

მ. შულგია

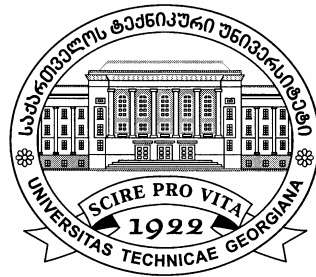
# მღივან-ჩაფარანთის სამაგილო ნიგნი

„ტექნიკური უნივერსიტეტი“

საქართველოს ტექნიკური უნივერსიტეტი

მ. შელეგია

მდივან-რეფერენტის  
სამაგიდო წიგნი



რეგისტრირებულია სტუ-ს  
სარედაქციო-საგამომცემლო  
საბჭოს მიერ

თბილისი  
2009

*ავტორი შემდგენელი ასოც. პროფ. მ. შელეგია*

წინამდებარე ნაშრომი სოციალურ-ჰუმანიტარული ფაკულტეტის სტუდენტებისთვის დამხმარე სახელმძღვანელოდაა განკუთვნილი. ამასთანავე, იგი დახმარებას გაუწევს მკითხველთა ფართო წრეს, რომელთაც სურთ თავიანთი საქმიანობა დაუკავშირონ მდივანის, რეფერენტის, საზოგადოდ, ოფისის მუშაკის პროფესიას.

წიგნს თან ერთვის ლექსიკონი, საქმიან ურთიერთობებში გამოყენებული ინგლისურ სიტყვათშემოკლებათა ნუსხა. სხვადასხვა ინფორმაციის შემცველი ტაბულები და სხვ. ყოველივე ეს, წიგნს მკითხველისათვის კომპაქტურს და მოხერხებულს ხდის.

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რეცენზენტები: სრული პროფესორი ნ. სიხარულიძე,  
სრული პროფესორი გ. ჯოლია

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ISBN 978-9941-14-438-7

<http://www.gtu.ge/publishinghouse/>



ყველა უფლება დაცულია. ამ წიგნის არც ერთი ნაწილი (იქნება ეს ტექსტი, ფოტო, ილუსტრაცია თუ სხვა) არანაირი ფორმით და საშუალებით (იქნება ეს ელექტრონული თუ მექანიკური), არ შეიძლება გამოყენებულ იქნას გამომცემლის წერილობითი ნებართვის გარეშე.

სავტორო უფლებების დარღვევა ისჯება კანონით.

## Sesaval i s magi er

bol o wl ebSi CvenSi intensiurad viTardeba sagar-  
eo-ekonomikuri urTierTobani. saqarTvel o cdil obs  
demokratiul i faseul obebis damkvidrebas. saxel mwi-  
foebriobis gaZl ierebis, misi mosaxl eobis cxovrebis  
donis amaRl ebis erT-erTi saSual eba Tanamedrove msof-  
l iosTan erTian ekonomikur sivrcesa da gl obal ur  
garemoSi aqtiuri CarTvaa. es ki civil izebul samyaros-  
Tan im formebiTa da meTodebiT TanamSroml obas gvaal ebs,  
romel ic saerTaSoriso praqtikiTaa miRebul i da apro-  
birebul i.

Tanamedrove adamians, saxel mwifo Tu kerZo kompani-  
aTa muSakebs mudmivi swavl a, TviTganaTI eba sWirdebaT,  
raTa cxovrebis moTxovnebs ar CamorCnen. dRes gan-  
sakuTrebul i mniSvel oba aqvs informaciis swor mar-  
Tvas da mis konceptual ur gagebas. dRevandel i muSaki  
aucil ebl ad unda fl obdes sainformacio kul turas,  
romel ic misi saqmianobisaTvis sasicoxli o mniSvel o-  
bisaa. igul isxmeba ara marto cifrebis, faqtebisa da  
movl enebis codna da gageba (amistvis kompiuteri da  
sxva orgteqnika arsebobs), aramed is, Tu ras gvaZl evs  
am uzarmazar informaciasTan urTierToba da rogor  
efeqturad gamoviyenebT mas.

\*\*\*

Tanamedrove dawesebul ebaSi erT-erTi wamyvani rol i  
mdivans, referents akisria. gazrdil ia misi, rogorc  
organizatoris, dispetCeris, konsul tantis rol i. bune-  
brivia, gaizarda moTxovnebi mdivan-referentis pirovnu-  
l i da profesiul i Tvisebebisadmi. gaCnda am Tanamdebo-  
bis dasaxel ebaTa variantebi: asistenti, TanaSemwe saer-  
To sakiTxebSi, direqciis warmomadgenel i, ofis-menej eri.

mdivan-referents mihyavs dawesebul ebis saqmiswar-  
moeba, xel mZRvanel is saqmiani mimowera. is uSual od  
organizaciis pirvel pirs emorCil eba. Tavis saqmianobaSi  
xel mZRvanel obs sakanomdebl o aqtebiTa da dawesebul eb-  
is wesdebiT.

mdivan-referentma unda icodes organizaciis (fir-  
mis) perspeqtivebi, misi safinanso-sameurneo saqmianoba,  
SeeZl os sammarTvel o muSaobis organizeba, dokument-  
ebTan muSaoba da maTi Sedgena, dawesebul ebis orgteqni-  
kis efeqturi gamoyeneba.

\*\*\*

saqmiani urTierTobis nebismieri forma informaciis  
mudmiv gacvl as iTxovs. mdivans, referents, TanaSemwes,  
saerTod, ofisis muSaks, mudmivad uxdeba saqmis  
qaRal debTan urTierToba, sxvadasxvagvari dokumentis  
Sedgena, rac garkveul codnasa da Zal isxmevas moiTx-  
OVS.

dRevandel viTarebaSi, rodesac ase farToa kavSirebi  
sxvadasxva sazRvargareTul organizaciebTan, qarTul is  
garda, aucil ebel ia ucxo enis codnac (maT Soris in-  
gl isuris, radganac is miCneul ia saqmiani urTierTobis  
sayovel Taod miRebul enad). amitomac, nebismieri Tanam-  
Sroml is, biznesmenisa Tu Cveul ebrivi moqal aqis gan-  
sakuTrebul interess iwvevs saqmiani weril is ingl i-  
sur enaze Sedgena, misi struqtura da sayovel Taod  
miRebul i normebi, vinaidan, momaval i partnioris Sesax-  
eb pirvel i STabelWdil eba adresats swored am wer-  
il iT eqmneba. sworad da marTebul ad Camoyal ibebul -  
gaformebul i weril i ki, biznesSi warmatebis erT-erTi  
sawindaria.

## nawil i pirvel i

### mdivani-referenti i (ufl eba-moval eobani)

qarTul i enis ganmartebiT l eqsikonSi mdivanisa da  
referentis Sesaxeb naTqvania: mdivani: 1. vinc awarmoebs  
an ganagebs dawesebul ebis an kerZo piris saqmian mimow-  
eras. 2. piri, romel ic wers sxdomis, krebis oqms. 3.  
partiul i an komkavSirul i organizaciis xel mZRvanel i,  
romel sac irCevs kreba an pl enumi. 4. dawesebul ebis an  
raime organos saqmeTa pasuxismgebel i xel mZRvanel i  
(institutis swavl ul i mdivani...) (t.V, gv.136);

referenti: 1. referatis wamkiTxvel i. 2. oficial -  
uri Tanamdebobis piri, momxsenebel i, konsul tanti  
garkveul i sakiTxebis Sesaxeb (t.VI, gv.418).

am l eqsikonis (qarTul i enis ganmartebiTi l eqsiko-  
ni, rvatomeul i (1950-1964 w.w.) gamosvl is Semdeg bevri  
ram Seicval a, kerZod, mdivnis mesame ganmarteba, im did  
qveyanasTan erTad, istorias Cabarda. Tumca ZiriTadi  
darCa da man axal i datvirTva Seizina.

### mdivan-referenti i (moval eobani)

mdivani-referenti aris:

1. muSaki, romel sac dawesebul ebis, organizaciis,  
firmis saqmiswarmoeba, agreTve, cal keul pirebTan saqmi-

ani mimowera mihyavs. mdivnis moval eobaSi Sedis satel e-  
fono zarebis miReba da aRricxva, kavSiri organizaciis  
mmarTvel obasa da mis ganyofil ebebs Soris.

2. is, visac mihyavs sxdomis, TaTbiris oqmi, agreTve,  
Tval s adevnebs reglamentis dacvas.

3. organizaciis arCeviTi xel mZRvanel i, anda romel  
ime arCeviTi organos erT-erTi wevri, romel sac mi-  
hyavs saqmismarmoeba da saorganizacio-aRmasrul ebel i  
xasiaTis mimdinare samuSao.

4. xel mZRvanel i, romel ic dawesebul ebis an romel  
ime organos mimdinare muSaobis pasuxismgebel ia.

**referenti** romel ime dawesebul ebis Tanamdebobis  
piria, romel ic amzadebs moxsenebebs an garkveul i sak-  
iTxebis konsul tantia.

**mdivan-referenti** asrul ebs mdivnisa da referent-  
is kombinierebul moval eobas.

mdivan-referentma unda icodes:

- ● *kompiterze akrefa;*
- ● *saqmismarmoeba;*
- ● *teqstis damuSaveba;*
- ● *ofisis marTva;*
- ● *sakadro samsaxuri;*
- ● *marketingi.*

P.S. arastandardtul vitarebaSi swori da swrafi  
moqmedeba yvel a rangis muSakis aucil ebel i Tviseba unda  
iyos.

da kidev, nebismier samsaxurSi, ise rogorc biznesSi,  
fasdeba mxol od Sedegi da aravin kiTxul obs, ra saSu-  
al ebebi dasWirda mis miRwevas.

## **mdivani-referenti organizaciis strukturaSi**

Tanamedrove dawesebul ebaSi mdivan-referents gan-  
sakuTrebul i adgil i uWiravs. masze didad aris damok-  
idebul i jansaRi, saqmiani atmosferos Seqmna organiza-  
ciaSi, TanamSroml ebs Soris, xel mZRvanel sa da Tanam-  
Sroml ebs Soris. erToblivi (SeTanxmebul i) gadaw-  
yvetil ebani amcirebs dawesebul ebaSi stresul situa-  
ciebs, amaRl ebs TanamSromel Ta inovaciur potencial s.

kargi mdivani unda gamoirCeodes pirovnul i Tvisebe-  
biT, kargad icodes Tavisi statusi, moval eoba da ufl e-  
bani:

- ✓ SeeZl os samuSao drois organizacia, samuSao  
dRis sworad dagegmva.
- ✓ icavdes profesiul imijs (Cacmis stil i, gareg-  
noba da sxv.), saqmian samyaroSi sayovel Taod miRebul i  
kul turis normebs.
- ✓ icavdes saqmian etikets, subordinacias da Tan-  
amSroml ebTan keTil ganwyobil urTierTobas.
- ✓ icavdes Tavazianobis formebs, iyos koreqtul i,  
del ikaturi, taqtiani, punqtual uri.
- ✓ daicvas misal mebis, wardgenis, gacnobis, zogadad,  
adamanur urTierTobaTa wesebi.
- ✓ SeeZl os stumrebisa da TanamSroml ebisaTvis  
yvavil ebis, suvenirebis, saerTod, saCuqrebis SerCeva (es  
yuradRebis da pativiscemis gamoxatvis erT-erTi for-  
maa).
- ✓ aucil ebel ia sxvadasxva RonisZiebebSi moqcevis  
wesebis codna (banketi, furSeti, korporaciul i saRamo  
da sxv.).
- ✓ icavdes saubris etikets (xma, intonacia, tembri,  
artikul acia).

- ✓ fl obdes saqmian l eqsikas.
- ✓ unda SeeZI os xel mZRvanel Tan urTierToba, fl obdes mosmenis xel ovnebas, ar unda hqondes gagebis, moqmedebisa da TviTgamoxatvis probl emebi.
- ✓ konfidencial uri sakiTxebisadmi gamoiCinos si-frTxil e da windaxedul eba.

\*\*\*

mdivani-referentis cneba dRes sakmaod datvirTuli ia, mraVal waxnagiani da gradaciiT gamoirCeva: xel mZRvanel is mdivani – TanaSemwe, mdivani-referenti, swavl uli mdivani, struqturul i qvedanayofis mdivani... teqniki mdivniT damTavrebul i. aqedan gamomdinareobs maTi moval eobebisa da ufl ebebis mraVal ferovneba. sxvadasxvagvaria moTxovnac maTi ganaTI ebisa da profesiul i Cvevebisadmi (umaRI esi ganaTI ebisa da samecniero xarisxis mqone special istidan, saSual o ganaTI ebis teqnikiur TanamSroml amde, romel sac mdivnis kursebi aqvs damTavrebul i).

bol o wl ebSi mdivan-referentis profesiul arsebiti cvl il eba ganicada. xSirad mdivanzea damokidebul i dawesebul ebis Sida da gare kavSirebi. swored mdivan-referenti unda iyos utyuari da saimedo rgol i xel mZRvanel obasa da TanamSroml ebs, agreTve xel mZRvanel sa da saqmian partniorebs Soris urTierTobisa. pasuxobs ra satel efono zarebs, monawil eobs TaTbirebis, momsavl el ebTan Sexvedrebis, prezentaciebis mowiyobis organizebaSi, partniorebTan saqmian qaral debis urTierTgacvl aSi, is mudam movl enaTa Suagul Si imyofeba.

karg mdivans SeuZI ia Tavisi xel mZRvanel is muSaobis Sedegianoba orj er gazardos.

mdivnis profesiul doneze didad aris damokidebul i i firmis prestiJi. misi iseTi Tvissebi, rogoricaa:

Semsrul ebl oba, iniciativa da maRal i profesional izmi, daexmareba dawesebul ebis xel mZRvanel s gadal axos sam-saxurebrivi siZnel eebi da gadaWras probl emebi. mkac-ri konkurenciis pirobebSi bevr xel mZRvanel s rodi SeuZI ia Tavs ufl eba misces mdivani mxol od garegnu- l i monacemebiT SearCios, magal iTad, simaRI is, asakis an "wuTSi dabeWdil i niSnebis raodenobis" mixedviT. dRes sul ufro metad fasobs ganaTI eba, intel eqti, komuni- kabel uroba, samuSao staJi da gamocdil eba.

ganvitarerebul qveynebSi mdivnebis momzadebisas, pro- fesiul i codnis SeZenasTan erTad, gansakuTrebul i yura- dReba eqceva zogadi Tval sawieris gafarToebas, sxva- dasxva saqmian amocanis swrafad da zustad gadaWris unaris gamomuSavebas.

### **mdivni s ZiriTadi funqci ebi**

mdivan-referentis ZiriTadi funqciaa:

- dawesebul ebis (firmis) direqciis dokumenteb- is warmoeba.
- xel mZRvanel is samuSao dRis formireba.
- saqmian partniorebTan, kl ientebTan, SemkveTebTan, kontragentebTan mimdinare saqmianobis organizacia da koordinireba.
- xel mZRvanel isaTvis aucil ebel i informaciis moZieba.
- xel mZRvanel is daval ebaTa da dokumentebis Ses- rul ebis kontrol i.
- ucxouri del egaciebis miReba.
- sastumros daj avSna, aviabil eTebis, vizebis gaForme- ba da sxv.
- Sexvedrebisa da mol aparakebaTa organizeba da monawil eoba.

- □ momsvl el Ta miReba.
- □ TaTbirebis, krebebis, prezentaciebis momzadebaSi monawil eoba.
- □ Tavisi kompetenciis fargl ebSi administraciuli i sakiTxebis gadaWra.
- □ orgteqnikasTan muSaoba.

mdivnis yvel a funqcia, ufl eba, moval eoba da pasuxismgebl oba, garkveul i formiT unda iyos Camoweril i mis Tanamdebobriv instruqciaSi, romel ic SeTanxmebuli ia iuriskonsul Tan da damtkicebul ia xel mZRvanel is mier. yvel a mniSvnel ovani cvl il eba am Tanamdebobriv instruqciaSi Sedis xel mZRvanel is brZanebiT.

#### **mdivan-referent is Tvi sebebi**

Tanamedrove moTxovnebs rom Seesabamebodes, mdivnisaTvis aucil ebel ia:

- ● hqondes profesiul i imiji
- ● SeeZl os sasiamovno saubari da gamarTul ad wera (sasurvel ia ucxo enazec).
- ● hqondes kargi mexsiereba (maT Soris, SeeZl os saxis damaxsovreba).
- ● dokumentacia mudam wesrigSi hqondes da saWiro masal a swrafad ipovos.
- ● SeeZl os dokumentebis sworad gaformeba, gauZRves xel mZRvanel is saqmian mimoweras.
- ● icodes saofise teqniki kval ificiuri gamoyeneba.
- ● aiTvisos axal i kompiuterul i programebi.
- ● iyos energiul i da iniciativiani.
- ● SeeZl os kargi urTierToba xel mZRvanel Tan, kol egebTan da kl ientebTan.

- ● xel mZRvanel is aryofnis SemTxvevaSi xel i Seuwyos ofisis Cveul ritmSi muSaobas.

#### **mdivni s samuSao adgil i**

fsiqol ogebi amtkiceben – Sromis unarianobis daqveitebis erTi mTavari mizezi – arasworad orgnizebul i samuSao adgil ia. is, rogorc wesi, xel mZRvanel - is kabinetis momij naved mdebareobs da mas xSirad “misaRebs” uwodeben. saukeTeso variantia, rodesac ofiss misaRebis garda mosasvenebel i oTaxi an oTaxi-samzareul o da cal ke kuTxe, an oTaxi aqvs teqniki saSual ebebisaTvis (gasamravl ebel i aparatura, qaRal dis gasanadgurebel i manqana da a.S.).

\*\*\*

mdivnis samuSao adgil i SeiZl eba 3 zonad daiyos: ZiriTadi, sadac aris misadgmel iani magida da saTanado orgteqnika; meore, momsvl el Ta momsaxurebis da mesame, damxmare zona, sadac karadebia, gasamravl ebel i aparati da a.S.

Suqi da naTuris feri, xmauri ofisSi, skamis simaRI e da yvel aferi sxva, riTac garemocul ia mdivani, SeiZl eba gaxdes yovel dRiuri stresul i mdgomareobis, Sinagani aforiaqebis mizezi, romel ic moqmedebs adamianis qvecnobierze da mis Sromisunarianobaze. aseT viTarebaSi Znel ia sapasuxismgebl o daval ebis Sesrul eba.

ferebs, roml ebic gars akravs muSaks, SeuZl ia masze didi emociuri zemoqmedeba moaxdinon. ofisis ferTa SerCevisas, mTavaria rbil i, arakontrastul i Sexameba, mkveTri, “myviral a” ferebis gareSe.

ergonomikis (samecniero discipl ina, romel ic ko-



mpl eqsurad swavl obs adamians da mis saqmianobas) special istebi gvirCeven, ar daviviwoT oqros wesi, rom l is dacvac agvacil ebs bevr usiamovnebas. Suqi unda ecemodes zevidan, marcxena mxares. sxva SemTxvevaSi, muSao-bisas, irRveva Tavis swori mdgomareoba (Sedegad vi-Tardeba osteoxondrozi da axl omxedvel oba).

sinaTI is an xmauris yovel i vibracia – gaRizianebris wyaroa, romel ic adamians aRagznebs, anerviul ebs, es ki bunebrivia, uaryofiTad moqmedebs ara mxol od adami-anis j anmrTel obaze, aramed Sromis xarisxzec.

samsaxurSi misvl iStanave, ganwyobis asamaRI ebl ad, tel evizoris an radios CarTva kidev erTi “saSual e-baa” daRI il obis dasaCqarebl ad.

special istebi Tvl ian, rom ofisSi muSao-bisas xmau-ris zRvari 50-60 decibel s ar unda aRematebodes (SedarebisaTvis – xmamaRal i saubari 70 decibel ia). amgvarad, nebismieri ZI ieri xmauri uaryofiT zemoqmedebas iwvevs. amitomac, gadakrul i Tu ormagi karebi, sxvadasx-va saizol acio xmaurCamxSobi mowyobil obani, ofisSi zedmeti namdvil ad ar aris, aramed aucil ebl obaa.

teqniki saSual ebani, romel Tac xSirad iyenebs mdivani-referenti aris: personal uri kompiuteri, tel e-foni, tel efaqs, printeri, faqs-modemi, qaRal dis gasan-adgurebel i manqana da gasamravl ebel i aparati. mdivanma unda icodes, SeeZI os da Tavis samuSaos gasaadvil e-bl ad, ra Tqma unda, operatiul obisaTvisac, es teqnika maqsimal urad da efeqturad gamoiyenos.

oTaxi, sadac mdivnis kompiuteri dgas, farTo da naTel i unda iyos, amasTan kondicirebul ic.

kompiuteri imgvarad unda idges, rom masTan muSaoba advil i da mosaxerxebel i iyos. skami aucil ebel ia sa-zurgeti da sasurvel ia saxel uriani (saidayveTi).

monitori dgeba muSakis Tval is doneze, aranaki eb

40 santimetris daSorebiT. masze SeiZI eba damatebiTi, dokumentebis dasamagrebel i mowyobil obis Curtis Clig an Copy Holder damontaJeba. is dokumentis ekranis doneze damagrebis saSual ebas iZI eva da kompiuterTan momuSaves aRar mouvevs damRI el i, Tavis zeviT-qveviT qneva (magi-da – tegsti - monitori).

gasamravl ebel i aparati, printerebi da monitorebi Tavis irgvl iv qmian el eqtrostatikur vel s, romel ic izidavs mtvers, al ergiis mizezs, amitomac, mizanSewonil ia am aparatebis erTmaneTisagan ramdenime metriT daSore-ba.

kompiuteri da gasamravl ebel i aparati ar unda iyos erTmaneTTan axl os. Tu mdivnis teqniki saSual ebe-biT sxva TanamSroml ebic sargebl oben (rac araa reko-mendebul i), maSin maT imgvarad aTavseben, rom is mokl ex-niani sargebl obisTvis moxerxebul i da mdivnis kontr-ol is qveSac iyos.

rodesac adamians Tavis samuSao adgil i moswons, muSao-bac sasiamovnoa da nayofieri. ar unda dagvaviwy-des – mdivnis efeqturi muSao-bis erTi mTavari pirobaa – wesrigi samuSao magidaze. cnobil ia – wesrigi aTa-visufl ebs azrs, zogavs dros. Cveul ebriv, aseT viTare-baSi gamartivebul ia Sroma, bevri operacia avtomat-urad keTdeba, dro ekonomiurad ixarj eba, amasTan, is xel s uSI is dokumentebis “dakargvas”, mouwesrigebel muSakebs xSirad rom “gaebnevaT”. ideal uria, Tu mdivnis magidaze awyvia mxol od is dokumentebi da cnobarebi, romel ic aucil ebel ia im momentisaTvis.

xSirad daal ageT Tqveni samuSao adgil i: magida, uj rebi, karadebi, Tamamad gaaTavisufl eT isini makul aturisa da arasaWiro nivTebisagan.

samuSao ganwyobaze moqmedebs sunic. dagenil ia, rom l imonis suni xSir SemTxvevaSi amcirebs Sromis nay-

ofierebas, vardisa ki, amaRI ebs. fsiqol ogebis SefasebiT, sayvarel i sunamos sunic matonizebel ia da dadebit emociებს iwvevs, magram ofisSi aromaTerapiis seansebis Catarebas special istebi ar gvirCeven, radgan is, rac Tqven mogwonT, SeiZl eba sxvebis Tavis tkivil i gaxdes.

sasurvel ia samuSao oTaxis xSiri ganiaveba. mdivnis samuSao adgil is normal uri kl imaturi viTareba SeiZl eba kondicionerisa Tu saventil acio saSual ebebiT Seiqmnas.

didi mniSvnel oba aqvs avej is SerCevas, is unda iyos moxerxebul i da Tanamedrove. momsaxurebis zonaSi momsavl el TaTvis aucil ebel ia ramdenime skami an savarZel i da patara magida.

samuSao adgil i xel mZRvanel is kabinetis Sesasvl el Tan ise unda moewyos, rom mdivani misaRebSi Semomsvl el s aucil ebl ad pirdapir, saxiT xvdebodes.

### **programul i uzrunvel yofa**

firmis, dawesebul ebs komerciul i warmateba didad aris gapirobebul i maTi teqniki aRWurvil obiTa da avtomatizaciiT, romel ic sul ufro da ufro mzardi informaciis pirobebSi martvis procesebis efeqtur saSual ebas warmoadgens.

saqmiswarmoebis avtomatizacia iTxovs – saofise sistemebis martivi da moxerxebul i samomxmarebl o interfeisi unda hqondeT, rom special istebma, roml ebsac dokumentebTan aqvT saqme, gansakuTrebul i momzadebis gareSe, personal uri kompiuteriT Seasrul on Tavianti funqciebi.

saqmiswarmoebis avtomatizebul sistemebis da maTze momuSave pirebs unda SeeZl oT:

- ✓ dokumentebis Seyvana, momzadeba da redaqtireba.
- ✓ dokumentebis Sesaxeb monacemebis damuSaveba da Seyvana (registracia).
- ✓ xel mZRvanel Tan, TanamSroml ebTan Tu partniorebTan dokumentebze erTobl ivi muSaoba.
- ✓ dokumentebis Sesrul ebis kontrol i.
- ✓ dokumentebis Senaxva da Zieba (monacemTa bazis Seqmna).
- ✓ dokumentebis miReba da gagzavna.
- ✓ dokumentebis sistematizacia. saqmeebis formireba.
- ✓ dokumentebis saarqivod momzadeba da maTi dacva. saofise muSaobis kargad daprogramebul i da sworad gamoyenebul i avtomatizaciis sistema aadvil ebs saqmiswarmoebis rutinul operaciebs.
- samsaxurebrivi dokumentebis Sedgenisa da redaqtirebis mraval i programa arsebobs. aseT programebs teqstur redaqtorebs an teqstobriv procesorebs uwodeben (Word da sxv.). teqstis Sedgenisas, am programebis gamoyenebis dros, displ eis ekranze Cndeba saredaqtoro teqsti da SesaZl ebel ia masSi nebismieri cvl il ebis Setana: teqstis erTi fragmentis meore adgil as gadata, dokumentebis gaerTianeba. gamoyofis mizniT sxvadasxva nawil is gansxvavebul i SriftiT gamocal keveba, advil deba muSaoba tabul ebsa da cxril ebTan, SesaZl ebel ia printerze teqstis mraval gzis dabewdva da a.S. programaSi SeiZl eba CairTos enis sinonimTa l eqsikoni, ortografiisa da gramatikul i normebi.. dokumentis Tanamedrove stil uri gaformeba, agreTve, dokumentis ramdenime enaze Sedgenis SesaZl ebl oba da a.S.
- teqstobriv redaqtorsSi dokumentis Sedgenisas SeiZl eba gamoyenebul iqnas winaswar gamzadebul i da programaSi Setanil i trafaretebi, roml ebic gamoyenebul i

iqneba sxvadasxva saxis saqmiani dokumentebis Sesaqm- nel ad.

teqturi redaqtoris saSual ebiT Seqmnil doku- ments saWiroebis SemTxvevaSi kompiuteri imaxsovrebs, inaxavs da gzavnis fail ebis saxiT, an furcel ze amobe- Wdavs.

### **mdi vni s samuSao dRe**

mdivan-referentis samuSao dRe xasiaTdeba xSiri cval ebadobiT, roml is prognozireba an gamocnoba Zne- l ia, magram misi TviTdinebaze miSvebac ar SeiZl eba, auci- l ebel ia movl enebisadmi mudmivi, fxizel i yuradReba.

mdivan-referentis warmatebul i saqmianobis mTavar pirobad rCeba:

- *● momaval i saqmeebis dagegmva.*
- *● Sromis optimal uri ritmis dadgena.*
- *● TandaTanobiTi CarTva saqmianobaSi da Sromisa da dasvenebis aucil ebel i monacvl eoba.*

### **dagegmva**

dagegmva SeiZl eba dRis, kviris, Tviuri, kvartal uri an wl iuri. erTi dRis dagegmvisas aucil ebel ia gav- iTval iswinoT Semdegi: rogorc gamocdil i avtomobil - isti manqanis daZvramde motors gaaxurebs, aseve mdivan- ma unda gadaxedos Tavis samuSao dRes, moifiqros, Seadg- inos gegma, gamohyos saswrafo da mniSvnel ovani saqmee- bi.

rekomendebul ia – erTi da igive saqmeebi, roml ebic yovel dRiurad meordeba, daigegmos samuSao dRis erTsa

da imave monakveTisTvis, magal iTad, miRebul i korespon- denciis damuSaveba, rogorc wesi, dil iT xdeba.

aucil ebel ia, Tqveni samuSao dro ise gaanawil oT, rom dRis ganmavl obaSi xel mZRvanel s daexmaroT dageg- mil RonisZiebaTa Sesrul ebaSi. saWiroa misi droul i informirebac, zogierT sakiTxze sj obs winaswar, erTi saaTiT adre da Tu RonisZieba mniSvnel ovania, erTi dRiT adre. es Sesazl ebel ia mxol od im SemTxvevaSi, Tu mdivnis gegma koordinirebul i da SeTanxmebul ia xe- l mZRvanel is gegmasTan. ZiriTadi informacia, rogorc wesi, mas dil idanve gadaecema, dRis ganmavl obaSi ki mxol od gansakuTrebul i.

### **muSaobis optimal uri ritmi**

samuSao dRis dagegmvis dros mdivan-referents unda axsovdes rom SemoqmedebiTi, an mZime daval ebis Sesas- rul ebl ad yvel aze kargi dro dil is 10-dan 13 saaTa- mdea. Semdeg aqtiuroba ikl ebs, dRis meore naxevarSi ki SedarebiT maRal ia 14 saaTidan 17 saaTamde. amis Semdeg is TandaTan ecema.

samuSao kvirasac aqvs Tavisi cikli i. orSabaTi iTv- l eba samuSao ritmSi Sesvl is dRed. samSabaTi, oTxSa- baTi da xuTSabaTi kviris yvel aze nayofieri dReebia, paraskevs ki ukve igrZnoba garkveul i daRl il oba.

ideal urad iTvl eba – yovel i ormocdaxuTi wuTi muSaobis Semdeg 15 wuTi Sesveneba. amasTan, kompiuter- Tan yovel dRiuri muSaoba 4 saaTs ar unda aWarbebdes.

mdivani-referentis profesia zeganakveTur muSaobasac gul isxmobs. menejmentis special istebi Tvl ian – Tu Tqven xSirad gWirdebaT damatebiTi dro, e.i. sworad ver axerxebT samuSaos organizebas, an Zal ian didi moc- ul obis samuSaos asrul ebT.

magram zogjer isec xdeba, rom mdivans saqme nakl ebad aqvs. amgvar viTarebaSi ubral od ise moiqeciT, viTom dakavebuli xarT. mTavaria saqmianad gamoyurebodeT da ara ise, rom ar iciT ra gaakeToT.

### **mdivan-referenti samuSao dRis gegma (nimuSi)**

1. samsaxurSi 15 wuTiT adre misvl a, samuSao adgili is mowesrigeba, dRis ganrigis Sedgena an dazusteba.
2. dRis gegmiT gaTval iswinebuli dokumentebisa da saqmeebis Tavmoyra.
3. korespondenciis miReba, gacnoba da registracia-Si gatareba. im dokumentebis gadadeba, roml ebSic aRZruli sakiTxebi xel mZRvanel is saswrafo gadawyvetas iTxoven.
4. danarCeni dokumentebisaTvis pasuxebis SesaZlo variantebis momzadeba an Semsrul ebel TaTvis maTi ganawileba (gamocdili mdivani xel mZRvanel s magidaze daumuSavebel korespondencias arasodes ar daudebs). xel mZRvanel isaTvis korespondenciis gacnobis gasaadvil ebl ad rekomendebul ia mTavari azris fl omasteriT an markeriT gamoyofa. garda amisa, mdivanma am korespondencias unda daurtos masala, romelic aq motanil sakiTxebsexeba. es aucil ebel ia imisaTvis, rom xel mZRvanel ma SeZlos sakiTxis Rmad Seswavla da swori gadawyvetil ebis miReba.
5. gadaxedos Semosul mimoxil vas, angariSebs, sawyebo gamocemebs, mosawvevebs, agreTve, cnobebs konferenciebis, Sexvedrebis, saubileo zeimebisa da sxva RonisZiebebis Sesaxeb. maTi monacemebi: TariRi da dro Caiweros Tavis kal endar-organizatorSi.

6. miRebuli korespondencia Semsruli ebis vadebis mixedvit daal agos, depeSebi, saswrafo faqsebi dauyonebl iv gadasces xel mZRvanel s.

7. daitovos is dokumentebi, roml ebic aucil ebel ia mimdinare sainformacio-sacnobaro samuSaosaTvis.

8. miRebuli korespondenciis Sesaxeb moaxsenos xel mZRvanel s.

9. xel mZRvanel Tan daazustos mimdinare da momdevno dRis dasaxul RonisZiebaTa Sinaarsi. cvl il ebis SemTxvevaSi mdivanma is Tavis CanawerebSi unda Seitanos. aucil ebel ia dazustdes da Sedardes xel mZRvanel isa da mdivnis Canawerebi dasaxul RonisZiebaTa Sesaxeb. gansxvaveba mxol od droSi iqneba. magal iTad, Tu xel mZRvanel s aRniSnuli aqvs: "15<sup>00</sup> TaTbiri", maSin mdivanTan Canaweri amgvari unda iyos: "14<sup>20</sup> Sevaxseno TaTbiris Sesaxeb".

10. tel efoniT (an piradad) acnobos saTanado Semsruli ebl ebs xel mZRvanel is brZaneba daval ebebisa da misi vadebis Sesaxeb.

11. momsveli ebTan muSaoba da satel efono saubrebi (mTel i dRis ganmavl obaSi).

12. Semsruli ebuli dokumentebis saqmeebSi Cakereba.

13. daval ebaTa kompiuterze Semsruli eba.

14. xel mZRvanel is miTitebis Tanaxmad dokumentebis asl ebis momzadeba.

### **dRis meore naxevari**

15. momsveli ebTan muSaobis gagrZel eba da tel efonze saubari.

16. Semsruli ebuli dokumentebis Segroveba da momzadeba xel mosawerad.

17. Semsruli ebuli daval ebaTa Sesaxeb xel mZRvanel isaTvis moxseneba. misgan xel mowerili dokumentebis wamoReba.

18. dawesebul ebidan gamaval i dokumentebis damuSaveba da adresatebisaTvis maTi gagzavna.

19. momdevno dRis RonisZiebaTa moniSvna.

### **samuSao dRis bol o**

20. CanawerebSi Caxedva, saTanado ganyofil ebebis gafrTxil eba aucil ebel RonisZiebaTa mosamzadebl ad (del egaciaTa miReba, momzadeba TaTbirisaTvis, sastumros SekveTa da a.S.).

21. xel mZRvanel i Tu samuSao saaTebis Semdeg rCeba, aucil ebel ia misi saTanado informaciTa da saWiro masal ebiT uzrunvel yofa.

22. aucil ebel ia samuSao adgil is moawesrigeba, dokumentebis Senaxva, seifebis, karadebis Caketva, sadac dawesebul ebis masal ebi inaxeba. wasvl is win unda gamortos yvel a saofise aparatura.

### **samuSao dRis dasagegmavad kompiuteris gamoyeneba**

mdivan-referentis samuSao dRis dasagegmavad saukeTeso saSual ebaa personal uri kompiuteri da programul i produqtebis bazaric momxmarebels farTo arCevans sTavazobs.

erT-erTi yvel aze popul arul i sainformacio sistemaa: Microsoft Outlook. es programa mdivan-referentisa da misi xel mZRvanel is samuSao drois efeqturi organizaciis bevr saSual ebas izl eva.

Microsoft Outlook informaciis didi wyaroa, aadvil ebs sakontaqto pirebTan urTierTobas, SesaZl ebel ia erTobl ivi dokumentebis naxva da a.S. is agreTve saSual ebas gvaZl evs davgegmoT Sexvedrebi, mogzaurobebi, Tval i mivadevnoT sakuTar Tu TanamSromel Ta saqmianobas.

Outlook-is ZiriTadi panel i Sedgeba Semdegi ganyofil ebebisagan: Semomaval i, kal endari, amocanebi, dRiuri, SeniSvnebi da sxv.

### **daskvna**

mdivani-referentis profesia, al baT, yvel aze axl os aris msaxiobis profesiasTan. mdivnis muSaobis specifika da sirtul e dakavSirebul ia imasTan, rom is mudam xel mZRvanel is, TanamSroml ebis, dawesebul ebaSi momsvl el Ta Tval winaa, yuradRebis centrSi. sakuTari ganwyobis miuxedavad, mudam Rimil iani, Tavaziani unda iyos. misi sasiamovno xma, mtkice, damaj erebel i Jestebi, keTil ganwyoba, gansakuTrebul atmosferos qmnis ofisSi. maral i profesional izmi da gamorCeul i pirovnu i Tvisebebi mas saSual ebas aZl evs yvel asTvis saWiro da sasiamovno adamiani iyos.

## teqstis referireba

mdivan-referentis saqmianobis aucil ebel el ements wamoadgens Semosul i korespondenciis damuSaveba, gacnoba-daxarisxeba. xSirad maTSi arsebul i masal a sayura-dRebo dokumentia, romel Ta Sesaxebac xel mZRvanel obas aucil ebl ad unda ecnobos. gonieri da Tavisi profesis pativismcemel i mdivani zemdgom pirs daumuSavebel korespondencias ar Seutans. aq referentis codna da erudicia gansakuTrebul ad vl indeba. is unda gaecnos dokuments, iq mocemul ZiriTad momentebis da yovel ive gadmosces l akonurad, ise rom ar daikargos mTavari azri da erTiani suraTic SenarCundes. amitomac, referireba, romel ic erTi SexedviT advil i Cans, sakmaod rTuli ia da garkveul profesiul codnasa da meTodol ogi is fl obas iTxovs.

mzardi informaciis pirobepSi referirebam gansakuTrebul i mniSvnel oba da mizanimarTul eba SeiZina. Tanamedrove organizaciis xel mZRvanel i, biznesmeni mudmivad unda grZnobdes drois maj iscemas, icnobdes mecnierebisa da teqnikiis uaxl oes miRwevebs, raSic mas did daxmarebas referenti da referirebul i masal a gauwevs.

ra Tqma unda, referatisa da referirebis Sesaxeb sakmao l literatura arsebobs rusul , ingl isur Tu sxva enaze, maT Soris qarTul zec. Cvens sinamdvil eSi ki pirveli i qarTul enovani saxel mZRvanel o saqarTvel os teqniki kur universitetSi Seiqmna – rusudan TabukaSvil i, teqstis referireba da anotireba, Tb. 2004 w., romel ic humanitarul -teqnikiuri fakul tetis Tarjiman-referentis special obis studentebisaTvis aris gankuTvnil i. vfiqrobT, is gamoadgeba ara mxol od maT, aramed referirebiT dainteresebul yvel a mkiTxvel s.

referatis ramdenime gansazRvrebba arsebobs. gavenoT zogierTs: “referati pirvel adi dokumentis Sinaarsis mokl e gadmocemaa ZiriTadi cnobebiTa da daskvnebiT”.

“referati – es aris Sinaarsis yvel a ZiriTadi momentis Sekvecil i, naTel i da dasrul ebul i gadmocema, romel ic ramdenadac es SesaZl ebel ia, avtoriseul i eniT gadmoicema da amastan ar irRveva pirvel adi dokumentis Tanmimdevroba”.

referati unda aigos informaciis azrobrivi kompresiiis (Sekvecis) safuZvel ze. referentis moeTxoveba informaciis mkafiod gadmocema. igi ar unda iyos “TutiyuSi” romel ic qmnis original is asl s. man kompaqturad unda gadmosces avtoriseul i informacia, daafiqsiros misi pozicia, oRond mokl ed. referati unda iyos l akonuri da amave dros maqsimal urad informaciul i. referatSi gaxsnil ia sakiTxTa arsi, CamoTvl il ia umniSvnel ovanesi daskvnebi da maTi damadasturebel i argumentebi da faqtebi.

referati meoradi dokumentia, roml is mizania adresatis orientacia informaciis nakadSi (SemecnebiTi funqcia). amis garda, mas aqvs damatebiTi funqciebi:

1. saZiebo funqcia – adresatma zogadad icis pirvel -wyaros arsebobs Sesaxeb... magram mas ar aqvs cnobebi misi adgil mdebareobis Sesaxeb. saZiebo funqciis saSual ebiT xdeba original isa da Sinaarsis moZieba...

2. komunikaciuri – adresats miwodos cnobebi uc nobi dokumentis arsebiTi, ZiriTadi Sinaarsis Sesaxeb, romel ic mas ainteresebs.

3. SefasebiTi – misi mizania mocemul i dokumentis rekomendacia ama Tu im mkiTxvel isaTvis. rekomendacia eyrdnoba dokumentis daxasiaTebas, kargia Tu ara igi.

4. substituciuri (erTis meoriT Senacvl eba) referati ara marto iZl eva informacias ama Tu im pub-

I ikaciis Sesaxeb, aramed garkveul wil ad igi ucvl is mkiTxvel s original s, e.i. referats aqvs substituciuri funqciac.

teqstTa tipebi nairgvaria da maT kl asifikacias safuZvl ad udevs teqstis struqtura: martivi Tu rTul i da amis mixedviT ganasxvaveben:

1. erTgvarovani rTul i struqturis mqone mxatvrul teqstebs. mxatvrul teqstSi SeiZl eba iyos ramdenime Tema, qveTema da ormagi azri. striqonebs Soris mkiTxvel ma SeiZl eba amoikiTxos qveteqstebi.

mxatvrul (poetur) teqstebSi individual uri sawyisi mZl avrobs, TviTgamoxatvis formebi Tavisufal ia, rac interpretaciebis simravl es warmoSobs. es ki imas niSnavs, rom yovel cal keul SemTxvevaSi gageba SeiZl eba iyos miaxl oebiTi da ara absol uturi.

2. rTul i struqtura aqvT agreTve publ icistur sagazeTo teqstebs, roml ebic mkiTxvel ma SeiZl eba ornairad waikiTxos – an srul ad, Tavidan bol omde, an swrafad da gakvriT – mxol od saTaurebi, qvesaTaurebi, abzacebi, roml ebic muqi SriftiTaa dabeWdil i. publ icisturi teqsti (popul arul -samecniero, sayofacxovrebo, reli giuri, istoriul i da mraval i sxva) eqvemdebareba kompresias, roml is Sedegadac miviRebT mokl e informacias.

3. rTul i struqtura aqvs agreTve zogadad samecniero teqsts. samecniero teqstebi tipuri teqstebia da maT kompoziciuri simwyobre aqvT. maTi monoTematuroba xel s uwyobs teqstSi Temis Tanmimdevrul ganviTarebas da l ogikuri mimarTul ebebis mkafiod gamoxatvas. nebis-mieri dargis samecniero teqsti daaxl oebiT erT standartzea agebul i. igi Sedgeba saTauris, pirvel i mikro-teqstis (sakiTxis dasma, Sesaval i), ZiriTadi mikro-teqstis (Temis gaSl a, dasabuTeba) da bol o makroteqsti-

sagan (daskvna). xSirad samecniero teqsts axl avs kidec anotacia saTauris Semdeg an statiiis bol os (Cveul eb-riv ucxo enaze, es mikro-teqsti fakul taturia). teqnikuri dargis samecniero teqsti xSir SemTxvevaSi “ZiriTadi teqstisa” da “damxmare teqstisagan” Sedgeba. ZiriTad teqsts uwodeben samecniero-teqnikuri dargis statias, publ ikacias, xol o damxmare teqstad miC-neva SeniSvnebi an ganmartebebi, roml ebic mosdevs ZiriTad teqsts.

mzardi informaciis pirobebSi gansakuTrebul mniS-vnel obas iZens mimoxil viTi naSromebis funqcia da daniSnul eba, roml ebic mraval aspeqts Seicaven. samecniero informacia, romel sac mil ionobiT mecnieri Tu special isti mraval enaze qmnis, usistemodaa gabneul i sxvadasxva samecniero dokumentebSi. am informaciis gamoyenebis optimizaciisaTvis saWiroa misi kondensacia, kl asifikacia, sistematizacia, anal izi, Sefaseba.

**mimoxil viTia** iseTi informacia, romel ic warmoad-gens SetyobinebaTa, cnobaTa erTobl iobas, maT Senaj ers saSinao, saerTaSoriso da kul turul i cxovrebi aqtual uri ambebis Sesaxeb. mimoxil viTi informacia ZiriTadad vrcel deba masobrivi komunikaciuri saSual ebebiT.

informaciis mimoxil va da misi anal izi konceptual uri momsaxurebis erT-erTi saxeobaa da igi mimoxil -viT referatSi gansxeul deba.

teqstis pirvel wyaros anal izisa da gansazRvris sxvadasxva meTodi arsebobs. amj erad, Cven mxol od aspeqtur da anketur meTods SevexebiT.

pirvel i meTodi gvTavazobs Sinaarsis gansazRvras misi azrobrivi aspeqtebis mixedviT da erTmaneTisgan ganasxvavebs teqnikur da sazogadoebriv mecniererebSi referatis Sedgenis meTodebs.

gamoyofil ia is azrobrivi aspeqtebi, roml ebic unda aisaxos referatSi.

### **teqnikuri mecnier ebis sfero**

1. kvl evis probl ema, misi sagani da Tematika.
2. Catarebul i gamokvl evis samecniero-teqnikuri sfero.
3. kvl evis mizani.
4. masal a, romel zec Catarda kvl eva.
5. sakvl evi obieqtis Seswavl is avtoriseul i Sefaseba.
6. sakvl evi obieqtis daniSnul eba.
7. kvl evis saxeoba.
8. kvl evis meTodi.
9. gamoyenebul i xel sawyoebi.
10. pirobebi, romel Sic mimdinareobda kvl eva.
11. konkretul i rezul tatebi.
12. teqnikuri efeqti.
13. ekonomiuri efeqti.
14. sakvl evi obieqtis Rirebul eba da mniSvnel oba.

cxadia, ukl ebriv yvel a pirvel wyaro ar Seicavs CamoTv-  
l il aspeqtebs. aseT SemTxvevaSi referenti Semoqmedeb-  
iTad udgeba dasaxel ebul i sakiTxebis interpretacias.

aspeqtebi anketuri tipisaa da igi SeiZl eba CaiTva-  
l os universal urad, radgan dasaxel ebul i aspeqtebi  
TiTqmis yvel a samecniero dokumentis aqvs. am sqemas  
SeiZl eba hqondes Semokl ebul i variantic, radgan misi  
14 aspeqti xSirad ufro msxvil j gufebad erTiandeba.

### **sazogadoebrivi mecnier ebis sfero**

sazogadoebriv mecnier ebis dargSi referati ga-  
farToebul i saxiT iwereba, radgan:

- a) sareferato pirvel wyaro didi mocul obisaa da

aqvs Sinaarsis gadmocemis Taviseburi, humanitarul i  
dargebisaTvis damaxasiaTebel i meTodi.

b) referatSi Sedis pirvel wyarodan informacia avto-  
ris Sesaxeb.

g) am referats mkiTxvel Ta farTo wre hyavs da  
amdenad, igi bevri mkiTxvel isaTvis pirvel wyaros suro-  
gatia.

sazogadoebrivi mecnier ebis dargSi referatis  
Sedgenisas referentma meorad dokumentSi unda Seita-  
nos sakvl ev obieqtze avtoriseul i Sexedul ebebi da  
ganmartos avtoris pozicia. referatis enobrivi struq-  
tura da misi stil i ganicdis original is enisa da  
stil is gavlenas, rac nawil obriv xel s uwyobs referat-  
tis Sinaarsis adekvaturobas pirvel ad dokumentTan.  
referatSi original idan SeiZl eba gadavides mTel i  
fragmentebi, winadadebebi, gansakuTrebiT ki iseTebi,  
romel tac didi azrobrivi datvirTva aqvT da sadac  
kvlevis Sedegebia gadmocemul i.

dResdReobiT didi yuradReba eTmoba teqstis refe-  
r irebis am meTods, aspeqturi meTodiT dRes muSaoben  
special istTa rigi j gufebi, magram mainc unda aRiniS-  
nos, rom am meTodiT teqstis damuSaveba xdeba winaswar  
mocemul i SekiTxvebis mixedviT, da amdenad, referirebis  
procesi daiyvaneba informacis mxol od eqstrahirebam-  
de, romel mac mTl ianad unda upasuxos mocemul SekiTx-  
vebs.

### **anketuri meTodi**

mecnierTa sxva nawil ma special istebs SesTavaza  
anal ogiuri sqematuri gegma, roml is mixedviTac, maTi  
azriT, unda Sedges referati. avtorTa es j gufi Temat-  
urad ufro dawvril ebiT ganxil avs samecniero-teqni-



kur teqstebs da TiToeul isaTvis gvawvdis anketuri tipis Sesabamis gegmas.

gTavazobT anketuri tipis gegmas, roml is mixedviTac SeiZl eba SevadginoT mecnierabis sxvadasxva dargebSi referati.

gegma, roml is mixedviTac iwereba referati mecnierabis nebismier dargSi:

a) mecnierabis da misi Semswavl el i obieqtis garmartebe.

b) mecnierabis struqtura.

g) mecnierabis ganvitarebis istoria.

d) misi warmoSobis winapirobebi.

e) im mecnierTa Sromebi, roml ebmac Seitanes wvl il i am mecnierabis ganvitarebaSi.

v) mecnierabis ganvitarebis Tanamedrove etapi.

z) mecnierabis kvl evis meTodebi.

T) sxva mecnierabebTan kavSiri.

i) mecnierabis am dargis mniSvnel oba.

aspeqturi da anketuri meTodebi pirvel wyaros Sinaarsis gansazRvris anal ogiuri meTodebia. orive meTodis avtorebi adekvaturi xerxebiT axdenen teqstidan ZiriTadi Sinaarsis eqstrahirebas (amokrefas).

warmodgenil i aspekturebi da anketuri meTodebi SeiZl eba daj gufdes Semdeg nawil ebad: Sesaval i nawil i, ZiriTadi nawil i, daskvniTi nawil i.

### **teqstis informaciul i struqtura**

teqsti informaciul i struqturis Tval sazrisiT Sedgeba Semdegi komponentebisagan: ZiriTadi informacia, nacnobi informacia, damatebiTi informacia, dubl irebul i informacia, periferiul i informacia, "gaugebari informacia".

**ZiriTadi** (igive axal i informacia, anu rema) informacia – es is informaciaa, roml isTvisac iwereba sazogadod nebismieri teqsti. ZiriTadma informaciam unda Seitanos siaxl eebi da moaxdinos cvl il ebebi rogorc cal keul i individis, aseve zogadad sazogadoebriobis kompetenciaSi. ZiriTadi informacia – es teqstis Sinaarsia. ZiriTadi informacia efuzneba ukve nacnob, igive Zvel informacias, anu Temas da warmoadgens mis zednasens. nacnob informacias sasargebl o informaciasac uwo-deben, radgan igia safuzvel i ZiriTadi informaciisa. ZiriTadi informacia individisaTvis aris is, rac mistvis, misi codnisaTvis, misi kompetenciisaTvis siaxl es warmoadgens.

special istTa yuradRebas ipyrobs pirvel wyarodan ZiriTadi informaciis eqstrahirebis (amokrefis) sakiTxi. es, erTi SexedviT martivi ram, mraval sirTul es Seicavs. j er erTi, rom pirvel wyaroSi ZiriTadi, nacnobi Tu damatebiTi informaciebi erTmaneTSia gadaj aWvuli i, radgan nacnobi axl is bazisia, damatebiTi ki misi damazustebel i. swored maTi monacvl eoba qmnis teqstis informaciul obas, mis Sinaarss. garda amisa, Tuki teqstSi mocemul i iqneba mxol od axal i informacia nacnobi da damatebiTi informaciebis gareSe, amgvari teqsti, erTi mxriv, gaugebari iqneba nebismieri rangis adresatisaTvis, da meore mxriv, am tipis teqsts mxol od xel ovnurad Tu Seqmnis adresanti.

avtorTa erTi j gufi Tvl is, rom samecniero teqstebSi ZiriTadi informaciis gansazRvrisaTvis sakmarisia original idan Tezisebisa da daskvnebis eqstrahireba (amokrefa). xol o Tezista argumentaciasa da msjel obaTa l ogikur Tanmimdevrobas isini damatebiT informacias miakuTvneben.

**damatebiTi informacia** iseTi informaciaa, rome-

I ic akonkretebs da ganaviTarebs teqstis ZiriTad informacias. damatebiTi informacia gamoixateba im sityvaTa ganmeorebebiT, roml ebic azusteben im cnebebs, roml ebic teqstis Temas warmoadgenen.

samecniero teqstSi damatebiTi informacia gadmocemul ia:

1. magal iTebiT;
2. cifrul i monacemebiT;
3. TezisTa argumentaciiTa da msjel obaTa TanmimdevrobiT;
4. dasabuTebiT;
5. makonkretebel i, damazustebel i enobrivi el ementebiT.

**dubl irebul i**, anu ganmeorebiTi informaciac damatebiT informacias miekuTvneba. informaciis dubl ireba – ukve gadmocemul i informaciis gameorebaa sxva enobrivi saSual ebebiT. dubl irebul i informacia Warbia mTI ianad teqstisaTvis, TumcaRa l okal urad igi sasargebl ocaa.

dubl irebul i informacia original Si gadmoicema araerTi, aramed ramdenime winadadebiT, anda winadadebaTa j gufiT, romel ic vrcl ad da dawvril ebiT, detal urad gvawvdis cnobebs ZiriTadi informaciis Sesaxeb. referentis amocanaa teqstis komprensia moaxdinos dubl irebul i informaciis kvecis xarj ze.

**periferiul i** informacia araa kavSirSi teqstis ZiriTad SinaarsTan. periferiul informacias teqstSi qmnis yovel gvare Sedareba: istoriidan magal iTebis moyvana, anal ogiebi, frCxil ebSi Casmul i yvel a winadadeba.

