Introduction. Modern day business is an elaborate process of collaboration on each level of informational exchange, rapport, mutual planning, and reaching agreements. Business communication as a human activity is receiving an ever-growing attention from the part of researchers, since international business projects success depends on professional grounds as much as on communicative competence. The latter is formed through gaining the ability to literately put specific communicative means into practice with the aim to establish and support the contact, influence the flow of thought of the interlocutor in order to attain the desired goal.

Even though the field of business language has acquired a significant part within the realm of nowadays communication and has been recognized by the linguists as «eminent», it is still a respectively novel area for studies. Within the boundaries of academic literature, the problems of business style have been reflected in the articles of such researchers as O. Hurko (Hurko, 2017), G. Kuznetsova (Kuznetsova, 2014), I. Stohnii, L. Nykonorova (Stohnii & Nykonorova, 2017), etc. Moreover, numerous linguists have expressed their scientific interest towards the problems of business correspondence translation both on theoretical and practical grounds E. Breus (Breus, 2000), L. Vykhristiuk (Vykhristiuk, 2001), A. Schweizer (Schweizer, 1988), etc.

The topicality of the research is promoted by ever-growing extension of international business connections enticing world economies, which in turn requires qualified specialists within the field of business communication and correspondence in order to boost trans-border cooperation.

Defining and detailed analysis of translation peculiarities of the business language determines the aim of the research, which in return puts forward the following tasks: 1) to analyze the patterns of translating business correspondence (documents and business letters) into Ukrainian; 2) to investigate the morphological and syntactical features of the business language; 3) to indicate differences in arranging Ukrainian and English business correspondence. The object of our article is represented by a number of business letters and their translated counterparts. The material of our study was business correspondence site (Samples Business Letters, 2021).

Methods and methodology of investigation. In our research we use general scientific methods of observation, analysis, synthesis and comparison (for grammar specifics of Anglo-Ukrainian translation of business correspondence); linguistic methods including the descriptive method – to theoretically generalize the results and interpret business literature and documentation; the continuous sampling method – to identify the fragments of business texts and establish their differential features; classification method – to systematize grammatical transformations at the syntactic level and morphological level.

Results and discussion. In order to reach adequacy in the translation, one should adopt the content of the text together with the form it takes. For instance, in special cases antonymic translation, calquing, compensation, replacing Active Voice with Passive, or conveyance of phraseological units with semantic equivalents might take place.

Furthermore, Ukrainian and English belong to different structural types: Ukrainian is representative of inflected languages (which means it has a tendency to use a single inflectional
morpheme to denote multiple grammatical, syntactic, or semantic features), when in contrast, English is an analytical language (a language that primarily conveys relationships between words in sentences by way of helper words (particles, prepositions, etc.) and word order, as opposed to utilizing inflections), which results in substantial discrepancies in the language grammar and constructions.

For example, such grammatical occurrences as articles, modal verbs, gerund and infinitive, Continuous and Perfect groups, «it» clause are not inherent to the Ukrainian language and conversely, categories of gender and case for nouns and adjectives are not familiar to English grammar. Constructing sentences requires a different approach in the English language since, as opposed to Ukrainian, English enjoys a fixed word order.

In accordance with grammatical rules, articles, prepositions and objects in some sentences are used in some sentences, but in business letters and a range of documents can be omitted or for the sake of brevity. The followings examples illustrate the omission of preposition in the sentence:

*We have accepted your order for 1,000 cases (of) Toilet Soap.*

*With regard to your Order No.770, we can probably arrange (for) July shipment.*

If the object after the verb ‘arrange’ is either a thing or a person, the preposition ‘for’ has to be retained, e.g. *We have arranged for a new reception room.*

Articles and objects are often cast out of the commercial letters to save space. This phenomenon is especially common to sentences acknowledging receipts of letters:

*We acknowledge (the) receipt of your letter of 10th May.*

*We received your letter of 20th April, (the) contents of which have been duly noted.*

Articles and pronouns are regularly eliminated before a trade mark or a brand:

*We thank you for your inquiry of the 3rd Nov. in respect of (the) ‘Acrex’ ‘Cutlery’.*

*We are obliged for your letter of (the) 22nd. May quoting for (the) ‘Kleenwick’ cleaning powder at $9.25 per case of 120 cartons of 16 ozs.*

According to grammar, the way to refer to a company should be either «It» or «They», but in business correspondences ‘They’ is used more often than not.

*In reply to your letter of yesterday, we write to inform you that we have known Messrs. Sterling& Co. for many years. They have built up an excellent business.*

As L. Vykhrystiuk states, a translator who sets to translating business style texts should possess the following qualities: decent command on the theory of translation; advanced knowledge of the source language along with its lexical and grammatical features compared to the native language; appropriate choice of translation devices and methods; involvement of background knowledge (including cultural literacy) when conveying the translation (Vykhrystiuk, 2001: 54).

