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## **COMMUNICATIVE-PRAGMATIC ANALYSIS OF DIPLOMATIC PAPERS (BASED ON VERBALE NOTES)**

The article is devoted to communicative and pragmatic features of diplomatic papers. In this article, the analysis of the communicative and pragmatic specifics of Arab diplomatic papers was carried out for the first time, aimed at revealing their specific integrants. The study is conducted through consideration of lexical and syntactic problems of diplomatic correspondence. As a result of the research, it was possible to show for the first time the reality of the communicative-pragmatic specifics and the structural differentiation of the functional-communicative syntax of Arab diplomatic papers caused by it. The pragmatics of informing the genre of a verbal note finds its expression in the definition of the space-time relationship (chronotope) of participants in the diplomatic discourse (addressee and addressee) and the object under discussion. It is proved that the verb plays a basic role in the indication of the time of diplomatic discourse. In addition to verbs, accurate time indicators are actively used in the texts of verbal notes, such as indicating the number, month and year, which indicates the institutional nature of the genre. The indication of exact dates (date - date, day of the week, month, year) reflects a prospective character; interaction of communicants. In this paper, an attempt was made to analyze the linguopragmatic characteristics of diplomatic discourse from the perspective of pragmalinguistics and discursive analysis. This study is a step towards further research of the discursive genre of written diplomatic communication as a promising subject of linguistic analysis.

**Key words:** diplomatic papers, verbale notes, communicative and pragmatic analysis.

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## **Дипломатиялық іс-қағаздарының коммуникативті-прагматикалық анализі (вербалды ноталар негізінде)**

Мақала дипломатиялық іс-қағаздарының коммуникативті-прагматикалық ерекшеліктерін зерттеуге арналған. Берілген мақалада араб тіліндегі дипломатиялық іс қағаздарының сипатты интегранттарын анықтау мақсатында алғаш рет коммуникативті-прагматикалық анализ жасалды. Зерттеу дипломатиялық хат алмасудың лексикалық және синтаксистік проблемаларын айқындау негізінде жүргізілді. Зерттеудің қорытындысында коммуникативті-прагматикалық ерекшеліктің шынайылығы көрсетілді. Ауызша нота жанрының ақпараттандыру прагматикасы дипломатиялық дискурстың қатысушыларының (адресант пен адресат) кеңістік-уақыттық өзара қарым-қатынастарын (хронотопты) және талқыланатын нысанды анықтаудан өз көрінісін табады. Дипломатиялық дискурстың уақыт индикациясында негізгі рөлді етістік атқаратыны нақты мысалдар арқылы дәлелденді. Егістіктен басқа ауызша ноталардың мәтнінде уақытты, күн, ай және жылды көрсету сияқты, нақты индикаторлардың белсенді қолданылуы осы жанрдың институционалдығын анықтайды. Нақты мерзімдерді (датаны – күн, апта, ай, жылды) көрсету проспективалық сипатты, коммуниканттардың өзара әрекеттестігін сипаттайды. Мақалада прагмалингвистикалық және дискурсивтік талдау тұрғысынан дипломатиялық дискурстың лингвопрагматикалық сипаттарына кешенді зерттеу жүргізуге талпыныс жасалды. Мақала жазбаша дипломатиялық коммуникациялардың дискурсивтік жанрын лингвистикалық

талдаудың айқын, әрі басым нысаны ретінде болашақта жүргізілетін зерттеулерге бастапқы кадам болып табылады.

**Түйін сөздер:** дипломатиялық қағаздар, вербалды ноталар, коммуникативті-прагматикалық анализ.

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### **Коммуникативно-прагматический анализ дипломатических бумаг (на основе вербальных нот)**

Статья посвящена коммуникативно-прагматическим особенностям дипломатических бумаг. В данной статье впервые проведен анализ коммуникативно-прагматической специфики дипломатических бумаг на арабском языке, имеющий целью выявить их специфические интегранты. Исследование ведется через рассмотрение лексических и синтаксических проблем дипломатических переписок. В результате проведенного исследования указана реальность коммуникативно-прагматической специфики и обусловленной ею структурной дифференциации функционально-коммуникативного синтаксиса дипломатических бумаг на арабском языке. Прагматика информирования жанра вербальной ноты находит свое выражение в определении пространственно-временных взаимоотношений (хронотопа) участников дипломатического дискурса (адресанта и адресата) и обсуждаемого объекта. На конкретных примерах доказано, что в индикации времени дипломатического дискурса базовую роль играет глагол. Помимо глаголов, в текстах вербальных нот активно используются точные индикаторы времени, такие, как указание числа, месяца и года, что свидетельствует об институциональности данного жанра. Указание точных сроков (даты - числа, дня недели, месяца, года) отражает проспективный характер, а также взаимодействия коммуникантов. В данной статье была предпринята попытка комплексного исследования лингвопрагматических характеристик дипломатического дискурса с позиций прагмалингвистики и дискурсивного анализа. Статья является начальным шагом на пути дальнейших исследований дискурсивного жанра письменной дипломатической коммуникации как перспективного объекта лингвистического анализа.