**gaugebar informaciaSi** igul isxmeba il ustraciebi, sqemebi, cxril ebi, sagnobrivi sia da sxva damatebiTi masal ebi.

referatSi, rogorc wesi, unda iyos mxol od ZiriTa-

di (axal i) informacia, Sesabamisad, referirebis procesi SeiZl eba warmovidginoT rogorc original idan axal i informaciis gamoyofa da referatSi am siaxl is gadmotana original Si mocemul i Temis implikaciiT (qveteqstiT). referatSi mxol od ZiriTadi informaciis gadmocemis aucil ebl obas referatis TvisebebiTa da misi informaciul i da komunikaciuri funqciebidan gamomdinare ganmartaven.

### referat ze muSaobis meTodi ka

referatze muSaoba sakmaod rTul i procesia da igi etapobrivad xorciel deba. mkvl evarTa umravl esoba pirvel wyaros referirebisas aRiarebs procesis ramdenime etapad dayofis aucil ebl obas. esenia:

1. original is zogadi Seswavl a, misi mimoxil va, gacnoba. teqstis Tematikis gansazRvra, risi Sedegicaa zogadi STabeWdil ebis Seqmna sareferato teqstze.

2. original is srul yofil i Seswavl a, misi gageba-gaazreba da aRqma.

3. original is wakiTxva, romel Sic Tavs iCens referentis individual uri Tvisebebi, misi kval ificiuroba da mzadyofna – swored aRiqvas pirvel wyaro.

a) kursorul i kiTxva, roml is mizanicaa referenti zogadad gaecnos teqstis Sinaarss.

b) total uri kiTxva, romel ic gul isxmobs original is intensiur kiTxvas, total uri kiTxvisas referents mexsierebaSi rCeba teqstis Sinaarsi da is enobrivi erTeul ebi, roml iTac igi gamoxatul ia.

g) referatul i kiTxva, roml is mizanicaa referentma ganazogados wakiTxul i da teqstidan gamoitanos ZiriTadi informacia.

4. original is damuSaveba – ZiriTadi informaciis

markireba (moniSvna), amonawerebis gakeTeba.

5. ZiriTadi informaciis gamij vna damatebiTi informaciisagan.

6. kodi-sityvebis gansazRvra.

7. bazisuri winadedebebis Sedgena.

8. referatis gegmis Sedgena da misi l ogikuri dakompl eqteba.

9. referatis Sedgena da misi gaformeba.

referatSi original is Sinaarsis gadmocemis Tanmimdevrobis dacvis sakiTxi erT-erTi sakvanZo sakiTxia. arsebobs mosazreba, rom umj obesia mivyveT ara original is avtors, aramed informacia davawyoT im rigiT, romelic ufro upriani da mosaxerxebel ia meoradi teqstis mkiTxvel isaTvis.

referatSi xSiria original is Tanmimdevrobis rRveva, rac imiTaa ganpirobebul i, rom referenti cdil obsert fragmentSi asaxos original is Tematurad erTmaneTTan dakavSirebul i fragmentebi Seaj eros erT abzacSi Tematurad msgavsi bl okebi da ganal agos gamonaTqvami ise, rom ganzogadoebul i informacia pirvel rigSi iyos warmodgenil i.

referatis dasawyisSi warmodgenil i unda iyos yvelaze mniSvnel ovani cnobebi. kargad Sedgenil referatSi dasawyisi aris saTauris "damateba", "Sevseba" da amastan igi gamoxatavs original is ZiriTad Temas. sagul isxmoa isic, rom referatis dasawyiss, mis pirvel winadadebas erTi winadadebisagan Sedgenil referatsac uwodeben.

referirebis meTodikaSi gvTavazoben gamoviyenoT SedarebiT mniSvnel ovani informaciis grafikul i gamoyofis saSual ebebi: daxril i Srifti, xazgasma da sxva. mkiTxvel isaTvis advil ad aRsaqmel ia referati, roca mis dasawyisSi mkafiod aris formul irebul i origina-

l is Tema, probl ema, amocana da Tu teqstis ganzogadebis xarisxi maRal ia.

samecniero Janris teqstis referati unda daviwyoT axal i informaciit, xol o publ icisturi Janris teqstis referati – probl emis siaxl is dasaxel ebit.

Tu pirvel wyaroSi mocemul ia produqciis, teqniki procesebis, kvl evis meTodebis da a.S. aRwera, maSin referatis dasawyisSi gadmocemul i unda iyos aRsaweri sagnis daniSnul eba da funqciebi.

referatisTvis tipuria iseTi dasawyisi, sadac original is Sinaarsi ganzogadebul adaa dasaxel ebul i an minisnebul ia original is ZiriTad informaciaze.

**referatis l ingvisturi struqtura** l eqsikursintaqsuri TaviseburebebiT gamoirCeva. ZiriTadi kriteriumebia: referatis gaJRenTva terminol ogiit, martivi winadadebebis siWarbe (informaciul i referatisas), damokidebul winadadebaTa obl igatorul oba (savald ebul o), vrcel i CamonaTval ebi, enis l akonurobis xerebis gamoyeneba: abreviatura, arasrul i winadadebebi. referatis l ingvisturi struqturisaTvis niSandobl ivia l akonuroba, mkafiooba da Sinaarsis gamoxatvis cxadyofa.

terminol ogiuri l eqsikis safuzvel ia cnebebi, roml ebic original idan referatSi gadaitaneba. ramdenadac cal keul i saxeobiTi cnebebi referirebis procesSi SeiZl eba Seicval os erTi zogadi cnebit, referatSi SeiZl eba Segvxvdes terminebi, roml ebic ar aris original is teqstSi.

terminol ogiuri l eqsika maqsimal uri sizustiT gadmoscemis pirvel adi dokumentis Sinaarss. terminTa gamoyenebis sixSire referatSi marTebul ad iTvl eba, radgan igi tevadia da mkafiod gadmoscemis cnebis arss.

terminol ogiuri l eqsikis Seavl a sxva misi sino-

nimuri terminebiT dauSvebel ia. winaaRmddeg SemTxvevaSi Tavidan ver avicil ebT original is Sinaarsis seriozul azrobriv uzustobebs.

**abreviatura** referatSi xSirad gamoiyeneba, TumcaRa unda aRvniSnoT, rom terminis pirvel adi dasaxel ebisas igi saxel deba srul ad da mas gverdiT miewereba misi abreviatura, Semdeg ki teqstSi mudmivad abreviaturas iyeneben.

citata informaciul referatSi Sedis iribi metyveli ebiT, TumcaRa Sesazl ebel ia citatebis gaformeba pirdapiri metyvel ebis saxiTac. arsebobs tendencia citatad gaformdes original is ufro metad mniSvnel ovani fragmentebi (terminTa axsna, daskvnebi da a.S.). citireba sazogadoebriv-publ icisturi Janris teqstebisaTvisaa damaxasiaTebel i. original idan citirebisaTvis saWiro winadadebebi da fragmentebi subieqturad unda Seirces referentis mier.

referatis sintaqsic imis mixedviT ganisazRvreba, Tu ra tipis referatTan gvaqvs saqme. indikatur referatSi damokidebul i winadadebebis gamoyenebis sixSire sakmaod maRal ia. maqsimal urad didia kl iSeebis gamoyenebis sixSirec, riTac referenti referatis winadadebebs akavSirebs erTmaneTTan.

zogadad samecniero stil isaTvis da konkretul SemTxvevaSi samecniero teqstis indikaturi referatisaTvis damaxasiaTebel ia rTul i sintaqsi, roml is daxmarebiTac gadmoscems referenti ganzogadebul rTul i logikur msjel obebs, argumentebsa da maT motivaciebs. samecniero teqstis referatis rTul i sintaqsi gul isx-mobs mTel i rigi damokidebul i winadadebebisaa da aseve, CarTul i winadadebebis, CarTul i sityvebis, mimReobebis gamoyenebas. xSirad vxvdebiT referatSi uzarmazar sintaqsur konstruqciebs, roml ebic erTmaneTTan Sida kav-

SirebiTaa dakavSirebul i, gansazRvrebiT damokidebul winadadebebsa da gavrcobil gansazRvrebas. damokidebul i winadadeba komunikaciuri Tval sazrisiT yvel aze faseul ia, radgan masSia gadmocemul i rema, axal i informacia, xol o mTavari winadadeba warmoadgens Temas, anu cnobil s da amdenad, igi araa Rirebul i.

### **informaciul referatze muSaobis meTodi ka**

#### **samecniero teqsti, publ icisturi teqsti**

1. yuradRebiT waikiTxeT teqsti, Camoayal ibeT misi Tema.
2. danomreT teqstis abzacebi.
3. moaxdineT TiToeul abzacSi sintaqsur, semantikuri, informaciul i, komunikaciuri kompresia.
4. ganazogadeT cal keul i winadadebebi deskriptorisityvebiT.
5. SearCieT winadadebaTa gadabmis saSual ebebi – l eqsikuri erTeul ebi.
6. citirebisas gamoiyeneT iribi metyvel eba.
7. SeadgineT referatis teqsti.
8. daasaxel eT referentis gvარი.

### **mimoxilviT referatze muSaobis meTodi ka**

#### **publ icisturi teqsti**

1. yuradRebiT waikiTxeT teqstebi, roml ebic gaerTianebul ia erTi rubrkis qveS.
2. Camoayal ibeT yvel a teqstisaTvis saerTo, maTi gamaerTianebel i Tema.
3. TiToeul teqstSi gamoyaviT saerTo bazisuri winadadebebi.
4. gansazRvreT, romel i maTgani Seva saerTo gegmis CamonaTval Si.

5. gansazRvreT, am teqstebidan romel i iqneba sabaziso, romel s SeiZI eba daeyrdnoT, romel i ufro informaciul ia.

6. daadgineT, romel i teqstis ZiriTadi informaciIT SeiZI eba sabaziso teqstis Sevseba (es procedura SeavseT mesame, meoTxe, mexuTe da a.S. teqstebiT).

7. daadgineT, romel i ZiriTadi informacia meordeba yvel a teqstSi.

8. moaxdineT teqstTa sintaqsur-semantikuri da informaciul -komunikaciuri kompresia.

9. ganazogadeT teqstebi deskriptori sityvebiT.

10. gansazRvreT koheziis (teqstis el ementebis bmuloba) saSual ebebi – kl iSeebi.

11. SeadgineT referatis teqsti, referati daiwyeT probl emis dasaxel ebiT.

12. SegiZI iaT sakuTari azris gamoTqmac, Sefasebac.

13. daasaxel eT referentis gvარი.

### **referat i s Targmni s Tavi sebur ebani**

pirvel adi dokumentis anal izur-sinTezuri damuSavebis sxvadasxva saxeobebs Soris yvel aze rTul i ucxouri pirvel wyaros referirebaa, miT ufro, rom dRes-dReobiT ucxouri dokumentebis damuSavebis mniSvneloba izrdeba dokumentaciis zrdasTan erTad. amas ganapirobebs isic, rom masiur mkiTxvel s ar miuuvdeba xel i yvel a ucxour pirvel wyaroze. ucxoenovani publ ikaciebis srul yofil i wakiTxva Zal ian Znel ia da yovel Tvis arcaa saWiros. amitom ufro efeqturia ucxouri samecniero publ ikaciebis referireba. amdenad, Targmni i referati enobrivi barieris gadal axvis saSual ebaa, romel ic xel s uwyobs samecniero komunikacias saerTasoris masStabiT, amdenad, amgvარი Targmani asrul ebs komuni-

kaciur funqcias da Sesabamisad, am procesSi referenti mTargmnel adac gvevl ineba...

ucxoenovani publ ikaciebis referirebis mniSvnelobis zrdasTan erTad izrdeba moTxovnebi, romel sac uyeneben referents – enis Rrma codna, profesional - izmi, Targmni s Cvevebis daufli eba da praqtikul saqmi-anobaSi maTi swori gamoyeneba.

## cota ram karieris Sesaxeb

\*\*\*

ganaTI ebisa da profesiul i momzadebis gareSe samsaxurebriv karieraze saubari zedmetia. dRevandel oba, mZafri konkurencia yvel a sferoSi, gansakuTrebul Zal - isxmevas moiTxovs ara mxol od sakuTar special obaSi, aramed zogadi Tval sawieris gafarToebas, momij nave dargebis garkveul codnasac iTxovs. kerZod, momaval i mosamsaxure unda erkveodes eTikasa da fsiqol ogiaSi, mzad unda iyos nairgvari testebisa da kastingebisaTvis, mosal odnel i Tu moul odnel i kiTxvebisatvis. sxvagvarad gaWirdeba sasurvel samsaxurSi Cadgoma.

yvel a firma, dawesebul eba cdil obs niWieri, ganaTI ebul i da Tavisi saqmis mcodne muSaki miiRos. amisTvis tardeba sxvadasxvavari testireba Tu gasaubreba.

Tavis mxriv kandidati cdil obs gaecnos dawesebul ebas, mis saqmianobis specifikas. warmatebis misaRwevad saWiroa gaviTval iswinoT zogierTi niuansi, mizanSewoni - ia kandidatma icodes mosaubris saxel i da gvარი, Seeados SesaZI o kiTxvebis formul irebas da maTze damarwmunebel i pasuxebi hqondes.

gasaubrebisas, sxvasTan erTad, Cveul ebriv, usvamen amgvar kiTxvebs:

- ratom dagainteresaT mainca da mainc am firmam?
- ratom airCieT es special oba (swavl isas)? an es samsaxuri?
- rogoria Tqveni mokl evadiani an grZel vadiani sakariero mizani?
- Tqveni kval ifikaciis, aqtiurobisa da sxva SesaZI ebl obebis Tval sazrisiT, rogor warmogidgeniat Tqveni real uri adgil i da wvl il i samsaxurSi, sadac unda iTanamSroml oT?

- ras moel iT am samuSaosgan? da a.S.

rogorc iTqva, rekomendebul ia amgvar, mosal odnel kiTxvebze mkafio, damaj erebel i pasuxebis winaswar dawera, rom saubari advil ad warimarTos.

saubris damTavrebisTanave aucil ebel ia metad mniSvnel ovan momentebze Canaweris gakeTeba.

didi yuradReba unda daeTmos sakuTar garegnobas, Cacmul obas.

gasaubrebaze ar SeiZI eba dagvianeba, umj obesia Tu 8-10 wuTiT adre mixval T.

firmis kadrebis ganyofil ebaSi warsadgenad, an xel mZRvanel obasTan gasaubrebisas, Tan unda gqondeT:

**avtobiografia** (CV), romel Sic mocemul ia piradi informacia: gvარი, saxel i, dabadebis TariRi, misamarTi, xasiaTis Tvisebebi, oj axuri mdgomareoba, samxedro statusi, interesebi (sporti, Teatri, hobi).

**ganaTI ebis damadasturebel i sabuTi**, im saswavi ebel Ta CamonaTval i, romel Siac swavl obdiT da kidev, aRniSvna niSnebisa, romel ic miRebul i gaqvT im discipl inebSi, roml ebic aucil ebel ia momaval i muSaobisatvis.

**piradi kval ifikacia**: saWiroa im Tanamdebobebis CamoTvl a, romel mac SesaZI ebl oba mogcaT migeRoT mmarTvel obiTi samuSaos gamocdil eba da gagefarToebinaT warmodgena am sferoSi.

**muSaobis gamocdil eba**. mTavari yuradReba dauTmeT muSaobis gamocdil ebas, romel ic SeiZI eba gamoyenebul iqnes momaval samsaxurSi.

**karieris uaxl esi da Soreul i miznebi** (erTerTi varianti). uaxl oes mizans warmoadgens Cemi codnisa da gamocdil ebis gamoyeneba .....is sferoSi. Soreul mizans ki, am firmaSi dagrovil i gamocdil ebis gamoyeneba amave, an sxva dawesebul ebaSi Tanamdebobis misaRebad.

**rekomendaciebi.** im pirTa CamonaTval i, romel Tac SeuZI iaT rekomendacia mogceT Tqveni profesiul i codnis Sesaxeb (Cveul ebriv sami, oTxi kaci). isini SeiZI eba iyvnen maswavl ebl ebi, xel mZRvanel ebi uwindel samuSao adgil ze da a.S.

saubris momzadebisas da saerTod, karieris Sesaqm-nel ad, SeiZI eba gamogadgeT cnobil i amerikel i mecni-eris deil karnegis rCevebi:

1. gamoiCineT gul wrfel i interesi adaminebisadmi.
2. gaiRimeT.
3. gaxsovdeT, rom adaminebisaTvis misi saxel is xseneba warmoadgens yvel aze mniSvnel ovan xmas adaminebisaTvis metyvel e-baSi.
4. iyaviT yuradRebiani msmenel i, waaxal iseT mosaubre, rom mogiyveT sakuTar Tavze.
5. saubari warmarTeT mosaubrisaTvis saintereso Temis irgvl iv.
6. adaminebs mieciT saSual eba sakuTari mniSvnel obis SegZnebisas da es gaakeTeT gul wrfel ad.

\*\*\*

firma Tu savaWro dawesebul ebaSi xSirad gaigonebT: vis eZebT? ras eZebT? riT SemiZI ia dagexmaroT? am uk-nasknel is tipuri pasuxia: ara gmadl obT, ubral od vaTva-l iereb. kardinal urad icvl eba damokidebul eba firmis TanamSroml isa da momxmarebel s, momsvl el s Soris, Tu amgvar frazas gamoviyenebT: gamarj obaT, gmadl obT rom SemoiareT CvenTan...

Rimil i, madl oba is iaraRia, roml iTac keTil ganwyo-bis mopovebas SeiZI ebT, rogorc xel mZRvanel obisa, ise TanamSroml ebsa da kl ientebSic.

Tqven SesaZI ebl oba gaqvT imisaTvis, rom madl oba uTxraT momsvl el ebs, TanamSroml ebs, kl ientebSic da saer-

Tod, yvel as, viSTanac gaqvT urTierToba. ai, mokl e CamonaTval i, risTvisac SeiZI eba "madl obis" Tqma:

- \* weril isaTvis
- \* satel efono zarisaTvis
- \* sasiamovno SexvedrisaTvis
- \* probl emis gadaWrisaTvis
- \* megobrul i daxmarebisaTvis
- \* nayidi saqonl isaTvis
- \* imisaTvis, rom Tqven Cveni momxmarebel i xarT da a.S.

\*\*\*

Tanamedrove samyaroSi gansakuTrebul i adgil i uWiravs saqmian urTierTobebSic, pirad kontaqtebs: dipl-omatyur, samsaxurebriv da a.S. maT Sesabamisi etiketi aregul irebs, roml is dacvasac uaRresad didi mniS-vnel oba aqvs.

**etiketi** \_ sxvadasxva sazogadoebaSi adaminebisaTvis qce-visa da urTierTobis miRebul i wesebis krebul ia. igi istoriyul i kategoriyaa. adaminebisaTvis qcevis wesebi maTi cxovrebis pirobaTa kval obaze, konkretul i social-uri garemos Sesabamisad icvl eboda.

ganasxvaveben etiketis Semdeg saxeebs: dipl omatyuri, maRal i sazogadobebis (samefos karis), saqmiani urTier-Tobis, samsaxurebrivi, samxedro, sportul i, sufris, samec-niero, sameicino, samoqal aqo da sxva.

etiketis CamoTvl il saxeebs rogorc saerTo, ise specifikuri niSnebi aqvT. maTTvis saerToa is, rom yovel i maTgani Tavazianobisa da zneobrivi qcevis sazogadod miRebul i da sayovel Taod aRiarebul i sferos Tavise-burebebSi real urad vl indeba.

ingl isel ma fil osofosma frensis bekonma (1561-1626) etiketSic simdidre uwoda da amiT xazi gausva misi

gonieri gamoyenebis Sesazl ebl obas. vinc iyenebs qcevis karg, daxvewil manerebs, aris Tavaziani, aqvs potenciuri Sesazl ebl oba Tavisi pozicia ganamtkicos da Semdeg didi sargebl obac miRos. es ki adamianTa urTierTobaSi bevrs niSnavs. Tanamedrove biznesmenebi fl oben ra uaRresad rafinirebul i (daxvewil i) da zeTavaziani urTierTobebis xel ovnebas, isini partniorebs maT sasargebl od da keTil i survil ebiT ganawyoben, praqtikul ad mosaubres mraval finansur Tu komerciul xafangs ugeben, maTze fsiqol ogiur zewol as axdenen, magram yovel ive amas SeumCnevl ad, SeniRbul ad da Tavaziani urTierTobiT akeTeben.

saqmiani urTierTobis praqtikaSi miRebul i etiketis dacva sagareo-ekonomikuri politikis ganxorciel ebis erT-erTi saSual ebaa. biznesurTierTobis Sesrul ebis xel ovneba, saerTaSoriso TanamSroml obis gaRrmavebiTa da gafarToebiT urTierTmisaReb da sasargebl o gadawyvetil ebas rom miaRwion. sagareo biznesSi misi mizania sakuTari qveynisa da firmis amocanebis ganxorciel eba.

ucxoel ebTan saqmiani urTierTobis dros saxel mwifo da kerZo struqturabis warmomadgenl ebi garkveul wil ad dipl omatebis rol sac asrul eben. amitom maTi moRvaweoba praqtikul ad dipl omatiuri etiketis dacvit warimarTeba.

**dipl omatiuri anu saerTaSoriso etiketi,** etiketis iseTi saxeobaa, romel ic erTi romel ime qveynis fargl ebs scil deba da mocemul istoriul momentSi raime niSnis ganurCevl ad (mag. erovnebis, rasis, ganvitarebis donis, rel igiis da a.S.) zogad miRebul i wesebis, Cvevebisa da tradiciebis erTobl iobaa. am etiketis konkretul i formebi adamianTa urTierTobaSi or mxares \_ moral ur-etikursa da esTetikurs migvaniS-

nebs. pirvel i niSnavs zneobrivi normebis (pativiscemis, yuradRebis, Tavazianobis da a.S) dacvas, xol o meore mis esTetikurobas anu qcevis formebs l azaTianobasa da sil amazes asaxavs.

qcevis romel i wesebi unda icodes Tanamedrove diplomatma, biznesmenma an ubral od yovel ma adamianma? upirvel esad aucil ebel ia gvaxsovdes, rom etiketigul isxmobs qcevis kul turis dacvas. qcevis safuZvl ad ki zneobrivi Sefaseba unda iqnes miCneul i: yovel i partniori kargi adamiania, Tu ra Tqma unda, man Tavisi moqmedebiT sawinaaRmdego ar daamtkica.

arsebobs Tu ara iseTi zogadsakacobrio principi, romel ic yvel a qveynis, eris, adamianTa social uri j gufisa da asakisaTvis iqneba zneobrivi qcevisa da urTierTobis kriteriumad miCneul i? aseTi erTiani, zogadsakacobrio wesi ar arsebobs, magram civil izebul i kacobriobis istoriis manZil ze cnobil ia zneobrivi urTierTobebis `oqros wesi-: `yvel aferSi, rogorc gindaT, rom Tqven mogeqcnen adamianebi, TqvenC iseve moeqeciT maT-;

(`yovel i romel i gindes Tqven, raiTa giyon kacTa, egreca Tqven hyviT maTa-...) (maTe 7,12).

**samoqal aqo etiketi** sazogadobriv adgil ebSi yovel i adamianisagan moiTxovs sazogadoebaSi miRebul i qcevis im normebis dacvas, romel ic gaTval iswinebul ia quCaSi, transportSi, maRaziaSi, restoranSi, kinoTeatrSi, gamofenaze, bibl ioTekaSi da a.S. Cveni krebul is daniSnul ebidan gamomdinare, etiketTa am nairgvarobidan yuradRebas saqmian da samsaxurebriv etiketze SevaCerebT.

**saqmiani etiketi** \_ biznesmenTa etiketia. igi saqmiani urTierTobebis specifikuri kul turaa da Tavis mxriv, gul isxmobs ritual ebsa da subordinaciebs, samsaxurebriv etikets, qcevis manerebs, weril isa da satel e-



fono saubris stil s, saqm̄is qaRal debis gaformebas, mol aparakebis warmarTvis xel ovnebas da manerebs, produqciis prezentaciisa da reklamis kul turas, konkurenciis eTikasa da sxva. maSasadame igi kompl eqsuria, radgan moicavs zogierT zemoxsenebul specifikur etiketTa erTobl iobas da biznesSi qcevis wesebis iseTi nakrebia, romel ic saqmiani urTierTobis sagareo saqmes asaxavs.

saqmiani etiketi biznesis Taviseburi safuZvel ia da Tu adamanma srul yofil ad ver aiTvisa misi saqme, rogorc wesi, sul el ur instiqtebs (motyuebas, cbierebas, Tval T-maqcobas da a.S.) efuZneba.

**dipl omatiuri anu saerTaSoriso etiketi** aris oficial uri ceremoniebisa da dipl omatiuri vizitebis dros sazogadoebaSi miRebul i Tavis daWeris, Tavaziani mopyrobis, Cacmul obisa da sxva wesebi.

**samsaxureobrivi etiketi** \_ samuSaoze adamanTa qcevis wesia. vinaidan yovel muSaks konkretul i Tanamdebobis Sesabamisi ufl eba-moval eobebi gaaCnia. maTi qcevis specifikuri normebic amis mixedvit dgindeba. samsaxureobrivi etiketi moicavs xel mZRvanel obasTan, xel qveitebTan, kol egebTan da partniorebTan urTierTobas. samsaxureobrivi etiketis zogierTi rCeva aseTia:

\* samsaxureobrivi urTierTobis safuZvel i unda iyos TanamSromel Ta mimarT keTil i survil ebi, maTdami pativiscema da yuradReba.

\* seriozul i sakiTxis gadaWris dros wvril manebze nu idavebT.

\* sxvisi azris, Sexedul ebebis, kritikisa da winadadebebis mimarT iyavit yuradRebiani. maT efeqturobas dro giCvnebT.

\* Tu Tqveni azri an Sexedul eba mcdari gamodga, aRiareT Secdoma.

\* gaakritikeT Sexedul eba an azri da ara misi avtor.

\* xel qveits an kol egas SeniSvnas nu miscemT mesame piris Tandaswrebit.

\* nu SeuSindebit eqsperiments.

### **saqm̄iani saubrisa da mol aparakebis momzadeba da Catareba**

saqm̄iani Sexvedrebi saubrevisa da mol aparakebis miznit tardeba.

rogorc wesi, isini winaswar igegmeba. mizanSeuwone- lia winaswari momzadebl oba da am procesSi mxol od improvizaciaze dayrdnoba. aseT situaciaSi iniciativa partniorze gadava da mas Tqvenze arakompetenturobis STabeWdil eba Seeqmneba. amitom, sasurvel ia momaval i saubrisa da mol aparakebis Taobaze mxol od Ziritadi, sakvanZi momentis gansazRvra da Sesazl ebl obis fargl ebSi momzadebaSi.

mol aparakebis dawyebamde saWiroa potenciuri partnioris Sesaxeb maqsimal urad Sesazl ebel i informaciis miReba, romel ic saqm̄iani Sexvedrebisas `marketingul gamokvl evad- aris cnobil i.

saqm̄ian mol aparakebaTa dawyebamde aucil ebel ia xel T gqondeT iseTi sacnobaro informacia, rogoricaa:

\* saval uto kursis uaxl esi done;

\* sabajo da satransporto tarifebi, safraxto ganakveTebi;

\* partnioris qveyanaSi moqmedi zoma-wonis erTeul ebi da a.S.

aseve, sasurvel ia gaecnot gaeros konvenciis (venis konvencia, 1980w) \_ `saqonl is saerTaSoriso yidvayidvis xel Sekrul ebis Sesaxeb- \_ Ziritad principebs. igi umTavresad gul isxmobs:

Tqveni formisa da garigebis sagnis (saqoni is, mom-saxurebis) Sesaxeb partniorisTvis srul yofil i da sarwmuno informaciis gadacemas;

\* garigebis sagnis Tavisufal miwodebas;

\* saqmiani eTikis dacvas;

\* saxel Sekrul ebo val debul ebebis Sesrul ebas da sxva.

mol aparakebis dawyebamde mizanSewonil ia momaval partnors dokumenturad (da ara sityvierad) gaacnoT sakuTari firmis Sesaxeb arsebul i masal ebi, saxel do-br, wesdeba, misi registracia, sakuTrebis forma, audi-turi daskvna da sxva. es saSual ebas mogcemT anal ogiuri dokumentebi mosTxovoT partnors, rac momaval Si mraval gaugebrobas agacil ebT.

**saqmi ani saubris Cat areba r amdeni me et aps moi cavs:**

a) probl emis gacnoba da misi gadmocema;

b) gadawyvetil ebis miRebaze moqmedi faqtorebis dazusteba;

g) gadawyvetil ebis miReba da mosaubrebamde misi dayvana.

saubris toni unda iyos mSvidi, neitral uri, partnors saubari ar unda SeawyvetinoT.

arasasurvei ia gamoiyenoT mSral i formul irebebi, maRal fardovani frazebi, monagoni, yurmokrul i ambebi, saidumli o monacemebi.

argumentacia unda iyos ara marto arsebiTad marTa- li, aramed SeZl ebisdagvarad zusti.

saerTod, ubral oeba saqmian saubarSi warmatebas saw- indaria.

saqmiani saubris efeqturad warmarTvisaTvis mizanSe- wonil ia Semdegi wesebis gaTval iswineba:

\* konkretul i miznis Camoyal ibeba;

\* saubris gegmis Sedgena;

\* saubris drois, adgil isa da xangrZl ivobis gan- sazRvra;

\* saubrisaTvis misaRebi adgil is SerCeva;

\* saubris amocanis dadgena; yuradRebis gamaxvil eba; urTierTndobis atmosferos miRweva;

\* taqtikis SerCeva;

\* umetesad partniorisaTvis saubris saSual ebis micema;

\* saubris warmarTvis miRebul i etiketis SenarCuneba;

\* miRebul i informaciis dafiqsireba;

\* dasaxul i miznis miRwevisas saubris Sewveta;

**saqmian adamianeBTan satel efono saubari.** im SemTxvevaSi, roca mol aparakeba da Sexvedra operatiu- l ad ar xerxdeba, SeTanxmeba saqmian adamianebs Soris SeiZl eba satel efono saubriT iqnes miRweul i. igi maT pirad Sexvedras utol deba. Tu satel efono saubriT miRweul i iqna SeTanxmeba, saWiroa meore mxares dauy- ovnebl iv gaegzavnos weril i, romel sac igi weril obiT daadasturebs an ganxil ul sakiTxze Tavis azrs dam- atebiT gamoTqvams.

satel efono saubris warmarTvis xel ovneba is aris, rom partnors mokl ed da mkafiod SeatyobinoT auci- l ebel i informacia da garkveviT miRoT pasuxi.

**warmatebul i satel efono saubris safuZvel ia:**

\* kompetenturoba,

\* taqtianoba,

\* keTil ganwyoba,

\* saubris warmarTvis efeqturi meTodebis fl oba, probl emis operatiul ad da xel sayrel ad gadawyve- tis mcdel oba.

satel efono saubris dawyebamde aucil ebel ia zusta-  
gad gansazRvroT saubris mizani da misi warmarTvis  
taqtika, saubris gegmis Sedgena, gadasawyveti sakiTxeb-  
isa da misaRebi informaciis Cawera.

satel efono saubrisaTvis momzadeba gul isxmobs yvel a  
SesaZl o masal isa da dokumentis winaswar moZiebas, kerZod,  
saweri kal mis, qaRal dis, kal endris, satel efono bl o-  
knotisa da a.S.

satel efono saubrisas unda vecadoT, pirvel i frazidan  
davainteresoT mosaubre, movenzadoT mosal odnel SekiT-  
xebze pasuxis gasacemad. roca ramdenime sakiTxi gaqvT  
gansaxil vel i, j er unda daamTavroT erTi da Semdeg gada-  
xvideT meoreze. sakiTxis dasasrul s standartul i fra-  
zebiT SeecadeT erTi sakiTxi gamoyoT meorisgan. mag: `maSas-  
adame, am Temaze Cven movil aparakeT!- da a.S. yovel sakiT-  
xe saubari unda daamTavroT iseTi SekiTxviT, romel ic part-  
niorisagan erTmniSvnel ovan pasuxs moiTxovs.

satel efono saubris dasrul ebis Semdeg gaanal izeT  
misi Sinaarsi, CainiSneT mniSvnel ovani momentebi da Seadg-  
ineT mokl e Canaweri.

### **dipl omati uri da saqmiani mimowera**

**yvel a saxis oficial uri korespondencia Zir-  
iTadad orgvaria:**

**pirvel i** \_ sxvadasxva qveynis saxel mwifo organiza-  
ciebs, sazRvargareTis warmomadgenl obebsa da maT Tan-  
amdebobriv pirebs Soris arsebul i oficial uri mi-  
mowera (nota, memorandumumi, samaxsovro Canaweri). amgvari  
korespondenciebi umetesad dipl omatiur praqtikaSi  
gamoiyeneba.

**meore** \_ saqmiani (komerciul i) weril ebi, roml eb-  
sac nawil obriv oficial uri xasiaTi aqvs da farTod

gamoiyeneba firmebs Soris saqmiani kontaktebis dros.

oficial uri mimowaris stili sxvadasxva qveynis  
tradiciebsa da enis Sesabamisad gansxvavebul ia, Tumca  
zogadad, saerTaSoriso praqtikiTa da pirobebiT gan-  
sazRvrul wesebs emorCil eba.

nebismieri dokumenti, Tundac verbal uri (metyvel ebi-  
Ti) nota an komerciul i weril i, ramdenime saval debu-  
l o pozicias Seicavs, saxel drobr:

**mimarTva** oficial ur da sapatio tituls miuTitebs.  
mag: `pativcemul o-, `batono-, `Tqveno umaRl esobav- da a.S.

**komplimenti** \_ zrdil obis gamoxatvis formaa, rom-  
l iTac mTavrdeba weril i. dokumentis teqstis mixed-  
vit komplimenti SeiZl eba gansxvavebul i iyos.

**xel mowera** mocemul i dokumentis real obas adas-  
turebs. ufl ebamosil i piris gvარი dokumentis bol os  
iwereba.

**TariRi** miuTitebs ricxvs, Tves, wels da weril is  
Sedgenis adgil s. es monacemebi yovel Tvis srul ad (Se-  
umokl ebl ad) iwereba.

**misamarTi.** dokumentis gangzavni da mimRebi piris  
(organizaciis) misamarTi mTlianad weril is pirvel  
gverdze aRiniSneba.

garda amisa, oficial uri da saqmiani korespondenci-  
is gaformebzas sasurvel ia Semdegi zogadi wesebis dacva:  
saerTaSoriso wesebiT miRebul ia mokl eteqstiani  
weril ebis gagzavna.

yovel i gverdi, pirvel is garda, arabul i cifrebiT  
inomreba.

teqstSi dauSvebel ia Casworebebi.

oficial uri xasiaTis gasagzavni informacia ar unda  
Seicavdes raime damatebiT aRniSvebs, mbeWcdavis inicial ebs,  
tel efonis nomrebs da sxva.

yvel a saxis Semosul korespondenciaze rezol ucia

keTdeba fanqriT, an cal ke furcel ze, romel ic miemagre-  
ba dokuments.

dokumentebis am da sxva rekvizitebis Sesaxeb ufro  
vrcl ad iqneba saubari winamdebare krebul is momdevno  
nawil Si \_ `saqmis qaRal debi da saqmiswarmoeba-.

## nawil i meore

### mdivani-referenti da saqmis qaRal debi

**saqmiswarmoeba** dawesebul ebis administraciul i (sam-  
marTvel o) saqmianobis gansakuTrebul i dargia, romel -  
ic dakavSirebul ia dokumentebis da maT damuSavebasTan.

dawesebul ebaTa yovel dRiur saqmianobaSi didi yura-  
dReba eTmoba sxvadasxva sakiTxze dokumentebis Seqmnas,  
maT registracias, kl asifikacias, moZraobas, aRricxvas  
da Senaxvas. aseTi samuSaoebis erTobl iobas **saqmiswar-  
moeba** ewodeba.

**saqmes** ki uwodeben dokuments an dokumentTa erTo-  
bas, romel ic erTsa da imave sakiTxs exeba.

`saqmiswarmoebis- wesebi gadmocemul i iyo petre l  
general ur regl amentSi, romel ic 1720 w. gamoica da  
moqmedebda carizmis damxobamde (maT Soris saqarTve-  
l oSic).

1801 wl idan CvenSi moqmedebda mefis ruseTis, Semdgom  
ki, sabWoTa kavSiris `saqmiswarmoebis erTiani saxel m-  
wifo sistemis ZiriTadi debul eba-.

termini `saqmiswarmoeba- Cvens droSi axal i Sinaar-  
siT daitvirTa. mis safuZvel s warmoadgenen discipl inebi,  
roml ebic farTod da praqtikul ad gvacnoben sabuTeb-  
is Sedgenisa da gaformebis wesebs.

`saqmiswarmoebaSi- gul isxmoben administraciul i  
saqmiswarmoebis dokumentebis sistemas, romel ic saWiroa  
da saerTo yvel a warmoeba-dawesebul ebisaTvis.

yovel i dawesebul ebis administracia dokumentebis  
sworad, amasTan martivad da operatiul ad Sesrul ebiT

unda iyos dainterebul i. amas emsaxureba `dokumentaciis unificirebul i sistemebi, sainformacio-gankargul ebiTi dokumentaciis sistema, moTxovnebi dokumentebis gaformebisadmi- (1993 w.), `saqarTvel os respubl ikis saxel mwifo standarti- (sst \_ 94), "saqmiswarmoebis erTiani wesebi" (1999 w.) da sxv. romel Ta mizania Seiqmnas kanonebisa da saxel mwifo standartebis srul i paketi, xel i Seuwyos saqmiswarmoebis erTiani sistemis mTel respubl ikaSi danergvas, saerTo normis donemde aiyvanos samsaxureobrivi informaciis damuSavebis aprobirebul i da praqtikiT gamarTl ebul i racional uri formebi da meTodebi.

\* *saqmiswarmoebis erTiani wesebi normatiul i xasiatis dokumentia da saval debul oa saxel mwifo xel isufli ebisa da adgil obrivi TviTmmarTvel obis organoebisaTvis, organizaciebisa da sawarmoebisaTvis, miuxedavad maTi daqvemdebarebisa da sakuTrebis formisa. es dokumenti warmoadgens im principebisa da normativebis erTobl iobas, roml ebic adgenen erTian moTxovnebs dawesebul ebebSi mmarTvel obiTi saqmianobis dokumentebisa da dokumentebze muSaobis organizaciisadmi...*

\* *saqmiswarmoebis erTiani wesebis Ziritadi mizania dokumentbrunvis mowesrigeba; dokumentebis raodeno- bis Sencireba, maTi Sedgenisa da gaformebis xarixis amaRI eba; Tanamedrove teqniki saSual ebebiT dokumenturi informaciis dasamuSavebl ad saWiro pirobebis Seqmna; mmarTvel obiTi aparatis muSaobis efeqtianobis amaRI eba...*

\* *dawesebul ebaSi saqmiswarmoebas axorciel ebs special uri samsaxuri, romel ic uSual od eqvemdebareba dawesebul ebis xel mZRvanel s, an mis erT-erT moadgil es...*

\* *saqmiswarmoebis samsaxurebs eval ebaT uzrunvel y-*

*on saqmiswarmoebis organizacia dawesebul ebaSi, mis struqturul qvedanayofebSi. winamdebare wesebis moTxovnaTa Sesabamisad SemuSavebul i normatiul i da meToduri dokumentebis Sesrul ebaze kontrol i, dokumentebze muSaobis meTodikuri xel mZRvanel oba, dawesebul ebis muSakTa mier saqmiswarmoebis safuZvl ebis Seswavl a...*

\* *mmarTvel obiTi saqmianobis dokumentireba moicavs mmarTvel obiTi moqmedebebis gansaxorciel ebl ad saWiro informaciis Caweras (fiqsacias qaRal dze an sxva matarebl ebze dadgenil i wesebis mixedvit, anu mmarTvel obiTi dokumentebis Seqmnis process).*

*dokumentireba xorciel deba bunebriv (xel naweri, manqanaze dabelWdil i dokumentebi, maT Soris tel egramebi, tel efonogramebi, manqananogramebi) da xel ovmur enebze axal i matarebl ebis (perfobaraTebi, perfol entebi, magnituri l entebi, baraTebi, diskoebi da sxv.) gamoyenebiT...*

\* *es wesebi vrcel deba dawesebul ebis dokumentaciis yvel a sistemaze. maT Soris kompiuterul (avtomatizirebul) teqnika da mikrografiis saSual ebebiT Seqmnil dokumentebze...*

*/amonaweri kanonidan: `saqmiswarmoebis erTiani wesebi-/*

## **cot a r am dokument i s Sesaxeb**

respubl ikis yvel a dawesebul ebaSi \_ saxel mwifo Tu kerZo firmaSi iqmneba sxvadasxva saxis dokumentebi.

saerTo (zogadi) saqmiswarmoeba erTnairia saxel mwifo da arasaxel mwifo organizaciebSi, gansxvaveba mxol od dokumentbrunvis mocul obaSi.

dokumentis saSual ebiT myardeba saqmiani urTierTobani saxel mwifo organoebas, dawesebul ebebsa Tu cal keul moqal aqeebs Soris.

saerTod, dokumenti, adamians mudmivad Tan axl avs,

daibada bavSvi \_ ivseba dabadebis mowmoba, daamTavra saSual o skol a, Seiqmna atestati, miiRo umaRI esi gannaTI eba \_ eZl eva saTanado dipl omi, daiwyo muSaoba-daiwera brZaneba da Seuvses Sromis wignaki da a.S.

`dokumenti~ (xSirad mis nacvl ad ixmareba sityva `sabuTi~) l aTinuri warmoSobis sityvaa da ewodeba risame damamtkicebel saqmian qaRal ds, risame ufl ebis damadasturebel weril obiT sabuTs, visime vinaobis damadasturebel mowmobas, saerTod sabuTs.

damwerl obis SemoRebam gamoiwvia weril obiTi aqtebis \_ dokumentebis Seqmna, roml ebic faqtebisa da movl e-nebis dafiqsirebis saSual ebad iqcnen. isini Tanamedrove sazogadoebisTvis metad aucil ebel ia, radgan maTi saSual ebiT xdeba urTierTdakavSireba da informaciis gacvl l a. amasTan, dokumenti warmoadgens istoriul wyarosac.

dokumentebi, romel Tac mecnierul i da praqtikul i mniSvnel oba aqvT, warmoqmnian erTian saxel mwifo saarqivo fonds.

dokumentebi Sinaarsis mixedviT arsebobs: piradi da samsaxurebrivi, martivi da rTul i, individual uri da tipobrivi.

**piradia** dokumenti, romel ic cal keul i piris mieraa daweril i sxvadasxva sakiTxze. aseTia magal iTad: gancxadeba, avtobiografia, daxasiaTebe da sxva.

**samsaxurebrivi** ewodeba im dokumentebs, roml ebic warmoeba-dawesebul ebebSi iqmneba da samsaxurebriv sakiTxebsexeba. sxvanairad maT `oficial ur~ dokumentebs uwodeben.

**martivia** dokumenti Tu igi erT sakiTxs exeba. **rTul ia**, rodesac is ramdenime sakiTxzea Seqmnil i.

dawesebul ebaTa xel mZRvanel oba muSaobis procesSi iyenebs administraciul i saqmianobis amsaxvel dokumentebs da mas **administraciul dokumentebs** uwodeben.

dokumentebi arsebobs agreTve individual uri da tipobrivi.

**individual uria** dokumenti, roml is Sinaarss sakuTari Taviseburebebi moepoveba, magal iTad, samsaxurebrivi weril ebi, roml ebic dawesebul ebebSi yvel aze metad aris gavrcel ebul i.

**tipobrivi** dokumentebis Sinaarsi, individual urisagan gansxvavebiT, exeba yvel a dawesebul ebis saqmianobas. teqstSi Caismis mxol od is specifikuri Sinaarsi, romel ic ama Tu im konkretul i dawesebul ebis saqmianobas axasiaTebs, aseTi dokumentebia: xel Sekrul eba, cnoba, debul eba, wesdeba.

dokumenti arsebobs Sidasamsaxurebrivi da gare daniSnul ebis.

**Sidasamsaxurebrivia** dokumenti, roca is rCeba dawesebul ebaSi da **gare** daniSnul ebisaa, roca is sxvagan igzavneba.

Tu dokumenti (mag. xel Sekrul eba) ramdenime original is saxiT formdeba (TiToeul maTgans aqvs xel mowera da belWedi) maT erTnairi iuridiul i Zal a aqvT. aseT original ebs **gamravl ebul original ebs** uwodeben.

warmoeba-dawesebul ebebSi Semosul yvel a dokumentze daismis Stampi. rekomendebul ia \_ miRebis Stampi daisvas bol o furcl is meore mxares, qveda marj vena kuTxesi, magram muSaobis gasaadvil ebl ad, bevr organizaciaSi, am **Stamps svamen miRebul i dokumentis pirvel i furcl is marj vena mxareze**. danarTebeze Stampi ar daismis.

Stampze aRniSnul ia dawesebul ebis saxel wodeba, miRebis TariRI, dokumentis Semosvl is nomeri an indeqsi.

## **dokument Ta kl asifikacia**

warmoeba-dawesebul ebaTa Tu cal keul firmaTa saqmi-anobis swori organizacia Zal zed gaZnel deba dokumentis swori kl asifikaciis gareSe.

saqmiswarmoebaSi kl asifikacia dakavSirebul ia dokumentebis xasiaTTan. maT anawil eben j gufebad, garkveul i niSnis mixedviT da inaxaven cal -cal ke saqaRal deSi: erTSi brZanebebs, meoreSi weril ebs, mesameSi sabuRal -tro dokumentebis da a.S. Senaxvis aseTi wesi aadvil ebs muSaobas.

### **daniSnul ebis mixedviT arsebobs Semdegi saxis dokumentebi:**

1. saganmkargul ebl o;
2. sawesdebo;
3. saaRmsrul ebl o;
4. sainformacio;
5. special uri daniSnul ebis.

**saganmkargul ebl oa** dokumenti, romel Sic aisaxeba dawesebul ebis administraciis ganmkargul ebiTi saqmianoba, aseTebia: gadawyvetil eba, gankargul eba, brZaneba, oqmi da sxva, roml ebsac gamoscemen ganmkargul ebel i organoebi. isini warmoadgenen saxel mZRvanel o dokumentebis, maTi saSual ebiT warmoeba-dawesebul ebebs an maT muSakebs eZl -evaT daval ebebi garkveul RonisZiebaTa gasatarebl ad.

### **saganmkargul ebl o dokumentebis Sedgena da gaformeba**

ganmkargul ebel i dokumentebi saqmis qaRal debSi erTerTi yvel aze gavrancel ebul i da xSirad gamoyenebul i j gufia. am dokumentaciiT formdeba erTmmarTvel obisa da kol egiuri organoebis ganmkargul ebel i saqmianoba.

amasTan erTad, isini daqvemdebarebul i dawesebul ebebi -sa da cal keul i pirebisadmi weril obiTi miTitebebis micemis saSual ebas warmoadgenen.

sammarTvel o saqmianobaSi gamosayenebel i dokumentebis saxeobaTa nusxa da maTi aucil ebel i rekvizitebi amgvarad gamoiyureba:

**brZaneba** aris daqvemdebarebul i organizaciebisa da pirebisadmi gacemul i, Sesasrul ebl ad aucil ebel i weril obiTi miTiteba. brZaneba farTod gavrancel ebul i dokumentia, roml is Sedgena aucil ebel ia: pirovnebis samuSaoze miRebis, erTi adgil idan meoreze gadayvanis, ganTavisufl ebis, daj il dovebisa da mraval sxva SemTxvevaSi.

brZaneba warmoadgens warmoeba-dawesebul ebaTa martvis maorganizebel erT-erT ZiriTad documents. Sinaarsis mixedviT brZanebebi or j gufad iyofa: brZanebebi piradi Semadgenl obis Sesaxeb da brZanebebi saerto sakiTxebeze.

piradi Semadgenl obisadmi gacemul i brZaneba exeba daniSvnas, gaTavisufl ebas, mivl inebebs, madl obebsa da a.S.

brZanebebi saerto sakiTxebis Sesaxeb asaxaven xel mZRvanel is gadawyvetil ebebs, roml ebic exeba sawar -mos Sromis organizacias, warmoebis process, ekonomiiis reJims da sxva. samsaxurebrivi brZanebebi qronl ogiuri TanmimdevrobiT inomreba da inaxeba mudmivad.

### **brZanebis Semadgenel i el ementebi a:**

1. dokumentis saxel wodeba da rigiti nomeri;
2. gamomcemi organos dasaxel eba;
3. Sedgenis adgil i da TariRi;
4. brZanebis mokle Sinaarsi (ra sakiTxs exeba);
5. brZanebis teqsti paragrafebSi, Tu igi ramdenime sakiTxis Sesrul ebas moitxovs;

6. brZanebis safuZvel i;

7. dawesebul ebis an sawarmos xel mZRvanel is xel -mowera.

saerTo sakiTxebze brZanebis teqsti Sedgeba ori nawil isagan. pirvel Si miTiTebul i unda iyos faqtebi da garemoebani, roml ebic wadmoadgenen brZanebis safuZvel s, xol o meore nawil i ki gadmoicema kategoriul i toniT da moiTxovs garkveul i sakiTxebis Sesrul ebas.

rogorc wesi, brZanebis teqsti Sedgeba sakonstatacio da gankargul ebiTi nawil ebisagan. sakonstatacio nawil Si gadmoicema mmarTvel obiT moqmedebaTa miznebi da amocanebi. Tu brZanebis gamomcemis safuZvel s wadmoadgens sakanonmdebl o, sxva samarTI ebrivi aqti an zemdgomi dawesebul ebis, daval eba, sakonstatacio nawil Si mieTiTeba misi saxeoba, TariRi, nomeri, saTauri da gadmoicema im nawil is Sinaarsi, romel ic uSual od exeba mocemul dawesebul ebas.

gankargul ebiTi nawil i iwyeba sityviT: `vbrZaneb~. brZanebis gankargul ebiTi nawil is punqtebSi mieTiTeba Semsrul ebl ebi, konkretul i moqmedebebi da Sesrul ebis vadebi.

gankargul ebiTi nawil is bol o punqtSi mieTiTeba Tanamdebobis piri, romel sac eval eba brZanebis Sesrul ebis kontrol i.

brZanebas xel s awers dawesebul ebis xel mZRvanel i an misi daval ebiT moadgil e.

brZanebebi inomreba rigiTi nomrebiT, kal endarul i wl is fargl ebSi.

gadawyvetil eba aris samarTI ebrivi aqti, romel ic miRebul ia ganmkargul ebel i organoebis mier, kol egiuri wesiT maTi kompetenciis yvel aze mniSvnel ovani sakiTxebis gadawyvetis mizniT.

**gadawyvetil eba** miekuTvneba saganmkargul ebo dokumentebis jgufs da garkveul rol s asrul ebs sakiTxebis praqtikul ad gadawyvetaSi.

gadawyvetil eba ewodeba agreTve erTobl iv aqtebs, roml ebic gamocemul ia ramdenime araerTgvari organos mier (kol egial urobisa da erTmmarTvel obis safuZvel ze moqmedi organos mier, saxel mwifo organoebisa da sazogadoebrivi organizaciebis mier da a.S.).

#### **gadawyvetil ebis rekvizitebia:**

1. dokumentis saxel mwifo da rigiTi nomeri;
2. im organos dasaxel eba, romel ic iRebs gadawyvetil ebas;
3. mokl e Sinaarsi;
4. Sedgenis adgil i da TariRi;
5. teqsti;
6. saTanado pirTa xel mowera.

**gankargul eba** ewodeba samarTI ebriv aqts, romel ic gamocemul ia erTpirovnul ad xel mZRvanel is, umTavresad saxel mwifo marTvis kol egiuri organos xel mZRvanel is mier operatiul i sakiTxebis gadawyvetis mizniT. rogorc wesi, mas aqvs moqmedebis SezRudul i vada da exeba organizaciebis, Tanamdebobrivi pirebisa da moqal aqeta viwro wres.

#### **gankargul ebis Semadgenel i nawil ebia:**

1. saTauri;
2. gankargul ebis nomeri;
3. im Tanamdebobis piris dasaxel eba, romel ic gankargul ebas iZl eva;
4. gankargul ebis gacemis TariRi (ricxvi, Tve, wel i, iwereba gverdis marcxena mxares).
5. gacemis adgil i (iwereba marj vena mxares);



6. gankargul ebis teqsti;

7. Tanamdebobis piri xel mowera.

**instruqcia** aris samarTl ebrivi aqti, romel ic gamocemul ia saxel mwifo mmarTvis organos mier (an damtkicebul ia misi xel mZRvanel is mier). dawesebul ebis, organizaciebis, sawarmoebis (maTi qvedanayofebisa da samsaxurebis), Tanamdebobrivi pirebisa da moqal aqeta saqmianobis saorganizacio, samecniero-teqnikuri, finansuri da sxva special uri mxareebis maregul irebel i wesebis dadgenis mizniT. instruqcia aris dokumenti, romel ic gansazRvavs sxvadasxva RonisZiebis Catarebis xerxebis, meTodebsa da wesebs. im mizniT, rom ufro mosaxerxebel i iyos instruqciis Sinaarsis gacnoba, igi iyofa ganyofil ebebad da paragrafebad. amastan, paragrafebis numeracia mTl iania, rac gamoricxavs dabneuli obasa da gaugebrobas ama Tu im paragrafis damowmebisas.

instruqciis teqstSi gamoiyeneba sityvebi: `val debul i arian~, `saWiroa~, `akrZal ul ia~ `ar daiSveba~ da a.S.

instruqciul i xasiaTisaa agreTve praqtikaSi farTod gamoyenebul i iseTi aqtebi, rogoricaa `wesebi~, `rekomendaciebi~, `meToduri rekomendaciebi~, `meToduri miTitebani~ da sxva dokumentebi, romel Tac erTnairi iuridiul i Zal a aqvT.

instruqcias xel s awers Tanamdebobis piri da aucilebl ad amtkicebs dawesebul ebis xel mZRvanel i. instruqcia Zal aSi Sedis zemdgomi organos mier misi damtkicebis Semdeg.

