

Rules for The Preparation of Diplomatic Documents

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Abstract: Diplomatic documents are documents used in official relations between states, drawn up in accordance with the norms of international law. They are used to establish cooperation in political, economic, cultural, military, or other spheres between states, international organizations, or their representatives, to conduct negotiations, conclude agreements, or regulate relations. Known types of diplomatic documents include notes, statements, memorandums, official letters, and communiqués.

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Introduction: Diplomatic correspondence first began to take shape in the 10th-12th centuries, when it was called "label" and had its own linguistic patterns and semantic structural structures. Even today, diplomatic documents are distinguished by their substantive and formal-linguistic features. In the process of preparing such documents, not only the expression of the content, but also the order in which it is presented is of great importance. Therefore, the preparation of such texts requires a high level of knowledge, linguistic competence and professional skills.

In diplomatic correspondence, it is important to correctly select the type of document based on its content, to fully and accurately follow the rules of writing, and to take into account the traditions of the country to which the document is being sent. A diplomatic document, of course, requires a response. No matter what type of document is sent, the response must be of the same type. Even a personal letter with a signed name and patronymic is considered disrespectful to respond with a signed personal letter. Diplomatic documents are rarely left unanswered and are considered a negative situation.

In diplomatic documents, it is absolutely impossible to make any mistakes in the name of the country to which the document is being sent, in writing the position, name, surname and patronymic of the person, and in the forms of addressing him.

It should be noted that German diplomats are among the most experienced, advanced and leading in the world, as they are distinguished by their behavior, knowledge, eloquence and literacy. These aspects are reflected in the legal completion of diplomatic documents and compliance with language rules. In addition, German diplomatic documents differ in content and form from those of many of its neighboring countries, and one of the main factors for this is the specific features of the German language, since the riches of this language are effectively used to express a thought clearly, fluently, logically and at the same time generalized, without metaphorical meanings. In this language, which further increases the importance of diplomacy, in many cases, undoubtedly, international terms from Latin, Greek, French, and English are used. The convenience of this language as a language of diplomacy should be confirmed by another example, as is known, in diplomatic documents, special attention is paid to countries, geographical names, and high-ranking persons and positions, and they are given with a capital letter, in accordance with the laws of the German language.

In diplomatic formal style, this is taken seriously, so special calligraphers are hired for diplomatic service, and they must have excellent literacy and writing skills, especially when writing the names of countries and the names of high-ranking officials.

Official invitations sent by the Federal President are

decorated with a golden eagle, the symbol of the office of the President.

The Federal Chancellor and federal ministers use invitations with a colorless Federal Eagle in their official letters.

Similarly, heads of German diplomatic missions and consuls abroad are entitled to use invitations in the same form for official events.

If such invitations are sent in foreign countries, they are sent in the language of the host country, or in German if they are intended for German citizens.

If a written invitation is sent to remind of an invitation that was previously made orally and accepted, then in this case the invitation does not use expressions such as “u.A.w.g.” (“um Antwort wird gebeten” – a response is expected) or “R.s.v.p.” (“Répondez, s’il vous plaît” – please respond), but instead uses the symbol “p.m.” (“pour mémoire” – for reminder).

Diplomatic documents must also be impeccable in appearance. They must be written evenly on high-quality paper, without errors, no letters must be erased or corrected, and the seal must be in its place. In the past, the letter was necessarily certified by the ruler’s seal. The royal seal was considered a sign of sovereignty, and documents sealed with such a seal could only be responded to with a second royal seal. This, of course, was an expression of the equality of countries. Even now, diplomatic documents are sealed with the state emblem. They are mainly written on paper with the image of the state emblem. Special attention is paid to the correct and proper placement of the seal. It is required that the seal is not crooked, and the image of the emblem on it, as well as the image of the signature, is clearly visible. The envelope in which diplomatic documents are sent must be the same size as the letter (paper). It is not recommended to send diplomatic documents by mail; they can be delivered in person or sent by courier. The courier must hand over the envelope to an authorized person and receive a receipt from him.

No matter how important the form and appearance of diplomatic documents are, attention should be paid to the main part, its content. It is necessary to express the idea clearly, correctly, logically, reasonably, taking into account the characteristics of the other party. There should be no ambiguity or vague presentation of evidence in these documents, since it is impossible to correct it later or provide separate corrected information.