The issue of interpretation of the term «grammatical transformation» has been investigated by numerous linguists. In particular, V. Komisarov notes that grammatical substitutions are a means of translation in which the grammar unit in the original becomes a unit of the language of translation with a different grammatical meaning. The grammatical unit of the original language of any level can be prone to substitution: the word form, part of the language, the part of the sentence, the sentence of a certain type. It is clear that in the translation there is always a change of the forms of the original language into the forms of the language of translation. Grammatical substitution, as a special way of translation, implies not only the use of translation of the forms of the target language but renunciation to use the forms of the language of translation, similar to those of the original (Komisarov, 1990: 54). A. Schweizer defines grammatical transformations as transformations, within which the formal structure of the expression is transformed, while the meaning of the statement determined by semes remains untouched (Schweizer, 1988: 118).

Thus, grammatical transformations are the transfiguration of the sentence structure in the translation process in accordance with the rules of the target language. Transformation can be full or partial, depending on whether the structure of the sentence changes totally or in part. Usually, when the main parts of a sentence are substituted, a full transformation take place, if only secondary ones are substituted – then the substitution is partial. In addition to replacing the sentences, parts of the
speech can also be replaced. Often this happens at the same time.

The scale and depth of translation transformations are varied from transformations that cause a relatively small difference between the text of the target and the text of the source language to the cases of the so-called paradoxical translation, when the external dissimilarity between the original text and the translation text is such that it is difficult to immediately recognize the translation (Schweizer, 1988: 118).

In our scientific study, we analyze grammatical transformations at the syntactic and morphological levels.

1. **Syntactic grammatical transformations**

   Syntactic adjustment or verbal translation is a type of «zero» transformation that occurs only in those cases where parallel syntactic structures are present in the source and target languages. But such cases are rarely encountered in translation practice. For example:

   *It was a pleasure to meet you yesterday and having the opportunity to discuss your education and your career goals.*

   *Було приємно зустрітися з вами вчора і мати можливість обговорити вашу освіту і ваші кар’єрні цілі.*

   However, as noted by A. Fedorov «any attempts to translate literally one or another text or a section of the text lead, if not to the complete incomprehensibility of this text, then, in any case, to difficulties in perception» (Fedorov, 1988: 13).

   A shift is a change in the location of the language elements in the translation text compared with the original text. Such elements are words, phrases, main and subordinate sentences, and the entire sentences.

   However, it is an established fact that the order of words in English and Ukrainian does not coincide, which in turn affects translation.

   An example of using shifts can be the sentence:

   *Although the company appreciates all that you have pointed out in your letter, we do not believe a raise is in order at this time.*

   *Не дивлячись на те, що компанія цінує все те, що ви зазначили у вашому листі, ми не вважаємо, що в цей час підвищення буде доречне.*

   The transition from the reverse order of words to direct is another grammatical syntactic transformation. In the process of translation, difficulties with the reverse order of words may appear. In such cases, the interpreter often uses the translation from the reverse order of words to direct in the translation process. This syntactic transformation is especially needed when translating a text from a synthetic language into one of the analytical languages.

   Expressions with the reverse order of words are a characteristic feature of Ukrainian language texts. In English, inversion is used much less frequently. This raises the need for various translation transformations, for the in-depth understanding of the expression (Breus, 2000: 22).

   *To the address of the company | came | sheet – A letter | came | to the firm.*

   Syntactic transformations can also include such phenomenon as a change in predicates when being translated. The same situation in the Ukrainian language can be described by various predicates in English. As an example: «The car is moving fast» – a predicate of action is employed and «the movement of a car is fast» – where a predicate defines a state.

   One of the main causes of transformations accompanied by a change in the predicate is the selectivity of the Ukrainian and English languages in relation to the signs of the visual situation. In cases where an action refers to a transition to a qualitative or quantitative new state, the predicate of action is usually used in the Ukrainian language, whereas English prefers the predicate of the state. Ukrainian action often emerges in its present form to specify the result, while English resorts to the past (Breus, 2000 :16).

   *I have enclosed my resume for your review and will look forward to meeting you.*

   *Я додаю своє резюме, щоб ви розглянули його і чекатиму на зустріч з вами.*

   Another grammatical syntactic transformation is the dissection of the sentence. A situation in one language described by a particular means requires two or more attributes to be displayed in another language. English is characterized by more economical ways of expressing thought than
Ukrainian, that is, the Ukrainian language is more discrete than English, which leads to the expansion of the volume of translated text.