**instruqciis el ementebia:**

- ✓ damtkicebis grifi;
- ✓ dokumentis saxel wodeba;

✓ saTauri (ris Sesaxebaa gamocemul i);

✓ Sinaarsi

✓ Semdgenel i piri Tanamdeboba da xel mowera;

✓ TariRi

**miTiteba** \_ dawesebul ebis mier gamocemul i gankargul ebiti dokumentia, romel ic upiratesad Seexeba sainformacio-meTodikuri xasiaTis sakiTxebis, agreTve dawesebul ebis brZanebebis, instruqciebis da sxva normatiuli i xasiaTis aqtebis Sesrul ebis organizaciasTan dakavSirebul sakiTxebis. miTitebebs xel s aweren dawesebul ebis xel mZRvanel i an misi daval ebit \_ moadgil e, strukturul i qvedanayofebebis xel mZRvanel ebi Tavianti kompetenciis fargl ebSi.

miTitebis momzadeba da gaformeba xorciel deba brZanebebis momzadebisa da gaformebis dadgenil i wesis Sesabamisad.

miTitebis gankargul ebiti nawil i iwyeba sityviT: `gaval ebT~ (`gTavazobT~). miTitebebi inomreba rigiti nomrebit kal endrul i wl is fargl ebSi.

**oqmi** aris dokumenti, romel Siac kol egiuri organoebis krebebis, TaTbirebis, konferenciebis, sxdomebis sakiTxebis ganxil visa da gadawyvetil ebaTa miRebis fiqsacia xdeba. oqmsi aRniSnul ia am RonisZiebaTa Catarebis adgil i, dro da mizani, damswreTa Semadgenl oba, asaxavs mosmenil moxsenebaTa da gamosvl aTa Sinaarsa da maT safuZvel ze miRebul gadawyvetil ebebs.

oqms wers krebis mdivani pirvel an mesame pirSi, special uri oqmis an standartul i formis sakancel ario wignSi. oqmis dRis wesrigSi unda iyos CamoTvl il i konkretul i sakiTxebi (da ara `sxvadasxva~). amastan yovel i sakiTxi iwyeba sqemiT: `moismines~, `gamovidnen~ (`kamaTSi gamovidnen~, `azri gamoTqves~), `daadgines~. oqmi SeiZl eba daiweros mokl e an vrcel i angariSis formiT.

mokl e oqms, rogorc wesi Tan erTvis krebaze gamomsvl el Ta teqstebi (an srul i stenograma). dawvril ebiTi Canawerebi keTdeba oqm-angariSSi, romel ic vrcl ad asaxavs sxdomis mimdinareobas. igi dgeba im SemTxvevaSi, rodesac krebaze (sxdomaze) wydeba rTul i, kamaTis gamomwvevi sakiTxebi da saWiroa kamaTsi gamomsvl el sxvadasxva pirTa Sexedul ebebis dafiqsireba.

oqmi numeracias wl is dasawyisidan iRebs, rac amave dros aRniSnavs Catarebul krebaTa raodenobas. garda aseTi tipis oqmebisa, arsebobs sxva saxis oqmebic. mag. pol iciis muSakebi oqmebs udgenen kanonierebis damR- Rvev pirebs, gamomZiebl ebi oqmebs adgenen mowmeTa dakiTxvis dros da a.S.

#### **oqmis ZiriTadi nawil ebia:**

- ✓ dokumentis saxel wodeba da rigiTi nomeri;
  - ✓ krebis (sxdomis, TaTbiris) Camtarebel i organizaciis dasaxel eba.
  - ✓ krebis mowvevis adgil i da TariRi;
  - ✓ krebis monawil eTa Semadgenl oba (gvarebis mixedvit an uTiteben damswreTa raodenobas);
  - ✓ krebis xel mZRvanel Ta gvarebi da inicial ebi;
  - ✓ dRis wesrigi (sakiTxTa nusxa momxsnebel Ta gvarebis dasaxel ebiT);
  - ✓ oqmis teqsti;
  - ✓ `moismines- \_ miuTiteben gamomsvl el Ta gvarebs da gamosvl is mokl e Sinaarss.
  - ✓ `daadgines- \_ aRiniSneba (an daerTvis oqms) dasaxul i RonisZieba.
  - ✓ SesaZl o danarTebis nusxa furcel Ta raodenobis miTiTiTebiT.
  - ✓ krebis Tavmj domarisa da mdivnis xel mowera.
- oqmis ZiriTadi nawil i Sedgeba ganayofebisagan, romel ebic Seesabameba dRis wesrigis punqtebs. TiToeul i

ganayofis teqsti aigeba Semdegi sqemis mixedvit: moismines, azri gamoTqves, daadgines (gadawyvites). moxsenebebis da gamosvl ebis ZiriTadi Sinaarsi Seitaneba oqmis teqstSi. Tu moxsenebebis da gamosvl ebis teqstebi erTvis oqms, am SemTxvevaSi gamoiyeneba oqmis mokl e forma.

dadgenil eba (gadawyvetil eba) ibelWdeba mTI ianad. dadgenil ebis teqsti aigeba brZanebis teqtis anal ogiurad. kol egiuri organos mier damtkicebul i dokumenti erTvis oqms. gansakuTrebul i azris Sinaarsi oqmSi Caiwereba Sesabamisi saaqmo gadawyvetil ebis Semdeg.

Tu sxdomis mimdinareoba stenografirdeba, stenogramis teqsti amoiSifreba, ibelWdeba, mowmdeba da inaxeba oqmTan erTad. gansakuTrebul SemTxvevaSi gamomsvl el ma viziT unda daadasturos Tavisi gamosvl is stenograma.

✓ oqmebi inomreba rigiTi nomrebiT kal endarul i wl is fargl ebSi. erTobl ivi sxdomebis oqmebs unda hqondes Semadgenel i nomrebi, romel ebic moicaven kol egiuri organos muSaobis monawil e dawesebul ebebis oqmebis rigiT nomrebs.

**uwyeba** \_ ewodeba oficial ur weril obiT Setyobinebas da gvTavazobs masSi monawil eobas (miwvevas, gamocxadebas...)

#### **uwyeba Sedgeba Semdegi el ementebisagan:**

1. mimarTva adresatisadmi gvaris da inicial ebis aRniSvniT:
2. Sinaarsi, romel Sic aRiniSneba:
  - a) romel i organizacia atarebs RonisZiebas;
  - b) ra sakiTxebi iqneba ganxil ul i;
3. sad da rodis Sedgeba RonisZieba;
4. uwyebis gagzavis TariRi;
5. pasuxismgebel i piris xel mowera.

zevit CamoTvl il dokumentTa garda saganmkargul ebl o dokumentaciis nusxaSi Sedis:

**mimoxil va:** \_ dokumenti, romel ic Sedgenil ia garkveul periodSi ama Tu im dargSi samuSaoebis an dawesebul ebaTa j gufis moRvaweobis Sesaxeb daqvemdebarebul i da sxva organizaciebis informirebis mizniT.

**krebsi** \_ dokumenti, romel ic warmoadgens erTi sakiTxis irgvl iv ganzogadebul monacemebs (winadadebebis, SeniSvnebis, moTxovnebis krebsi da sxva).

**werili** \_ SinaarsiT sxvadasxva dokumentebis ganzogadebul i dasaxel ebaa, romel ic gamoiyofa teqstis gadmocemis gansakuTrebul i wesis gamo.

**piradi baraTi** \_ dokumenti, romel ic emsaxureba kadrebis Semadgenl obis anal izsa da moZraobis aRricxvas.

**stenograma** \_ kol egiuri organoebis krebebze, TaTbirebsa da sxdomebze moxsenebebis, si tyvebisa da gamosvl ebis dawvril ebiTi Canaweria, romel ic stenografiis meTodiT aris Sestrul ebul i.

moxseneba \_ dokumenti, romel Sic gadmocemul ia garkveul i sakiTxebi, daskvnebi, winadadebebi da gankuTvnil ia wasakiTxad.

**winadadeba** \_ moxsenebiTi baraTis nairsaxeobaa, romel ic Seicavs garkveul sakiTxze konkretul winadadebebs.

**gegma** \_ dokumenti, romel ic zustad adgens Sesarul ebl ad dasaxul samuSaoebs an RonisZiebebs, maT Tanmimdevrobas, mocul obas (ama Tu im formiT), xel mZRvanel ebsa da konkretul Semsrul ebl ebs.

**sia** \_ dokumenti, romel ic Seicavs pirTa an sagnebs CamoTvl as garkveul i TanmimdevrobiT.

**nusxa** \_ dokumentebis an sxva sagnebis, proeqtebis an samuSaoebis sistematizebul i CamoTvl a, romel ic Sedgenil ia maTze gansazRvrul i normebs an moTxovnebis gavrcel ebis mizniT.

**dakveTa dokumentebis gamravl ebaze** \_ Txovna raime saSual ebiT dokumentebis gamravl ebis Sesaxeb.

### **sawesdebo dokumentebi**

**sawesdebo** ewodeba iseT dokuments, roml iTac unda xel mZRvanel obdes warmoeba-dawesebul eba Tavis saqmi-anobaSi. mag: wesdeba, debul eba da sxva.

**wesdeba** ewodeba samsaxurebriv dokuments, roml iTac ganisazRvrebba ama Tu im organizaciis wesebi. magal iTad: umaRl esi saswavl ebl is da sxva sazogadobrivi organizaciebisa da warmoeba-dawesebul ebebis muSaoebis wesebi, dawesebul ebaTa struqtura, funqciebi da ufl ebebi.

#### **wesdebis Semadgenel i nawil ebia:**

1. organizaciis dasaxel eba,
2. dokumentis dasaxel eba,
3. Sinaarsi,
4. Sedgenis TariRi.

wesdeba saWiroebs damtkicebas zemdgomi organoebis mier, amitom mis pirvel gverdze unda gaformdes damtkicebis grifi.

**dadgenil eba** \_ samarTl ebrivi aqtia, romel ic miRebul ia kol egiuri mmarTvel obis umaRl esi da zogierTi central uri organos mier maT winaSe dasaxul i yvel aze mniSvnel ovani da principul i amocanebis gadaWyvetis mizniT.

**debul eba** aris saxel mZRvanel o dokumenti, romel ic Sic aisaxeba warmoeba-dawesebul ebaTa an maTi struqturul i nawil ebis normebi, ZiriTadi amocanebi da TanamSromel Ta ufl eba-moval eobani.

debul eba dgeba axal i dawesebul ebebis Seqmnis dros,

rogorc TviT dawesebul ebebis, agreTve misi struqturul i nawil ebisaTvis. debul eba did rol s asrul ebs muSaobis organizaciul warmarTvaSi, igi gansazRvravs warmoeba-dawesebul ebebis saqmianobis yovel sakiTxs. misi Sinaarsis Seusabamoba an saerTod debul ebis gareSe muSaoba gamoiwvevs gaugebrobas dawesebul ebaTa samuSao procesSi.

debul eba unda damtkicdes zemdgom organoTa mier, amitom dokumentis pirvel gverdze, zeviT, marj vena mxares, winaswar formdeba e.w. dasamtkicebel i nawil i, anu damtkicebis grifi.

#### **debul ebis Semadgenel i nawil ebia:**

1. Tanamdebobis piris an im organos dasaxel eba, vinc daamtkica debul eba,
2. damtkicebis TariRi,
3. saxel wodeba,
4. debul ebis mizani da daniSnul eba,
5. teqsti, romel Sic gamoiyofa: a) zogadi debul ebani; b) ZiriTadi amocanebi; g) struqturul i wyoba; d) ufl eba-moval eobani;
6. Tanamdebobis piris xel mowera.

#### **saaRmsrul ebl o dokumentebi**

**saaRmsrul ebl o dokumentebia:** ganmartebiTi baraTebi, aqtebi, moxsenebiTi baraTebi, angariSebi da sxva. maTi saSual ebiT ecnobeba sxvadasxva daval ebis Sesrul ebis Sesaxeb dawesebul ebis xel mZRvanel s, an zemdgom organoebis.

**ganmartebiTi baraTi** iseTi weril obiTi dokumentia, romel sac daqvemdebarebul i piri an uwyeba zemdgom organos an xel mZRvanel s aZl evs samsaxurebrivi xasia-

Tis sakiTxebze saTanado axsna-ganmartebas. daniSnul ebis mixedviT ganmartebiTi baraTi ZiriTadad ori saxis SeiZl eba iyos:

1. ganmartebiTi baraTi, rogorc wesi, saval debul o xasiaTisaa da daerTvis zemdgom organoSi warsadgen dokumentebs.

2. ganmartebiTi baraTi iwereba cal keul i uwyebis xel mZRvanel is an zemdgomi organos miTiteba-moTxovnis safuZvel ze. agreTve sakuTari neba-survil iT, sakuTari iniciativiT an sagamomZiebl o organoebis miTiteba-moTxovniT, romel ime piris moqmedebis cal keul SemTxvevaSi.

#### **ganmartebiT baraTSi unda iyos aRniSnul i Semdegi:**

1. srul i dasaxel eba im organosi, roml is saxel zedac iwereba ganmartebiTi baraTi;

2. momdevno strigonze marj vena mxares damweris gvარი, saxel i, mami saxel i, Tanamdeboba. Tu ganmartebiTi baraTi oficial uria, muSakis xel mowera saTanado titul is aRniSvniT iqneba gverdiT, baraTis bol os, marcxena mxares, daesmis dawesebul ebis Stampi!

3. saTauri,
4. baraTis Sinaarsi,
5. danarTi,
6. TariRi,
7. xel mowera.

**aqti** ewodeba ramdenime piris mier Sedgenil dokuments, romel Sic maT mier dadgenil i faqtebis dadasturebaa. aqti daniSnul ebis mixedviT mraVal nairia: magal iTad aqti dgeba dawesebul eba-organizaciis xel mZRvanel is mier TanamSroml is Secvl isas (e.w. `CabarebamiRebis- aqti), safinanso reviziisa da sxva saxis Semowmebis dros, inventaris Camowerisas da sxva. aqtiT aRin-

iSneba sacxovrebel i saxl is avariul i mdgomareoba, xan-  
Zris, wyal didobis, miwisZvris Tu sxva saxis stiqiuri  
ubedurebis Sedegad miRebul i zaral i. agreTve binis  
gaqurdvis, mkvl el obis, sagzao avariis da a.S. romel sac  
adgenen sagamoZiebo organoebi.

aqti oficial uri (iuridiul i Zal is mqone) doku-  
mentia da amdenad masSi real uri mdgomareoba, momxdari  
faqti unda iyos warmodgenil i obieqturad, arsebul i  
viTarebis zusti CvenebiT.

aqti, rogorc wesi, dgeba oficial uri, zemodgomi  
organos mier gamoyofil pirTa monawil eobiT, magram  
cal keul SemTxvevaSi aqti SeiZl eba Seadginos momx-  
dari faqtis piradad momswre-mnaxvel pirTa jgufmac.

aqtis gaformeba SeiZl eba organizaciis saerTo bl ankze  
an special uri (aqtis) bl ankze.

#### **aqti Sedgeba Semdegi nawil ebisagan:**

1. dokumentis saTauri;
2. aqtis Sedgenis adgil i da TariRi;
3. aqtis Semdgenel pirTa gvარი saxel i, mamis saxel i  
(aqti Tu kerZo iniciativiTaa Sedgenil i, maSin agreTve  
saWiroa aRiniSnos aqtze xel ismomwerTa zusti misa-  
marTi da piradobis mommobis an pasportis nomeri);
4. aqtis Sedgenis safuZvel i (zemdgomi organos mi-  
TiTebiTaa Sedgenil i Tu kerZo iniciativiT);
5. aqtis Sinaarsi (faqtebis an movl enebis aRwera);
6. danarTebis nusxa (Tu aris);
7. aqtis Semdegenel Ta xel is mowera.

**angariSi.** warmoeba-dawesebul ebaTa xel mZRvanel i pre-  
bi da maTi muSakebi zemdgom organoTa an xel mZRvanel  
pirTa saxel ze periodul ad waradgenen TavianTi muSao-  
bis angariSs. misi mizania Seaj amos da weril obiT war-  
moadginos ama Tu im organizaciisa Tu pirebis mier  
Catarebul i muSaoba. angariSi unda eyrdnobodes cifrebsa  
da faqtebs.

#### **misi Semadgenel i nawil ebia:**

1. im organos dasaxel eba an im piris Tanamdebobis,  
gvarisa da inicial ebis aRniSvna, visac unda warudginon  
angariSi (e.i. adresatis misamarTisa da vinaobis aRniS-  
vna);

2. angariSis Semdgenel i Tanamdebobis piris gvარი,  
saxel i da mamis saxel i,

3. dokumentis saTauri,

4. teqsti,

5. danarTi, (furcl ebis raodenobis miTiTeba),

6. Semdgenel i piris xel mowera.

7. Sedgenis TariRi.

**moxsenebiTi baraTi** warmoadgens warmoeba-dawese-  
bul ebaTa muSakebis mier xel mZRvanel is saxel ze daw-  
eril cnobas, romel Sic CamoTvl il ia samsaxurebriv  
saqmesTan dakavSirebul i garkveul i faqtebi da winadade-  
bebi. igi SeiZl eba dawesebul ebis xel mZRvanel ma warudg-  
inos zemdgom organos, sadac aRweril i iqneba faqto-  
briviTi mdgomareoba da amave dros dasaxul i iqneba  
praqtikul i winadadebebi Semdgom RonisZiebaTa gasa-  
tarebl ad.

moxsenebiTi baraTi daniSnul ebis mixedvit SeiZl eba  
iyos: saangariSo, sainiciativo an informaciul i xasia-  
Tis. saangariSo xasiaTis moxsenebiTi baraTi warmoad-  
gens samsaxurebrivi daval ebis da moval eobis Sesrul ebis  
angariSs (gegmiS Sesrul ebis, Semowmebis, Sedegebis, samiv-  
l inebo daval ebebis Sesrul ebis Sesaxeb da sxva).

sainiciativo xasiaTis moxsenebiTi baraTi waredg-  
ineba dawesebul ebis ufross muSakis piradi wamowyeb-  
is Sesaxeb.

sainformacio xasiaTis moxsenebiTi baraTi warmoad-  
gens samsaxurebrivi daval ebisa da moval eobis Sesrul ebis  
angariSs.

moxsenebiTi baraTis Sinaarsi mokl e unda iyos, masSi motanil i faqtebi swori da namdvil i, winadadebebi zustad Camoyal ibebul i.

**moxsenebiTi baraTis tipobrivi formul ari Semdegi el ementebisagan Sedgeba:**

1. pirvel striqonze (abzaciT) iwereba srul i dasaxel eba im organosi, roml is xel mZRvanel is saxel zedac igzavneba moxsenebiTi baraTi.
2. momdevno striqonze, marj vniv, msgavsad gancxadebisa, aRiniSneba moxsenebiTi baraTis damweris gvარი, saxe-  
l i, mamis saxel i, Tanamdeboba,
3. dokumentis saxel wodeba (SuaSi),
4. Sinaarsi,
5. danarTis CamoTvl a (Tu aseTi axl avs),
6. Semdgenel i piris Tanamdeboba da xel is mowera,
7. Sedgenis TariRi.

**sai nformacio dokumentebi**

sainformacio dokumentebia: depeSebi, tel efonogramebi, daskvnebi da sxva. maTi saSual ebiT adresatebs ecnobebaT sxvadasxva faqtebi, SemTxvevebi, movl enebi ama Tu im RonisZiebaTa gatarebis Sesaxeb.

**depeSa** \_ administraciul i dokumentaciis erT-erT, satel egrafo mimoweris saxeobas miekuTvneba. mas upiratesad saqal aqTaSoriso mimowerisaTvis, saswrafod gadasaWrel i sakiTxebis mosagvarebl ad iyeneben. (aR-saniSnavia \_ depeSa saqmian urTierTobebSi sul ufro nakl ebad gamoiyeneba).

depeSa funqciis mixedviT igive weril ia, magram misgan gansxvavdeba formisa da Sinaarsis mixedviT. depeSis ganmasxvavebel i niSani siswrafea. depeSis Sedgeni-

sas icaven im moTxovnebs da wesebs, roml ebic waeyeneba samsaxurebriv dokumentebs, magram maT Sedgenis zogi Taviseburebac axasiaTebS. depeSis teqsti rac SeiZl eba mokl e unda iyos, kavSirebs, nacval saxel ebs da sasven niSnebs Tu azri ar maxinj deba, gamotoveben xol me. aucil ebl obis SemTxvevaSi mis nacvl ad abreviaturebs iyeneben: wert (wertil i), mZ (mZime), brWy (brWyal ebi) da a.S. TariRs sityvierad weren. depeSis teqstis dasawyisi da xel mowera iwereba abzaciT (axal i striqonidan). danarCeni teqsti iwereba abzacebis gareSe. sityvis gadatana depeSaSi akrZal ul ia.

depeSa sxvadasxva saxisaa, mag: oficial uri (samsaxurebrivi) da kerZo (piradul i). siswrafis Tval sazrisiTac orgvaria: ubral o (Cveul ebrivi) da saswrafo. agreTve arsebobs: mTavrobis SetyobinebiT moTxovnamde, sasurvel vadaSi CabarebiT, fotodepeSa.

samsaxurebrivi depeSebi igzavneba metad mniSvnel ovan da saswrafo sakiTxebze. Tu depeSa sapsuxoa, maSin teqsti unda iwyebodes im depeSis an dokumentis nomrit, roml is pasuxsac is warmoadgens.

kerZo depeSebi igzavneba gamgzavni piris Sexedul ebisamebr, Tumca mas igive moTxovnebi waeyeneba gaformebisa da siswrafis Tval sazrisiT.

**depeSa formdeba Semdegnairad:**

1. bl ankis marj vena mxares, zeviT aRiniSneba depeSis kategoria (siswrafis Tval sazrisiT);
2. adresatis zusti misamarTi (gvარი, saxel i, mamis saxel i an uwyebis srul i dasaxel eba);
3. depeSis teqsti;
4. depeSis gamgzavnis vinaoba;
5. depeSis gamgzavnis misamarTi (es xazs qveviT iwereba da safasurSi ar Sedis);
6. samsaxurebrivi depeSis bol os daismis gamgzavni uwyebis mrgval i beWedi.

**tel efonograma.** depeSasTan erTad dawesebul ebebi muSaobisas xSirad iyeneben tel efonogramas.

tel efonograma ewodeba tel efonIT gadacemul cnobas. mas Cveul ebriv iyeneben saswrafo gankargul ebebis, uwyebisa da sxva saxis cnobebis gadasacemad.

tel efonogramis teqsti iseTive mokl e unda iyos, rogoric depeSis.

**tel efonogramis saval debul o rekvizitebia:**

1. saTauri;
2. tel efonogramis nomeri;
3. gadacemis TariRi;
4. gamzavnisa dasaxel eba;
5. mimRebis dasaxel eba;
6. teqsti;
7. tel efonogramis xel momweri Tanamdebobis piris aRniSvna;
8. tel efonogramis gadacemi Tanamdebobis piris aRniSvna (aqve aRiniSneba am piris tel efonis nomeri);
9. tel efonogramis mimRebi Tanamdebobis piris aRniSvna (aqve aRiniSneba am piris tel efonis nomeri);
10. tel efonogramis miReba-gadacemis dro (saaTi da wuTi).

tel efonogramebis aRricxva warmoebs special ur Jurnal Si.

**daskvna** ewodeba dokumentis romel ic Seicavs dawesebul ebis, komisiis, special istis azrs romel ime dokumentis an sakiTxis an kidev gansaxil vel ad warmodgenil i naSromis Sesaxeb. daskvnaSi gadmocemul ia garkveul i sakiTxis mokl e Sinaarsi da mis Sesaxeb miRebul i saTanado gadawyvetil eba.

**misi Semadgenel i nawil ebia:**

1. im pirTa vinaoba, visac egzavneba dokumenti;
2. dokumentis saxel wodeba;

3. teqsti;

4. Tanamdebobis piris xel mowera, romel ic izl eva xel moweras;

5. gagzavis TariRi da sareregistracio nomeri;

daskvnis da misi msgavsi dokumentis Senaxva warmoebs central izebul i wesiT, cal ke saqmeSi, rac uzrunvel yofs aucil ebel i cnobis swrafad moZebnas.

**cnoba.** arsebobs ori saxis cnoba, roml ebic arsebiTad gansxvavdebian erTmaneTisagan.

a) sainformacio mizniT gadacemul i aRweriT i an cifrobri xasiaTis dokumenti \_ cnoba waredgineba dawesebul ebis xel mZRvanel s an zemdgom organizacias raime faqtis, movl enis dasadasturebl ad.

**samsaxurebrivi xasiaTis cnobis tipobrivi formul iaris Semadgenl obaSi Sedis:**

1. dokumentis saxel wodeba da saTauri;

2. Sinaarsi;

3. im piris an pirTa Tanamdeboba da gvarebi, roml ebic xel s aweren cnobas;

4. xel moweris TariRi, mrgval i beWedi.

cnobis monzadebisas gansakuTrebul i yuradReba eqceva sxvadasxva monacemebis siswores. masSi moyvanil i faqtebi gul dasmiT unda iqnes Semowmebul i, radgan maT safuZvel ze xdeba sxvadasxva gadawyvetil ebaTa miReba.

b) cnoba, rogorc raime faqtis damadasturebel i dokumenti, SeiZl eba mieces cal keul pirebsac. aseTi cnobis rekvizitebia:

1. cnobis gamcemi dawesebul ebis dasaxel eba;

2. cnobis nomeri da gadacemis TariRi;

3. saTauri;

4. im piris dasaxel eba, visac cnoba eZl eva;

5. teqsti;

6. cnobis daniSnul eba;

7. Tanamdebobis piris xel mowera;

8. beWedi;

Tu cnoba erT sakiTxs exeba, mas SeiZI eba xel s awerdes erTi piri, Tu ramdenime sakiTxs exeba, ramdenime xel mowera esaWiroeba.

cnoba Cveul ebriv trafaretul bl ankze iwereba.

**safosto misamarTi** warweraa konvertze, paketze, amanaTze da a.S. igi aRniSnavs im piris (dawesebul ebis, firmis) adgil samyofel s, romel sac egzavneba weril i, depeSa da sxva.

CvenTan miRebul ia misamarTis daweris iseTi Tanmimdevroba, rodesac j er aRiniSneba yvel aze didi administraciul -teritoriul i erTeul i, Semdeg ufro patara: respubl ika, avtonomiuri respubl ika, qal aqi, raioni, sofe- l i da a.S. dasaxel ebul i punqtis Semdeg iwereba safosto indeqsi, quCa, saxl is nomeri, dawesebul ebis dasaxel e- ba, adresatis vinaoba. gvარი da inicial ebi da a.S.

organizaciis saxel wodeba (an kerZo piris gvარი) da misamarTi iwereba weril is bl ankis marj vena mxares saxel obiT, an micemiT brunvaSi.

saqarTvel os standartisagan gansxvavebiT, ingl isur enaze (ucxour gzavnil ebze) misamarTi iwereba marcxena mxares, abzacebisa da rogorc wesi sasveni niSnebis gamoyenebis gareSe. aris sxva Taviseburebanic: kerZod misamarTSi aucil ebel ia Statebis (aSS) da sagrafos (did britaneTSi) miTiTeba.

### **special uri daniSnul ebis dokumentebi**

special uri daniSnul ebis dokumentebia: sabuRal tro, statistikuri, aRricxvis, sagegmo, safinanso, samxedro, dipl omatiuri urTierTobis, muSa-mosamsaxureTa pira- di Semadgenl obis dokumentebi, romel Tac special uri urTierTobisTvis iyeneben.

**dokumentis danarTi** \_ zogierT dokumentis Sei- ZI eba hqondes danarTi. igi Cveul ebriv adasturebs teqstSi dasaxel ebul cal keul faqtebs, agreTve gan- martavs, akonkretebs ZiriTadi dokumentebis zogierT sakiTxs.

miTiTeba imis Sesaxeb, rom dokumentis danarTi ax- l avs, keTdeba teqstis qvemoT, marcxena kuTxeSi. sityva `danarTis- Semdeg aRiniSneba darTul i dokumentebis saxel wodeba da furcel Ta raodenoba.

**dokumentis formulari da rekvizitebi** \_ yove- l i dokumenti ramdenime el ementisagan Sedgeba. saWiroa am el ementebis codna, raTa dokumentebi gavaanal izoT, ganvsazRvroT maTi xarisxi da sworad SevadginOT.

dokumentebis Semadgenel i el ementebis erTobl iobas formulari ewodeba. yvel a dokumetsa da formul arSi cal keul i el ementebis Setana saval debul oa.

formularis aucil ebel el ementebis dokumentis re- kvizits uwodeben.

**rekviziti** ewodeba sworad Sedgenil i dokumentis aucil ebel el ements (saxel wodeba, gacemis adgil i, TariRi, xel mowera da sxva) uroml isodac igi kargavs iurid- iul Zal as.

pasportis, skol is atestatis, Sromis wignakis da msgavsi dokumentebis rekvizitebi kanonmdebl obiT an sauwyebo aqtebiT aris dadgenil i.

### **dokumentis rekvizitebi a:**

1. saxel wodeba;
2. saTauri;
3. Sinaarsi;
4. TariRi;
5. xel mowera.



**dokumentis iuridiul i miSvnel oba.** dokumentebis mniSvnel oba warmoeba-dawesebul ebaTa, Tu cal keul moqal aqeTaTvis, saerTod, Tanamedrove sazogadoebisaTvis, metad didia.

TiToeul samsaxurebriv dokuments garkveul i iuridiul i mniSvnel oba aqvs, radgan igi warmoadgens ama Tu im ambis, faqtis, movl enis dadasturebas, mtkicebul ebas. magal iTad, dawesebul ebis xel mZRvanel is brZaneba ama Tu im piris Tanamdebobaze daniSvnis Sesaxeb iuridiul i safuZvel ia imisa, rom moqal aqes mieces xel fasi, an kidev cnoba, romel ic umaRI esi saswavl ebl is mier romel ime studentis saxel zea gacemul i imis Sesaxeb, rom igi studentia am saswavl ebl isa, adasturebs misi swavl is faqts.

zogi dokumenti adasturebs dawesebul ebis TanamSroml is samsaxurebriv ufl ebebs (mivl inebis mowmoba), zogi Sromis stajis damamtkicebel i sabuTia (Sromis wignaki), zogic pirovnebis, asakis (pasporti, dabadebis mowmoba), oj axuri mdgomareobisa (qorwinebis mowmoba) da a.S.

dokumentebi garkveul i mizniT dgeba, magal iTad umaRI esi saswavl ebl is reqtoris brZaneba, sagamocdo sesi is periodSi bibl ioTekis samuSao saTebis gaxangrZI ivebis Sesaxeb, miznad isaxavs studentebis ukeT momzadebisTvis xel is Sewyobas.

dokuments garda iuridiul i mniSvnel obisa, gaaCnia praqtikul i daniSnul ebac. bevr dokuments iyeneben rogorc istoriul wyaros. magal iTad, rodesac vecnobiT mexuTe saukunis literaturul Zegl s iakob xucesis `SuSanikis wamebas-, l eonti mrovel is istoriul Txzul ebas `qarTI is cxovreba-, vaxtang VI `kanonTa krebbeul s- Tu sxvas, saqme gvaqvs istoriul wyaroebTan, roml ebic adastureben ama Tu im istoriul faqts.

**dokumentebis gaFormebisas saWiroa wesebis dacva,** roml ebic uzrunvel yofen maT iuridiul Zal as. esenia: dokumentebis operatiul i da xarisxiani Sesrul eba da moZieba; dokumentebis kompiuterul i teqnikiT damuSavebis SesaZI ebl oba; dokumentebis, rogorc saistorio wyaroebis, xarisxi.

1. yvel a sistemis dokumentebis aucil ebel ia rekvizitebia: dokumentis avtori-dawesebul ebis dasaxel eba; dokumentis avtori-dawesebul ebis kodi; dokumentis saxeobis an dokumentis unificirebul i formis (maT Soris saTauris) saxel wodeba; teqstis saTauri; dokumentis saxeobis kodi; dokumentis TariRI; indeqsi; vizebi; xel mowera; aRvniSvna dokumentis Sesrul ebisa da misi saqmeSi moTavsebis Sesaxeb.

2. dokumentis avtori-dawesebul ebis dasaxel eba da misi kodi aRiniSneba dawesebul ebis debul ebis (wesdebis) da Sesabamisi sawarmoebisa da dawesebul ebebis kl asifikaciis Tanaxmad.

3. dokumentis saxel wodeba unda Seesabamebodes dawesebul ebis kompetencias, mmarTvel obiT moqmedebaTa dokumentirebis Sinaars, agreTve dokumentebis tabel s, romel ic gamoiyeneba am dawesebul ebaSi.

4. **saTauri** warmoadgens dokumentis Sinaarsis mokle gadmocemas. is unda iyos maqsimal urad mokle da tevadi, zustad gadmoscemdes teqstis azrs. magal iTad: 1. 2. 96 Temis Sesrul ebis Sesaxeb; baton g. ivanizis saswavl ebl ad gagzavnis Sesaxeb. saTauri gramatikul ad unda uTanxmdebodes dokumentis saxel wodebas. magal iTad: brZaneba (ris Sesaxeb?) sawarmos Seqmnis Sesaxeb; baraTi (risi?) ZiriTad saSual ebaTa moZraobis aRricxvisa. A5 formatis dokumentebze dasaSvebia teqstis saTauris uqonl oba. unificirebul i formis safuZvel ze dokumentis Sedgenis dros formis saxel -

wodebaSi Semaval i saTauris mudmivi nawil i Seivseba cval ebadi informaciIT, romel ic akonkretebs mis Si-naarss. magal iTad: brZaneba b-n v. giorgaZis samuSaoze miRebis Sesaxeb. manqanogramebis teqstis saTaurebi formdeba imave wesiT.

5. dokumentis saxel wodeba da unificirebul i formis kodi rogorc wesi, unda daibeWdos bl ankze misi stambaSi momzadebis dros da Seesabamebodes mmarTvel obiT dokumentaciis kl asifikatorebSi mocemul dasaxel ebasa da kods.

6. a). xel moweris, damtkicebis, SeTanxmebisa da teqstSi mocemul i TariRebi formdeba cifrobrivi wesiT. TariRis el ementebi aRiniSneba erT striqonSi arabul i cifrebiT Semdegi TanamimdevrobiT: Tvis ricxvi, Tve, wel i. magal iTad: 2000 wl is 29 ianvari unda gaformdes 29.01.2000.

b). dasaSvebia TariRis gaformebisas j er mieTITos wel i, Semdeg Tve da Tvis ricxvi. magal iTad: 2000.01.29.

g). dokumentebis teqstebSi, roml ebic Seicaven finansuri an sxva anal ogiuri xasiaTis cnobebs, dasaSvebia TariRs gaformebis sityvier-cifrobrivi wesis gamoyeneba: 29 ianvari, 2000 wel i an 2000 wl is 29 ianvari.

7. a). Sesaqmnel i da misaRebi dokumentebis indeqsi Sedgeba rigiT nomrisagan dokumentebis saregistracio masivis fargl ebSi, romel sac emateba indeqsi saqmeTa nomenkl aturis mixedviT, moqmedi kl asifikatoris indeqsi (korespondentebis, saqmianobis sakiTxebis da sxv.);

b). ramdenime dawesebul ebis mier erTobl ivad Seqmnil dokumentebze avtorTa saregistracio nomrebi daismeba avtorTa miTitebis rigis mixedviT (marcxnidan marjvniv) da gaiyofa iribi xaziT.

g). miTiteba Semosul i dokumentis TariRsa da ind-

eqsze Seicavs im dokumentis TariRsa da indeqss, romel zec gaicema pasuxi.

d). dokumentis proeqtis SeTanxmeba formdeba viziT, romel ic Seicavs vizis mimcemis pirad xel moweras da vizirebis TariRs.

saWiroebis SemTxvevaSi SeiZl eba mieTITos vizis mimcemis Tanamdeboba. misi xel moweris gaSifvra saval debul oa.

**magal iTad:**

iuridiul i ganyofil ebis ufrosi

xel mowera g. ivaniZe

24.07.2006

/amonaweri kanonidan: `saqmiswarmoebis erTiani wesebi~/

#### **piradi Semadgenl obis dokumentebi da maTi gaformeba**

zeviT ukve aRniSnul i iyo \_ dokumentebi daniSnul ebis mixedviT xuTi saxisaa: saganmkargul ebl o, sawesdebo, saaRmsrul ebl o, sainformacio da special uri daniSnul ebisa. maT garda cal ke j gufs qmnis dawesebul ebis TanamSromel Ta piradi dokumentebi, roml ebsac piradi Semadgenl obis dokumentebi ewodeba. esaa masal a, romel Tanac yovel TanamSromel s uSual od da yvel aze xSirad uxdeba Sexeba: gancxadeba, avtobiografia, daxasiaTeba da sxva.

piradi Semadgenl obis saqmiswarmoeba moicavs muSamosamsaxureTa samuSaoze miRebis, erTi adgil idan meoreze gadayvanis, gaTavisufil ebis, Svebul ebis micemisa da sxva dokumentebis gaformebas, rasac administracia amt-kicebs brZanebiT.

brZanebis yovel i paragrafi unda iwyebedes im moqmedebis dasaxel ebiT, rac brZanebiT unda Sesrul des. naCvenebi unda iyos pirovnebis gvare, saxel i, mami saxel i, Tanamdeboba. brZaneba Zal aSi Sedis brZanebaze Tanamdebobis piri xel mowerisTanave. mis cal keul paragrafs SeiZl eba hqondes Zal aSi Sesevl is Tavisi vadebi.

muSaki samuSaoze miRebis Txovnas aformebs gancxadebiT, romel Sic misi anketuri monacemebia aRniSnul i.

muSa-mosamsaxureebis, roml ebic iricxebian dawesebul ebis StatSi, pasportis (piradobis mowmobis) Sromis wignakis, samxedro bil eTis safuZvel ze uvseben pirad baraTs.

**gancxadeba.** yvel aze ufro gavrcel ebul i saqmiani qaRal dia. igi warmoadgens cal keul pirTa weril obiT samsaxurebriv an piradi xasiaTis mimarTvas dawesebul ebis, warmoebis an organizaciisadmi (mag. umaRl es saswavl ebel Si Caricxvis, samuSaoze miRebis, Svebul ebis Sesaxeb da a.S.).

**gancxadeba Sedgeba Semdegi ZiriTadi nawil ebisagan:**

1. dawesebul ebis an Tanamdebobis piri dasaxel eba, romel sac mimarTaven TxovniT (iwereba mTel striqonze).

2. gancxadebis damweris mTl iani dasaxel eba, Tanamdeboba, gvare, saxel i, mami saxel i, misamarTi.

3. SuaSi iwereba saTauri (gancxadeba).

4. dabl a abzaciT iwereba gancxadebis teqsti, romel Sic mokl ed aris gadmocemul i Txovnis Sinaarsi.

5. Tu gancxadebas erTvis sabuTebi, maTi nusxa furcl ebis raodenobis aRniSvniT motanil i unda iyos si-tyva: `danarTis- Semdeg, romel ic iwereba axal striqonze, marcxena mxares.

6. gancxadebis bol os, marj vena mxares aRiniSneba gancxadebl is xel mowera da mis qveS ki, TariRi.

**gancxadeba.** arsebobs gancxadebis sxva saxec, romel ic weril obiT iuwyeba imis Sesaxeb, rasac gancxadebis damwerisaTvis didi mniSvneloba aqvs (mag. disertaciis dacvis, krebis, sacxovrebel i farTis gacvl is, Senobis gayidvis da a.S. Sesaxeb).

gancxadebebi winaswar unda gaikras Tval saCino adgil as (an gamocxaddes presaSi), rom yvel as hqondes maTi gacnobis saSual eba.

gancxadebis forma mis Sinaarszea damokidebul i. mag. gancxadeba krebis mowvevis Sesaxeb Semdegi nawil ebisagan Sedgeba:

1. saTauri;

2. krebis mowvevis TariRi (wel i, Tve, ricxvi da saaTi);

3. krebis adgil i;

4. krebis xasiaTi (angariSgeba-arCevnebi, daxurul i, saerTo da a.S.);

5. im organizaciis dasaxel eba, roml is wevrebic miwveul ni iqnebian krebaze;

6. dRis wesrigi.

a) moxsenebaTa dasaxel eba;

b) momxsenebl isa da Tanamomxsenebel Ta gvarebi;

7. im organizaciis dasaxel eba, romel ic iwvevs krebis.

**reziume da avtobiografia (Resume & Curriculum Vitae (CV))** CvenSi TandaTan mkvidrdeba axl eburi gaformeba dokumentisa, sadac avtori Tanmimdevrul ad gadmogvcems Tavisi cxovrebis ZiriTad faqtebs.

xSirad samsaxuris Zebna da Semdeg ki dawinaureba, didad aris damokidebul i imaze, Tu rogor aris Sedge- nil i reziume da avtobiografia.

maTi Sedgenisas unda gvaxsovdes umTavresi \_ potenciuri xel mZRvanel is yuradRebis miqceva da misi keTil - ganwyobis damsaxureba.

**rezieme** Tqveni ganaTI ebisa da profesiul i gamocdil ebis monacemTa mokl e gadmocemaa, romel ic mokl e biografiul faqtebsac Seicavs, mocul obiT is erTi gverds ar unda aRematebodes.

**avtobiografia** reziemesagan gansxvavdeba da iwereba maRal Tanamdebobaze dasaniSni kandidatebis mier. aq aucil ebel ia meti informacia pirovnebis, misi ganaTI ebisa da kval ifikaciis Sesaxeb.

rogorc wesi, rezieme da avtobiografia Semdeg informacias Seicavs:

1. piradi monacemebi: (gvari, saxel i, mamis saxel i) sacxovrebel i adgil is zusti misamarTi, sakontaqto tel e foni (binis, mobil uri) dabadebis TariRi da asaki, oj axuri mdgomareoba (meuRI e, Svil ebi, cnobebi maT Sesaxeb), erovneba, imigraciul i statusi (ucxoel TaTvis).

2. samuSaos Zebnis mizani (mokl ed)

3. cnobebi ganaTI ebis Sesaxeb (qronol ogiuri TanmdevrobiT) dasaxel eba da misamarTi saswavl ebl ebisa (saSual o skol a, kol ej i, umaRI esi saswavl ebel i) swavli is wl ebi, miRebul i kval ifikacia da a.S.

4. cnobebi damatebiTi ganaTI ebis Sesaxeb (qronol ogiuri TanmimdevrobiT) kursebisa da treningebis dasaxel eba, maTi xangrZl ivoba da iq miRebul i kval ifikacia.

5. informacia Tqveni unar-Cvevebis Sesaxeb: ucxo enebis fl oba, avtomanqanis marTva, kompiuterul i teqniki codna da a.S.

6. monacemebi muSaobis gamocdil ebis Sesaxeb (qronol ogiuri TanmimdevrobiT): TiToeul Tanamdebobaze muSaobis TariRi da am dawesebul ebaTa dasaxel eba, maTi misamarTebi, dakavebul i Tanamdeboba, mokl ed Tqveni moval eobis Sesaxeb, xel qveITa raodenoba, am Tanamdebobaze yofnisas miRweul i warmatebani, samsaxuridan wasvli is mizezi da a.S.

7. informacia piradi interesebis Sesaxeb: nebayofli obiT sawyisebze muSaoba, musikal ur instrumentebze dakvra, mxatvrul i literaturis siyvarul i, sportis konkretul i saxeobiT gataceba, xel ovnebis sxvadasxva dargis siyvarul i da a.S.

8. sarekomendacio weril ebi: im adamianta srul i saxel ebi da misamarTebi, roml ebic sarekomendacio weril ebis mocemas Segpirdnen.

**kadrebis aRricxvis piradi furcel i.** xel mZRvanel i da am kategoriasTan gaTanabrebul i muSakebis samuSaoze miRebis gaformebisas saWiroa zogierTi damatebiTi dokumentis wardgena. magal iTad, gancxadebas Tan unda erTvodes avtobiografia, kadrebis aRricxvis piradi furcel i, ganaTI ebis dokumentis piri, daxasiateba.

kadrebis aRricxvis piradi furcel i warmoadgens dadgenil i formis mraVal kiTxvian anketas; kiTxvebs aucil ebl ad unda gaeces pasuxi (ZiriTadi biografiul i monacemebi: dabadebis TariRi, adgil i, erovneba, cnoba social uri warmoSobis, ganaTI ebis, samecniero wodebis, naSromebisa da gamogonebebis Sesaxeb, partiul obis, saarCevno organoebSi monawil eobisa da sxvaTa Sesaxeb).

ganaTI ebis dokuments notariul ad damowmebul i piri adasturebs muSaobis damwyebi moqal aqis ganaTI ebas.

kadrebis aRricxvis furcel Si agreTve unda aRiniSnos samxedro samsaxurisadmi damokidebul eba, oj axuri mdgomareoba piradi furcl is Sevsebis momentSi, binis misamarTi, Sevsebis TariRi da avtoris xel mowera.

**anketa** aris dokumenti, roml is gamoyenebis are sxva saxis saqmian qaRal debTan SedarebiT SezRudul ia. igi ori mniSvnel obiT ixmareba.

1. roca saWiroa ama Tu im piris Sesaxeb iseTi

anketuri monacemebis miReba, rogoricaa: gvari, saxel i, mamis saxel i, wl ovaneba, erovneba, dabadebis adgil i, ganaTI ebis cenzi da a.S.

2. roca saWiroa garkveul monacemebze saTanado cnobebis Segroveba.

meore saxis anketa masobrivi araa. igi ivseba iSviaT-ad da gansakuTrebul SemTxvevaSi.

**anketis Sevsebis aucil ebel ia:**

a). anketa Sevsebul iqnes avtoris mier garkveul i xel iT da zustad;

b). yovel cal keul kiTxvaze pasuxi unda iyos konkretul i;

g). ar SeiZl eba daweril is waSl a an gadasworeba;

d). ar SeiZl eba anketaSi mocemul i romel ime kiTxvis upasuxod datoveba (Tu iseTi kiTxvaa, romel ic mocemul i anketis Sevsebas ar exeba, maSin am kiTxvis gaswvri xazi unda gavsuaT an daweroT ara).

**Sromis wignaki** is ZiriTadi dokumentia, romel Sic aisaxeba misi mfl obel is SromiTi saqmianoba.

miuxedavad imisa, muSaki miRebul ia mudmiv Tu droebiT samuSaoze, muSaobis dawyebidan xuTi dRis gasvl is Semdeg administracia val debul ia mas Sromis wignaki Sevsos, romel Siac Seitnen cnobebs SromiTi saqmianobis, agreTve waxal isebisa Tu daj il doebis Sesaxeb.

wignakebs bol oSi daerTvis Sromis wignakis Sevsebis da warmoebis wesebi.

**SromiTi xel Sekrul eba** ewodeba iseTi weril obiT SeTanxmebas, romel ic ideba moqal aqesa da dawesebul ebas Soris da roml is mixedviTac orive mxare garkveul val debul ebebs kistrul obs. kerZod, moqal aqe val debul ebas iRebs Seasrul os samuSao garkveul i special obis, Tanamdebobis, xarisxisa da odenobis mixedviT da daemorCil - os dawesebul ebis Sinaganawess, xol o meore mxare \_

dawesebul eba val debul ia Seuqmnas muSaks Sromis gakomdebl obiT gaTval iswinebul i pirobebi da aunazRauros mas Sesrul ebul i samuSao xel fasis saxiT.

moqal aqe organizaciis an warmoeba-dawesebul ebis xel mZRvanel is saxel ze wers ganxadebas garkveul Tanamdebobaze misi miRebis Sesaxeb, xol o warmoeba-dawesebul ebis xel mZRvanel i muSakis daniSvnas aformebs administraciis brZanebiT. muSakma unda warmoadginos pasporti, Sromis wignaki, cnoba sacxovrebel i adgil - idan, ori fotosuraTi. SeiaraRebul i Zal ebis rigebidan demobil izebul ma pirma \_ samxedro bil eTi. Tanamdebobis pirs ki aucil ebl ad dasWirdeba ganaTI ebis cenzis damadasturebel i sabuTi.

**SromiTi xel Sekrul ebis rekvizitebia:**

1. dokumentis saxel wodeba Tavis rigiTi nomriT;

2. xel Sekrul ebis gaformebis dro da adgil i;

3. mxareTa srul i dasaxel eba;

4. zusti misamarTi;

5. xel Sekrul ebis Sinaarsi, romel Sic garkveviT unda iyos naCvenebi mxareTa val debul ebani, samuSaos xasiaTi, mocul oba, Rirebul eba, nakisri val debul ebis Sesrul ebis vada da a.S.

6. val debul ebaTa Seusrul ebl obis SemTxvevaSi damnaSave mxaris sasjel is mxare;

7. danarTis dasaxel eba;

8. mxareTa xel is mowera;

9. mrgval i beWedi, Tu xel Sekrul eba oficial uria, xol o kerZo pirTa Soris dadebul xel Sekrul ebas adastureben pirebi (mowme an notariusi).

**daxasiaTeba** aris dokumenti, romel Sic dawesebul ebis xel mZRvanel oba da sazogadoebrivi organizaciebi Se-fasebas aZl even konkretul i muSakis moral ur, saqmian Tvisebebs. daxasiaTeba SeiZl eba gaices rogorc TviT muSakis, ise sxva sawarmos moTxovniT.

daxasiaTebaSi naCveneBi unda iyos dabadebis wel i, ganaTI eba, dakavebul i Tanamdeboba, ra dRidan muSaobs am dawesebul ebaSi, Semdeg aRiniSneba samuSaosadmi misi damokidebul eba, waxal iseBani (madl oba, fiasani saCuqrebi da sxv). mTavrobis j il doebi, unda aRiniSnos agreTve misi monawil eoba sazogadoebriv saqmianobaSi. daxasiaTebis bol os iwereba, Tu romel dawesebul ebaSia warsadgeni igi. gacemul daxasiaTebas xel s awers dawesebul ebis xel mZRvanel i. daxasiaTeba iwereba or egzempl arad, asl i rCeba dawesebul ebaSi, xol o dedani eZl eva dainteresebul pirs an igzavneba im dawesebul ebaSi, romel mac igi moiTxova.

**miuxedavad imisa, rom misi Sedgena nebismieria, is unda Seicavdes Semdeg el ementebis:**

1. saTaurS;
2. pirovnebis gvars, saxel s, mamis saxel s, dabadebis wel s da sxva anketur monacemebs;
3. damaxasiaTebis teqsts;
4. Tanamdebobis pirTa xel moweras;
5. mrgval beWeds;
6. Sedgenis TariRs.

**rekomendacia** aris marwmunebel i xasiaTis dokumenti, romel ic gaicema ufl ebamosil i warmoeba-dawesebul ebis an organizaciis mier da masSi mocemul ia kol eqtivistis azri Tavisive muSakis Sesaxeb ama Tu im saqmi-anobasTan dakavSirebiT.

iseve rogorc sxva samsaxurebriv dokumentS, rekomendaciasac esaWiroeba registracia. igi Sedgeba Semdeg nawil ebisagan:

1. dokumentis dasaxel eba
2. Sinaarsi
3. Tanamdebobis piriS xel mowera  
samsaxuris dasawyebad dRes bevrgan `tradiciul -

Tan- (dabadebis, ganaTI ebis...) erTad gansxvavebul dokumentS iTxoven. maT Soris sarekomendacio weril s da daxasiaTebas.

**unda gvaxsovdes:**

*\* sasurvel ia gyavdeT pirovneba, romel ic saWiroebis SemTxvevaSi Tavdebad dagidgebaT da sarekomendacio weril s mogcemT.*

*\* aseTi weril ebi rogorc wesi, iwereba winaswar, samsaxuris Zebnis dawyebamde an samuSaos potenciuri xel mZRvanel is moTxovnis pasuxad.*

*\* **daxasiaTeba** sarekomendacio weril s hgavs, magram is iwereba ara yovel i konkretul i SemTxvevis gamo, aramed Tavisufal i, Ria weril is formiT. amitomac, is ufro standartul ia da Seicavs zogadi xasiaTis komentarebs, magal iTad, gadmocemul ia weril is avtoris Sxedul ebani kandidatis Sesaxeb, am adamianis pirovnul TvisebaTa da samuSaosadmi misi damokidebul ebis zogadi daxasiaTeba.*

*\* ar mieTiTeba weril is mimRebis misamarTi.*

**mowmoba** aris dokumenti, romel ic adasturebs muSakis vinaobas da mis Tanamdebobas. Cveul ebriv igi iwereba special uri, stamburi wesiT dabeWdil bl ankze. magal iTad, mivl inebis mowmoba, piradobisa Tu dabadebis mowmoba.

**mowmobis Semadgenel i nawil ebia:**

- 1 dawesebul ebis kuTxis Stampi, romel zedac aRniSnul ia sareregistracio nomeri da mowmobis gacemis TariRi.
- 2 warwera.
- 3 vis mieca mowmoba: gvარი, saxel i, mamis saxel i.
- 4 ras adasturebs igi.
- 5 Tu aucil ebel ia, unda aRiniSnos, ra dokumentis safuZvel zea gacemul i mowmoba (dokumentis nomeri, TariRi da dasaxel eba).

6 ra vadiTaa gacemul i mowmoba.

7 pasuxismgebel pirTa xel mowera da beWedi.

**dipl omi** ewodeba piradi Semadgenl obiT dokumentis, roml is gacemis ufl eba aqvs saTanado organos da mis-Tvis arsebobs kanoniT dadgenil i forma.

**dipl omis rekvizitebia:**

- dokumentis saxel wodeba da rigiTi nomeri;
- dipl omis mfl obel is gvari, saxel i, mamis saxel i;
- umaRl es saswavl ebel Si Sesvl isa da misi damTavre-bis wel i;
- miRebul i special oba;
- sagamocdo komisiis wevrTa Semadgenl obis xel - mowera;
- beWdis adgil i;
- registraciis adgil i da TariRi;
- saregistracio nomris aRniSvna;

dipl omis asl is gadaRebisas dipl omidan gadadis mTl iani teqsti, zemoT marj vena mxares ukeTdeba warwera `asl i-.

teqstis bol os, xel moweris Semdeg, keTdeba warwera `sworia~, roml is damowmebis ufl eba aqvs mdivans, kancel ariis ufross an sxva pasuxismgebel pirs (garkveul SemTxvevaSi), notariuss.

