

BUSINESS LETTERS TO FOREIGN PARTNER UNIVERSITIES**Yuldashev Khusanboy Ibragimovich***Head of the International Cooperation Department,**Uzbekistan State University of World Languages***Email:** mrx191267@gmail.com, international@uzswlu.uz

Annotation: This Thesis analyzes the challenges and strategies associated with translating business letters in the educational sphere, particularly those exchanged with foreign partner universities. Such correspondence requires linguistic accuracy, cultural appropriateness, and professional tone. This paper discusses common difficulties, provides real-world examples in English and Uzbek, and suggests best practices for effective translation.

Keywords: business letters, translation, higher education, international cooperation, Uzbek-English translation, cultural adaptation.

The globalization of higher education has increased the need for effective and accurate communication between universities around the world. Business letters serve as a formal means to express interest in cooperation, invite participation in programs, or handle administrative matters such as student exchange, MoUs, and academic agreements. Translating these letters from local languages into English—or vice versa—requires linguistic precision and cultural sensitivity.

Before preparing business letters you have to clarify the main purpose, effect and outcome you expect from your possible future partner. They can include the following:

- Initiating cooperation or partnerships.
- Inviting participation in academic events.
- Requesting official documents or data.
- Confirming agreements or meetings.
- Offering scholarships or program updates.

Educational business letters are typically formal, respectful and concise. They follow a structured format that consist of:

- Salutation
- Introduction and purpose

- Main content or request

- Conclusion and polite closing

Translators must ensure that this structure is preserved across languages.

Terminology and Jargon

Words like "academic mobility" "research grant" or "learning outcomes" require accurate equivalents in the target language.

Register and Politeness

Translators must maintain a formal register. Uzbek, for instance, uses honorifics and respectful expressions more frequently than English.

4.3. Syntax and Sentence Length

English business letters favor brevity, while Uzbek may use longer sentences with formal structures.

Let's see some examples for this.

Example 1: Invitation to a Conference

EN: "Dear Colleagues, We are pleased to invite your university representatives to the International Education Forum to be held in Tashkent in October."

UZ: «Хурматли ҳамкасблар, Сизнинг университетингиз вакиллари жорий йил октябрь ойида Тошкентда бўлиб ўтадиган Халқаро Таълим Форумда иштирок этишга таклиф этамиз.»

Example 2: Expression of Interest in Cooperation

EN: "We are interested in establishing academic cooperation with your esteemed institution in the field of engineering education."

UZ: «Муҳтарам таълим муассасангиз билан муҳандислик таълими соҳасида илмий ҳамкорликни йўлга қўйишдан манфаатдормиз.»

Example 3: Request for Information

EN: "Could you kindly send us the updated course catalog for the 2025 academic year?"

UZ: «2025-ўқув йили учун янгиланган ўқув курслари каталогини юборишингизни сўраймиз.»

Cultural differences greatly influence the way business letters are written and interpreted. In Uzbek culture, the use of titles, respectful language, and formal greetings is essential. English letters, while still formal, are often more direct and less ceremonial.

Translators must be aware of these differences to avoid unintended impoliteness or excessive formality.

Herein we would like to consider some strategies and best practices.

- Maintain consistency in terminology using glossaries
- Use formal register regardless of the source's tone
- Adapt cultural references and idioms
- Proofread and peer review translated letters
- Use parallel texts for guidance (previous translated letters)

Translating business letters in the field of education is a nuanced task that requires attention to the language, culture, tone and purpose. High-quality translations can strengthen academic relationships and ensure effective international communication. By applying best practices and using real-world examples, translators can enhance the clarity, professionalism and success of inter-university correspondence.

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