

## Synonymy In Office Management Terminology And Ways To Eliminate It

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### ABSTRACT

The article deals with the issue of synonymy of the Uzbek language in the field of office management. In the industry terminology of the Uzbek language, the terms synonyms and doublets are sometimes considered as a phenomenon. All unregulated synonymous words may not meet the requirements for the term, i.e. they may be unambiguous, concise, and neutral. At the same time, the absence of this neutral allows us to use the term synonymy in terminology, since these words are studied in terminology, even if they are not yet ordered, not raised to the level of the term.

Among synonyms, there are words that sound the same in both denotative and connotative meaning, that is, they are absolute synonyms. It is more difficult to choose one of these words, causing various disputes. Because these words can meet the requirements for the term: accuracy, brevity, and neutrality. These words fully correspond to the concept of "doublet". A synonym is a broader concept; a doublet is one of the manifestations of synonymy. It was also noted that the terminology systems of the Uzbek language still use a mixed use of terms and terms.

### Keywords:

terminology, synonyms, duplication, terminology, terminology, terminology, variant.

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### Introduction

It was noted that the term is subject to such strict requirements as uniformity, descriptive, emotionality, which can be considered a term that meets this requirement. However, in real use, terms as members of a language system sometimes exhibit properties inherent in language units-synonymy, antonymy, homonymy, polysemy, connotativity. Speaking about synonymy of terminological units, it should be noted that the presence of this connection between terms is a form of misunderstanding of the term, indicating that this phenomenon is one of the shortcomings of terminology. The main reason for this is that synonymy in scientific texts prevents the full study of any scientific phenomenon [1, 149]. However, it should be noted that although the terminology systems try to avoid synonymy, this phenomenon is not very common in all industry terminology. So, for example, in the linguistic terms that denote this phenomenon, there is also a synonymous phenomenon: synonymy, significance, doublet; variation, variation, variation, grammatical synonymy, affix

synonymy.

In this article, before discussing the synonymy of the Uzbek language in the field of office work, I would like to note that one issue that applies to all industry terminology systems is the mixed use of terms and terms so far, our attitude to this discrepancy.

"The meaning of the term," the dictionary writer S. Akobirov writes, "comes from its name. "Terminus" means border, check. Consequently, the term-limited, limited, or rather, the root word [2,4]; quot; quot;...a term is a word that has a certain value in a certain field (or certain terminological system) [3, 4]. However, in a number of scientific publications, scientific articles of some linguists and experts in the field of science support terminology terminology in place words and encourage others to do so. This is a consequence of one-sided thinking. While the difference between them is indicated in the recommendations of the Republican Committee on terminology on the regulation of terms: "it should be noted that the word "term" includes all names in the Uzbek language (names of places,

names of peoples, tribes, names of people, etc.); the term "term" is a scientific and technical concept" [4, 4]. But at the same time, these recommendations themselves recommend using the term instead of the term, since the term "science" refers to the concept of "term": "in scientific works, especially in the field of one science, the use of a certain term to express several concepts or the expression of one concept in several words (term) is a negative phenomenon in terminology" [4,4 ]. The name of this organization also retains this annual pattern. After all, this organization was engaged in studying, regulating, and developing recommendations for the use of the term, and not any terms.

A. In his treatise "criteria for choosing a term" hojiev stopped at the reference to this "term – term" and expressed a reasonable opinion on their application: "...it cannot be said that the word term replaces the noun (excluding the use of the terminal word). Because, first of all, the term generally has the meaning "something is a sign of a phenomenon and a word that denotes an action.".. Secondly, almost all languages of the world, including the Turkic ones, use the same word (terminal word) as the term, which in the real sense is a national word.

Third, since the word terminology replaces the word terminology, it is divided into terminological, terminological, which is formed from this word. And the meaning of these words can not be expressed by a term or make a word out of it. These three arguments indicate that it is not appropriate to replace the terminological word *uziec* with the terminological word " [5, 23-24]. H. Bektemirov and E. Begmatov also noted that the term is a term, terminology is a term that is used in parallel as a synonym for the term, emphasizing that these two concepts should be distinguished: "a term is a word that includes all names in the Uzbek language (names of localities, peoples, tribal names, names of people, etc.). the Term is a specific concept related to any field of science, technology, profession. In this sense, the

two words differ" [6, 6].

The word *istiloh*, used by some experts in classical literature, can also be judged by the word given above and prove that in this area it is correct to use the term *istiloh*, and not the word *istiloh*. To sum up, we want to say that the word term is used in a broad sense, that is, in the meaning of the name(s) as a whole, and the term is a narrower concept that expresses a concept in a certain area, the meaning of which is limited to the same area. Therefore, it is wrong to apply these two words to the same concept. Before revising existing views, changing terms, and evaluating events in different ways, they are invited to seriously study their essence [7, 32].