**dabadebis mowmoba** ewodeba piradi Semadgenl obis dokumentis, roml is forma da Sinaarsi kanoniT zustad aris gansazRvrul i da tipuria, e.i. saerToa yvel a dabadebis mowmobisaTvis.

dabadebis mowmoba iwereba winaswar gamzadebul bl ankze \_mmaCSi (moqal aqeobrivi mdgomareobis, dabadebis, qorwinebis, gardacval ebis aqtebis Caweris ganyofil ebaSi). rogorc wesi, dabadebis mowmobis bl anki warmoadgens ra gaSl il gverds, pirvel gverdze iwereba

moqal aqis dabadebis wel i, Tve da ricxvi, registraciis adgil i, misi adgil samyofel i. xol o meore gverdze iwereba mSobl ebis gvari, saxel i, mamis saxel i, erovneba, Tanamdebobis piris xel mowera da beWedi.

**dabadebis mowmoba Semdegi el ementebisagan Sedgeba:**

- \* dokumentis saxel wodeba
- \* Sinaarsi
- \* registraciis adgil i;
- \* gacemis TariRi
- \* mowmobis nomeri
- \* Tanamdebobis piris xel mowera
- \* beWedi.

dabadebis mowmobis mTel i Sinaarsi bl ankze winaswaraa gaTval iswinebul i. masSi raimes waSl a an gadasworeba an misi arasworad Sevseba, dabadebis mowmobas Zal as ukargavs. im SemTxvevaSi Tu es aucil ebel ia, mas ukeTdeba special uri aRniSvna sityvebiT: `endeT Sesworebasda daesmis beWedi.

**mindobil oba** aris iseTi dokumenti, roml iTac organizacia an cal keul i piri aZl evs ufl ebas sxva pirs misi saxel iT imoqmedos an miiRos material uri faseul oba imis mixedviT, Tu rogor formdeba rwmunebul eba, mindobil obebi SeiZl eba iyos piradi da oficial uri.

piradi mindobil oba dgeba Cveul ebriv im SemTxvevaSi, roca cal keul i piri gadascems meore pirs misi kuTvnil i xel fasis an faseul obis aRebis ufl ebas.

oficial uri mindobil oba gaicema iuridiul i piris mier (warmoebis, dawesebul ebis, organizaciis xel mZRvanel is mier) sxvadasxva moqmedebis Sesasrul ebl ad (sabanko operaciebis, ful adi da material ur-sabanko saxsrebis miReba, satransporto operaciebis marTva da a.S.)

**samsaxurebrivi mindobil oba gaicema Tanamdebobis romel ime pirze da Seicavs garkveul formas. misi rekvizitebia:**

- ✓ moqmedebis vada
- ✓ momxmarebl is da gadamxdel is dasaxel eba
- ✓ mindobil obis nomeri
- ✓ gacemis nomeri
- ✓ gvari, saxel i, Tanamdeboba im pirisa, romel zedac gaica mindobil oba (piradobis mowmobis an pasportis nomeri, gacemis adgil isa da TariRis aRniSvniT);
- ✓ momwodebel i organizaciis saxel wodeba;
- ✓ saqonl is material ur faseul obaTa misaRebad saWiro angariSi an faqtura TariRis aRniSvniT.

piradi mindobil obisaTvis dadgenil i forma ar arsebobs, oRond aseT dokumentis gacemisas saval debutl oa aRiniSnos dokumentis Semdgenil is vinaoba, im organizaciis dasaxel eba, sadac unda iqnes wardgenil i mindobil oba, mindobil obis Sinaarsi, dokumentis bol os aRiniSneba gacemis TariRi da mindobil obis gamcemi piris xel mowera, romel ic unda damowmdes mrgval i beWdiT.

**mivl inebis baraTi** aris samsaxurebrivi dokumenti, roml is saSual ebiTac warmoeba-dawesebul ebaTa muSakebs ufl eba eZl evaT gaemgzavron miwl inebis adgil ebSi samsaxurebrivi sakiTxebis Sesasrul ebl ad.

muSakis miwl inebiT gagzavna SeiZl eba moxdes winaswar Sedgenil i miwl inebis gegmis an saswrafod gadasaWrel i sakiTxis mogvarebis mizniT, gacemul i brZanebis safuZvel ze.

respubl ikaSi dawesebul ia miwl inebis baraTis tipuri bl anki. miwl inebis xarjebis (transporti, kveba, Ramis Teva da sxva). anazRaureba xdeba gangzavni organoebis mier. miwl inebis Semdeg, muSaki dawesebul ebis buRal terias ubrunebis Sevsebul miwl inebis baraTs da xel mZR-

vanel s warudgens weril obiT moxsenebiT baraTs Caztarebul i muSaobis Sesaxeb.

**mivl inebis baraTi Sedgeba Semdegi el ementebisagan:**

- ✓ dokumentis saxel wodeba;
- ✓ gasamgzavrebel i piris Tanamdeboba, gvari, saxel i, mamis saxel i;
- ✓ miwl inebis vada;
- ✓ miwl inebis punqtis dasaxel eba;
- ✓ muSakis piradobis mowmobis (pasportis) nomeri;
- ✓ xel mZRvanel i piris xel is mowera.

miwl inebaSi yofnisas, daniSnul ebis punqtSi Casvl is, iqidan gamomgzavrebisa da adgil ze dabrunebis dadastureba pasuxismgebel pirTa xel mZRvanel Ta da mrgval i beWdiT.

miwl inebis baraTs, ise rogorc yvel a saqmian qaRal ds esaWiroeba registraciis Stampi, romel ic daismis baraTis bl ankis zemo, marcxena mxares, romel zedac aRniSnul ia misi rigiti nomeri da TariRi.

miwl inebaSi mimaval pirs Tan unda hqondes pasporti (piradobis mowmoba), samivl inebo mowmoba da brZanebis asl i.

**xel weril i** ewodeba dokuments, romel ic adasturebs ful is, saqonl is, dokumentebis da a.S. miRebas da eZl - eva mimRebis mier mas, vinc abarebs faseul obas. xel weril i adasturebs mimRebis pasuxismgebl obas miRebul i dokumentebis an faseul obis Senaxvaze.

**xel weril i Sedgeba Semdeg nawil ebisagan:**

- ✓ dokumentis dasaxel eba
- ✓ xel weril is mimRebis (faseul obaTa an dokumentebis mimRebis) Tanamdeboba, gvari, saxel i da mamis saxel i.
- ✓ im piris Tanamdeboba, gvari, saxel i da mamis saxel i, romel sac eZl eva xel weril i.



✓ konkretul ad risTvis aris gacemul i xel weril i (unda aRiniSnos material uri faseul obis, sagnebis, instrumentebis da a.S. zusti dasaxel eba; ful adi Tanxa iwereba sityvebiT, frCxil ebSi \_ cifrebi).

✓ saWiRo SemTxvevaSi aRiniSneba, romel i sabuTis an gankargul ebis safuZvel ze gaica xel weril i.

✓ TariRi da mimRebis xel mowera.

✓ Tu xel weril i gacemul ia didi Tanxis misaRebad, masSi aRiniSneba mimRebis misamarTi, pasportis nomeri da seria.

### **admi ni straci ul i dokumentebi s Sedgena da gaformeba**

samsaxurebrivi dokumentaciis mniSvnel ovan nawil s Seadgens weril ebi, romel Tac sxvadasxva dawesebul eba, miuxedavad daqvemdebarebisa, xSirad iyenebs.

weril ebis Sedgenas igive moTxovnebi waeyeneba, rac sxva dokumentebs. weril is Sinaarsi Cveul ebriv individual uria. samsaxurebrivi weril i, rogorc wesi unda eZRvnebodes erT sakiTxs.

weril ebs, roml ebic saqveuwyebo dawesebul ebebs egzavneba cirkul arul i weril ebi ewodeba. daniSnul ebis mixedviT weril ebi sxvadasxva Sinaarsisaa. weril is teqsti Cveul ebriv am sqemiT igeba: Sesaval i, Sinaarsi, daskvna.

**weril is tipobrivi formul aris Semadgenl o-  
ba angvaria:**

✓ avtoris dasaxel eba (bl ankzea asaxul i).

✓ adresatis dasaxel eba.

✓ saTauri.

✓ wina weril is nomris dasaxel eba, Tu weril i sapa-  
suxoa.

✓ weril is teqsti.

✓ TariRi da nomeri, roml ebic bl ankze daismis.

✓ xel mowera.

weril i iwereba dawesebul ebis bl ankze, saTauri iw-  
ereba marcxniv, an teqstis zeviT.

im SemTxvevaSi, roca weril i sapasuxoa, teqstis win, saTauris qveS, dasaxel deba im dokumentis TariRi da nomeri, roml is pasuxsac es weril i warmoadgens.

rogorc wesi, dokumenti unda gaformdes **bl ankze**, romel ic Seesabameba saxel mwifo standartis. mas unda hqondes aucil ebel i rekvizitebis kompl eqsi da maTi ganl agebis stabil uri wesi.

dadgenil ia bl ankebis ori saxeoba: weril ebis bl anki mimowerisaTvis da saerTo bl anki \_ sxva da sxva saxis saorganizacio-gankargul ebiTi dokumentebisaTvis.

weril ebis bl ankebze qarTul enasTan erTad dasaSve-  
bia rekvizitebi ibeWdebodes romel ime saerTaSoriso enaze (j er qarTul \_ Semdeg \_ sxva enaze).

**bl anki.** ewodeba qaral dis sufta furcel s, roml is zemo areze an zemo marcxena kuTxeSi dabeWdil ia dawese-  
bul ebis saxel wodeba da rekvizitebi.

**bl anki ramdenime aucil ebel el ements Seicavs,  
esenia:**

1. saxel mwifo gerbi (saxel mwifo organizaciebi-  
saTvis);

2. saxel mwifos dasaxel eba;

3. umaRl esi sauwyebo organos dasaxel eba, romel sac  
es dawesebul eba eqvemdebareba;

4. dawesebul ebis srul i saxel wodeba (frCxil ebSi  
Semokl ebul i saxel wodeba);

5. dawesebul ebis misamarTi, tel efonis nomeri;

6. safosto indeqsi, safosto misamarTi...

7. dawesebul ebis rekvizitebi (bankis dasaxel eba, romel ic mas emsaxureba, angariSis nomeri);

8. bl anks aqvs adgil i dokumentis gagzavnis TariR-isa da rigiT i nomris misaT i Tebl ad.

Cveul ebrivi bl ankisagan gansxvavebiT arsebobs e.w. trafaretul i bl ankebi, romel Tac aqvT standartul i teqsti. am bl ankebiSi datovebul ia Tavisufal i xazebi, roml ebic garkveul i wesis mixedviT unda Seivsos. trafaretul i bl ankebi ixmareba cnobebis, mowmobebis, pasportebisa da sxva dokumentebisaTvis.

saqmiani weril i ewodeba erTi dawesebul ebis an cal keul i piris oficial uri xasiaTis weril obiT mimarTvas meore dawesebul ebis an pirisadmi.

**saqmiani weril i** oficial uri dokumentia, romel ic iwereba dadgenil i formiT organizaciis standartul (weril is, mimarTvis) bl ankeze. misTvis damaxasiaTebel ia SezRudul i Tematika da l eqsika .

**saqmiani weril i sami mTavari saxisa SeiZl eba iyos:**

- weril i \_ SekiT xva
- weril i \_ Txovna
- weril i \_ pasuxi.

saqmiani mimarTva Semdegi nawil ebisagan Sedgeba:

- kuTxis Stampi;
- mimRebi organizaciis dasaxel eba da misamarTi;
- weril is teqsti;
- organizaciis xel mZRvanel is an gamgzavni piris xel mowera.

weril ebSi SeiZl eba iyos cnoba zemdgomi organoebis gankargul ebaTa, miTiTebaTa an daval ebaTa Sesarul ebis Sesaxeb. aseT weril ebs `sainformacio weril ebi~ ewodeba.

warmoadgens mimarTvas gansazRvrul i adresatisadmi

im mizniT, rom miRebul iqnes saWi-ro cnobebi, ganmartebebi, miTiTebebi an dokumentebi.

weril -SekiTxvaSi damatebiT aRiniSneba, ristVisaa saWi-ro es cnobebi an dokumentebi.

**weril i-SekiTxva Semdegi nawil ebisagan Sedgeba:**

● kuTxis Stampi, romel zedac aRniSnul ia gamgzavni organizaciis dasaxel eba da misamarTi (moTavsebul ia weril is marcxena zemo kuTxeSi);

● weril is nomeri da TariRi (iwereba kuTxis Stamp-Si);

● mimRebi organizaciis da Tanamdebobis piris dasaxel eba da misamarTi;

● weril is teqsti;

● organizaciis xel mZRvanel is an misi gamgzavni piris xel mowera.

**weril i-pasuxi.** rogorc saTauridan Cans, warmoadgens pasuxs organizacebis, sawarmoTa da cal keul pir-Ta moTxovnebsa da SekiT xvebze. masSi mocemul ia Sesatyvisi cnobebi, ganmartebebi, miTiTebebi, zogj er ki gadaWyvetil ebebi im sakiT xebis Sesaxeb, roml ebic SekiT xvebsa da TxovnasTanaa dakavSirebul i.

imisaTvis, rom weril i-pasuxis mimRebma advil ad daadginos, rasTanaa dakavSirebul i miRebul i weril i-pasuxi, masSi aRniSnul ia weril i-Txovnis (weril i-SekiTxvis) nomeri, TariRi da arsi.

**weril i-pasuxis Semadgenel i nawil ebia:**

● im organizaciis dasaxel eba da misamarTi, romel -mac gamogzavna weril i;

● mimReri organizaciisa da Tanamdebobis piris dasaxel eba da misamarTi;

● nomeri (indeqsi) da TariRi weril i-SekiTxvisa, romel zedac gacemul ia pasuxi am weril Si.

● weril is teqsti.

● danarTebis CamoTvl a (Tu aseTebi aris) furcel Ta raodenobis aRniSvniT;

● Tanamdebobis pirTa xel mowera.

weril i-Txovna warmoadgens mimarTvas dawesebul ebis an sawarmos mimarT. es weril i Seicavs Txovnas daxmarebis Sesaxeb raime sakiTxSi, roml is damoukidebl ad gadawyveta sawarmos an cal keul pirs ar SeuZl ia.

aseTi weril i SeiZl eba Seicavdes saxsrebis gadacemas, dokumentebis dadasturebas, kadrebis dakompl eqtebis, brZanebis Sesrul ebis, vadis gagrZel ebisa da sxva Txovnas.

weril i-Txovnis Semadgenel i nawil ebi igivea, rac weril i SekiTxvisa.

**weril i-ganaxxadi.** weril s, romel ic Seicavs raime dakveTas an ganaxxads, ewodeba weril i-ganaxxadi. misi rekvizitebia:

- dokumentis saxel wodeba
- dokumentis Sinaarsi
- xel mowera.

**weril i-Sexseneba.** weril -SexsenebaSi dawesebul eba an cal keul i piri Seaxsenebs an afrTxil ebs visme raimes Sesaxeb.

**TandarTul i weril i** warmoadgens mokle cnobars im dokumentebis Sesaxeb, roml ebic gasagzavn sabuTebis aqvs darTul i (maTi dakargvisas am weril is asl iT SeiZl eba masze informaciis (TariRi, nomeri, dawesebul eba) aRdgena.

Tu warmogzavn il i dokumentebi naxsenebia weril is teqstSi, maSin danarTSi maTi CamoTvl a aRar aris saWiro, unda aRiniSnos mxol od furcel Ta saerTo raodenoba.

**TandarTul i weril is mTavari nawil ebia:**

● kuTxis Stampi gamgzavni organizaciis dasaxel eb-Ta da misamarTiT.

● weril is nomeri da TariRi (iwereba kuTxis StampSi);

● mimRebi organizaciis an Tanamdebobis piris dasaxel eba da misamarTi;

● weril is teqsti;

● danarTebis CamoTvl a furcel Ta raodenobis aRniSvniT;

● organizaciis xel mZRvanel is an misi moadgil is xel mowera.

### asl i sa da amonawer i s gaformeba

dokumentis Tavdapirvel nimuSs, romel sac pasuxismgebel i piris xel mowera, Stampi da beWedi aqvs, dedani ewodeba.

zogjer dainteresebul organoebis Tu cal keul pirebs esaWiroebaT ara uSual od dedani, aramed maTi asl ebi an amonawerebi. zustad gadaRebul dedans asl i ewodeba. asl is gaformebisaTvis dedans iweren (an beWdaven) dawesebul ebis bl ankze yovel gvare cvl il ebis gareSe. pirvel i furcl is marjvena zeda kuTxesi weren sityvas `piri~ an `asl i~ (`asl is asl i~) romel ic dasturdeba sityvebiT: `dedanTan sworia~. igi iwereba dasamowmebel i dokumentis teqstis bol os, dedanSi arsebul i xel mowerebis qvemoT da dasturdeba Tanamdebobis piris xel moweriT da gerbiani beWdiT. dokumentis asl is damowmeba xorciel deba mistvis iuridul i Zal is misacemad. asl ze keTdeba SeniSvna, rom dedani inaxeba mocemul organizaciaSi.

aqve unda aRiniSnos, rom yvel a dokumentis asl is gadaReba ar SeiZl eba. mag. pasportis, piradobis mowmobis, samxedro bil eTis da sxv. maTi dakargvis SemTxvevaSi gaicema dublikati.

zogh'er organizaciebsa Tu cal keul pirebs swird-ebaT ara mTI ianad esa Tu is dokumenti, aramed mxol od misi garkveul i nawil i. aseT gadmoRebul nawil s amonaweri ewodeba. igi Cveul ebriv, asl is msgavsad formdeba da mas iseTive iuridiul i Zal a aqvs, rogorc TviT im sabuTs, roml idanac es amonaweri keTdeba.

#### **amonaweri amgvarad formdeba:**

- zeviTa Sua adgil as iwereba saTauri (`amonaweri-);
- srul i dasaxel eba im dokumentisa, roml idanac amoRebul ia es `amonaweri-;
- wel i, Tve da ricxvi dokumentisa, saidanac amoRebul ia `amonaweri-;
- `amonaweris- Sinaarsi, romel ic zustad unda emTxveodes dedans;
- minaweri qvemoT: `dedanTan sworia-;
- amonaweris gamcemi piris Tanamdeboba, gvari, saxel i da xel mowera;
- Tu amonaweri oficial ur uwyebas egzavneba, xel mowera mrgval i beWdiT dasturdeba.

saqmidan romel ime dokumentis amoReba rogorc wesi, ar aris nebadarTul i. mxol od gansakuTrebul SemTxvevebSi xel mZRvanel is sityvieri an weril obiTi nebar-TviT SeiZl eba dokumentis amoReba. aseT dros garkveul i formiT adgenen dokumentis droebiT sargebl obaSi gacemis aqts, romel sac deben amoRebul i sabuTis adgil as da inaxaven mis dabrunebamde.

dokumentis dabrunebis Semdeg aqts spoben.

#### **dokumentebis saarqivod momzadeba**

arqivi l aTinuri sityvaa da igi niSnavs adgil s, sadac inaxeba saxel mwifo aqtebi da dokumentebi.

arqivebis gaCena dakavSirebul ia weril obiTi Zegl ebis gaCenasTan da maT dacvasTan. Zvel saberZneTSi arqivebi Zv. w. aR. VI saukunidan arsebobda.

Tanamedrove arqivi damoukidebel i dawesebul eba an dawesebul ebis ganyofil ebaa, roml is ZiriTadi daniS-nul ebaa dokumentur masal aTa miReba-aRricxva, dacva-Senaxva, damuSaveba da maTi gamoyenebis organizacia mecnierul - praqtikul i da kul turul i miznebisatvis.

#### **Senaxvis mixedvit asxvaveben dokumentebis orjgufs:**

1. mimdinare wl is saqmiswarmoebis dokumentebi;
2. sauwyebo arqivis masal ebi.

Senaxvis Tval sazrisiT, saqmeebi arsebobs droebiTi, xangrZl ivi (10 wel ze meti) da mudmivad Sesanaxi.

mudmivad da xangrZl ivad Sesanaxi dasrul ebul i saqmeebi (maT Soris sabuRal tro aRricxvis dokumentebi) sami wl is ganmavl obaSi rCeba struqturul qvedanay-ofebSi sacnobaru muSaobisatvis, xol o Semdeg bardeba am dawesebul ebis, organizaciis (daqvemdebarebisa da sakiTxebis formis miuxedavad) saarqivo samsaxurs (sauwyebo arqivs).

dokumentebi, romel Tac dakarges praqtikul i da mecnierul i Rirebul eba, saTanado aqtiT nadgurdeba.

is dokumentebi, roml ebsac istoriul i an samecni-ero Rirebul eba aqVT saxel mwifo arqivSi mudmivad inaxeba.

Sesanaxi erTeul is yvel a furcel i, garda sufta fur-cl ebisa, inomreba Savi grafitis fanqriT marj vena zeda kuTxeSi, il ustraciebis, fotosuratebis, naxazebis nom-rebi aRiniSneba ukana mxares, marcxena zeda kuTxeSi.

saqmeebi, roml ebic gankuTvnil ia dawesebul ebis arqivSi mudmiv Sesanaxad, raionul i da saqal aqo daqvemdebarebis dawesebul ebebSi inaxeba 5 wl is ganmavl obaSi, saol qo da samxareo respublikuri daqvemdebarebis dawesebul ebebSi \_ 15 wl is ganmavl obaSi.

masal a piradi Semadgenl obis Sesaxeb inaxeba 40 wl is ganmavl obaSi.

Camotvl il i vadebis gasvl is Semdeg mudmivad Sesanaxi dokumentebi dawesebul ebis arqividan gadaecema saxel mwifo arqivs an misi mititebit nadgurdeba.

### **dokumentis Sedgenisa da gaformebis zogadi wesi**

yovel i dokumenti unda gaformdes Sinaarsobrivad da teqnukurad sworad. amisaTvis saWiroa dokumentebis Sedgenis zogadi wesebis codna. upirvel es yovl isa, unda gvaxsovdes, rom TiToeul i dokumenti cal ke el ementebisagan Sedgeba, roml ebic erTi meorisagan gamomdinareoben da erTmaneTTan l ogikurad arian dakavSirebul ni.

samsaxurebrivi dokumentebis Seqmnamde saWiroa gegmis Sedgena, romel Siac igul isxmeba azrTa gamoTqmis Tanmimdevroba.

#### **gegmis el ementebia:**

- ☒ Sesavali
- ☒ Sinaarsi (mtkiceba)
- ☒ winadadeba
- ☒ daskvna

1. Sesaval nawil Si asaxul ia dokumentis Sedgenis mizezebi, sakiTxis an faqtis istoria.

2. Sinaarsi dokumentis ZiriTadi nawil ia, romel Sic

motanil i unda iyos is faqtebi, roml ebic damtkicebas saWiroeben.

3. mesame nawil Si daiwereba avtoris piradi azrebi da winadadebebi.

4. daskvnaSi unda moxdes im moqmedebis formul ireba, romel ic momaval Si unda aisaxos am dokumentSi.

dokumentSi azrebi unda gamoitqvas rac SeiZl eba mokled, martivad, gasagebi eniT, gramatikul i, stil isturi da teqnikuri motxovnebis dacviT. misi Sinaarsi unda Seeferebodes moqmed kanonmdebl obas, gantvirTul i unda iyos zedmeti winadadebebisa da sityvebisagan. toni unda iyos Tavaziani da saqmiani.

#### **dokuments unda hqondes Semdegi el ementebi:**

- ☒ saxel wodeba (saTauri)
- ☒ Sinaarsi
- ☒ TariRi
- ☒ xel mowera.

teqsti iwereba Tavaziani formiT `Cven~, `Tqven~ nacval - saxel Ta gamoyenebit.

#### **dokumentis Sinaarsi Seicavs:**

- ☒ Sesavals
- ☒ msjel obas
- ☒ daskvnas, romel ic Sinaarsidan gamomdinareobs.

dokumentis Sinaarsi SeiZl eba gadmocemul i iyos individual urad da tipobrivad (trafaretul ad). dawesebul ebisaTvis individual uri da tipobrivi dokumentebi Tanabari mniSvnel obisaa.

TiToeul dokuments aqvs **saxel wodeba** (saTauri), romel ic unda gadmoices erTi fraziT (`gancxadeba~, `debul eba~, `oqmi~, da a.S). da romel ic Cveul ebriv, dasawyisSi iwereba.

yovel dokuments aqvs **Sinaarsi** (teqsti), romel ic

sworad da obieqturad unda gadmoscemdes saqmis vi-Tarebas, unakl o unda iyos iuridiul i Tval sazrisiT, radgan mas faqtis mtkiceba ekisreba.

dokumenti aucil ebl ad **daTariRebul i** unda iyos, igi migviTiTebS Sedgenis, xel moweris, registraciis Tu gamoqveynebis droze. dokumenti SeiZl eba warmoadgendes original s an pirs (asl s). original s uwodeben romel ime dokumentis erTaderT, Cveul ebriv ki \_ pirvel egzempl ars.

avtoris xel iT daweril original ebs **avtografebi** ewodeba.

dokuments SeiZl eba hqondes erTi xel mowera, roml - iTac erTi sakiTxI wydeba da mis Sinaarsze erTi piria pasuxismgebel i, xol o Tu dokumenti erTdroul ad ramdenime sakiTxs exeba da masze pasuxismgebel ia ramdenime piri, maSin xel s awers ramdenime piri.

praqtikaSi dadginda aseTi wesi: Tu erTi da igive dokumenti (erTdroul ad) ramdenime misamarTze igzavneba, Tanamdebobis piri xel s awers mxol od pirvel egzempl ars, xol o asl ebs xel moweriT da beWdis dasmit adasturebs kancel ariis muSaki, romel ic agzavnis maT.

mowmobis xasiaTis original isadmi piris Sesabamisobis mixedviT ganasxvaveben notariul da ubral o pirebs.

**notariul pirs** amowmebs notariusi, oficial uri piri, romel ic Tavisi xel moweriT da gerbiani beWdiT adasturebs, rom piri zustad Seesabameba original s.

**ubral o asl s** amowmebs Tanamdebobis piri, igul isxmeba im dokumentebidan gadaRebul i asl i, romel Ta original i am dawesebul ebaSi Seiqmna. rasakvirvel ia, SeiZl eba arsebobdes daumowmebel i pirebic.

dokumentisaTvis iuridiul i Zal is misaniWebl ad aucil ebel ia beWedi, romel ic daismis xel ismoweris gverdiT.

dokumentSi (rogorc teqstSi, ise cifrobriv monace-mebSi) dauSvebel ia gadasworeba, Casworeba, gadaSl a da a.S. Tu oficial ur dokumentSi daSvebul ia Secdoma, misi gasworeba SeiZl eba Semdegnairad: araswori si tyva gai xazeba, mis nacvl ad daiwereba swori forma. yovel gvare Casworeba qvemoT, amave dokumentze unda iyos aRniSnul i da damtkicebul i dokumentis Semdgenel i piris xel moweriT.

safinanso da bankebis dokumentSi araviTari Casworeba da gadasworeba ar SeiZl eba (qviTrebi, angariSebi).

Tu saqmis qaRal di erTze meti gverdia, unda dainomros arabul i cifriT. amastan danomvra iwyeba meore gverdidan. saTval avSi Sedis pirvel i gverdic.

teqstis ZiriTadi nawil i unda dainomros arabul i cifrebiT, xol o aramTavari SeiZl eba romaul iT, an asoebiT. amastan, unda davicvat gansazRvrul i wesebi: romaul i cifrebis Semdeg wertil i iwereba, arabul is Semdeg \_ wertil i an frCxil i, asos Semdeg ki frCxil i; frCxil - is Semdeg wertil i ar iwereba.

yovel i dokumenti unda iyos xel moweril i im piris mier, vinc pasuxismgebel ia mis Sedgenaze. Tu dokuments xel i unda moaweros ramdenime pirma, pirvel ad xel s awers is, visac ufro maRal i Tanamdeboba uWiravs.

oficial ur dokuments marcxniv unda hqondes dawesebul ebs Stampi. im dokuments, romel ic raime val debul ebebis Sesrul ebas Seicavs, agreTve, Tu mas cnobis xasiaTi aqvs (cnoba, mowmoba, oqmis amonaweri da a.S.) StampTan erTad unda hqondes dawesebul ebs beWedi da xel mZRvanel is xel mowera.

samsaxurebrivi dokumentebi iqmneba standartul i formisa da zomis qaRal dze. tipuri zomis qaRal di ekonomiuria, Sesanaxad moxerxebul i. yvel aze gavrcel ebul i zomis qaRal debia (mm-Si);

a-3 (287X420)

a-4 (210X297)

a-5 (148X210)

a-6 (74X105) da sxva.

dokumenti, rogorc wesi, ibeWdeba furcl is cal gverdze ori interval iT, Tu special uri miTiTeba ar aris 1 an 1,5 interval iT dabeWdvis Sesaxeb.

rogorc wesi, dokuments beWdaven ara nakl eb or egzempl arad, erTi rCeba dawesebul ebis saqmeSi.

weril is saTauri Tavsdeba kuTxovani Stampis qveS 3 interval is daSorebiT. saTauri ibeWdeba teqstis zeviT, daaxl oebiT 3 sm-is daSorebiT.

dokumentis beWdvisas furcel ze marcxniv, zeviT da qveviT unda darCes vel i (are) 3,5sm, romel ic gamoiyeneba saqmeSi Casakerebl ad, sxvadasxa Stampebisatvis, aRniSvnebisatvis, rezol uciebisatvis da sxva.

dokumentis xel momveri Tanamdebobis piris dasaxel eba ibeWdeba marcxena vel idan 10 nabeWdi niSnis daSorebiT.

rTul dokumentebs, roml ebSic ganxil ul ia sxvadasxa sakiTxi, ukeTdeba sarCevi. masSi CamoiTvl eba yvel a Tavi, qveTavi da sxva rubrika gverdebis miTiTebiT. am sarCevis moTavseba xel sayrel ia dokumentis win.

**TariRi.** ukve iTqva-is nebismieri dokumentisatvis aucil ebel i rekvizitia.

TariRi da **weril is saregistracio indeqsi (nomeri)** iwereba bl anki zeda marcxena mxares. Tu weril i warmoadgens pasuxs (e.i. araa sainiciativo), momdevno striqonze iwereba Semosul i weril is TariRi da indeqsi. TariRis Cawera xdeba Semokl ebul i formiT, arabuli cifrebiT. TariRis bol os wertil i ar iwereba. TariRis gaformebis ramdenime wesi arsebobs. magal iTad, saerTaSoriso standartiT (e,w, daRmaval i standarti)

wel i, Tve, ricxvi. 99.12.01. (mas emTxveva iaponuri standartic). Tvis Cawera xSirad sityvebiTac xdeba (99 dekembris 1), an e.w. ingl isuri wesiT, (ricxvi \_ Tve \_ wel i \_ 01.12.99) asea evropasi, maTYSoris ruseTSi, an kidev amerikul i wesiT. saqarTvel os standartiT (62-94) TariRis Caweris es samive forma daSvebul ia.

**viza.** momzadebul i dokumenti xel mosawerad wardgenamde Sinaarsobrivad unda Semowmdes da gaformebis sisworeSi darwmunebis Semdeg Semsrul ebel i piri vizas aZl evs mas. e.i. qvemoT xel s awers da usvams TariRs.

`viza- aris Semsrul ebel i piris warwera dokumentze, roml iTac igi adasturebs, rom gaecno da eTanxmeba mis Sinaarss. amis Semdeg SeiZl eba gakeTdes im pirTa vizebic, roml ebTanac SeiZl eba SeTanxmebul i iyos dokumentis Sinaarsi, magal iTad iuridiul i ganyofil ebis viza.

Semsrul ebl is an SemTanxmebul is viza daismis dokumentis dednis bol o furcl is qveda marcxena kuTxeSi.

**rezol ucia** ewodeba dawesebul ebis an romel ime ganyofil ebis xel mZRvanel is mier mokl ed gadmocemul azrs dokumentis Sinaarsze da missave miTiTebas am dokumentis Semsrul ebis xasiaTis Sesaxeb. igi iwereba dokumentis pirvel i furcl is marcxena Tavisufal adgil ze, teqstis paral el urad (da ara iribad, rogorc amas xSirad akeTeben).

rezol ucia gansazRvravs dokumentis konkretul Semsrul ebel s, daval ebis Sinaarss, saWiroebis SemTxvevaSi Semsrul ebis vadasac.

**dokumentze rezol ucia keTdeba Semdegnairad:**

1. adresatis dasaxel eba, visac ekuTvnis rezol ucia Sesasrul ebl ad.

2. teqsti, rasac iTxovs Semsrul ebisagan.

3. xel mowera.

4. TariRi.

**xel mowera.** samsaxurebriv (saqmian) dokumentebs, rogorc wesi, xel sawers dawesebul ebis xel mZRvanel i, xol o misi aryofnis SemTxvevaSi \_ pirvel i moadjil e.

xel mowera srul deba Tanamdebobis dasaxel ebis da Sesabamisi piris gvaris gaSifvras Soris, erT xazze, marj vena mxares. vinaidan bl ankze miTitebul ia organizacia, xel mowerisas araa saWiro misi gameoreba.

ori da meti xel mowera dokumentebs maSin aqvs, roca pasuxismgebl oba ramdenime pirs ekisreba. magal iTad: oqms xel saweren Tavmj domare da mdivani; safinanso dokumentebs \_ dawesebul ebis xel mZRvanel i da mTavari buRal teri; umaRl esi ganaTl ebis dipl oms \_ saswavl ebl is reqtori, saxel mwifo komisiis Tavmj domare da wevrebi da a.S.

**beWdis dasma.** garda xel mowerisa dokumentebs xSirad adastureben beWdis dasmit. beWedi daismis dokumentis xel moweris Tanamdebobis aRmniSvnel i sityvebis gverdiT.

gerbiani beWedi daesmis dokumentebs, roml ebic dakavSirebul ia ful isa da sxva material uri faseul obis miRebasTan (Cekebs, xel Sekrul ebebs, mindobil obebs). an im dokumentebs, roml ebic adastureben moqal aqeTa vinaobas, Sromis staJs, kval ifikacias (pasports, Sromis wignaks, dipl oms), agreTve dokumentebis pirebis Semowmebis dros.

ubral o beWedi daesmis iseT dokumentebs, rogori-caa cnobebi, saSvebi da sxva.

I iTonis beWdebs iyeneben fasiani konvertebis dal uqvisas, seifebis, karebis I uqiT dabeWdvisas.

gansakuTrebul i aRniSvnebi \_ grifebi. bevr dokumentebs ukeTeben gansakuTrebul aRniSvnebs, roml ebic gansazRvraven dokumentebis saiduml oebis xarisxs, saswrafoobas, gadagzavnis wess da maT ewodeba grifi.

dokumentis saiduml oebis xarisxis gansazRvrel i grifebia:

`srul iad saiduml o-, `saiduml o-. es aRniSvnebi imaze miuTiteben, rom aseTi saxis dokumentebi gankuTvnil ia mxol od garkveul pirTaTvis, roml ebmac Taviani samsaxurebrivi mdgomareobis gamo unda icodnen maTi Sinaarsi.

aRniSvnebs: L`saswrafod- `friad saswrafod- dokumentebs ukeTeben im mizniT, rom miuTiton maTi saswrafod Sesrul ebis aucil ebl oba.

### **saqmiani weril is Sedgenis zogierTi sakvanZo principi**

\* *Tqveni weril is pirvel ive striqoni unda iyos gadamwyveti. weril is Sedgenis dros 80% dauTmeT Sesaval frazas, radganac aucil ebel ia misi imgvari formul ireba, rom adresatis `gul i- Tavidanve dai pyros.*

\* *adresats (mkiTxvel s) yovel Tvis konkretul ad da cxadad auxseniT \_ ras miiRebs piradad, Tu imas gaakeTebis, rasac Tqven sTavazobT.*

\* *unda gvaxsovdes, adamianebs mudam surT:*

1. *miiRon rame an*

2. *Tavi aaridon danakargs.*

*unda gaviTval iswinoT:*

\* *weril i kiTxvisas adresati or ZiriTad impul ss iRebs. pirvel da daskvniT STabelWdil ebas. amitomac, daskvniTi nawil i weril isa da iseTive mniSvnel ovania, rogorc sawyisi fraza.*

***weril is daskvniTi nawil is ZiriTadi principebi:***

■ *sakvanZo ideebi Seaj ameT.*

■ *Tu es Sesazl ebel ia, gaakontrol eT Tqveni adresatis sapasuxo reaqla.*

■ *isargebl eT xel naweri p.s.-iT, rom weril s kidev ufro meti Zal a, damaj erebl oba da gul iTadoba mianiWoT.*

■ *da bol os, madl oba gadauxadeT mkiTxvel s da*



*usurveT mas yovel ive sikeTe ise, rogorc masTan pirad saubarSi moiqceodiT.*

### **zogierTi dokumentis Sedgena (mil ocvebi, Tanagr Znoba)**

firmis, dawesebul ebis saqmianobis Sesaxeb informaciis gacema aucil ebel ia da is garkveul Sromasa da dros moiTxovs. amis gasaadvil ebl ad, upirvel esad, unda gaviTval iswinoT rogori saxis informacia daaintere-sebT, rom is winaswar momzaddes da kompiuterSi, disketaze iqnas gadatanil i. agreTve, daintere-sebul adresats saTanado weril Tan erTad SeiZl eba gavugzavnoT bro-Sura an katal ogi, romel ic dawesebul ebis saqmianobas exeba. es did energias da dros dazogavs.

\*\*\*

mdivan-referents dawesebul ebaSi nairgvari daval ebis Sesrul eba uxdeba. saqmiani urTierTobis dros zogjer iqmneba iseTi vitareba, rodesac saWiroa partnors auxsnaT pasuxis dagviane-bis mizezi:

“sasiamovno iyo Tqveni (...TariRi...) weril is miReba, romel ic samwuxarod axl a movida...”

“madl obas mogaxsenebT (...TariRi...) weril isaTvis, romel ic CvenTvis gaurkvevel i mizezis gamo dagviane-biT (...TariRi...) miviReT...”

zogjer aucil ebel ia Sexseneba:

“imedi maqvs, miReT Cemi weril i (...TariRi...), romel ic exeba Cvens savaraudo TanamSroml obas...”

“Cven gwerdiT (...TariRi...) (.....is) Sesaxeb - vgoneb weril ma ver miaRwia Tqvenamde... Tan vurTav asl s...” da a.S.

\*\*\*

saqmian qaral debTan erTad mdivan-referents misal oci weril ebis Sedgenac uxdeba. aucil ebel ia TanamSroml ebTan, partnioresTan, megobrebTan Tbil i urTierTobis Senarcuneba.

misal oci weril ebi, baraTebi sxvadasxva mizezis gamo iwereba: firmis mier ganxorciel ebul i proeqtis, jil - dos miRebis, dawesebul ebis saubul eo TariRis, dabadebis dRis, samsaxurebrivi dawinaurebis da bevri sxva ramis aRsanisnavad.

rasakvirvel ia, gacil ebiT advil ia oj axis wevrebis, megobrebisaTvis misal oci baraTis Sedgena, vidre xel mZRvanel isa Tu saqmiani partniorisadmi.

rogor SevadginoT misal oci? misi sqemis agebis erTierTi varianti (nimuSi) amgvaria:

1. miul oceT adresats is movl ena, ris gamoc ugzavniT misal ocs.

2. miuTiteT, saidan (rogor) gaiget am movl enis Sesaxeb.

3. xazgasmit aRnisneT, rom Tqven iciT - ramdeni gaakeTa (isroma) adresatma - am SedegisTvis rom mieRwia.

4. dainteresdiT misi samomavl o gegmit.

5. daptiJeT TqvenTan.

“gvsurs gamovxatoT Cveni gul wrfel i mil ocva (.....)-Tan dakavSirebiT da saukeTeso survil ebi. gisurvebT warmatebebs Tqvens muSaobaSi da pirad bednierebas”.

“neba miboZeT visargebl o SemTxveiT da gisurvoT bednieri Soba-axal i wel i”...

pasuxi mol ocvaze SeiZl eba amgvari iyos:

“uRrmesi madl oba baraTisa da saaxal wl o mol ocvisatvis. me da Cemi kol egebi gisurvebT igives”.

"Zal zed madl ieri var gul wrfel i mol ocvisa da keTil i survil ebisaTvis"...

samwuxarod cxovreba mxol od warmateba-bednierebi-sagan ar Sedgeba. da TanamSromel i, partniori Tu sxva, upirvel esad, adamiania da gaWirvebis Jams mas Tanadgoma-TanagrZnoba sWirdeba. amitomac, aucil ebel i xdeba samZimris baraTis Sedgenac. ra Tqma unda es Zal zed Znel ia. aq SeiZl eba zogadi frazebiT Semovifargl oT. mTavaria, es samwuxaro faqti uyuradRebod ar dagvrCes da Wirisufal s vuTanagrZnoT.

amgvar weril Si SeiZl eba gamoyenebul iqnas frazebi: "miiReT Cveni uRrmesi TanagrZnoba"...

"Rrma mwuxarebiT SevityveT moul odnel i gardacval eba..." da a.S.

\*\*\*

saqmian mimoweraSi aucil ebel ia zogadi, trafaretuli i Setyobinebebis, cnobebis, Txovnis gamomxatvel i frazebis gamoyeneba:

"Cven ganzraxul i gvaqvs..."

"neba miboZeT, giTxraT..."

"maqvs bedniereba SegatyobinoT..."

"Cven Tanaxma varT Tqvens winadadebaze..."

"Cven yvel afers viRonebT, raTa..."

"imedi maqvs yvel aferi kargad midis..."

"me gul wrfel ad mj era, rom Tqven Zal giZT damexmaroT am saqmeSi..."

"gTxovT SegvatyobinoT..."

"Zal zed madl ieri viqnebodi, Tu Tqven SeZl ebdiT..."

## ucxoeTSi gasagzavni dokumentebis Sedgena da gaformeba

saqarTvel os saxel mwifoebriobis Camoyal ibebasa da gaZl ierebas, sazRvargareTis qveynebTan ekonomikuri da kul turul i urTierTobebis mkveTri zrda mohyva. nebismieri saqmiani urTierToba gul isxmobs informaciis mudmiv gacvl as. miuxedavad sakomunikacio saSual ebebis ganviTarebis da danergvisa (el eqtronul i fosta, mobil uri tel efoni, faqsi da sxv.) yvel aze xel misawvdom da saimedo saSual ebad rCeba weril i (igul isxmeba rogorc Cveul ebrivi, "tradiciul i", ise internetiT (Word-iT Tu sxv. teqniki saSual ebebiT Seqmnil i).

saqmiani weril is aucil ebl oba mudmivad arsebobs (kontraqtis, xel Sekrul ebis mosamzadebl ad, sxvadasxva produqciis gasayidad Tu nedl eul is SesaZenad, samsaxurSi mosawyobad da a.S. da a.S.). amitom, Zal zed saWiroa marTebul ad Sedges da gaformdes weril i, radganac misi saSual ebiT eqmneba adresats pirvel i warmodgena Tqvenze da Tqvens firmaze, rogorc saqmian partniorze. amasTan, gasaTval iswinebel ia isic, rom gamarTul ad (wignierad) Sedgenil i weril i saqmian urTierTobebSi warmatebis safuZvl ad iTvl eba.

ucxoeTSi gasagzavn dokumentis gansxvavebul i struqtura, forma da Sedgena sWirdeba. miT umetes, rom did britaneTsa da aSS-Si saqmiani weril isa da saqmiani urTierTobis gansxvavebul i tradicia arsebobs.

gavecnoT saqmiani dokumentebis aucil ebel el ementebis:

**saqmiani weril i**, Cveul ebriv, organizaciis bl ankian furcel ze iqmneba, romel zec aris am dawesebul ebis dasaxel eba, srul i misamarTi, tel efonebis, faqsis, tel eqsis nomrebi. agreTve, el eqtronul i fostis misamarTi.

aqve unda iyos dawesebul ebis saregistracio nomeri da xel mZRvanel is gvari.

**adresati an pirovneba, romel sac weril i egzavneba.** Tu weril i kerZo pirs egzavneba, romel ic konkretul i organizaciis TanamSromel ia, maSin misi gvaris miTiTeba aucil ebel ia. adresatis gvari unda aRniSnos rogorc konvertze, ise weril Si. weril Si gvari iwereba misamarTis dasawyisSive, marcxena kuTxeSi, furcl is zemo kidedan daaxl oebiT xuTi xazis daSorebiT.

pirvel ad aRniSnaven titul s, Semdeg saxel s da gvars. yuradReba unda mieqces, rom wertil i titul is Semokl ebul i formis Semdeg daismis ingl isuri enis amerikul variantSi, britanul Si is araa saWiro.

Tu adresatis vinaobas ar uTiTebT, maSin aucil ebel ia aRniSnoT misi Tanamdeboba am kompaniaSi (firmaSi), Semdeg ki daweroT am dawesebul ebis srul i misamarTi.

amrigad, adresatis misamarTi Semdegi komponentebisagan Sedgeba:

1. adresatis titul i da vinaoba.
2. Tanamdeboba kompaniaSi (firmaSi) (saWi roebis SemTxvevaSi).
3. nomeri (an saxl is dasaxel eba) da quCis dasaxel eba.
4. qal aqis (dasaxl ebis) an sofl is dasaxel eba.
5. safosto ganyofil eba (didi asoebiT).
6. sagrafos (didi britaneTi), Statis (aSS) dasaxel eba.
7. safosto indeqsi (didi asoebiT, sasveni niSnebis gareSe).

mimRebis misamarTi daiBeWdeba, an garkveviT daiwereba konvertis marcxena qveda kuTxeSi. zeviT, marj vena kuTxeSi ki, safosto markis adgil i unda davtovoT.

weril is avtoris vinaoba da misi misamarTi unda

daiweros furcl is zeda, marj vena mxares. **gvaxsovdes!** avtoris gvari misamarTis Semdeg iwereba.

**TariRi.** ingl isur enaSi miRebul ia TariRis orgvari gamoxatva, romel Tac komponentTa Tanmimdevroba ganaxvavebs: Tve – ricxvi – wel i, an ricxvi – Tve – wel i. SeniSvna: wl is aRniSvnis win mZime SeiZl eba davsvaT, an gamovtovoT:

March 13th 2008                      13th March 2008

March 13th, 2008                      13th March, 2008

dReisaTvis ufro gavrcel ebul ia ricxvis gamoxatva th asoebis gareSe, amasTan, SeiZl eba Tvis dasaxel ebis Semokl eba:

March 13, 2008                      13 March, 2008

Sept. 15th 2008                      15 Nov. 2008

daTariRebisas, ricxvs cifrebiTac aRniSnaven. magram aq erTi ram unda gvaxsovdes, aman SeiZl eba gaugebroba gamoiwvios. vinaidan britanul sa da amerikul Si daTariRebis komponentebis Tanmimdevroba gansxvavebul ia: britanul Si: ricxvi – Tve – wel i, amerikul Si ki Tve – ricxvi – wel i. magal iTad, 08.03.08 ingl isel isaTvis 8 martia, amerikel isaTvis 3 agvisto. amitomac, gaugebrobis Tavidan asacil ebl ad, aSS-Si gasagzavn weril Si Tve asoebiT unda daweroT.

**miTiTeba.** Cveul ebriv, gagzavnamde, weril i miRebul i standartis mixedviT registraciaSi tardeba da mas eniWeba e.w. gasul i dokumentis nomeri. miTiTeba SeiZl eba weril is xel momweri piris an mdivnis inicial ebisganac Sedgebodes.

saqmiani qaRal dis “gasul i nomeri” an sxva miTiTeba, dokumentis registraciisa da misi sistematizaciisaTvis gamoiyeneba.

arsebobs miTiTebis kidev erTi saxeoba. ZiriTadi teqstis win xSirad mocemul ia weril is mokl e Si-

naarsi an Tema da is gamiznul ia im TanamSroml is yura-  
dRebis misaqcevad, romel ic fostas axarisxebs. yvel a  
sityva am miTiTebaSi didi asoebiT iwereba (artikl eb-  
is, Tandebul ebisa da kavSirebis garda).

**unda gvaxsovdes!** saqmiani partniorisdmi gagzavni-  
li yovel i weril i (pirvel is garda), unda daviwyoT  
misgan miRebul weril ze miTiTebiT. es pativiscemisa  
da yuradRebis garda, niSania imisa, rom weril i miRebu-  
l ia da Semdgomi dial ogic amis safuZvel ze gagrZel de-  
ba. amastan, partnioris keTil ganwyobis SesanarCunebl ad  
nu daiSurebT madl obis sityvebs: "didi madl oba Tqve-  
ni <...TariRi...> Tavaziani da saqmiani weril isada svx.

**mimarTva an misal meba.** weril is teqsti, rogorc  
wesi, adresatisadmi am tipis mimarTviT iwyeba: Dear Sir,  
Dear Mrs Jones. gamonakl isia Ria baraTi, memo, mosawvevi  
baraTebi da pasuxebi miwvevze, roml ebSic mimarTva  
araa.

mimarTvis formal uroba damokidebul ia imaze, Tu  
rogori urTierToba gaqvT adresatTan.

pirvel ad mimarTvis dros gansakuTrebul i yuradRe-  
ba gmarTebT. zedmet formal urobasa da famil iarobas  
Soris, oqros Sual edi unda moiZebnos.

saqmiani weril is ingl isur enaze Sesadgenad sj obs  
dadgenil i normebi davicvaT. Tu weril i iwyeba mima-  
rTviT: Dear Sir (s) an Dear Madam, maSin sj obs weril i  
davamTavroT fraziT: Yours faithfully.

Tu weril s iwyebT gvariTa da titul iT Dear Mrs.  
Jones, maSin daskvniTi fraza sj obs iyos: Yours sincerely an  
nakl ebformal uri TavazianobiT: Yours. rodesac megobars  
mivmarTavT, SeiZl eba daiweros: Dear John da weril i  
davamTavroT See you/Love.

mimarTva Dear Sir(s) an Dear Madam gamoiyeneba im SemTx-  
vevaSi, rodesac Tqven ar iciT adresatis saxel i an  
wert Zal ian formal ur weril s.

zogjer adresatis saxel i da gvari srul ad aris  
miTiTebul i, misi titul i ki ara. saerTod, umj obesia  
adresatis titul i mivuTiToT.

**unda gvaxsovdes,** rom samefo gvaris oj axis wevreb-  
is, perebis, sasul iero wodebisa da saxel mwifos umaR-  
lesi Tanamdebobebis pirebis mimarT gamoiyeneba mima-  
rTvis gansakuTrebul i formebi.

**mimarTva** iwereba marcxniv, misamarTis qveS, sul cota  
ori striqoniT dabl a.

did britaneTSi saqmiani mimoweris dros miRebul ia  
kompaniis, misi wevrebisadmi erTobl ivi mimarTva Dear  
Sir-is tipisa, da ara romel ime erTi konkretul i piris  
mimarT.

britanul variantSi mimarTvis Semdeg Cveul ebriv mZime  
daismis: Dear Sir, Tumca bol o wl ebSi SeiniSnebatenden-  
cia sasveni niSnebis gauqmebisa.

ingl isuri enis amerikul variantSi miRebul ia mima-  
rTva: Gentlemen:, roml is bol osac ori wertil i dais-  
mis.

**Tavazianobis formula an komplimentiT dabo-  
l oeba.** frazas, roml iTac Cveul ebriv, weril i mTavrde-  
ba, Tavazianobis formul a an komplimentarul i dasas-  
rul i hqvia. arsebobs am dabol oebaTa mTel i rigi da  
yovel i maTgani konkretul i situaciis dros gamoiyene-  
ba.

formal ur weril ebSi yvel aze xSirad gvxdება fra-  
za: Yours faithfully. damamTavrebel frazaSi mimarTva: Yours  
Sincerely gamoiyeneba im SemTxvevaSi, Tu adresats Sex-  
vedrixarT da gisaubriaT.

Yours Obedient Servant gamoiyeneba gansazRvrul i rang-  
is pirovnebebis mimarT (samefo oj axis wevrebis, pereb-  
is, maRal i Tanamdebobis saxel mwifo moxel eebis...).

nakl ebad formal ur situaciebSi gamoiyeneba sxva

gamoTqmebi. daskvniT frazaSi Sincerely gamoiyeneba mego-  
brisdmi gagzavnil weril Si, xol o frazaRegards naTe-  
savis, an axl o TanamSroml isadmi. iseve rogorc With  
love, All my love, Love from an Ever yours.

**weril is saTauri.** ingl isur enaze Sedgenil i  
weril ebis umetesoba iwyeba xazgasmul i an gamoyofil i  
saTauriT, romel ic migvaniSnebs weril is Temas, Sinaars  
da Sedgeba ara umetes ori, sami sityvisagan. saTauris  
win xSirad gamoiyeneba Semokl eba: Re (Reference, Sesaxeb,  
Taobaze).

**weril is teqsti.** saqmiani weril i unda iyos mok-  
le, konkretul i da Sedgebodes sami nawil isagan: Sesav-  
al i, ZiriTadi nawili da daskvna.

pirvel abzacSi adresats unda ecnobos, Tu ratom  
mivmarTavT weril iT. momdevnoSi ki, rogorc wesi, vi-  
Tardeba weril is idea. daskvniT nawil Si ki, yovel ive  
es j amdeba, an keTdeba daskvna.

im SemTxvevaSi, rodesac aucil ebel ia romel iRac sa-  
kiTxis Sesaxeb dawvril ebiTi informaciis Setyobineba,  
sj obs es cal ke furcel ze, saTanado saTauriT gakeT-  
des, rogorc danarTi.

gramatikul i Semokl ebani: I'm, don't, we've tipisa, saqmi-  
an mimoweraSi dauSvebel ia. es, da msgavsi sityvebi wer-  
il Si srul ad unda daiweros.

**xel mowera.** rogorc wesi, did britaneTsa da aSS-Si  
weril s xel s awers is piri, romel mac is Seadgina, an  
ukarnaxa. vinaidan xel mowera xSirad gaurkvevel ia, miRe-  
bul ia xel momweris gvaris dabeWdva, rom adresatisaTvis  
gasagebi iyos am pirovnebis samsaxurebrivi mdgomareoba  
da vinaoba. gvaris qveS iwereba Tanamdeboba:

Dr John Brown

Managing Director

zogh er weril is avtors saSual eba ara aqvs wer-

il s xel i moaweros, am SemTxvevaSi pasuxismgebl oba  
ekisreba pirs, romel mac es weril i dabeWda. aseT vi-  
TarebaSi xel moweris win daismis aRniSvna PP (per proc-  
urationem) = for and on behalf of = mindobil obi T:

PP Jone Robinson

Dr John Brown

Managing Director

**danarTi.** xSirad saqmian weril s gagrZel eba axl avs.  
aseT dros weril is bol os keTdeba aRniSvna Enc(s) –  
Enclosure(s) da mieTiteba gverdebis raodenoba.