Thus, dissection of a sentence is a translation method in which the syntactic structure of the sentence in the original becomes a two or more predicate structures of the language of translation. This transformation is explained by the structural-typological differences between the sentences of the original language and the translation.

This transformation leads to the conversion of a simple sentence of the original language into a complex sentence of the language of translation, while the complex syntactic constructs of sentences are substituted by simple ones (Miniar-Beloruchev, 1999: 169).

This kind of transformation can also lead to the split of one complex sentence into two simple ones:

*While I am sure the young man you wrote me about would not warrant the recommendation you gave unless he is really exceptional, I believe it would be unfair to him to set up an interview at this time.* – Я впевнений, що молода людина, про яку ви мені писали, дійсно виняткова, інакше ви б не надали їй рекомендації. Утім, я вважаю, що було б несправедливо щодо нього, назначати йому співбесіду у цей час.

Addition is a grammatical transformation, which leads to an increase in the number of words, word forms, or sentences. This technique is used to correctly convey the meaning of the sentence of the original, which is translated according to linguistic norms that exist in the culture of the language of translation. An example of using such a grammatical transformation is found in the following sentence:

*Thank you for your interest in working for our company.* – Дякуємо вам за виявлений інтерес щодо роботи у нашій компанії.

In this example, addition is traced: Added adjective «виявлений» to comply with the language norms that exist in the Ukrainian language.

2. Morphological grammatical transformations

Substitutions at the morphological level are a translation method in which the grammatical unit of the original language is converted into a unit of the language of translation with another grammatical meaning.

In translation practice there are different types of grammatical substitutions. First of all, it is the substitution of parts of the language, which is the most common type of morphological transformation. Similar substitutions are usually caused by different application of words and different standards of compatibility in the English and Ukrainian languages, and in some cases, the lack of a part of the language with the corresponding meaning in the Ukrainian language.

The simplest form of such a substitution is to transform the pronoun of the original language into a noun or the proper name of the translation language and vice versa.

*We also produce chocolate, pastries, chewing gum, lolly-pops and cakes. The money that we get from selling them is given to the children's hospital.* – Ми також виробляємо шоколад, випічку, жувальну гумку, карамель і торти. Гроші, отримані від продажу цих товарів, йдуть на потреби дитячої клініки.

It should be noted that quite often in the translation there is a substitution, when the noun or proper name is replaced by a pronoun:

*You can not write letters.* – Ви не вмієте писати листи.

As can be seen from the examples, substitution of the verb with nouns is often accompanied
by the replacement of the adverb to the adjective with the noun.

The personal form of a verb is often replaced by a participle during the translation, thereby changing the syntax of the sentence:

An enterprise may go bankrupt and employees will be left without work. – Підприємство може збанкрутувати і співробітники залишаться без роботи.

Another morphological grammatical transformation is the replacement of the number. In English and Ukrainian there are singular and plural forms, and, as a rule, correlated nouns in the original and in translation are used in the same number, except when the form of singularity in English corresponds to the form of the plural in the Ukrainian language (money (sing.) – гроші (pl.), ink (sing.) – чорнила (pl.)) or the opposite of the plural in English corresponds to one in the Ukrainian language (struggles – боротьба, outskirts – околиця). But under certain conditions, the change of the form of number during the translation can be used as a means of creating an occasional correspondence (Komisarov, 1990: 78):

In spite of the fact that your hard work helped the company to bail out of the difficulties, we do not believe that raising is in order at this time. – Незважаючи на те, що ваша наполеглива праця допомогла компанії вийти з скрутного становища, ми не вважаємо, що підвищення є доречним у цей час.

The substitution of grammatical tense is another morphological grammatical transformation.

The Ukrainian language has a grammatical category of kind. The English language in course of time lost this category, having acquired instead a lot of grammatical tenses of the verb. In this connection, when translating from Ukrainian into English, there is a need to substitute the grammatical tense. More often than not, the Ukrainian version of the past-day corresponds to the verb of the present-day version of the simple present tense or the completion of the present time.

The debts account for 1 million. – Обсяг заборгованості склав 1млн.

Many linguists refer to the class of grammatical transformations known as word-formation transformations.

The fact that word formation involving affixation in the English language is much more frequent than in the Ukrainian leads to the introduction of additional lexemes in the text:

We had hoped that during this difficult period of reorganization we could keep our employees together with the company. – Ми сподівалися що під час цього складного періоду реорганізації ми матимемо змогу залишити усіх працівників у нашій компанії.

Among the analyzed material we distinguish the following complex lexical-grammatical transformations:

1) antonymic translation;
2) explication (descriptive translation);
3) compensation.