### Materials and methods

We are talking about the terms of the period of independence. Bektemirov And E. Begmatovs analyzed the diversity and confusion that arose in the use of terms during this period, the reasons for their occurrence, and classify the dictionary changes that occurred during the period of independence as follows:

1. Exchange words – the reason is relatively easily perceived, the linguistic system model alternatives words, that most of these words present in the language's history, they are used in the Uzbek language for 20-30 years and then ousted the Russian variants, but in some cases are supported in parallel with the pronoun. The same situation is observed in the field of office work: vacancy-vacancy, Directive-instruction, document-document, Minister-Minister, vacation-vacation, Council-Council, characteristic-description, label-label.

2. Words with two variants-if one of the words used in this case is a violation of the language norm that exceeds the national terminological character in its meaning and competes with its new alternative, then other Uzbek alternatives dominate the proximity of the Uzbek language to the national linguistic spirit. The speech practice of the winner shows the attitude of the language owner to these words. In

the field of business, this situation can be traced in such options as advance, agent – representative, hardware Devon, auction, barter exchange, broker – intermediary, norm.

3. Despite the fact that the same word was replaced by another, it was replaced by another, the previous alternative of the term is the words that were restored, for a short period of time, the alternatives used in the media had certain shortcomings and did not meet the requirements of terminology. Examples include such words as alimony (allowance), archive (document), certification (qualification), exchange (Commerce), pensioner – pensioner, notary (copying) [8].

Words used in the history of our language and replaced by Russian-colloquial words at the request of time, have become more active in use today. "The positive side of changes in the process of crystallization of the Uzbek language's vocabulary is that many Russian and foreign words that were raped by Zamana Zaili were "forced out" by the demand of time, but they began to rightfully reproduce words used for centuries, understandable to the General public. The Minister, who is still actively used in oral and written speech, took a strong place not only in oral speech, but also in periodical printed materials, due to the fact that such words as territory, district, Adad, anthem, reserve, stop were clear to everyone" [10, 10]. In other sources it is noted that the transition of a token the Minister, indicating his name, of the established layer in the active: "the token of the Minister is one of the actively used words of the old Uzbek, and modern Uzbek language. At the same time, this word was considered an obsolete word (archaism) from the October revolution to the period of independence. Minister is an Arabic word meaning "assistant to the ruler, adviser" [10, 8]. the lexeme of the Minister also served as the basis for creating other terms in the field of office management: "in connection with the independence of the Republic of Uzbekistan, the question arose about the

development of a new system of public administration, which was developed. One of these changes was the creation of the "Cabinet of Ministers of the Republic of Uzbekistan" and the establishment of the post of "Prime Minister " [10, 25].

Also in the pair autograph-typesetter, administrator-administrator, asset-activist, Actual-Actual, biographer-biography, bureaucracy-formality, fee-fee, guarantor-guarantor, guarantee-guarantee, citizen-document, order-order, pin-order, instruction-instruction, client-client, allowance-allowance, discount-discount, label-tab there is the same state of Affairs, the exchange of words in our language it is easily activated in consumption, even because it is available, used over time.

In General, as a result of a number of efforts during the years of independence, words that were artificially forced out of the system of office management became more active in consumption.

H. Bektemirov and E. Some cases when Begmatov estimates that words with two variants, that is, the word to be replaced, are used in a sentence in the singular, are significantly normalized. For example, from such variants as act-act, act-action, norm-norm, Protocol-statement, report-notification, Charter-act, norm-norm, Protocol-statement, report-notification, the new word proposed in the pair stabilized as a term, while the word actions in shares did not justify itself as a term, and the word shares remained active as a term, even if it is in the state of a homonym. And the words Charter and Charter are fixed in consumption as different names of the document. While the words we use today as an alternative should be scientifically justified and recommended for consumption, we should expect them to go through the timing. This circumstance, as in other areas, causes the phenomenon of synonymy in the terminology of office work.

The art style is positive about synonymy and is widely used to avoid repetition. In the literary

language, synonyms are considered a wealth of vocabulary, but in terminology they are considered a serious lack of synonyms. In the literature, the use of the same concept with different names causes confusion for the reader, so when using the term, try to avoid synonymy, ensuring accuracy and unambiguity of terms. "In the scientific style, science feels a natural desire to avoid duplication of terms, since the need for accuracy of terms is strong. Respectively; in all the literature devoted to terminology, doubletism is considered as a serious lack of scientific and technical terminology" [11, 80].

