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ON METHODOLOGY IN DOCUMENT TEXT STUDIES

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Abstract. The article characterizes the document text as an object of linguistic studies by distinguishing its polycoded specificity, dynamism, changeability, extralinguistic predetermination. It generalizes discussions on top issues grouped around a composition-and-discursive organization of some document types, their language unit consistency and categories. It considers the processes of text composing and perceiving in accordance with the communicative situation, social-and-cultural orientation, disparity between the document text and other text types. It determines linguistic methods for the document-text-oriented studies, including descriptive, semantic, functional-and-semantic, discursive, pragmatic, categorical-and-textual analyses, structural comparison, field structure modeling, semantic differential searching, psycholinguistic experiments. The growth of business-oriented communication areas, usage of Internet technologies for information delivery and blurring the normative borders between various types or subsystems of documents, as well as document function modification in modern social environment are stated to have sharpened the study aims and renewed discussions on genre definition of the document or efficient methodology in distinguishing genre reference of some new text samples. In the document-oriented linguistics the complex of discursive and linguistic methods is thought to be efficient in designating genre reference of the document texts as its multipurpose steps and stages allow for defining the text position through its function in the general document-oriented typology, and also verifying specificity of the document text composition, diverse verbal strategies in text organization. The samples of research results at the Volgograd State University are offered in order to prove that a step-by-step introduction of various methods unlocks the way to genre features distinction and genre parameters setting which enables general pragmatic assessment of the document type, the methods of semantic topics identification and group type setting, followed by stylistic analysis, highlight discursive particularity of the document text. The suggested complex methodology opens the way to presenting multispectral scientific assessment of the document genre via the parameters-assisted analysis that widens general knowledge about the document text profile in modern linguistics.

Key words: business-oriented communication, document, document text, document genre, linguistic methods.

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ИЗУЧЕНИЕ ДОКУМЕНТНОГО ТЕКСТА: ПРОБЛЕМА МЕТОДА

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Аннотация. В статье характеризуются особенности документа как объекта лингвистического исследования – его поликодовость, динамичность, изменчивость и экстралингвистическая обусловленность. Про-

анализированы основные проблемы, связанные с изучением композиционно-речевой организации документов отдельных видов, языковых единиц и категорий, процессов создания и восприятия текста в конкретных условиях деловой коммуникации, с выявлением отличий документного текста от текстов других типов; рассмотрена социокультурная специфика документного текста. Представлены лингвистические методы, которые применяются для решения конкретных задач: описательный метод, методы семантического, функционально-семантического, дискурсивного, прагматического, категориально-текстового анализа, полевого структурирования, сопоставительный, семантического дифференциала, психолингвистического эксперимента. Установлено, что расширение сферы деловой коммуникации, использование Интернета как нового канала передачи информации, стирание границ между документами разных видов и подсистем, изменение роли документа обусловили актуализацию исследовательских задач и возобновление дискуссий, в частности, о трактовках понятия «документ», поиске методов определения жанровой принадлежности новых текстовых объектов. Для научной оценки жанровой принадлежности текста документа целесообразно обращение к совокупности методов, предполагающих описание функции документа, его места в системе документации, особенностей композиционно-содержательной и речевой организации текста. На материале исследований, выполненных в Волгоградском государственном университете, обоснована эффективность методики поэтапного анализа документного текста, которая включает последовательное применение совокупности методов, в частности жанровой параметризации, ориентированной на общую жанровую оценку документа, а также методов систематизации тематических групп, классификации и типологизации специальной лексики с опорой на лингвостилистический анализ, направленных на выделение особенностей речевой организации текста. Показано, что анализ жанра документа на основе предложенной методики позволяет дать ему разноаспектную и целостную научную оценку, расширяет имеющиеся в современной науке представления о документном тексте как объекте лингвистики.

Ключевые слова: деловая коммуникация, документ, документный текст, жанр документа, лингвистические методы.

