

# A Comparative Analysis of the Administrative Document "Application" in English and Uzbek Dictionaries

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**Abstract:** With language interference increasing rapidly, a greater need has arisen to study the interconnections among languages. Certain challenges arise when providing definitions for specific terminologies in different languages, despite their common usage. This issue arises because every language has its own official language structure, and their phraseology needs to be precisely represented in other world languages. Consequently, this article will compare disparities in specific terminologies between the Uzbek and English languages. During the research process, widely-used dictionaries such as the Cambridge Learner's, Oxford English, English-Uzbek, and others were reviewed. Additionally, supplementary resources on the definitions of the chosen terminology were also consulted.

## 1 INTRODUCTION

Every language possesses unique characteristics, which cannot be found in other languages. One of the most common disparities between two languages lies in official documents such as applications, complaint letters, CVs, and so forth. This article discusses common problems encountered when translating specific terminologies between these two languages.

Some office documents also vary between languages, so we will examine the example of an "Application", which is equivalent to "Ariza" in Uzbek. In English, the title of the application often changes to a specific term; we will analyse these variations.

In the Uzbek language, an applicant must write "Ariza" to apply for a job. A slight problem arises when translating this term: if someone wishes to write an application in English, they might directly translate "Ariza" to "Application". However, in English, applications typically include a specific descriptor, such as "Job Application". This specificity is uncommon in the Uzbek language, where one does not usually write "Ishga kirish uchun ariza".

One of the most critical requirements for document text is objectivity. Documents should objectively reflect information, as they are official written instruments expressing and recording formal relationships. Consequently, there are certain limitations on the use of words and word forms in document language.

In particular, words with diminutive or affectionate suffixes, pompous-celebratory or crude words, dialectal words, words only understood by a select group of people, similes, personification, exaggeration, metaphors, and diagnoses are not used to express figurative thinking. The use of such words can lead to biased expression within the text of documents.

## 2 EXPERIMENTAL PART

Understanding how the word "Application" is translated in different contexts is crucial. Here, we will examine definitions of this document in two languages.

ARIZA (Uzbek) - An official document written to address a specific institution or official with a request,

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proposal, or complaint. The application is the most frequently used and widespread work paper in social life. Everyone from schoolchildren and students to workers and farmers, engineers, scientists, employees, and high-ranking officials—all members of society—have occasion to write an application. Given that the age and social function of the applicants vary, the institutions and offices to which applications are sent also differ. Applications should be written to a range of authorities, including the head of a kindergarten, a school director, a university rector, a store manager, a collective farm management, or any enterprise management—in short, any office or boss capable of considering and resolving the proposal, request, or complaint of an ordinary applicant (Suvarova A. (2018)).

**APPLICATION** - An official request for something, usually in writing (Cambridge Learner’s Dictionary). Examples include:

An act of showing care or concern (Solicitude).  
Writing a letter of application for a job or academic program.

Requesting free information from a central office.

Submitting applications for four different jobs.

Completing an application form for a passport.

A. Suyarova (Office work in Uzbek, 2018: 27) provides the following description in their educational methodological manual: an application is an official document written to address a specific institution or official with a request, proposal, or complaint. The application is the most commonly used and widespread work paper in practice. All members of society, from schoolchildren and students to managers, agronomists, engineers, scientists, entrepreneurs, and officials, are not exempt from writing an application.

The age and position of the applicant, as well as the institutions and offices to which the application is sent, can be extremely diverse. Applications should be sent to a range of authorities including the head of a kindergarten, a school director, a university rector, a collective farm management, or a district leadership. In short, an application can be written to any office or chief who can consider and resolve the proposal, request, or complaint of an ordinary applicant.

Regardless of its size, style, and type, an application has its common essential parts. However, these necessary parts of an application are not repeated in all applications. For instance, when an employee writes an application to the management of the

enterprise or office where they work, information about their place of residence is not necessary. In such cases, it suffices for the employee to indicate their department and position. Moreover, most applications do not require an appendix.

Regardless of this, any application should include the following:

- the name of the institution to which the application is sent, or the function, title, name, patronymic, and surname of the head;

- the place of residence or function, name, patronymic, and surname of the applicant;

- the document name (Application);

- the text of the application (request, offer, or complaint);

- names of documents to be attached, if necessary;

- the date (year, day, and month) of the application, written on the left side of the paper;

- on the right side of the paper, the applicant's signature, first name, and surname.