Terminologists believe that a synonym found in terminology is not a complete natural (or artificial) choice of term, a characteristic phenomenon of the first periods of development and formation of terminology [12, 24], and should not be a synonym in highly developed, well-regulated terminological systems. This idea can be partly attributed to. The development of science, technology, and relentless changes in public life are also reflected in terms. This situation leads to an enrichment of the content of terminological systems, thereby creating the need to regulate various problems associated with new names. It should be noted that in the terminology related to the social spheres of the Uzbek language, the following General factors are noticeable that lead to synonymy: the desire to search for and uzbekize alternative terms; the formation of terminology based on various language sources; the enrichment of the sphere by new units under the influence of social changes.

Before focusing on the problem of synonymy in the terminology of office management, let's try to understand the concepts of synonym and doublet. In linguistics, there are different views on the application of these two terms. Indeed, the Russian linguist V. p. Danilenko uses the term synonyms in his works on terminology [13, 173], and Ya. s. Kvitko uses the term doublet in terminology [14, 60].

M. Mukarramov comments on his opinion:

"we consider synonyms units that have a common unifying meaning mean the same thing, but differ in the shade of meaning, stylistic coloring, as well as in the use of speech. Words that are simple lexical units have similar characteristics. If we consider the terminological vocabulary from this point of view, it becomes clear that they do not differ in stylistic coloring, use of speech, and shade of meaning, that is, they are not used for the same purposes instead of others. Therefore, we called them "terminological doublets" [15, 58].

From our observations, it became known that the terms synonym and doublet are considered as a phenomenon. "It should be noted that the terminology also discusses the naming of various terms that are used to Express a single concept. Since some linguists call neutrality (the term neutrality) "doublet" in terminology, while a number of other scientists call this state "synonym" [16, 63]. There are also a number of works devoted to the elimination of duplicity of terms. We also want to cite some suggestions found in some papers: "in General, when it comes to the question of whether doublets are in terminology, many scientists have put forward the idea that they are not synonymous... In Botanical terminology, doublets are simple, the main types are:

1. Doubletism in Botanical terms made morphologically. The appearance of synonymous terms formed morphologically has a peculiar character " [17, 116].

As we can see, the concepts of "synonym" and "duplicate" are a controversial issue, and if some linguists believe that the same concept should be called a duplicate, and the other-a synonym, then some use these two terms in relation to the same concept without any explanation, mixed. We have also provided our opinion on this issue below.

In the scientific literature, it is noted that terms should not have dyes, that is, they should be neutral. But it has become clear from our observations that we cannot say that all the words

used in employment terminology that are not yet fully regulated in consumption are neutral. For example, let's look at the pensioner – pensioner options. The word Pensioner was originally used by Y. bolatov and B. We meet in dictionaries compiled by ilezov (1933-1934). In the “brief Russian-Uzbek-English dictionary of office work”(1995) compiled by the team of authors, the pension word was replaced with pension, and in the practical guide "office work" (2000 – 2017) it was used in the form of a pensioner – pensioner. But the attitude to the word pensioner was hot, even in the media there was a negative attitude to the word pensioner [18, 4]. From this it became known that the word pensioner negatively affects people, acquiring an emotional coloring.

It is known that in the Uzbek language, words with the affix Forsha-Tajik-Hur are used mainly in the negative meaning: teknhur, ashkhur, nonhur, konhur. The word pensioner, made with the addition of the word pension and suggested instead of the word pensioner, seems more negative than the meaning of a pensioner for his decent work before the Motherland and the people, and we cannot say this neutrally. All unregulated synonymous words may not meet the requirements for the term, i.e. they may be unambiguous, concise, and neutral. At the same time, the absence of this neutral allows us to use the term synonymy in terminology, since these words are studied in terminology, even if they are not yet ordered, not raised to the level of the term.

Among synonyms, there are words that sound the same in both denotative and connotative meaning, that is, they are absolute synonyms. It is more difficult to choose one of these words, causing various disputes. Because these words can meet the requirements for the term: accuracy, brevity, and neutrality. For example, certificate-certificate, calendar-Calendar. These words fully correspond to the concept of "doublet", which we discussed above. To sum up, we can say that doubleness is a broader concept, considered as a kind (appearance) of a synonym. Below we have

relied on the same conclusion when applying the term a doublet and a synonym.