**asl i.** arc Tu iSviaTad weril is avtors surs, rom  
adresatis garda am informacias sxvac gaecnos. amis-  
aTvis weril is qveda nawil Si keTdeba aRniSvna cc: Dr B.  
Brown (cc = carbon copy).

miTiteba bc – blind copy – daismis im SemTxvevaSi, Tu  
avtors surs weril is Sinaarsis Sesaxeb ecnobos  
garkveul pirebsac, roml ebic weril Si ar moixsenebian.  
aseT SemTxvevaSi es miTiteba aucil ebel ia.

**poskriptumi** (postscript), e.i. minaweri weril is bo-  
l os, xel moweris Semdeg. gamoiyeneba im SemTxvevaSi, Tu  
xel moweris Semdeg moxda iseTi ram, roml is Sesaxebac  
unda ecnobos adresats. minaweri iwyeba Semokl ebiT  
P.S. da bol os ise v xel moweriT mTavrdeba. Tumca, aqve  
unda iTqvas - kompiuteris gamoisobiT amis saWiroeba  
dRes TiTqmis ar arsebobs.

**weril i, romel ic erT gverdze ar eteva.** Cveu-  
l ebriv, weril i iwereba bl ankis winapirze. Tu is ar  
eteva erT gverdze, is grZel deba meore furcel ze da  
a.S. ra Tqma unda, am SemTxvevaSic erTi gverdi gamoiyene-  
ba. sasurvel ia, am furcel ze, zeda marcxena kuTxeSi  
iyos dawesebul ebis dasaxel eba. gverdiT, marj vena mx-  
ares ki dabeWdil i unda iyos Continuation Sheet No... (#  
weril is gasagrZel ebel i furcel i). gangzavni organizaci-

is dasaxel ebis qveS iwereba piris an organizaciis dasaxel eba, romel sac egzavneba weril i, agreTve TariRi.

bevri ingl isuri firma ar iyenebs warweras Continuation Sheet No... aseT SemTxvevaSi pirvel i damatebiTi furcel i inomreba da ewereba 2, meores 3 da a.S.

teqtis yovel gverdze, qveda, marj vena mxares (pirvel is CaTvl iT da mxol od ara bol o furcel ze), iwereba sityva Continued an Semokl ebiT: Contd (an Cont'd) – gagrZel eba.

**konverti.** misamarTi konvertze iseve ibeWdeba, rogorc weril Si. quCis dasaxel ebis win saxl is nomeri iwereba, qal aqi ki quCis dasaxel ebis Semdeg.

misamarTis zeviT, didi asoebiT, ibeWdeba sityva, romel ic gasagzavni weril is tips aRniSnavs, kerZod: Registered – SekveTil i, Air Mail – avia, Express Delivery Co (saswrafo mitana), SeiZl eba To be Called For an Poste Restante – moTxovnamde.

misamarTi konvertze (nimuSi)

1. REGISTERED

Messrs A. Smith & Co., Limited,  
25 Leadenhall Street  
London, E. C. I.  
England

2. AIR-MAIL

The Modern Machine Tool Corporation,  
300 Lincoln Street,  
Chicago, Illinois,  
U.S.A.

konvertis winapirze, an mis ukana mxares, qveda nawil - Si, ibeWdeba gamgzavnis misamarTi.

rogorc iTqva, saqmian mimoweraSi swori gaformeba mniSvnel ovan rol s TamaSobs. upirvel esad, zustad daw-

eril i misamarTi, romel ic marTebul ad aris ganTavsebul i konvertze, emorCil eba manqanur damuSavebas, rac saSual ebas iZl eva weril i swrafad mivides aRniSnul misamarTze, meore, sworad gaformebul i konverti pirvel el STabeWdil ebas axdens adresatze.

**weril is mimRebis dasaxel eba da misamarTi (Sida misamarTi).** organizaciis dasaxel eba da misamarTi, an pirovnebis vinaoba da misamarTi visac weril i egzavneba, iwereba furcl is (bl ankis) marcxena mxares, dasmul i TariRis xazis odnav qveviT (ix. sqema gv.) organizaciis dasaxel eba an pirovnebis vinaoba, rogorc wesi, cal ke xazze iwereba.

Tu weril i romel ime firmas egzavneba, maSin miRebul ia, saxel wodebis win daisvas sityva Messrs, romel ic warmoadgens frangul i sityvis Messieurs (batonebo) Semokl ebul variants da gamoiyeneba Cveul ebriv im SemTxvevaSi, rodesac firmis dasaxel ebaSi pirovnebaTa gvarebia. rogorc wesi, am sityvis bol os wertil i daismis:

Messrs. A. Robinson and Sons

Messrs. John Brown & Co., Ltd.

Tu firmis dasaxel ebaSi pirovnebaTa gvarebi araa, maSin sityva Messrs ar iwereba:

The Sheffield Engineering\*

Limited

Co., The Modern Machine Tool

Corporation.

aSS-Si korporaciebisa da saaqcio sazogadoebebis dasaxel ebis win sityva Messrs ar daismis.

\***SeniSvna.** sityva Messrs. firmis mniSvnel obiT, damoukidebl ad, e.i. firmis dasaxel ebis gareSe ar gagi.

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\*savaWro-samrewvel o dawesebul ebaTa dasaxel eba ar iTargmneba – gadmoicema qarTul i transkripciiT

moiyeneba. qarTul Si gamoyenebul sityvas "firma", romel - sac ar axl avs saxel wodeba, ingl isur enaSi Seesabameba sityva firm. rodesac saubaria britanul saaqcio kompaniaze an amerikul saaqcio korporaciaze, maSin sityva firm-asTan erTad, xSirad gamoiyeneba sityva Company da Corporation.

rodesac weril i romel ime organizacias egzavneba, aucil ebel ia am dawesebul ebis srul i dasaxel eba im saxiT, rogoriTac mocemul ia is weril ebis saTaurebSi, savaWro cnobarebSi. dauSvebel ia Semokl ebani da sxva saxis cvl il ebani. ase magal iTad, kompaniis Robert Brown and Co. Ltd., ar SeiZl eba Sida misamarTSi daiweros R. Brown and Co, radgan aso R-iT SeiZl eba daiwyos ara mxol od es saxel i, aramed Richard, Reginald da a.S.

rodesac weril is adresatia mamakaci, maSin misi gvaris win daismis sityva Mr., romel ic warmoadgens sityva Mister-is Semokl ebul variants da is srul ad arasodes ar iwereba. sityvis bol os Cveul ebriv wertil i daismis: Mr.

adresatis gvaris win unda miuTiToT misi saxel i an saxel is pirvel i asoebi (bevr qveyanaSi, maT Soris britaneTsa da aSS-Si, mamakacebi da qal ebi or da met saxel s atareben).

mister (an baton) harol d brauns – Mr. Harold Brown  
mister (an baton) m. d. bl eks – Mr. M. Black.

britaneTSi zogjer Mr. nacvl ad weren ESq., romel - ic warmoadgens sityvas Esquire (eskvairi) da romel ic srul ad arasodes ar iwereba. am sityvis bol os wertil i daismis: Esq. aseT SemTxvevaSi pirovnebis gvaris win aucil ebl ad unda aRiniSnos misi saxel i an inicial ebi:

harol d brauns – Harold Brown, Esq.  
m. d. bl eks, eskvairs – M. D. Black, Esq.

\*\*\*

saqmiani qaRal dis ingl isur enaze Sedgenisas unda gvaxsovdes: britanul i da amerikul i (aSS) variantebs Soris arsebobs stil uri sxvaoba. Tumca isic saTqmeli ia, rom maTSi ufro metia msgavseba vidre sxvaoba: amerikel ebs ar uWirt britanul i saqmis qaRal debis kiTxva da piriqit. amitom, sj obs kargad vfl obdeT erT romel ime stil s da imiT visargebl oT, vidre erT-maneTs SevurioT orive stil i. maT umetes, rom saqmian weril ebs mxol od britanel ebi da amerikel ebi rodi weren. danarCeni msoflios umetesoba urTierTobisaTvis metwil ad ingl isur enas iyenebs.

amgvarad, nebismieri saqmiani weril i Sedgeba Semdegi aucil ebel i komponentebisagan:

1. adresati,
2. miTiTeba,
3. TariRi,
4. mimarTva,
5. teqsti,
6. daskvniTi fraza (komplimenti),
7. xel mowera.

zevit motanil i sxva komponentebi ki weril Si saWiroebis mixedvit CairTveba.

saqmiani weril i, rogorc wesi, firmis, dawesebul ebis bl ankze iwereba. qvevit nacvenebia ingl isur enaze Sedgenil i weril is el ementebis sayovel Taod miRebul i ganl ageba(ix. gv. 106).

1) saTauri

2) weril is TariRi

3) weril is mimRebis  
dasaxel eba da misamarTi

4) mimarTvis Sesaval i

5) weril is teqsti

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6) Tavazianobis daskvniTi  
fraza

7) xel mowera

8) miTiTeba danarTis

**Sesaxeb**  
**ingl isurenovan saqmian dokumentebSi**  
**didi asoebis gamoyenebis wesi**

saqmian qaRal debSi (ingl isur enaze) didi asoebiT iwereba Semdegi sityvebi:

1. saxel ebi: sakuTari da zedsarTavi, roml ebic internacional ur kuTvnil ebas aRniSnaven.

2. firmebisa da organizaciebis dasaxel ebis yvel a sityva (Semokl ebis CaTvl iT), garda kavSirebis, Tandebul ebis da artikl ebisa.

artikl i the didi asoebiT iwereba maSin, rodesac is winadadebis pirvel i sityvaa.

3. Semokl ebani: Mr., Mrs., Messrs., Esq. da sityva Miss.

4. Tanamdebobis an, dakavebul i mdgomareobis aRmiSvnel i yvel a sityva, Tandebul isa da artikl is gamokl ebiT.

President – prezidenti, Tavmj domare

Chairman of the Board of Directors – direktorTa sabWos Tavmj domare.

5. organizaciis ganyofil ebaTa dasaxel ebis yvel a sityva, kavSirebis, Tandebul ebisa da artikl ebis garda: Accounts Department – buRal teria.

6. qal aqebis, Statebis, quCebis, gzebis, bul varebis, moednebis, raionebis, SenobaTa, sastumroebis, sarTul ebis, binis, oTaxis aRmiSvnel i yvel a sityva (Semokl ebebis CaTvl iT):

Main Street, Grand Avenue, New York, N. Y.

Bush House, London. W. C.

Hotel Savoy, Room 28.

7. Tveebis dasaxel eba (srul i da Semokl ebul i) da dReTa dasaxel eba.

8. sityvebi da mimarTvebi: Dear Sirs, Gentlemen, Dear



Sir, Dear Madam.

9. pirvel i sityva daskvniTi frazisa: Yours faithfully, Faithfully yours, Yours truly, Truly yours, Yours sincerely.

10. yvel a sityva da miTiTeba saganze, Temaze an weril is Sinaarsze, kavSirebis, Tandebul ebis da artikl ebis garda.

11. SeTavazebul i, nayidi an gayidul i saqonl is CamonaTval i da zogierTi dokumentis dasaxel eba.

12. sityvebi im warwerebisa, roml ebic safosto gzanil ebis saxeobaze miuTiteben:

Air Mail, Registered.

**i ngl i sur enovan saqmi s qaRal debSi  
gamoyenebul i sasveni ni Snebi s  
gamoyenebi s zogi er Ti wesi**

1. yvel a Semokl ebul i sityvis bol os wertil i daismis (Mr., Mrs., Messrs., Co., Ltd., Inc., Sept., Oct., da a.S.).

2. daTariRebisas weril Si Tu pirvel ad ricxvs vwerT, Semdeg Tvesa da wel s, maSin Tvis dasaxel eba wl is aRniSvnisagan mZimiT gamoiyofa:

2 th September, 2008

12 th Sept., 2008

Tu ricxvi Tvis dasaxel ebas mosdevs, maSin is wl is-agan mZimiT gamoiyofa:

September 11, 2008

wl is aRniSvnis Semdeg wertil is dasma aucil ebel i ar aris.

3. firmis dasaxel ebisas, sityva Limited-is an Incorporated-is, agreTve maTi Semokl ebis dros xSirad daismis mZime, Tumca es aucil ebl ad ar iTvl eba:

The Modern Machine Tool Company, Ltd.

Smith, White and Co., Inc.

4. qal aqisa da Statis, an qveynis dasaxel ebebs Soris, agreTve, safosto raionis aRniSvnis win mZime daismis:

Chicago, Illinois

London, UK

5. misamarTSi (konvertze Tu weril Si) Cveul ebriv, mZime daismis organizaciis dasaxel ebis, an adresatis gvaris Semdeg, agreTve, raionis, qal aqis, Statis da qveynis dasaxel ebis win. saxl is nomersa da quCis (moednis) dasaxel ebas Soris xSirad mZime ar daismis.

The British Engineerng Co., Ltd.

12 City Now Road.

London. E. C.1

mZime daismis agreTve Semokl eba Esq.-isa da im sityvebis win, roml ebic pirovnebis Tanamdebobas da mdgomareobas aRniSnaven:

A.B. Smith, Esq.,

Managing Director,

Smith & Brown, Ltd.,

12 High Street,

Manchester.

6. misal mebis: Dear Sir, Dear Madam, Dear Sirs, Gentlemen – Semdeg britaneTSi mZime daismis:

Dear Sirs,

xol o aSS-Si ori wertil i:

Gentlemen:

7. daskvniTi misal mebis formul is: Yours faithfully, Yours truly da sxv. Semdeg yovel Tvis daismis mZime, romel ic misal mebas xel mowerisagan gamohyofs:

Yours faithfully,

Smith & Company, Ltd.

A. Brown

Chairman.

## **komerciu l i saqmianobis amsaxvel i dokumentebi da maTi gaformeba**

nebismieri xel Sekrul eba Sedgeba: preambul is, ZiriTadi da daskvniTi nawil isagan.

preambul a aris xel Sekrul ebis Sesaval i. masSi mocemul ia xel Sekrul ebis dasaxel eba (yidva-gayidvis, barteris da a.S.); xel Sekrul ebis dadebis TariRi, xel Sekrul ebis damdeb mxareTa dasaxel eba. isini SeiZl eba iyvnen rogorc iuridiul i, ise fizikuri pirebi.

xel Sekrul ebis ZiriTadi nawil i iyofa specifukur da saerTo pirobebad.

specifikurs miekuTvneba is pirobebi, romel ic konkretul i garigebisaTvis aris damaxasiaTebel i. saerTo pirobebi ki saerToa yvel a xel Sekrul ebisaTvis, miuxedavad Tavisi Sinaarsisa.

xel Sekrul ebis daskvniT nawil Si mocemul ia: iuridiul mxareTa misamarTebi, yvel a danarTi, romel ic xel Sekrul ebis ganuyofel i nawil ia, mxareTa xel mowera, xel Sekrul ebis dadebis adgil isa da TariRis miTiteba (Tu es preambul aSi ar gakeTda).

xel Sekrul eba weril obiTi SeTanxmeeba, romel sac debs ori mxare (ori dawesebul eba, ori cal keul i pirovneba an dawesebul eba da kerZo piri) raime faqtis gamo (gansazRvrul i samuSaos Sesrul eba), nedl eul iT uzrunvel yofa, yidva-gayidva da a.S).

rogorc wesi, xel Sekrul eba dgeba or egzempl arad (yovel mxares rCeba TiTo egzempl ari), xol o mxareTa xel mowerebi dasturdeba beWdiT. Tu xel Sekrul eba registrirebul ia sanotaro kantoraSi, is dgeba sam egzempl arad, erTi rCeba sanotaro kantoris saqmeebSi.

**xel Sekrul ebis Semadgenel i nawil ebia:**

1. dokumentis dasaxel eba;
2. dokumentis Sedgenis TariRi da adgil i;
3. xel Sekrul ebaSi Semaval i mxareebis dasaxel eba;
4. xel Sekrul ebis dadebis iuridiul i safuZvel i;
5. xel Sekrul ebiT gaTval iswinebul i samuSaos daxasiaTeba;
6. aRebul i val debul ebis Sesrul ebis vadebi;
7. xel Sekrul ebiT gaTval iswinebul i samuSaos Rirebul eba da angariSis wesi;
8. sanqciebi, roml ebic gamoiyeneba erT-erTi mxaris mier, xel Sekrul ebis pirobebis darRvevis SemTxvevaSi;
9. xel Sekrul ebis gasaCivrebis wesi (gamoiyeneba mxol od xel Sekrul ebis kerZo pirTan dadebis SemTxvevaSi).
10. mxareTa iuridiul i misamarTebi;
11. xel Sekrul ebaSi monawil e mxareTa xel mowerebi

## **komerciu l i winadadeba (ofer ta)**

xel Sekrul ebis dadebamde organizaciebi erTmaneTs awvdian informacias momaval i kontraqtis Sesaxeb. es informacia aisaxeba komerciu l dokumentebSi: moTxovna, pasuxi moTxovnaze, oferta, SekveTa, kontraqti da a.S.

gamyidvel i (oferenti) (S) ugzavnis myidvel s (B) komerciu l winadadebas, SeTavazebas, anu ofertas (I aT. \_ gTavazobT), romel Sic gamyidvel i konkretul pirobebSi garigebis survil s gamoTqvams.

xel Sekrul ebis dadebis iniciatori mxare amzadebs meore mxarisTvis winadadebis, romel sac uwodeben xel Sekrul ebis proeqts anu ofertas. amgvarad oferta aris ara yvel a xel Sekrul ebis proeqti, aramed is proeqti, romel sac xel s awers erTi mxare. Tu meore mxarem xel i moawera da gamogzavna is mewarmis misamarTze, es

niSnavs, rom maT Soris daido xel Sekrul eba.

moTxovnis tegsti ufro mokl ea vidre oferta.

saerTaSoriso praqtikaSi, weril obiTi formis garda, miRebul ia SeTavazeba tel efoniT an piradi Sexvedrisas. pasiuri SeTavazebis garda, ofertas gaxavna SeiZl eba gamyidvel is iniciativiTac.

**ofertas rekvizitebia:**

1. saqonl is (momsaxurebis) dasaxel eba;
2. raodenoba;
3. xarisxi;
4. SefuTvis wesi;
5. fasi;
6. miwodebis vada;
7. gadaxdis pirobebi.

Tavisufal i ofertas SemTxvevaSi ramdenime potenciur myidvel Tan erTdroul ad igzavneba preiskuranti, katal ogi.

mtkice ofertas SemTxvevaSi saqmiani weril i-oferta igzavneba mxol od erT myidvel Tan, konkretul i winadadebebiT da fiqsirebul i vadiT. es xel Sekrul ebis dadebis pirvel i stadiaa.

**kontraqti.** warmatebiT Catarebul i mol aparakebis Semdeg mxareebi deben kontraqts. kontraqti, xel Sekrul eba, garigeba, SeTanxmeba ori an ramdenime iuridiuli i mxaris weril obiTi SeTanxmebaa maT Soris sameurneo an sxva val debul ebebze. esaa samoqal aqo ufl ebebis dadgenis xel Sekrul eba saqonl is (momsaxurebis) eqsportze, importze, saqonl is gacvl aze da sxva operaciebze.

garigeba SeiZl eba Sesrul des ucxour, saerTaSoriso Tu erovnul val utaSi. kontraqti SeiZl eba dadebul i iyos garkveul i vadiT, xangrZl ivi (3-5 da meti wl iT), erTi wl iT da a.S.

praqtikaSi, kontraqtis Sedgenisas mxareebi cdil oben yovel i muxl is garkveul ad da detal urad Camoyal i-bebas, raTa Tavidan aicil on uTanxmoeba kontraqtis dadebis Semdeg. kontraqtis muxl ebis raodenoba da mimdevroba araa dadgenil i da damokidebul ia garigebis xasiaTze, saqonel ze, urTierTval debul ebebze.

kontraqti SeiZl eba iyos erTjeradi an periodul i miwodebiT, saqonl is fasis ganaRdebis ful adi sasaqonl o an Sereul i formiT.

saTauri, kontraqtis dadebis adgil i, TariRi da mxareTa saxel wodeba Seadgens kontraqtis Sesaval nawil s.

**kontraqtis rekvizitebia:**

1. saTauri `kontraqti- da misi nomeri unda mieTitos furcl is SuaSi.

2. adgil i da TariRi kontraqtis dadebisas unda mieTitos furcl is marjvena mxares.

3. mxareTa dasaxel eba mocemul ia Cveul ebriv, Semdegi formiT: `... saaqcio sazogadoebam, Tbil isi, Semdeg wodebul i gamyidvel i da... saaqcio sazogadoebam, moskovi Semdeg wodebul i myidvel i, dadebis winamdebare kontraqti Semdegze...`.

terminebis: `gamyidvel i~, `myidvel i--s nacvl ad xmaroben agreTve `mimwodebel i~, `SemkveTi~, `Semsrul ebel i~. an organizaciis Semokl ebul dasaxel ebas. SeiZl eba am sityvebis brWyal ebis gareSe xmareba, magram aucil ebl ad gamoyofil i (muqi an mTavrul i) SriftiT.

**xel Sekrul ebis sagani,** esaa saqonl is (momsaxurebis) dasaxel eba, maxasiaTebl ebi da asortimenti.

**saqonl is raodenoba** gamoixateba wonis, sigrZis, farTis da mocul obis erTeul ebSi.

**saqonl is xarisxi** SeiZl eba Sefasdes sxvadasxva gziT: uSual o daTval ierebiT (bazroba, auqcioni), ni-muSebis safuzvel ze.

**saqonl is fasi da miwodebis Rirebul eba** saqonl is saxeobaze, xarisxe, markaze cal -cal ke unda iyos dadgenil i. sagareo vaWrobaSi aq miTiTebul ia fasis bazisi, val uta, fiqsirebul i fasi, SeniSvnebi.

**miwodebis vada** kontraqtSi sxvadasxva formiT SeiZl eba Camoyal ibdes: miwodebis miTiTebiT (araugvianes meore kvartl isa-) an raime moqmedebis Sesrul ebis momentidan (wina partiis mowodebidan erTi Tvis Semdeg-).

**SefuTva da datvirTva.** SefuTva uzrunvel yofs saqonl is dacvas dazianebisagan gadazidvis procesSi. kargi SefuTva erTdroul ad saqonl is rekl amacaa.

**gadaxdis pirobebi da wesi.** kontraqtSi miTiTebul ia angariSsworebis formebic. komerciul praqtikaSi yvel aze gavrcel ebul ia inkaso dauyovnebel i gadaxdiT. sabanko gadaricxva, akreditivi da CekiT angariSsworeba. aqvea miTiTebul i val uta da sabanko rekvizitebi.

**saqonl is Cabareba da miRebis aqtis xel mowera** xdeba saqonl is xarisxis da raodenobis Semowmebis Semdeg.

**kontraqtis damateba.** ZiriTadi kontraqtis garda xSirad aformeben danarTs, romel ic kontraqtis ganuyofel i nawil ia. kontraqtis damatebas cvl il ebebi Seaqvs SeTanxmehis pirobebSi, magal iTad raodenoba, fasi, xarisxi.

danarTze xel sawers orive mxare. xel mowera SeiZl eba gaformdes kontraqtTan erTad, garigebis procesSi an garigebis dasrul ebis Semdeg (magal iTad, saqonl is damatebiTi raodenobis miwodebis Sesaxeb).

kontraqtis danarTSi miTiTebul ia garigebis damatebiTi dazustebul i pirobebi, magal iTad, moTxovnebi SefuTvaze da sxv.

**rekl amacia** komerciul i dokumentia, roml iTac auwyeben xel Sekrul ebis, kontraqtis damrRrev mxares.

rekl amacia (pretenzia) ewodeba moTxovnas sauravis, saupirosa da jarimis gadauxdel obisa da xel Sekrul ebis (kontraqtis) Seusrul ebl obis Sedegad warmoSobil i danakrgebis anazRaurebis Sesaxeb, romel ic waredgineba damnaSave mxares.

rekl amaciebi ibeWdeba weril is saxiT oTx cal ad, romel Taganac ori SemdegSi gamoiyeneba rogorc sasarCel o gancxadebis danarTi.

**rekl amaciis Semadgenel i nawil ebia:**

1. rekl amaciis gamgzavni dawesebul ebis kuTxis Stampi;
2. dokumentis nomeri da TariRi (iwereba StampSi);
3. im organizaciisa da Tanamdebobis piris dasaxel eba da misamarTi, romel sac gamoecxada pretenziebi;
4. rekl amaciis Sinaarsi;
5. danarTebis CamoTvl a;
6. Tanamdebobis pirTa xel mowera.

### **fi nansur i angari Ssworebi s formebi**

kontraqtis dadebisas masSi gansazRvrul i unda iyos angariSsworebis formebi.

komerciul praqtikaSi, yvel aze xSirad gamoiyeneba inkaso dauyovnebl ivi gadaxdiT, akreditivi, sabanko gadaricxva, angariSsworebis saCeko forma.

**inkaso** dauyovnebl ivi gadaxdiT angariSsworebis iseTi formaa, rodesac gamyidvel i Tavis banks daval ebas aZl evs myidvel isagan gadasaxdel ebis Tanxis miRebaze (saTanado sabuTebis safuZvel ze) sasaqonl o sabuTebis garda am SemTxvevaSi gamoiyeneba sainkaso daval eba.

**akreditivi** angariSsworebis iseTi formaa, rodesac banki iRebs val debul ebas myidvel is miTiTebiT gadauxados gamyidvel s miwodebul i saqonl is Rirebul eba.

akreditivi ixsneba garkveul Tanxaze, dadgenil i vadiT. akreditivi SeiZl eba iyos mowveviTi (romel ic SeiZl eba gauqmndes vadis gasvl amde myidvel is miTiTebiT). arsebobs agreTve dadasturebul i, daudasturebel i gadasagzavni da sxva saxis akreditivi (mag. sagareo vaWrobaSi xSirad gamoiyeneba sasaqonl o akreditivi).

**sabanko gadaricxva** esaa bankis daval eba, weril obiti an tel eqsiT gadacemul i) meore bankisadmi, moaxdinos angariSsworeba an misces nebarTva ful is mimRebisaTvis garkveul i Tanxis gadasaxdel ad. sabanko gadaricxva srul deba myidvel is moTxovniT.

angariSsworeba saCeko formiT xdeba Cekis gamcemis mier Tavisi bankisadmi gankargul ebiT: gadauxados garkveul i Tanxa Cekis mfl obel s naRdi ful iT an gadaricxviT.

**Cekis rekvizitebia:**

- saxel wodeba (^Ceki~)
- gankargul eba Tanxis gadaxdaze
- TariRi
- gacemis da gadaxdis adgil i
- mfl obel is xel mowera.

**nawil i mesame**

**dokumentebi s ena, stil i da marTI wera**

dawesebul ebaTa dokumentebis ena qarTul i enis l eqsikur fonda da gramatikul wesebze unda iyos danyarebul i. saqmiani metyvel ebis ZiriTad Taviseburebas warmoadgens sizuste, l akonuroba, l ogikuroba, Tamimdevroba da damarwmunebl oba. rac ufro farTodaa dokumentSi gamoyenebul i l literaturul i enis l eqsikuri maragi, miT ufro zustad iqneba Sedgenil i dokumenti, miT ufro cxadi da naTel i iqneba masSi gamoTqmul i azri. winadadebebSi sityvaTa wyoba unda iyos bunebrivi, gramatikul ad gamarTul i. mizanSeuwonel ia iseTi moZvel ebul i sityvebisa da gamoTqmebis gamoyeneba, rogoricaa: `amiT gatyobinebT rom...~, `warmomdgeni amisa...~, `mieca ese dasturad imisa, rom igi namdvil ad swavl obs (muSaobs)...~ da sxv.

teqstis Sedgenisas yuradRebiT unda movepyroT gramatikul SeTanxmebbs, magal iTad, Tu dokumenti iwyeba mesame pirSi, is mesame pirSive unda damTavrdes da ara pirvel pirSi.

dokumentis teqstis Camoyal ibebisas, unda veridoT azris orgvarad gagebis Sesazl ebl obas.

dokumentSi warmodgenil i unda iyos yvel a aucil ebel i monacemi, romel ic dasmul sakiTxs exebe, raTa SemdegSi saWiro ar gaxdes damatebiTi cnobebi da axsna-ganmarteba.

dokumentSi (rogorc teqstSi, ise cifrobriv monacemebSi) dauSvebel ia gadasworeba, Casworeba, gadaSl a da a.S.

dokumentis ama Tu im punqtis dasazustebi ad iyeneben SeniSvnebsa da sqol ioebis. sqol ioebi erTnairad unda iyos gaformebul i cifrebiT 1). 2). 3). da a.S. an varskvl avebiT da a.S.

sqol ioebi ibeWdeba Sesabamisi gverdis bol os, xazis qvemoT, sityva `SeniSvna- an SeniSvnebi iwereba gansxvavebul i SriftiT abzacidan da xazi gaesmeba.

### **dokumentis stili**

● *dokumentis teqsti unda moicavdes naTI ad, damajerebi ad da mokl ed gadmocemul utyuar da argumentirebul informacias, roml is Sinaarsic unda ukavSird ebodes mocemul sakiTxze adre gamocemul dokumentebis.*

● *dokumentis teqsti formdeba gamarTul i teqstis, anketis, cxril is an am formebis SeerTebis saxiT.*

● *dokumentis erTiani gamarTul i teqsti moicavs gramatikul ad da l eqsikurad SeTanxmebul informacias mmarTvel obiT moqmedebebis Sesaxeb da gamoiyeneba wesebis, debul ebebis, weril ebis, gankargul ebiTi dokumentebis Sedgenis dros. erTiani gamarTul i teqsti SeiZl eba Sedges trafaretis safuZvel ze, romel ic moicavs mudmiv informacias da Tavisufal adgil ebs cval ebadi informaciis Sesatanad.*

● *anketis forma gamoiyeneba cifrobrivi an sityvieri informaciis gadmocemis dros erTi obieqtis Sesaxeb garkveul i niSnebis mixedviT, obieqtis niSnebis dasaxel eba da maTi daxasiaTeba gadmoicema arsebiTi saxel iT saxel obiT brunvaSi; maCvenebl ebi SesaZl ebel ia gadmoices cifrebiT. anketis saxiT teqstis Sedgena gamoiyeneba saorganizacio-gankargul ebiT, safinanso, sagegmo da sxva dokumentebSi.*

● *cxril is forma gamoiyeneba cifrobrivi an sityvieri informaciis gadmocemis ramdenime obieqtis Sesaxeb rigiT niSnebis mixedviT. cxril iani teqsti gamoiyeneba sagegmo, statistikur, safinanso, sabuRal tro, saorganizacio-gankargul ebiT da sxva dokumentebSi. grafebisa da striqonebis saTaurebi da qvesaTaurebi unda gadmoices arsebiTi saxel iT, saxel obiT brunvaSi, mxol obiT ricxviSi. cxril is striqonebisa da grafebis saTaurebsa da qvesaTaurebSi gamoiyeneba mxol od sayovel Taod miRebul i Semokl ebebi da pirobiTi aRniSvnebi.*

● *cxril ebsa da anketebSi, roml ebic gankuTvnil ia kompiuterul i teqnikiT dasamuSavebl ad, obieqtebs, niSnebsa da maT maCvenebl ebs, saWiroebis SemTxvevaSi teqnikiur-ekonomikiur informaciis kl asifikatorebis mixedviT miecema kodebi.*

a) *gankargul ebiT dokumentebSi, roml ebic gamoicema erTmmarTvel obis principiT (brZaneba, miTiteba, gankargul eba) teqstis Sedgenisas gamoiyeneba mxol obiT ricxvis pirvel i piri (vbrZaneb, moviTxov), xol o xel mZRvanel obisadmi mmarTul dokumentebSi (gancxadeba, moxsenebiTi baraTi, axsna-ganmartebiTi baraTi) mravl obiT ricxvis pirvel i piri (gTavazobT, gTxovT).*

● *dawesebul ebis gankargul ebiT dokumentebSi, roml ebic gamoicema kol egiuri principiT (dadgenil ebebi, gadawyvetil ebebi), teqstis Sedgenisas gamoiyeneba mxol obiT ricxvis mesame piri (adgens, gadawyvita).*

● *erTobl ivi gankargul ebiTi dokumentebis (brZaneba, dadgenil eba, gadawyvetil eba) teqstis Sedgenisas gamoiyeneba mravl obiT ricxvis pirvel i piri (vbrZanebT, gadawyviteT, vTavazobT).*

● *oqmebis teqstis Sedgenisas gamoiyeneba mesame piri mravl obiT ricxvi (moismines, azri gamoTqves, gadaw-*

yvites), gamomsvl el Ta Sinaarsi gadmoicema mesame piriT mxol obiT ricxvSi.

- dokumentebSi, roml ebiTac dgindeba ufl ebebi da moval eobebi (debul eba, wesdeba, instruqcia, wesebi da sxv.), agreTve roml ebSic aRweren adastureben faqtebs, movl enebS, iZl evian dawesebul ebebis saqmianobis Sefasebas (aqti, daskvna, cnoba, angariSi da sxv.), teqstis gadmoicemisas gamoiyeneba mesame piriS mxol obiTi an mravl obiTi ricxvi (mTavar inJiners ufl eba aqvs; komisiAm daadgina; institutma SeimuSava, komisiis Semadgenl obaSi Sedian...).

- mimoweris teqstis Sedgenisas gamoiyeneba pirvel i piriS mravl obiTi ricxvi (mizanSewonil ad migvaCnia, gigzavniT daskvnaS).

- dokumentis teqsti formdeba gamarTul i teqstis, anketis, cxril is an am formebis SeerTebis saxiT.

- dokumentis erTiani gamarTul i teqsti moicavs gramatikul ad da l eqsikurad SeTanxmebul informacias mmarTvel obiTi moqmedebebis Sesaxeb da gamoiyeneba wesebis, debul ebebis, weril ebis, gankargul ebiTi dokumentebis Sedgenis dros. erTiani gamarTul i teqsti SeiZl eba Sedges trafaretis safuZvel ze, romel ic moicavs mudmiv informacias da Tavisufal adgil ebs cval ebadi informaciis Sesatanad.

- anketis forma gamoiyeneba cifrobrivi an sityvieri informaciis gadmoicemis dros erTi obieqtis Sesaxeb garkveul i niSnebis mixedviT. obieqtis niSnebis dasaxel eba da maTi daxasiaTeba gadmoicema arsebiTi saxel iT saxel obiT brunvaSi; maCvenebl ebi SesaZl ebel ia gadmoices cifrebiT. anketis saxiT teqstis Sedgena gamoiyeneba saorganizacio-gankargul ebiT, safinanso-sagegmo da sxva dokumentebSi.

- cxril is forma gamoiyeneba cifrobrivi an si-

tyvieri informaciis gadmoicemisas ramdenime obieqtis Sesaxeb rigiTi niSnebis mixedviT. cxril iani teqsti gamoiyeneba sagegmo, statistikur, safinanso, sabuRal-tro, saorganizacio-gankargul ebiT da sxva dokumentebSi. cxril ebs aqvs teqstis danawevrebis ori done: Sveul i (vertikal uri) \_ grafebisa da Tarazul i (horizontal uri) \_ striqonebisaTvis. Tu cxril i ibeWdeba or an met gverdze, cxril ebis grafebi inomreba; Semdeg gverdebze ibeWdeba mxol od grafebis nomrebi. grafebisa da striqonebis saTaurebi da qvesaTaurebi unda gadmoices arsebiTi saxel iT saxel obiT brunvaSi, mxol obiT ricxvSi. cxril is striqonebisa da grafebis saTaurebisa da qvesaTaurebSi gamoiyeneba mxol od sayovel Taod miRebul i Semokl ebebi da pirobiTi aRniSvnebi.

- cxril ebsa da anketebSi, roml ebic gankuTvnil ia kompiuterul i teqnikiT ydasamuSavebl ad, obieqtebs, niSnebsa da maT maCvenebl ebs saWiroebis SemTxvevaSi teqnikur-ekonomikur informaciis kl asifikatorebis mixedviT miecema kodebi.

a). gankargul ebiT dokumentebSi, roml ebic gamoicema erTmmarTvel obis principiT (brZaneba, miTiteba, gankargul eba), teqsti Sedgenisas gamoiyeneba mxol obiTi ricxvis pirvel i piri (vbrZaneb, moviTxov), xol o xel mZRVanel obisadmi mmarTul dokumentebSi (gancxadeba, moxsenebiTi baraTi, axsna-ganmartebiT baraTi) mravl obiTi ricxvis pirvel i piri (gTavazobT, gTxovT).

dawesebul ebis gankargul ebiT dokumentSi, roml ebic gamoicema kol egiuri principiT (dadgenil ebebi, gadawyvetil ebebi), teqstis Sedgenisas gamoiyeneba mxol obiTi ricxvis mesame piri (adgens, gadawyvita).

- erTobl ivi gankargul ebiTi dokumentebis (brZaneba, dadgenil eba, gadawyvetil eba) teqstis Sedgenisas gam-

*oiyeneba mravl obiTi ricxvis pirvel i piri (vbrZanebT, gadavwyviteT, gTavazobT).*

● *oqmebis teqstis Sedgenisas gamoiyeneba mesame piris mravl obiTi ricxvi (moismines, azri gamoTqves, gadawvyvites). gamomsvl el Ta Sinaarsi gadmoicema mesame piriT mxol obiT ricxvSi.*

● *dokumentebSi, roml ebiTac dgindeba ufl ebebi da moval eobebi (debul eba, wesdeba, instruqcia, wesebi da sxv.), agreTve roml ebSic aRweren, adastureben faqtebs, movl enebS, izl evian dawesebul ebebis saqmianobis Sefasebas (aqti, daskvna, cnoba, angariSi da sxv). teqstis gadmoemis gamoiyeneba mesame piris mxol obiTi an mravl obiTi ricxvi (mTavar inJiners ufl eba aqvs; komisiAm daadgina; institutma SeimuSava, komisiis Semadgenl obaSi Sedian...).*

● *mimoweris teqstis Sedgenisas gamoiyeneba pirvel i piris mravl obiTi ricxvi (mizanSewonil ad migvaCnia, gigzavniT daskvnas).*

*/amonaweri kanonidan: `saqmiswarmoebis erTiani wesebi-~*

### **mar TI wer i sa da punqt uaci i s wesebi**

**marTI weris sakiTxi.** umarTebul o formebis SemoW-  
risa da xmarebis probl ema yvel a literaturul enaSi  
daisms, rarig ganvitarebul i da gavr cel ebul ic ar unda  
iyos igi. maT Soris iseTi xangrZl ivi istoriis mqone  
literaturul enaSi, rogoric qarTul ia. mizezi sadavo  
sakiTxebis gaCenisa bevria: CamovTvl iT ramdenimes: kuTxuri  
ena da dial eqtebi, sityvaTa gansasxvavebl ad paral el uri  
formebis gaCena da piriqit, erTi da igive mniSvnel obis  
sxvadasxva formis Serwyma da axal i formis gaCena da a. S.  
maT Soris gansakuTrebit aRsaniSnavia sxva enidan sesxeba

Tu sxva enis zegavl ena (rac bunebrivi movl enaa yvel a  
enisaTvis), da romel ic marTI werisas gaurkvevl obas iwvevs.

saqarTvel os yovel Tvis hqonda pol itikuri da isto-  
riul -kul turul i kavSiri aRmosavl eTisa da evropis qvey-  
nebTan, Semdgom \_ ruseTTan. am kavSiris meSveobit, zepiri  
Tu Targmnis gziT Semovida bevri sityva da gamoTqma, romel Ta  
nawil ic rusul is meSveobit damkvidrda qarTul enaSi.  
amitomac, bunebrivia formaTa is siWrel e (am enaTa Tavise-  
burebis gamo), romel ic SeimCneva saqmis qaRal debis (da ara  
mxol od maTi) Sedgenisas. magal iTad, berZnul idan Semosu-  
l i g-s Semcvel i sityvebi gadmoecemul ia xan g-Ti, xan R-Ti:  
`giorgi, grigol i-, magram `aRaTi, Rentori, traRedia- da  
sxva rusul is gziT sityvebis nawil i Semovida erTis mxriv  
bol o a-s mokveTIT: not-i, gazeT-i, hil z-i, meore mxriv a-s  
moukvecavad: l oJa, aFiSa, anketa da sxva.

gaugebrobisa da Secdomebis Tavidan asacil ebl ad  
dadgenil ia ucxouri enebidan Semosul sityvaTa, ukeT,  
asoebisa Tu asoTa kompl eqsebis marTebul i gadmotanisa  
da damkvidrebis wesi. **gavecnoT zogierT maTgans:**

ucxo enidan momdinare sityvebi roml ebSic dedaenaze  
h iwereba, qarTul Sic h asoTi gadmoicema.

**sworia:** abstrahireba, al kohol i, behemoTi, haine,  
hal stuxi, herci, hidrosadguri, horizonti

**Secdomaa:** al kogol i, abstragireba, begemoTi, gaine,  
gal stuki, gerci, gidrosadguri, gorizonti

zogjer h-s arasworad enacvl eba x; magal iTad ho-  
l is nacvl ad amboben da weren xol i, muhajiris nacv-  
l ad muxajiri, Sahis \_ magivrad Saxi da a.S.

magram Tu fuZe enaSi g iwereba, es sityvebi qarTul -  
Sic g asoTi gadmoicema:



gambuzia, geometria, gl obusi, gangsteri, gonkoki, garibal di  
**Secdoma:** hambuzia, hangsteri, herceni da a.S.

## t Tu T

zogj er umarTebul od unacvl eben erTmaneTs t-s da  
T-s. sakiTxi martivad gadawydeba Tu gaviTval iswinebT  
rogor iwereba es sityva im enaSi, saidanac igi modis,  
Tu sityvaSi dedaenaze T iwereba, qarTul Si T daiwera-  
ba. amgvarad, swori forma iqneba:

aTeizmi, Termodinamika, maTematika, qrestomaTia, bibl ioTe-  
ka, sinTezuri, simpaTia, kaTeti, esTetika, kaTodi da sxva.

**Secdoma:** anestezia, antol ogia, antropol ogia, ati-  
patia, apatia da a.S.

magram sxva enidan momdinare im sityvebSi, roml ebSic  
dedaenaze **t** iwereba, qarTul Sic **t** rCeba:

abiturienti, metastazi, etiketi, adaptacia, tel esko-  
pi, pl atforma, l aboranti, armatura, termini da a.S

**Secdoma:** adaftacia, adefti, armaTura, kaTal ogi, Ter-  
mini da a.S.

## q Tu x

berZnul -l aTinuridan momdinare sityvebi, roml ebSic  
dedaenaze x iwereba, qarTul Si q asoTi gadmoicema:

anarqia, intel eqti, meqanizacia, diaqronia, araqisi, po-  
l iteqnikuri, meqanika, teqnoL ogia, arqeol ogi, arqiteq-  
tori, ol igarqia, qromi...

**Secdoma:** anarxia, anaxronizmi, arxaizmi, arxi pel agi,  
arxiteqtori, texnika da a.S.

## ai Tu ei

germanul i enidan Semosul sityvebSi, roml ebic ei  
difTongs Seicaven, iwereba ara ei aramed ai:

ainStaini, raini, grosmaisteri, raisfederi, l aib-gvard-  
ia, raixstagi, markSaideri, caitnoti, pol icmaisteri, haine  
da sxva.

**Secdoma:** einSteini, veimari, l eib-gvardia, l eibnici,  
markSeideri, reixstagi da a.S.

## l a Tu l ia

qarTul Si rusul i enis meSveobiT Semosul ia ram-  
denime aTeul i iseTi ucxo sityva, romel Tac rusul  
daweril obaSi KZ kompl eqsi moudiT, rac CvenSi zogj er  
Secdomas badebs. unda gvaxsovdes \_ aseTi sityvebi  
qarTul Si l a-Ti gadmoicema:

akumul atori, asimil acia, egzempl ari, ventil acia, ko-  
rel ati, manipul acia, okul ari, partikul arizmi, regu-  
l atori, cirkul acia da a.S

**Secdoma:** akumul iatori, artikul iacia, egzempl iari,  
izol iatori, kancel iaria, kapitul iacia da a.S.

## l u Tu l iu

rusul i enis meSveobiT Semosul i ucxo sityvebi,  
roml ebsac rusul daweril obaSi K> kompl eqsi mou-  
diT, qarTul Si l u-Ti gadmoicema:

absol uti, l uqsi, absol uturi, prel udia, bl umingi,  
rezol ucia, il ustracia, fl ugeri, l ustra da sxva.

**Secdoma:** absol iuturi, al iumini, bl iumingi, pal iu-  
ta, il iustracia da a.S.

## gz Tu kz

rusul i enis meSveobiT ucxo enebidan momdinare sityvebi, roml ebSic rusul i kz kompl eqsi gvxdება, qarTul - Si gz kompl eqsiT gadmoicema:

egzarqosi, egzogamia, egzekutori, egzoderma, egzotika, egzotikuri, egzempl ari da sxva.

**Secdomaa:** ekzarxosi, ekzekucia, ekzema, ekzempl ari da a.S.

## kv Tu qv

I aTinuridan momdinareP qu kompl eqsis Semcvel i sityvebi qarTul Si gadmoicema kv kompl eqsiT:

adekvati, kvartal i, akvarel i, kvinta, ekvatori, kvorumi, kvadrati, rekviziti, kval ifikacia, rel ikvia da sxva.

**Secdomaa:** adeqvaturi, antiqvari, eqival enti, rel iqvia, aqvarel i da a.S.

## qt Tu kt

qt kompl eqsis Semcvel i ucxo sityvebi qarTul Si gadmoicema ara kt kompl eqsiT, rogorc es zogj er xdeba, aramed qt kompl eqsiT:L

abstraxtul i, veqtori, arqiteqtori, induqtori, aqti intel eqti, gal aqtika, l eqtori, direqtori, speqtri da a.S

**Secdomaa:** antrakti, arqitektori, arktika, akti, aktiori, gal aktika da a.S.

## qc Tu kc

kc kompl eqsis Semcvel i ucxo sityvebi qarTul Si gadmoicema qc kompl eqsiT:

abstraxcia, l eqcia, auqcioni, kol eqcia, produqcia, reaqcia, aqcioneri, reduqcia, induqcia, funqcia da sxva

**Secdomaa:** atrakcioni, akcenti, direkcia, dikcia, vakcina, infekcia da a.S.

## fs Tu ps

ps kompl eqsis Semcvel i ucxo sityvebi qarTul Si gadmoicema fs kompl eqsiT:

apokal isfsisi, el ifsi, kafsul i, pal imfsesti, raf-sodia, fsiqiatრი, l afsusi, fsevdonimi, epil efsia, Stef-sel i da a. S.

**Secdomaa:** el ipsi, epil epsia, kapsul i, psevdokl asicizmi, psiqika da a.S.

## ks Tu qs

ks kompl eqsis Semcvel i ucxo sityvebi qarTul Si gadmoicema qs kompl eqsiT:

aneqsia, eqstrati, aqsioma, veqsil i, eqsperimenti, indeqsi, eqsponati, l eqsika, eqsterni, refl eqsi da sxva;

**Secdomaa:** aneksia, aksesuari, eksperti, mikstura, oksfordi da a.S.

## fc Tu pc

pc kompl eqsis Semcvel i ucxo sityvebi qarTul Si gadmoicema fc kompl eqsiT:

apercefcia, l aifcigi, koncefcia, percefcia, korufcia da sxva.

### **zogi rusul i sityvis qarTul ad gadmoicemis-aTvis**

rusul i umaxvil o O qarTul ad gadmoicema o asoTi: bogdanovi, gorbatovi, gol ovanovi, griboedovi, boris godunovi, obl omovi, dostoevski, novoJil ovi, tol s-toi da sxva.

**Secdoma:** bagdanovi, baris gadunovi, garbatovi, das-taevski da a.S.

rusul i enis meSveobiT sxva enebidan Semosul si-tyvebSi, roml ebSic rusul Si ë iwereba, qarTul Si io unda daiweros garda im SemTxvevisa roca ë mosdevs ж, ш да ч-s:

antrepreniori, diomini, partniori, montiori, aqti-ri, poziori, budioni da sxva.

**Secdoma:** aqtori, grinevi, guvernori, dubl ori da a.S.

Ж, ш, ч-s Semdeg ë-s adgil as iwereba o: Jol taia (mdinaris saxel ia), Corni (gvaria), Corni rinoki (adgi-l is saxel ia) da sxva.

### **Ировать, -изировать да -изовать suf i qsi ani si tyvebi s mar TI wer a**

-Ировать sufiquiT nawarmoeb sityvaTa met wil s qarTul Si gadmohyveba sufiquseul i ip da gvaqvs aseTi formebi:

Амнистировать - aministireba  
Аннексировать - aneqsireba  
Апробировать - aprobireba  
Имитировать - imitireba

Рецензировать - recenzireba  
Экспроприировать - eqspropireba da sxv.

-Ировать sufiquiT nawarmoeb sityvaTa erTi naw-il i qarTul Si Cvenive enis morfol ogiuri saSual ebe-bit gadmoicema. fuZed aRebul ia arsebiTi saxel i - sufiqusis gareSe da misgan iwarmoeba nasaxel ari zmna, xol o am ukanasknel isagan - sawyisi. magal iTad, анализировать sityvis fuZea "anal izi", aqedan - zmna "aanal izesb" da sawyisi "gaanal izeba".

am wesiT aris nawarmoebi sufiquiT dabol oebul i sityvebisagan qarTul Si Semdegi formebi:

Авансировать - daavanseba (aavansebs)  
Консервировать - dakonserveba (akonservebs)  
Проектировать - daproeqteba (aproeqtebs)  
Формулировать - daformul eba (aformul ebs) da sxv.

-Изировать sufiquiT nawarmoeb sityvebs qarTul Si gadmohyveba sufiquiseul i из да gvaqvs aseTi formebi:

Детализировать - detal izeba  
Легализировать - l egal izeba  
Механизировать - meqanizeba  
Модернизировать - modernizeba da sxv.

-Изовать sufiquiT nawarmoeb sityvebs qarTul Si gadmohyveba sufiquiseul i из да gvaqvs aseTi formebi:

Деморализовать - demoral izeba  
Локализировать - l okal izeba  
Парализировать - paral izeba  
Стерилизовать - steril izeba da sxv.

## sityvis gadatanis wesebi

erTi striqonidan meoreSi gadatanisas unda davic-vaT Semdegi wesebi:

1. erTmarcvl iani sityva, rac unda didi iyos, ar gadaitaneba.

2. marcvl i, romel ic marto erTi xmovnisagan Sedgeba da Tanxmovani ar axl avs, ar SeiZl eba arc wina striqonze davtovoT da arc momdevno striqonze gadavitanoT. magal iTad sityva `azia- ase daimarcvl eba azi-a, magram, gadatanas Tu movindomebT, igi an mTI ianad unda davtovoT, an mTI ianad gadavitanoT.

3. Tu sityva Ria marcvl ebs Seicavs, misi gakveTa yove- li Ria marcvl is bol os SeiZl eba. mag: sityva `gaakeTa-SeiZl eba ase gadavitanoT: ga-akeTa, gaa-keTa, gaake-Ta.

4. sityvis damarcvl isa da gadatanisas ar SeiZl eba gavTiSoT TanxmovanTa j gufebi: Tx, cx, Cx, bR, dR, zR, ZR, j R, py, ty, wy, magal iTad, swori iqneba, Tu gadavitant ase: saki-Txi an sa-kiTxi (da ara sakiT-xi).

5. Tu sityvaSi Tavs iyris ori an meti Tanxmovani, pirveli miekuTvneba wina marcvl s, meore (an danarCenebi) \_ momdevnos, an piriqit, oRond ise rom wina muxl Si dasaxel ebul i j gufebi ar gaiTisOs. mag. dar-bazi (an darba-zi).

6. wina muxl Si (me-5) aRniSnul SemTxvevaSi ar SeiZl eba sityvis Ziriseul i Tanxmovani gamovyot da mi-vakuTvnoT zmniswins an Tandebul s. magal iTad, unda gadavitanoT ase: miyvana (an miyva-na) da ara miy-vana.

7. aseve ar SeiZl eba Ziriseul i Tanxmovani prefiqsTan davtovoT da sityvis danarCeni nawil i gadavitanoT. marTebul ia: si-mRera an simRe-ra da ara sim-Rera.

8. kompozitebis an maTgan nawarmoebi sityvebis gadatanisas ar SeiZl eba Semadgenel i fuZiseul i bgerebi

erT marcvl Si movaqcioT da ise gadavitanoT. sworad gadatanil i iqneba:

mamul i-Svil i an mamu-l iSvil i da ara mamul iS-vil i.

## punqtuacia

punqtuacia aris sasven niSanTa gamoyenebisa da das- mis wesebis erTobl ioba xel nawersa Tu nabeWd te- qstebSi. igi momdinareobs germanul i sityvidan Punk- tuation, romel sac safuZvl ad udevs l aTinuri punktum (wertil i).

sasveni niSnebi migviTiteben, Tu rogor nawevrdeba teqsti winadadebad, winadadebebi \_ Semadgenel nawil e- bad, romel Ta sasveni niSnebiT gamoyofasac mniSnel oba aqvs, rogorc azris naTI ad gadmocemisaTvis, ise dawer- il is sworad gagebisaTvis. sasven niSnebs damatebiti funqciac aqvT. isini miuTiteben winadadebebis saxeebze Sinaarsis mixedvit. zogi niSani winadadebis erT naw- il s gamohyofs meorisgan da Tanac aRniSnavs maT l ogikur mimarTebas da a.S.

punqtuacias mWidro kavSiri aqvs gramatikasTan, ker- zod sintaqstan. punqtuaciis safuZvel i l ogikur-sin- taqsuria. punqtuaciis Seqmnel ad iTvl eba al eqsandri- el i fil ol ogi aristofane bizantionel i (Zv. w. 257- 180).

qarTul mwerl obaSi sasveni niSnebi uxmariaT ukve VI saukuneSi (`saxareba~).

