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K. D. Ushynsky**

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The third issue of the materials represented by the Ukrainian and Chinese scholars are dedicated to acute issues of General and Contrastive Linguistics within the Chinese, English, Ukrainian and Russian languages; linguodidactic problems of teaching native and foreign languages within polycultural educational space; peculiarities of cross-cultural communication in geopolitical space alongside with educational aspects of professional training of future specialists under conditions of multicultural environment.

The given articles may be of use to researchers, graduate students, postgraduates and practising teachers who are interested in various aspects of Sinology, Cross-cultural Communication, Pedagogics and Psychology.

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euphemistic substitutions, language implications; implementation of precedent texts (or case texts).

Military conflicts are recognized as catalyzers of linguistic manifestation of different stereotypes and prejudices which exist in the mass consciousness.

Key words: *political manipulation, manipulative technologies, political conflict, military conflict, political discourse.*

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**LINGUISTIC PECULIARITIES OF ACADEMIC LETTERS IN THE
FRAMEWORK OF INTERNATIONAL COLLABORATION (ON THE
MATERIAL OF UKRAINIAN, ENGLISH AND CHINESE ACADEMIC
LETTERS)**

The article is devoted to the study of linguistic peculiarities of Ukrainian, English and Chinese academic letters in the framework of international collaboration. The classification of the official academic letters has been represented; some examples of phrases alongside with sentences widely used in Ukrainian, English and Chinese academic letters have been given. The composition and style markers of the designated letters have been specified;

Key words: *official academic letters, Ukrainian, English, Chinese, international collaboration, academic correspondence.*

Theoretical and practical investigations of linguistic peculiarities of official letters confirms the urgency in specifying their composition and contents within international cooperation. It seems to be of great importance to solve problems which may arise because of differences in the language structures of Ukrainian, English, Chinese. These very problems stipulate the **aim** of the article – to study linguistic peculiarities of academic letters in the framework of international collaboration. The solution of this problem presupposes the fulfilment of these **tasks**: *1) to specify composition and style markers of the designated letters; 2) to represent their classification according to the contents.*

The analysis of encyclopaedic literature gives enough ground to state that these are official letters which specify diverse details of co-functioning of different educational institutions in the framework of international cooperation. One can solve a number of current operative problems arising during the process of international activity by means of official academic letters: request for information and information exchange, notifications, invitations, changes, tasks, reminders, confirmation, recommendations, suggestions, comments, requests, demands, etc.

We agree with the definition of the term “*official letter*” offered by the Ukrainian linguists (O. Horbul, L. Haluzynska, T. Sytnik, S. Yaremenko) who interpret it as “a general name for a big group of management documents which serve as a means of communication with establishments and individuals” [1]. In the authors’ opinion, the text of an official document is to highlight only one issue. The key aim of an official letter is to induce to an action, to convince, to prove, to explain, which can be achieved by means of clearness, clarity and brevity of its text. The recommended tone of the designated letters is neutral. Let us specify the classification of official academic letters according to their contents.

An *inquiry letter* is aimed at obtaining information concerning academic events, forms of education, curricula, scientific and practical vectors of international cooperation as well as clarifications: *Адміністрація університету просить надати інформацію стосовно тематики секційних обговорень (English – The*

university administration requests that you should give the information regarding the topics for discussions. Chinese – 大学管理层请求提供分节讨论的主题信息。 / dàxué guǎnlǐcéng qǐngqiú tíngòng fēnjiē tāolùn de zhǐtí xìnxi), Деканат художньо-графічного факультету клопочить про надання умов участі студентів-магістрантів у фестивалі «Льодові скульптури» (English – The dean's office of the Art-Graphic Faculty petitions that you submit terms and conditions of students' participation in the Festival "Ice sculptures". Chinese – 艺术学院恳求提供硕士研究生参加冰雕节的条件。 / yìshùxuéyuàn kěnqiú tíngòng shuòshìyánjiūshēng cānjiā bīngdiāojiē de tiáojiàn), міжнародний відділ інституту піклується про виявлення причин депортації українських студентів з вашої країни (English – The International Department is concerned about the reasons of the Ukrainian students' deportation from your country. Chinese – 外事办会负责关于将乌克兰学生从贵国遣返条件的制定。 / wàishìbàn huì fùzé guānyú jiāng wūkèlán xuéshēng cóng guìguó qiǎnfǎn tiáojiàn de zhìdìng), etc.

