also required when:

- registration of marriage with a foreign citizen (translation of the foreign citizen's passport, certificate of marital status, certificate of no criminal record, etc.);
- adoption of a child who is not a citizen of the Russian Federation (translation of the child's birth certificate, also depending on the situation it may be necessary to translate a certificate of death of parents (or deprivation of parental rights), etc.);
- use of a driver's license issued by another country (a notarized translation of this license is required to present such documents in the Russian Federation) or issuance of a new driver's license issued by another country due to expiration;
- acquisition of Russian citizenship by a foreign citizen (translation of the foreign citizen's passport (birth certificate for foreign minors), marriage certificate (if the marriage with a citizen/s of the Russian Federation was concluded outside the territory of the Russian Federation), certificate of criminal record, etc.);
- obtaining a work permit or a patent for a foreign citizen (translation of the foreign citizen's passport, education document (diploma or certificate and its annex);
- entering an inheritance when the testator is a foreign citizen (translation of the court decision, certificates of ownership and other documents at the request of the court);



- confirmation of work experience (for example, for retirement, translation of a certificate from the place of work, extract from the state register, salary certificate from the place of work (if the text of the certificate is in Russian, only translation of seals or stamps is required);
- obtaining a visa (of course, everything depends on the country, so we specify those documents whose translation is required more often than others: consent for a child to travel abroad (in case a minor citizen of the Russian Federation travels abroad unaccompanied), certificates from the place of work, bank certificates (sometimes including account statements), certificates from educational institutions (school, university, etc.), pension or student ID card (depending on the status of the tourist), etc.

## **Requirements Necessary for Notarization**

### **Requirements for a translator**

In order to confirm his/her qualifications, the interpreter must provide the notary with his/her passport, documents confirming special education with a note on the language studied (diploma, certificate, diploma, certificate, etc.) and an application in the prescribed form. The law allows for the possibility of refusing to notarize the translator's signature if there are doubts about the translator's competence. The interpreter's data is entered in a special register of the notary, in which the interpreter signs.

### **Requirements to documents**

Documents submitted for notarial certification of translation accuracy must be in the original or a copy certified by an authorized person, have all the necessary signatures, seals, date, comply with the laws of the Russian Federation and international treaties. See ФЗ «Основы Законодательства Российской Федерации о нотариате» (утв. ВС РФ 11.02.1993 N 4462-1):

Статья 45. Требования к документам, представляемым для совершения нотариальных действий Нотариусы не принимают для совершения нотариальных действий документы, имеющие подчистки либо подписки, зачёркнутые слова и иные неоговорённые исправления, а также документы, исполненные карандашом. Текст нотариально удостоверяемой сделки должен быть написан ясно и чётко, относящиеся к содержанию документа числа и сроки обозначены хотя бы один раз словами, а наименования юридических лиц без сокращений, с указанием адресов их органов. Фамилии, имена и отчества граждан, адрес их места жительства должны быть написаны полностью. В документе, объём которого превышает один лист, листы должны быть прошиты, пронумерованы и скреплены печатью.

Статья 106. Принятие нотариусом документов, составленных за границей Документы, составленные за границей с участием должностных лиц компетентных органов других государств или от них исходящие, принимаются нотариусом при условии их легализации Министерством иностранных дел Российской Федерации. Без легализации такие документы принимаются нотариусом в тех случаях, когда это предусмотрено законодательством Российской Федерации и международными договорами Российской Федерации.

Thus, for notarial actions it is necessary to provide duly executed official documents or certified copies thereof issued either in the Russian Federation or in another state (subject to legalization). Currently, two types of legalization are common: consular legalization and apostilization of documents. Acceptance of documents without legalization is allowed if they are covered by international bilateral treaties on mutual legal assistance or the Convention on Legal Assistance and Legal Relations in Civil, Family and Criminal Matters signed in Minsk on 22.01.1993 (more details can be found here). International practice does not require legalization of passports and documents replacing them, as well as commercial and customs documents (invoices, bills of lading, bills of lading, declarations, contracts, etc.).

## **Other ways to certify a translation**

- Translation agency seal

This type of certification is used when the company's data is sufficient to identify the author. In Russian practice, it is often used to provide translations to some commercial institutions and universities.

- Translator's seal

This method is popular in some European countries where translation activity is licensed on a mandatory basis. Often the number of translators with a seal in such countries is limited. This leads to artificially low competition and prohibitive prices for a "certified translation" for the client.

This practice is not applied in the Russian Federation.

- Court certification

In a number of small states where the judiciary is not swamped with work, the certification of the interpreter's signature is done in the courts. The interpreter recites the oath of office. The court employee puts a seal on his translation. There is no such practice in the Russian Federation.