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Introduction

Modern linguistics focuses on studying speech activities and the text as the main linguistic object that characterizes communication processes. The enlargement of business-oriented communication areas and strengthening their value in the socially-diverging environments speaks for the necessity to continue discussions on the document text phenomena as a complex object of studying, in particular, the written speech product with its content and grammar unity aimed at implementing social issues by an author and a set of requisites [Gorban et al., 2016, p. 183].

A number of specific features may characterize the document:

- social determination that is urged by communal motives and diversity of business-oriented situations; the text structure and linguistic consistency depend on both language laws (the written speech linear flow development) and extralinguistic formal regulations on unification and standardization;

- semiotic heterogeneousness, or polycoded specifics, as the document text enables information

delivery with sets of various signs – from the verbal ones that are referred to a natural language system to some other types of signs, like artificially-composed algorithm languages, classifiers and codifiers, specialized codes;

- dynamism and changeability that stand against the document text strict standard, collocated forms and language structures that are prescribed to certain social situations and processes.

The features enumerated above realistically vote for the issues on searching an optimal methodological approach to scientific assessment of the document text.

When studying the document text modern researchers refer to various methods and tools from formal descriptions to interpreting its pragmatic motivations and the choice of linguistic means.

The *description method* (or *the method of documentation analysis*) is based on a text classification approach and is used for presenting various document types via examining their formal and language consistency, thus stating their position in the general documental system. Taking it as a

basis, S.P. Kushneruk noticed logical coordination between the document requisites and their language-in-use realizations and determined the paradigm of speech representations in document requisites with various degrees of their co-occurrence [Kushneruk, 2016; 2018]. I.B. Lobanov, when analyzing the instruction text, addressed mainly to its formal features enumeration as a genre description [Lobanov, 2003, p. 19]. Considering formulae and general requisites of the ethical code text, G.A. Sarkisyan pointed to its documental status as being a primarily local document for staff management that is aimed at governing moral atmosphere within the organization [Sarkisyan, 2013, p. 255].

Studying lexical organization in the document text, its discursive interpretation and perception can't go without *semantic analysis* supported by *communicative-and-pragmatic analysis* and *linguistic experiment*.

O.P. Sologub, considering semantic consistency of the document text, offered a new term – *documentonym*, a specialized set of nominations that typically functions in official-and-business speech and shapes its official status by means of special semantic, structural and functional features of nominations. Semantic volition directives of the document, for instance, are supported by structural organization of the text composition in order to add some juridical power to its information. The semantic and pragmatic choice of nominations serves for finding out variability of the functional features that is seen in the official status growth ('*officialization*') or reduction ('*deofficialization*') of the document text [Sologub, 2019, p. 181]. By means of structural, semantic, communicative-and-pragmatic analysis, the researcher established that the semantics of *documentonyms* in many cases is built on metonymic transitions in the meanings of performative verbs, which is explained by specialization in the meanings of the verbs or their non-verbal derivations.

While studying the document via interpretative blending of semantic and communicative-and-pragmatic analysis, A.M. Plotnikova stated that it is the text creator's intention that influences structural and semantic consistency of the document text [Plotnikova, 2016].

The methods of *semantic differential search* and a *psychological experiment* were used by L.O. Butakova [Butakova, 2016] with

the aim to represent the mode of text perception in education area.

There have been a number of studies in which the document text features were represented in the view of genre or text type categorization distinction. For instance, having agreed to the efficiency of the text complex analysis via its language elements and text-building factors, E.Z. Kireeva pointed to some stages of information distribution based on structural and rubric subdivisions [Kireeva, 2020]. A.I. Tkachenko [Tkachenko, 2016, p. 96], using the *functional-and-semantic analysis*, described the peculiar role of the category of modality in textual typology. The author stated that sentences with the infinitive models and specific modal meanings may represent variations in functional-and-semantic consistency and pragmatic intentions thus pointing to differences in the document text types.

The *method of field structuring* is also popular in document-oriented studies, as the text type or genre realizations in real business communication demonstrate variability and diversity. Thus, the basic category of being official may be realized with different sets of language units and structures in the document texts; it is due to the field structuring model with its kernel and near-kernel zones linked to near and far periphery zones that the document text typology may be designed (see: [Sologub, 2016]).