**Ключевые слова:** дипломатические бумаги, вербальные ноты, коммуникативно-прагматический анализ.

## **Introduction**

The restoration of economic mechanisms in the post-Soviet space, access of enterprises, institutions, firms and companies to foreign markets, strengthening of diplomatic and commercial relations established with foreign partners demand the study of language activity. Development of International Relations, cultural and economic cooperation with the Arab states have increased the demand for specialists who know the language thoroughly in business Arabic.

Currently, with the intensification of society, special attention was paid to the process of studying the role of paperwork in society, and general and specific linguopragmatic features of its system. The study of diplomatic paperwork in Arabic in the formation of information globalization and post-industrial society not only enriches theoretical linguistics, also provides adequate, practical paperwork in the trade and economic spheres.

Nowadays, the business language «is an important part of the communicative practice of

society and mankind» (Сологуб, 2007:630). It is connected with the intensive development and deepening of business relations at the state and interstate levels and also with the introduction of new forms of business communication.

Kazakhstan and the Arab states have established close ties almost in all areas and the importance of implementation and translation problems of paperwork in Arabic and Kazakh languages is increasing. The introduction of important pragmatic linguistic materials in the field of science not only meet the requirements of modern linguistics but also show the relevance of diplomatic paperwork in the context of intensively developing East and West relations.

Each civilization has its own culture of business communication. Laws of the market economy, the structure of legal states make a demand to the modern corporate world. The correct implementation of documents – the only way to fulfill these requirements. Foreign methods and theoretical bases of the relations are studied.

Restoration the economic foundations of the CIS countries and their access to foreign markets demand the establishment of direct trade relations with the whole world, including Arab countries. Kazakhstan has established strong relations with 15 Arab states, namely with the People's Democratic Republic of Algeria, Sultanate of Oman, the UAE, State of Qatar, Palestine, Syrian Arab Republic, State of Libya, Lebanese Republic, The Hashemite Kingdom of Jordan, Kingdom of Morocco, Kingdom of Saudi Arabia, Arab Republic of Egypt, Kingdom of Bahrain and the state of Kuwait. The Arab Republic of Egypt was the first among the Arab states which has established diplomatic relation with the Republic Kazakhstan. Kazakhstan and Egypt signed a bilateral agreement and established diplomatic relations on March 6, 1992 (<http://mfa.gov.kz/index.php/ru/vneshnyaya-politika/sotrudnichestvo-kazahstana/sotrudnichestvo-so-stranami-azii-i-afriki>)

Almost all these states have diplomatic structures and embassies in the Republic of Kazakhstan. It should be noted that legal framework of the Republic Kazakhstan and the Arab States have passed to a new stage in recent years. In addition, we see that interstate commissions were prosperous for the implementation of investment programs.

Paperwork – carries out the service of an intermediary in business relations. It not only consists of a limited language facility and not correspondence on sale and purchase. It is not only simply several clichés as "tell you about necessity...", "good will" and also special logic, psychology, ethics, cultural traditions, the general cultural knowledge (east) which help to establish a business partnership.

The feature of the genre style of paperwork is not limited to fixing the message, it influences to the addressee as well. Thus, it creates mutual understanding between partners or letter borrowers. This function is one of the language communicative functions. The communicative function is closely connected with semantics. Because communication is formed on the semantic side of language.

The linguistic picture of the semantics of diplomatic paperwork in the business sector depends on a particular linguistic system, a state and process of communication and the law on admission. Thus, it appears in the terminological specification in this area.

Paperwork should not be too long and voluminous, except in certain cases. The text has to be exact and it is important to clearly deliver the message and to prevent excessive messages. Paperwork contains a certain amount, and voluminous letters do not constitute a violation of epistolary etiquette. Obviously,

traditional paperwork in Arabic does not correspond to these conditions.