## **Technical Aspects of Notarization**

The procedure of notarization of translation includes provision by the customer of the original document and translation, on which the name of the translator stands, the last sheet of the document in the place of stapling is sealed with a thick paper strip, on which the seal of the notary is affixed, the number of stapled sheets is certified by the signature of the notary certifying the authenticity of the translator's signature.

It should be noted that it is a requirement of notaries that the original document and the translation be provided by the translator who performed the translation. The notary actually certifies the signature of the translator who performed the translation.

Once the translator's signature is notarized by the notary, the translated document becomes legally binding.

### **Уголовная ответственность за предоставление заведомо неправильного перевода**

"Уголовный кодекс Российской Федерации" от 13.06.1996 N 63-ФЗ (ред. от 24.09.2022)

УК РФ Статья 307. Заведомо ложные показания, заключение эксперта, специалиста или неправильный перевод

1. Заведомо ложные показания свидетеля, потерпевшего либо заключение или показания эксперта, показания специалиста, а равно заведомо неправильный перевод в суде либо в ходе досудебного производства – наказываются штрафом в размере до восьмидесяти тысяч рублей или в размере заработной платы или иного дохода осужденного за период до шести месяцев, либо обязательными работами на срок до четырехсот восьмидесяти часов, либо исправительными работами на срок до двух лет, либо арестом на срок до трех месяцев.

2. Те же деяния, соединенные с обвинением лица в совершении тяжкого или особо тяжкого преступления, – наказываются принудительными работами на срок до пяти лет либо лишением свободы на тот же срок.

Примечание. Свидетель, потерпевший, эксперт, специалист или переводчик освобождаются от уголовной ответственности, если они добровольно в ходе досудебного производства или судебного разбирательства до вынесения приговора суда или решения суда заявили о ложности данных ими показаний, заключения или заведомо неправильном переводе.

## CHAPTER 12. FINAL TEST

### Final Test.

Complete the test. In some items there are more than 1 answers.

1. Что из перечисленного не является функциональным стилем:
  - a) научный
  - b) официально-деловой
  - c) публицистический
  - d) разговорный
  - e) художественный
2. Что из перечисленного не является жанром официально-делового стиля:
  - a) инструкция
  - b) жалоба
  - c) объявление
  - d) закон
  - e) передовая статья
3. Служебные документы делятся на несколько больших групп по своему функциональному значению (убрать лишнее):
  - a) финансовые и учетные документы
  - b) директивные и распорядительные
  - c) личные
  - d) административно-организационные
  - e) личные письма
  - f) информационно-справочные
4. The term "Documentation" has more denotations than "document".
  - a) Верно
  - b) Неверно
5. In general sense, a document is a representation of thought in a material form.

- a) Верно
- b) Неверно

6. The term "document" refers to information of non-fictional content only.

- a) Верно
- b) Неверно

7. In the past, the word "document" was used to denote written proof used as evidence of a truth or fact.

- a) Верно
- b) Неверно

8. Match

- |                       |              |
|-----------------------|--------------|
| 1) предложения        | a) memos     |
| 2) служебные записки  | b) emails    |
| 3) электронные письма | c) proposals |

9. Match

- |                             |                           |
|-----------------------------|---------------------------|
| 1) руководство пользователя | a) financial statements   |
| 2) протокол заседания       | b) minutes of the meeting |
| 3) финансовые отчеты        | c) user manual            |

10. Match

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| 1) доверительная информация          | a) sensitive information             |
| 2) гарантировать сохранность         | b) the company deems to be sensitive |
| 3) компания считает конфиденциальной | c) safeguard                         |

11. Match

- |                    |                 |
|--------------------|-----------------|
| 1) точно           | a) consistently |
| 2) кратко          | b) concisely    |
| 3) последовательно | c) accurately   |

12. Match Russian and English terms

- |               |           |
|---------------|-----------|
| 1) Клиент     | a) Seller |
| 2) Покупатель | b) Buyer  |

3) Продавец

c) Client

13. Match Russian and English terms

1) Имя

a) Middle name

2) Фамилия

b) LastName

3) Отчество

c) FirstName

14. Match Russian and English terms

1) общая стоимость

a) down-payment

2) купчая на продажу

b) bill of sale

3) квитанция об оплате

c) payment receipt

4) первоначальный взнос

d) the total purchase price

15. Match Russian and English terms

1) Make

a) модель

2) Body type

b) марка

3) Model

c) тип кузова

16. Match

1) документ, в котором  
представлены исследования  
автора для получения ученой  
степени или профессиональной  
квалификации

a) paper

b) thesis

c) manuscript

2) изначально - любой документ,  
написанный от руки, авторская  
копия произведения