The *descriptive method* may be used for distinguishing and collecting some textual characteristics in the process of text typology. In the work of E.S. Buslaeva [Buslaeva, 2016, p. 71] this method was implemented to define a textual category of being document-related (*documentality*), that is viewed as a basic categorical characteristic of the document text reflected in the signals of subcategories like being standard-related, functional, having informative or structural, stylistic reference to the text type.

In the field of document-related studies the issue of text category distinction is considered vital, which explains the attempts of specialists to offer the document text typology with the *method of categorical-and-textual analysis*. The text category is defined as a basic typological characteristic that may be called a discursive feature, its linguistic realizations can refer a

document to the text type. The reference to the categorical-and-textual analysis helps in building rational document typology. In the work by M.A. Shirinkina the categorical-and-textual analysis enabled stating a set of subcategories associated with the business documentation model used in an 'Executive authorities and communication' situation type, with the verbalized categories of topic, document setting, authorization, addressing, communication tonality (manner) [Shirinkina, 2019].

The methodology of categorical-and-textual analysis is thought to consist of three stages: 1) defining the addresser's communicative intention and textual categories; 2) collecting various language means that are used to represent the basic textual categories and stating their linear distribution in the text body; 3) building the genre model on the basis of text categories linguistic explications.

The pragmatic approach in the document-oriented studies opens the route to better understanding on how the addresser and the addressee's relations are reflected in the functional coordination between language units in business-based communication. The *method of pragmatic analysis* in the work of E.Z. Kireeva was directed at the category of the document text addresser, in particular, the task was to find out how the addresser's intentions and goals were realized with linguistic tools. The analysis was set in five steps: 1) defining the profiles of the partners in document-mediated situations; 2) assessment of partners' relations; 3) defining the motives of a document exchange and intention categorization; 4) general document text analysis and considering choosing language means and patterns of intention implementation; 5) presenting some typology of language means that are used in implementing the addresser's intention as a reflection of a genre or text type [Kireeva, 2016].

The pragmatic analysis may be supported by discursive characteristics of the document-related communication, that is when the text formation is viewed not only as a combination of linguistic constructs and language means that are used for achieving the addresser's goals but as verbal realization of communication circumstances in the general discourse environment. The discursive analysis was used to reconstruct the process of instruction text composing in [Kondrashkina,

Maslova, 2018], when the instruction text was described as a discursive constituent of a communication type with the reference to addresser, addressee, specific theme and topic of written interaction, time and location.

Culturally-oriented specificity of the document text is discovered with the *method of comparative analysis*. Thus, examining official documents published in modern Russian and Polish press, S.S. Vaulina and E.N. Magdalinskaya noticed some socially-cultural specificity in language representation of the necessity modality in a microfield that was structured with central and peripheral consistency. The analysis results demonstrated several common features and specificity in the set of language realizations [Vaulina, Magdalinskaya, 2012].

The comparison of terminological standards from Russian, Ukrainian, Belorussian documentation in [Tyurikova, 2016] resulted in presenting differences in their functionality. The content and language realizations in the material under study were proved to be dependent on both extralinguistic and linguistic factors; their coordination marks a two-way specificity – standard integration and differentiation.

Random overview on the document text studies confirms the relevance of heterogeneous methodology, which unites linguistic and socially-cultural characteristics of the document text; it enables stating the document text typology, defining its content structure specificity, formats and requisites of various document types. The semantic observation leads to a systematic description of the thematic and lexical consistency and its correlation with the type of the document. Owing to pragmatic analysis the document text is being interpreted as a discourse sample that is characterized by sets of specific text categories, discursive and socially-cultural factors.

In modern days, the social significance of business-oriented communication has undergone changes due to the internet technologies, erasing borderlines among various subtypes of the document. Even the social function of the document has changed, it is viewed today as an instrument of regulation and social self-organization [Dvoenoseva, 2019, p. 15]. Due to the pragmatic factor, new documented materials and linguistic material open the way to renovated understanding of the official business

communication, its basic categories and features [Sologub, 2013, p. 268].

