

## THE USE OF OFFICE-RELATED WORDS IN HISTORICAL SOURCES

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### ABSTRACT

*The article provides valid scientific evidence to show that the lexical structure and the literary language of Uzbek serve as the main source for the formation of terms in this language as well as the enrichment and regulation of the terminological systems. The author provides loads of examples related to the business sphere to justify her proposition. Furthermore, the article discusses the formation of models of business terms, and the author supports the proposed data by various samples.*

**KEYWORDS:** *Dictionary, Internal Source, Common Turkic Words, Business, Term, Term Word, Hybrid Term.*

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### INTRODUCTION

It should be noted that from the time of creation of “Qutadg’ubilig” to the period of creation of “Boburnama” the terms pertaining to business sphere increased and enriched at the expense of the lexical units borrowed from other languages. On the basis of comparative analysis we have identified the following facts: there are 35 Arabic and 3 Persian business terms in “Qutadg’ubilig” whereas “Boburnama” contained 80 Arabic, 24 Persian, 6 Mongolian and 2 Hindi words which were actively applied in business sphere. There were also several hybrid terms formed from the combination of elements of Arabic, Persian and Turkish languages, such as *арзадошт, журмони, иноятнома, мулкгирлик, нақдина, номаируъ, офтобачи, парвоначи, таҳсилдор, фатҳнома, хизоначи*. This phenomenon shows an increase in the impact of Arabic and Persian in the literal Uzbek language and in certain terminological systems.

We can notice that in the works of Ali-ShirNavai there are even more Arabic and Persian words among the terms related to business field.

Due to the wide and active use of business words of that period, some of them were adopted into other languages. For instance, the words *карандаш*(pencil) ва *ярлык* (label) which are currently widely applied in Russian, were also derived from the Turkic language. The word *карандаш* was derived from 2 words - *кара* (black) and *даш*(stone) and assimilated into the Russian language in the form of *карандаш*. The word *ярлык* was borrowed from the Turkic word *ёрлик*. *Ёрлик* was a privilege granted by the khan, and it had the meaning of *document*. At present, this word has been adopted and used in the Russian language as the word *ярлык* with the meaning of *label*. The strong influence of the Arabic and Persian-Tajik languages also did not exclude the use of business words in the Turkic language. For instance, the names of various other

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documents and the documents such as *ёрлиқ, буйруқ, тархонлик (дархонлик)* are in the pure Turkic language, some of which are still in active usage.

The great Turkic poet Ali-ShirNavai writes the following in his masterpiece “Muhakamat al-Lughatayn” about the affix *-чи*: “The letter combination *ч* and *и* (*чи*) is added at the end of some words and denotes any person doing any work or craft. It is not used in the Persian language; therefore, they also use it in the Turkic language. There are a number of such words with the suffix *-чи* denoting different titles: *қўрчи, сувчи, хизоначи, керак-яроғчи, чавгончи, найзачи, шукурчи, юртчи, шилончи, ахтачи* etc. The names of various craftsmen are also expressed with the help of this suffix, for example, *қушчи, борсчи, қўруқчи, тамғачи, жибачи, йўрғачи, ҳалвочи, кемачи, қўйчи*. Moreover, there are some more words related to the people who deal with birds e.g., *қозчи, қувчи, турначи, кийикчи, товушқончики*. People used them mostly in the Turkic language”.

This phenomenon provides evidence that at that time these were made on the basis of internal possibilities or features of the Uzbek language. The derivational words formed on the basis of an internal source, that is, on the basis of the language's own internal possibilities, also constitute a certain amount of business terminology.

Three ways of word formation are indicated in the Uzbek language. Based on this idea, we have divided the derivational terms into three categories:

1) The words made from original Uzbek words with the help of Uzbek suffixes: *бирлашма, битирувчи, бошлиқ, бошқарма, бузғунчилик, буйруқ, буюртмачи, бўлим, бўшамоқ, қатнашчи, қўлланма*;

2) The words borrowed from other languages and made from Uzbek means of word formation. This category, in turn, is divided into several types:

- Tajik word + Uzbek suffix: *гувоҳлик, ногиронлик, огоҳлантириши*.

- Arabic word + Uzbek suffix: *вазирлик, ворислик, давлатчилик, жабрланувчи, ижрочи, изоҳламоқ, имзосиз, инобатсиз, иқтисодчи, кафилик, лавозимсиз, лаёқатли, маслаҳатчи, маълумотсиз, мустақиллик, назоратчи*.

- Terms derived from international words and made up with the help of Uzbek suffixes: *архивчи, биржачи, лаборантлик, агентлик, паспортли, дипломли, почтачи, кассасиз*.

3) The original Uzbek and borrowed words made up by the means of other languages: *архивиунос, акциядор, меҳнаткаш, расмий, илмий, маълумотнома, билдиришнома, далолатнома, босмахона, буйруқнома, буюртманнома, бўнақдор, шиончнома, йўриқнома*.