3) научная работа, опубликованная  
в академическом журнале

17. Match

1) документ, в котором  
запрашивается предложение,  
часто делаемое в процессе  
торгов, агентством или

a) request for proposal (RFP)

b) business proposal

c) invoice

компанией, заинтересованными  
в закупке товара, услуги или  
ценного актива, потенциальным  
поставщикам для представления  
деловых предложений

2) письменное предложение от  
продавца потенциальному  
спонсору

3) коммерческий документ,  
выданный продавцом  
покупателю, указывающий  
товары, их количество цены,  
счет-фактура

#### 18. Match

1) документ, представляющий  
информацию о произошедшем  
событии, отчет, доклад

a) report  
b) packing slip  
c) contract

2) юридически закреплённое  
соглашение, которое создает,  
определяет и регулирует  
взаимные права и обязанности  
между его сторонами

3) документ, подтверждающий, что  
лицо получило деньги или  
имущество в качестве оплаты  
после продажи или другой  
передачи товаров или  
предоставления услуги

#### 19. Match

1) накладная, документ, выданный

a) spreadsheet



перевозчиком, содержащий  
подробную информацию и  
инструкции, касающиеся  
отправки партии товаров,  
товарно-транспортная накладная  
(ТТН)

- b) waybill
- c) safety data sheet (SDS)

2) Паспорт безопасности,  
документ, в котором содержится  
информация, касающаяся  
безопасности и гигиены труда  
при использовании различных  
веществ и продуктов.

3) электронная таблица для анализа  
и хранения данных в табличной  
форме, ведомость, сводка

20. Choose the proper variant for the title of the document:

\_\_\_\_\_ on the Non-Proliferation of Nuclear Weapons

- a) Convention
- b) Agreement
- c) Treaty

21. Choose the proper variant for the title of the document in Rus.

\_\_\_\_\_ о нераспространении ядерного оружия

- a) Договор
- b) Конвенция
- c) Соглашение

22. Match the equivalent in the other language:

Государства, заключающие настоящий Договор

- a) The Nations concluding this Treaty
- b) The States concluding this Treaty
- c) The Countries concluding this Treaty

23. Match the equivalent in the other language:

...ниже именуемые «Участниками Договора»

- a) hereinafter referred to as the Parties to the Treaty
- b) hereinafter referred to as the Participants of the Treaty
- c) hereinafter referred to as the Sides of the Treaty

24. Match

- |                      |                      |
|----------------------|----------------------|
| 1) надлежащий        | a) the undersigned   |
| 2) нижеподписавшийся | b) proper            |
| 3) настоящий договор | c) present agreement |

25. Match

- |                               |                             |
|-------------------------------|-----------------------------|
| 1) свидетель Иванова          | a) professor Emelyanova     |
| 2) работник милиции Савельева | b) police officer Savelieva |
| 3) профессор Емельянова       | c) witness Ivanova          |

26. Match

- |                                      |                             |
|--------------------------------------|-----------------------------|
| несоблюдение                         | non-compliance              |
| непризнание                          | default of obligations      |
| исполнения обязательства по договору | performance of the contract |
| неисполнение обязательств            | non-recognition             |

27. Match

- |                      |                          |
|----------------------|--------------------------|
| в целях              | due to the circumstances |
| в отношении, в части | in order to              |
| в силу обстоятельств | with respect \ regarding |

28. Документ может существовать только на бумажном носителе.

- a) Верно
- b) Неверно

29. Документ — это зафиксированная на материальном носителе информация, содержащая некие реквизиты, по которым её можно идентифицировать.

- a) Верно
- b) Неверно

30. Документ служит для передачи зафиксированной в нем информации во времени и в пространстве в целях ее дальнейшего использования и хранения.

- a) Верно
- b) Неверно

31. Реквизитами документа является вся информация, позволяющая идентифицировать документ – название документа, имя подписавшего документ лица, дата документа и пр.

- a) Верно
- b) Неверно

32. Реквизиты документов определенных видов могут располагаться в любом месте на странице бумаги.

- a) Верно
- b) Неверно

33. In a Request Letter, Recipient name goes above Sender name.

- a) Верно
- b) Неверно

34. There must be an exclamation mark after the words "Dear ... " (as in Russian "Уважаемый...!")

- a) Верно
- b) Неверно

35. Match

- |                                       |                        |
|---------------------------------------|------------------------|
| 1) технико-экономические обоснования  | a) feasibility reports |
| 2) соблюдение требований безопасности | b) sales figures       |
| 3) показатели продаж                  | c) safety compliance   |

36. Match

- |                                                                 |                                    |
|-----------------------------------------------------------------|------------------------------------|
| 1) шаблон, образец документа                                    | a) license                         |
| 2) официальное разрешение делать, использовать или владеть чем- | b) template                        |
|                                                                 | c) constitutional documents (also, |

либо

charter documents)

- 3) учредительные документы  
(иногда называемые уставными документами), документы, которые определяют существование юридического лица и регулируют структуру и контроль этого юридического лица и его членов.