These social transformations supported the development of the subject status in linguistics and actualized new research tasks like making a definition of the term *text type*, *document* with the focus on genre and linguistic features, and also looking for the text typology and enlarging knowledge about the methodology of text parameter description. Alteration of the material representation guided terminological reconsideration of the text in a new definition and distinguishing new documented samples and types.

The works of V.F. Yankovaya offer a fresh view on such terms as *the document*, *the e-document*, *information object*; their specificity is described through the basic features of the document: uniqueness and priority of the information consistency, its validity, legal significance, inclusion into the documental corpus, methods of the documental features inclusion [Yankovaya, 2023]. E.S. Belous formulated the extended definition of the term *interactive document*, as a document presented in the digital format, a hypertext, a format for information saving and delivery with its code, a program composed by a person with the aim to keep the information on time and space scales and understand it while decoding logical or associative sequence of verbal and non-verbal units [Belous, 2021, p. 171].

By now a set of basic document types has been described as transformations under the influence of modern business-and-administrative mode, or genre hybridization. N.A. Karaban offered this renovated definition for the instruction as a genre being set at the periphery zone of the official-and-business style. It is characterized by contamination of the futures typical of various discourse: academic style (science-and-technical information about a product, device) and publicist style (with the function of mass audience manipulation), orientation to oral-speech modus (intimateness of converse, informing in the style of friendly recommendations) and advertising (by presenting firms, producers, informing about the advantages, offering further cooperation) [Karaban, 2008, p. 98]. In the work by O.V. Khorokhordina the instruction is defined as a multiplicity genre, that is viewed as a general concept (supergenre) with some basic genre features

like an intention basis and an instructive mode of information delivery but their realizations demonstrate variable representations [Khorokhordina, 2013, p. 7]. The idea about hybrid, diffused character of some modern document consistency is supported in many current publications. The linguists call them polygraphic format, the information form, informing materials with the aim to popularize legal information [Shirinkina, 2019]. The text type reference traditionally is defined by the document form, its format, with attention to the text composition, categorical and style organization.

In conclusion, we would state that new conditions of official-and-business communication affect the discursive diversity of the text types that is described as genre variability and hybridization, which requires considering some complex methodology of study. In the following section, the methodology experience of the linguistic school of Volgograd State University will be presented and analyzed.

Results and discussion

The solution of the task to assess genre reference of the document may be achieved with the multiprofiled methodology based on various methods of the document text description that are referred to at every stage of analysis: at first, the general genre relevance is defined due to its major parameters; secondly, its compositional-and-content consistency, coordination between genre parameters and their textual realization are specified; thirdly, defining the discursive style of the document on the basis of its language and format markers shows coordination between the genre pattern and its linguistic representation. In the following section of the article we will give several samples on the methodological reference developed by the document-oriented studies at Volgograd State University.

The first stage of the multiprofiled analysis is aimed at reconstructing the parameter model of the text type by precise examination of language realizations with the tools of the genre parameterization method.

The scientific ground of the document genre model reconstruction is the genre model that was offered by T.V. Shmeleva, that is viewed as the combination of seven genre characteristics –

communication goal, the profiles of the addresser and addressee, situational predisposition and future expectations, type of dictum consistency and language realizations of the genre [Shmeleva, 1997, p. 93]. On the basis of this modeling procedure the researchers from Volgograd State University designed the genre models of the documentation for examining modern spheres of administrative-and-business communication: education management (the law and regulations, concept and doctrine, strategy of development, initiatives, etc. [Belokoneva, 2011]), academic and research (dissertation theses [Krasnova, 2009]), medicine documentation (medical file of a patient in the hospital [Romashova, 2014]), strategic planning (documentation on strategic planning, doctrine, concept of development, documentation on tactic planning, the program of development, schedule, route planning, technological map, etc. [Bystrova, 2017]), public relations (quality productive policy, public statement, press-release, business letters, etc. [Buslaeva, 2016]).

