ASPECTS REGARDING THE OFFICIAL STYLE (LEGAL – ADMINISTRATIVE)[1]

Abstract*: The present paper,* Aspects regarding the Official Style (Legal and Administrative)*, attempts to present this variant or variety of the literary language, from both a methodological perspective and a comparative one. Within the juridical style, the need to know the juridical methodology in general and the legal and administrative style in particular is absolutely obvious. The official style performs the communication function within the scope of official relations, the means of communication being: the written and oral monologue, then the written and oral dialogue respectively. The juridical style refers to acts, documents and materials specific to the legislative domain, whereas the administrative style refers to acts, documents and materials specific to the administrative domain. Our approach will take into account both a comparative presentation of the two components: juridical and administrative, and a more comprehensive comparison: the official style and the unofficial styles.*

Keywords*: official style, juridical, administrative.*

In order to discuss about functional styles in general, namely about official style (legal-administrative) in particular, it is necessary to define the notion of style and to establish its specific qualities.

Thus, *the style* represents: I.1. The specific mode of expression in a certain field of human activity, for certain purposes of communication; a person's personal way of expression; (spec.) the totality of linguistic means used by a writer to obtain certain artistic effects. 2. The assembly of action features of specific to a people, to a collectivity or a person (DEX, 1996: 1021). In another paper of specialty (Florin Marcu, 1997: 1366), the style is defined as: I.1. The totality of a structure's characteristic features, civilization, age, activities and so on. 2. idea and means of expression specific to an art or an artist, a current, an age, a national artistic school and so on 3. the totality of linguistic, composer activities and so on, of expression of a concrete content of a writer, a composer, an opera, a gender an so on.

Functional style – variety of literary language, used in a certain field of activity; manner, a person mean in which a writer, a composer and so on, uses the means of expression. 4. manner, a way to be, a way to behave, to act. So this is a definition of the functional style notion.

In dedicated studies, it is recognized the following sense:

The functional styles are alternatives or varieties of literary language, differentiated by the function they accomplish as means of communication in fields of activity very well defined.

Both in Romanian language as in foreign languages the following general varieties are acknowledged: juridical-administrative (official) style, technical-scientific style, fictional or literal style, publicist or journalistic style, conversational or familiar style.

As we said in the title of our presentation, we consider here the exposition only of the official juridical-administrative style. It is characterized by the following general qualities, which are proper to the style in its assembly:

- *equity* – meeting the standardized aspect or the literary rule in oral and written communication;

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- *clarity* – clear, logical, and concrete wording of ideas, thoughts, feelings to permit the receiver the correct and plain understanding of communication. It is recommended the using of some current words, whose meanings are familiar and the avoidance of specialized, rare or equivocal terms, of inconsistent, pleonastic, tautological constructions, of anacoluthon type;
- *property* – the use in expression of the most appropriate linguistic means (words, structures, shapes, meanings). The property of style assumes o rigorous selection followed by a adequacy of the meaning of each word selected for the purpose of exact or shaded communication of an idea;
- *precision* – the rigorous use of linguistic means;
- *purity* – the use of devoted linguistic means by language and accepted in literary language. The cleanness of expression insists on the normal, literal aspect of language, avoiding archaisms, dialects, the abuse of neologisms, barbarisms, jargon and slang expressions.

Among the specific qualities, in general, the official style assumes:

- *simplicity* – the use of current terms, apparently with no expressiveness, of restrained, correct formulations, widely used by the speakers;
- *naturalness* – the natural expression, with no restraints. Its sources are: the absolute knowledge of the object and the scope of communication as well as a very good knowledge of the language (with all its division: phonetics, lexicology, morphology, syntax)
- *harmony* – the perfect harmony of the whole parts. The sources of harmony are: the expressive sonority, the correct emphasize, the joining of words in sentences and the sentences in rhythmic phrases which sound harmonious;
- *dignity* – the exclusive use of words and expressions accepted by the literal language. It is recommended the avoidance of what is gross, vulgar, respectively the use of a elevated language, elegant, superior;
- *concision* – the use of linguistic means which are strictly necessary in expression.