37. Match

- |                                |                     |
|--------------------------------|---------------------|
| 1) постановляю                 | a) I order          |
| 2) обращаемся к Вам с просьбой | b) I decree         |
| 3) приказываю                  | c) We appeal to you |

38. Match

Министерство не возражает	shall not deny \refuse\reject
Коллегия не отклоняет	disrupt the supply
срывает поставку сырья	the Ministry's approval

39. Match Russian and English template phrases

зарегистрированный (ая) по адресу	located at
проживающий(ая) по адресу	registered at
Удостоверение личности	Personal ID

40. Match Russian and English template phrases

- |                                     |                                              |
|-------------------------------------|----------------------------------------------|
| 1) право собственности              | a) clean of all liens and hold               |
| подтверждается                      | b) from the moment of signing this agreement |
| 2) с момента подписания             | c) ownership is confirmed by                 |
| настоящего соглашения               |                                              |
| 3) в споре и под залогом не состоит |                                              |

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## APPENDIX 1. DOCUMENT SAMPLES

### Sample Request Letter to Order Books

Sender Name

Company Name

Date

Recipient Name

Designation

Company Name

State, Pincode

Dear Name,

We, at X and Y, are pleased to be associated with you. We apologise to apprise you that we have not received a copy of your agreement with us as was assured by you. We need to observe the original copy to decide about your proposal. It will be of tremendous help if you look into the matter at the earliest.

Any further delay from your side will waste our precious time since our course of action depends on the terms stated in the contract. Hence we ask you to forward us a copy at the earliest.

We look forward to your communication. You can call me at 1600 678 for any further clarifications.

Thanks and Regards,

Lisa Doe,

Director.

## Treaty on The Non-Proliferation of Nuclear Weapons (NPT)

English	Russian
<b>Treaty on the Non-Proliferation of Nuclear Weapons (NPT)</b>	<b>Договор о нераспространении ядерного оружия</b>
The States concluding this Treaty, hereinafter referred to as the Parties to the Treaty,	Государства, заключающие настоящий Договор, ниже именуемые «Участниками Договора»,
Considering the devastation that would be visited upon all mankind by a nuclear war and the consequent need to make every effort to avert the danger of such a war and to take measures to safeguard the security of peoples,	Учитывая опустошительные последствия, которые имела бы для всего человечества ядерная война, и вытекающую из этого необходимость приложить все усилия для предотвращения опасности возникновения такой войны и принять меры для обеспечения безопасности народов,
Believing that the proliferation of nuclear weapons would seriously enhance the danger of nuclear war,	Считая, что распространение ядерного оружия серьезно увеличило бы опасность ядерной войны,
In conformity with resolutions of the United Nations General Assembly calling for the conclusion of an agreement on the prevention of wider dissemination of nuclear weapons,	В соответствии с резолюциями Генеральной Ассамблеи Организации Объединенных Наций, призывающими к заключению соглашения о предотвращении более широкого распространения ядерного оружия,
Undertaking to co-operate in facilitating the application of International Atomic Energy Agency safeguards on peaceful nuclear activities,	Обязуясь сотрудничать в целях содействия применению гарантий Международного агентства по атомной энергии в отношении мирной ядерной деятельности,
Expressing their support for research, development and other efforts to further the application, within the framework of the International Atomic Energy Agency safeguards system, of the principle of safeguarding effectively the flow of source and special fissionable materials by use of instruments and other techniques at certain strategic points,	Выражая свою поддержку усилиям по исследованию, усовершенствованию и другим усилиям, направленным на содействие применению в рамках системы гарантий Международного агентства по атомной энергии принципа эффективных гарантий в отношении движения исходных и специальных расщепляющихся материалов посредством использования приборов и других технических способов в определенных ключевых местах,
Affirming the principle that the	Подтверждая тот принцип, что блага