X s. meore naxevarSi ki efrem mcirem Seqmna punqtu- aciis sakuTari sistema, romel sac safuZvl ad daudo wertil i.

XVIII s-is meore naxevarSi sasven niSanTa xmarebis wesebi SeimuSava mecnierma da saekl esio moRvawem an-

ton l. mZime ixmareboda sasven niSnad winadadebis SigniT, wertil i \_ winadadebis bol os. anton pirvel ma ixmara kiTxvis niSanic.

dRes qarTul enaSi miRebul i punqtuaciuri wesebi, saerTo-evropul ia da igi CvenSi XIX saukuneSi damkvidrda.

**sasven niSanTa xmarebis ZiriTadi wesebi.** sasveni niSnebi saSual ebaa, rom naTqvami ufro naTI ad gadmoices weril obiT; isini exmarebian damwers, rom man cxadad da zustad gadmosces is, ris Tqmac mas surs, xol o mkiTxvel s \_ daweril i waikiTxos da gaigos ise, rogorc es damwers esmis. sasven niSanTa anu punqtuaciis gamoyenebis ZiriTadi daniSnul eba swored esaa. amitomaa, rom punqtuaciis wesebis codna da sasveni niSnebis sworad gamoiyeneba ama Tu im adamianis wignierebis maCvenebel ia.

### **1. wertil i daismis:**

a) rogorc srul i, ise usrul i Txrobiti winadadebis bol os; magal iTad: movida Suagul i Semodgomisa.

b). brZanebiti winadadebis bol os, roca es winadadeba ar aris gadmosacemi grZnobiT: roca gaxval kari gaixure.

g) magram, Tu, xol o, oRond... kavSirebis win, Tu isini damoukidebel winadadebas iwyeben (da wina winadadeba Txrobitia): amisaTvis arc momzadeba gvaqvs da arc saWiro wyaro. xol o fiqrad mogvdis oriode azri.

d) sityvis Sekvecis niSnad: a.w. \_ ama wl is, e.i. \_ ese igi.

e) numeraciisaTvis gamoyenebul i cifrebis an asoebis bol os, roca ar axl avs frCxil i.

**SeniSvna:** wertil i ar aris saWiro l eqsis, moTxrobitis, weril isa da sxvaTa saTaurebis bol os (Tu es saTaurebi winadadebaSi aris gamoyenebul i, mas daerTvis

is niSani, romel sac moiTxovs igi, rogorc winadadebis wevri).

### **2. kiTxvis niSani daismis:**

a) kiTxviti winadadebis bol os: CemTan mosvl a ram gagabedina?

b) eWvis gamosaxatavad an gaugebari adgil is misaTitebl ad (Caismis frCxil ebSi): `bl omi (?) nawil i Tavad-aznaurebisa (??) amJamad naswavl Ta dass ekuTvnis- (il ia).

### **3. Zaxil is niSani ixmareba:**

a) Zaxil is winadadebis bol os: ax, ra bednieri viqnebi!

b) agreTve winadadebisagan gamoyofil mimaRTvasTan: l uarsabi dagviRonda, mkiTxvel o!

g). winadadebasTan gramatikul ad daukavSirebel zog sityvasTanac, rogoricaa, magal iTad: Sorisdebul i, mimaRTva da migebiti nawil aki, roca es sityvebi gamoyenebul ia Zl ieri grZnobis gamosaxatavad: va! meti raRa ginda! ara! ayvavdes imedi!

d) frCxil ebSi Casmul i Zaxil is niSani ixmareba avtoris damokidebul ebis (dacinvis, gakvirvebis, aRSfoTebis) gamosaxatavad. avtori miseburi xel gaSl iT gvarwmunebs, rom asureTi arc pol itikurad, arc geografiul ad ar exeboda saqarTvel osao (!) il ia).

### **4. kiTxvisa da Zaxil is niSani daismis:**

a) kiTxvit-Zaxil is winadadebis bol os: (kacia adamiani?!-)

b). kiTxvisa da Zaxil is niSnebi daismis wyvetil ad warmotqmul i iseTi arasrul i winadadebebis gamosayofadac, romel nic gamoxataven rogorc kiTxvas, ise gakvirvebas: rao?! rao?! bunebis kanoni o?! saqarTvel oo?! waqezebul io?! (akaki)

### 5. mraVal wertil i daismis:

a) winadadebaSi azris daumTavrebl obis aRsanisSnadvad:

me aq pirvel ad var da... saubris gabma davapire, magram ar damcal da (s. kl diaS.).

b) winadadebebiSi wyvetil ad saTqmel i an daumTavrebel i sityvis bol os: dedi! xedav... am angel ozs!.. (il ia)

g) winadadebaSi gangeb gamotovebul i sityvis adgil - as:

ar geyureba Se... Svil o daiWyivl a mosema (il ia).

### 6. mZime ZiriTadad or funqias asrul ebs:

a). erTmaneTisgan mij navs Serwymul is erTgvar wevrebs (Tu naxmari ar aris `da- da `Tu- kavSirebi): qal i, kaci, gogo, biWi ezideba zamTris sarCos (r. erisT.).

agreTve, rTul i Tanwyobil i winadadebis nawil ebs (Tu maT Soris gamoyenebul i ar aris `da- kavSiri): tyem moisxa foTol i, ager mercxal i Wyivis, baRSi vazi obol i metis l xeniTa stiris (il ia).

rTul qvewyobil Si ki erTgvarad damokidebul winadadebebs (Tu isini `da- kavSiriT ar arian SeerTebul ni); vici, rasac amboben, rasac SemomCivian.

b) gamoyofs winadadebebiSi Semaval gankerZoebul sityvebs: derefnis win, erTi ociod nabij ze, uSvel ebel i kakal i dgas.

agreTve winadadebasTan gramatikul ad daukavSirebel sityva-gamoTqmebs: gmiri fSavl is azriT, swored aseTi unda iyos (vaJa).

### 7. wertil -mZime gamoiyeneba:

erTgvar sintaqsur odenobaTa (winadadebis wevrebi, winadadebebi) gasamijnavad (Tu maT Soris ukve aris gamoyenebul i mZime): mze dasavl eTisken gadaiwura; saRamo axl ovdeboda; monadireni Sin wasasvl el ad gaemzadnen; qal ebi urmehSi Cal agdnen; vaJebi cxenebze amxedrdnen.

### 8. orwertil i daismis:

a) Serwymul winadadebaSi erTgvar wevrTa CamoTvl is win: aq, am patara axmetaSi, yvel aferi mal amod ecxeba Cems grZnoba-gonebas: miwa, wyal i, mTa, kl de, tye da vel i... (akaki).

b). rTul winadadebaSi, Tu misi meore nawil i war-moadgens pirvel is ganmartebas: eseni kmayofil ni iyvnen: val i amaT ar emarTaT da vaxSi (il ia).

g). avtoris sityvebis Semdeg, romel sac mosdevs citati:

akaki wereTel i gvaswavl is: `kaci maSin grZnobs mxol od sicocxl es, roca isurvebs rac enatreba~.

### 9. tire daismis:

a) winadadebis romel ime gamotovebul i wevris adgil as: rac ginaxavs \_ sizmaria, daiviwyse isev mal e (akaki).

b) tire daismis or an met sityvas an ricxvs Soris, roca am sityvebiT an ricxvebiT aRiniSneba manZil i, dro an raodenoba da igul isxmeba gageba: idan-mdis: gaxsnil - ia sahaero trasa baTumi-Tbil isi; axal qal aqis axl os mdebareobs qarTul i material uri kul turis mraVal i Zegl i, romel Tagan zogi III-l aTaswl eul s ekuTvnis Cv. wel TaRricxvamde.

g). CvnebiTi nacval saxel ebis (es, eg, eseni, aseTi...) an ai nawil akis win, roca es sityvebi gamoyenebul ia winamaval i erTi an ramdenime wevris dasakavSirebl ad momdevno Semasmenel Tan: WurWl is recxva, qvabebis xexva, wyl is zidva da oTaxebis wmenda \_ ai, ra Seadgenda mis moval eobas (g. quC).

d) ganmazogadebel i sityvebis win, Tu ganmazogadebel i sityva mosdevs CamoTvl as, an piriqiT, mas mosdevs CamoTvl a: kaci, qal i, didi, patara, eri, mRvdel i \_ misTvis sul yvel a erTi iyo... waiRebdenen xel sawyo rkineul obas \_ cul s, naj axs... (g. wereT).

e) tireTi (da abzaciT) iwyeba dial ogi (pirTa Soris

saubris) monawil eTa yovel i naTqvami:

\_ gamarj veba, giorgi!

\_ gagimarj os, arsen!

\_ geZebT da kidev Semxvdi (mix. j avaxiS).

v) avtoris sityvebis gamosayofad pirdapiri naTqvamisagan~ `ax, netavi Sen!~ \_ waiduduna (il ia).

### 10) frCxil ebSi Caismis:

a) sityvebi, roml ebic winadadebaSi CarTul ia gamoTqmul i azris dasazustebI ad, gansamartavad an Sesavsebad: aRmoCnda, rom mamaCema dagvitova zemoxsenebul i qoxi... erTi dagl ej il i fardagi da erTi patara xal - iCa (dediCemis mziTvi)... (l . ard).

b) danarTi frCxil ebSi: babuaCemi (dedis mama) Tavisi SesaxedaobiT qvemo imerel i aznauris tipiuri warmomadgenel i iyo (d. kl d).

g) citirebul i avtoris saxel i, gvani an fsevdonimi da wyarod miTitebul i nawarmoebis saxel wodeba: Tu kacs a codna ara aqvs, gastanj avs wuTisofel i (d. gur).

d) stenografiul angariSebSi frCxil ebSi Caismis frazebi, roml ebic miuTiteben msmenel Ta damokidebul e-baze momxsenebl is an mokamaTis mier gamoTqmul i ama Tu im azrisadmi; magal iTad: (taSi); (sicil i).

### 11. brWal ebSi Caismis:

a) citatebi: SoTa rustavel ma Tqva: `sj obs sicocxl esa nazraxsa, sikvdil i saxel ovani~.

b) sityvebi, roml ebic gamoyenebul i arian raime sagnis, organizaciis, dawesebul ebis, gazeTebis, Jurnal ebis da sxvaTa saxel wodebebad: didxans gagrZel da sastumro `odiSSi~ tanisamosis gamocvl a (k. gams).

g) ironiul ad gamoyenebul i sityvebi Tu gamoTqmebi: `platonis tvini wisqvil is borbal iviT mousvenrad brunavda, rom raime xerxi moegona, `Zmurad~ ar gahyofoda misi `simdidre~... (d. kl d).

d) moZvel ebul i da araCveul ebrivi sityva-gamoTqmebi: `iamSCikma~ Tval ebi aaxil a da me bRvera damiwyo (il ia).

e) I literaturul i nawarmoebebis, kinofil mebis, speqtaklebis saxel wodebani: Teatrma myurebel s ucvena Seqspiris `otel o~.

v) brWyal ebSi mTI ianad Caismis dawesebul ebis, organizaciisa Tu firmis saxel wodeba. ase, magal iTad, unda vveroT gazeTma `iveriam~ da ara `iveria~-m; firma `sigmam~ da ara `sigma~-m.

**SeniSvna:** brWal ebSi ar Caismis saxel wodebebi, romel Ta Semadgenl obaSi Sedis sityva `saxel wodebis~, magal iTad: rustavel is saxel obis saxel mwifo Teatri.

agreTve saxel wodebani, romel Tac ar viyenebT pirobiti mniSvnel obiT: agaraki borj omi Zal ian momwons.

### abreviat urebi sa da Semokl ebul sityvaTamarTI wera

qarTul enaSi, ise rogorc sxva enebSi, gavr cel ebul ia sityvaTa Semokl ebani, Tumca, waramara da nebismierad maTi Semokl ebani dauSvebel ia. magal iTad: a/k (amierkavkasia), momxs. (momxsenebel i), sax. (saxel obis, saxel mwifo, saxal xo), soc. (social uri, social isturi), un-ti (universiteti), xe-l i (xel mZRvanel i) da sxva. amgvarad Semokl ebul i sityvebi SeiZl eba yvel asaTvis gasagebi ar iyos an orazrovnebas badebdes, amitom umj obesia isini srul i saxiT vveroT.

magram qarTul Si mainc aris rigi sityvebi, romel Ta Semokl ebiT wera garkveul SemTxvevebSi sayovel Taod miRebul ia, maT Soris saqmis qaral debSi.

### Semokl ebiT SeiZl eba daiweros:

a) wodebis aRmniSvnel i sityvebi Tu isini sazRvrul is win dganan:

akad. \_ akademikosi  
prof. \_ profesori

b) wona-zomis, safas-sazomisa da drois erTeul ebi:

g. _ grami	kv. m. _ kvadratul i metri
dcm. _ decimetri	l. _ lari
mm. _ milimetri	T. _ TeTri
sm. _ santimetri	w. _ wel i
t. _ tona	w.w. _ wl ebi
c. _ centneri	ha _ heqtari
km. _ kilometri	
mg. _ miligrami	
dl. _ dekalitri	

g) misaTiTebi ad gamoyenebul i zogi sityva sqol i-  
oSic da teqstSic:

gv. _ gverdi	naw. _ nawil i
Txz. _ Txzul ebani	t. _ tomi
ix. _ ixile	Sdr. _ Seadare

d) msazRvrel ad gamoyenebul i sityvebi:

q. Tbilisi (qal aqi Tbilisi)  
sof. Sxefi (sofel i Sxefi)  
gaz. `kvis pal itra- (gazeTi `kvis pal itra-) da a.S.

e) ori Semokl ebul i fuZis SeerTebis Sedegad miRe-  
bul i sityvebi:

zahesi \_ zemo avWal is hidroel eqtrosadguri  
genStabi - general uri Stabi  
dramseqcia \_ dramatul i seqcia  
el sadguri \_ el eqtrosadguri  
mmaC-i \_ moqal aqeobrivi mdgomareobis aqtebis Cawera  
pedinstituti \_ pedagogiuri instituti  
pedpersonal i \_ pedagogiuri personal i  
saxbanki \_ saxel mwifo banki  
specmomzadeba \_ special uri momzadeba  
finagenti \_ safinanso agenti  
xramhesi \_ xramis hidroel eqtrosadguri ...

Cveul ebriv, es sityvebi zepir metyvel ebaSic Semok-  
l ebul i saxiT ixmareba.

saqmis qaRal dis Sedgenisas da saerTod, weriT  
metyvel ebaSi miRebul i (ekonomiis mizniT) sityvebis  
Semokl ebul ad weris nimuSebi:

### iwereba

a.w.  
m.w.  
mcx.  
a.S.  
da a.S.  
da sxv.  
gv.  
e.i  
e.w.  
ix.  
mag.  
n.  
nax.  
s.  
ss.  
w.  
w.w.  
t.

### ikiTxeba

ama wl is  
mimdinare wl is  
mcxovrebi  
ase Semdeg  
da ase Semdeg  
da sxva (da sxvebi)  
gverdi  
ese igi  
egreT wodebul i  
ixileT  
magal iTad  
naxeT  
naxazi (naxati)  
saukune  
saukuneebi  
wel i (wel s, wl is)  
wl ebi (wl ebSi, wl ebis)  
tomi

dauSvebel ia teqstSi sityvebis Semdegnairi Semokl eba:  
q-na \_ qarxana  
f-ka \_ fabrika  
Tav\_re \_ Tavmj domare da sxv.



saqmian mimoweraSi gavr cel ebul i  
tipuri Secdomebi

nawil i meoTxe

sworia

arasworia

direqtoris moadgil e (xel mowera) # 1,2,3 § 10 da 15 351 750 #1950 VI kvartal i XIX saukune 2006-2007 ww. gegma 1998 wl is 10 ivl iss 2006-2007 saswavl o wel i 100 wl isTavi 20 toniani 4 kg 10 l . cxril is nomeri tipobrivi, tipuroba fotopiri gegmiuri 25 <sup>o</sup> ,5 zomiT 20X25mm 50% dedanTan sworia	direqtori (moadgil is xel mowera) ## 1,2,3 §§ 10 da 15 351. 750 #1 950 me-VI kvartal i XIX-e saukune 2006-2007 ww. gegma a.w. 10 ivl iss 2006-2007 saswavl o wel i 100 _ wl isTavi 20 _ toniani oTxi kg. aTi l . cxril is # tipiuri, tipiuroba fotoasl i gegmiuri 25,5 <sup>o</sup> zomiT 20mmX25mm ormocdaaTi % dedanTan sworea
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orgteqnika da sakomunikacio  
saSual ebani

Tanamedrove dawesebul eba \_ saxel mwifo Tu kerZo, mxol od ofisi da maRal kvalificiuri special isti rodia. dRevandel oba biznesisa da misi marTvisadmi srul iad axl ebur midgomas iTxovs. komerciul i da operaciul i kavSiris aucil ebl obam, dasamuSavebel i informaciis siWarbem moiTxova dawesebul ebaTa Tu biznesiT dakavebul kerZo pirTa Tanamedrove orgteqnikiT aRWurva.

**orgteqnika** ewodeba special ur teqnikur saSual ebaTa kompl eqss, roml is saSual ebiTac wydeba kerZo firmaTa Tu saxel mwifo dawesebul ebaTa sammarTvel o saqmianobisa da saqmiswarmoebis avtomatizaciis sakiTxebi. am saqmes emsaxureba: kompiuterebi, sxvadasxva saxis gamoTvl iTi da gasamravl ebel i teqnika, peijeri, mobil uri tel efoli da bevri sxva, roml ebic uzrunveli yofen saqmianobis siswrafesa da sizustes.

**sakomunikacio saSual ebani.** informacia dawesebul ebaTa Tu cal keul biznesmenTa efeqturi muSaobis ZiriTadi resursi gaxda, amitom informaciis droul miReba-gadacemas sul ufro mniSvnel ovani rol i eniWeba komerciul saqmianobaSi.

korespondencia, saerTod, saqmiani urierTobis amsaxveli masal a, organizaciebsa Tu cal keul firma-kompaniebs Soris tradiciul safosto kavSiris garda, SeiZl eba gadaices tel egrafiT, tel eqsiT, faqsiT, el eqtronul i fos-

tiT da sxva teqniki saSual ebebiT. moki ed maT Sesaxeb.

**tel egrafi** \_ satel efono kavSiris sayovel Taod miRebul i Semokl ebul i saxel wodebaa.

satel egrafo kavSiri \_ aso-cifrul i Setyobinebis (tel egramis) el eqtronul i an radiosignal ebiT raime manZil ze gadacemaa.

satel egrafo kavSiri dokumenturia. Setyobinebas adresati Rebul obs swrafad da dabeWdil i teqstis saxiT, rasac gansakuTrebiT didi mniSvel oba eniWebamartvis sferoSi, saqmian da komerciul kavSirgabmul obaSi.

satel egrafo kavSiri el eqtrokavSirgabmul obis uZvel esi saxeobaa.

1832 wel s pavl e Sil ingma pirvel ad ganaxorciel a satel egrafo signal ebis gadacema. 1837w. amerikel ma mxatvarma samuel morzem gamoigona el eqtromeqanikuri tel egrafis aparati. momdevno wel s ki manve daamuSava satel egrafo kodi, romel ic cnobil ia morzes kodis saxel iT. mis mier gaumj obesebul i tel egrafis aparatebi daidga amerikis komerciul satel efono xazze (vaSing-ton-bal timori) 1844w.

satel egrafo kavSiris Semdgom ganviTarebaSi didi wvl il i Seitanes r. iakobim, J. bordom, g. daSkeviCma da sxvebma.

**Setyobineba depeSiT (tel etaipogramiT)** Cable \_ zogjer organizaciis mier kavSirgabmul obis ganyofil ebidan tel egramis gazavnisas standartul i bl ankebis nacvl ad gamoiyeneba sabeWd manqanaze (kompiuterze) ori interval iT, or egzempl iarad Sedgenil i teqsti (saqarTvel os fargl ebSi \_ qarTul enaze), safosto indeqsis gamoyenebis gareSe. gaugebrobis Tavidan asacil ebl ad sasurvel ia teqstSi wertil is dasmis nacvl ad daiweros wrt., mZimis nacvl ad \_ mZ., nomris \_ nr da sxv. teqsti cifrebiT ar unda mTavrdebodes.

tel egramis qveS iwereba organizaciis misamarTi, xel mZRvanel is xel mowera, damowmebul i beWdiT.

safosto misamarTis garda organizacias SeiZl eba hqondes satel egrafo misamarTi, magal iTad: Tbil isi 98-el va.

**tel eqsi** \_ saaboneto tel egrafis saerTaSoriso special izirebul i (gamoyofil i) qsel ia. is moqmedebis 100-ze met qveyanaSi. saerTaSoriso kavSirgabmul obaSi gamoiyeneba l aTinuri anbani, sasveni niSnebiTY(teqsts gazavna l aTinuri SriftiT Sedgenil i qarTul i si-tyvebiTac SeiZl eba).

tel eqsiT Setyobineba saqmiani weril is anal ogiurad iwereba: misamarTi \_ saTauri \_ teqsti \_ daskvniTi fraza \_ gamgzavnis misamarTi.

**faqsi** tel efonis da tel eqsis sinTezia. is SeiZl eba ganvixil oT, rogorc asl is gadaRebis sistema, romel ic adresats aZl evs dokumentis asl s. faqsimil e (faximile \_ l aT. gaakeTe msgavsi) swored aqedanaa termini `faqs-i-. faqsimil uri dokumentebi sul ufro did rol s asrul eben saqmian mimoweraSi, mas iyeneben kontraqtebis, komerciul i winadadebebis, sarekl amo Tu sxva masal is gadasagzavnad. faqsis teqniki SesaZl ebl obebi ar iZl eva dokumentis original is gadagzavnis saSual ebas, amitom, gaugebrobis Tavidan asacil ebl ad sj obs faqsTan erTad, fostiT gaigzavnos (saWiroebis SemTxvevaSi) original i.

Setyobinebis gadacema xdeba satel efono xazebiT, amitom faqsis nomeri, faqtobrivad, abonentis nomers emTxveva.

qal aqis fargl ebSi faqsis gadacema xdeba qveynis da qal aqis kodis gareSe. faqsis Semadgenel i nawil ebia: tel efoni, skaneri (wamkiTxvel i mowyobil oba), printeri (sabeWdi mowyobil oba), modemi (satel efono xazi-

saTvis) dokumenti gardaiqmneba cifrul formaSi da gadaecema mimReb aparats, sadac xdeba dokumentis dublikatis \_ faqsimil es qaRal dze formireba. printeri Setyobinebas beWdavs, rogorc wesi TermomgrZnobiare, aseve Cveul ebriv, A4 formatis qaRal dzec.

faqsIT weril ebis gagzavnisaTvis organizacia stamburi wesiT amzadebs faqsis bl anks embl emiTa da TavisirekvizitebiT.

dasavl eTis qveynebis praqtikaSi, faqsIT el eqtronuli xel mowera (faqsimil e) kontraqtebisa da mniSvnel ovani sabuTebis gagzavnisas savsebiT sakmarisia.

faqsi programirebadi xel sawyoa, roml is gamoyenebac mraval reJimSi SeiZl eba. erT-erTi reJimi iZl eva asl ebis gadacemis saSual ebas. praqtikaSia agreTve el eqtronul i fostidan faqs-modemis saSual ebiT gagzavnil i Setyobinebis faqsIT miReba.

faqsis gagzavna saqarTvel odan sxva qveynebSi martivad xdeba (saTanado tel efonis kodebis gamoyenebiT).

**el eqtronul i fosta** \_ E-mail gaxda internetis arsebobis mizezi. igi muSaobs ise, rogorc tradiciuli i fosta, im gansxvavebiT, rom el eqtronul ad gadacema ufro swrafad xdeba. E-mail-is saSual ebiT gadaicema ara marto teqniki informacia, aramed suraTebi, naxatebi, audio da videomasal ebic.

E-mail \_ saqmiani urTierTobebis erT-erTi yvel aze gavrcel ebul i saSual ebaa. is ofisis, sxvadasxva dawesebul ebaTa avtomatizaciis mniSvnel ovani komponentia, uqaral do meTodiT informaciis miReba-gadacemis da damuSavebis qsel uri sistemaa, sadac dokumentis formireba da Senaxva kompiuteris mexsierebaSi xorciel deba, xolo qaral di ki gamoiyeneba rogorc kompiuteris mexsierebidan miRebul i dokumentis asli.

tel efonIT Setyobinebis mniSvnel ovani nawil i sxva-

dasxva mizeziT ver gadaecema (abonenti adgil ze araa, dazianeaa da sxv.) el eqtronul i fostiIT ki, dial ogSi kompiuterebia CarTul i, romel Ta mexsierebac wakiTxuli i Setyobinebis da wakiTxavi gzavnilebis Senaxvis saSual ebas iZl eva. gagzavni programa \_ redaqtoris saSual ebiT ayal ibebs Setyobinebas adresatebis siIT. gagzavnis Semdeg is miRebul i dokumentebis `safostoyuTSi~ inaxeba, saidanac mimRebi Sesabamisi programiT (moTxovnamde~ reJimiT) amoiRebs, daamuSavebs, gagzavnis arqivSi da sxv. kompiuterSi (serverSi) `safostoyuTs~ miniWebul i aqvs saxeli (misamarTi).

informaciis gadacema xdeba satel efono qsel iT, monacemTa gadacemis diskretul i arxebiT, Tanamgzavruili (satel ituri) arxebiT (erTdroul ad erT an ramdenime adresats).

aRsaniSnavia \_ dokumentebis el -fostiT gagzavna gacil ebiT iafia, vidre faqsIT, magram mis nakl ad iTvl eba is, rom gadacemul i informacia nakl ebad aris dacul i, da kidev erTi, \_ misamarTi el -fostiT gagzavnilebi weril is aucil ebel i el ementia.

kavSiringabmul obis tradiciul i Tu sxva, Tanamedrove orgteqnikasTan erTad, arsebobs personal uri (piradi) saSual ebani, roml ebic awesrigeben, saTanado atmosferosa da imijs qmnian, aadvil eben da efeqturs xdian saqmian adamianta muSaobas. maT gareSe dRevandel i saxel mwifo moxel e Tu kerZo mewarme warmoudgenel ia.

personal uri orgteqniki dan saqmiani adamianebisatvis yvel aze aucil ebel ia **el eqtronul i TanaSemwe \_ noutbuqi**, (Notebook), esaa msubuqi, portatul i kompiuteri, roml is sxvadasxva model i arsebobs.

nakl ebi teqniki SesaZl ebl obebi aqvs da Sesabamisad iaficaa jibis (Palmtop) el eqtronul i biznes-bl oknotebi (el eqtronul i mdivebi). biznes-bl okno-

ti inaxavs dRis gegmas, fasebs, dokumentis nomrebs, aqvs maRviZara, taimeri, konfidencial uri Caweris (parol iT) reJimi.

cal ke j gufs qmian sxvadasxva model is el eqtronu- l i Tarj imnebi (8-10 enaze TargmniT), j ibis da magidis kal kul atorebi da a.S.

saqmiani adamianis Tavisufl ebis xarisxis gazrdas emsaxureba personal uri radiogamoZaxebis sistema pej eri.

**pej eri** (Page \_ gamoZaxeba) \_ esaa al fabeturi cifrul i faqsi jibeSi, informaciis cal mxrivi gadace- miT. tel efoniT pej ingur terminal Tan darekvis Sem- deg ramdenime wuTSi pej eris ekranze gamoCndeba saWiro informacia.

**mobil uri tel efonis.** ukanasknel wl ebSi saqmiani adamianebs aucil ebel i atributi, metad saWiro el e- menti, gaxda mobil uri tel efonis fiWuri qsel ebiT, romel ic sul ufro da ufro xSirad cvl is Cveu- l ebriv tel efons. igi wamatebiT gamoiyeneba ara marto respubl ikis SigniT kavSirisaTvis. saerTo evropul i GSM \_ 900 cifrul i standartiT, mobil uri tel efo- nis aparatiT pirovnebas SeuZl ia sxvadasxva qveynebidan pirdapiri daSifrul i kavSiri iqonios (igive nomriT) Tavis qveyanasTan (e.w. avtomaturi riumingi). amisaTvis gamoiyeneba sabaziso sadgurebi (gamaZl ierebl ebi), rom- l ebic seqtorebad dayofil i teritoriis (fiWebis) kuTxeebSia ganl agebul i.

Tanamedrove, civil izebul i samyar warmoudgenel ia gl obal uri kompiuterul i qsel is \_ internetis gareSe.

**interneti** (Internet). erTmaneTTan SeerTebul ram- denime kompiuters, roml ebic erTad iyeneben resursebs da cvl ian informacias, qsel i ewodeba. maT l okal uri qsel ebis saxel iT icnoben (Lokal area network (Semok-

l ebiT LAN). aseTi qsel ebi geografiul ad ganl agebu- l ia erT adgil ze (SeiZl eba erT oTaxSi, dawesebul eba- Si, ramdenime korpusSi da a.S). Tu l okal uri qsel ebi gaerTiandeba, maSin isini did teritoriaze gaiSl eba. aseT qsel ebs gl obal uri (Wide Area network) qsel i ewodeba.

interneti swored aseTi gl obal uri da l okal uri qsel ebis gaerTianebs warmoadgens msofl io masSta- biT. anu interneti msofl io Ria sakomunikacio in- frastruqturaa, romel ic urTierTdakavSirebul i ko- mpiuterul i qsel ebisagan Sedgeba da daSorebul i in- formaciis mopovebasa da kompiuterebs Soris infor- maciis gacvl as uzrunvel yofs.

internetis Seqmna daiwyo 1969 wel s aSS-Si (pentag- onis perspeqtul gamokvl evaTa saagentoSi). Tavidan oTxi kompiuteri gaerTianda... Semdeg TandaTan izrdeboda maTi raodenoba da programul i uzrunvel yofis nairsaxeoba.

axal i era internetSi 1991 wl idan daiwyo, rodesac internetis Semadgenel nawil ad iqca WWW (World wide web \_ msofl io obobas qsel i, Semokl ebiT web). misi teqno- logia eyrdnoba hi perteqstur da hi permedia in- formaciis Ziebas da gacvl as. WWW qsel i saSual ebas izl eva nebis mier internetSi movZebnoT da wavikiTxoT web-gverdi.

imisaTvis, rom sxvadasxva qsel ebTan (misamarTebTan) muSaoba gaadvil ebul iyo, SeiQmna sakvanZo kompiuterebis domenuri sistema, romel Ta misamarTi Sedgeba ramdenime asosa da cifrisagan, isini erTmaneTisagan wertil iT ari- an gamoyofil ni. wertil ebs Soris monakveTs domeni (ing. are, teritoria) ewodeba. domenis marj vena mxare aRniS- navs gl obal ur qsel s da ewodeba pirvel i donis, an ama Tu im qveynis domeni. marcxniv ganl agebul i ki, am gl obal uri qsel is cal keul i ubnis dasaxel ebas warmoadgens.

saerTaSoriso SeTanxmebiT TiToeul i qveynisaTvis gamoyofil ia garkveul i, 2-3 asosagan Semdgari koduri aRniSvna (misamarTi). ase, magal iTad, Tu saitis misamarTis dasasrul ia `GE~, maSasadame saiti saqarTvel os domenSi imyofeba, Tu `UK~ \_ didi britaneTis da a.S. garda amisa, arsebobs pirvel i donis ramdenime domeni, roml ebic geografiasTan ki ar arian dakavSirebul ni, aramed saitis mimarTul ebasTan \_ magal iTad: `COM~ \_ komerciul i, `ORG~ \_ arakomerciul i, `EDU~ \_ saganmanaTI ebl o organizaciebisaTvis da a.S. TiToeul maTgans Tavisi specifika da Tvisebebi gaaCnia. mag. `COM~ zona internetis ganvitarebis gariJraJze Seiqmna komerciul i organizaciebisaTvis da masSi moxvedra SeeZI o nebismier firmas, romel ic registraciis xarj ebs gaiRebda. misgan gansxvavebiT, `EU~ domenis abonentebi mxol od evrokavSiris wevrebiT Semoifargl eba da a.S.

meore donis domenebi organizaciebsa da kerZo pirebs, rogorc wesi, ijariT, yovel wl iuri gadasaxadiT eZl eva, am domenis saxel wodebac, ise rogorc nebismieri sxva donisa, unda Sedgebodes l aTinuri anbanis asoebisa da cifrebisagan. sakuTari saitisaTvis meore donis domenis saxel wodebad iseTi sityvis amorCevas cdil oben, romel ic organizaciis saqonl is dasaxel ebas an saqmi-anobis mimarTul ebas Seesabameba, iol ad ikitxeba da advil ad dasamaxsovrebil ia.

meore donis domenis mfl obel s mesame da Semdgomi doneebis ganusazRvrel i raodenobis misamarTebis Seqmnis Sesazl ebl oba aqvs.

pirvel i donis (saerTaSoriso) domenebis magal iTebi:

Ge \_ saqarTvel osaTvis  
UK \_ didi britaneTisaTvis  
US = aSS-saTvis

Ru = ruseTisaTvis  
fr = safrangeTisaTvis  
com = komerciul isaTvis  
edu \_ saganmanaTI ebl o organizaciebisaTvis  
Org \_ arasamTavrobo da arakomerciul i organizaciebisaTvis  
Net \_ im organizaciebisTvis qsel ebis mmarTvas rom emsaxurebian

@ \_ komerciul i at. am niSnis marcxniv aris domeni, romel ic organizaciis dasaxel ebas an konkretul i piris saxel s aRniSnavs.

**saqmian urTierTobebisa da saqm is  
qaRal debSi gamoyenebul i cnebebisa da  
terminebis mokl e l eqsikoni**

**abzaci** \_ 1. teqstis nawil i, roml is pirvel i striqo-  
ni cotaTi Seweul ia. 2. TviT Seweul i striqoni.

**abreviatura** \_ 1. pirobiTi Semokl eba sityvebisa  
weraSi. 2. sityva, romel ic warmoadgens ori an ramden-  
ime sityvis Semokl ebas.

**administracia** \_ 1. mmarTvel obis organoebi war-  
moeba-dawesebul ebaSi. 2. warmoebis mmarTvel i pirebi.  
3. aRmasrul ebel i xel isufl ebis organoebi, qveynis  
cal keul i nawil ebis mmarTvel oba.

**adresanti** \_ piri, romel ic gzavnis weril s, depeSas da miST.

**adresati** \_ dawesebul eba an piri, romel sac egza-  
vneba dokumenti.

**avTentikuri teqsti** \_ TviTmyofi, sarwmuno pirvel -  
wyyaroze damyarebul i, xel Sekrul ebis namdvil i teqsti,  
Sesrul ebul i yvel a formal uri mxaris dacviT da xe-  
l moweril i saTanadod ufl ebamosil i pirebis mier.

**avtografi** \_ 1. dokumenti, daweril i avtoris xe-  
l iT. 2. xel naweri niSani, Sesworeba, damateba an xel -  
mowera dokumentze.

**avtori piradi warmoSobis dokumentisa** \_ piri,  
romel mac Seadgina an xel i moawera sxva vinmes mier  
momzadebul piradi warmoSobis dokuments.

**avtori samsaxurebrivi dokumentisa** \_ dawese-  
bul eba an Tanamdebobis piri, roml is saxel iTac Sedge-  
nil ia dokumenti.

**al bomi** \_ fotosuraTebis, naxatebis, l eqsebis, naxa-  
zebis, graviurebisa da a.S. krebil i, moTavsebul i (gaer-  
Tianebul i) saqaRal deSi, rveul Si an wignSi.

**amonaweri** \_ teqstobrivi dokumentis nawil is asl i.

**anotacia dokumentebisa:** 1. saarqivo cnobari (meg-

zurebSi, mimoxil vebSi da a.S.) da sainformacio doku-  
mentebis masal ebis Sinaarsisa da maT Semadgenl obaze  
cnobebis mokl ed gadmocema. 2. mokl e daxasiaTeba gan-  
sakuTrebiT mniSvnel ovani dokumentebisa, romel Ta Si-  
naarssa da Taviseburebbs ar Seicavs saqm is ydaze mo-  
Tavsebul i saTauri.

**argumenti** \_ raime debul ebis dasamtkicebl ad moy-  
vanil i sabuTi, mtkicebis ZiriTadi nawil i.

**arqivi** \_ 1. dawesebul eba an dawesebul ebis struq-  
turul i nawil i, roml is ZiriTad funqcias warmoad-  
gens dokumenturi masal is miReba, aRricxva, Senaxva, maTze  
samecniero-sacnobaro aparatis Sedgena da dokumenturi  
masal ebis gamoyenebis organizacia pol itikuri, samecni-  
ero, kul turul -saganmanaTI ebl o da sxva mizniT. 2.  
dokumenturi masal ebi, dagrovil i dawesebul ebis, cal keu-  
l i piri, oj axis, gvareul obis saqmianobis Sedgad.

**arqivsacavi** \_ saarqivo masal ebis Sesanaxad spe-  
cial urad mowyobil i Senoba, an oTaxi.

**arqivis dakompl eqteba** \_ arqivis sistemuri Sevseba  
dokumenturi masal ebiT misi profil is Sesabamisad.

**arqivis pasporti** \_ periodul i angariSgebis do-  
kumentu, romel ic Seicavs cnobebbs Senaxvis pirobobis  
Sesaxeb dokumenturi masal ebis mocul obasa da arqivis  
kadrebze.

**asl is piri** \_ grafikul is, teqnikuri dokumentis  
nawil is asl i, damowmebul i dadgenil i wesiT, agreTve  
kino-foto, an fonodokumentis nawil is asl i.

**auqcioni** \_ saj aro vaWrobiT raime qonebis, nivTeb-  
is gayidva, rodesac nivTi rCeba yvel aze meti safasuris  
gadamxdel s.

**aqtebi** \_ ganmazogadebel i dasaxel eba dokumentebisa,  
roml ebsac aqvT samarTI ebrivi mniSvnel oba da gaforme-  
bul ia dadgenil i wesiT.

**aqcepti** \_ 1. Tanxmoba xel Sekrul ebis dadebaze; 2. warwera gadasapirebel Tamasuqze, roml iTac gadamxdel i adasturebs Tavis val debul ebas, gaanaRdos Tamasuqi masze miTiTebul vadaSi. aqcepti formdeba aqceptantis mier warweriT: `aqceptirebul ia- da xel is moweriT. 3. bankis Tanxmoba gadasapirebel Tamasuqze aRniSnu- l i gadasaxadis garantiis Sesaxeb.

**aqcia** \_ fasiანი qaral di, gamoSvebul i aqcionerTa sazogadoebis mier, romel ic ufl ebas aZl evs mis mfl obel s miiRos garkveul i Semosaval i aqcionerTa sazoga- doebis mogebidan.

**aqcizi** \_ arapirdapiri gadasaxadi brunvis gadasax- adis msgavsad, magram vrcel deba mxol od zogierT saqonel ze (sigaretebi, spirtiani sasmel ebi da a.S.)

**aqcioneri** \_ piri, romel ic aqcionerTa sazogadoe- bis wevri xdeba misi aqciis an aqciebis SeZenis safuZ- vel ze.

## b

**bazari** \_ **sabazro ekonomikaSi** aRwarmoebis mTe- l i procesis momcvel i fenomenia, ekonomikuri sivrce, sadac TviRregul irebis meqanizmis safuZvel ze yal ib- deba urTierToba saqonl isa da momsaxurebis, mwarmoe- bl ebsa da momxmarebl ebs Soris.

**banki** \_ sakredito-safinanso dawesebul eba, roml is mTavari funqciac aris droebiT Tavisufal i saxsrebi- akumulacia da maTi gacema kreditis saxiT droebiT sargebl obaSi fizikur an iuridiul pirebze.

**banknoti** \_ ful is sakredito niSani, romel sac uS- vebs central uri saemisio banki.

**baJi** \_ saxel mwifo ful adi mosakrebil i, riTac ibe- greba Semotanil i, gatanil i da tranzitul i saqonel i, qoneba da sxvadasxva faseul oba.

Tavisi mizandasaxul obiT baji ori saxisaa: fiskal uri,

romel ic emsaxureba saxel mwifo biuj etis Semosavl is gadidebas da proteqcionuri, roca sabaJo gadasaxadi gamoyenebul ia ucxouri warmoebis iafi da ma- Ral konkurentunariani saqonl isagan saSinao bazris dasacavad.

**barterul i vaWroba** \_ erTi saqonl is an momsax- urebis meore saqonel sa da momsaxurebaze natural uri gacvl a.

**belWedi** \_ special uri StampiT qaral dze, l uqze, san- Tel ze an sxva masal aze gakeTebul i anabeWdi. warmoad- gens dokumentebis damowmebis erT-erT saSual ebas.

**biლიოგრაფიული ცნობა** \_ saarqivo ცნობა, romel ic Seicavs monacemebs pirovnebis (pirovnebebis) Sesaxeb.

**biznesi** \_ nebismieri saqmianoba, pirvel yovl isa, same- warmeo, romel sac mogeba moaqvs.

**birJa** \_ organizebul i bazari, sadac xdeba fasiანი qaral debis (safondo birJa), val utis (saval uto bir- Ja), masobrivi warmoebis, standartul i da erTsaxovani saqonl is (saqonl is birJa), yidva-gayidva; rogorc wesi, birJas hyavs wevrTa fiqsirebul i Semadgenl oba da ey- rdnoba vaWrobis mkacr wesebs.

**brakeraJi** \_ mza saqonl is xarisxis Semowmeba, gan- sazRvra; cudi xarisxis nawarmis gadarCeva; wundeba.

**brauzeri** \_ informaciul i masal is vizual izaciis (daTval ierebis saSual eba) komponenti, romel ic Tan- amedrove kompiuterebis programul i uzrunvel yofis Semadgenl obaSi Sedis da internetSi muSaobis mxar- dasaWeradaa gaTval iswinebul i. brauzeri qsel idan gada- gzavnil i informaciul i masal is (teqtis, grafikis, animaciis) daTval ierebisa da xmovani Tanxl ebis mosme- nis saSual ebas izl eva.

**brifingi** \_ saxel mwifo moRvaweTa Sexvedrebi da saubrebi masmediis warmomadgenl ebTan. pres-konferen-

ciebisagan gansxvavebiT ufro xanmokl e da nakl ebad oficial uri.

**brokeri** \_ Suamaval i myidvel sa da gamyidvel s Soris kontraqtebis dadebisas, komerciul i, saval uto da sadazRvevo operaciebSi. igi daspecial ebul ia gansazRvrul i saxiT saqonel sa da momsaxurebaze, moqmedebs kl ient-Ta daval ebiT da maT xarj ze, maTgan iRebs anazRaurebas.

## g

**gadasaxadi** \_ saval debul o mosakrebel i, romel ic fiqsirebul ad gadairicxeba saxel mwifo (adgil obriv) biujetSi mocemul i qveynis fizikuri da iuridiul i pirebis mier kanonmdebl obiT dadgenil i sagadasaxado ganakveTis Sesabamisad.

**gadaxdisunarianoba** \_ saxel mwifos, iuridiul i an fizikuri piris unari, droul ad da mTl ianad Seasruli os savaWro, sakredito da fuladi xasiaTis sxva operaciebidan gamomdinare sagadasaxado val debul ebani.

**gadasaxadis zRvrul i ganakveTi** \_ damatebiTi (gadasaxadiT dasabegri) Semosavl is wil i, roml is gada-xdac aucil ebel ia gadasaxadis saxiT.

**gakotreba** \_ finansuri kraxi, romel ic dadgenil ia sasamarTl os mier. gakotrebis oficial urad gamocxadebis dRidan kompania kargavs Tavisi qonebis gankargvis ufl ebas.

**ganmkargul ebel i dokumentebi** \_ dokumentebi, roml ebSi fiqsirebul ia dawesebul ebis gadawyvetil eba administraciul da organizaciul sakiTxebze.

**gasul i dokumenti** \_ dawesebul ebidan gazavnil i dokumenti.

**gasul i nomeri dokumentisa** \_ dokumentis saregistracio nomeri, dasmul i gamgzavnis mier.

**gauTval iswinebel i inflacia** \_ inflaciis done, romel ic gansazRvrul i periodisaTvis mosal odnel ze ufro maRal i aRmoCnda.

**gerbis qaRal di** \_ qaRal di saxel mwifo gerbis an sxva romel ime saxel mwifo embl emis gamosaxul ebiT. gamoiyeneba samoqal aqo-samarTl ebriv sakiTxebze dokumentebis Sedgenisas.

**geSefti** \_ gamorCenis (mogeblis) mizniT wamowyebul i saqme, urigo saqmianoba.

**gl obal izacia** \_ cneba, romel ic kaciobriobis sazogadoebrivi yofierebis sxvadasxva formiT gaerTianebisa da Serwymis survil s aRniSnavs.

**granti** \_ inovaciuri xasiaTis (ix. inovacia) samuSaoTa miznobrivi SeRavaTiani an daubrunebel i dafinanseba. grantis miRebis pretendenti SeiZl eba iyos erTpiri an garkveul i jgufi, romel sac damuSavebul i aqvs progresul i idea, magram ar gaaCnia dafinansebis sakuTari wyaro. granti Cveul ebriv gaicema konkursis wesiT. igi eZl evaT saxel mwifo struqturebs, mewarmeebs, kerZo firmebs garkveul val debul ebaTa dakisrebiT.

**grifi dokumentze** \_ aRniSvna dokumentis saidumleobis, mniSvel obis, Sesrul ebis siswrafisa da a.S. xarisxis Sesaxeb.

## d

**dagegmil i investiciebi** \_ Tanxebi, romel Ta investirebasac firmebi gegmaven an varaudoben.

**dazRvevadi riski** \_ movl ena (roml is saSual o gameorebadoba SeiZl eba sakmarisi sizustiT davadginot), romel sac SeuZl ia zaral i gamoiwvios da Tavismxriv, SeiZl eba avicil oT sadazRvevo pol isis SeZeniT.

**damatebiTi Rirebul eba** \_ firmis mier gayidul i produqciis Rirebul eba minus nakeTobaTa (masal ebis) Rirebul eba, romel ic firmam SeiZina da gamoiyena mis sawarmoebli ad; tol ia amonagebisa, romel ic moicavs xel fass, qiris, sargebl is da mogebis eqvalents.

**damatebiTi Rirebul ebis gadasaxadi** \_ firmis



mier gayidul saqonel Ta Rirebul ebas da mis mier sxva firmebisagan SeZenil saqonel Ta Rirebul ebas Soris gansxvavebis gadasaxdel i.

**damcavi, proteqcionista i baJi** \_ baJi, romel ic dawesebul ia saqonl is saSinao mwarwoebl ebis dacvis mizniT ucxouri mwarwoebl ebis konkurenciisagan.

**danazogebi** \_ Semosaval i gadasaxadebis gadaxdis Semdeg, romel ic daxarj ul ia, ara samomxmarebl o saqonel - Ta SeZenaze: igi gadasaxadebis gadaxdis Semdeg darCeni - l i Semosavl ebisa da piradi moxmarebis xarj ebis sxvaobis tol ia.

**daskvniTi oqmi** \_ oficial uri dokumenti, romel ic rogorc wesi, daerTvis ZiriTad xel Sekrul ebas da moicavs SeniSvnebs, dazustebas an cal keul muxl Ta garmartebas.

**dafraxtva** \_ gemis daqiraveba.

**dawesebul ebis rekvizitebi** \_ dokumentis bl ankze asaxul i monacemebi (misamarTi, tel efonis, faqsis nomeri da sxv).

**daxurul i ekonomika** \_ qveynis ekonomika, romel - sac ar Semoaqvs da ar gaaqvs saqonel i da momsaxureba.

**debeti** \_ Canawerebi buRal trul angariSSi, romel ic mowmobs, rom aqtivis Rirebul eba (magal iTad, ucxouri val utis, romel ic mocemul i qveynis moqal aqis kuTvnil ebaa) Semcirca.

**debitori** \_ daval ianebis mqone fizikuri da iuridiul i piri.

**deval vacia** \_ ful ad erTeul Si (erovnul val utasi) oqros Semcvel obis oficial uri Semcireba an misi kursis dacema sxva qveynebis val utebTan SedarebiT.

**dezavuireba** \_ visime gancxadeba, rom igi ar eTanxmeba Tavisi warmomadgenl is, rwmunebul is moqmedebas (ufl ebamosil ebis gadaWarbebis gamo).

**dezinformacia** \_ informaciis erTi obieqtidan meorisaTvis mizanmimarTul i gadacema im situaciaSi, rode sac misi real izacia mizanSewonil ia pirvel isaTvis da mizanSeuwonel i meorisaTvis.

**dekl aracia** \_ saxel mwifos an saxel mwifo j gufis mier gancxadeba, romel Sic ayal ibeben TavianTi saqmianobis mimarTul ebas da principebs, gamoxataven TavianT pozicias konkretul sakiTxTan dakavSirebiT.

**dekreti** \_ xel isufl ebis umaRl esi organos dadgenil eba, gankargul eba, romel sac kanonis Zal a aqvs.

**del iveri** \_ weril obiTi gankargul eba saqonl is gacemis Sesaxeb.

**dempingi** \_ saqonl is eqsporti xel ovnurad daqveitebul i fasiT (TviTRirebul ebaze dabl ac), potenciuri konkurentebis Seviwrovebisa da bazris dapyrobis mizniT.

**depoziti** \_ 1. Sesanaxad Setanil i ful adi saxsrebi an fasiani qaRal debi safinanso-sakredito, administraciul da sabaJo organizaciebSi. 2. moval is mier sasamarTl o dawesebul ebaSi kreditorisadmi gasacemad Setanil i ful adi Tanxa an fasiani qaRal debi.

**depozituri dawesebul eba** \_ firma, romel ic anabrebs Rebul obs sawarmoebisa da cal keul i pirebisagan; komerciul i banki, Semnaxvel -gamsesxebul i asociacia, urTierTsemnaxvel i banki da sakredito kavSiri.

**dil eri** \_ fizikuri an iuridiul i piri, romel ic safondo birJis wevria da profesiul doneze vaWrobs fasiani qaRal debiT. brokerisagan gansxvavebiT, romel ic Suamaval ia, dil eri operaciebs sakuTari xarj ebiT awarmoebs. mas ara aqvs ufl eba, uSual od kl ientebTan dados SeTanxmeba. igi garigebas awarmoebs brokerebTan.

**distributori** \_ firmis agenti, romel sac eval eba am firmis produqciis real izacia garkveul regionSi. igi muSaobs Sesabamisi saqonl is mwarwoebel firmasTan

dadebul i saxel Sekrul ebo SeTanxmehis safuZvel ze. igi birJasTan ar aris dakavSirebul i da moqmedebs Tavisi saxel iTa da angariSiT.

**dokumenti** 1. raime ufl ehis an iuridiul i mniS-vnel obis faqtis damadasturebel i sabuTi (mindobi-l oba, metrika); visime vinaobis damadasturebel i mow-moba. 2. faqtelis, SemTxvevebis, sagnebis, obieqturi si-namdvil is, movl enebisa da adamiadis gonebrivi saqmiano-bis, weril is, grafikis, naxatis, fotografiis, bgerweris saSual ebiT, an sxva xerxiT special ur masal aze asaxvis Sedegi.

**dokumentis asli** \_ dokumentis teqstis piri (gamosaxul ehis, xmis) gadaReba.

**dokumentireba** \_ dokumentebis Seqmnis procesi.

**dokumentis TariRi** \_ dokumentis Sedgenis an xe-l moweris dro (ricxvi, Tve, wel i), miTitebul i masze.

**dokumentis daTariReba** \_ dokumentis Seqmnis drois dadgena.

**dokumentbrunva** \_ 1. dokumentebis moZraoba dawese-bul ebaSi maTi miRebis an Seqmnis momentidan Sesrul eb-is damTavrebamde an gagzavnamde. 2. drois garkveul monakveTSi dawesebul ebaSi Semosul i Sida an gasul i dokumentebis raodenoba.

**dokumentis gacema** \_ gasul i dokumentis asli, romel ic rCeba dawesebul ebaSi.

**dokumentis dedani:** 1. oficial uri warmoSobis do-kumenti sabol oo redaqqiIT, damowmebul i Sesabmisi wesiT. 2. xel weril i.

**dokumentis xel mowera** \_ dokumentze Tanamdebo-bis piri an avtoris xel mowera, romel ic adasturebs mis namdvil obas (utyuarobas) an amowmebs dokumentis asli.

**dokumentis interpretacia** \_ ganmarteba dokumen-tis avtoriseul i azrisa.

**dokumentis original i** \_ 1. dokumentis pirvel daw-yebiTi egzempl ari. 2. dokumentis egzempl ari, romel ic warmoadgens sawyis masal asl is gadaRebisaTvis.

dokumentidan amoReba \_ dokumentis gancal kevebul i nawil i, SerCeul i gamosaqveynebl ad.

**dokumentis formul ari** \_ dokumentis el ementeb-is erTobl ioba, (avtoris, misamarTi, saxeoba, TariRi, sa-Tauri, Sinaarsi da a.S.)

**dokumentebis avTentikuroba** \_ erTi dokumentis (ZiriTadad dipl omatiuri da iuridiul i xasiatis) ramdenime namdvil i egzempl aris Sinaarsis srul i Sesa-tyvisoba.

**dokumentis bl anki** \_ qaral dis furcel i, romel ze-dac winaswar, beWdurad an sxva raime saSual ebebiT moTavsebul ia dawesebul eba \_ avtoris rekvizitebi, agreTve, rig SemTxvevebSi gaformebis, daxazvis, teqstis standartul i el ementebi.

**dokumentis saxeoba** \_ sakl asifikacio cneba, romel ic ixmareba erTi dasaxel ehis dokumentebis jgufis (ma-gal iTad, oqmebi \_ erTi saxeobaa, brZanebebi \_ meore, angariSebi \_ mesame da a.S.) aRsaniSnavad.

**dokumenturi masal ebi** \_ dokumentebis zogadi sax-el wodeba miuxedavad maTi Sinaarsis gadmocemis xerxi-sa.

**dokumenturi fondi** \_ mudmivi da droebiT Senax-vis yvel a dokumenturi masal a (miuxedavad maTi adg-il mdebareobisa) roml ebic iqmneba dawesebul ehis an cal keul i pirovnebis saqmianobis Sedegad.