The official style, as the denomination shows (legal-administrative), comprises two components: legal and administrative, in other words, it contains documents and materials with legal character, respectively documents and materials with administrative character. The official style carries out the communication function in the field of official relations. The means of communications are: the written monologue (in documents and official documents), spoken monologue (lectures and speeches in official situations), the written dialogue (official correspondence), the spoken dialogue (in official relations between institutions and public). The legal style comprises papers, documents and materials specific to legislative field: Constitution, laws, codes, various texts drafted by the legal authority. The administrative style also comprises papers, documents and materials specific to administrative and legislative field, texts drafted by the administrative authority.

The legal style has the following features:

- normative content (legal rules in generic meaning: laws, ordinances, resolutions and so on etc.);
- referential function;
- from the communication perspective, the emitter (legislative authority) is a specialized one. He transmits the information or the message (the content of the legal rule) to the receiver that can be specialized (the one who must apply the law) or non-specialized (the one who wants to know the law);
- impersonal form;

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- objective character;
- equity (phonetically, lexically, grammatically, orthographically, orthoepically), namely, the conformation to the rules of literary Romanian language;
- clarity, concision, precision and the property of terms;
- the existence of some formal stereotypes ;
- the use of some stereotypes indicating the necessary attitude;
- the use of specialty terminology, namely the use of both devoted terms and neologisms;
- from the lexical perspective: the terminology specific to each legal field (civil, penal, constitutional, administrative, commercial, financial and so on);
- from the morphological perspective: the predominance of nouns and verbs;
- from the syntactical perspective: the role of coordination and subordination;
- from the stylistically perspective: the legal style has no figures of speech or tropes, meaning that the stylistic aspect or the expressiveness is zero.

The administrative style has the following features:

- normative content;
- conative function;
- from the communication perspective, the emitter (the same legislative authority) is a specialized one. The message (the official document from the administrative field) is received and decoded by the receiver, who is specialized (the one who must apply the law);
- impersonal form;
- equity, clarity, concision, property, the absence of ambiguous terms;
- the existence of stereotypes;
- the use of specialty terminology;
- the almost exclusive use of some fix formulas (application, invitation, letter, telegram and so on);
- from the lexical perspective: the terminology specific to the administrative field;
- from the morphological perspective: weight of some parts of speaking: names (nouns and substitutes) and actions (verbs);
- from the syntactical perspective: the importance of coordination and subordination;
- from the stylistical perspective: zero expressiveness.

So, rejoining the particularities of the two components, we can make several conclusions regarding the official style:

- carries out the communication function I the field of official relations: administrations, diplomacy, justice;
- respects the norms of the literary language at every level (phonetical, lexical, grammatical, stylistical);
- is objective and impersonal;
- has no affective charge (neutral from the expressive perspective);
- is accessible, clear and precise;
- has a formal way of expression.

As linguistic particularities we can observe that the official style:

At the lexical level it has specific terminology: Examples of legal terms from the civil law subject: occupancy, acquisition, installment, document (legal civil), assets, suit, pawn, promissory contract, argument, earnest payment, ascendants, authorization, attorney, beneficium inventari, good/goods, land register, quality, legal competence,

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real estate registrar, cause, marriage, transfer, (court) fees, rent, category (of heirs), clause code, collaterals, free loan, concession, condition, consent, litigation, contract, agreement, joint ownership, share, creditor, damage (material/moral), debtor, deposit (deposit contract), descendants, compensation, joint property, devolution, indemnity, dissolution (the company), interest (of delay), acquisition, purchaser, fraud, field (public/ private), donation, evidence, law, error, eviction, exemption, expropriation, use, decision (of the court), thief, pledge, guarantee, founder, real estate, imprescriptibility, incapacity, joint possession, court, real estate registration, prohibited (court), mortgage, loan, lease, alienation, maintenance (maintenance contract), court, judge, solicitor, law, legate, law, legislation, damage, liquidation, lease, work, mandate (mandatory contract), minor, motive, heir, nature (legal), unworthiness, regulation (legal), nullity, object, liability, division, party, liability, patrimony, respondent (natural/legal), petition (of heredity), complaint, possession, insecurity, preemption, prejudice, payment, limitation, price, privilege, procedure, process, property, report (legal civil), atonement, responsibility, claimant, refusal, regimen (legal), regulation, rule, remuneration, life annuity, waiver, representation (succession), resume (to trial, pending), restitution, retention, restitution, claims, revocation, reserve (succession), termination, risk, sanction, exchange, seizure, separation, servitude, submission, company (trading), solidarity (pay jointly and severally), spouse (survivor), offset (effects), stipulation, subject, sub-lease, subrogation, substitution, succession, balancing payment, surface area, land, term, third party, will, title, holder, transfer, transaction, treatment (legal), adverse possession, usufruct, validity, sale-purchase, vice, wickedness, violence, title (succession), volition, and so on.