<p>benefits of peaceful applications of nuclear technology, including any technological by-products which may be derived by nuclear-weapon States from the development of nuclear explosive devices, should be available for peaceful purposes to all Parties to the Treaty, whether nuclear-weapon or non-nuclear-weapon States,</p>	<p>мирного применения ядерной технологии, включая любые технологические побочные продукты, которые могут быть получены государствами, обладающими ядерным оружием, от развития ядерных взрывных устройств, должны быть доступны для мирных целей всем государствам-участникам Договора, как обладающим, так и не обладающим ядерным оружием,</p>
<p>Convinced that, in furtherance of this principle, all Parties to the Treaty are entitled to participate in the fullest possible exchange of scientific information for, and to contribute alone or in co-operation with other States to, the further development of the applications of atomic energy for peaceful purposes,</p>	<p>Будучи убежденными, что в осуществление этого принципа все Участники настоящего Договора имеют право участвовать в возможно самом полном обмене научной информацией для дальнейшего развития применения атомной энергии в мирных целях и вносить в это развитие свой вклад по отдельности или в сотрудничестве с другими государствами,</p>
<p>Declaring their intention to achieve at the earliest possible date the cessation of the nuclear arms race and to undertake effective measures in the direction of nuclear disarmament,</p>	<p>Заявляя о своем намерении по возможности скорее достигнуть прекращения гонки ядерных вооружений и принять эффективные меры в направлении ядерного разоружения,</p>
<p>Urging the co-operation of all States in the attainment of this objective,</p>	<p>Настоятельно призывая к сотрудничеству всех государств в достижении этой цели,</p>
<p>Recalling the determination expressed by the Parties to the 1963 Treaty banning nuclear weapons tests in the atmosphere, in outer space and under water in its Preamble to seek to achieve the discontinuance of all test explosions of nuclear weapons for all time and to continue negotiations to this end,</p>	<p>Напоминая о решимости, выраженной участниками Договора о запрещении испытаний ядерного оружия в атмосфере, в космическом пространстве и под водой 1963 г. в его преамбуле, стремиться достичь навсегда прекращения всех испытательных взрывов ядерного оружия и продолжать переговоры с этой целью,</p>
<p>Desiring to further the easing of international tension and the strengthening of trust between States in order to facilitate the cessation of</p>	<p>Стремясь содействовать смягчению международной напряженности и укреплению доверия между государствами, с тем чтобы</p>

<p>the manufacture of nuclear weapons, the liquidation of all their existing stockpiles, and the elimination from national arsenals of nuclear weapons and the means of their delivery pursuant to a Treaty on general and complete disarmament under strict and effective international control,</p>	<p>способствовать достижению прекращения производства ядерного оружия, уничтожению всех существующих его запасов и исключению ядерного оружия и средств его доставки из национальных arsenalов в соответствии с договором о всеобщем и полном разоружении под строгим и эффективным международным контролем,</p>
<p>Recalling that, in accordance with the Charter of the United Nations, States must refrain in their international relations from the threat or use of force against the territorial integrity or political independence of any State, or in any other manner inconsistent with the Purposes of the United Nations, and that the establishment and maintenance of international peace and security are to be promoted with the least diversion for armaments of the world's human and economic resources,</p> <p>Have agreed as follows:</p>	<p>Напоминая, что в соответствии с Уставом Организации Объединенных Наций государства должны воздерживаться в их международных отношениях от угрозы силой или ее применения как против территориальной неприкосновенности или политической независимости любого государства, так и каким-либо другим образом, несовместимым с Целями Объединенных Наций, и что следует содействовать установлению и поддержанию международного мира и безопасности с наименьшим отвлечением мировых людских сил и экономических ресурсов для дела вооружения,</p> <p>Согласились о нижеследующем:</p>
<p>Article I Each nuclear-weapon State Party to the Treaty undertakes not to transfer to any recipient whatsoever nuclear weapons or other nuclear explosive devices or control over such weapons or explosive devices directly, or indirectly; and not in any way to assist, encourage, or induce any non-nuclear-weapon State to manufacture or otherwise acquire nuclear weapons or other nuclear explosive devices, or control over such weapons or explosive devices.</p>	<p>Статья I Каждое из государств-участников настоящего Договора, обладающих ядерным оружием, обязуется не передавать кому бы то ни было ядерное оружие или другие ядерные взрывные устройства, а также контроль над таким оружием или взрывными устройствами ни прямо, ни косвенно; равно как и никоим образом не помогать, не поощрять и не побуждать какое-либо государство, не обладающее ядерным оружием, к производству или к приобретению каким-либо иным способом ядерного оружия или других ядерных взрывных</p>

	устройств, а также контроля над таким оружием или взрывными устройствами.
<p>Article II Each non-nuclear-weapon State Party to the Treaty undertakes not to receive the transfer from any transferor whatsoever of nuclear weapons or other nuclear explosive devices or of control over such weapons or explosive devices directly, or indirectly; not to manufacture or otherwise acquire nuclear weapons or other nuclear explosive devices; and not to seek or receive any assistance in the manufacture of nuclear weapons or other nuclear explosive devices.</p>	<p>Статья II Каждое из государств-участников настоящего Договора, не обладающих ядерным оружием, обязуется не принимать передачи от кого бы то ни было ядерного оружия или других ядерных взрывных устройств, а также контроля над таким оружием или взрывными устройствами ни прямо, ни косвенно; не производить и не приобретать каким-либо иным способом ядерное оружие или другие ядерные взрывные устройства, равно как и не добиваться и не принимать какой-либо помощи в производстве ядерного оружия или других ядерных взрывных устройств.</p>

