

## Abstract

Administrative official documents which are essential documents for civil servants in handling public services serve the society in five general aspects: 1. Communication which enables the delivery of messages. 2. Appeal which gives a preliminary announcement to the public so as to appeal and call on the public. 3. Commandment which gives orders to the public and the civil servants. 4. Liaison which connects the external and internal administrative offices. 5. Declaration which presents the position, perspective and attitude of the administrative office toward a particular issue.

Therefore, research on Chinese division of document types, style and usage of administrative official documents of Macau can reflect the situation of the administrative governance of Macau Special Administrative Region. Scientific division of administrative document type and research on style optimization function as an elevation of the quality of governance of Macau Special Administrative Region and the overall image.

This essay mainly uses the administrative official documents posted by the Macau government on *Macau Official Gazette* and *Macau Daily* as the research object. Random sampling is used to collect materials from the above publications and then conduct analysis on the materials using The maxim of quantity of The cooperative principle in The theory of conversational implicature proposed by the American philosopher Paul Grice, Five principles of all writings except literary work optimization proposed by Professor Tang King Bun of the University of Macau and Qualitative quantitative analysis in statistics.

This essay comes up with the following conclusions: 1. By using scientific statistical method to gather the statistics of current number of document types used in the administrative official documents of Macau, fifty types of official document types are found to be used in administrative departments. 2. Set up several categorization standards based on the foundation of analyzing the specialty of current valid document types and have a clearer division of the administrative official documents of Macau. This essay questions the current categorization of 8 categories with 20 types and proposes a new categorization of 6 categories with 18 types. 3. Analyze the problem of unstandardization of the styles of the administrative official documents of Macau and propose several standards for optimization and establish new document styles.

This essay ends with a proposal of some workable measures and suggestions for the Macau Special Administrative Region in finalizing the administrative official document optimization policy.

**Keywords:** Administrative official documents of Macau, document type , style,  
Style optimization