Before filling the paperwork in Arabic, it is necessary to consider the effect of the thoughts of the Arab community. For example, if Europeans believe in their own consciousness, while many Arabs live in faith in Allah. The historical quotation of Abu Tahir Sulayman is still relevant: "The grammar of Arabs is a religion; the grammar of Greeks is the mind" (Meu, 1973:25). This quotation is a mirror of the classical formula "East is Traditional, West is Rational". In examining paperwork in Arabic, it is evident that the place of the religious lexicon fund is different.

Traditional religious rituals in Arabic paperwork show a special place in the Arab community. Therefore, when filling paperwork for Arabs is important to consider this feature. The style of filling European paperwork is not peculiar for Arabs. The compact delivery of information to Europeans is the main issue in filling the documents, but the portability for Arabs can seem uniform and inexpressive.

Paperwork in the field of diplomacy influences the image of the state, touching on important issues related to international relations. Diplomatic paperwork is filled in accordance with general international standards. Therefore, the protocol department of the Ministry of Foreign Affairs is responsible for the paperwork in this area (Beбep, 2004:203).

The system of written genres is developed in diplomacy; there are many typologies of diplomatic texts compiled by specialists in the field of international relations. For example, an information letter, an analytical note, political letters, references, an invitation (reception, an event), the direction of a business card, code cables, etc. (Brown, 1978:32)

Studying the existing typology of texts, we will give own classification of diplomatic documents, where the factor of participants in diplomatic discourse is important for us:

- Intradepartmental documents. The addresser and addressee are representatives of one department. For example, memorandums within the Ministry of Foreign Affairs.

- Interdepartmental documents. The addresser and addressee are representatives of different departments of the institute of diplomacy within one state. For example, reports of representation of the country abroad for the Ministry of Foreign Affairs of the country.

- Interstate documents. The addresser and addressee are representatives of different states. This is the largest category of diplomatic documents including various international agreements, conventions, constitutional acts, etc.

In this article, we have limited ourselves to one of the categories of interstate documents – diplomatic correspondence.

Diplomatic correspondence is a set of various types of official dispatches and documentation of diplomatic character through which relations between states are implemented, one of the main forms of foreign policy and diplomatic activity of the state (Edelman, 1971:110). Communication between the states in writing can be carried out on behalf of the head of state, representation, Department of Foreign Affairs, various state and public institutions and the organizations or their heads, diplomatic missions and individual diplomats.

The diplomatic correspondence outlines the issues of international life and foreign policy, bilateral and multilateral interstate relations. The preparation of these documents is one of the important sections of diplomatic activity of the state (Дипломатический словарь, 1984:1203). The document represents recorded (documented) on material carrier information with details allowing to identify it (Кушнерук, 2008:256).

It is accepted to distinguish the following main genres among the documents of diplomatic correspondence:

- memorandum;
- aide-memoire;
- note signee;
- note verbal.

It should be noted that, due to specifics of the institute of diplomacy, not all diplomatic documents are available for study to the external researcher owing to their closed nature. From office letters and documents of other departments, diplomatic correspondence is distinguished by following to traditions of the international communication, compliance to with protocol requirements and also the special norms enshrined in legal documents of international law which gives to this type of the document institutional character.

According to the authoritative expert on the documentary linguistics of Kushneruk S.P., each type of document has its own stable composite structure. It means that the text that is included in the document is reproduced by a structure that corresponds to this type of document, this property often develops in a stable scheme of headings (Кушнерук, 2008:255). The general structure of documents of diplomatic correspondence compiled by J. Wood and Zh. Serre and the established terms for designation of individual headings are given below (ВудДж, 1974:246). We will note that depending on a document genre, this or that heading may be missing:

1. Appeal (salutation) – an appeal indicates the official title of the addressee. For example, Sir, Dear Mr. Ambassador, etc. In Arabic, this will be السيد السفير المحترم

2. Address-title (the title of address) is a received title of the addressee. For example, Your Majesty, Monsignor, etc. Example in Arabic: الجلالة صاحب المونسنيور

It should be noted that the official Arab appeal differs depending on the country. For example, the appeal الشريفين الحرمين خادم which literally means "servant of two temples" – it is a special form of the conversion; it is used only when referring to the King of Saudi Arabia, since he is considered the abbot of two Islamic shrines. We will note that this the form is strict, it is observed in all Arab and Islamic countries.

