O‘ZBEKISTON RESPUBLIKASI
OLIY VA O‘RTA MAXSUS TA’LIM VAZIRLIGI

ALISHER NAVOIY NOMIDAGI TOSHKENT DAVLAT
O‘ZBEK TILI VA ADABIYOTI UNIVERSITETI

"TASDIQLAYMAN"	"KELISHILDI"
Rektor _______ Sh.Sirojiddinov	Oliy va o‘rta maxsus ta’lim vazirligi
2019 yil "1" 07	2019 yil "4" 10

Ro‘yxatga olindi: № BD-5120900 – 3.02
2019 yil "17" 08

INGLIZ TILIDA ILMIY VA IJODIY YOZISH MAHORATI

FAN DASTURI

Bilim sohasi:	100000	– Gumanitar soha
Ta’lim sohasi:	120000	Gumanitar fanlar
Ta’lim yo‘nalishi:	5120900	– O‘zbek-ingliz tarjima nazariyasi va amaliyoti

Toshkent – 2019

Fan dasturi Oliy va o'rta maxsus. kasb-hunar ta'limi yo'nalishlari bo'yicha O'quv-uslubiy birlashmalar faoliyatini Muvofiqlashtiruvchi Kengashning 2019 yil "17" 08 dagi 4 -sonli bayonnomasi bilan ma'qullangan.

O'zbekiston Respublikasi Oliy va o'rta maxsus ta'lim vazirligining 2019 yil "4" 10 dagi 892 sonli buyrug'i bilan fan dasturlari ro'yxati tasdiqlangan.

Fan dasturi Alisher Navoiy nomidagi Toshkent davlat o'zbek tili va adabiyoti universitetida ishlab chiqildi.

Tuzuvchi:

Z.S.Kertayeva — ToshDO'TAU, "Ingliz filologiyasi" kafedrasi o'qituvchisi

Taqrizchilar:

N.Z.Normurodova — ToshDO'TAU, "Ingliz filologiyasi" kafedrasi mudiri. filologiya fanlari nomzodi. dotsent.

M.R. Galiyeva — O'zDJTU. "Lingvistika va Ingliz adabiyoti" kafedrasi dotsenti, filologiya fanlari nomzodi, dotsent.

Fanning ishchi o'quv dasturi Alisher Navoiy nomidagi Toshkent davlat o'zbek tili va adabiyoti universiteti Kengashida ko'rib chiqilgan va tavsiya qilingan (2019 yil "1" 07 dagi "4" sonli bayonnoma).

I. O'quv fanining dolzarbligi va ta'limdagi o'rni

Ushbu fan "Chet tilini egallash umumyevropa kompetensiyalari: o'rganish, o'qitish va baholash" to'g'risidagi hujjatda keltirilgan me'yoriy talablar, 5120900-O'zbek-ingliz tarjima nazariyasi va amaliyoti yo'nalishining Davlat ta'lim standarti va namunaviy o'quv rejasiga muvofiq takomillashtirildi.

Ingliz tilida ilmiy va ijodiy yozish mahorati umumkasbiy fanlar bloki fani hisoblanib, bakalavriat ta'lim yo'nalishining 1-,2-kurs talabalariga mo'ljallangan va talabalarning yozish ko'nikmalarini B1 darajasidan B1+ yoki B2 darajasiga yetkazishni maqsad qiladi. Bu fan, birinchi navbatda, talabalarning ixtisosligi bo'lgan yozma tarjima ko'nikmalarini osonlashtirish, rivojlantirish va mustahkamlashga qaratilganligi uchun ham dolzarbdir. Zero fan dasturi ingliz tilidagi turli matn turlari kundalik, ilmiy, o'quv va publisistik materiallarga to'g'ri yondashish va ularni yozish qoidalarini o'z ichiga oladi. Bundan tashqari, u til o'rganuvchilarning xorijiy tildagi umumiy yozma savodxonligini oshirishga va mukammallashtirishga xizmat qiladi.

II. O'quv fanining maqsadi va vazifalari

Fanni o'qitishdan maqsad - zamonaviy talablar asosida yuqori malakali kadrlar tayyorlashning mazmunini takomillashtirish hamda oliy ta'lim muassasalari pedagog kadrlarining kasbiy kompetentligini muntazam oshirib borishni maqsad qiladi. Ushbu maqsadga erishish uchun fan talabalarni nazariy bilimlar, amaliy ko'nikmalalar, ijtimoiy hodisa va jarayonlarga tanqidiy yondashuv hamda ilmiy dunyoqarashini shakllantirish vazifalarini bajaradi.

