Original Research Article

Linguistic Features in Vietnamese and South Korean Public Administrative Documents

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Abstract: Vietnam and South Korea are increasingly expanding and developing partnerships in many fields of economy, culture, society and life. More and more South Korean companies as well as South Korean citizens are coming to live and work in Vietnam and/or with Vietnam. Therefore, the exchange and integration in administrative work between the two countries is indispensable and extremely necessary. That is the reason why we choose to research the contrastive analysis of linguistic features in public administrative documents in Vietnamese and South Korean languages to help the interaction activities of public service documents between the two countries, two language systems be always convenient, accurate, legal and meet administrative requirements. In this research, we will compare the linguistic features in public administrative documents in Vietnamese and South Korean in terms of: the text structure, the characteristics of words, sentences and the arguments in the public administrative documents to find the similarities and differences in culture, thinking, and language.
Keywords: Public administrative documents, Vietnamese, Korean, text structure, words, sentences, arguments.

1. INTRODUCTION

Public administrative documents are documents issued by the state and have stereotypical information of the state, concretize the responsibility for implementation, in order to solve the tasks in public management. Public administrative documents are documents used for the purpose of transmitting information, content or requests from superiors or they are documents expressing opinions, viewpoints of one or of collectives to an authority or agency to have it resolved. Public administrative documents are documents used in the organization, management and administration of the society, serving communication in the field of administration - public service (between state agencies and between state agencies with the citizen, between organizations, and with the citizen, etc.) State administrative documents have a very important role today because they concretize legal documents. At the same time, they are documents that specifically provide the guidelines for decisions and policies that the State has issued. They support effectively in the management of State administrative affairs and supply relevant information about law that are properly applied to specific subjects.

2. RESEARCH METHODS
Descriptive Method

Based on the collected linguistic data on Vietnamese and South Korean public administrative documents, they are processed to be described according to linguistic features in terms of words, sentences and arguments.

Contrastive Comparison Method

After obtaining the description of the linguistic features at word, sentence and argument levels of Vietnamese and South Korean public administrative documents, a contrastive analysis have been done to compare and find out the

similarities and differences between the documents of the two languages as well as the cultural and linguistic characteristics of the two languages and the two nationalities.

3. CHARACTERISTICS OF WORDS, SENTENCES IN VIETNAMESE AND KOREAN PUBLIC ADMINISTRATIVE DOCUMENTS

When comparing the characteristics of words, sentences in Vietnamese and South Korean public administrative documents, there are many similarities, as well as differences between them as follows.

3.1. Similarities

The text must be written in a language that uses common words that are consistent across the country.

The text must be written in a way that is easy to understand, clear, accurate, concise and complete. The content is expressed simply, using simple sentences, not complicated, not wordy and not abusing confusing specialized terms. Words in South Korean and Vietnamese public administrative documents must always be selected and used clearly and accurately, in compliance with the language standards according to the standard legal terms, for all people to be able to understand easily.

Use polite formal language. The text is solemn and shows respect to the executor.

Subjects issuing public administrative documents of Vietnam and South Korea are quite similar.

Use Arabic numerals.

Use standard A4 paper size paper.

The public administrative documents always have a template.

Avoid using foreign words.

3.2. Differences

Vietnamese public administrative documents use many abbreviations and capital letters. Vietnamese public administrative documents capitalize the first letter of a person's name, place name or a specific word such as person, place, etc.

Vietnam processes paper-based administrative documents, while South Korea often processes them electronically. South Korean public administrative documents are usable in form of electronic documents.

During the certification process, South Korea often uses a signature while Vietnam uses a seal.

The sentence order of Korean and Vietnamese is different.

Example: Korean: Subject - Object - Verbs / Adjective

Vietnamese: Subject - Verbs / Adjective – Object

When writing Korean administrative documents, auxiliaries, suffixes play an important role but Vietnamese public administrative documents do not pay much attention.

Vietnam uses Roman numbers and South Korea uses Arabic numbers.

Vietnamese public administrative documents need to state the national name, motto but South Korean public administrative documents don't.

The way of writing the names of people in the Vietnamese public administrative documents is to use the initial capital letters but in Korean names, they must be written connected with each other.

4. ARGUMENTS IN VIETNAMESE AND KOREAN PUBLIC ADMINISTRATIVE DOCUMENTS
4.1. Similarities

Regarding arguments in Vietnamese public administrative documents and South Korean public administration documents, both of them give their argument points and argument grounds to bring about the general results.