## Residential Real Estate Purchase Agreement

**I. The Parties.** This Real Estate Purchase Agreement (“Agreement”) made on \_\_\_\_\_, 20\_\_ (“Effective Date”) between:  
\_\_\_\_\_  
\_\_\_\_\_ (“Buyer”) with a mailing address of  
\_\_\_\_\_, City of \_\_\_\_\_, State of  
\_\_\_\_\_ who agrees to buy

**AND**

\_\_\_\_\_ (“Seller”) with a mailing address of  
\_\_\_\_\_, City of \_\_\_\_\_, State of  
\_\_\_\_\_, who agrees to sell and convey real and personal property as described in Sections II & III. Buyer and Seller shall be collectively known as the “Parties.”

**II. Legal Description.** The real property is a: (check one)

- Single-Family Home
- Condominium
- Planned Unit Development (PUD)
- Duplex
- Triplex
- Fourplex
- Other:

\_\_\_\_\_  
Street Address:

\_\_\_\_\_  
Tax Parcel Information (i.e., “Parcel ID” or “Tax Map & Lot”):

\_\_\_\_\_  
Other Description:

\_\_\_\_\_

**III. Personal Property.** In addition to the real property described in Section II, the Seller shall include the following personal property:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The real property and personal property shall be collectively known as the “Property”.

**IV. Earnest Money.** After acceptance by all Parties, the Buyer agrees to make a payment in the amount of \$\_\_\_\_\_ as consideration by \_\_\_\_\_, 20\_\_ at \_\_\_\_:\_\_\_\_  AM  PM (“Earnest Money”).

The Earnest Money shall be applied to the Purchase Price at Closing and subject to the Buyer’s ability to perform under the terms of this Agreement. Any Earnest Money accepted  **is**  **is not** required to be placed in a separate trust or escrow account in accordance with State law.

**V. Purchase Price and Terms.** The Buyer agrees to purchase the Property by payment of \$\_\_\_\_\_ (\_\_\_\_\_ Dollars) as follows: (check one)

- **All Cash Offer.** No loan or financing of any kind is required in order to purchase the Property. Buyer shall provide Seller written third (3<sup>rd</sup>) party documentation verifying sufficient funds to close no later than \_\_\_\_\_, 20\_\_ at \_\_\_\_:\_\_\_\_  AM  PM. Seller shall have three (3) business days after the receipt of such documentation to notify Buyer, in writing, if the verification of funds is not acceptable. If Buyer fails to provide such documentation, or if Seller finds such verification of funds is not acceptable, Seller may terminate this Agreement. Failure of Seller to provide Buyer written notice of objection to such verification shall be considered acceptance of verification of funds.

- **Bank Financing.** The Buyer’s ability to purchase the Property is contingent upon the Buyer’s ability to obtain financing under the following conditions: (check one)

- Conventional Loan
  - FHA Loan (Attach Required Addendums)
  - VA Loan (Attach Required Addendums)
  - Other:
- 

- a.) In addition, Buyer agrees, within a reasonable time, to make a good faith loan application with a credible financial institution;
- b.) If Buyer does not reveal a fact of contingency to the lender and this purchase does not record because of such nondisclosure after initial application, the Buyer shall be in default;
- c.) On or before \_\_\_\_\_, 20\_\_\_\_, the Buyer will provide the Seller a letter from a credible financial institution verifying a satisfactory credit report, acceptable income, source of down payment, availability of funds to close, and that the loan approval  is  is not contingent on the lease, sale, or recording of another property;
- d.) In the event the Buyer fails to produce the aforementioned letter or other acceptable verification by the date above in Section V(c), this Agreement may be terminated at the election of the Seller with written notice provided to the Buyer within \_\_\_\_ days from the date in Section V(c);
- e.) Buyer must obtain Seller's approval, in writing, to any change to the letter described in Section V(c) regarding the financial institution, type of financing, or allocation of closing costs; and
- f.) Buyer agrees to pay all fees and satisfy all conditions, in a timely manner, required by the financial institution for processing of the loan application. Buyer agrees the interest rate offered by lender or the availability of any financing program is not a contingency of this Agreement, so long as Buyer qualifies for the financing herein agreed. Availability of any financing program may change at any time. [...]