In the period of our study we have noticed the intensity of the affixoid-*нома* in the formation of derivational terms related to business field. Originally it was accepted as a word in the Uzbek language; that Persian-Tajik word actively participated in the creation of document names and helped to denote the complementarity concepts that is, it acquired new significance and served for the creation of a document name. In the “Short Russian-Uzbek-English Business Dictionary” (*Қисқача русча-ўзбекча-инглизча иш юритиш луғати*) there are more than 30 terms related to this field, formed with the help of suffix *-нома*. On the strength of this case it is obvious that by specification of certain affixes or affixoids, it is possible to form short, definite, and mono-semantic terms, and escape from compound and descriptive terms. The creation of clear

templates for the terms that represent certain processes in each field of science makes it easier to regulate the terms in these areas.

So if a component of a derivational or one of the components originally belongs to another (foreign) language, and if the newly-made word (derivational word) has been created in that language, that word is considered a word specific to its own layer.

Although the lexical layer of our language is sufficiently enriched by precisely borrowing the words, it is not enough for the fulfillment of the need for the new words. “Besides, the intrinsic desire to preserve the purity of the language has led to the development of relatively alternative ways of borrowing the standardized scientific terms”. [2, 108.] It also allows expressing the concepts that do not exist in loan translation through the units that already exist in the language [1, 108.]. This, in turn, prevents the risk of overuse of foreign words in our language. In the field of business, the terms derived from the Russian language take a significant place. The following types of loan translation are presented in the works dedicated to the phenomenon of loaning the words in the Uzbek language:

1. Full loan - the meaning of a word in another language is presented by forming it on the basis of word's own language material: *қатнашчи* (participant), *устқурма* (superstructure)
2. Semi-loan – a word is composed by a foreign language and own language components: *областлараро* (interregional), *спортчи* (sportsmen).
3. Semantic loan - the meaning of a word borrowed from another language is expressed with its own language components: *бўғин* (generation), *оқим* (used in political context in the meaning of stream) [3].
4. Phraseological loan [2, 107.].

E. Shoakhmedov, who studied the problem of loaning words from Russian to Uzbek in a monographic scale, claims that loaning words is a special type of borrowing words: “A number of scientists have also conducted research on word loan. All of them have agreed that in the process of loaning new words are copied from the origin language and many of them indicate that this way of making up new words has been a special kind of borrow”.

The same views were expressed in the research works of H. Yodgorov, N. Usmanov, E. Shirinova, who studied the phenomenon of loaning. However, in the observations of E. Shoakhmedov we came across the following controversial points: “Initially, it should be noted that we have to study carefully the loaned words and the derivational words which were made up by the internal features of a language and be able to distinguish them from each other. This is because loaning words from other languages is a phenomenon that occurs only under the influence of an external source”. [4] or “... when we discuss about the process of word-formation in the modern Uzbek language at the expense of internal possibilities, there is no doubt that we encounter the phenomenon of loaning. Or, conversely, if we are dealing with loaning process, we use the internal features of word-formation and evidences of the Uzbek language”. [5]

When we generalized all the points presented above, we have identified that there is a need to clarify some points which are of dispute. If loaning is considered to be the process of borrowing words (i.e., an external source), so why does this phenomenon occur at the expense of the internal resources of the language and serve to preserve the national identity of the language?

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In turn, linguist A. Khodzhiev distinguishes the phenomenon of loan translation from the phenomenon of word acquisition: “Loaning words without the use of the internal sources of the language is impossible. There is no question of making up new words in this way. When a word is borrowed from another language without the use of the language's own or internal resources, this phenomenon is called word acquisition”. [5]

On the basis of A. Khodzhiev's suggestions, the following words widely used in the field of business which are formed with the help of full-loaning process: *боиқарма тузлиши* (management structure), *вақтинчалик иш* (temporary work, job), *давлат ҳуқуқи* (state law), *жисмоний шахс* (individual, natural person), *иш юртиши* (clerical work, office work), *иш юритувчи* (clerk, office manager), *йиллик режа* (annual plan), *меҳнат дафтарчаси* (employment record book), *меҳнат шартномаси* (employment contract), *овоз бериши* (voting), *ойлик режа* (a monthly plan), *уй-жой боиқармаси* (housing management), *бир овоздан* (unanimously), *ярим йиллик режа* (a half-year plan), *ҳуқуқий шахс* (legal entity) etc. The words given below are formed with semi-loan process: *академик таътил* (academic leave), *банк қарзи* (bank loan), *бухгалтерлик ҳисоби* (accounting), *бюджет ташиқлоти* (budget organization), *валюта муомаласи* (currency operation), *кадрлар боиқармаси* (personnel department), *коллегиаллик* (collegiality), *кредитор қарздорлик* (accounts payable), *махаллий бюджет* (local budget) etc.

It can be said that full-loan of words is made entirely on the basis of the own internal possibilities of the language, because these word combinations are formed completely by the features of the Uzbek language. In this case, the Russian language stimulates this process only by the meaning. In the process of semi-loan there is a great influence of original Uzbek words or suffixes.

So this means that loaning does not only occur under the influence of an external source, but also uses internal ones. The influence of an external source on the process of loan translation distinguishes it from word-formation based on the internal capabilities of the language. A. According to Khodzhiev, “... the formation of a new word by a certain method of word-formation e.g., using the internal means available in the language and the formation of words with the help of loan translation are different phenomena”. [6]

Research shows that every terminological system, including business terminology, is formed and developed on the basis of various internal and external sources.

The internal source has a special place in the field of business, and plays an important role in the history of the formation and development of business terminology in the Uzbek language.

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