We will now examine the types of application forms in English, as detailed in the online resource ([smartdraw.com](http://smartdraw.com)):

Types of Application Forms in English:

- **Employment Application Form:** A form for collecting information from job applicants. Information collected may include employability, proof of legal employment status, salary requirements, and employment history.

- **Membership Application Form:** Clubs or organisations can use this kind of form to allow potential members to apply for membership. It can ask for details about their employment history, emergency contacts, family members, and references.

**Rental Application Form:** This type of form allows a property owner to evaluate a potential tenant's qualifications. It grants the landlord the authority to verify the information provided. Usually, this involves the landlord scrutinising the applicant's credit history, employment situation, rental history, and criminal record.

**Credit Application Form:** This form is utilised when requesting credit from a lender. The provided information assists in determining the borrower's employment status, credit history, and repayment capacity.

**Volunteer Application Form:** Non-profit organisations can be held accountable for the

unlawful actions of their volunteers. Having a thoroughly vetted and documented volunteer via an application can help non-profits protect themselves under their umbrella insurance policy. A volunteer application form can provide the necessary information to the non-profit organisation. (<https://www.smartdraw.com/application-form/>)

It's worth noting that not all applications require the same information. For example, when an employee submits an application to their workplace's management, it isn't necessary to include their home address. In such cases, simply indicating the department (or equivalent) and position in which they work is sufficient. Also, not all applications necessitate further applications.

Applications are usually handwritten and their content is freely expressed. They can vary in content and style, ranging from a few words to a letter-form, expressing views on social issues of public interest. From this perspective, applications can be categorised into simple and complex types. While the content of a complex application is extensive, it can be supplemented. Applications are often personal but can also be service-related. A service application is a written statement from individuals or organisations concerning the exercise of their rights or the protection of their interests.

Definition of 'Application' in [www.oxfordlearnersdictionaries.com](http://www.oxfordlearnersdictionaries.com):

As demonstrated in the English-English dictionary above, 'application' is not solely used for jobs but also for courses, which is generally comparable to its usage in Uzbek. However, a more accurate definition can be found in another English-English dictionary at <https://dictionary.cambridge.org>.

Without doubt, an application form must be in writing. This is clearly outlined in the definition above. The standout feature of such dictionaries is the provision of numerous examples.

Now, we will examine the definitions of 'Ariza' (application) in an explanatory dictionary of the Uzbek language (E. Begmatov, A. Madvaliev, N. Makhkamov, T. Mirzaev, N. Tukhlieva, E. Umarov, D. Khudoyberganova, A. Khojiev, 2003).

From what we can gather, an application is defined as a form directed at specific individuals that may be a request, offer, or complaint. However, there is no

usage example provided in a sentence on [www.savodxon.uz](http://www.savodxon.uz).

In the following, we can see the Uzbek-English dictionary translation for the word 'Ariza'. In this dictionary, 'request', 'application', and 'petition' are provided as English equivalents for the Uzbek term 'Ariza'.

Instructions for Writing a Job Application in Uzbek Language:

A valid employment application, with a sample filled out below, should contain essential information to identify both the applicant and the employer. The format for completion could be either paper or electronic. However, the applicant's personal signature is always hand-written. To correctly answer the question, "How does one write a sample job application?" you need to familiarise yourself with the basic rules for formulating the document:

The document is written in the name of the head of the employer.

The creation date must precede the appointment date.

All provided information must be accurate.

The necessary details include the following - name of the employer, full name and position of the manager, personal information about the candidate (full name, residential address, passport details), the proposed position and job title, salary, and start date.

Finally, the document is signed directly by the applicant.

The decision on the employment application is made by the head of the employing enterprise in written form - "No objections", "Accepted", "Apply", or "Approved".

A typical template for a job application from a person under the age of 14 is prepared with the consent of their guardian and the permission of the guardianship authorities. The employment contract is also signed by the parent (guardian) on behalf of the applicant (Article 63 of the Labour Code). (<https://spb-spr.ru/uz/upravlenie/forma-zayavleniya-o-prinyatii-na-rabotu-obrazec-obrazec-zayavlenie-o.html>)

Instructions for Writing an Application Letter in English Language:

Review information about the company and the position.

Start the letter by describing your interest.

Outline your experience and qualifications.

Include aspects of your personality.

Express appreciation.

Conclude the letter.

### 3 CONCLUSION

In conclusion, even though the definitions are quite similar in both languages, we can observe significant differences between them. For instance, in English, there are various types of applications, each with its specific name when being written. However, in the Uzbek language, an applicant never writes "Ishga kirish uchun ariza" or "O'qishga kirish uchun ariza" as a title.

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