However, when the researchers made attempts to structure genre models of historical documents they felt the necessity to refine and redefine the parameters of the general model, in particular, they had to change several nominations and added the terms like *subject of communication (addresser, addressee)*, *communicative function*, *the mode of the information transference*, *dominant modality*, *time-and-space localization*. During experimental application of the model certain correlations between the genre parameters, general text categories and documentary characteristics of the text type were noticed. Every parameter and category is stated to be explicated with language units of various degrees of complexity, among them one can notice multiple vectors and directions of coordination (for more details: [Gorban et al., 2020, p. 184]).

The refined model of the genre reflects complex profile of the historical document text, which is viewed as information (factual content), framed with certain format requirements and verbally implemented with language specificity. The discursive analysis helps to reveal the complexity of links between the genre parameters and the variability of their linguistic realizations that is explained by different circumstances of communication and the variety of the document

functions. The links between parameters might be obligatory (strong, as between “addresser – addressee” and “function,” “information” and “function”) and optional (weak, as “addressee – addresser” and “space, location,” “time reference,” “structure”), or direct vs indirect. As for the value of parameters there are three levels of hierarchy in accordance with their role (function) in information delivery (for more details: [Gorban et al., 2016]). The top layer of the hierarchy is taken by *addresser* and *addressee profiles (as the subjects of communication)* and *text function*, at the second layer *information*, *text structure (composition)*, *modality* are placed, the third layer houses such parameters as *space*, *time representation*.

The genre model refinement process preserves the academic intent to introduce a systematic approach to the text typology, but when being applied to historical documents its pragmatic interpretation meets certain inconveniences as in reality some documentary texts might lack some markers of the genre reference (they don't have titles or headlines) or due to the insufficiency of standardization at some ancient time periods the historically-referred documents demonstrate some degrees of textual and language variability and irregularity. Thus, the documents from the “Mikhailovsky Stanitsa Ataman” Archive Fund (State Archive of Volgograd Region, Russia), dated by 18th – early 19th century, are a good example of the genre variability and irregularity. When a group of researchers from Volgograd State University was set to make a detailed analysis of various documents that were gathered in the archive files, they tried to distinguish and classify several genres of the documents that were in active usage from the 18th to the 19th centuries: army charter (*voyskovaya gramota*), report (*raport*), passport (*pasporta*), prior notice (*promemoria*), notification (*donoshenije*), message (*soobschenije, izvestije*), proposition (*predlozhenije*), etc.

The complex linguistic analysis of the documents from the Archive, that accompanied composing the linguistic corpus of the “Mikhailovsky Stanitsa Ataman” Archive Fund, resulted in distinguishing general discursive and pragmatic characteristics, formal and compositional structures for every genre type distinguished. It got a detailed description of the

ways how discursive and textual categories were linguistically represented (i.e. the categories of integrity, cohesion and coherence, subject and addresser, location (space), temporality (time reference), modality, tonality).

The discursive, communicative-and-pragmatic analysis was supported by lexical-semantic and stylistic analysis of the language unit consistency, which led to a systematic description of grammatical classes of words (nouns, verbs, adjectives, adverbs, pronouns, conjunctions) as well as lexical classes (nominations of a person, institutions, space objects, time periods and intervals), specialized terminological groups (administrative and documental terms, historic and archaic words, etc.), cases of lexical synonymy. The syntactic and morphemic peculiarities of the written style of the documents were also studied, the morphological forms and their orthographic variations, preposition-and-case patterns that represent the concept of location were described.

The methodology of genre parameterization turned to be important for noticing the variability of the format and content presentation while comparing the documents composed in different time periods [Gorban et al., 2016; Gorban, Kosova, Sheptukhina, 2023]. It helped to distinguish the traits of administrative and business documentation development and to state the moments when the document genres came up firstly, their social and linguistic links were associated with the general development of the Russian Literary Language, its styles and word registers, as well as with the historical text typology and categorical realizations.