A **letter-exchange of information** presupposes notification of parties regarding the beginning, plan and details of educational, academic, scientific, cultural, sport and other events within international activity of educational institutions. The most widespread phrases are these ones: *Висловлюємо Вам свою вдячність за плідну спільну діяльність... (English – We are grateful to you for our productive collaboration... Chinese – 我们为卓有成效的合作向您表示感谢 / wǒmen wéi zhuóyǒuchéngxiào de hézuò xiàng nín biǎoshì gǎnxiè.), Сподіваємося на подальшу конструктивну діяльність в спектрі... (English – We hope for the further fruitful cooperation in the spectrum of... Chinese – 希望以后在方面会有建设性的合作。 / xīwàng yǐhòu zài fāngmiàn huì yǒu jiànshèxìng de hézuò), etc.*

A **notification letter** is close to invitation letters; it looks like a reply to some inquiry. It starts with the words: *Повідомляємо (English – We would like to inform you that... Chinese – 告知 / gàozhī); Ставимо Вас до відома (English – We are*

notifying you... Chinese – 通知您 / tōngzhī nín), etc. Facts are given in this type of an official letter.

An author of an *invitation letter* offers a recipient to participate in some academic event (a concert, a contest, a conference, a master-class, sport competitions, etc.). It is addressed both to a particular person and to an educational institution. Information concerning a nature of a planned event, terms of its holding, participation conditions, a programme, information about a contact person are enclosed. Study some examples of standard phrases used in invitation letters: *Вельмишановний пан / пані ... (English – Distinguished Mr. / Ms. ... Chinese – 尊敬的先生/女士 / zūnjìng de xiānshēng / nǚshì), Вітаємо Вас! (English – Greetings), Деталі конференції: ... (English – Details of the Conference are as follows: ... Chinese – 会议细节 / huì yì xì jiē), Просимо надіслати ваші відгуки і пропозиції до ... (English – Please, send your feedbacks to ... Chinese – 请求您给予关于的意见和建议. / qǐngqiú nín jìyǔ guānyúde yìjiàn hé jiàn yì), etc.*

A *letter of offer* is considered to be most frequently sent. It has a recommendatory nature concerning facilitation of the organization procedure and / or the content component of an international academic activity in the context of a certain event. We can single out these expressions in this regard: *На наш погляд, доцільним було б включити здобутки магістрантів-філологів у галузі синології до другого випуску міжнародного періодичного журналу «Сучасні вектори розвитку науки й освіти в Китаї та Україні» (English – In our opinion, it is expedient that you should include the achievements of the master course students in the field of Sinology into the International periodic journal «Modern vectors of science and education development in China and Ukraine» / Issue 2. Chinese – 我们认为, 把语言学研究生在汉学领域的成就放在第二期的国际期刊 «Modern Vectors of Science and Education Development in China and Ukraine» 会是一个合理的决定 / wǒmen rènwéi, bǎ yǔyánxué yánjiūshēng zài hàn xué lǐngyù de chéngjiù fàngzài dìèrqī de guójì qīkān “Modern Vectors of Science and Education*

Development in China and Ukraine” huì shì yīgè hélí de juédìng), Уважаємо за необхідне долучити волонтерів до проведення Міжнародного змагання «Я і моя країна» у літньому мовному таборі (English – We consider it necessary to involve volunteers into the International contest “My country and I” held in the summer language camp. Chinese – 我们认为，让志愿者参与在夏令营中组织国际比赛《我和我的祖国》是必须的。 / wǒmen rènwéi, ràng zhìyuànzhě cānyǔ zài xiàlìngyíng zhōng zǔzhī guójì bǐsài «wǒ hé wǒde zǔguó» shì bìxū de), etc.

