The Study of Automatic Examination in the Teaching of Official Document Writing

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**Abstract.** Official Document writing teaching is an important way for the government and its administrative departments for pre-job training to ensure that recruits can be competent at their administrative functions and service responsibilities, and plays an important role in the process of administrative management. As the most frequently used and the largest number of important tools in the daily management process of administrative organs, official documents are the most formal and scientific way in many methods of administrative management. However, there are still a great deal of teasers, such as the non-standard formulation of official documents, inappropriate content and expression, which occur from time to time in practice. If these teasers could be dealt with in the process of examination in the teaching of official document writing in time, these teasers will be solved in advance. Therefore, it is necessary to study the norms of official document examination in common use.

**Introduction**

With the rapid development of artificial intelligence technology, society has entered the information age. Our government has also been in a special stage of development from "material resource-based management" to "information resource-based management." Information has become the main resource condition for the realization of government functions gradually. Many official documents such as formulating laws and policies have been the main ways to implement the functions of the government for a long time. Scientific and effective issuance of official documents and formulation of policies have also become the core task of administrative organs. The ability to write official documents and formulate policies has become the core information ability of civil servants already. However, due to the uneven quality of practitioners, the inadequate implementation of institutional norms and the difficulty in popularizing the examination process, there are many problems in some government department (especially local government department) at present, such as the unstandardized and incomplete content of document drafting, the formalization and superficiality of content examination, etc. These teasers affect the efficiency and accuracy of daily administration work severely [1]. Therefore, the lack of content examination for commonly used official documents has become one of the main impediment restricting the transformation of government functions and disapproving government effectiveness in an all-round way.

The research of automatic document examination norms can not only improve the efficiency of teachers, reduce the workload of manual correction, but also improve the objectivity and comprehensiveness of document examination. In order to improve the level of e-government informationization in China, explore the deep combination of "artificial intelligence + government affairs" and strengthen the standardization, legitimacy and effectiveness of the issuance of administrative documents, we should promote the comprehensive rule of law in our country, standardize the administrative behavior of the government and its working departments, and establish
a good social image of the government's administration according to law. It does have important practical significance.

**Research Status of Common Document Writing**

In the process of formulating official documents of Chinese government department, the common teasers mainly include the following questions: some documents are not of high quality, such as unclear matters that need to be regulated and adjusted, copying the upper law or documents and lack of local governance characteristics. In violation of the upper law or documents, such as the illegal establishment of administrative license and the hasty introduction of documents without following the basic procedures, the accuracy and legitimacy of documents are affected. Some documents are not standardized in form and language, such as improper selection of chapter and clause format, illogical ordering of articles and lack of rationality and cohesion in classification of articles and contents. There are still some professional issues such as inappropriate or invalid documents, unclear language expression, unclear reference or inconsistency, improper use of the language of the law, etc. [2]. Once these "improper documents" are issued, they will inevitably affect the implementation of government functions, cause the puzzlement of implementing laws and policies by lower departments or the public, and reduce the administrative efficiency of the government.

**Current Research on Official Documents Focuses on Database Construction**

At present, there are two main types of electronic systems for official document writing learning: one is the compilation of classical office document templates (.doc format), the other is the compilation of document writing templates and examples or model documents, which belongs to static databases compiled from various types of documents and does not have theoretical guidance and real-time learning. We advocates the "Common Document Automatic Examination Standard" which is a normative theory research aiming at the "audit" link in the process of document management and for the realization of the later dynamic intelligent evaluation system. It is suggested that the frontier theories of semantics, such as the basic theory of linguistic intelligence and logic, should be used to extract common features of official documents and train them intelligently with the help of Chinese natural language processing technology, machine learning and semantic analysis, so as to theoretically reduce the rate of error reporting in draft documents and ensure document examination. The rate of nuclear omission and false alarm is equal to or close to zero.

**The Research of Official Document Automatic Examination is a Gap in China**

From the current research situation at home and abroad, there is no clear research on the automatic examination or evaluation of official documents, especially on the automatic examination of the content of official documents. If we start from solving the practical problem of automatic examination of common documents, we can refine and supplement the more complete content formulation paradigm of common documents, and give the automatic examination criterion of common documents. To some certain extent, it can be said that, we fills the gap in the field of automatic document examination in China.

**Research on Automatic Examination Norms**

We suggest that the common documents issued by governments at all levels should be taken as the main research object. The reason is that the published documents are all discussed and issued by the government according to the specific formulation procedure and the principle of democratic centralism. They have strong normative, binding and wide social influence. In practical work, due to various reasons, there are still many deficiencies in the writing quality of documents issued by some government departments. If documents with deficiencies are issued, they will not only affect the efficiency of governments’ work and the function and effectiveness of documents seriously, but also affect the administrative law enforcement organs inevitably [4]. For this reason, we persevere in the research on the Norms of Automatic Examination of Common Documents” in the hope of intervening
in the early stages of drafting and issuing relevant official documents, and using theoretical norms to help civil servants control the quality of official documents intelligently [5].

