

Syntactic Formation of the Office-Work Terms in Uzbek and English Languages

ESKALIEVA SHIYRIN

Nukus State Pedagogical Institute, Uzbekistan

ABSTRACT

This article is devoted to a comparative analysis of the syntactic formation of office-work terms in the Uzbek and English languages. It examines how widely used terms in official and administrative discourse are formed through word combinations, sentence structures, and various syntactic constructions. In particular, the study analyzes productive models of term formation in Uzbek, such as attributive, appositive, and government-based constructions. In English, the formation of terms is illustrated through examples of attributive combinations, noun + noun constructions, and verb-based structures.

During the research, both common and distinctive features of the two languages are identified. Specifically, English tends to favor concise and compact syntactic units, whereas Uzbek more often employs extended constructions to express precision. Furthermore, the formation of terms in accordance with the requirements of clarity, brevity, and unambiguity in official style is considered an important factor. The findings of the article have practical significance for drafting administrative documents, translation processes, and improving terminological systems. The study serves as an important scholarly resource for both comparative and applied linguistics.

Keywords: Office-work terms, syntactic formation of terms, syntactic model, compound terms, *izafa* (genitive), noun, adjective, verb.

1. INTRODUCTION

In terminology studies, the formation of compound (multi-word) terms is frequently observed as a result of the syntactic method. This method is considered highly productive in the formation of office-work terms. In Uzbek, such terms typically correspond to word combinations, whereas in English, their terminological elements often function as single lexical units. In this regard, V. P. Danilenko also emphasizes that compound terms constitute a significant proportion in the terminological systems of all fields [4: 170].

Our observations show that, in both Uzbek and English, many compound terms related to office-work discourse have emerged due to the loss of syntactic relations between the components of a word combination, resulting in a new term expressing a specific concept. Therefore, such terms can be divided into two groups: 1) compound terms formed as a result of the loss of syntactic relations within a word combination; 2) compound terms in which syntactic relations between components are preserved.

2 MATERIALS AND METHODS

This phenomenon is mainly observed in two-component terms.

2.1. *Compound terms formed as a result of the loss of syntactic relations*

Table 1. *Compound terms formed as a result of the loss of syntactic relations within word combinations in Uzbek and English*

Formation models	In Uzbek	In English
noun + noun	xatjild, ishboshqaruvchi, diqqattalab, qo' lyozma, yukxat, qog' ozjild, raqobatbardosh (-lik), so' zboshi, qog' ozqisqich, narxbildirgich, turarjoy, videokonferensaloqa, videoselektor, videokonferensiya,	letterhead, letterpress, notebook, paperwork, typewriter, database, tiesheet, letterform, footnote, workflow, timestamp, postmark, bulletin board, letter

	<i>videotelefon, xatboshi, xatcho' p, yuriskonsult, yurtboshi, yo' lboshchi, ko' zbo' yamachilik, yilchorak</i>	tray, mailroom, bookkeeper
adjective + noun	<i>qimmatbaho, xomashyo, yig'majild, tikmajild, tenghuquqlilik, umumdavlat, umumxalq</i>	blueprint, hardcover, longhand,
noun + adjective		duty bound
son + ot	<i>ikkiyuzlama</i>	twelvemonth, two foldness, two part
noun + adjective + -ar suffix participle form	<i>qoidabuzarlik, tartibbuzar, ishbilarmon</i>	
verb + verb	<i>ishlabchiqarish</i>	
verb + noun		spreadsheet
noun + postposition	<i>bayramoldi, saylovoldi</i>	
noun + verb + -ing		bookkeeping, keyboarding, handwriting, timekeeping, troublemaking
preposition + noun		overtime, inbox, outbox

2.2. Compound terms with preserved syntactic relations

It should be noted that, in terminology, eliminating syntactic relations between words and merging them into a single unit does not always yield successful results. Therefore, it cannot be denied that new concepts are often named by forming compound terms while preserving syntactic relations between their components. In this regard, D. Khudayberganova emphasizes that a number of office-work terms have been formed on the basis of the internal resources of the Uzbek language. For example: *hujjatlar yig'majildi, ish qog'ozi, mehnat bitimi, qayta tiklangan nusxa, qistirma ilova, rozilik belgisi, tasdiqlash ustxati, tashrif varaqchasi, xizmat ma'lumotnomasi, shaxsiy ma'lumotnoma va h* [6: 16]. In English, in these compound terms, words are also connected to each other through syntactic means; that is, they are grammatically ordered and form a single semantic unit, expressed in the "modifier-head" structure. For example: "file cabinet," "office manager," "job description," "meeting agenda,"