**dokumenturi masal ehis Senaxvis vadebi** \_ drois periodebi, romel Ta ganmavl obaSi aucil ebel ia saqmis warmoebaSi damTavrebul i dokumenturi masal ehis Senaxva.

**dokumenturi masal ebi pirad Semadgenl obaze** \_ dokumentebi, roml ebic asaxaven cal keul i pirebis sa-

marTI ebriv, SromiT, samsaxurebriv da sxva urTierTo-  
bas saxel mwifo, sazogadoebriv, kooperatiul Tu sxva  
dawesebul ebebTan, adastureben SromiT staJs, Sromis  
anazRaurebas, ganaTI ebas, Tanamdebobrivsa da social ur  
mdgomareobaSi momxdar cvl il ebebs.

**dokumentis gasul i nomeri** \_ dokumentis sareg-  
istracio nomeri, dasmul i gamgzavnis mier.

**dokumentis saregistracio nomeri** \_ rigiTi nomeri,  
romel ic miekuTvneba Semosavl is an gasavl is dokuments  
misi registraciis dros, warmoadgens saqmiswarmoebis  
indeqsis nawil s an mis Semcvel s.

**dokumentis saTauri** \_ 1. saqmiswarmoebaSi doku-  
mentis Sinaarsis mokl e gadmocema. 2. saarqivo saqmesa  
da argeografiaSi dokumentis Sinaarsis mokl e gad-  
mocema da dokumentis saxeobis an saxesxvaobis, misi  
Sedgenis TariRis, avtorisa da a.S. aRniSvna.

**dokumentis saregistracio Jurnal i** \_ dawese-  
bul ebis saqmiswarmoebaSi dokumentebis aRricxvis Ju-  
rnal i asaxavs dokumentebis miRebis an gagzavnis Tar-  
iRebs, maT Sinaarss, Sesrul ebas, Senaxvis adgil s da a.S.

**dokumentis saxesxvaoba** \_ sakl asifikacio cneba,  
ixmareba aRsaniSnavad erTi saxis dokumentebisa, romel Tac  
aqvT erTnairi miznobrivi daniSnul eba da formul ari  
(mag. sxdomis oqmebi \_ erTi saxeoba, dakiTxvis oqmebi \_  
meore da a.S.).

**domeni** \_ (ing. are-teritoria) saerTaSoriso SeT-  
anxmebiT, internetSi TiToeul i qveynisaTvis gamoyofil i  
garkveul i, 2-3 asosagan Semdgari koduri aRniSvna (mis-  
amarTi), romel sac pirvel i donis domeni anu am qveynis  
domeni ewodeba.

**dosie** \_ raime sakiTxTan, saqmesTan dakavSirebul i  
dokumentebi, erTad Sekrebi i; aseTi dokumentebis Sem-  
cvel i saqRal de.

**evro (EURO)** erTiani evropul i val uta, romel ic  
SemoRebul ia ekius nacvl ad evrozonaSi Semaval i 12  
qveynisTvis (avstria, bel gia, germania, espaneTi, irl andia,  
ital ia, l uqsemburgi, niderl andebi, portugal ia, saberZneTi,  
safrangeTi, fineTi).

**ekonomikuri informacia** \_ informacia saqonl isa  
da momsaxurebis warmoebis, danawil ebis, gacvl isa da  
moxmarebis procesebis Sesaxeb.

**embargo** \_ saxel mwifo xel isufl ebis mier, saqon-  
l is, oqros, fasiani qaRal debis sazRvargareT gatanis  
an sazRvargareTidan Semotanis akrZal va an savaWro  
urTierTobis mTI ianad aRkveTa ama Tu im qveyanasTan  
ekonomikuri da pol itikuri mosazrebiT.

**erTiani saarqivo fondi** \_ kompl eqsi saxel mwi-  
foebrivi, pol itikuri, samecniero, saxal xo-sameurneo an  
kul turul i mniSvnel obis dokumenturi masal ebisa,  
roml ebic iqmneba ori an meti dawesebul ebis (orga-  
nizaciis, sawarmos) saqmianobaSi, romel Tac aqvT (hqon-  
daT) erTmaneTs Soris istoriul ad ganpirobepul i  
kavSiri (funqciebis erTgvaroba, daqvemdebareba, adgil m-  
debareoba, memkvidreoba da a.S.), an cal keul i pirebisa,  
roml ebic erTmaneTTan dakavSirebul ni arian naTesauri,  
profesiul i an sxva urTierTobiT.

**etiketi** \_ 1. saqonel ze, produqciaze dakrul i safa-  
briko an savaWro niSani, romel zedac naCvenebia saxel -  
wodeba, fasi da sxv; iarl iyi. 2. mefis karze, dipl oma-  
tiur wreebSi da a.S. Tavis daWeris, urTierTobis wese-  
bis krebul i. 3. Tavis daWerisa da Tavaziani mopyrobis  
wesebi, rac miRebul ia romel ime sazogadoebaSi.

**eqsporti** \_ sazRvargareT saqonl is, momsaxurebisa  
da kapital is gatana sagareo bazrebze realizaciis  
mizniT.

## V

**val uta** \_ qveynis ful adi erTeul i, romel ic monaw-il eobs saerTaSoriso ekonomikur gacvl aSi da saer-Tod, dakavSirebul ia yovel gvar ful ad angariSswore-basTan saerTaSoriso urTierTobebSi. val utas miekuTvneba agreTve, saerTaSoriso saangariSsworebo, ful adi er-Teul ebi.

**val utis bazari** \_ meqanizmi, romel ic uzrunvel y-ofs val utebisa da ucxour val utebSi gamoxatul sa-gadasaxado dokumentebis (Cekebis), Tamasuqebis, akredi-tivebis da a.S. yidva-gayidvas. es procesi xorciel deba val utebis gacvl is formiT da moTxovna-miwodebis safuZ-vel ze dadgenil i kursis Sesabamisad.

**val utis birJa** \_ bazris instituti, roml is meSve-obiTac xdeba ucxouri val utebis kursis kotireba.

**val utis kursi** \_ warmoadgens erTi qveynis ful a-di erTeul is `fass- gamoxatul s sxva qveynebis ful ad erTeul ebSi.

**val utis kursis gansazRvra (kotireba)** \_ kur-sis gansazRvra da kotireba saval uto sistemis mniS-vnel ovani el ementia. oqros standartis pirobebSi val u-tis gasacvl el i kursi yal ibdeba maTi oqros Sencvel o-bis \_ oqros paritetis safuZvel ze.

**veb-gverdi** \_ internetis qsel is l ogikuri erTeul ia, romel ic erTmniSvnel ovnad misi misamarTiT ganisazRvreba. (interneti saitebisgan Sedgeba, xol o saitebi, veb-gver-debisagan). veb-gverdi SeiZl eba Seicavdes agreTve su-raTebis, animacias da sxva.

## T

**Tavisufal i (special uri) ekonomikuri zona** \_ qveynis teritoriis is nawil i, sadac special uri sa-marTi ebrivi reJimis safuZvel ze iqmneba xel sayrel i pirobebi sxvadasxvagvari sagareo ekonomikuri opera-

ciebisaTvis. mistvis damaxasiaTebel i niSania Tavisufa-l i an SeRavaTiani mewarmeoba.

**Tamasuqi** \_ kanoniT dadgenil i formis weril obiTi sagadasaxado val debul eba, ful adi dokumenti msesxeb-l is mier gacemul i kreditoris saxel ze, roml iTac am ukanasknel s eniWebu ufl eba mostXovos msesxebel s Tama-suqSi miTiTebul i Tanxis gadaxda gansazRvrul vadaSi.

saerTaSoriso vaWrobaSi Tamasuqi angariSsworebisa da komerciul i dakreditebis erT-erTi ZiriTadi saSu-al ebaa.

**Tezisi** \_ debul eba, momxsenebl is an avtoris mier dasamtkicebel -gasaviTarebel i.

## I

**iarl iyi** \_ 1. etiketi (Senakravze) an nawebi (kol ofze), ucvenebs saarqivo Sifrs da sxva cnobebs SenakravSi (kol ofze) arsebul i Sesanaxi erTeul ebis Sesaxeb. 2. saqonel ze dakrul i furcel i, romel zedac aRniSnul ia saxel wodeba, raodenoba, fasi da sxva.

**identoba** \_ igiveoba, erTgvaroba.

**imiji** \_ 1. mizanmimarTul ad formul irebul i, gan-sakuTrebul i maxasiaTebul iT gamorCeul i saxe (pirovnebis, movl enis, sagnis), romel ic mowodebul ia garkveul i mizniT (popul arizacia, rekl ama da a.S.) emociur-fsiqol ogiuri zemoqmedeba moaxdinos sazogadoebaze. 2. saqonl is, momsaxureobis, sawarmos da a.S. reputacia, is saqonel i, momsaxureba, sawarmo da a.S. romel Ta `sax-emac- momxmarebel Ta aRiareba moi pova, SemdgomSi uzrun-vel yofs momxmarebel Ta erTgul ebas Sesabamisi safir-mo da savaWro markebisadmi da maT mtkice, myar mdgo-mareobas bazarze.

**importi** \_ sazRvargareTidan saqonl isa da momsax-urebis, agreTve teqnoL ogiisa da kapital is Semotana importiori qveynis saSinao bazarze sareal izaci od da dasabandebul ad.

**importze gadasaxadi** (saimporto baji) \_ sazR-  
vargareTidan SemotaniI saqonel ze dawesebul i arapirda-  
piri gadasaxadis saxe. gamoiyeneba importis mocul o-  
bisa da struqturis regul irebisaTvis.

**importul i garigeba** \_ saqonel Ta an momsaxurebis  
Sesyidva, romel ic amcirebs ucxouri val utis raode-  
nobas mocemul i qveynis cal keul pirebze, firmebze da  
mTavrobaze.

**importul i kvota** \_ qveynis mier sxva qveynidan  
Semosatani saqonl ebis raodenobrivi l imiti drois  
gansazRvrul periodSi.

**individul uari moTxovna** \_ saqonel sa da momsax-  
urebaze cal keul i myidvel is moTxovnis mrudi.

**indemiteti** \_ zaral is anazRaureba, kompensacia  
(rogorc wesi, saerTaSoriso samarTal Si).

**indosamenti** \_ fasiani qaRal dis (veqsil i, Ceki da  
a.S.) sxva pirisaTvis gadacemis damadasturebel i warw-  
era mis meore gverdze.

**investicia** \_ kerZo seqtorisa da saxel mwifos  
grZel vadiani kapital dabandeba qveynis SigniT da sazR-  
vargareT. 1. dabandeba ZiriTad kapital sa da materi-  
al ur-sasaqonl o maragSi warmoebis ganviTarebisaTvis.  
2. dabandeba finansur aqtivebSi (depoziciaSi, fasian  
qaRal debSi) Semosavl is mizniT.

**inicial ebi** \_ saxel wodebis (umTavresad saxel -  
gvaris) Tavkiduri asoebi.

**inkaso** \_ sabanko operaciis saxeoba, roml iTac banki  
saangariSsworebo dokumentebis, Tamasuqis, Cekis da a.S.  
safuZvel ze kl ientis daval ebiT da mis angariSze iRebs  
mis kuTvnil ful ad Tanxas mesame pirisagan. sainkaso  
operaciebis CatarebisaTvis banks sakomisio ekuTvnis.

**inovacia** \_ Sromis organizaciisa da marTvis axal i  
formebis danergva ara mxol od cal keul sawarmoebSi,  
aramed mTel dargSi.

**instancia** \_ erTmaneTs daqvemdebarebul i saxel m-  
wifo mmarTvel obis organoebis cal keul i rgol i, safex-  
uri.

**instruqcia** \_ darigeba kanonis gamoyenebis Sesaxeb.  
wesebis krebul i, saxel mZRvanel o miTiTebani.

**inflacia** \_ mimocqcevis arxebSi Warbi qaRal dis  
ful isa da daxurdavebul i banknotebis dagroveba, rac  
iwvevs maT gaufasurebasa da fasebis saerTo donis  
zrdas.

**ipoTeka** \_ 1. uZravi qonebis girao sesxis misaRe-  
bad. 2. ipoTekuri sesxi (ipoTekuri krediti) \_ bankis  
mier uZravi qonebis giraoTi gacemul i ful adi sesxi.  
3. giravnobis sigel i \_ uZravi qonebis saqmiani mowmoba,  
roml esac banki msesxebel s aZl evs.

**iuridiul i piri** \_ firma, organizacia, gaerTianeba  
da a.S. romel ic kanoniT iTvl eba samoqal aqo samarTI isa  
da val debul ebebis subieqtad, e.i. SeuZl ia damoukide-  
bl ad moipovos qonebrivi ufl eba, aiRos val debul ebe-  
bi da iyos pasuxismgebel i sasamarTI osa da arbitra-  
Jis winaSe. yovel iuridiul pirs Tavisi saxel wodeba  
aqvs.

**ijara** \_ qonebis (miwis) gacema misi mepatronis  
mier droebiTi sargebl obisaTvis sxva pirebze saxel Sek-  
rul ebo pirobebiT, qiris aRebiT.

## k

**kal kul acia** \_ produqciis erTeul is TviTRire-  
bul ebis gaangariSeba danaxarj ebis saxeebis mixedviT.

**kancel aria** \_ ganyofil eba, romel ic ganagebs saqmiswar-  
moebas.

**kapital i** \_ adamianis mier Seqmnil i resursebi, rom-  
l ebic saqonel Ta da momsaxurebis sawarmoebI ad gam-  
oiyeneba, saqonel i, romel ic uSual od ar akmayofil ebs

adamianis moTxovnil ebas. investiciuri saqonel i, warmoebis saSual ebebi.

**kapital is gatana** \_ qveynis firmebisa da moqal aqeebis mier gaweul i xarjebis jami, real uri aqotivebisa da fasiani qaRal debis Sesazenad sxva qveynebsi.

**kargo** \_ 1. sagareo-savaWro operaciebSi \_ xomal - dis tvirti; kargo \_ gegma \_ xomal dze tvirtis ganlagebis gegma. 2. xomal dis tvirtis dazrveva.

**kart-bl anSi-** \_ 1. xel moweril i sufta bl anki, roml is Sevsebis ufl ebas aZl evs sxva pirs xel momweri. 2. (gadat). ganusazRvrel i rwmunebani.

**karteli** \_ formal uri, weril obiTi an zepiri saxis SeTanxmeba firmebs Soris produqciis fasis, individual ur formaTa warmoebis mocul obis am produqciis bazris geografiul i ganawil ebis Sesaxeb.

**kaf-i (CAF)** \_ Rirebul eba da fraxti \_ saerTaSoriso vaWrobaSi sazRvao gadazidvisas saqonl is gayidvis sabaziso piroba, romel ic iTval iswinebs eqsportioris val debul ebas gaitanos saqonel i kontraqtiT gaTval iswinebul navsagduramde, dafraxtos gemi da dafaros amastan dakavSirebul i xarjebi. importiori val debul ia miRos saqonel i SeTanxmebiT gaTval iswinebul portSi da dafaros mis gadmotvirTvasTan dakavSirebul i xarjebi.

**kerZo arqivi** \_ kerZomfl obel obiTi dawesebul ebis an cal keul i piris (oj axis, gvareul obis) arqivi.

**kerZo sakuTreba** \_ kerZo pirTa da firmebis ufl eba, SeiZinon, kontrol i gauwion, gayidon da anderZiT datovon miwa, kapital i da sxva aqciebi.

**kvota** \_ 1. nawil i, wil i, norma, pai; sagadasaxado kvota. dabegvris gansazRvrul i erTeul idan akrefil i gadasaxadis sidiide. 2. warmoebasa da gasaRebaSi \_ wil i, dadgenil i sakartel o SeTanxmebis fargl ebSi misi TiToeul i monawil isaTvis.

**kl auzul a** \_ 1. sagangebo piroba, romel ic Setanilia xel Sekrul ebaSi, anderZSi.

2. ritorikaSi: warmoTqmul i sityvis bol o nawil i, romel sac gansakuTrebul yuradRebas aqceven.

**kl iringi** \_ saSinao da saerTaSoriso unaRdo angariSsworebis sistema savaWro da sxva operaciebisatvis, dafuznebul i moTxovnisa da val debul ebis urTierTCamoTvl aze. ganasxvaveben sabanko da saval uto kl irings. sabanko kl iringi gamoiyeneba qveynis SigniT da warmoadgens bankebs Soris unaRdo angariSsworebis sistemas. saval uto kl iringi xorciel deba saxel mwi foebis Soris sakl iringo SeTanxmebis formiT da iTval iswinebs urTierTdaval ianebis dafarvas.

**kodeqsi** \_ gansazRvrul i wesit sistemaSi moyvani l i kanonta krebul i.

**kodi** \_ pirobit aRniSvnaTa sistema. gamoiyeneba informaciis meqanizebul i Zebnis dros.

**komentarebi** (Sinaarsis SeniSvnebi) \_ SeniSvnebis saxeoba dokumentebis publ ikaciisas. Seicavs Sinaarsis ganmartebas dokumentebisas, romel Ta gagebisaTvis saWiroa special uri codna, agreTve gamosaqveynebel i dokumentebis ganmarteba \_ damatebani.

**kol egia** \_ 1. Tanamdebobis pirTa jgufi, roml ebic qmian administraciul , saTaTbiro an ganmkargul ebel organos. 2. zogi profesiis pirTa gaertianeba.

**komercia** \_ 1. vaWroba 2. saqmianoba, romel ic mimaRTul ia mogebis miRebisaken.

**komerciul i banki** \_ sabanko dawesebul eba, romel ic special izebul ia depozitebis miRebaze; mokl evadiani kreditebis gacemasa da kl ientebis saangariSsworebo momsaxurebaze.

**komerciul i krediti** \_ krediti, romel sac gamyidvel i aZl evs myidvel s im pirobit, rom igi nayidi saqonl is safasurs ganvadebit gadaixdis.

**komivoiaJori** \_ savaWro firmis agenti, romel ic dadis erTi adgil idan meoreSi, Tan daaqvs saqonl is nimuSebi preiskurantebi da mist; debs xel Sekrul ebas da sxv.

**kondicia** \_ norma, standarti, xarisxi, romel sac saxel Sekrul ebo pirobis Tanaxmad, unda Seesabamebodes esa Tu is saqonel i.

**konvencia** \_ 1. saxel mwifoebis Soris dadebul i saer-TaSoriso xel Sekrul eba sagangebod raime sakiTxis Sesaxeb. 2. ekonomikuri xasiaTis xel Sekrul eba sameurneo organizaciebs Soris.

**konvertirebadoba** \_ erovnul i val utis unari, Tavisufl ad gaicval os ucxour val utaze yvel a saxis operaciis dros da nebismieri formiT.

**konkurencia** \_ bazarze didi raodenobis damoukidebel myidvel Ta da gamyidvel Ta arseboba da myidvel Ta da gamyidvel TaTvis bazarze Tavisufal i gasvl isa da datovebis SesaZl ebl oba.

**konsensusi** \_ sadavo sakiTxebze zogadi Tanxmoba.

**kontraqti** \_ weril obiTi xel Sekrul eba, SeTanxmoba, romel ic gansazRvravs misi damdebi mxareebis val debul ebas.

**konfidencial uri** \_ saiduml o, iseTi ram, ris gaxmaurebac ar SeiZl eba.

**koncerni** \_ formal urad Tavisufal i sawarmoebis da bankebis kavSiri (Cveul ebrivi isini miekuTvnebian mrewvel obis, vaWrobis, transportis da a.S. sxvadasxva dargebs), roml is fargl ebSic saTavo firma axorciel ebs yvel a monawil eTa finansur kontrol s.

**koncesia** \_ 1. xel Sekrul eba, roml is safuZvel zec saxel mwifo gansazRvrul i vadiT saeqspl oati od gada-scems kerZo mewarmeebs, ucxour firmebs, samrewvel o sawarmoebis an miwis nakeTebis sxvadasxva nagebobaTa

mSenebl obis, sasargebl o wiaRiseul is mopovebis da a.S. ufl ebiT. 2. TviT sawarmo, organizebul i aseTi xel Sekrul ebis safuZvel ze.

**kooperativi** \_ kol eqtiuri sawarmo, roml is Tanxebi Sedgenil ia monawil eebis (wevrebis) mier Setanil i sapaio gadasaxadisagan.

**koopracia** \_ arCeviT organoSi axal i wevris Seyvana TviT am organos mier arCevis gareSe.

**korespondenti** \_ dawesebul eba an cal keul i piri, romel Tanac warmoebs mimowera.

**korporacia** \_ Tanamedrove mewarmeobis, biznesis erTerTi organizaciul i forma. misi TanamesakuTrea aqciis mfl obel adamianTa jgufi, romel Tac akisriaT SezRudul i pasuxismgebl oba korporaciis aqcionerul kapital Si Tavisufl wil is odenobis mixedviT.

**kotireba** \_ ucxouri val utebis, fasiani qaRal debis kursis an saqonl is fasebis dadgena birJaze moqmedis sakanonmdebl o normebisa da Camoyal ibebul i praktikis Sesabamisad.

**krediti** \_ 1. droebiT Tavisufal i ful adi saxsrebis an saqonl is gacema val ad, gansazRvrul i vadiT, fiqsirebul i procentis safasurad. kreditis formebs: sabanko, komerciul i, saxel mwifo, saerTaSoriso. 2. sabuRal tro angariSis marj vena mxare. angariSis aqtivSi krediti aris gasaval i nawil i, sadac Setanil ia yvel a danaxarj i mocemul i angariSis mixedviT. 3. ndoba, ndobiT sargebl oba.

**kupiura** \_ nominal uri Rirebul eba qaRal dis ful isa, obl igaciisa an sxva fasiani qaRal debisa.

**kursivi** \_ sastambo Srifti, romel ic xel iT nawers waagavs (odnav marj univ gadaxril i).

## I

**I aji** \_ fasiani qaRal debis kursis aweva nominal ur Rirebul ebasTan SefardebiT.

**I izingi** \_ komerciul i saqmianobis forma, saarendo operaciebis nairsaxeoba, romel ic gul isxmobs manqanebis, mowyobil obebis, satransporto saSual ebebis, warmoebiTi saSual ebebis grZel vadian arendas. sal izingo kontraqtis vadis gasvl is Semdeg arendators SeuZl ia SeiZinos mowyobil obebi darCenil i Rirebul ebis gadasaxadis kval obze.

**I ikvidoba** \_ ful i an nivTebi, roml ebic SeiZl eba advil ad da swrafad gadaiqces ful ad, udanakargod an maTi msyidvel obiTi unaris umniSvnel o danakargiT.

**I ikviduri bazari** \_ bazari, sadac garigebebi yidva-gayidvis Sesaxe yovel gvare SezRudvebis gareSe xorciel deba.

**I icenzia** \_ oficial uri nebarTva, gacemul i saxel mwifos mier zogierTi saxis sameurneo saqmianobis warmoebisatvis, sagareo-savaWro operaciebis CaTvl iT. saerTaSoriso praqtikaSi gamoiyeneba sal icenzio SeTanxmebis sami Ziritadi saxe: martivi, gansakuTrebul i da srul i. martivi saxis sal icenzio SeTanxmebisas I icenziari (mesakuTre) gascems da amave dros TviTonac itovebs gamogonebis an `nou-haus- gamoyenebis ufl ebas. gansakuTrebul i saxis sal icenzio SeTanxmebisas I icenziants eZl eva gamogonebis gansakuTrebul i ufl eba da I icenziants ukve aRar SeuZl ia sxva pirebs an firmebs misces igi anal ogiuri pirobebiT. srul i saxis sal icenzio SeTanxmebisas I icenziari mTI ianad I icenziants uTmobs gamogonebis yvel a ufl ebas xel Sekrul ebis moqmedebis mTel i vadis ganmavl obaSi.

## m

**maki eri** \_ Suamaval i, gamrigebel i (savaWro saqmeebSi).

**memorandumi** \_ 1. saqmis arsis Semcvel i mokl e amonaweri. 2. dipl omatiuri mimarTva \_ dokumenti. Seicavs mTavrobis azrs ama Tu im sakiTxze.

**makul atura** \_ dokumenturi masal ebi, romel Tac ar gaaCniaT samecniero Rirebul eba da dakargul i aqvT praqtikul i mniSvnel oba.

**menejeri** \_ marTvis special isti, mmarTvel i, romel - sac qiraobs saxel mwifo, kompania, an kerZo mewarme.

**menejenti** \_ warmoebis marTva; warmoebis principebis, meTodebis, saSual ebebisa da formebis erTobl ioba, warmoebis efeqtianobis amaRl ebisa da mogebis gadidebis mizniT.

**mimdinare angariSi** \_ uvado anabari an moTxovnamde anabari komerciul bankSi an Semnaxvel dawesebul ebaSi.

**mimowera** \_ 1. dokumenturi kavSir-urTierTobebis sistema dawesebul ebebsa da kerZo pirebs Soris. 2. saxeoba saqmisa, romel ic Sedgeba dokument-SekiTxvebisa da dokument-pasuxebisagan.

**minaweri** \_ dokumentis Sedgenaze pasuxismgebel i piris xel mowera, romel ic keTdeba dokumentis ukana mxares.

**miwodeba** \_ (miwodebis mrudi) \_ romel ic gviCvenebs saqonel Ta an momsaxurebis raodenobas, roml ebsac gamyidvel ebi (gamyidvel i) sTavazoben gasayidad, sxvadasxva fasebSi, gansazRvrul i periodis manZil ze.

**mogeba** \_ ekonomikuri mogeba an normal uri mogeba; imaTi Semosaval i vinc ekonomikas mewarmeobiT unariT an normal uri mogebiT uzrunvel yofs.

**moTxovna** (moTxovnis mrudi) \_ mrudi, romel ic gviCvenebs gansazRvrul i saqonl isa da momsaxurebis raodenobis SeZena SeuZl iaT myidvel ebs sxvadasxva fasebiT, drois mocemul i periodis fargl ebSi.



**momsaxureba** \_ Sromis ekonomikuri forma, ekonomikuri kategoria, romel ic gamoxatavas urTier-Tobas Sromis sargebl ianobis safuZvel ze. momsaxurebis sasargebl o efeqti vl indeba material uri da aramaterial uri momsaxurebis saxiT.

**monopol ia** \_ 1. bazari, romel zedac gamyidvel Ta raodenoba imdenad umniSvnel oa, rom yovel maTgans Seu-Zl ia zegavl ena moaxdinos miwodebis saerTo mocul o-baze da saqonl isa da momsaxurebis fasze. 2. msxvil i dargi, romel Sic firmaTa mcire raodenoba kontrol s uwevs misi warmoebis mTel an did nawil s (nawil o-brivi monopol ia).

**moral i** \_ im wesebis, normebis erTobl ioba, roml ebic gansazRvravs adamianTa urTierTdamokidebul e-bebsa da yofaqcevas ama Tu im sazogadoebaSi.

**moratoriumi** \_ saSinao an sagareo val debul ebaTa Sesrul ebis gadadeba mTavrobis mier raime sagangebo mdgomareobis gamo.

**motivi** \_ 1. moqmedebis an qcevis aRmZvrel i mizezi. 2. mosazreba, sabuTi risame sasargebl od.

**motivireba da motivacia** \_ motivebis, mosazrebebis moyvana risame dasamtkicebl ad, dasabuTeba.

**mudmivi xarjebi** \_ danaxarjebi, romel Ta sidide. mTI ianad ar icvl eba, rodesac firma aregul irebs gamoSvebul i produqciis raodenobas; mudmivi resursebis Rirebul eba.

**msofli io fasi** \_ fasi, romel ic gamoiyeneba msofli io bazarze saqonl isa da momsaxurebis real izacii-sas. saerTaSoriso vaWrobis praqtikaSi msofli io fasi Cveul ebriv aris ama Tu im saxis saqonl is (momsaxurebis), umsxvil esi gamyidvel ebis da myidvel ebis garigebis, an ZiriTadi msofli io savaWro centrebis (Cikagos, niu-iorkis, l ondonis Tu sxva birJebis) fasi.

**mtkice fasi** \_ ucvl el i fasi xel Sekrul ebis dadebis momentidan misi moqmedebis mTel i periodis ganmavl o-baSi.

**mcire biznesi** \_ sabazro struqturis mniSvnel o-vani el ementi, samewarmeo saqmianobis yvel aze moqnil i da dinamikuri forma, romel ic vvril i mewarmeobis principi-pebzea dafuZnebul i da warmodgenil ia umciresi da mcire formebis saxiT.

**mwarmoebl is fasi** \_ fasi, romel ic moicavs saqonl is (momsaxurebis) sabaziso fass, yvel a arapirdapir gadasaxads damatebul Rirebul ebaze gadasaxadis garda da gamoricxavs subsidiebs.

## n

**novacia** \_ val debul ebis gauqmeba mxareTa SeTanxmeis safuZvel ze misi axal i val debul ebiT Secvl is gziT.

**nomenkl atura** \_ terminTa da saxel wodebaTa sia, romel ic ixmareba mecnierebis, xel ovnebis, warmoebisa da sxvaTa ama Tu im dargSi.

**nomenkl aturul i** \_ nomenkl aturasTan dakavSirebul i muSaki, romel sac personal urad amtkicebs umaRl esi instancia.

**norma** \_ 1. risame dawesebul i raodenoba; 2. dakanonebul i ram; 3. sayovel Tad aRiarebul i wesi, mdgomareoba risame.

**normal uri gasacvl el i kursi** \_ Tanafardoba erovnul i da ucxouri val utebis erTeul ebis raodenobas Soris, roml is safuZvel zec angariSsworeba Sei-Zl eba moxdes rogorc fiqsirebul i, ise mcuravi kursis mixedviT.

**nominal uri Rirebul eba** \_ Rirebul eba, romel ic miTiTebul ia fasian qaRal dze, qaRal dis ful ze, banknotbze, monetebze.

**normatul i dokumentebi** \_ dokumentebi, roml ebi-Tac dgindeba raime wesebi, normebi.

**nou-hau** \_ warmoebis saiduml oebaTa amsaxvel i gan-zogadebul i termini, mTI ianad an nawil obriv konfi-dencial uri codnis, teqnikiuri, ekonomikuri, administraci-ul i, finansuri xasiaTis cnobebis erTobl ioba, romel -Ta gamoyeneba gansazRvrul upiratesobas aZl evs maT mimReb pirovnebas Tu firmas.

**numeracia** \_ nomrebis dasma miyol ebiT, danomvra.

## O

**obl igacia** \_ 1. gansazRvrul i vadiT gamoSvebul i myari kursis mqone fasiani qaRal di, romel ic Seicavs miTiTebul droSi sexsis daFarvisa da procentis yovel -wl iuri gadasaxadis val debul ebas. sagadasaxado val de-bul eba, roml is mixedviTac kreditori yovel wl iurad Rebul obs Semosaval s fiqsirebul i procentis saxiT. 2. fiqtiuri kapital is erT-erTi forma.

**ol igarqia** \_ msxvil i monopol isturi kapital is mcirericxovani warmomadgenl ebis politikuri da ekonomikuri batonoba.

**orientacia** \_ 1. (gadati.) garemomcvel pirobebSi raime sakiTxSi garkeva. 2. (gadati) sazogadoebrivi, poli-tikuri da sxva moRvaweobis warmarTva garkveul i mima-rTul ebiT. 3. moqmedebis gegmis aReba.

**oferta** \_ 1. garigebis Sesaxeb winadadebis for-mal uri SeTavzeba ama Tu im pirisaTvis yvel a aucil ebe-l i pirobis miTiTebiT. 2. garkveul i formis oficial -uri ganacxadi sakonkurso vaWrobaSi (tenderSi) monaw-il eobis Sesaxeb. vaWrobis organizatori (Cveul ebriv tenderis komiteti) TviTon adgens ofertis formas sakonkurso vaWrobaSi monawil eobisaTvis aucil ebel moTxovnebs, kompaniebs, firmebs. Cveul ebriv, ofertis ward-genis vadaa sami Tve da zogjer metic.

**oficial uri** \_ 1. xel isufl ebis, administraciis mier an Tanamdebobis piris mier dadgenil i, maTgan mom-dinare. 2. mTavrobis sabuTebs, saqmiani qaRal debis damaxasiaTebel i. mag. oficial uri stil i. 3. rac yvel a wesis, yvel a formal obis dacviT xdeba. 4. (gadati). uSu-al obas, ubral oebas mokl ebul i, TavSekavebul i, civi. mag. oficial uri urTierToba, oficial uri toni.

## P

**pabl isiti** \_ 1. rekl ama, popul aroba; 2. saqonel mi-moqcevis arxebSi informaciis gavrcel eba saqonl isa da momsaxurebis da maTi mwarmoebel i firmebis Sesaxeb moTxovnis stimul irebis mizniT; propagandistul i kompania. 3. rekl amis saxel wodeba aSS-Si.

**paginacia** \_ wignis an xel naweris gverdebis numer-acia.

**paragrafi** \_ 1. wignis, statiis, oficial uri doku-mentis teqstis nawil i, romel sac TavSi Cveul ebriv niSani uzis rigiTi nomris win. 2. TviT am niSnis sax-el i.

**pariteti** \_ 1. tol oba, tol fasovneba, Tanasworoba, Tanabari mdgomareoba; 2. Tanafardoba sxvadasxva qvey-nis val utebs Soris oqros woniTi raodenobis an maTi msyidvel obiTi unaris mixedviT.

**partnioroba** \_ firmis erT-erTi organizaciul i forma, romel ic aerTianebs ori an meti sameurneo sub-ieqtis kapital s, arsebobs partniorobis ori saxe: gen-eral uri da SezRudul i. general uri partnioroba gul isxmobs firmis yvel a val debul ebaze misi TiToeul i mesakuTris SeuzRudav pasuxismgebl obas. SezRudu-l i saxis partniorobisas val debul ebebze pasuxismge-bl oba ganisazRvreba kompaniebs Soris iuridiul ad gaformebul i xel Sekrul ebis Sesabamisad.

**pasivi** \_ ful adi val debul eba, firmis an cal keul i piris daval ianeba.

**personal i** \_ piradi Semadgenl oba, erTi da imave profesiis adamianTa erToba.

**paqti** \_ saerTaSoriso xel Sekrul eba, Cveul ebriv didi pol itikuri mniSvnel obis.

**piradi saqme** \_ saqme, romel ic Seicavs dokumentebs romel ime pirovnebaze (biografiis, ganaTI ebis, SromiTi da a.S. saqmianobis Sesaxeb).

**piradi dokumentebi** \_ oficial uri dokumentebi, roml ebic adastureben maTi mfl obel is pirovnebas. mis ufl eba-moval eobebs, sazogadoebriv mdgomareobas da sxva saxis cnobebs mis Sesaxeb.

**piradi Semosaval i** \_ cal keul i fizikuri piris Semosaval i gadasaxadebis gadaxdamde.

**pirdapiri gadasaxadi** \_ regul arul i sagadasaxado anaricxi, romel sac mocemul i qveynis fizikuri da iuridiul i pirebi uxdian saxel mwifos, Semosavl is yvel a saxidan, mogebisa da sakuTrebidan miRebul i Semosavl ebis CaTvl iT.

**porto** \_ wvri i xarj i, damkveTis safosto xarj ebi.

**porto-franko** \_ navsadguri, romel Sic saqonel i ubaJod gaivl is.

**postskriptumi** \_ weril is bol os minaweri, iwyebari l aTinuri asoTi P.S. (e.i. `Semdeg daweril isa~).

**postul ati** \_ debul eba, roml is miReba aucil ebel ia momdevno mtkicebisaTvis dasabuTebis gareSe.

**preanbul a** \_ raim mniSvnel ovani aqtis, saerTaSoriso SeTanxmehis, xel Sekrul ebis Sesaval i nawil i.

**prezentacia** \_ wardgena, warmodgena.

**preiskuranti** \_ sxvadasxva saxis produqciis, saqonl isa da momsaxurebis fasebis cnobari.

**prel iminariebi** \_ winaswari SeTanxmehani, droebiTi gadawyvetil ebani.

**pres-konferencia** \_ saxel mwifo, pol itikuri, sazogadoebrivi moRvawis (moRvaweTa) Sexvedra, saubari presis warmomadgenl ebTan farTo sazogadoebisaTvis saintereso sakiTxebze.

**pres-rel izi** \_ samTavrobo dawesebul ebebisa da saerTaSoriso organizaciebis special uri biul eteni masobrivi informaciis muSakTaTvis, romel ic saswrafod gamosaqveynebel masal as Seicavs.

**pres-papie** \_ 1. saweri mowyobil obis nawil i; warmoadgens rkal isebur firfitas, Zel aks, romel zedac gadakrul ia saSrobi qaRal di. 2. brinj aos, marmaril os da sxv. mZime sagani qaRal debze dasadebad.

**privatizacia** \_ saxel mwifo sakuTrebis gardaqmna personificirebul kerZo sakuTrebis.

**primati** \_ upiratesi mniSvnel oba, upiratesi mdgomareoba, pirvel oba.

**prioriteti** \_ upirvel esi mniSvnel oba, upiratesoba.

**provaideri** \_ kompania, romel ic momxmarebel s internetSi SeRwevas da sxva momsaxurebas sTavazobs.

**proporciul i gadasaxadi** \_ gadasaxadi, roml is saSual o ganakveTi ucvl el i rCeba gadasaxadis gadaxdel is Semosaval is gadidebis an Semicirebis dros.

**protokol i** \_ oqmi.

**procenti** \_ 1. ricxvis measedi, aRiniSneba niSniT %. 2. Semosaval i, romel sac mesakuTre iRebs gadasaxadis saxiT sxva fizikuri da iuridiul i pirebisagan, misi sakuTrebis obieqtebis gamoyenebisaTvis. 3. sasexo procenti, sargebel i, romel sac iRebs kreditori gacemul sesxe.

**punqti** \_ 1. ramisTvis gankuTvnil i, risame mxriv mniSvnel ovani adgil i. 2. oficial uri dokumentis an

raime teqstis patara nawil i, romel ic gamoyofil ia nomriT an asoTi. 3. raime cal keul i momenti risame ganviTarebaSi.

**punqtuacia** \_ sasven niSanTa gamoyenebis wesebi.

## J

**Jiranti** \_ Tamasuqis gadamcemi.

**Jiro** \_ warwera Tamasuqze, Cekze da miST. sxva piri saTvis misi gadacemis Sesaxeb.

**Jurfiqsi** \_ stumrebis misaRebad winaswar daniSnu-  
li garkveul i dRe.

## R

**randevu** \_ paemani, Sexvedra.

**rantie** \_ uSromeli Semosavl iT (mag. gasesxebul i ful iT) mcxovrebi adamiani.

**real izacia** \_ 1. risame ganxorciel eba, cxovrebaSi gatareba. 2. qonebis an fasiანი qaRal debis ful ad qce-  
va, gayidva.

**ratifikacia** \_ saerTasorisoxel Sekrul ebis damt-  
kiceba.

**real uri Semosavali** \_ saqonl isa da momsaxureb-  
is raodenoba, roml is yidva SeuZl ia cal keul pirs an  
pirTa j gufs Tavisi normal uri Semosavl iT garkveul i  
periodis manZil ze; nominal uri Semosavali fasebis donis  
cvl il ebebis gaTval iswinebiT.

**registraciis cneba** \_ registracia aris iurdiu-  
li mniSvel obis faqtebisa da movl enebis Setana spe-  
cial ur saxel mwifo reestrSi (mag. samewarmeo reestrSi),  
rogorc wesi, registracias orgvari mniSvel oba aqvs,  
erTi, rogorc faqtis, movl enis aRniSvnis da meore, kon-  
stituciuri mniSvel oba.

kanoni erTmaneTisgan ganasxvavebs ori saxis regis-  
tracias, sawarmos registracia da sawarmos saqmi-  
anobasTan dakavSirebul i faqtebisa da movl enebis reg-

istracia. registraciis pirvel saxes gansazRvravs im-  
peratiul i norma. sawarmos registracia saval debu-  
l oa.

**registri** \_ risame sia, maCvenebel i, Casaweri dav-  
Tari.

**reestri** \_ 1. sia, nusxa. 2. saqmeebisa da dokument-  
ebis Casaweri davTari.

**reversi** \_ val debul eba, rac risame garantias iZl eva.

**reeqsporti** \_ adre importirebul i saqonl is ga-  
tana (gadamuSavebis gareSe) mesame qveyanaSi.

**rezieme** \_ Sromis, moxsenebis, statiis da miST. mok-  
le Sinaarsi, daskvna.

**rezolucia dokumentze** \_ xel mZRvanel is weri-  
l obiTi miTiTeba Semsrul ebl isadmi dokumentis Ses-  
rul ebis xasiaTisa da vadebis Sesaxeb.

**rekviziti** \_ dokumentebisaTvis kanoniT dadgenil i  
savall debul o monacemebi. Tu rekvizits Tundac erTi  
monacemi akl ia, mis mfl obel s ufl eba ara aqvs daniS-  
nul ebisamebr gamoiyenos igi.

**reklama** \_ 1. gancxadeba, pl akati, radio da tel ega-  
dacema an sxva RonisZieba momxmarebel Ta, mayurebel Ta  
da sxv. mizidvis mizniT. 2. visime an risame Sesaxeb  
cnobebis gavrcel eba misi popul arizaciis mizniT.

**rtuli dokumenti** \_ dokumenti, romel ic Seicavs  
ramdenime sakiTxs an Temas.

**remarka** \_ SeniSvna, minaweri.

**remisia** \_ komerciul i fasCamokl eba angariSis mixed-  
vit gadasaxdel i Tanxis damrgval ebis mizniT.

**renta** \_ 1. regul arul i Semosavali kapital idan,  
qonebidan an miwis nakveTidan, romel ic ar ukavSirdeba  
misi mimRebis samewarmeo saqmianobas. 2. yovel wl iuri  
Tanxa, romel sac sadazRvevo kompania uxdis dazRveul s.

**referencia** \_ daxasiaTeba, romel sac saqmian wreeb-

Si ndobiT aRWurvil i organizacia: banki, aqcionerTa sazogadoeba da sxv. aZl evs fizikur an iuridiul pirs, masSi aRniSnul ia im pirs saqmiani Tvisebebi da kreditunarianoba, visac daxasiaTeba eZl eva.

## S

**saavtoro xel naweri** \_ xel naweri an manqanaze dabewdil i teqsti avtoris mier gamosacemad momzadebuli dokumentisa.

**saarqivo asl i** \_ arqivSi dacul i dokumentis asl i, damowmebul i dadgenil i wesiT.

**saarqivo cnoba** \_ cnoba, gacemul i arqivis dokumentur masal ebSi arsebul i monacemebis safuZvel ze garkveul i sakiTxis, Temis, sagnis an piris biografiul i monacemebis Sesaxeb damowmebul i dadgenil i wesiT.

**saaqcio gadasaxadi** \_ danaxarjebis gadasaxdel i, romel ic dakavSirebul ia konkretul i saqonl is SeZenasTan an sayidi saqonl is raodenobasTan.

**sabazro fasi** \_ fasi, romel ic yal ibdeba bazarze moTxovnis da miwodebis gavleniT da gasayidi saqonl is (momsaxurebis) erTeul ze subieqturi sargebl ianobis mixedvit. masSi garda warmoebis danaxarjebisa da mogebisa, Sedis arapirdapiri gadasaxadebi da wvrilmani gadasaxadi. sabazro fasi is faqtobrivi fasia, romel sac myidvel ebi ixdian saqonl is (momsaxurebis) SesaZenad.

**sabanko krediti** \_ bankis mier akumulirebul i Tavisufal i ful adi saxsrebisa da sakuTari kapitalis nawil is gacema kl ientebze droebiT sargebl obisaTvis.

**sabanko sesxi** \_ bankis ful adi saxsrebi, gacemul i kreditis saxiT procentis gadaxdis wesiT. ganasxvaben mokl evadian, saSual o da grZel vadian sesxs.

**sabaJo tarifi** \_ roml iTac saxel mwifo begravs

qveyanaSi Semotanil saqonel s, sabaJo tarifi SeiZl eba miznad isaxavdes Semosavl ebis gadidebas (fiskal uri tarifi) an samamul i firmebis interesebis dacvas (proteqcionista tarifi).

**sabiTumo vaWroba** \_ saSinao vaWrobis forma, romel ic gul isxmobs mwarmoebel i sawarmoebis mier samomxmarebl o saqonl is didi partiebiT gayidvas sacal o vaWrobis sawarmoebze.

**sabiTumo fasi** \_ fasi roml iTac sakuTrebis nebi-smieri formis mqone sawarmo an gamsaRebel i organizacia Tavisu produqciis realizacias axdens msxvil i partiebiT (biTumad). gasayidi saqonl is fasi, Cveul ebriv, saqonl is did partiebze SedarebiT nakl ebia, vidre mcireze da sagrZnobl ad dabal ia sacal o fasze.

**sagadasaxado ganakveTi** \_ Semosavl ebis, samomxarebl o xarjebis an mogebis procentul i nawil i, romel - sac saxel mwifos uxdis yvel a iuridiul i da fizikuri piri, Tuki maT qveynis kanonmdebl obis Sesabamisad dabegvra exebaT.

**sagareo gadasaxdel ebi** \_ cal keul i pirebis, firmebis da erTi qveynis mTavrobis mier val utis (sakuTari an ucxouris) daxarj va saqonel Ta da momsaxurebis SesaZenad sxva qveynebsi; ful adi gzavnil ebani sazRvargareT; investiciuri Semosavl ebis moTavseba sxva qveynebsi da kapital is gatana.

**sadazRvevo kompania** \_ organizacia, romel ic eweva momsaxurebas dazRvevis sferoSi da gamodis Tavisu kl ientebis qonebisa da sicocxl is damzRvevis rol Si. sadazRvevo kompania Tavis Tavze iRebs val debul ebas, sxvadasxva gauTval iswinebel i viTarebisas anu sadazRvevo SemTxvevisas, aunazRauros kl ientebis zaral i. sadazRvevo kompania SeiZl eba iyos; saxel mwifo, saxel mwifokomerkiul i, aqcionerul i, kooperatiul i da kerZo.

**saerTaSoriso krediti** \_ krediti, romel ic gamoiyeneba sxvadasxva qveynis firmebsa da saxel mwifoebis Soris sakredito urTierTobebSi. arsebobs komerciuli, sabaJo da saxel mwifo kreditis saxiT.

**saeqsperto komisia (sk)** \_ saTaTbiro organo dawesebul ebebisa da saxel mwifo arqivebSi. iqmneba dokumenturi masal ebis Sesanaxad Tu gasanadgurebl ad Ser-CevasTan dakavSirebul i meToduri da praqtikul i sakiTxebis gadasawyvetad.

**saval uto dempingi** \_ saqonl is gatana gaufasurebel i val utis mqone qveynidan ufro mtkice, an nakl ebadgaufasurebul i val utis mqone qveyanaSi, msofli io fasze dabal i fasiT.

**saval uto kursi** \_ fasi, romel sac sakuTari val utiT ixdian ucxouri val utis erTeul ze; kursi, roml is mixedviTac erTi qveynis val uta icvl eba sxva qveynis val utaze.

**savaWro marka** \_ savaWro sawarmos saxel wodeba, niSani-simboli, an emblema. safirmo markisagan gansxvavebit nawarmi savaWro markiT SeiZl eba gaiyidos mxol od im sawarmos savaWro qsel idan, roml is markiTac aris gamoSvebul i saqonel i.

**saimporto kvota** \_ sagareo vaWrobis saxel mwifo regul irebis forma, romel ic gul isxmobs qveyanaSi garkveul i saxis saqonl is, Semotanaze raodenobrivi SezRudvis dawesebas.

**sainvetaro wigni** \_ dokumenturi masal ebis aRweris saxeoba.

**sainvesticio banki** \_ special uri sakredito instituti, romel ic axdens grZel vadiani sasxeso kapital is mobil izacias da Semdeg gascems mas obl igaciebis an sxva sasesxo val debul ebaTa gamoSvebisa da gavr-cel ebis gziT.

**sakanonmdebl o aqtebi** \_ kanonebi da sxva dokumentebi, roml ebsac kanonis Zal a aqvT.

**sakuTari kapitali** \_ aqtivebis saerTo sidides minus firmis an cal keul i piris val debul ebaTa saerTo sidide. firmis mesakuTreTa wil i aqtivebis saerTo mocul obaSi.

**sakuTreba** \_ yvel aferi is, rasac aqvs fasi da ekuTvnis vinmes. aqedan gamomdinare ekonomisti sakuTrebas ganxil avS rogorc adamianis damokidebul ebas nivTisadmi.

**samecniero-teqniki dokumentacia** \_ teqniki da samecniero-kvl eviT dokumentaciis zogadi saxelwodeba teqniki, mrewvel obis, mSenebl obis, transportis, kavSirgabmul obisa da teqniki mecnierebaTa sferoSi.

**sanqcia** \_ 1. risame dadastureba-dakanoneba. 2. saerTaSoriso samarTal Si: damsjel obiTi RonisZiebani xel Sekrul ebis damrRvevTa mimarT. 3. zemdgomi organos mier raime aqtis damtkiceba, rac mas iuridiul Zal as aniWebs. 4. izul ebis, zemoqmedebis zoma kanonis damrRvevisaTvis. 5. mowoneba, dadastureba, Tanxmoba.

**sargebeli** \_ ful is (an sesxis) sargebl obis safasuri.

**satranzito gadasaxadi** \_ sabaJo gadasaxadi, akrefili mocemul i qveynis teritoriis gavlit tranzitis tvirtis gadazidvisaTvis.

**saqme** \_ 1. sakl asifikacio cneba, romel ic ixmareba dawesebul ebis saqmianobis romel ime garkveul i mimarTul ebis an sakiTxis Sesaxeb erT ydaSi, saqaral deSi moTavsebul i dokumentebis (an erTi dokumentis) erTobl iobis aRsaniSnavad. 2. arqivSi dacul i teqstobrivi dokumentis Senaxviti erTeul i. 3. saxeoba saqmis, romel ic warmoadgens erT sakiTxze (magal iTad, sasamarTli o saqme) arsebul i dokumentebis Tavmoyras Si-naarsisa da warmoebis Tanmimdevrobis mixedviT.

**saqmis TariRi (TariRebi)** \_ saqmis dawyebisa da damTavrebis wel i (wl ebi).

**saqmis gaformeba** \_ samuSaoTa kompl eqsi, romel ic Seicavs saqmis furcl ebis Cakerebas, numeraciasa da ydis gaformebas.

**saqmis warmoeba** \_ Tavmoyra namuSevrebisa, roml ebic dakavSirebul ia dawesebul ebis saqmianobis dokumentirebasa da dokumentebis organizaciasTan.

**saqonel i** \_ momsaxurebaTa da nakeTobaTa erTobl iobaa, rasac firma (mwarmoebel i) miawodebs miznobriv bazars.

**sertifikati** \_ 1. zogi saxel mwifo sesxis bil eTis saxel wodeba. 2. vaWrobaSi: sabuTi, romel Sic aRniSnul ia saqonl is xarisxi, fasi da sxv.

**sindikati** \_ sawarmoTa gaerTianeba, roml ebic erT-gvarovan produqcias amzadeben. gaerTianebis monawil eebi inarCuneben warmoebis material ur faqtorze sakuTrebis, xol o mza produqcia, rogorc maTi saerTo kuTvnil eba iyideba real izaciisaTvis Seqmnil i kantoris meSveobiT.

**spici** \_ mokl e sadRegrZel o (banketze).

**standarti** \_ 1. sanimuSo saxis nawarmoebi (saqoneli i) gansazRvrul i wonis, zomis, Tvisebisa da sxv. risame sazomi, norma, nimuSi, safuZvel i. 2. araoriginal uri ram, Sabl oni, trafareti.

**status-kvo** \_ saerTaSoriso samarTal Si: raime garkveul momentSi (winaT an amJamad) arsebul i mdgomareoba.

**statusi** \_ 1. wesdeba, debul eba risame Sesaxeb. 2. zogierT qveyanaSi: mTavrobis dadgenil eba, kanoni risame Sesaxeb; saxel mwifos kanonta krebul i.

**subordinacia** \_ daqvemdebareba, damorCil eba erTisa meoris mimarT. ufrosebisadmi umcrosebis samsaxureobrivi daqvemdebarebis sistema. samsaxureobrivi disciplinis dacva.

**subsidia** \_ ful adi an nivTieridaxmareba, romel -sac uwevs saxel mwifo firmebs, sajaxo meurneobebs, cal keul pirebs an sxva saxel mwifoebis.

**sqema** \_ 1. risame gadmocema, aRwera zogadad, ZiriTad xazebSi. 2. winaswari monaxazi, gegma.

**sqol io** \_ axсна-ganmartebiT i SeniSvnebi nawarmoebis teqstze. Cveul ebriv miwereba areebze, teqstis qveS, gverdis bol oSi.

## t

**tarifi** \_ risame dabegvris an anazRaurebis ganakveTebis cxril i, krebul i.

**tenderi** \_ sawarmos mier myidvel isaTvis SeTavazebul i fasi, roml is gansazRvris drosac amosaval ia asaqonl is sakuTari danaxarjebis done an moTxovna, aramed konkurentTa mier dadebul i fasi.

**teqsti** \_ risame Sinaarsi, Camoyal ibebul i weril o-bit; daweril i an dabeWdil i Txzul eba, oficial uri dokumenti da sxv.

**tipobrivi dokumentebi** \_ 1. normatul i da gankargul ebiTi dokumentebi, roml ebic gansazRvraven dawesebul ebis muSaobis wess (tipobrivi wesdeba, tipobrivi struqtura), an maT cal keul mxareebis (tipobrivi xel Sekrul eba) da warmoadgens dawesebul ebis mier erT-nairi dokumentebis Sedgenis nimuSebs maTi saqmianobis specifikis gaTval iswinebiT. 2. dokumentebi, roml ebic iqmneba dawesebul ebebSi im funqciebis gamoyofisas, roml ebic damaxasiaTebel ia dawesebul ebaTa umravle-sobisaTvis, miuxedavad maTi uwyebrikuTvnil ebisa (xel mZRvanel oba, dagegmva, aRricxva da a.S).

**tranziti** \_ tvirtis gadazidva \_ gadagzavnis adgil idan daniSnul ebis adgil amde Sual edur punqtebSi gadmoutvirtvel ad.