The conclusion of the administrative documents is exactly according to the purpose. Conclusions are drawn based on clear evidence. For example, arguments in the public administrative documents of Vietnam and South Korea may be different, such as:

Vietnamese: arguments 1, 2 - result 1
        arguments 3, 4 - result 2
        => main result

In the middle text there can be results, and then come to the main result. Meanwhile,

South Korean: arguments 1, 2, 3, ... = main results

In the public administrative documents of Vietnam and South Korea, in the end, there is only one result. Thus, there are many results in Vietnamese public administrative documents, but in the end, the main result will be similar to South Korean public administrative documents. Because the purpose of saying is the same.

Those public administrative documents can have legal effect at the time they are issued.

Both South Korean and Vietnamese public administrative documents have strict arguments. They give convincing arguments and evidence to support the legal information.

They are all argued according to the structure of three parts: the introduction, the main content, and the ending.

4.2. Differences
Arguments in Vietnamese public administrative documents are often lengthy and rambling, not focusing on the main topic. Arguments in South Korean public administrative documents, on the other hand, go directly to the main issue and give argument points and argument grounds to come to the general conclusion and end the text explicitly and clearly. They do not use words that make others feel misunderstood about the meaning as of Vietnamese public administrative documents.

In South Korean public administrative documents, the most important thing is that the reader can understand what the document aims to say even though it hasn't been read till the end. Therefore, these documents often go directly to the main problem and provide arguments to come to a quick general conclusion. That is, South Korean public administrative documents are very interested in short, clear and simple sentences. Meanwhile, Vietnamese public administrative documents often have long sentences.

Arguments in South Korean public administrative documents often give neat conclusions and their content is not long. And there are not many types of public administrative documents. However, arguments in Vietnamese public administrative documents have long content and there are too many types of public administrative documents.

For example: Arguments in Vietnamese public administrative documents are often shown as follows:

1.   General conclusion →   argument point 1, argument point 2 → conclusion 1
     argument point 3, argument point 4 → conclusion 2
     argument point 5, argument point 6 → conclusion 3
     → General conclusion

    Or

2.   Argument point 1, argument point 2 → conclusion 1
     argument point 3, argument point 4 → conclusion 2
     → General conclusion

Thus, in the middle of Vietnamese public administrative documents there are many results, so, it is difficult to find out what the main result is. However, South Korean public administrative documents are often written as follows:
Argument point 1, 2, 3, etc. = main result

In the end, there is only one result, so even if it hasn't been read all, it still can be found easily.
Vietnamese public administrative documents have more diverse argument models than South Korean public administrative documents.
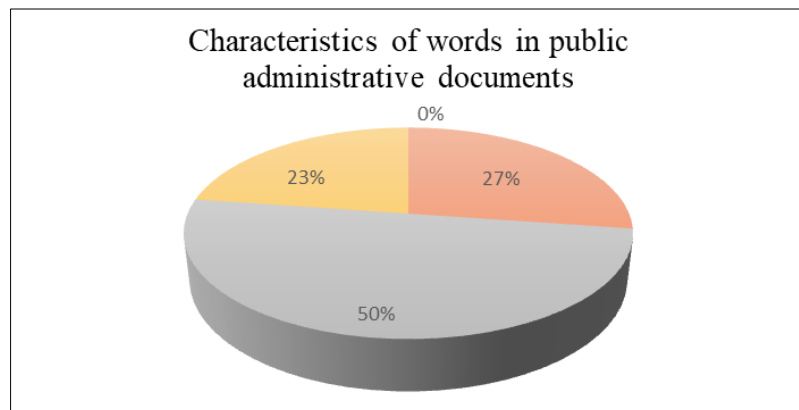
Vietnamese public administrative documents are more complicated than South Korean public administrative documents. Although it is not necessary when dealing with a document, sometimes, the same information has to be provided more than once or words can cause misunderstanding.