3. Compliment (complimentary close) is an expression of politeness, with which the letter comes to an end. These expressions change in depending on the nature of the correspondence.

4. Signature – the signature certifies this document. The surname of the person authorized to append the signature is usually printed at the end of the document.

5. Date – the date has to include the day of a month, year and the place of writing of the letter. These data are never written in abbreviated form.

6. Address – full name, title and address are placed either at the top or bottom of the first page of the document {reclame} depending on its character and are reproduced on the envelope {adresse}.

When writing any document, the diplomat should be able to express his thoughts in a concise and precise form, although in some cases the use of eloquent, convoluted and figurative phrases in diplomacy is in itself an action. Even if it is a protest, the sender has to observed generally accepted forms of politeness. In addition, any diplomatic document has its own compilation protocol.

In conclusion, it should be noted that in construction and execution of texts of the diplomatic document the tendency of internationalization is observed. A set of protocol formulas in diplomatic documents is defined, limited, standard and traditional. And the lack of individuality of the author's style should not be taken as the lack of imagery of the language of a diplomatic document.

The use of the international diplomatic terminology and terminology of international law, generally Latin and French origin is characteristic of the language of diplomacy, for example, consul, convention; attaché, demarche, communique, since the language of diplomacy was Latin, and in later French in the Middle Ages.

In diplomatic documents, the words having a stylistic label such as "bookish" "honored (high)" are often used in dictionaries. These words give solemn sound to diplomatic documents. For example: Honored Guest, courtesy visit, accompanying persons, etc. It uses the so-called etiquette lexicon, which often includes historicisms: His Majesty, His Highness, His Excellency, etc., and also additional lexicon, close to etiquette lexicon: pay honor, accept the assurance of reverence / in deep respect, etc. There are similar expressions in Arabic, for example: الاحترام عن اعرب, والتقدير الاحترام فائن بقبول تفضلوا

Many of these protocol official formulas have the international character (global reach). However, this politeness shouldn't exceed a certain measure. Diplomatic documents are follow specific patterns which are excluding or very limiting manifestation of the individuality of the author. For example, credential letters – the document which is supplied with the head of diplomatic mission of a class of ambassadors or envoys to certify his representative character and accreditation in a foreign country. In them the request is expressed to trust all that will be stated by the ambassador on behalf of the head of the state and the government.

When establishing diplomatic relations in modern diplomacy with the appointment of diplomatic representatives of the highest rank to the host country, credential letters are signed personally by the head of the state appointing the diplomatic representative, are signed by the Minister of Foreign Affairs and addressed to the head of the host state. That is why the wording and content of the document are defined by international norms. In this document, expressions such as *و صديقي عزيزي* (dear and my friend ...) are not used, and it is not written as *المحبة علاقات* (relations of sympathy / love), but it is written like *الصدافة علاقات* \ *المودة* (friendships) and is never used *الوفي صديقك* ( your faithful friend). These formulations are not used in other diplomatic documents.

From the point of view of syntax, diplomatic documents are characterized by the use of conditional-concessive proposals, flexible language that meets the requirements of diplomatic etiquette, diplomatic flair, since the main goal is a conflict-free pacific settlement of contradictions (Береп, 2004:198).

The diplomatic text is characterized by the following syntactic constructions:

- homogeneous parts of the sentence and construction with the transfer relations (contract terms, definitions, categories of persons, activities, etc.);

- infinitive constructions (for expressing the purpose of the action, the message of additional information);

- constructions with keywords bearing the main semantic loading of a fragment of the text and are responsible for its structural organization;

- active and passive constructions (when translating passive constructions in Russian are widely used by returnable verbs) (Jonsson, 2000:155)

The imperative mood and imperative offers are used in diplomatic style exceptionally in the notes of protest and in ultimatums.

On the one hand, terms, common words and phrases, on the other hand, stylistic characteristics directly influence the general idea of the country, which we express through discourse. Diplomatic politeness and diplomatic flair are manifested in diplomatic correspondence, in which they try to avoid rude expressions and harsh, offensive attacks. For the same reason, protocol formulas of respect are applied in documents of diplomatic correspondence. There are not overt categories of obligation, a subjunctive mood is used with varying meanings, a full nomination of states prevails, and their abbreviated items are extremely rarely used.