“letterhead paper,” “letterhead paper,” “work schedule,” “document folder,” “task list,” “record book,” “record-keeping,” “letter-writing,” “internal memo,” “confidential file,” “five-year plan,” “taking minutes” and etc.

From our observations, it can be concluded that, when discussing the syntactic-structural aspects of office-work terms in Uzbek and English, such terms are mainly composed of nouns, adjectives, numerals, verbs, adverbs, and derived forms, arranged in two-, three-, four-, and even multi-component structures. Therefore, in office-work terminology, compound terms occupy a dominant position compared to simple (root) terms in terms of quantity. Research in terminology studies also shows that compound terms may consist of two, three, four, five, or even six components. In Uzbek office-work terminology, the most widely used models of compound terms include “noun + noun”, “adjective + noun,” and “adverb + noun.” In contrast, English office-work terminology demonstrates models such as “noun + noun,” “noun + verb + *-ing*,” “adjective + noun,” “numeral + noun,” and “verb + noun.”

2.3. *Two-component compound terms*

“Nominal + nominal” (noun + noun) model of compound terms in Uzbek terminology is also referred to as *izafa* (genitive) construction based terms [4: 99]. This linguistic phenomenon is more commonly associated with certain constructions borrowed into Uzbek from Arabic and Persian. However, the use of *izāfa*-based linking of words does not fully correspond to the grammatical rules of the Uzbek language. Therefore, in terminological research [5: 4], the term *izafa* compound (genitive) is considered scientifically unfounded, and it is more appropriate to refer to this phenomenon simply as compound (word-combination) structures in Uzbek terminology.

In Uzbek office-work terminology, in noun + noun model compound terms, the dependent component usually adapts its form to the head component and connects to it, forming a two-component terminological unit. In most cases, the genitive case marker is used in an unmarked (zero) form. For example: *arxiv mudiri*, *axborot xati*, *ayollar daftari*, *axloq qoidalari*, *bank*

kafolati, barter bitimi, birja bitimi, farmoyish hujjatlari, garov xati, hujjat muallifi, hujjat aylanishi, kelishuv bitimi and etc.

In English, noun + noun (N+N) model terms related to administrative work also occupy an important place, as such combinations are widely used in official documents, office practice, management, and organizational activities. The noun + noun model refers to cases where two lexical items belonging to the noun category combine to form a new term that typically expresses a complex meaning. In such combinations, the first noun usually functions as a modifier (attributive function), while the second component serves as the head noun, carrying the core meaning. For example: “file cabinet,” “office manager,” “time sheet,” “job description,” “meeting agenda,” “letterhead paper,” “work schedule,” “document folder,” “task list,” “data entry,” “mail room,” “record book” and etc. The formation of this model involves following several features:

1. The first lexical item belonging to the noun category indicates the type, source, place, or function of the second one: “meeting room – *uchrashuv xonasi*”; “mail box – *pochta qutisi*”; “data entry – *ma'lumot kiritish*”;
2. The terms denote a specific function, process, or role: “project report – *loyiha hisoboti*”; “time sheet – *ish vaqti jadvali*”; “task list – *vazifalar ro'yxati*”;
3. Often, the first lexical item belonging to the noun category determines the category of the second one: “policy document – *siyosat hujjati*”; company policy – *kompaniya siyosati*”; “department head – *bo'lim boshlig'i*”;
4. In English noun + noun constructions, no grammatical markers are used: ❌ document of control; ✅ control document.