5. CITIZEN'S EVALUATION ON VIETNAMESE AND KOREAN PUBLIC ADMINISTRATIVE DOCUMENTS

All random interviewees agreed on the necessity of public administrative documents with a rate of 82%.
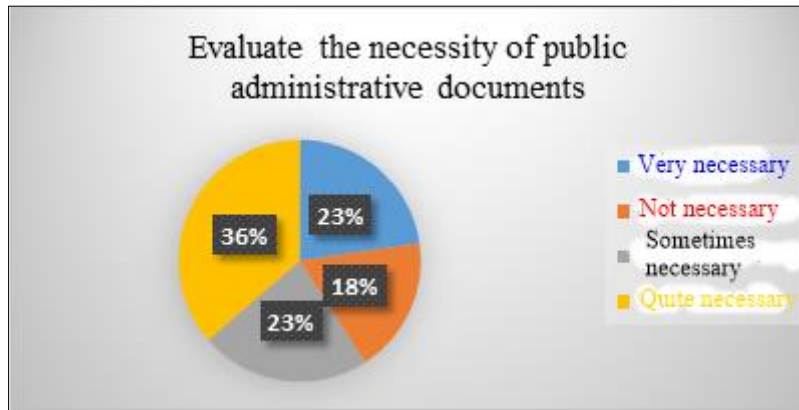
When asked about the characteristics of words in public administrative documents, 73% of random interviewees stated that the words in public administrative documents ranges from difficult level to very difficult level.


The random interviewees gave their assessment of the structure of the public administrative documents with the rate of 77.27% saying that the structure of the public administrative document is complicated, while only 22.73% said that the structure of the public administrative documents is reasonable and good.
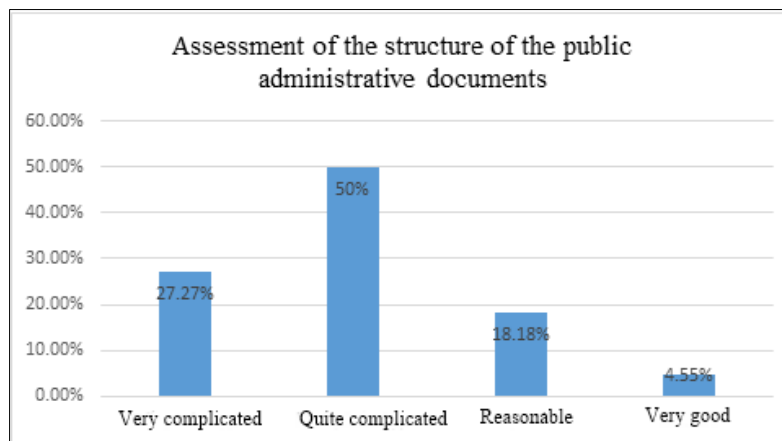
When asked about the degree of self-completion of a public administrative document, the random interviewees responded with an uneasy rate of 100%.
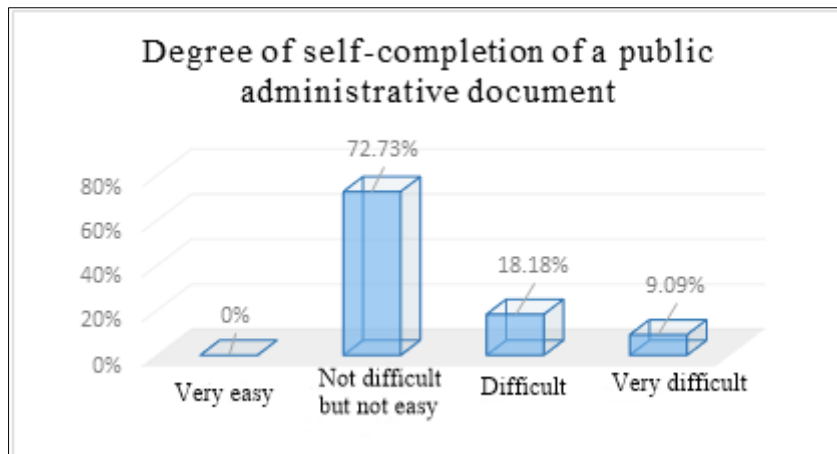
The random interviewees also showed their assessment of the feasibility of the public administrative documents, 81% rated it as average to good. However, up to 9% consider it weak and not feasible.
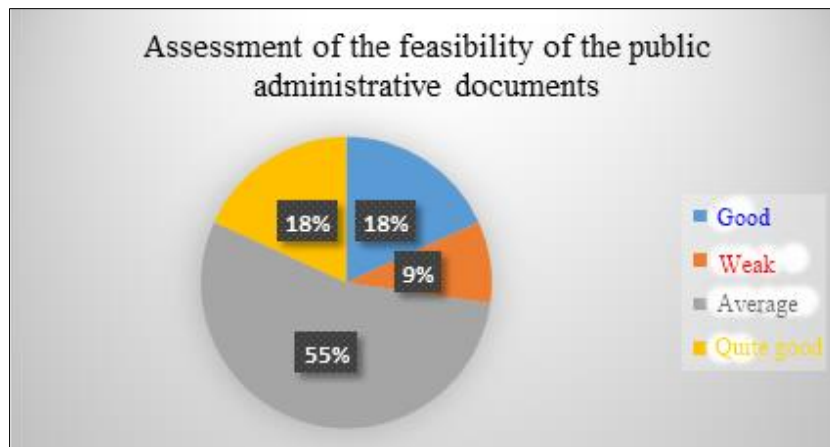
In order to evaluate the effectiveness and stability of public administrative documents, the results obtained after interviewing is that more than 86% of them consider it effective and stable. However, 14% still believe that public administrative documents are ineffective and unstable.
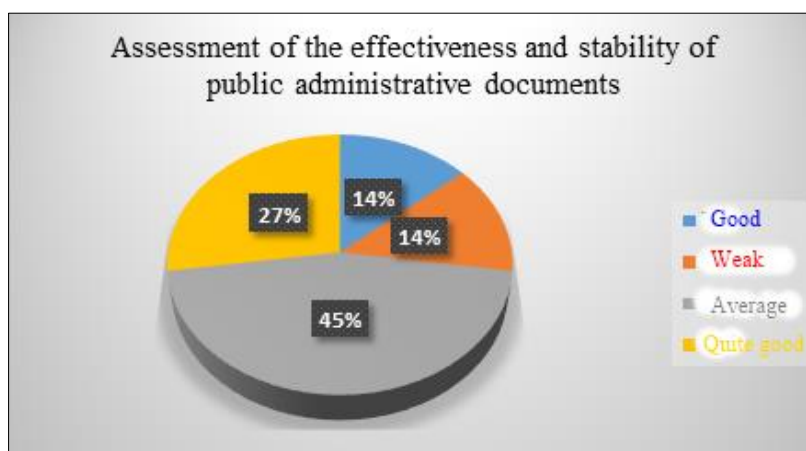
Regarding the general comments and assessment of Vietnam's public administrative document system and the difficulties encountered, the South Korean people living in Vietnam who were randomly interviewed gave their opinions as followed. For South Koreans, it is very difficult to access Vietnamese public administrative documents because they