Therefore, any diplomatic document carries a linguopragmatic load in its genre, which requires the search and correct selection of the method of translation from an interpreter to create a relevant dictionary in the target language.

While viewing the diplomatic discourse as one of the types of institutional discourse is important to highlight its main distinctive feature of which the most important specific participants of communication, its purpose, and also specific case-law texts are presented. The text of a note verbale is being examined in this article.

There are several approaches to examine the text in theory of language, the most important of which are:

- Communicative, it regards the text as a unit of communication, as a complex communicative whole;

- Linguistic, it refers to structure analysis of the text and nature of its linguistic expression;

- Psycholinguistic, it explores the psycholinguistic aspects of the text and its perception;

- Pragmatic, it takes into account the nature of the author's relationship to objective reality and its meaningful factor;

- Cognitive, takes into account the specificity of representation in the text of the results of cognitive activity.

The most relevant for this research from the above-mentioned five directions are communicative and pragmatic approaches. Based on this, the text will be considered as a communicative whole and a tool in the process of interactive communication. The specificity of communicative actions which are actively used in

institutional communication are implemented through application of various strategy as the best technologies at the mediated written communication, including the diplomatic correspondence. Strategy in general theoretical aspect is understood by us as a kind of plan for overcoming possible constraints in subject field of diplomacy, implying the best achievement of the objects set by the authors of note verbal. We may also consider the importance of the strategic category by M.V. Daver: "Requires a strategy initially either caused by complications in the course of activities (real or anticipated) and contingency planning, the development of special solution, or aspiration to the most effective implementation of activity, prevention of emergence of difficulties" (Searle, 1971:11).

The analysis of empirical material which is carried out by us has shown that at impact on the potential addressee two factors are important:

A sender who sets out information to convince the addressee is interested in him as the partner in communication;

- The degree of awareness and experience of the writer (linguistic, social, cultural) should cause certain credibility to addressee.

- We believe that the sender and the addressee are interdependent and equal participants of diplomatic discourse in note verbale.

According to L.R. Gabidullina each type of a discourse has its own set of universal and specific categories characterizing a communicative situation as a system where the text is a semiotic form mediating the organization of speech interaction of communicants (Swales, 1990:9). Sharing opinion of the scientist, we will address communicative and pragmatic categories of a genre of note verbale: informative, conventional and persuasive. Importance of these categories for our research is defined by a communicative situation within the framework of the institution of diplomacy assuming potential interaction of diplomats as representatives. At the same time linguistic approach is also represented important as allows to investigate verbal representation of the interesting communicative and pragmatic categories in texts of diplomatic correspondence. The task of the verbal notes is a reminder of a case, clarification of its details, an outline of various problems of a bilateral and multilateral nature.

Based on this, it is possible to conclude that important purpose of note verbale as document is informing the addressee, providing information on the issue discussed earlier in an oral form.

The indicator of informative qualities of discourse is defined through the notion of "informative",

representing the degree of the meaningfulness of currency of the information (Василик, 2003:615).

Depending on the nature of the set communicative properties all subsystems of language information subdivide into two main groups:

- informative, purposeful for ascertaining certain facts and informing about something the addressee without calculating his behavioral response, used in case of pragmatic updating for "persuading through informing" (the "informative constant" dominates) (Киселева, 1978:160).

- the pragmatic subsystems with a pragmatic predetermination appealing directly to the emotional and strong-willed sphere of mentality and through it to intellect ("the pragmatic constant" dominates).

It is thought that the first group of communicative properties is characteristic of a diplomatic discourse

Investigating texts of notes verbale, we will be guided by the theory of speech acts stated by the English logician J.L. Austin whose ideas have been developed by the American Logician J. Serl. Distinctive feature of the theory of speech acts in approach to a language statement is the treatment him as actions. If all former logic-philosophic interpretations of use of language have been concentrated on the attitude of a language statement towards the reality reflected in him, in this theory the center of gravity is transferred to what action makes or tries to make speaking, using a statement what objectives he at the same time seeks to achieve. Actually the speech can go about information measurement of a communicative situation at which to the forefront there is a reported knowledge connected with interaction of participants of communicative process in general according to "contrat de communication" which defines essence of relationship between its participants.