3. RESULTS AND DISCUSSIONS

As can be seen from the examples above, compound terms formed on the noun + noun pattern consist of two lexical items belonging to the noun category and together form a single noun category. Office-work terms predominantly belong to the

category of compound nouns. It should be noted that, regarding compound words in English, researchers have identified three lexical categories resulting from the process of compounding. These are: the category of compound nouns, the category of compound verbs, and the category of compound adjectives [1: 32-34]. These categories have emerged as a result of the combination of different lexical categories forming a single unified category. In office-work compound terminology, compared to other types, noun + noun constructions that form a "single noun category" are observed more frequently. For example:



In addition, there are adjective + noun constructions in Uzbek, which are formed using both qualitative and relative adjectives: *kichik biznes*, *jiddiy hayfsan*, *jiddiy ogohlantirish*, *jidiy tanbeh*, *oddiy aksiya* and etc. are qualitative adjectives, but *huquqiy davlat*, *hududiy birlik*, *huquqiy targ' ibot*, *ilmiy unvon*, *majburiy sug' urta*, *mualliflik shartnomasi*, *ommaviy tadbir*, *rasmiy xat*, *qo' shma majlis*, *raqamli imzo*, *sayyor majlis*, *tushuntirish xati*, *verbal nota*, *virtual qabulxona*, *xususiy hujjat*, *xususiy xat* and others belong to the category of relative adjectives. Adverb + noun model compound terms: *tashqi kelishuv*, *ichki kelishuv*, *kam ta'minlanganlik*, *rasmiy tashrif*, *rasmiy qabul* and etc. Verb + noun compound terms: *ayblov xulosasi*, *eslatma xat*, *kelishish varag' i*, *kelishish grafigi*, *kelishuv ustxati*, *kelishuv komissiyasi*, *kimoshdi savdosi*, *oldi-sotdi shartnomasi*, *saylov byulleteni* and others.

In English, two-component compound terms are also formed in the noun + verb + *-ing* form: "decision-making," "note-taking," "file-sharing," "record-keeping," "report-writing," "letter-writing," "budget-planning," "time-tracking" and etc. Adjective + noun compound terms: "internal memo," "digital signature," "confidential file," "outgoing mail," "official

document,” “active project,” “legal department,” “written communication.” Verb + noun compound terms: “take minutes,” “make copies,” “keep records,” “sign documents,” “arrange meetings” va b.

3.1. *Three-component compound terms*

In the terminological systems of both Uzbek and English office-work discourse, such types of compound terms are also frequently observed. In Uzbek office-work terminology, it has been established that in three-component compound terms, units formed in a “modifier + head” relationship combine to form a phrase and then enter into another “modifier + head” relationship with a preceding or following word.

1. **Modifier-head relationship:** *axborot xavfsizligi siyosati, bandlikka ko‘ maklashish markazi, bilim olish huquqi, dam olish kuni, doimiy saqlanadigan hujjat, elektron raqamli imzo, faksimil xabarlarini uzatish, fuqarolik holati hujjatlari, ijro etuvhchi hokimiyat, ishdan bo‘ shatish nafaqasi, milliy valyuta tizimi, muddati kechiktirilgan to‘lov, nazorat qiluvchi organlar, ovoz berish huquqi, qimmatbaho qog‘ozlar egasi, qimmatbaho qog‘ozlar bozori, qisqa muddatli kredit, rasmiy hujjat sarlavhasi, tug‘ilganlik haqida guvohnoma, uzoq muddatli kredit, uzoq muddatli reja, xalq iste‘moli tovarlari, xizmat safari guvohnomasi, yagona darcha markazi, yetkazib berish shartnomasi, yoshga doir nafaqa, yuridik shaxsni tugatish, o‘lim haqidagi guvohnoma, shaxsiy hujjatlar yig‘ma jildi and etc.*
2. **Modifier + compound head structure:** *davlat elektron xizmati, davlat boshqaruv hujjatlari, elektron hujjat aylanishi, elektron hujjat rekvizitlari, elektron ish yuritish, elektron to‘lov tizimi, idoralararo elektron hamkorlik, interfaol axborot tizimi, interfaol davlat xizmatlari, ommaviy axborot vositalari, ochiq aksiyadorlik jamiyati, passiv savdo balansi, qo‘shilgan qiymat solig‘i, sayyor ilmiy sessiya, sud majlisi bayonnomasi, to‘liq majlis bayonnomasi, umumiy ish staji, vaqtbay ish haqi, vaqtincha mehnatga layoqatsizlik, vaqtincha saqlanadigan hujjat, xalqaro iqtisodiy munosabatlar, xalqaro iqtisodiy tashkilotlar,*

xalqaro mehnat taqsimoti, xalqaro mehnat tashkiloti, yakka mehnat nizolari, yalpi milli mahsulot, yashirin ovoz berish, yillik mehnat ta'tili, yopiq aksiyadorlik jamiyati, yopiq ovoz berish, shaxsiy mulkiy huquqlar and etc.