## Договор купли-продажи транспортного средства

«\_\_» \_\_\_\_\_ 20\_\_ года

\_\_\_\_\_  
(дата)  
договора)

(место заключения

Мы,

гр. \_\_\_\_\_,  
\_\_\_\_\_ проживающий(ая) по адресу \_\_\_\_\_,

зарегистрированный (ая) по адресу \_\_\_\_\_,

Удостоверение личности: паспорт серии \_\_\_\_\_ № \_\_\_\_\_, выдан "\_\_\_\_\_" \_\_\_\_\_ г.,

\_\_\_\_\_  
именуемый(ая) в дальнейшем "**Продавец**",

и

гр. \_\_\_\_\_,  
\_\_\_\_\_ проживающий(ая) по адресу \_\_\_\_\_,

зарегистрированный (ая) по адресу \_\_\_\_\_,

Удостоверение личности: паспорт серии \_\_\_\_\_ № \_\_\_\_\_, выдан "\_\_\_\_\_" \_\_\_\_\_ г.,

\_\_\_\_\_  
именуемый(ая) в дальнейшем "**Покупатель**", заключили настоящий договор о нижеследующем:

1. Продавец передает в собственность покупателя (продает), а Покупатель принимает (покупает) и оплачивает транспортное средство:

**Марка, модель ТС:** \_\_\_\_\_

**Идентификационный номер (VIN):** \_\_\_\_\_

**Год выпуска:** \_\_\_\_\_

**№ двигателя:** \_\_\_\_\_

**№ шасси (рамы):** \_\_\_\_\_

**№ кузова:** \_\_\_\_\_

**Цвет:** \_\_\_\_\_

**Пробег:** \_\_\_\_\_

**Государственный регистрационный знак:** \_\_\_\_\_

**Свидетельство о регистрации ТС:** \_\_\_\_\_

**Выдано:** \_\_\_\_\_

2. Указанное в п. 1 транспортное средство, принадлежит Продавцу на праве собственности, что подтверждает паспорт транспортного средства, серии \_\_\_\_\_  
№ \_\_\_\_\_, выданный \_\_\_\_\_  
\_\_\_\_\_ г.

3. Со слов Продавца отчуждаемое транспортное средство никому не продано, не заложено, в споре и под запрещением (арестом) не состоит.

4. Стоимость указанного в п. 1 транспортного средства согласована Покупателем и Продавцом и составляет:

(\_\_\_\_\_ руб. \_\_\_\_ коп.)

5. Покупатель в оплату за приобретенное транспортное средство передал Продавцу, а Продавец получил денежные средства

(\_\_\_\_\_ руб. \_\_\_\_ коп.)

6. Право собственности на транспортное средство, указанное в п. 1 договора переходит к Покупателю с момента подписания настоящего договора.

7. Настоящий договор составлен в трех экземплярах (по одному каждой из сторон и один для оформления в ГИБДД).

**Продавец**

Деньги получил, транспортное средство передал.  
получил.

\_\_\_\_\_

(подпись и ФИО)

Тел. \_\_\_\_\_

\_\_\_\_\_

**Покупатель**

Деньги передал, транспортное средство

\_\_\_\_\_

(подпись и ФИО)

Тел. \_\_\_\_\_



This VEHICLE SALES AGREEMENT is made on \_\_\_\_\_ (Date), between The Buyer and The Seller, under the terms and conditions as set forth.

BUYER DETAILS					
Name		NRIC No./ID		Contact No.	
Address					
SELLER DETAILS					
Name		NRIC No./ID		Contact No.	
Address					
VEHICLE DETAILS					
Make/Model			Vehicle Reg. No.		
Engine No.			Original Reg. Date		
Chassis No.			Road Tax Expiry		
No. of keys		No. of remote control		Owner's Manual	Yes / No
Current Mileage	KM		No. of Transfers		
Max Mileage	KM (Vehicle mileage is to be no greater than this value at point of hand-over to the Buyer)				

Buyer's Signature

Seller's Signature

Page 1 of 2

SALES DETAILS					
Car Price	\$		Balance Due	\$	(Car Price minus Deposit)
Deposit	\$		Loan Amount	\$	(The loan amount the Buyer intends to apply for)
Vehicle hand-over date	(Vehicle is to be handed over to the Buyer no later than this date)				

### Terms & Conditions

1. All fees & levies imposed by the Land Transport Authority (LTA) directly associated with this Vehicle's ownership transfer are to be borne by the Buyer.
2. The Buyer is to purchase at his own expense, a motor insurance policy for this Vehicle which is valid as of the date of ownership transfer and for not less than the full period of valid road tax.
3. In the event of a breach of this Agreement by the Seller, the Seller is to compensate the Buyer an amount equal to twice the value of the Deposit.