However, it should be noted that the above-mentioned term is not a duplicate term, since these two words are two concepts that differ from each other. So before you call words that are synonyms or doublets, it is necessary to pay attention to the concepts that they Express. After all, in fact, words that Express a different concept, but are used in relation to one concept due to misunderstandings or confusion, are also simply understood in terminology. Some may interpret cases such as replacing a word with a term as the result of searching for an Uzbek alternative to the multilingual words contained in our dictionary. But another confusion is that I will fix a bug that causes unnecessary complexity in our language.

Below we want to consider another important issue, namely the term “office management”. The authors of the practical guide "office management" noted that the term "office management" “was introduced into our language by translating the word “office management” into Russian and suggested instead” we can recommend the word "munshaot", which was used in the past in the language of our ancestors " [19, 13-14]. In our opinion, it is preferable to use the combination of quot; office workquot; in this place. First, "munshaot “is an Arabic word meaning” letters, letters“, and it cannot fully cover and Express the meaning of the combination” clerical" in modern usage. Secondly, the term "clerical work", although created by means of Kalki, is based on the internal capabilities of the Uzbek language, and is already widely used in practice. After all, where there are enough internal capabilities of our native language to Express a certain concept, there is no need to borrow words from other languages.

In addition to the above, it is necessary to clarify the improper, mixed use of combinations of “office paper and office documentation”. "Office work" is exactly the translation of the phrase “business paper”into Russian. However,



"paper" cannot reflect the concept of a document in Uzbek. Therefore, it is advisable to call ready-made forms that have not yet been filled in, filled out, sealed and signed, as well as ready-made forms that have legal force, called "office documents", which reflect only some details (necessary marks of documents).

Above, we discussed the reasons for the appearance of synonyms. Below we will talk about ways to form synonyms.

Synonyms occur in the following ways:

1. when choosing an Uzbek alternative to the Russian-baynalmak word, several options are indicated: "Directive – manual, instruction;" "income – income, receipt;" "notification – notification letter;" "acquisition – acquisition, acquisition, acquisition;" "conflict – conflict, conflict, dispute, disagreement;" "credit – credit, debt, credit;" "norm" – norm, amount, rate, rule.

2. in Russian, the word international is used instead of the proposed word: paragraph-paragraph, address-address, import-Chet, calendar-calendar, receipt-patta, code-code of laws, conference-conference, standard-template.

As a term, it is advisable to choose one of the options formed in the first way, which is a synonym series consisting mainly of Uzbek words, has a scientific basis, meets the requirements of the term, fully complies with the legislation of the Uzbek language and, finally, correctly characterizes the essence of the concept. In the guides mentioned above, we mentioned some differences related to the use of the term. Since the authors used the term "minutes of the meeting" instead of the Protocol in the manual "office work in the Uzbek language", they recommend using the term "Protocol" in the practical manual "office work". This dictionary block meets to a certain extent the requirements for brevity and accuracy of the term, indicating that in it-the terminology of the name is the name of a written document of this word (as already mentioned, the authors used the terminology of

the name fruitfully when compiling various document names). However, the term "statement" is somewhat generalizing and it remains unknown to what event or phenomenon the statement refers to. In this regard, this term is most often used in the merged case, i.e. in the form of a meeting Protocol, an investigative note, and this eliminates the term Protocol from the state of polysemy. – given that the Noma terminal is widely used when writing the name of a written document, you can choose the notification option from the notification options. This word, as mentioned above, meets the requirements of brevity.

The authors of these dictionaries and guides recommend using the words evidence and grounds instead of the reasoned word, and the words root instead of the word business. In our opinion, the word proof corresponds more to the word fact. Therefore, instead of a reasoned word, it is preferable to use the word basis as the main equivalent. From business, korchem, business options, you can leave the word business as a term. It should be remembered that the word business is used in almost all languages of the world as an international term. Although the word Korchma has been used in business terms for some time, it still has a more Russian meaning of a noun with a negative connotation, a characteristic feature of the phrase Korchma. Because of this, we believe that it is inappropriate to use the word tavern as the equivalent of the business word tavern.

From the options given in the guide Deputy and Deputy, it is preferable to choose the option Deputy, since this word belongs to the Turkic layer and has been used in our language since ancient times. The opinion of linguists about these variants also fully confirms our feedback " " at a time when the use of words pays special attention to the nation, naturalness and purity, there is a use of the word muovin, borrowed from the Arabic language, along with the word Deputy. We should not allow artificial displacement of the word Deputy, used since ancient times in the Uzbek

language, as the use of synonyms in official documents, textbooks and manuals causes confusion. While an alternative lexeme, which is considered the original Turkic, can correctly and accurately Express the meaning of the concept " [10, 12-13].