In the English office-work terminological system, three-component compound terms are also observed. They are formed according to the adjective/noun + noun + head noun model, where a noun or an adjective functions as a modifier.

1. **Compound modifier-head structure:** “formal meeting agenda,” “time management strategy,” “human resource policy,” “financial planning report,” “corporate email response,” “written communication policy” and etc.
2. **Modifier + compound head structure:** “internal audit report,” “annual budget report employee training manual,” “client contact list,” “project approval form,” “staff meeting schedule,” “official company seal,” “workplace safety rules” and etc. In these terms, the first word functions as a modifier expressed by a noun or adjective (“annual,” “internal,” “human”); the second word acts as an intermediate modifier (“budget,” “meeting,” “resource”); and the third word serves as the head (“report,” “agenda,” “policy,” “manual”).

3.2. Four-, five-, and six-component compound terms

In the *Concise Explanatory Dictionary of Office-work Terms* [2], it is noted that in the Uzbek office-work terminological system, four-, five-, and six-component compound terms do not constitute a large group, with a total of 37 items identified. These compound terms are formed according to models such as noun + noun + noun + verb, numeral + noun + noun + noun, adjective + noun + compound verb, noun + pronoun, adverb + noun, noun + verb + noun + verb, and noun + conjunction + adverb + noun. For example: *aholini ijtimoiy himoya qilish, asosiy faoliyatga oid buyruqlar, besh kunlik ish haftasi, elektron hujjatni qabul qilib oluvchi, elektron hujjatni saqlash muddati, elektron hujjatning asl nusxasi, fuqarolarning o'zini o'zi boshqarish organlari, fuqarolik holati dalolatnomalarini yozish, fuqarolik holatlari dalolatnomalarini qayd etuvchi organlar, garovga qo'yib pul*

olish, grant asosida ta'lim olish, homiladorlik va tug' ish ta'tillari, homiladorlik va tug' ish nafaqasi, interfaol elektron davlat xizmatlari, iqtisodiy huquq va erkinliklar, iqtisodiy faol bo'lmagan aholi, ish haqining eng kam miqdori, ish haqidan ushlab qolish, ichki mehnat tartiboti qoidalar, kadrlar faoliyatiga doir hujjatlar, kadrlar tayyorlash milliy dasturi, kadrlarning shaxsiy tarkibiga oid buyruq, mahalliy o'zini o'zi boshqarish, mehnat haqidan ushlab qolish, mehnat haqining eng kam miqdori, muddati o'tib ketgan hujjat, muddati o'tib ketgan qarzdorlik, qiymati e'lon qilingan jo'natma, soliq to'lovchining identifikatsiya raqami, to'ldirilmagan ovoz berish varaqasi, to'liq moddiy javobgarlik haqida shartnoma, uy-joyni ijaraga berish shartnomasi, voyaga yetganlik haqida guvohnoma, vaqtincha mehnatga qobiliyatsizlik nafaqasi, vaqtincha mehnatga qobiliyatsizlik varaqasi, xizmat bosma ish qog'ozi, xizmat mansabini suiiste'mol qilish, yagona interaktiv davlat xizmatlari, yakka tartibdagi mehnat faoliyati compound terms are actively used in the Uzbek office-work terminological system.