We are interested in an informative statement which purpose to reflect this or that situation in the world, belonging to subject domain diplomacy and to inform of it the addressee. Notes verbale investigated by us traditionally begin with an etiquette formula after which the sender already at the very beginning of the text directly formulates to the addressee the purpose:

برنامج الأمم المتحدة المشترك لفيروس نقص المناعة  
البشرية/الإيدز تتشرف أن أعلن البعثات والمنظمة أن  
رئيس مجلس وزراء جمهورية هنغاريا الشعبية وزير الخارجية

(Chairman of the Council of Ministers of the Hungarian People's Republic, acting as Minister of Foreign Affairs, have the honor to inform the following: <...>).

Based on the definition of speech acts of J. Austin, we analyze this statement as an illocutionary act, aiming to put forward a certain program of action and to induce the addressee to its implementation. To achieve this goal, the so-called *verba dicendi* and expressions with the corresponding illocutionary force are actively used:

- أعلن – to inform, report;
- تتشرف أن نذكر – honour to report

Note verbale is the document of diplomatic correspondence. Organization of this sort of written communication becomes complicated owing to the specific features: mediation of interaction, remoteness of the recipient of the message, the existence of a temporary gap between sending and receiving messages. Proceeding from it, process of perception and understanding of the text by the addressee isn't subject to direct control from the sender. However communication within an institutional diplomatic discourse demands both extremely exact and unambiguous statement of information, and its decoding, perception. Taking into account these features of the pragmatist of informing a genre of note verbale finds the expression first of all in definition of existential relationship of the participants of diplomatic discourse.

The diplomatic discourse represents open polydiscursivity education which product of activity is the set of texts. Correspondence as a specific discursive genre, also means existence of a certain number of the texts as previous, and the subsequent. Thus, such aspect of communicative and pragmatic category of informational content as correlation to other texts is represented significant (intertextuality).

Chronotope – unity of spatial and temporary parameters (Бахтин, 1986:250). This concept has been proved by M.M. Bakhtin and is productively used in many researches devoted to discourse. In his understanding of a Chronotope is the axiological orientation of existential unity which function consists in expression of a personal position and meaning. According to M.M. Bakhtin the meanings contained in the product can be objectified only through their space-time expression. And the author, the work itself, and the reader who perceives it have their own Chronotope. Each discourse takes place in a certain space and time. Such statement can fully be carried and to diplomatic discourse. The term Chronotope will be used in this article, as further we address the concepts of *chronos* (expression of time) and *topos* (expression of space). We also note that the Chronotope is considered in the context of

communicative and pragmatic category of informational content, which is due to the communicative situation of diplomatic discourse. The rigid institutional framework prescribes the sender to provide the addressee with reliable, relevant and unambiguous information. Since the communication we are studying here is through correspondence, i.e. mediated written means of communication, information on space-time relations is extremely important. And the authenticity and unambiguous understanding is achieved through the use of specific dates and toponyms, as follows from the examples below.

Returning to definition of M.M. Bakhtin which it was claimed that the chronotope is inherent both to the author, and the reader, we will allocate a chronotope of participants of communication and objects in note verbale:

the sender's chronotope – is expressed in the obligatory indication of date (number, month and year) and places (city) of drawing up note verbale at the end of the main text:

- 14 أيلول/ سبتمبر 2007 [NV ONU SIDA 2007] ((Geneva, September 14, 2007).

- 15 آذار/مارس 2007 [NV UA-Em 2007] (Addis-Abeba, March 15, 2007).

a chronotope of the discussed object (events, actions, actions, etc.):

- التقرير التي يجري في جنيف 30 تشرين الأول/أكتوبر 2008 [NV Mad-ONU 2008] (Report... which will take place in Geneva on October 30, 2008).

- سيجتمع الفريق الوزاري حتى 10 نيسان/أبريل 2007 في المكان التي ستحدد برئيسه (The ministerial group will gather till April 10, 2007 in the place which will be defined by its President).

- the addressee's chronotope – is expressed in the address and address of letter (as a rule, explicitly is expressed only topos – location);

- تحياتها إلى البعثة الدائمة لإيطاليا المتحدة في روم للأمم (The Food and Agriculture Organization of the United Nations expresses the respect to Permanent Mission of Italy at the United Nations in Rome).

## Conclusion

Thus, among the linguistic means of representing the topos of sender and the addressee in note verbale, collective names and institutional-role markers dominate, which serve to denote the role of the subject within institute of diplomacy.

Further, we will consider in more detail the linguistic means of representing *chronos* (time) and *topos* (space) in texts of notes verbale.

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