Fan dasturi bo'yicha talabalarning bilim, ko'nikma va malakalariga quyidagi talablar qo'yiladi. ***Talaba:***

– Ilmiy tadqiqot asoslari, yozish turlari va ularga turlicha yondashuv, yozish qobiliyatini takomillashtiruvchi elementlar va birliklari haqida ***bilimlarga***;

— Ingliz tili yozish strukturasi bo`yicha umumiy, ijodiy, akademik va rasmiy muloqotlarga tegishli turli ko`rinishdagi yozma matnlar, paragraflar, xatlar, insholar va maqolalar yozish ***ko'nikmalariga;***

— Ingliz tilida yozish va uning strukturasi ajrata bilish, yozish uslubiga ko'ra kerakli grammatika va leksikani qo`llay olish ***malakalariga ega bo'lishi lozim.***

III. Amaliy mashg'ulotlar bo'yicha ko'rsatma va tavsiyalar.

Amaliyot mashg`ulot mavzulari bo'yicha farming ishchi o'quv dasturida qo'shimchalar va o`zgartirishlar kiritilishi mumkin. Amaliy mashg'ulotlarni tashkil etish bo'yicha kafedra pedagog xodimlari tomonidan ko'rsatma va tavsiyalar ishlab chiqiladi. Unda talabalar asosiy mavzular bo`yicha olgan bilim va ko'nikmalarini amaliy bosqichli yozish mashqlari, taqdimotlar, keyslar Shuningdek, darslik va o`quv qo'llanmalar bo`yicha talabalar bilimlarni o`zlashtirish va mustahkamlash, tarqatma materiallar asosida bilimlarni o`zlashtirish, ilmiy maqolalar va tezislardan foydalanish, mavzular bo'yicha taqdimotlar va kichik ko'lamdagi loyiha ishlarini tayyorlash lozim.

Amaliy mashg`ulotlar multimedia qurilmalari bilan jihozlangan auditoriyada bir akadem guruh ikkiga bo`linib, ikkita o'qituvchi tomonidan o`tkazilishi lozim. Mashg'ulotlar faol va interaktiv usullar yordamida o'tilishi, mos ravishda munosib pedagogik va axborot texnologiyalar qo`llanilishi maqsadga muvofiq.

Amaliy mashg'ulotga quyidagi mavzular tavsiya etiladi.

THEORY OF WRITING AND WAYS OF IMROVING STYLE

1. · Introduction to the course "Scientific and creative writing"
2. Gathering ideas for writing (brainstorming, clustering, free writing etc.)
3. Capitalization and punctuation
4. Sentence construction (Subject Verb agreement)
5. Understanding fragments and phrases
6. Types of sentences (simple, complex, compound)
7. Correcting fragments and run-ons

8. Ways of improving style (relative clauses, inversion, cleft sentences, use of pronouns, language economy, word choice)

9. Working with adjectives, adverbs and parallel structure

10. Conjunctions (subordinating and coordinating)

GENERAL AND CREATIVE WRITING

11. Understanding paragraphs. Understanding topic sentences.
12. Understanding supporting details and concluding sentence
13. The elements of good writing (unity and coherence)
14. Paragraph development. Types of paragraphs
15. Descriptive paragraphs
16. Narrative paragraphs
17. Compare and contrast
18. Cause and effect paragraphs
19. Process paragraphs
20. Advertisement writing
21. Informal letter writing
22. Review writing (film and book)
23. Course reflective writing

ACADEMIC WRITING

24. Introduction to essays. Types of essays.
25. Structure of essays. (understanding introduction, main body and conclusion)
26. Argumentative essays. Advantage and disadvantage essay
27. Opinion essay
28. Problem – solution essay
29. Direct question essays

SCIENTIFIC WRITING

30. Ways of avoiding plagiarism
31. Citation and quoting
32. Paraphrasing
33. Referencing
34. Summary writing
35. Structure of articles
36. Article writing

OFFICIAL AND TRANSACTIONAL WRITING

37. CV
38. Covering or application letters
39. Motivational letter
40. Letter of recommendation

41. Request letter
42. Complaint letter
43. Letter of apology
44. Minutes/protocol writing
45. Progress Report writing
46. Understanding contracts and agreements

IV.Mustaqil ta'lim va mustaqil ishlar

Talaba mustaqil ishni tayyorlashda muayyan fanning xususiyatlarini hisobga olgan holda quyidagi shakllardan foydalanish tavsiya etiladi:

- darslik va o'quv qo'llanma boblari va mavzularini o'rganish;
- tarqatma materiallar bo'yicha mustaqil ijodiy yozishni shakllantirish;
- yozishda internet va qo'shimcha bazalardan unumli va to'g'ri foydalanishni yo'lga qoyish
- o'qitish va nazorat qilishning avtomatlashtrilgan tizimlari bilan ishlash;
- o'z o'zini baholash orqali bilimni uzluksiz nazorat qilish;
- fanlar bo'yicha adabiyotlarni o''rganish va tahlil qilish, qo'shimcha adabiyotlar ustida ishlash hamda ularni o'rganish.

Mustaqil ta'lim uchun tavsiya etiladigan mavzular:

1. Introduction to the course "Scientific and creative writing"
2. Gathering ideas for writing (brainstorming, clustering, free writing etc.)
3. Capitalization and punctuation
4. Sentence construction (Subject Verb agreement)
5. Understanding fragments and phrases
6. Types of sentences (simple, complex, compound)
7. Correcting fragments and run-ons
8. Ways of improving style (relative clauses, inversion, cleft sentences, use of pronouns, language economy, word choice)
9. Working with adjectives, adverbs and parallel structure
10. Conjunctions (subordinating and coordinating)
11. Understanding paragraphs. Understanding topic sentences.
12. Understanding supporting details and concluding sentence
13. The elements of good writing (unity and coherence)
14. Paragraph development. Types of paragraphs

15. Descriptive paragraphs
16. Peer editing and self-evaluation
17. Narrative paragraphs
18. Compare and contrast
19. Cause and effect
20. Process paragraphs
21. Advertisement writing
22. Informal letter writing
23. Review writing (film and book)
24. Course reflective writing
25. Introduction to essays. Types of essays.
26. Structure of essays. (understanding introduction, main body and conclusion)
27. Argumentative essays. Advantage and disadvantage essay
28. Opinion essay
29. Problem – solution essay
30. Direct question essays
31. Ways of avoiding plagiarism
32. Citation and quoting
33. Paraphrasing
34. Referencing
35. Summary writing
36. Structure of articles
37. Article writing
38. CV
39. Covering or application letters
40. Motivational letter
41. Letter of recommendation
42. Request letter
43. Complaint letter
44. Letter of apology
45. Minutes/protocol writing
46. Progress Report writing
47. Understanding contracts and agreements

V. Asosiy va qo'shimcha adabiyotlar hamda axborot manbaalari.

Asosiy adabiyotlar

1.Scary . S.. & Scary. J. The Writers Workplace with Readings: Building College Writing Skills. Thomson learning. Sixth Edition. 2008.

2.Pamela Arlov. Wordsmith. A Guide to Paragraphs and Short Essays. Fourth Edition. 2012

3. R.R. Jordan. Academic Writing Course. Study Skilla in English. Third Edition 2003

4.Graham Palmar. Writing extra: Resource book of multilevel activities.

5.Virginia Evans. Successful Writing. Express Publishing. 2000

Qo'shimcha adabiyotlar

6. O'zbekiston Respublikasi Prezidentining "O'zbekiston Respublikasini yanada rivojlantirish bo'yicha Harakatlar strategiyasi" to'g'risidagi Farmoni ("Xalq so'zi", gazetasi. 2017-yil. 8-fevral)

7. Sh. Mirziyoyev. Buyuk kelajagimizni mard va olijanob xalqimiz bilan birga quramiz. -T.: O'zbekiston. 2017

8. James Hartly. Academic Writing and Publishing. Routledge. 2008.

9.. Stephen Bailey. AcademicWriting. A Handbook for International Students. Second edition. Routledge. 2006

10. RichardBrown. Lewis Richards. IELTS Advantage Writing Skills. DeltaPublishing. 2011

11. Headway Upper Intermediate. Liz&John Soars. Oxford University Press. 2010

12. Headway Advanced. Liz&John Soars. Oxford University Press. 2010

Internet saytlari

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14. www.teachingenglish.org.uk

15. www.online-literature.com

16. www.englishclub.com

17. www.macmillandictionary.com

18. www.youtube.com

19. www.onestopenglish.com

O'RTA MAXSUS TA'LIM VAZIRLIGI ... TOSHKENT DAVLAT O'ZBEK TILI VA ADABIYOTI UNIVERSITETI AXBOROT-RESURS MARKAZI

M. Tursunboyeva