Antonymic translation (or formal negation) is a lexical-grammatical transformation that is used when the form of a word or phrase is replaced by the opposite (positive to negative and vice versa), while the meaning of the translated unit remains unchanged. In the Anglo-Ukrainian translation, this transformation is used especially often when the original negative form is used with a word having a negative prefix:

Nothing in your job can be found inaccurate, but we cannot agree to your request and raise you so soon. – Ви виконуєте свою роботу спрашено, але ми не можемо задовольнити ваше прохання про підвищення.

Explication or descriptive translation is a lexical-grammatical transformation in which a word, phrase, term, or phraseology is replaced in the target language by a phrase that adequately conveys the meaning of this word, phrase or term. At the same time, it is necessary to ensure that in target language the phrase accurately and fully transmits all the main features of the concept, indicated by the word of the original. Before applying this method, a translator should make sure that there is no matching version of the notion in the target language.

An example of a descriptive translation is the following: caregiver – доглядач за
The disadvantage of descriptive translation method is its bulkiness and verbose language. Therefore, this translation method is most successful in cases where it is possible to provide a relatively short explanation.

**Compensation** is a translation method in which semantic elements lost in the translation of units of the original language are communicated in the text of translation by some other means and may be located anywhere else in the original. This way, the lost meaning is compensated and generally the content of the original is reproduced with greater completeness. Grammatical means of the original are often replaced with lexical and vice versa.

An example of compensation can be the translation of the following sentence:

*I also have extra hands on the experience that I have acquired through and after school work program.* – Я також маю досвід, який я отримав до та після навчання у школі.

Thus, translators working on the text of the business letter must consider all the differences of languages and use the translation transformations when translating the missing grammatical phenomena into one or another language.

**Conclusions.** To sum up, it should be noted that in the process of working on the text, the translator can use various technical techniques to achieve greater similarity to the original text. Therefore, the skills and abilities of translation transformations are simply needed to adequately convey the meaning of the original. Prospects for further research we see in the lexical analysis of Anglo-Ukrainian translation of business correspondence.

**REFERENCES**


Alchevsk: DHM [in Ukrainian].
Анотація
Постановка проблеми. Ділове спілкування як діяльність людини набуває неабиякого зацікавлення з боку дослідників, оскільки успіх міжнародних бізнес-проєктів залежить не лише від професійних умінь, а й від комунікативної компетентності. Актуальність дослідження зумовлена розширенням меж міжнародних ділових зв’язків, що спричиняє потребу в наявності кваліфікованих спеціалістів-перекладачів у сфері ділового спілкування та листування з метою активізації транскордонного співробітництва.
Мета статті. У статті маємо на меті визначити морфологічні та синтаксичні особливості мови ділового листування.
Методи дослідження. У дослідженні використано загальнонаукові методи спостереження, аналізу, синтезу та порівняння (для граматичної специфіки англо-українського перекладу ділового листування); лінгвістичні методи, зокрема описовий метод – для теоретичного узагальнення результатів та інтерпретації діловії літератури та документації; метод суцільної вибірки – для виявлення фрагментів ділових текстів та встановлення основних відмінностей; метод класифікації – для систематизації граматичних трансформацій на синтаксичному та морфологічному рівнях.
Основні результати дослідження. Граматичні трансформації кваліфікуємо як перетворення структури речення у процесі перекладу відповідно до особливостей мови-перекладу та аналізуємо їх на морфологічному та синтаксичному рівнях. Перекладачу тексти ділового мовлення, використовуючи такі лексико-граматичні трансформації: 1) антонімічний переклад; 2) експлікація (описовий переклад); 3) компенсація.
Висновки і перспективи. Перекладачі, які працюють над текстом ділового листування, мають враховувати всі відмінності мов і використовувати перекладачів трансформації під час перекладу граматичних явищ на ту чи ту мову. Перекладачі можуть використовуватися різними технічними прийомами для досягнення більшої схожості з текстом оригіналу. Саме тому навички та вміння вживати граматичні трансформації є необхідними для адекватного передавання змісту оригіналу. Перспективи подальших досліджень вбачаємо в лексичному аналізі англо-українського перекладу ділової кореспонденції.
Ключові слова: граматичні трансформації, ділове листування, англо-український переклад, синтаксичний рівень, морфологічний рівень.
2) explication (descriptive translation); 3) compensation.

**Discussions.** Translators working on the text of the business letter must consider all the differences of languages and use the translation transformations when translating the missing grammatical phenomena into one or another language. In the process of working on the text, the translator can use various technical techniques to achieve greater similarity to the original text. Therefore, the skills and abilities of translation transformations are simply needed to adequately convey the meaning of the original. Prospects for further research we see in the lexical analysis of Anglo-Ukrainian translation of business correspondence.

**Keywords:** grammatical transformations, business correspondence, Anglo-Ukrainian translation, syntactic level, morphological level.

Стаття надійшла до редакції 15.07.2021