Examples of legal terms in criminal law: discharge, charge, fine, threat, amnesty, stateless, defender, appeal, custody, support (legal), hearing, author, means (of appeal), calumny, investigation, nationality, circumstance (aggravating/mitigating), citation, co-author, accomplice, offenses (of crime), condemnation, confiscation, consumption, appeal (annulment), offense, crime, criminality, guilt, court (of appeal), deliberation, delinquency, denunciation, nonsuit, detention, discernment, decision, escape, expert, expulsion, extradition, forgery, perpetrator, flagrant (delinquency), main issue, reprieve, registrar, mistake, decision, imprudence, incrimination, defendant, offender, offense, court, abetter, insult, intention, interest (material), translator, prohibited, prison, registered, judge, court, freedom (supervised), hitting, warrant, witness, action (educational/ of safety), minor, reprimand, negligence, non-retroactive (ex-officio), murder, damage, prosecutor's office, party (civil/injured/responsible civilly), participation, punishment, search, threat (social), petition, piracy, complaint (prior), praeterintention, premeditation, procedure (legal), prosecution, prosecutor, deliver (the decision), infanticide, (in) public, rehabilitation, indictment, relapse, appeal, retrial, resume (to trial), retroactivity, review, resolution, relative (kin), penalty, sentence, intimation (ex officio), adjournement, blackmail, hearing (trial), robbery, attempt, court, murder (negligence), assault, prosecution (legal), injury (bodily), victim, guilt, violence, volition, and so on.

- Frequent at the morphological level there are :
  - nouns from long infinitives;
  - infinitive with imperative value;
  - future with imperative value;
  - reflexive – passive;
  - impersonal and personal verbs used as personal;
  - impersonal verbal expressions;

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- adverbs and adverbial phrases like: *necessarily, mandatory*;
- prepositions and prepositional phrases like: *in capacity of, to the purpose of, based on, in order to, in agreement with*, *in relation to*.

➢ Frequent at the syntactic level are:
- predicative groups with *have* and *can* verbs;
- infinitival constructions.

➢ The stylistic level has the following features:
- The presence of some stereotypes (addressing expressions: introductory, conclusive);
- Coordination in phrase as main way of organizing the content;
- The absence of predicate / copulative verb (example: *no smoking, no entrance*);
- Conformation to some rules of graphical presentation.

In Romanian, the administrative style includes the following types of documents:

- informative: announce, application, declaration, invitation, letter, telegram;
- documentary: ordinance, protocol, mandate, communication, paper;
- inventory: nominal table, time sheet, schedule, inventory; standard forms: certificate, diploma, transcript of records, fiscal invoice;
- regulatory on a legal basis;
- controlling of activity Bălănescu, http://ebooks.unibuc.ro.)

Of all functional styles, the official or legal-administrative style is the most conservatory. At the phonetic level stands out by specific abbreviations, in lexical plan the proper terms and the syntax is defined by stereotypes collocations, having sometimes an exceeding standardization of the text. So, the official style is on one hand clear, precise, rigorous ad on the other hand impersonal and with no expressiveness. The official style is entire different from the other functional styles, being considered to be non-artistic or non-literary, being in a neutral relation with the technical-scientific and familiar or colloquial styles, respectively, evidently being in opposition with publicist or journalistic and belletristic or literary style.

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