In case any changes may occur in a planned academic event, one side notifies of them the other side involved into an international project in a **letter about changes**. Compare the Ukrainian, English and Chinese examples of typical phrases used in this type of official letters: *Українська сторона повідомляє про деякі зміни в програмі заходу (English – The Ukrainian side notifies of some changes in the programme of the event. Chinese – 乌方对活动日程的一些 变化进行通知. / wūfāng duì huódòng rìchéng de yīxiē biànhuà jìnxíng tōngzhī),* *Адміністрація університету просить вибачення за будь-які незручності через реструктуризацію міжнародного відділу (English – The University Administration apologizes for all possible inconveniences connected with the restructuring of the International Department. Chinese – 大学管理层对由于外事办的重组而造成的不便深表歉意. / dàxué guǎnlǐcéng duì yóuyú wàishìbàn de chóngzǔ ér zàochéng de búbiàn shēnbiǎoqiànyì.),* *Керівництво закладу вибачається за незручності, що виникли в результаті зміни законодавчої бази з питань нострифікації освітніх документів іноземців (English – The University Administration Board would like to excuse for inconveniences resulted from the amendments in the legislation regarding nostrification of foreign documents on education. Chinese – 活动管理层对在外国人教育文件管理中法律层面上的变动造成的不便深表歉意. / huódòng guǎnlǐcéng duì zài wàiguórén jiāoyù wénjiàn guǎnlǐ zhōng fǎlǜ céngmiàn shàng de biàndòng zàochéng de búbiàn shēnbiǎoqiànyì.), etc.*

When a certain international academic event is coming or a term of registration and suggestion making in relation to the procedure of its holding are coming to an end, an initiator sends **a letter-reminder**. Its text usually starts with the words: *Нагадуємо, що...* (English – *We are obliged to / should remind you...* Chinese – *提醒关于.* / *tíxǐng guānyú.*).

Tasks of partners involved into an international academic project specify requirements to a particular event, its minutes and details in a **task letter**. Here are some examples of expressions used in this context: *Завданнями організаторів Міжнародного Дня Інститутів Конфуція є такі: ...* (English – *The Organisers' tasks in the framework of the International Confucius Institutes Day are as follows: ...* Chinese – *孔子学院日主办方的任务为.* / *kǒngzǐxuéyuàn rì zhǔbànfāng de rènwù wéi.*), *До завдань учасників семінару входить: ...* (English – *The participants of the Seminar are to fulfil these tasks: ...* Chinese – *参与讨论者的任务为.* / *cānyùtǎolùnzhě de rènwù wéi.*), *Завданнями волонтерів виступають такі: ...* (English – *The volunteers' tasks are as follows: ...* Chinese – *志愿者的任务为.* / *zhìyuànzhě de rènwù wéi.*), *Вимоги до виконання письмової частини конкурсу* (English – *Requirements to the written works within the contest.* Chinese – *比赛笔试部分的要求.* / *bǐsài bǐshì bùfèn de yàoliú.*), etc.

A **letter of confirm** contains notifications about the fact of obtainment of some sent materials (a letter, a telegramme, a fax, *etc.*) including confirmation that an afore-composed document covering certain aspects of international academic activity realization is still valid. This type of letter begins with these words: *Підтверджую / Підтверджуємо* (English – *We confirm.* Chinese – *确认.* / *quèrèn.*).

Initiation of some act within an international event, an appointment of a new person for a position of a performer of particular duties in the context of international academic collaboration are accompanied by writing a **letter of request**. These phrases are typical of the designated letter: *Ініціативна група проекту просить підтримки університету-партнера в організації міжнародного туру іспиту з*

англійської мови (рівень B1) для учасників проекту (English – *The Project initiative group requests that the partner university support our intention to organize the international tour of the examination in the English language (level B1) for the Project participants.* Chinese – 项目发起方请求合作院校关于组织国际英语考试(B1 等级)的支持。/ xiàngmù fāqǐfāng qǐngqiú hézuò yuànxiào guānyú zǔzhī guójì yǐngyǔ kǎoshì (B1děngjí)de zhīchí.), Просимо Вашого дозволу в проведенні Міжнародного культурного заходу за двома етапами на території України та Норвегії (English – *We petition for Your Permission to hold the International cultural event in two stages on the territory of Ukraine and Norway.* Chinese – 请求在乌克兰和挪威两方面的举办国际文化活动的许可。/ qǐngqiú zài wūkèlán hé nuówēi liǎngfāngmiàn de jǔbàn guójì wénhuà huódòng de xǔkě.), Ректорат університету висловлює прохання про скерування спеціалістів для ліцензування спеціальності «Переклад (китайська мова)» (English – *The University Rectorate expresses a request to administer the experts for licensing the speciality “Translation (the Chinese language)”.* Chinese – 校长办公室请求派遣专家来进行对汉语翻译专业的认证考察。/ xiàozhǎng bàngōngshì qǐngqiú pàiqiǎn zhuānjiā lái jìnxíng duì hànyǔ fānyì zhuānyè de rènzhèng kǎochá.), etc.