**trafaretul i dokumenti** \_ dokumenti, romel ic

Seicavs winaswar dabeWdil standartul teqsts (teqstis nawil s) da warmoadgens misi konkretul i Sinaarsis damatebas (SromiT i xel Sekrul eba, saarendo xel Sekrul eba, cnoba xel fasis Sesaxeb, sacxovrebel i adgil is Sesaxeb da a.S.)

**transferti** \_ 1. ful is gagzavna erTi safinanso dawesebul ebidan meoreSi an qveynidan qveyanaSi. 2. saxel obiTi fasiani qaRal debis gadaformeba erTi mfl obel idan meoreze. 3. garigebis gadatana erTi angariSidan meoreze.

**transfertul i gadasaxdel i** \_ mTavrobis mier mTavrobis an firmis mier saoj axo meurneobaze an firmaze ful is gadaxda (an saqonel Ta da momsaxurebis gadacema), romel Ta sanacvl od gadaxdel i uSual od ar Rebul obs saqonel sa da momsaxurebas.

**trest i** \_ mewarmeTa gaerTianeba, roml is Semadgenl obaSi Semaval i sawarmoebi kargaven warmoebriv, komerciul da iuridiul damokidebul ebas da erTian mmarTvel obas eqvemdebarebian.

## u

**ubral o dokumenti** \_ dokumenti, roml is Sinaarsis exeba erT sakiTxs an erT Temas.

**uikendi** \_ `kviris bol o-, dasvenebis dro paraskev saRamodan orSabaT dil amde (romel sac Cveul ebriv atareben qal agqareT).

**unaRdo angariSsworeba** \_ angariSsworeba, romel ic xorciel deba sakredito dawesebul ebaSi angariSidan angariSze gadaricxvis gziT an urTierTmoTxovnis da val debul ebis CaTvl iT (ix. kl iringi). gamoiyeneba rogorc qveynis fargl ebSi, ise saerTaSoriso ekonomikur urTierTobebSi.

**util i** \_ saxmarad gamousadegari, magram nedl eul ad vargisi nivTebi.

**ucxouri val utis bazari** \_ bazari, romel zec erTi qveynis val uta gamoiyeneba meore qveynis val utis Sesazenad (gasacvl el ad).

**uwebrivi arqivi** \_ dawesebul eba an dawesebul ebis struqturul i nawil i, roml is ZiriTad moval eobas Seadgens faseul obaTa miReba, aRricxva, eqspertiza, mocemul i dawesebul ebis, erTi uwyebis dawesebul ebaTa jgufis an saxal xo meurneobis erTi dargis dokumenturi masal ebis Senaxva, samecniero-teqnikuri damuSavebis da yovel mxrivi gamoyenebis organizacia saxel mwifo arqivisaTvis Sesanaxad gadacemamde.

## f

**fabrikacia** \_ 1. risame yal bis (ful is, sabuTis) damzadeba. 2. saerTod risame gakeTeba, damzadeba.

**favori** \_ warCinebul i, gavleniani piris keTil ganwyoba, mfarvel oba.

**fail i** \_ monacemTa krebul i, monacemTa special urad organizebul i struqtura, kompiuteris (egm) Sida maxsovrobis, romel ic informaciis gadacemis da damuSavebis procesSi ganixil eba rogorc erTi mTl iani.

**fal sifikacia** \_ yal bis gakeTeba, nayal bi. raime namdvil is, WeSmaritis Secvl amcdariT, yal biT, risame xarisxis gauareseba.

**fal sifikati** \_ nayal bi, yal bi produqti, nakeToba.

**fal sifikatori** \_ yal bis mkeTebel i, gamyal bebel i, siyal bis Camdeni.

**fasebis indeqsi** \_ maCvenebel i, romel ic gamoxatavs saqonel sa da momsaxurebaze fasebis Tanafardobas or sxvadasxva periodSi.

**fasi** \_ erTeul i saqonel sa da momsaxurebis sayidil ad gadaxdil i ful is odenoba.



**fasiani qaRal debis bazari** \_ fasiani qaRal debis miamoqcevis sfero, roml is saSual ebiTac xdeba sawar-moTa droebiT Tavisufal i ful adi saxsrebisa da mo-saxl eobis danazogebis mobil izacia ekonomikaSi investirebisaTvis.

**faqsi, faqsimil uri kavSiri** \_ fotosatel egrafo kavSiri, brtyel i uZravi gamosaxul ebis (grafikebis, suraTebis, asl ebis cifrebis) manZil ze gadacema da maTi aRwarmoeba miRebis punqtSi sadenebiT gadacemul i el eqtrul i signal ebis an radiosignal ebis saSual ebiT.

**faqsimil e** \_ 1. xel naweris, sabuTis, xel moweris da sxv, zusti piri, romel ic gadaRebul ia fotomeqanikuri wesiT. 2. visime xel naweris kl iSe, beWedi.

**faqsimil uri asl i** \_ dokumenti, romel ic aRadgens teqsts an gamosaxul ebas.

**faqti** \_ 1 namdvil i, WeSmariti ara gamogonil i am-bavi, SemTxveva, movl ena. 2. sinamdvil e, real uroba. 3. monacemi, masal a raime mosazrebis dasadasturebl ad, daskvnis gasakeTebl ad.

**faqtori** \_ raime movl enis, procesis mizezi, mamozravebel i Zal a.

**faqtura** \_ gamyidvel is mier myidvel is saxel ze gamoweril i da saqonl is an momsaxurebis da maTi faq-tobrivu miwodebis damadasturebel i angariSi.

**fizikuri piri** \_ samarTal urTierTobis monawil e (pirovneba).

**firma** \_ biznesis organizaciul i erTeul i (sxvagvar-ad kompania) mewarmeobis yvel aze zogadi saxel wodeba, misi warmoebiTi uj redis sididis, organizaciul i Tu sakuTrebis formis miuxedavad. arsebobs firmis sami saxe: 1. erTpirovnul i, 2. partniorul i, 3. korporaciul i.

**firmis likviduri saxsrebi** \_ saxsrebi, roml ebic Sedgeba naRdi ful is, fasiani qaRal debis, bankebi an-

gariSze arsebul i resursebisa da sasaqonl o-materi-al uri maragis zogierTi el ementisagan.

**fiskal uri** \_ saxazino.

**fiqsirebul i** \_ kursi, fasi, ganakveTi da a.S. romel - ic xel Sekrul ebiT daTqmul vadaSi ar icvl eba.

**fors-majori** \_ gadaul axavi dabrkol eba.

**fotoasl i** \_ faqsimil uri asl is erT-erTi saxeoba Sesrul ebul i fotografirebis xerxiT.

**franko** \_ sagareo vaWrobaSi: termini, romel ic aRni-Snavs saqonl is datvirTvas da gagzavnas gamyidvel is xarjiT.

**fraxti** \_ 1. qira, romel sac transportis patrons uxdian wyal saval i gziT tvirtis gadazidvisaTvis. 2. dafraxtul (daqiravebul) gemze gadasazidi tvirti, agreTve TviT aseTi gadazidva.

**ful i** \_ gansakuTrebul i saqonel i, romel ic say-ovel Tao eqivalentis rol s asrul ebs; ful is fun-qciebia: Rirebul ebaTa zoma, miamoqcevis, gadaxdis da da-grovebis saSual eba da a.S. nebismieri sagani, romel sac gamyidvel ebi, rogorc wesi i Reben Taviant saqonel sa da momsaxurebaze gasacvl el ad.

**funqcia** \_ 1. Sesasrul ebel i saqme, moval eoba. 2. rol i, mniSvel oba, daniSnul eba. 3. movl ena, romel ic meore movl enazea damokidebul i da icvl eba am movl enis cvl il ebasTan erTad.

## y

**yadaRa** \_ akrZal va an SezRudva dawesebul i saxel m-wifo organoebis mier raime qonebis gamoyenebaze an gankargvaze, konfiskacia, Camortmeva.

**yidva-gayidvis kontraqti** \_ xel Sekrul eba, romel - sac deben komerciul safuZvel ze da iTval iswinebs saqonl is an momsaxurebis miwodebas. masSi dadgenil ia mxareTa garkveul i ufl ebebi da moval eobebi, kontraqtsi

miTiTebul ia xel Sekrul ebis subieqtebi, sagani, fasi, saerTo Tanxa, miwodebis vadebi da pirobebi, gamyidvel - Ta garantiebi, dazRveva da a.S.

## S

**Sabl oni** \_ 1. nimuSi, roml is mixedviTac amzadeben erTnair nakeTobebs. 2. mowyobil oba mza nawarmis formis Semosamowmebl ad. 3. (gadat.) erTxel da samudamod miRebul i nimuSi, romel sac brmad baZaven; trafareti, Stampi.

**Savad naweri** (Savi piri) \_ dokumentis pirvandel i teqsti, winaswari redaqqiIT, masSi Setanil i SesworebebiT.

**Sansi** \_ risame ganxorciel ebis, rameSi warmatebis SesaZl ebl oba.

**SezRudul i pasuxismgebl obis organizacia (Sps)** \_ organizacia, Seqmnil i iuridiul i an fizikuri pirebis SeTanxmehis safuZvel ze, maTi anabrebis gaerTianebis gziT sameurneo saqmianobis ganxorciel ebis mizniT. Sps unda Sedgebodes ara umcires ori wevrisagan. sazoga-doeba iqmneba da moqmedebs sadamfuZnebl o xel Sekrul ebisa da wesdebis safuZvel ze. iZens iuridiul i piris ufl ebas registraciis momentidan.

**Sesanaxi erTeul i** \_ dokumentebis gancal kevebul i j gufi (cal keul i dokumenti), romel ic arqivSi aRiricxeba damoukidebel i nomriT (ix. saqme (1), proeqti, al bomi, fotodokumenti, mikrofil mi da a.S.

**Semosul i dokumenti** \_ dawesebul ebis mier miRebul i dokumenti.

**SeniSvnebi** \_ dokumentebis, saarqivo cnobaris, publikaciis samecniero-sacnobaro aparatis nawil i. Seicavs cnobebs, roml ebic warmoadgens maTi Sinaarsis garmartebas an damatebas. SeniSvnebi Tavsdoba ZiriTadi teqstis bol os an striqonqveSa gamotanis saxiT.

**Sifri** \_ 1. saiduml o weril isaTvis saWiro pirobiTi niSnebis sistema. 2. wignebis, xel nawerebis, saqmiani qaRal debisa da mist. aRsanisni pirobiTi niSani, romel ic miuTitebs maTi Senaxvis adgil ze.

**Stati** \_ 1. ama Tu im dawesebul ebis TanamSromel Ta mudmivi Semadgenl oba. 2. administraciul i erTeul i.

**Sual edur gamyidvel Ta bazari** \_ is kompaniebia, roml ebic saqonel s da momsaxurebas iZens piradi moxmarebisaTvis.

**Stampi** \_ beWdis saxeoba, Cveul ebriv samkuTxa, dawesebul ebis rekvizitiT (saxel wodeba, misamarTi...)

## C

**CanarTi** \_ 1. svetis furcel i. 2. svetSi erTi dokumentis meoreze dawebebis adgil i.

**Canisvnebi** \_ minawerebi an niSnebi dokumentze. miuTiteben dokumentisadmi im piris damokidebul ebaze, romel ic mas ecnoboda, an dokumentis moZraobaze saqmiswarmoebaSi (rezolucia, aRniSvna Sesrul ebis Sesaxeb da sxv).

**Ceki** \_ 1. dokumenti, romel ic Seicavs meanabris gankargul ebas bankisadmi, raTa man mimdinare angariSidan gadauxados an gadauricxos warmomdgens garkveul i Tanxa. 2. sal aroSi (bankSi) warsadgeni qviTari, romel zedac aRniSnul ia saqonel Si gadasaxdel i Tanxis odenoba; agreTve sal arodan miRebul i tal oni, romel ic adasturebs, rom saqonl is fasi gadaxdil ia.

**Cekis inkaso** \_ ful is gadatana Cekis gadamweri piris angariSidan Cekis mimRebi piris angariSze; sxva saxel wodeba \_ Cekebis kl iringi (ix. kl iringi).

## C

**ceremonia** \_ 1. oficial uri xasiaTis zeimi, romel ic garkveul i wesebiT, winaswar Sedgenil i gegmiT tar-

deba. 2. moqmedebis wesi, romel ic miRebul ia an dadgenil ia sazeimo SemTxvevebisaTvis.

**ceremonial i** \_ raime ceremoniis oficial urad dadgenil i ganwesrigeba.

**citata** \_ raime teqstidan ucvl el ad moyvanil i nawyveti ama Tu im azris dasasabuTebI ad, dasamowmebl ad.

## Z

**ZiriTadi kapital i** \_ sawarmos, dargis, mTel i ekonomikis masStabiT arsebul i Senobebis, manqanebisa da mowyobil obebis Sej amebul i Rirebul eba garkveul i TariRisaTvis.

## X

**xel naweri** \_ 1. xel iT daweril i dokumenti. 2. avtoris xel naweri.

## J

**jarima** \_ ful adi gadasaxdel i, romel sac ixdian fizikuri an iuridiul i pirebi moqmedi kanonmdebl obis, dadebul i xel Sekrul ebis an dadgenil i wesebis darRvevisaTvis. jarimis gadaxda ar aTavisufl ebs gadamxdel s nakisri val debul ebebis Sesrul ebisagan.

**jentl menuri SeTanxmeba** \_ saerTaSoriso xel Sekrul eba, romel sac deben oficial ur formal obaTa daucvel ad, dauwerl ad (zepirad).

## H

**hol dingi** \_ aqcionerul i kompania, romel ic fl obs sxva firmebis, kompaniebis aqciebis sakontrol o pakets.

**honorari** \_ ful adi gasamrj el o, romel sac Sromis sazRaurad aZl even (xel Sekrul ebis safuZvel ze) sxvasxva profesiis adamianebs.

## ingl isurenovan saqmian weril ebsa da dokumentebSi gamoyenebul sityvaTSemokl ebaTa mokl e nusxa

AI \_ first class \_ pirvel i kl asi

a/c an acct \_ account \_ angariSi

adv. \_ advertisement \_ gancxadeba-rekl ama

agt \_ agent \_ agenti

amt \_ amount \_ Tanxa

arrvsl \_ arrivals \_ Camosul i partiebi

art an Art-article \_ statia; sagani; saqonel i;

a/s. \_ 1. after sight \_ wardgenis Semdeg (xarj is);

2. account sales \_ angariSi (komisioneris) saqonl is gayidvis Sesaxeb

a.w. \_ actual weight \_ faqtobrivi wona

a.w.b. an A.W.B. \_ air waybill \_ zednadebi TviTmfri- naviT gadatanil i tvirtisa

b. an B. \_ 1. bale \_ Sekvra, fuTa; 2. bid \_ fasis SeTavazeba (myidvel is mxridan). 3. bill of exchange \_ gadasagzavni Tamasuqi (xarj va).

B.S. \_ british standard \_ britanul i standarti

bxs - boxes \_ yuTebi

c. 1. cent \_ centi; 2. centimetre \_ santimetri; 3. Cubic \_ kuburi;

c&f. an c. and f. - cost & freight \_ Rirebul eba da fraxti

c&f. an c. and i. - cost & insurance \_ Rirebul eba da dazRvea

cert. - certificate \_ dadastureba, mowmoba, sertifikati

ch. fwd. - charges forward \_ xarj i ekisreba tvirtis mimRebs.

Chges - charges \_ xarj ebi  
 chq. - cheque \_ Ceki  
 C.N. - 1. credit note \_ sakredito avizo; 2. consignment note \_ satransporto zednadebi;  
 Co. \_ sazogadoeba, kompania;  
 Con. inv - consular invoice \_ sakonsul o faqtura;  
 cont. - 1. continuation \_ gagrZel eba; 2. contract \_ kontraqti, xel Sekrul eba;  
 Cr.- creditor, credit, credited \_ kreditori, krediti, kreditirebul i;  
 crs - cars \_ avtomanqanebi;  
 C.T. - cable transfer \_ satel egrafo gzavnil eba;

D/D - documentary draft \_ dokumentirebul i xarj - va; 2. demand draft \_ xarj va, saswrafod warmosadgeni;

Dep - 1. departament \_ ganyofil eba, departamenti;  
 2. deputy \_ moadgil e;  
 di (a) - diameter \_ diametri;  
 disbs - disbursements \_ gasaval i, danaxarj i;  
 dis (c) - discount \_ fasdakl eba;  
 do - 1. ditto \_ igive; 2. dollar \_ dol ari;  
 d.w. an D/W - deadweight \_ dedvai ti, gemis srul i tvirTamweoba;  
 dz. - dozen \_ duJini;

emb - embargo \_ embargo, akrZal va, yadaRa;  
 encl - enclosed, enclosure \_ darTul i, danarTi;  
 E.P. - English Patent \_ ingl isuri patenti;  
 Esq - esquire \_ eskvai ri;  
 etc - et cetera \_ da ase Semdeg;  
 ex. gr. - exempli gratia = For example \_ magal iTad;  
 exps, exs - expenser \_ xarj i, gasaval i;

fact (s) - Factory (s) \_ fabrika, fabrikebi, qarxana, qarxnebi;  
 f.e. - For example \_ magal iTad;  
 fgt - freight \_ fraxti, tvirTi;

gal (1) - gallon (s) \_ gal oni;  
 G.C. - general cargo \_ general uri tvirTi, Sereul i tvirTi;  
 gds - goods \_ tvirTi, tvirTebi, saqonel i;  
 G.M. - general menager \_ mTavari mmarTvel i (menej eri);  
 gr. 1. grade \_ xarisxi, sorti, gradusi; 2. gramme \_ grami; 3. gross \_ bruto; grosi; (12 duJini);  
 G.R.T. - gross register tons \_ bruto \_ registrirebul i wona;

h. - hour \_ saaTi;  
 ha - hectare \_ heqtari;  
 hdbk \_ handbook \_ cnobari;  
 h.p. an H.P. \_ horse - power \_ cxenisZal a;

in. - 1. inch (es) \_ duimi; 2. interest \_ procentebi;  
 ince - incuranse \_ dazRveva;  
 ins, insce \_ dazRveva;  
 int - 1. interest \_ procentebi; 2. internal \_ Sinagani;  
 3. international \_ saerTaSoriso;  
 int. al - inter alia \_ sxvaTa Soris;  
 inv - invoice \_ angariS-faqtura;

jnt - joint \_ gaerTianebul i, erTobl ivi;  
 L.C.an \_ L/C \_ letter of credit \_ akreditivi;  
 LD. - limited \_ SezRudul i pasuxismgebl obis;  
 lic - licence \_ l icenzia;

Ltd. - limited \_ SezRudul i pasuxismgebl obis;

M. - 1. metre (s), metric \_ metri (metrebi); 2. mile (s) \_ mil i; month \_ Tve;

man. - manufacture \_ nakeToba;

manfd - manufactured \_ damzadebul i, damzadebul ia;

mem (O) - memorandum \_ memorandumumi;

Messrs - messieurs \_ batonebo;

Mgr - manager \_ gange, mmarTvel i;

M.I.P. - marine insurance policy \_ sazRvao dazRvevis pol isi;

mtk. - market \_ bazari;

Mr. - mister \_ mister, batono;

M.S. - motor - ship \_ Tbomaval i;

N. - number \_ nomeri, ricxvi;

N.B. - nota bene \_ Seni Svna, aRni Svna;

Nb. - number \_ nomeri, ricxvi;

N.B.S. - 1. National bureau of standard \_ standartebis nacional uri biuro (a.S.S.); 2. New british Standard \_ axal i britanul i standarti;

n.r.t. - net register tonnage \_ sufta registrirebulli tonaJi, sufta tevadoba;

nt.wt. - net weight \_ neto; sufta wona;

O.C. - office copy \_ asl i, romel ic saqmeSi rCeba;

O.K. - all correct \_ yvel aferi rigzea, yvel aferi sworia; damtkicebul ia, SeTanxmebul ia;

O/o - order of - .... daval ebiT, gankargul ebiT; viRacis brZanebiT;

P. - 1. patent \_ patenti; 2. perishable \_ mal fuWebadi; 3. port \_ porti; 4. power \_ Zal a, simZl avre, energia;

Pay (m) t an Paym`t \_ gadaxda, gastumreba;

p/c an P/c - prices current \_ arsebul i fasebi; dRis kursi;

p.c. - 1. per cent \_ procenti, procentebi; 2. post card \_ safosto baraTi;

per pro - per procurationem \_ daval ebiT;

P.O. - 1. posta; order \_ ful adi gzavnil eba fostiT;

2. post office \_ safosto ganyofil eba;

P.O.B. - post office box \_ safosto yuTi (romel ime dawesebul ebis an organizaciis);

P.O.C. - port of call \_ Sesvl is poti;

P.O.O. - pay on delivery \_ fasdadebiT;

p.p. - per procurationem=p.p \_ daval ebiT;

P.S. - 1. postscript \_ postskriptumi, minaweri xel - moweris Semdeg; 2. private secretary \_ piradi mdivani;

pt - 1. part - nawil i; 2. payment \_ gadaxda; 3. point \_ punqti; 4. port \_ porti;

p.t. - pro tempore - droebiTi, droebiT;

p.t.o. - please turn over \_ ixil e ukan;

Q - 1. quantity \_ raodenoba; 2. quarter \_ meoTxedi, kvartal i;

qty - quantity \_ raodenoba;

qual - quality \_ xarisxi;

R - 1. railway - rkinigza; sarkinigzo; 2. rouble (s) \_ maneTi, maneTebi; 3. rupee \_ rupia;

r - 1. receipt \_ xel weril i, qviTari; 2. received \_ miRebul ia;

rcts - receipts \_ Semonatani, Semosaval i;

regd - registered \_ registrirebul i, SekveTil i (safosto gzavnil ebani);

rem - remittance \_ ful adi gzavnil eba, gadaricxva;

Rem - representave \_ warmomadgenel i;  
R.M. - registered mail \_ SekveTil i fosta;  
Rw. - railway \_ rkinigza;

S. - 1. series \_ seria; 2. ship - gemi; 3. south, Southern \_ samxreTi; 4. street \_ quCa;

S.&H. exc. - Sundays and holidays excepted \_ kvir-isa da sadResaswaul o dReebis gamokl ebiT;

sp - 1. signature \_ xel mowera; 2. signed \_ xel -moweril i, xel moweril ia;

Soc. - society \_ sazogadoeba;

St. - 1. street \_ quCa; 2. station \_ sadguri, vagzal i;

st. - standard \_ standarti;

stg - sterling \_ sterl ingi;

sx - sacks \_ tomrebi;

T. - 1. tare \_ taras wona; 2. transfer \_ gzavnil eba, gadaricxva;

Tel. 1. telephone \_ tel eFoni; 2. telegram, telegraph, telegraphic \_ tel egrama, tel egrafi, satel egrafo;

Tel. add. - telegraphic address \_ satel egrafo mis-amarTi;

T.M. - trade mark \_ savaWro niSani;

T.M.O. - telegraph money order \_ ful adi gzavnil eba tel egrafiT;

T.T. - telegraphic transfer \_ satel egrafo gzavnil eba;

T.W. - total weight \_ saerTo wona;

tx - tax (es) \_ gadasaxadi (gadasaxadebi);

U. - 1. union \_ kavSiri; 2. universal \_ saerTo, msof-lio, universal uri;

U.S.S. - United States Standard \_ amerikul i standarti;

V. - 1. vessel \_ gemi; 2. vice \_ vice; 3. volume \_ mocul oba, tomi;

Val. - value \_ Rirebul eba, faseul oba;

V.P. - vice - president \_ Pvice prezidenti;

W.B - way bill \_ zeddebul i, satransporto zeddebul i;

W.R - warehouse receipt \_ sasawyobo xel weril i, sawyobis cnoba.

## danarTi

Tu weril i aSS-Si igzavneba, maSin aucil ebel ia qal a-  
qis dasaxel ebis Semdeg mieTiTos Stati. es imiT aixs-  
neba, rom aSS-s sxvadasxva StatSi erTi da igive dasax-  
el ebis ramdenime qal aqi arsebobs. mag., 5 niu-iorki, 20  
bostoni, 5 fil adel fia... amitomac, misamarTSi aucil e-  
bel ia Statis miTiTeba, romel ic xSirad Semokl ebiT  
iwereba (gamonakl isia: aidaxo, aiova, meni, ohaiio, iuta).

### aSS-s Statebis dasaxel eba (srul i da Semokl ebul i)

alabama	Alabama	Ala.
arizona	Arizona	Ariz.
arkanzasi	Arkansas	Ark.
del averi	Delawere	Del.
vaiomingi	Wyoming	Wyo.
vaSingtoni	Washington	Wash.
vermonti	Vermont	Vt.
virj inia	Virdginia	Va.
viskonsini	Wisconsin	Wis.
il inoisi	Illionis	I.
indiana	Indiana	Ind.
kal ifornia	California	Calif.
kanzasi	Kansas	Kans.
kentuki	Kentucky	Ky.
kol orado	Colorado	Colo.
koneqtikuti	Connecticut	Conn.
kol umbiis	District of	
ol qi	Columbia	D.C.
l uiziana	Louisiana	La.
masaCusetsi	Massachusetts	Mass.

meril endi	Maryland	Md.
minnesota	Minnisota	Minn.
misisipi	Mississippi	Miss.
misuri	Missouri	Mo.
miCigani	Michigan	Mich
montana	Montana	Mont.
nebraska	Nebracka	Nebr.
nevada	Nevada	Nev.
niu-iorki	New York	N.Y.
niu-meqsiko	New Mexico	N. Mex.
niu-j ersi	New Jersey	N.J.
niu-hempSiri	New Hampshire	N.H.
okl ahoma	Oklahoma	Okla
oregoni	Oregon	Oreg.
pensil vania	Pennsylvania	Pa.
rod-ail endi	Rhode Island	R.I.
samxreTi		
dakota	South Dakota	S.D. (an S.Dak.)
samxreTi		
karol ina	South Carolina	S.C.
tenesi	Tennessee	Tenn.
fl orida	Florida	Fla.
Crdil o		
dakota	North Dakota	N.D. (an N.Dak.)
Crdil o		
karol ina	North Carolina	N.C.
j orj ia		
(an georgia)	Georgia	Ga. (an Geo.)

**di di britaneTis sagrafoTa**  
**dasaxel eba**  
 (srul i da Semokl ebul i)

Tu Tqven weril s agzavniT britaneTis romel ime dasaxe-  
 l ebul punqtSi, maSin qal aqis, sofl is da a.S. dasaxel  
 ebis Semdeg iwereba saTanado sagrafos srul i an  
 Semokl ebul i dasaxel eba:

argil Siri	Argyllshire	Argyl.
bakingemSiri	Buckinghamshire	Bucks.
bedforSiri	Bedfordshire	Beds.
berkSiri	Berkshire	Berks.
gl amorganSiri	Glamorganshire	Glam.
gl osterSiri	Gloucester	Glos.
devonSiri	Devonshire	Devon.
denbiSiri	Denbigshire	Den.
derbiSiri	Derbyshire	Derbs.(an Derb.)
vusterSiri	Worcestershire	Wo.(an Worcs.)
iorKSiri	Yorkshire	Yks.(an Yorks.)
kamberl endi	Cumberland	Cumb.
karmartenSiri	Carmarthenshire	Carm. (an Car- marths)
kornarvonSiri	Carnarvonshire	Carn.
kembrij Siri	Cambridgeshire	Cambs.
kornuel i	Cornwall	Corn.
l ankaSiri	Lancashire	Lancs.
l esterSiri	Leiceatershire	Leics.
l inkol Siri	Lincolnshire	Li. (an Lincs.)
midl seqsi	Middlesex	Midd.(an Midd'x an Mx.)
monmutSiri	Monmoutshire	Mon.
nortgemptonSiri	Northamptonshire	Northants. (an Northn.)

notingemSiri	Nottinghamshire	Notts.
oqsfordSiri	Oxfordshire	Oxon.
pembrukSiri	Pembrokeshire	Pemb.
somersetSiri	Somersetshire	Soms.
stafordSiri	Staffordshire	Staffs.
uil tSiri	Wiltshire	Wilts.
uorikSiri	Warwikshire	Warw.
fl intSiri	Flintshire	Flints. (an Flint.)
CeSiri	Cheshire	Ches.
hantingdonSiri	Huntingdonshire	Hunts
hartfordSiri	Hertsfordshire	Herts.
hempSiri	Hampshire	Hants.



## koreqturis zogierTi ni Sani

saqmis qaRal debTan muSaobisas zogj er saWiro xdeba teqstSi damateba-Sesworebis Setana. aseT dros, operatorTan muSaobis gasaadvil ebl ad, aucil ebel ia koreqturis zogierTi niSnis gamoyeneba.

1. teqstSi gamotovebul i asoebi an sityvebi gasagebad <sup>strigonebs Soris</sup> iwereba da figurul i frCxil iT Caismeba saTanado adgil ze.
2. asoebS Soris gamotovebul i areebi ivseba SeeTretibis niSnIT. didi interval ebi sityvebs Soris ivseba horizontal uri xaziT da (————) rkal ebiT.
3. SecdomiT mWidrod dabeWdil i asoebis an sityvebis gayofa xdeba gancal kevebi niSnIT.
4. zedmeti sityvebis amoSl a xdeba horizontal uri xaziT xaziT. zedmeti asoebi iSl eba SeeTretibis niSnIT.
5. SecdomiT Caweril i sasveni niSnebis waSl a xdeba tal Ruri xazebiT.
6. teqstis zedmeti nawil is waSl a xdeba daxril i xazebiT.  
~~teqstis zedmeti nawil is waSl a xdeba daxril i xazebiT.~~
7. SecdomiT gadaSl il i sityvebis ~~aRdgena~~ xdeba qveS dasmul i wertil ebiT.
8. erTmaneTis gverdze ganl agebul i sityvebis an asoebis araswori mimdevrobis ~~xdeba~~ gasworeba niSjnit "gadaadgil eba".
9. ramdenime sityvis gadasaadgil ebl ad am sityvis zeviT gasmul horizontal ur xazebis Tavze iwereba cifrebi, roml ebic mimdevrobas swor uCveneben.
10. teqstSi indeqsebi, SeniSvnebi <sup>\*</sup>da xarisxis niS-

nebi (magal iTad, 5<sup>2</sup>) gamoyofil ia indeqsis niSnIT.

11. Tu frazis dawera saWiroa abzaciT, gamoiyeneba abzacis niSani Z. abzacis gauqmeba xdeba niSnIT: >

< Tu abzacis gauqmeba xdeba gverdis bol o strigonze, gamoiyeneba isaris niSani —————>  
 <———— Sesabamisad igive niSnIT iwyeben morigi gverdis pirvel i frazis dasawyiss.

12. Cveul ebrivi Sriftis mTavrul iT (didiT) Secv- l isas asos (sityvis) qveS gavusvaT ori xazi da piri- qiT, mTavrul i SriftiT akrefil i sityvis zomebis Sem- cirebisTvis ori xazis gasma xdeba zeviT.

**zogierTi gavr cel ebul i simbol o da  
Semokl ebul i sityva**

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#	kvadrati, nomeris niSani (#)
®	saqonl is niSani, registrirebul i
& (an ε)	ampersandi, kavSiri "da"
@	at, to (-mde)
?	funti sterl ingi
\$	dol ari
Ltd.	Limited, SezRudul i pasuxis- mgebl obis sazogadoeba
Co (an C <sup>o</sup> )	kompania
Inc	Incorporated (aSS), registri- rebul ia rogorc kompania
TIR	saavtomobil o gadazidva
N	diumi (daaxl . 2,5 sm)
ISO	saerTaSoriso standarti
DINN	germaniis standarti
ANSI	aSS nacional uri standarti
E.&O.E. an (S.E.&O.)	Secdomebi da Sesworebebi gamoricxul ia
VIP	sapatio stumari
InCoTerm	saerTaSoriso komerciul i terminebi
<b>S</b>	gamyidvel i
<b>B</b>	myidvel i
⊖	sabaJo
‡	xarjebis da riskis zRvari

EXW, FAS, FOB  
FRC, C&F, CIF  
EXS, EXQ, DAF  
DDP, CIP, FOR  
ISBN  
ISSN

saqonl is miwodebis sabazi-  
so pirobebi

wignis saerTaSoriso niSani  
Jurnal is saerTaSoriso  
niSani

**orgteqnikis Rilakebze gamosaxuli zogierTi standartuli nisani da Semoklebani**

P/S	Pal/Secamsistema;
<input type="button" value="R"/> <input type="button" value="Rcl"/> <input type="button" value="Redial"/> <input type="button" value="o"/> <input type="button" value="●"/> <input type="button" value="#"/> <input type="button" value="*"/>	nomris ganmeorebit
<input type="button" value="SP-Phone"/>	avtomaturi akrefa;
<input type="button" value="Mute"/>	xmamarali (yurmilis garese) kavSiri;
<input type="button" value="Clr"/>	mikrofonis gamorTva ("munji" reJimi);
<input type="button" value="Pwr"/>	gamotisva, sawyis re-JimSi gadayvana;
<input type="button" value="Vol"/>	kveba;
<input type="button" value="I"/> <input type="button" value="o"/>	xmis donis regulatori;
	CarTva-gamorTva.

**svadasxva qveynis valuta**

qveynis dasaxel eba	valutis dasaxel eba	valutis kodis
<b>a</b>		
avstralia	avstraliuri dollari	AUD
avstria	evro*	EUR
azerbajani	azerbajani manati	AZM
albaneTi	leki	ALL
aljeri	aljeruli dinari	DZD
andora	evro	EUR
arabta gaert.		
saemiroebi	dirhemi	EAD
argentina	argentinuli peso	ARP
aSS	dollari	USD
axali zelandia	axali zelandiuri dollari	NZD
<b>b</b>		
bangladeSi	teka	BDT
bahreini	bahreiniuli dinari	BHD

\*1999 wl is 1 ianvridan evrokavSirSi Semavali 12 qveynisavis (avstralia, belgia, germania, espaneTi, irlandia, italia, luqsemburgi, niderlandebi, portugalia, sabertneTi, safrangeTi, fineTi) Semorebul iqna officialuri fuliserteuli \_ evro. 2002 wl is 1 ianvramde igi arseboda unardo angaris saxiT. nardi banknotebisa da monetebis saxiT mimoqcevasi Sevida 2002 wl is 1 ianvridan. saxel wodeba \_ evro Setanxmebul iqna evrokavSirSi 1995w. dekemberSi. evros simboli \_ E. evrokavSirSi Semavali qveynebidan did britaneTSi darca erovnuli valuta \_ funtsterlingi.

daniada Sveciamac uari Tqves sakuTari valutis gamocvlaze.

evro mimoqcevasia patara (juja) saxel mwifoebSi, romlebic formal uradar Sedian evrokavSiris Semadgenlobasi: vatikani, san-marino, andora da monako.

agretve, safrangeTis zRvisiqitur departamentebSi: gvadelupa, martinika, safrangeTis gvinea, reiunioni.

kunzul ebze, romlebic portugaliis Semadgenlobasi Sedian: madeira da azoris kunzulebi.

kosovoSi (serbetis mxare) romel sac akontrol eben saertasorisosamSvidobozal ebi da CernogoriaSi.

bel gia	evro	EUR
bel orusi	bel orusul i rubl i	BYR
bol ivia	bol ivano	BOB
brazil ia	brazil iuri real i	BRL
bul gareTi	l evi	BGL

<b>g</b>		
gana	sedi	GTC
gvadel upa	evro	EUR
gvatemal a	ketsal i	GTQ
gvinea	gvineis franki	GNF
gvinea-bisau	gvinea bisaus peso	GWP
germania	evro	EUR
gibraltari	gibraltaris funti	GIP
grel andia	daniuri krona	DKK

<b>d</b>		
dania	daniuri krona	DKK
didi britaneTi	funti sterl ingi	GBP
dominikis respubl ika	dominikuri peso	DOP

<b>e</b>		
egvipte	egviphuri funti	EGP
eTiopia	eTiopiuri biri	ETB
ekvadori	sukre	ECS
espaneTiY	evro	EUR
estoneTi	kroni	EEK

<b>v</b>		
vatikani qal aqi saxel mwifo	evro	EUR
venesuel a	bol ivari	VEB
vietnami	dongi	VHD

<b>z</b>		
zairi	axal i zairi	ZRN
zambia	kvaCa (zambiuri)	ZMK
zimbabve	zimbabves dol ari	ZWD

<b>T</b>		
TurqeTi	Turqul i lira	TRL
TurqmeneTi	Turqmenul i manaTi	TMM

<b>i</b>		
iaponia	iena	JPY
iemeni	iemenuri rial i	YER
irl andia	evro	EUR
isl andia	isl andiuri krona	ISK
ital ia	evro	EUR
indoeTi	induri rupia	INR
indonezia	rupia	IDR
iordania	iordaniis dol ari	JOD
iranis isl amuri resp.	iranul i rial i	IRR
israel i	Sekel i	ILS

<b>k</b>		
kamboj a	riel i	KHR
kanada	kanaduri dol ari	CAD
kenia	keniuri Sil ingi	KES
kviprosi	kviprosis funti	CYP
kol umbia	kol umpiuri peso	COP
kongo	franki	XAF
korea (ksdr)	Crdil oeT koreul i	
	vona	KPW
respubl ika korea	vona	KRW
kosta-rika	kostarikul i	
	kol oni	CRC

kuba	kuburi peso	CUP
<b>I</b>		
latvia	lati	LVL
libani	libanuri funti	LBP
libia	libiuri dinari	LYD
liberia	liberiul i dol ari	LRD
litva	liti	LTL
lihtenSteini	Sveicarul i franki	CHF
luqsemburji	evro	EUR
<b>M</b>		
madagaskari	madagasiuri franki	MGF
mavritania	ugia	MRO
mal aizia	mal aiziuri ringiti	MYR
mal ta	mal turi lira	MTL
maroko	marokoul i dirhami	MAD
meqsika	meqsikuri axal i peso	MXN
mozambiki	metikal i	MZM
mol daveTi	mol davuri lei	MDL
monako	evro	EUR
monRoletTi	tugriki	MNT
<b>N</b>		
namibia	rendi	ZAR
nepal i	nepal uri rupia	NPR
nigeria	naira	NGN
niderl andebi (hol andia)	evro	EUR
nikaragua	oqros kordoba	NIO
norvegia	norvegiul i krona	NOK
<b>O</b>		
omani	omanuri rial i	OMR

<b>P</b>		
pakistani	pakistanis rupia	PKR
panama	bal boa;	PAB
	amerikul i dol ari	USD
paragvai	guarini	PYG
peru	axal i sol i	PEN
pol oneTi	zl oti	PLZ
portugal ia	evro	EUR
puerto-riko	amerikul i dol ari	USD
<b>R</b>		
ruanda	ruandis franki	RWF
rumineTi	lei	ROL
ruseTis federacia	rusul i rubl i	RUR
<b>S</b>		
saberZneTi	evro	EUR
sal vadori	sal vadorul i kol oni	SVC
samxreT afrikis		
respubl ika	rendi	ZAR
san-marino	evro	EUR
saudis arabeTi	saudis rial i	SAR
safrangeTi	evro	EUR
saqarTvel o	lari	GEL
seiSel is kunZul ebi	seiSel is rupia	SCR
siriis arabTa respubl ika	siriul i funti	SYP
sl ovakeTi	sl ovakuri krona	SKK
sl ovenia	tol ari	SIT
somal i	somal uri Sil ingi	SOS
somxeTi	somxuri dram	AMD
sudani	sudanis dinari	SDD
surinami	surinamis gul deni	SRG

<b>t</b>		
tail andi	bati	THB
tanzania	tanzaniuri Sil ingi	TZS
taj ikeTi	taj ikuri maneTi	TJR
tunisi	tunisuri dinari	TND

<b>u</b>		
uganda	uganduri Sil ingi	UGS
uzbekeTi	uzbekuri sumi	UZS
ukraina	grivna	UAH
ungreTi	forinti	HUF
urugvai	urugvail i peso	UYP

<b>f</b>		
fil ipinebi	fil ipinuri peso	PHP
fineTi	evro	EUR
fij i	fij is dol ari	FJD

<b>y</b>		
yazaxeTi	yazaxuri tenge	KZT
yirgizeTi	yirgizul i somi	KGS

<b>s</b>		
Sveicaria	Sveicarul i franki	CHF
SvedeTi	Sveduri krona	SEK
Sri-l anka	Sril ankuri rupia	LKR

<b>c</b>		
Cernogoria	evro	EUR
CexeTis	evro	EUR
respubl ika	evro	EUR
Cil e	Cil es peso	CLP
CineTi	iuani	CNY

j ibuti	<b>j</b> j ibutis franki	DJF
haiti	<b>h</b> hurdi amerikul i dol ari	HTG USD

**ekvivalentur sazomTa cxrili  
(fartis (zedapis) tevadobis, sigZis,  
mocol obisa da wonis)**

**akri** \_ miwis sazomi erTeul i ingl issa da Crd. amerikaSi: udris: 4,047 kv. metrs.

**ari** \_ miwis sazomi erTeul i; udris: 100 kv.m (heqtaris 1/100).

**barel i** (benzinisaTvis) \_ tevadobis sazomi erTeul i; udris 158,9 l itrs.

**barel i** (amerikul i) \_ fqvil isaTvis \_ wonis sazomi erTeul i; udris 88,90kg.

**barel i** (Txevadi) \_ tevadobis sazomi erTeul i; udris: 31,5 gal ons, 119,237 l itrs.

**barel i** (mSral i) \_ tevadobis sazomi erTeul i \_ xil is, bostneul isa da sxva mSral i produqtebisatvis; udris: 95,47 l itrs.

**buSel i** (amerikul i) \_ tevadobis sazomi erTeul i (marcvl eul isaTvis); udris: 35,2383 l itrs.

**buSel i** (britanul i) \_ tevadobis sazomi erTeul i (marcvl eul isaTvis); udris: 1,0320 amerikul buSel s.

**gal oni** (amerikul i) \_ tevadobis erTeul i; udris: 3,7853 l itrs.

**gal oni** (britanul i) \_ tevadobis erTeul i; udris: 4,5460 l itrs.

**grani** \_ wonis erTeul i; udris: 64,799 mil igrans.

**dekal itri** \_ tevadobis erTeul i; udris: 2,6418 gal ons; 10 l itrs.

**dekastri** \_ mocol obis erTeul i; udris: 10 kub. metrs.

**decari** \_ fartis sazomi erTeul i: 10 kv. metrs.

**decigrami** \_ wonis erTeul i; udris: 0,1 grams.

**decil itri** \_ tevadobis erTeul i; udris: 0,1 l itrs.

**decisteri** \_ mocol obis erTeul i; udris: 100 l itrs.

**draqma saafTiaqo** \_ wonis erTeul i; udris: 3,888 grams.

**duimi** \_ sigZis erTeul i; udris 2,54 santimetr.

**draqma** (Txevadi amerikul i) \_ tevadobis erTeul i; udris: 3,69 mil il itrs.

**iardi** \_ sigZis erTeul i; udris: 0,9144 metrs.

**kabel tovi** \_ sigZis erTeul i navigaciaSi; udris: 182,88 metrs.

**karati** \_ Zvirfasi qvebis wonis erTeul i; udris 0,2 grams.

**kvadrati** \_ (nagebobebisaTvis mSenebl obaSi) \_ udris 9,29 kv. metrs.

**kvadratul i mil i** \_ fartis sazomi erTeul i, udris 2,5899 km; 258,999 heqtars.

**kvadratul i rodi** \_ fartis sazomi erTeul i; udris: 25 933 kv. metrs.

**kvarta** \_ Txevadi, amerikul i \_ tevadobis erTeul i; udris 0,9463 l itrs.

**kvarta** \_ mSral i, amerikul i \_ tevadobis erTeul i; udris 1,1012 l itrs.

**kvarta** \_ britanul i an saimperio \_ tevadobis erTeul i; udris: 1,1365 l itrs.

**kvarteri** \_ sigZis erTeul i; udris: 402,34 metrs.

**kvarteri** \_ qsovil evis sazomi erTeul i; udris 22,86 santimetr.

**kvintal i** \_ wonis erTeul i; udris 100 kil ograms.

**kordi** \_ xis masal is mocol obis sazomi (Cveul ebriv, sigZe 8 futi, simaRl e 4 futi, sigane 4 futi); udris 3,625 kub. metrs.

**kubiti** \_ sigZis erTeul i; udris 19 duims.

**kuburi futi** \_ mocol obis erTeul i; udris 0,0283

kub. metrs. tevadobis erTeul i; udris 28,316 l itrs.

**metri** \_ sigrZis erTeul i; udris: 0,0936 iards; 3,280883 futs; 39,37 duims; 10 decimetrs; 100 santi-metrs.

**mil eri** \_ metrul i tona \_ wonis erTeul i; udris: 1000 kg. 1 metrul wonas.

**mil i** \_ (amerikul i, geografiul i an sazRvao) \_ sigrZis erTeul i; udris: saerTaSoriso sazRvao hidro-grafiis biuros 1,0007 mil s, 1,1515 sawesdebo mil s, 1,85324 kil ometrs.

**mil i** \_ (britanul i, sazRvao an saadmiral o) \_ sigrZis erTeul i; udris: 6080 futs; 1,8532 kil ometrs.

**mil imetri** \_ sigrZis erTeul i; udris 0,03937 duims; 0,001 metrs.

**peki** \_ amerikul i \_ tevadobis erTeul i; udris: 8,8096 l itrs.

**peki britanul i** \_ tevadobis erTeul i; udris: 1,0320 amerikul peks; 0,0919 l itrs.

**pinta amerikul i** (Txevadi) \_ tevadobis erTeul i; udris 0,47317 l itrs.

**pinta amerikul i** (mSral i) \_ tevadobis erTeul i; udris: 0,5506 l itrs.

**pinta britanul i** (Txevadi) \_ tevadobis erTeul i udris: 0,5682 l itrs.

**rodi** \_ sigrZis erTeul i; udris: 5,0292 metrs.

**rul oni** \_ sigrZis erTeul i Spal eris qaRal dis-aTvis: udris: 16 iards; 14,6304 metrs.

**skori** \_ Tvl adi erTeul i \_ udris 20 cal s.

**skupul i saafTiaqo** \_ wonis erTeul i; udris: 1,2559 grams.

**tuni** \_ tevadobis sazomi; udris: 953,9 l itrs.

**uncia everdiupoisi** (Seesabameba sazomTa ingl i-sur sistemas yvel a saqonl isaTvis, garda Zvirfasi l iTonebis,

nebis, Zvirfasi qvebisa da waml ebisa) \_ wonis erTeul i; udris: 28,3495 grams.

**uncia saafTiaqo** \_ wonis erTeul i; udris: 31,1035 grams.

**funti everdiupoisi** (Seesabameba ingl isur sistemas yvel a saqonl isaTvis, garda Zvirfasi l iTonebis, Zvirfasi qvebisa da waml ebisa) \_ wonis erTeul i udris: 543,592 grams.

**funti saafTiaqo** \_ wonis erTeul i; udris 373,24 grams.

**futi** \_ sigrZis erTeul i; udris: 0,3048006 metrs.

**heqtari** \_ farTis sazomi erTeul i; udris: 2,471 akrs; 10 000 kv. metrs.

**hoqtol itri** \_ tevadobis erTeul i; udris: 26,418 gal ons; 100 l itrs; mocul obis erTeul i; udris: 0,1 kub.metrs.



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## **S i n a a r s i**

<b>Sesaval is magier .....</b>	<b>3</b>
<b>nawil i pirvel i .....</b>	<b>5</b>
<b>mdivan-referenti (ufl eba-moval eobani) .....</b>	<b>5</b>
mdivan-referenti organizaciis struqturaSi, mdivnis ZiriTadi funqcieბი, mdivan-referentis Tvisეbeბი, mdivnis samuSao adgil i, programul i uzrunvel yofa, mdivnis samuSao dRe, dagegmva, muSaoბის optimal რი რიტი, mdivan-referentis samuSao dRis gegma (nimuSi), samuSao dRis dasagegmavad kompiuteris gamoyeneba, daskvna.	
<b>teqstis referireba.....</b>	<b>22</b>
teqstis funqcieბი, teqstis informaciul i struqtura, muSaoბის meTodika (informaciul i, mimoxil viTi teqsteბი).	
<b>cota ram kariერis Sesaxeb .....</b>	<b>38</b>
<b>etiketi.....</b>	<b>41</b>
dipl omatiuri anu saerTasorisო, samoqal aqo, samsaxurebrivi.	
<b>saqmiani saubrisa da mol aparakebeბის momzadeba da Catareba.....</b>	<b>45</b>
<b>dipl omatiuri da saqmiani mimowera.....</b>	<b>48</b>
<b>nawil i meore .....</b>	<b>51</b>
<b>mdivan-referenti da saqmის qaRal debi .....</b>	<b>51</b>
<b>saqmისwarmoeba .....</b>	<b>51</b>
<b>cota ram dokumentis Sesaxeb .....</b>	<b>53</b>
piradi, samsaxurebrivi, martivi, rTul i, individual რი, tipobrivi, gare da Sida samsaxurebrivi.	

<b>dokumentTa kl asifikacia.....</b>	<b>56</b>
<b>sagankargul ebl o dokumentebis Sedgena</b>	
<b>da gaformeba.....</b>	<b>56</b>
brZaneba, gadawyvetil eba, gankargul eba, instruqcia, miTiTeba, oqmi, uwyeba, mimoxil va, krebsi, weril i, piradi baraTi, stenograma, moxseneba, winadadeba, gegma, sia, nusxa.	
<b>sawesdebo dokumentebi.....</b>	<b>65</b>
wesdeba, dadgenil eba, debul eba.	
<b>saaRmsrul ebl o dokumentebi.....</b>	<b>66</b>
ganmartebiti baraTi, aqti, angariSi, moxsenebiti baraTi.	
<b>sainformacio dokumentebi.....</b>	<b>70</b>
depeSa, tel efonograma, daskvna, cnoba, safosto misamarTi.	
<b>special uri daniSnul ebis dokumentebi .....</b>	<b>74</b>
dokumentis danarTi, dokumentis formul ari da rekvizitebi, dokumentis iuridiul i mniSvnel oba.	
<b>piradi Semadgenlobis dokumentebi da</b>	
<b>maTi gaformeba.....</b>	<b>79</b>
gancxadeba, rezieme da avtobiografia (CV), kadrebis furcel i, anketa, Sromis wignaki, SromiTi xel Sekrul eba, daxasiaTeba, rekomendacia, mowmoba, dipl omi, dabadebis mowmoba, mindobil oba, mivl inebis baraTi, xel weril i.	
<b>administraciul i dokumentebis Sedgena</b>	
<b>da gaformeba.....</b>	<b>92</b>
weril is rekvizitebi, bl anki, saqmiani weril i (weril i _ SekiTxva, weril i _ Txovna, weril i _ pasuxi, TandarTul i weril i).	
<b>asl isa da amonaweris gaformeba.....</b>	<b>97</b>
<b>dokumentebis saarqivod momzadeba.....</b>	<b>99</b>
<b>dokumentis Sedgenisa da gaformebis</b>	
<b>zogadi wesi.....</b>	<b>100</b>

dokumentis gegma, rekvizitebi: saTauri, Sinaarsi, TariRi, avtografi, notariul i piri, viza, rezol ucia, xel mowera, beWdis dasma.	
<b>saqmiani weril is Sedgenis zogierTi</b>	
<b>sakvanZo principi.....</b>	<b>107</b>
<b>zogierTi dokumentis Sedgena</b>	
<b>(mil ocvebi, TanagrZnoba).....</b>	<b>108</b>
<b>ucxoeTSi gasagzavni dokumentebis Sedgena</b>	
<b>da gaformeba.....</b>	<b>111</b>
saqmiani weril i, adresati, TariRi, miTiTeba, mimarTva, Tavazianobis formul a, weril is saTauri, teqsti, xel mowera, danarTi, asl i, poskriptumi, weril i, romelic erT gverdze ar eteva, konverti, mimRebis dasaxel eba da misamarTi.	
<b>ingl isurenovan saqmian dokumentebSi didi</b>	
<b>asoebis gamoyenebis wesi.....</b>	<b>123</b>
<b>ingl isurenovan saqmis qaRal debSi gamoyenebul i</b>	
<b>sasveni niSnebis gamoyenebis zogierTi wesi.....</b>	<b>124</b>
<b>komerciul i saqmianobis amsaxvel i</b>	
<b>dokumentebi da maTi gaformeba.....</b>	<b>126</b>
<b>komerciul i winadadeba (oferta).....</b>	<b>127</b>
<b>finansuri angariSsworebis formebi.....</b>	<b>131</b>
<b>nawil i mesame.....</b>	<b>133</b>
<b>dokumentebis ena, stili da marTI wera.....</b>	<b>133</b>
<b>dokumentis stili.....</b>	<b>134</b>
<b>marTI werisa da punqtuaciis wesebi.....</b>	<b>138</b>
<b>sityvis gadatanis wesebi.....</b>	<b>146</b>
<b>punqtuacia.....</b>	<b>147</b>
<b>abreviaturebisa da Semokl ebul sityvaTa</b>	
<b>marTI wera .....</b>	<b>153</b>

saqmian mimoweraSi gavr cel ebul i tipuri	
Secdomebi.....	156
nawil i meoTxe .....	157
orgteqnika da sakomunikacio saSual ebani.....	157
satel egrafo kavSiri, tel eqsi, faqsi, el -fosta, nouTbuki, peijeri, mobil uri tel e foni, interneti.	
saqmian urTierTobeb sa da saqm is qaRal debSi	
gamoyenebul i cnebebisa da terminebis mokle	
l eqsikoni.....	166
dokumentSi gamoyenebul ingl isur	
sityvaT Semokl ebaTa mokle nusxa.....	209
danarTi .....	216
aSS Statebis dasaxel eba	
(srul i da Semokl ebul i).....	216
didi britaneTis sagrafoTa dasaxel eba	
(srul i da Semokl ebul i).....	218
koreqturis zogierTi niSani.....	220
zogierTi gavr cel ebul i simbol o da	
Semokl ebul i sityva.....	222
orgteqnikis Ril akebze gamosaxul i zogierTi	
standartul i niSani da Semokl ebani.....	224
sxvadasxva qveyn is val uta.....	225
ekvivalentur sazomTa cxril i.....	232
l i t e r a t u r a.....	236

კომპიუტერული უზრუნველყოფა ირინა ღარიბიანი

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