The Research Should be Systematic

As for the research on the norms of automatic examination in the teaching of official document writing, we suggest that the overall content should be divided into the following three parts: Firstly, the research on the dimension of official document examination in common use. Secondly, the research on the common evaluation index system of official documents. Thirdly, research on the paradigm Handbook of common intelligent official document writing style. Among the three aspects mentioned above, the first and second studies are directly related to how to establish the audit dimension of commonly used official documents, the evaluation index and the weight distribution of each index. We must consider the actual situation that the management functions, management ideas and management measures of governments at all levels. The main points of this study include the following three parts: Firstly, the auditing dimension of commonly used official documents, especially the content auditing dimension. Secondly, the evaluation index system of common official documents, including the form evaluation index and content evaluation index of main official documents. Thirdly, the formulation of writing style paradigm of common official documents. The main difficulties of this study are as follows: Firstly, sample collection of typical writing of common official documents. Secondly, we extract the semantic features of typical official document samples. Thirdly, the evaluation system of common official documents is constructed.

The Research Results Should Guide the System Construction

We hope that through the methods of investigation, model study and case study, with the help of linguistics, logic, linguistic intelligence, natural language processing and other disciplines, we can make a thorough study on the basis of standards and practical operation of the intelligent monitoring and auditing links of official documents, explain and reveal the working principle and mechanism of this system, and form a common official document tolerance. Standard system of intelligent manuscript examination system for identifying, labeling, warning and recommending deficiencies. It is hoped that the design scheme of automatic official document examination and standardization can provide more objective, accurate and efficient theoretical guidance for civil servants' manual audit, so as to effectively improve the quality and efficiency of the issuance of administrative official documents.

The purpose of our research is to study the norms of automatic official document examination, design the theoretical model of automatic official document examination, and lay a theoretical foundation for the realization of automatic comprehensive official document examination system in common use, including the normative degree, compliance degree and validity of automatic identification and diagnosis of the structure, format, content, language expression of common documents and so on. "Error Alarm" and provide alternative "Error Correction Suggestions" [7]. It is of great significance for the relevant departments to improve the writing standards of official documents, examine and verify the official documents and find out the problems in the text in time. It can reduce the error rate in the text of common official administrative documents effectively, and improve the quality and efficiency of the official documents.

Suggestions for Future Research

Unlike the existing research on the procedure and scope of manual official document auditing, we are in the context of vigorously developing e-government and promoting the modernization of national governance capacity, based on the intelligent identification and processing technology of language information, aiming at the structure, format, content of common document writing in administrative practice and the errors in language expression. Then the theory of "automatic examination" of official documents is put forward. This research is also to meet the objective needs of the current smart government, e-government construction. It is suggested that future research should be based on the following aspects:
Firstly, on the basis of full information language assessment model and topic aggregation theory, combined with the grammatical and semantic characteristics of official documents. We extract the basis for examining common official documents, construct an intelligent examination dimension system of common official documents, and explore the application principle of accurate recognition and intelligent processing of language information in text.

Secondly, it makes an in-depth investigation of the requirements, writing requirements, production process and quality criteria of government documents, clarify the main contents of document auditing, develop the auditing dimension and evaluation index system, and manuals of writing style paradigms for different types of official documents [8].

Thirdly, by means of information publicity columns on government websites, professional laws, regulations databases and professional dictionaries, and on the basis of classification, comparison and statistical analysis, collected official documents issued by various governments at all levels, and established common official document corpus in accordance with certain principles, standards and norms.

Fourthly, on the basis of the well-established common official document corpus, the examination basis and the examination dimension system of the extracted common official documents are verified and adjusted. The adjusted examination basis and examination dimension system are embodied in the writing style paradigm Manual of common official documents, and finally integrated into a complete theoretical framework for the automatic examination of common official documents (refer with: Fig. 1).

Figure 1. Research System.

Summary

We advocate the "research on the norms of automatic examination of commonly used official documents" not only because we want to explore the theoretical norms of content examination of commonly used official documents, but we also want to apply them to the daily drafting process of official documents to guide the content norms of official documents from the source [9]. Ultimately, we hope to provide a "examination assistant" for civil servants to help them screen and modify the errors and omissions in the format, structure and language of common official documents, so as to
standardize the content of common official documents auditing more effectively, to improve the quality control ability of official document preparation and issuance, and to ensure that the official documents can be produced accurately and can be understand effectively. Therefore, our research does have dual value of theoretical guidance and practical application for the government to improve the quality of writing information content of official documents, standardize the governments’ information management, and guide the civil servants' administrative ability.

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