

умение давать положительную оценку эффективности данной работы; умение спокойно относиться к возможным расхождениям во мнениях и избегать резкой критики взглядов собеседника).

При обучении студентов профессиональной коммуникации происходит формирование навыков профессиональной речи в устной и письменной разновидностях, навыков адекватного речевого поведения в определённых ситуациях, навыков понимания и языковой реакции на разговорную речь пациента. Эти навыки необходимы студентам как для общения с пациентами, так и для осуществления записи в историю болезни субъективных и объективных данных о состоянии больного, а также для реализации коммуникативных потребностей при общении в профессиональной языковой среде путём свободного употребления конструкций научного стиля речи и специальной медицинской терминологии.

Заключение. Таким образом, в процессе работы с иностранными студентами следует учитывать, что коммуникативный климат во время общения должен быть позитивным, помогающим установить контакт, а диалог – конструктивным. Только в таких условиях можно научить будущих специалистов тому способу общения с больным человеком, без которого врачебная деятельность, как заметил Л.Н. Толстой, «ничего не стоит».

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PECULIARITIES OF DRAFTING LEGAL DOCUMENTS AND SOME PRINCIPLES OF CLEAR WRITING

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For a future lawyer it's absolutely necessary to know how to prepare legal documents. Regardless of your occupation, paperwork will be an integral part of your day-to-day work: civil judges write complaints, other pleadings, interrogations, jury instructions, settlement agreements, appeal notes, and more. Criminal lawyers draw up plea agreements, court motions, and various appeal cases. Transactional attorneys draw up contracts of all types, leases, bills of exchange and constituent documents. The legislation doesn't contain any general

rules for drafting legal documents, that's why it's significant to work out some basic principles.

So, the purpose of the research is to analyze legal documents and outline the peculiarities of their drafting and some principles of their clear writing.

Material and methods. As the material of the research were used different kinds of legal documents and legal forms, like settlement and plea agreements, wills, appeal notes, complaints, court forms, contracts of all types and so on. The methodological basis of the research includes literature review, the method of statistical and thematic analysis.

Findings and their discussion. The legal texts, filled with industry jargon and complex words, are enough to scare off even the most discerning English language aficionado, let alone the average client. The key to drafting legal documents that are easy to read and interpret is straightforward language, simple sentences, and the use of non-professional terms.

Technical documentation is an integral part of any law firm. These legal documents, in fact, form the basis of the business and allow you to find important details of the case. Without accurate documentation of the lawsuit or any other legal matter, this could never have happened. But this does not mean that legal documents should be illegible for ordinary citizens.

It is important for all law firms, regardless of the specifics of their activities, to create readable legal documents in the interests of their clients. That's why it's necessary to have a look at some principles of clear writing of legal documents.

One of them is using the active voice which eliminates confusion by forcing you to name the actor in a sentence. The passive voice makes sentences longer. The person responsible is much less obvious. Passive constructions are very confusing if you use them in regulations. Active sentences must have actors (*E.g. 'The regulatory authority must approve the figures'*), but passive ones are complete without them. The passive voice is appropriate when the actor is unimportant, unknown, or obvious; however this isn't usually the case in a regulatory text. Along with using the active voice it's better to use action verbs like *consider* instead of *give consideration to*, *applies to* instead of *is applicable to*, *pay* instead of *making payment*, *concerns* instead of *is concerned with* and so on. Action verbs are definitely more direct and shorter.

It's also preferable to turn to the modal verb *must* instead of the verb *shall*, as *shall* imposes an obligation to act, but sometimes may be confused with the prediction of future actions, and *must* indicates a necessity to act, as well as imposes a legal obligation (*E.g. 'The Governor must approve this draft'*). Though the verb *shall* is still widely used in drafting contracts and agreements.

The next principle of clear writing is using the imperative mood. It is necessary for regulations, especially legal procedures, job instructions, and lists of duties (*E.g. 'Sign all copies. Attach one copy of to your application'*). This style makes procedures not only shorter and clear, but also easier to understand.

One more principle of clear writing is using the present tense. A regulation of continuing effect speaks as of the time you apply it, not as of the time you draft it or when it becomes effective. Consequently, you should draft legal documents and regulations in the present tense. You can also avoid complicated and awkward verb forms by drafting in the present tense. For example, it's better to say *'The fine for speeding is \$50.00'* instead of *'The fine for speeding shall be \$50.00'*.

Also, if you can accurately express an idea either positively or negatively, express it positively (E.g. *'The General Director must appoint a qualified person'*). At the same time a negative statement can be clear. It's reasonable to turn to it if you're cautioning the reader (E.g. *'Don't park here'*). But it's preferable to avoid several negatives within the same sentence. For example, you'd rather say *'The project will be approved only if the applicant meets all requirements'* than *'The project will not be approved unless all application requirements are met'*. Moreover, it's even better to express even a negative in positive form, like *dishonest* instead of *not honest*, *ignored* instead of *did not pay any attention to*, *left the meeting* instead of *did not remain at the meeting*, *violated* instead of *failed to comply with* and so on.

Try to avoid using more words than necessary. For example, instead of *'by means of'* the word *'by'* is usually sufficient. Similarly, rather than *'on a monthly basis'* use *'monthly'*. Some more examples are: *since* instead of *because of the fact that*; *remind you* instead of *call your attention to the fact that*; *sometimes* instead of *in many instances*; *like* instead of *in the nature of* and so on. Avoid use of exceptions. If possible, state a rule or category directly rather than describing that rule or category by stating its exceptions. For example, it's better to say *'Each person under 18 years of age must...'* instead of *'All persons except those 18 years or older must...'*

For clear writing of legal documents use the singular noun rather than the plural noun. To the extent your meaning allows, it's necessary to use a singular noun instead of a plural noun. By doing this the problem of whether the rule applies separately to each member of a class or jointly to the class as a whole will be avoided. For example, you'd rather say *'The security guard will hand out an access badge to each employee who works in Block A'* than *'The security guard will hand out access badges to the employees who work in Block A'*.

Don't use different words to denote the same things. It should be understood that variation for the sake of variation has no place in writing different regulations. When you use a synonym rather than repeat the precise term, it just confuses the reader. For example, it's better to say *'Each automobile owner must register his or her automobile with the Automobile Registration Division'* instead of *'Each motor vehicle owner must register his or her car with the Automobile Registration Division'*.

Conclusion. Thus, we come to the conclusion that, even more so than through research, law drafting is in many ways the very definition of legal practice. To sum up, while drafting legal documents it's necessary to follow some general rules and principles of clear writing, like using the active voice, the present tenses, expressing an idea positively, avoiding unnecessary words, synonyms, using singular nouns instead of plural ones, etc. This simple guideline will help you not only while drafting legal documents, but also while translating them.