A **letter of comment** is most rarely used in international practice, since only negative features regarding project participants’ acts or organization issues of academic process as well as of a cultural event are stated in it. Let us give some examples of expressions typical of letters of comment: Шкода зазначити, але дії деяких осіб ледве не зірвали заключну частину заходу «Райдуга мов» (English – *We regret to notice that some persons were about to thwart the final part of the event “Languages Rainbow”.* Chinese – 很遗憾，一些人的行为几乎破坏了“语言彩虹”活动的总结部分。/ hěn yíhàn, yīxiērén de xíngwéi jīhū pòhuài le “yǔyán cǎihóng ”huódòng de zǒngjié bùfèn.), Адміністрація відділу міжнародної співпраці висловлює зауваження стосовно некомпетентності волонтерів в плані проведення вікторини (English – *The Administration of the International Cooperation Department expresses a reproof regarding non-competence of the*

volunteers while conducting the quiz. Chinese – 国际合作管理处发表关于志愿者在测验方面的能力问题的意见. / guójì hézuò guǎnlǐchù fābiǎo guānyú zhìyuànzhě zài cèyàn fāngmiàn de nénglì wèntí de yìjiàn.), Координатори програм академічної мобільності висловлюють зауваження іноземним студентам-порушникам режиму перебування в Україні (English – The coordinators of the Academic Mobility Programme reprove the overseas students who violated the regime of stay in Ukraine. Chinese – 国际合作交流管理方发表关于外国人违反在乌克兰居住规定的意见. / guójì hézuò jiāoliú guǎnlǐfāng fābiǎo guānyú wàiguórén wéifǎn zài wūkèlán jūzhù guīdìng de yìjiàn.), etc.

The above mentioned varieties of official academic letters are divided into two categories according to the criteria “necessity to reply” and “absence of the necessity to reply”.

To the *first group* one can refer these letters: an inquiry letter, a letter-exchange of information, a task letter, a letter of offer, a letter of comment and a letter of request. The *other group* covers a notification letter, an invitation letter, a letter about changes, a letter-reminder, a letter of confirm and a recommendatory letter. We should mention that the proposed classification has a hypothetical character, since the official etiquette presupposes a brief reply-confirmation of information obtainment for the second category and an extended reply – for the first category.

Letters-exchanges of information prevail in international cooperation in the modes: information request ↔ reply, offer / proposition ↔ reply, notification ↔ reply, invitation ↔ reply, changes / specification ↔ reply. We should note that letters-replies must contain references, a number and a date of an out-coming letter for convenience of finding copies of original letters.

Taking into consideration the above represented material, we can state that when writing any letter in the context of international academic collaboration an author should follow composition and frame rules which are manifested in requisites: 1) a name and address of an educational institution which sends a letter; 2) a number

and a date of a letter; 3) a name and address of a recipient; 4) a title; 5) a body of the text; 6) a list of enclosures; 7) head's signature; 8) visa of a performer (his / her signature on a copy).

Officiality of a letter "is confirmed" by an institution's international blank / form on which an official letter is written. An international blank / form has: a coat of arms / an emblem of an educational establishment, a name and address of an institution in the state and English languages; a telephone number (including international code) and a fax of administration; email for correspondence.

Composition of a document's / letter's text is of a double nature. Its first part specifies grounds of composing a document / letter; conclusions, proposals, decisions, orders or requests are reflected in the second part.

Correspondence occupies a significant place when realizing international academic projects. A due reply or initiation of writing a letter enables partners to avoid misunderstandings which can arise in the process of cooperation. A correctly determined strategy of correspondence alongside with adequate lexical and grammatical framework of a letter guarantee clear understanding of the letter contents by recipients, absence of innuendo, a rapid response to information received.

Thus, linguistically correct representation of an idea, keeping to text's composition in accordance with its type and correspondence etiquette facilitate establishment and strengthening of academic cooperation between educational institutions-partners in international practice. In this respect, perspectives of the further research are seen in the further study of syntactical structures typical of academic discourse as well as their semantics.

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