Most synonyms formed in the second way are mostly duplicates, and some of these dictionary units are practically ordered in practice and are used in the same form. For example, currently, according to the Basic law of the Constitution, the address word than address is a standard, not a template, and the use of a paragraph as a term has become more stable. From these examples, it can be seen that words that are correctly composed based on their own internal capabilities of the Uzbek language or were previously in use and unreasonably replaced with words of national significance easily take up a place in our dictionary and replace words of national significance. In addition, an alternative Uzbek recommendation is constantly being developed and developed instead of baynalyim words related to office work.

"One of the new words concerning office work is the word *usthat*. This word was recommended for use in the practical manual "office management" in the sense in which the word *vulture* is expressed. In our opinion, the term *usthat* should be introduced into dictionaries and widely used in practice" [20, 16]. In our opinion, this idea is appropriate, since when activating the word *usthat*, the word *vulture* may fall out of use. But words that can't meet the demand or fully cover the meaning of the word Russian-international are controversial, and some of them fall out of use at the slightest opportunity. For example, the basic law-Constitution, template-standard. "An attempt to replace words borrowed from the Russian language, which have become independent material (property) of the Uzbek language, correctly, clearly expressing something that is understandable to everyone, not having such properties, that is, not being able to correctly,

accurately Express a concept that is understandable to many or almost everyone, does not harm the language, its consumer" [21, 5].

S. Usmanov noted that it is impossible to create an entire terminology of the Uzbek language using its own capabilities [22, 21]. Therefore, in our opinion, we should pay attention to the convergence of the terminology of office work with the languages of the world, and instead of such words as *rape*, *artificial termination of pregnancy*, *pensioner*, we should use imported and pension words. These words are already common words in the real sense. "In order for the majority of words of Russian origin that are understandable to the masses to be a concise expression of meaning and content that has firmly taken a place in consumption and has been absorbed into our speech, there is no need to replace them with ambiguous words. Such words as *nohiya*, *oven*, *majalla*, *ready*, *ready*, *documentary*, *dekpara*, *oibitik*, used in the short term on the pages of the periodical press, are practically not found on the pages of the periodical press today " [9, 11].

In this regard, it is necessary to review on a scientific basis and pass judgments in favor of Russian-international words, such as *diploma* – *certificate*, *calendar*, *credit* – *Credit* – *Credit* – *Credit* – *Credit* and many other pairs. For example, in the "brief Russian – Uzbek-English dictionary of office work" a pair of *diplomas* – *certificates* is translated as a *certificate* – *certificate*, *diploma* – *diploma*, in the practical guide "office work" a *certificate* – *certificate*, *diploma*; *certificate* – *diploma* is given. We believe that the variant in the dictionary is preferable, or rather, when the word *certificate* is used as a translation of the *certificate* word. Because we still distinguish between the concepts of "certificate" and "diploma" "and can not use the word" *certificate* "in relation to two concepts, that is, the concepts of" *certificate* "and" *diploma* " (for example, in the form of a University certificate).

In the same way, the word *credit* should be left out of the loan – to-loan options. In the five-

volume "explanatory explanatory dictionary of the Uzbek language", nasiya is a trade circulation that occurs or occurs without cash, with the condition of subsequent payment; credit", in a figurative sense also means "immediate execution, not made, not issued" [24, 21]. This means that there is an unpronounceable color in the word nasia that does not allow using the word nasia instead of the word credit. Debt – " what was given or received with the condition of repayment after a certain period (money, thing, grain, etc.)"[25, 247]. As for the word credit, in this explanatory dictionary it is interpreted as "a system of economic relations that arise in the process of providing money or material resources for temporary use, with the condition of returning profits" [23, 415]. The concept of "credit", in contrast to credit and debt, is a process in which, along with the return of the issued money and funds, profit is also provided. Therefore, it is advisable to use these words correctly on the spot, taking into account their spiritual differences.

## Conclusion

At the same time, there are still such doublets in our language that it is quite difficult to choose one of them as the main term. For example, a bankrupt collapse, banknote, paper money, reallor-dallol, the Memorandum is a statement. Time determines which of these words to choose as the main term. In particular, it is incorrect to use as a single concept the synonymous series specified in the guide the term-environment, discussion-discussion, question-question, means-means, since certain differences are noticeable between the meanings denoting these words.

In these sources, along with the Arabic calendar word, the word baynalmillal Calendar was suggested as an alternative to it, which is equally used in consumption. In our opinion, it is more correct to use the word calendar as the main term, as the word credit, since both words are independent words, and we believe that it is inappropriate to use a word or a word from

another language if we can not find an equivalent for them, based on our own internal capabilities. The more attention paid to Nazism, the more relevant the definition of terms in international equality. Because this approach eliminates various misunderstandings.

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