In the English office-work terminological system as well, four-, five-, and six-component compound terms do not constitute a large group. It has been observed that they are also formed from lexical items belonging to different parts of speech. Below, we will examine compound terms of this type and their structural models:

Table 2. *Four-component terms*

Term	Structural model	Translation
Internal audit report form	adj + noun + noun + noun	<i>Ichki audit hisobot blankasi</i>
Document version control system	noun + noun + noun + noun	<i>Hujjat versiyasini boshqarish tizimi</i>
Organizational structure chart	adj + noun + noun	<i>Tashkiliy tuzilma jadvali</i>
Office supply request form	noun + noun + noun + noun	<i>Ofis jihozlari so'rovi blankasi</i>
Meeting agenda distribution list	noun + noun + noun + noun	<i>Majlis kun tartibini tarqatish ro'yxati</i>

Table 3. *Five-component terms*

Term	Structural model	Translation
Employee performance appraisal review	noun + noun + noun + noun + noun	<i>Xodim faoliyatini baholash tahlili</i>
Project deadline extension request form	noun + noun + noun + noun + noun	<i>Loyiha muddati uzaytirilishi bo'yicha so'rov blankasi</i>
Standard business letter formatting guide	adj + noun + noun + noun + noun	<i>Standart ish xati formatlash qo'llanmasi</i>
Document approval and revision workflow	noun + noun + conj + noun + noun	<i>Hujjatni tasdiqlash va qayta ko'rib chiqish jarayoni</i>
Human resource management system update	noun + noun + noun + noun + noun	<i>Kadrlar boshqaruvi tizimi yangilanishi</i>

Table 4. *Six-component terms*

Term	Structural model	Translation
Annual employee performance review evaluation form	adj + noun + noun + noun + noun + noun	<i>Yillik xodim faoliyati tahlilini baholash blankasi</i>
Standard operating procedures implementation checklist	adj + noun + noun + noun + noun + noun	<i>Standart operatsion tartiblarni joriy etish ro'yxati</i>
Official meeting agenda preparation instruction template	adj + noun + noun + noun + noun + noun	<i>Rasmiy yig'ilish kun tartibi tayyorlash ko'rsatmasi andozasi</i>
Confidential document transmission request authorization	adj + noun + noun + noun + noun + noun	<i>Maxfiy hujjat yuborish bo'yicha ruxsatnoma</i>
Department budget expenditure approval request form	noun + noun + noun + noun + noun + noun	<i>Bo'lim byudjeti xarajatlarini tasdiqlash so'rov blankasi</i>

4. CONCLUSION

In the terminological systems of Uzbek and English office-work discourse, the features of term formation are distinguished by a number of specific linguistic characteristics compared to other fields of terminology. In both Uzbek and English office-work terminology, as a result of the syntactic method of term formation, there exist not only single-root terms but also compound terms. Derived terms belonging to different parts of speech constitute the main part of this terminological system, and

it has been established that compound terms in this field consist of one-, two-, three-, four-, five-, and six-component structures.

It has also been observed that in three-component compound terms in both Uzbek and English, units formed in a “modifier + head” relationship combine and then enter into another “modifier + head” relationship with a preceding or following word.

Furthermore, in Uzbek office-work terminology, compound terms are mainly based on models such as “noun + noun”, “adjective + noun”, and “adverb + noun” in two- or three-component structures. In contrast, in English office-work terminology, productive compound term models include “noun + noun”, “noun + verb + -ing”, “adjective + noun”, “numeral + noun”, and “verb + noun”.

REFERENCES

1. Danin, Ch. 2020. Compound words in English. *A Journal on Language and Language Teaching*, 23/1, 32-34.
2. *A Concise Explanatory Dictionary of Office Management Terms*. 2024. Tashkent: G‘. G‘ulom Publishing House.
3. Danilenko, V. P. 1977. *Russian Terminology: An Experience of Linguistic Description*. Moscow: Nauka.
4. Doniyorov, R. 1977. *Some Issues of Uzbek Technical Terminology*. Tashkent: Fan,
5. *Principles of Regulating Uzbek Scientific and Technical Terminology*. 1991. Tashkent: Fan.
6. Khudoyberganova, D. 2017. Office management vocabulary in the period of independence. *Uzbek Language and Literature*, 4, 13-17.

ESKALIEVA SHIYRIN
DOCTORAL STUDENT,
NUKUS STATE PEDAGOGICAL INSTITUTE,
NUKUS, UZBEKISTAN.
E-MAIL: <SHIRINESKALIEVA@GMAIL.COM>