Diplomatic correspondence is conducted by the Ministries of Foreign Affairs in the state language of the country in question and a translation into an

international language is attached. Embassies can also conduct correspondence in their state languages or the language of the country in which they are located. can conduct in the language. In diplomatic documents, the emphasis should be very strong on words. Their language should be simple, fluent, free from figurative meanings, the word should be absolutely consistent with the content, and no other meaning should be understood from it. Expressions like “there seems to be more to this than meets the eye” have no place in diplomatic documents. If there is any subtlety or ambiguity in the meaning of a word, it is best to replace it with another word.

Thus, diplomatic documents have their own lexical-stylistic, grammatical, morphological and syntactic features.

In terms of lexical-stylistics, diplomatic correspondence has its own system of terms, fixed stable combinations, various means of expression such as synonyms, antonyms. It should be noted that while official letters are required to be free from emotionally colored words, diplomatic correspondence, on the contrary, is characterized by its richness in emotionally colored words, the presence of words of praise and compliments. Words of praise are one of the necessary parts of notes-statements, which are the most basic type of diplomatic correspondence. According to their more or less frequent use, these documents are also divided into certain types. For example, in diplomatic notes, the frequent use of honorific expressions such as “His Excellency”, “Dear Sir”, and “You may rest assured of my highest consideration” adds a tone of cordiality and friendliness. Conversely, limited use of such expressions gives the correspondence a more formal and restrained character.

In diplomatic correspondence, it is customary to prefer positively connoted and literary-style words rather than stylistically neutral synonyms. For example, instead of “I inform”, one would use “I wish to express”, instead of “time” “occasion” or “opportunity”, instead of “once” — “on one occasion” or “once only”, instead of “position” — “post” or “office”, and instead of “thanks”— “gratitude” or “appreciation”. Similarly, “happy” might be replaced with “pleased” or “honored”.

In diplomatic notes, idiomatic expressions used figuratively — such as “with utmost willingness,” “we were overjoyed,” “do not be disheartened,” “acting in unison,” and “united as one body and soul” — as well as proverbs and wise sayings, are widely employed. Such fixed expressions serve to elevate the tone of the correspondence and enhance its emotional impact.

Historically, folk idioms were frequently used in

diplomatic documents, and even today, they can often be found in certain types of official or personal correspondence between high-ranking individuals.

Generally speaking, in diplomatic documents, it is words that can either make friends or create enemies. As our people wisely say: "A spoken word is like an arrow released." A well-chosen and timely word can bring nations closer and help resolve misunderstandings. Conversely, an inappropriate or poorly chosen word may lead to negative consequences.

Therefore, when engaging in diplomatic correspondence, one must always bear in mind our people's wise sayings, such as "He who does not respect language, does not respect the people," and "Every word has its weight, and every phrase has its place."

As mentioned above, diplomatic writing is characterized by its specific terminology. Since much of this vocabulary is of international origin, many terms are used without translation.

This particular form of formal style also possesses distinctive grammatical features. In diplomatic correspondence, statements are often expressed from the first or third person perspective; consequently, predicates tend to appear in either the first or third person form.

It is worth emphasizing that passive constructions are frequently employed in diplomatic letters. Even when an action is taken by the first person, it is often expressed in a passive or impersonal manner — for instance: "a decision was made by us" rather than "we decided."

Moreover, sentence structure in diplomatic writing tends to rely heavily on coordinating conjunctions such as "and," "as well as," and "also," while complex sentences are often connected through subordinating conjunctions like "because," "therefore," "as a result," and "thus." In addition, participial constructions — using endings like -ing or -ed — are commonly used to create smooth and formal transitions between clauses.

Introductory words and phrases are also widely used in diplomatic writing, serving to soften the tone, express politeness, or signal the intent and scope of the message.

At first glance, the difference between starting a note with "It is hereby stated that..." and "I have the honor to inform you that..." may appear insignificant. However, such nuances can, in fact, have a considerable impact on intergovernmental relations. A blunt or overly direct formulation, or the absence of honorific expressions, may suggest existing tensions or

a lack of goodwill between the states.

If one country adopts such a tone in its diplomatic communication, the other party is likely to reciprocate in a similar manner, potentially leading to a cooling of bilateral relations.

Currently, the following types of diplomatic correspondence are widely used in intergovernmental communications:

1. Notes and statements
2. Official letters
3. Cover letters
4. Semi-official personal letters
5. Aide-mémoires
6. Diplomatic (protocol) records
7. Memoranda

In addition to these traditional and universally recognized documents, there are other forms of communication commonly used by many states, though they may not adhere to a strict format. These include declarations, addresses by heads of state, and telegrams.

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