have to approach a new language and write in Vietnamese grammar, which compared to Korean, it is quite difficult. Especially, the application process is quite long. So, South Koreans usually don't have enough time to wait that long for such public administrative documents.

6. CONCLUSION

Public administrative documents of Vietnam and South Korea are quite similar in terms of style, the use of words, sentences in the text, types and methods of reasoning in the text.

However, when considering in specific details, Vietnam's public administrative documents are stereotyped, with the advantage of being very useful in the transmission of information, content or certain requirements, helping to express opinions, individual and collective viewpoints. They play a significant role because of the concretization of legal documents, effectively assisting in the management of affairs and relevant legal information applied to specific objects. They are also an important means of communication in state management agencies, teaching content in the school curriculum. Besides these advantages, Vietnamese public administrative documents still have many problems such as being lengthy, complicated, time consuming to complete and process the documents.

On the South Korean side, the public administrative documents are simple, easy to do. They do not take much time to process the application and can be completed quickly in five minutes at the office. Besides, South Korean public administrative documents can be used electronically, so, it can be done and processed quickly. They are also well categorized, so, once you find the documents you need, you can get the job done quickly. However, the public administrative documents in South Korea still have limitations such as being classified into many different categories, however, they are so tightly classified that it takes a long time to find the documents when needed. And the administrative documents with simple templates are fine, but they have a lot of vocabulary that are too confusing, complicated, and sometimes have useless content. Because the words used in the text are professional, they are difficult for first-time encounterers to understand, so, people always work with the help of government officials.

Finally, for South Koreans, Vietnamese public administrative documents are more complicated than South Korean ones. Words in Vietnamese public administrative documents are difficult to be analyzed into Korean. When dealing with Vietnamese public administrative documents, it is difficult to understand. Moreover, even with the same issue, but the required documents of each agency are sometimes different, so it is difficult to understand.

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