The complex methodology of genre parameterization, applied to modern documentary, turned also useful in defining transformation of strict genre features and formation of new genres, i.e. the initiative memo, the letter of recommendation, the instruction. The initiative letter, for example, is viewed as a double-function document – it informs about something new, innovative in a pair with the plan or program of implementation [Kosova, 2023]. Thus, the initiative memo represents a blending nature of modern document that is expanded with the coordination of social (extralinguistic) and linguistic aspect of business-oriented official environment.

Genre variability is discovered in the collection of the recommendation letter as its content depends on the addressee profile and situational parameters:

the linguistic differences are explained by the requirements of the official or unofficial type of the communication circumstances and its direction to a personal or collective addressee status [Kosova, Zaripova, 2021].

The text of instruction (an organizational-and-legal document that regulates various aspects of administrative and business activities) also demonstrates variability and adaptedness in the genre parameters realization. Some of formal and content features can be modified to adjust the circumstances of a real-life situation.

Though the document is characterized by a strict order of the information sectors and the style of language ranks, the dominance is taken by the addressee parameter, which flexibly projects the format, language, modality and tonality of the recommendation genre [Kosova, Sheptukhin, 2024]. The flexibility of the format layout and language consistency speaks about a vital trend in modern document genre system.

The flexibility of genre parameter realization is mirrored in a trend that is called genre blending, or text body heterogeneity; it is characteristic of practice cases, which require switching between the discourse format and language style. In the work by N.A. Romanova such genre realization is called *interstyle switching* [Romanova, 2023, p. 132] and it is exemplified with the clinical recommendation genre (medical discourse). The researcher states that the clinical recommendation, when being addressed to a patient, demonstrates contamination of medical terminology presented in the less official style and the discursive elements of simplified explanations. The same trend is seen in the genre of strategic planning memo; when the text informs about socially vital issues (development program, doctrine) and is addressed to a mass audience there is contamination of administrative and publicist styles [Belokoneva, 2011; Bystrova, 2017].

The texts with indistinctly marked genre features are actively used in social management and public relations (i.e. press release, public statement and memo, booklet, leaflet, etc.); being addressed to a mass audience, they use a wide range of language means and stylistic patterns to raise the unofficial tone.

E.S. Buslaeva presented this phenomenon as a low degree realization of the documentary style [Buslaeva, 2016]. The researcher explains that as far as the document texts are addressed

to mass public, such texts may be joined into one subsystem of intercorporate documents with some common features of the outline typical of official documents but as for the style and communicative tonality they include language units traditionally aimed at image making strategy reflective of press-releases.

It should be underlined in conclusion, that the methodology of genre parameterization works efficiently when the aim is to collect information about universal genre-referring features and evaluate flexibility of their discursive and language realizations. The comparison of the parameter realizations in real-life texts leads to generalizations on formal and compositional outline of the genre, modality together with the social and discursive circumstances and situations when the document is used.

The second stage of the multiprofiled analysis is about studying the language-in-use practice, that is exact examination of logical and semantic links between the language units of various ranks within the borders of the document text that is referred to genre and language-in-use style (see in: [Gorban et al., 2016]).

It is the lexis that stands in the focus of the study, and the analysis is aimed at semantic consistency of the text; its categorization reflects thematic specificity of the text, or its dominant and secondary topic coordination.

The *method of thematic group allocation* in the collection of the texts under study turns useful whether it deals with modern or historical texts; the latest one with the reconstructed thematic groups gives information on the historical aspect, informs about facts and details of the pastime events and mode of life.

A perfect example of the method efficiency is the study of the linguistic corpus of the “Mikhailovsky Stanitsa Ataman” Archive Fund, dated by the 18th – early 19th century. The semantic analysis enabled systematization of nominations of the documents that were used in the Don Host documentary practice (i.e. *donosheniye* (notification), *order*, *raport* (report), *passport*, *vedomost* (financial sheet), *opis'* (inventory), *spravka* (brief information), *original*, *copy*, *raspiska* (receipt)). The further analysis of words reconstructed some facts from the life of the Don Host, that are nominations of social events (*sobor*, *sbor*, *voyskovoy krug*),

of military ranks and positions (*donsky ataman*, *kazaki*, *general-mayor*, *polkovnik*, *brigadir*, *komendant*, *rekrut*, *sergant*, *izvozchik*), social ranks and titles (*gosudarevy i boyarchye ludy*). Besides, from the military charters one can learn how they used to address officially: *general-major i ordena svyatogo Aleksandra kavaler Ivan Mazimovich Shuvalov*; *rezanskogo polku polkovnik Shark*; *rekrut Vasiliy Mazzurin* [Gorban et al., 2020]. Thus, the thematic grouping of the lexis in the texts serves for reconstruction of facts and details about some period in the history.