4. In the event of a breach of this Agreement by the Buyer, the Seller will keep the Deposit.
5. In the event that the Buyer is unable to secure a loan for the intended Loan Amount, this Agreement will be voided and the Seller is to refund the Deposit to the Buyer.
6. The Seller is to hand over the keys, remote controls, owner's manual and other documents which are related to this Vehicle, where available, to the Buyer.
7. The Seller is to preserve the condition of this Vehicle as of the Date of this Agreement and with all accessories intact.
8. The Seller is to effect ownership transfer of the Vehicle to the Buyer within 7 days of the Vehicle hand-over date.
9. The Buyer and the Seller acknowledge that each of them has read and understood the terms of this Agreement, and has sought his / her / its own independent legal advice on the terms herein, and executes this Agreement based upon such party's own judgment and independent legal advice (if sought).
10. This Agreement constitutes the entire agreement of the parties relating to the subject matter addressed in this Agreement. This Agreement supersedes all prior communications, contracts, or agreements between the parties with respect to the subject matter addressed in this Agreement, whether oral or written.
11. This Agreement shall be governed by the laws of the Republic of Singapore.

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Buyer's Signature

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Seller's Signature

## APPENDIX 2. TRANSLITERATION SYSTEM COMPARISON TABLE

Сравнительная таблица систем транслитерации

	Научная	ISO 9:1995, ГОСТ 7.79-2000		ISO/R 9 (1968), ГОСТ 16876-71, СТ СЭВ 1362-78, ООН (1987)		BGN/PCGN (1944)	Британский стандарт (1958)	A L A-L C	Водительское удостоверение		Загранпаспорт				Международные телеграммы	
		Система А	Система Б	Таблица 1	Таблица 2				Приказ МВ Д № 782 (2000—2015)	Приказ МВ Д № 995 (с 2015)	Приказ МВ Д № 310 (1997—2010)	ГОСТ Р 525 35.1 - 2006 (2010—2012)	Стандарт ИК АО (2012—2016)	Приказ МИ Д № 2 113-12.0 2.20 20		
А, а																а

<b>Б, б</b>	b														
<b>В, в</b>	v														
<b>Г, г</b>	g														
<b>Д, д</b>	d														
<b>Е, е</b>	e	e	e	e, je	e	e, ye	e	e	e, ye	e	e, ye	e	e	e	e
<b>Ё, ё</b>	ë	ë	yo	ë	jo	ë, y	ë	ë	e, yo· ye	e	e, ye	e	e	e	e
<b>Ж, ж</b>	ž	ž	zh	ž	zh	zh	zh	zh	zh	zh	zh	zh	zh	zh	zh
<b>З, з</b>	z														
<b>И, и</b>	i	i	i	i	i	i	i	i	i, yi	i	i	i	i	i	i
<b>Й, й</b>	j	j	j	j	jj	y	ï	ï	y	i	y	i	i	i	i
<b>К, к</b>	k														
<b>Л, л</b>	l														
<b>М, м</b>	m														
<b>Н, н</b>	n														
<b>О, о</b>	o														

<b>о</b>																
<b>П, п</b>	p															
<b>Р, р</b>	r															
<b>С, с</b>	s															
<b>Т, т</b>	t															
<b>У, у</b>	u															
<b>Ф, ф</b>	f															
<b>Х, х</b>	ch, x	h	x	h, ch	kh	kh	kh	kh	kh	kh	kh	kh	kh	kh	kh	h
<b>Ц, ц</b>	c	c	cz, c	c	c	ts	ts	ts̄	ts	ts	ts	ts	tc	ts	ts	c
<b>Ч, ч</b>	č	č	ch	č	ch	ch	ch	ch	ch	ch	ch	ch	ch	ch	ch	ch
<b>Ш, ш</b>	š	š	sh	š	sh	sh	sh	sh	sh	sh	sh	sh	sh	sh	sh	sh
<b>Щ, щ</b>	šč	ŝ	shh	ŝ, ŝč	shh	shch	shch	sh ch	shc h	shc h	shc h	shch	shch	shch	shch	sc
<b>Ъ, ъ</b>	"	"	``	"	"	"	"	"	'	ie	"	—	ie	ie	—	
<b>Ы, ы</b>	y	y	y`	y	y	y	ȳ (ui)	y	y	y	y	y	y	y	y	y
<b>Ь, ь</b>	'	'	`	'	'	'	'	'	'	—	'	—	—	—	—	

<b>Ь</b>															
<b>Э, э</b>	è	è	e`	è	eh	e	é	è	e	e	e	e	e	e	e
<b>Ю, ю</b>	ju	û	yu	û, ju	ju	yu	yu	îû	yu	iu	yu	iu	iu	iu	iu
<b>Я, я</b>	ja	â	ya	â, ja	ja	ya	ya	îâ	ya	ia	ya	ia	ia	ia	ia