Thematic grouping held on the corpus of modern documents resulted in setting groups of terms that are most frequent for a certain genre or text type. For instance, in the text of the law “On Personal Data” the following key words may be derived: *personal'nye dannye*, *sub'ekt personal'nyh dannyh*, *operator*, *obrabotka* (*personal'nyh dannyh*), *principy* (*obrabotki*), *usloviya* (*obrabotki*), etc. Within the thematic group one can notice logical relations “type – subtype”: personal data – *obshhedostupnye personal'nye dannye*, *biometricheskie personal'nye dannye*; acts and activities with personal data – *sbor*, *sistematizaciya*, *nakoplenie*, *hranenie*, *utochnenie*, *obnovlenie*, *izmenenie*, *ispol'zovanie*, *rasprostranenie*, *peredacha*, *obezlichivanie*, *blokirovanie*, *unichtozhenie*; data processing – *obezlichivanie* (*personal'nyh dannyh*), *konfidencial'nost'*, *soglasie* (*sub'ekta personal'nyh dannyh*); “*celoe – chast'*”: *personal'nye dannye* – *familija*, *imja*, *otchestvo*, *god*, *mesjac*, *data i mesto rozhdenija*, *adres*, *semejnoe*, *social'noe*, *imushhestvennoe polozhenie*, *obrazovanie*, *professija*, *dohody*.

Grammatical correspondence of the document text, undoubtedly, asks for considering its part-of-speech consistency. With the method of description the researchers make lists of grammatical classes of words usually with the index of their frequency in the text collection, with methods of semantic analysis they try to distinguish their importance for the content delivery, find out the meanings of modal units, the presence of assessing units.

The work with the vocabulary consistency of a group of texts that are referred to one genre seems to be helpful for various reasons [Kosova,

2016, pp. 12-13]. Special lexis is considered among major parameters of the document genre, which explains the interest to discussion about the methods and procedures of the word consistency analysis. Thus, special vocabulary reconstruction taken as the theme areas in the collection of texts is viewed as a relevant way to characterize the document genre model. Below there will be three statements with the argumentation on the issue of special vocabulary being among leading parameters of the document genre reconstruction.

Statement No. 1. Special lexis analysis enables distinguishing major subject areas that characterize modern genres of the documentation practice.

At the moment the deep analysis of modern documentation system requires moving to renovation in the methods of studies. Today the documentation management supported by modern information and digital technologies is going through the period of development. This new aspect of documentation is focused on the automated practice of document composing, sending, receiving, processing, that definitely looks rather complex, heterogeneous and integrating [Belous, 2011], as it requires unification of the knowledge on legal, economic, technological, organizational and linguistic aspects and their language realizations in the body of one document.

While considering the complexity of this issue, E.S. Belous offered the method of logical-and-conceptual modelling for the spheres of documentation management with the tasks to range the documentation typology and to state basic terminology; the researcher offered the following concepts of the complex documentation consistency: classes of documentation lexis, lexis of jurisprudence, established laws and regulations, economic and communicative thesaurus [Belous, 2021]. The experiments with the documentary complexes demonstrated certain correlation between the frequent representations of the lexis from various conceptual classes and the type of the document.

Statement No. 2. Special lexis typical of the documentary complexes is classified according to semantic class reference and their conceptual function.

The practice of semantic analysis of the documentary text complexes shows great

conceptual variability of the lexis, its nomenclature. Along with the richly exposed terminological clusters the researchers have distinguished varieties of word classes with the specialized conceptual functions – classes of words that nominated places, locations, job positions and titles, etc. (onyms of different kinds); professional words and phrases; the words that are going through the stage of developing terminological meaning (preterms); etc.

The strict logical observation of the text thesaurus consistency demonstrates conceptual hierarchy of the documents that is reflected in the conceptual classification of vocabulary (the concept paradigms), the word *document* is referred to a class of basic terms of the documentary area, whereas the word *blank* should be added to a class of nomens (nomenclature units). Formation of a term may be preceded by distinguishing a preterm (specially limited lexical units that are used as nominations of new notions, i.e. *raboty tekhnicheskogo charactera*); in certain kinds of documental format one can meet jargon terms (terminoids, i.e. *platezhka*) [Kosova, Sheptukhina, 2022, pp. 46-47].

The analysis of thesaurus consistency of the documentary area shows the diversified flexibility of realizations in the document texts of various types and kinds. While being used special lexemes may demonstrate various sides of their meaning actualization, which depends on the text kind and its functions. In certain types of the texts that require unambiguous content the strictness of definitions is needed, so the basic terminological unit is used; however, in other circumstances the variability of lexes is allowed, that means that certain synonymy is possible or the usage of a word with preterminological meaning, the word with the unsettled meaning. Notwithstanding the above, the documentary complexes still show certain correlation between lexis representations and the genre reference.

Statement No. 3. Terminological units when installed during the documentary practice perform a number of functions in the texts of the document genres.

When examining special texts, V.M. Leychik noted three discursive functions of terminological lexis in dependence on the way the terms were introduced into the text and offered

three types of texts: *term-determining texts* (when a term meaning is explained, presented in dictionaries, standards, terminology lists, term explanatory dictionaries, encyclopedias, reference books, student's books, thesauruses, etc.); *term-employing texts* (when a term is used in the documentary practice, i.e. in the documents and papers on scientific, technical, business, economic issues; in specialized terminological standards and lists, etc.); *term-building texts* (when a new term is introduced into discursive practice, i.e. in the scientific articles) [Leychik, 1990, pp. 82-83].

A detailed examination of the document text collections enabled distinguishing two functions of the term usage in *term-determining* and *term-employing*, but in the collections of document texts certain traits of mixed realizations were found [Kosova, Sharipova, 2016]. To the texts with mixed term functions one can refer texts of legislation and law, statements, regulations and other documents that require exact and accurate concept definitions by terms, their rightful interpretation.

The main requirement for such terms is their unambiguous meanings, as the document must state a set of basic terms with their accurate definitions in the glossary that precedes the main body of the document for further usage. It should be noted that synonymy is not welcome in the document text composing practice; however, it definitely is influenced by the genre reference.

At the third stage the document genre study is directed to the text stylistic description and interpretation. The document text is thought to be structured strictly in accordance with the official-and-business communication style. However, in every case the document type may demonstrate variations in realization of some parameters or language presentation. Thus, the organizational-and-administrative documents that are used mainly in the government documentary practice demonstrate much in common, but due to the spheres of activity the administrative documents show great diversity and deflection, which points to general heterogeneity of the genre realization: the documents that are referred to socially oriented practices exhibits features of publicist, scientific or personal converse style. Such multistyle synthetics characterizes the addictiveness of the document text to its functioning.

Conclusion

The document text when being examined as a genre model demonstrate, syncretism of a standard set of features in a pair of various degrees of dynamism, changeability and variability in the form and content outlay which is explained by the extralinguistic predetermination of every case when a genre model is implemented. The complexity of the genre features and their realization modes requires a conforming choice of the research methods, when being joined they make a methodology with several stages and methods of analysis.

The complex methodology for studying various genres and text types of the administrative and business-oriented documentation verified at Volgograd State University enables investigations on typology of various document sets that may be referred to different social fields and even different historical periods. The experienced researchers should know the procedures of various descriptive, semantic, pragmatic and discursive analyses. The results of the study attained would specify views on the document text theory and enlarge methodological apparatus of modern text-oriented linguistics.

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