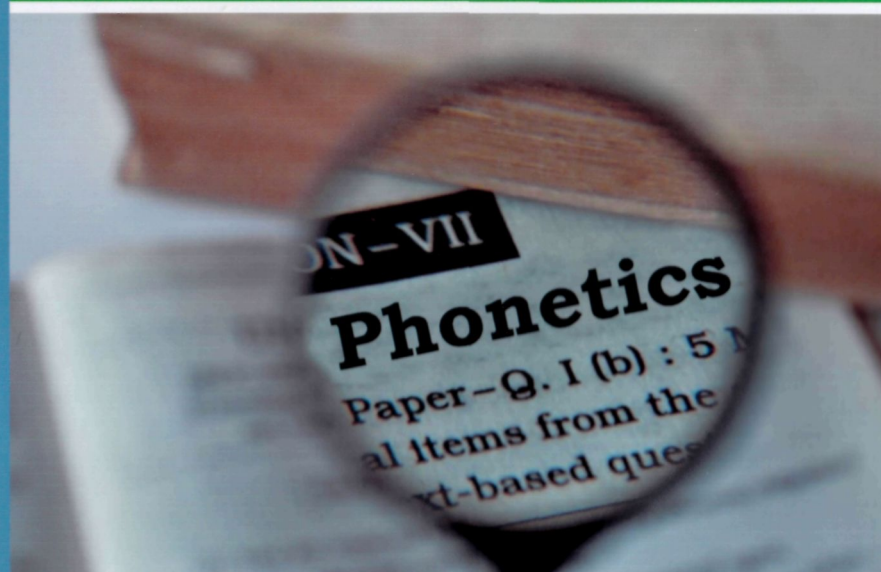


G. Bakieva
R. Khodjieva
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LANGUAGE SKILL: 2 **WRITING**



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ЎЗБЕКИСТОН РЕСПУБЛИКАСИ ОЛИЙ ВА ЎРТА
МАХСУС ТАЪЛИМ ВАЗИРЛИГИ

ЎЗБЕКИСТОН ДАВЛАТ ЖАҲОН ТИЛЛАРИ
УНИВЕРСИТЕТИ

G.Bakieva, R.Khodjieva

LANGUAGE SKILL:

WRITING 2

ТОШКЕНТ
«O'ZKITOBSAVDONASHRIYOT»
2019

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Ўқув кўлланма №ИТД-1, А-1-219 “Таълим тизимида хорижий тил (инглиз) йўналишидаги олий таълим муассасаларида умумевропа компетенциялари (CEFR) бўйича С1, даражасини эгаллашни таъминлайдиган ўқув-услубий мажмуа яратиш” номли амалий лойиҳа доирасида бажарилган.

Ўзбекистон давлат жаҳон тиллар университети Илмий-методик кенгашининг 2017 йил 11 апрельдаги 5-сонли баённомаси

Ўзбекистон давлат жаҳон тиллар университети Илмий кенгашининг 2017 майдаги баённомаси билан тасдиқланган ва нашрга тавсия этилган

This manual is recommended to be used by the first year students of the philological faculties. The course-book presents different kinds of exercises and authentic materials for developing writing skills of the students.

Мазкур ўқув кўлланма филологик йўналишда таҳсил олаётган биринчи босқич талабалар учун мўлжалланган. Ўқув кўлланма талабаларнинг ёзиш кўникмасини ривожлантириш учун қаратилган ҳар хил машқлар ва аутентик материалларни ўз ичига олади.

Given course book on “Writing” is an excellent resource for the students, as it meets the priorities stated by the Decree of the first President of the Republic of Uzbekistan “on measures to further improvement foreign language learning system” 18/75 from December 10, 2012. The decree is aimed at the upbringing of harmoniously developed, highly educated, modern-thinking young generation.

The book “Writing” written and submitted by UzSWLU authors’ group is intended for English Language students at the University of World Languages.

The course book fully meets the requirement of the program and curriculum in this subject. As suggested by its title, the book is concerned with the skill and sub skills of writing English. The main aim is to develop students’ writing skills.

This book provides meaningful opportunities for students to acquire writing skills for a range of purposes in different type of discourse. It also provides strategies that may be helpful, in contextually authentic situations.

The analysis of the book showed that it fully meets modern requirements, educational standards, curricula and especially the use of appropriate information, which is authentic and contextualized.

The book presents the broad analysis of the tasks that focus on the development of the writing skill of the students. It clearly demonstrates the basic understanding and presents the successful tips.

Content:

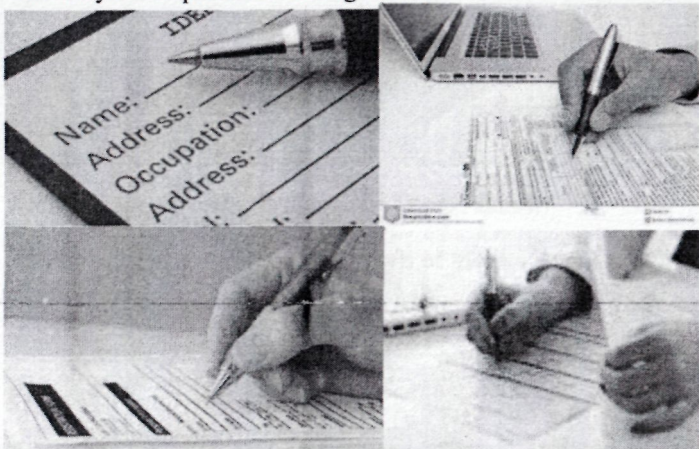
1. Form completion
2. Capitalization and punctuation
3. Fragments and Run-ons
4. Postcards
5. Recipe writing
6. Functional writing
7. Diary writing
8. Personal letter writing
9. CV writing
10. Pre-writing technique
11. Paragraph writing
12. Descriptive paragraph
13. Compare and Contrast
14. Compare and Contrast
15. Narrative paragraph writing
16. Creative writing
17. Virtual writing
18. E-mail writing

LESSON 1. FORM COMPLETION

1. Lead in: Look at the pictures and tell what are these people doing?

Have you ever filled a form?

Which style is required for writing forms?



2. Complete the chart. Write answers to the questions.

What is your first name?	What is your last name?
What is your address?	What is your phone number?
What is your zip code?	When is your date of birth?
What is your first language?	Where are you from?
Where are you from?	What is your middle name?

3. Read the statements and which of them can be included in form filling. Tick them

- Last Name
- First Name
- Address
- Interests

- City
- Personal qualities
- Telephone
- Birth Date
- Nationality
- Occupation
- Marital status

4. Match the two halves.

- | | |
|----------------------|---|
| 1. First Name: | a. English , Uzbek, Russian |
| 2. Address : | b. your own name |
| 3. Home telephone: | c. year of birth |
| 4. Mobile phone: | d. phone of your house |
| 5. Email address: | e. mobile phone number |
| 6. Sex: | f. where you live |
| 7. Nationality: | g. single/ married / divorced / widowed |
| 8. Date of birth : | h. male M/ female F |
| 9. Age: | i. job you have |
| 10. Marital status : | j. email address |
| 11. Occupation | k. The period of one's existence |

5. Forms and form completion.

Form is a piece of formal writing. They can be written for different purposes. The most essential and personal information is included in the form. There are many types of forms eg. Application form, registration form for a hotel, for conferences ,for visas, for insurance application forms. You should give detailed information about yourself. According to their type the structure of a form can be different. When you are completing a form it is advisable to write clearly without

adding vague language (eg; probably, I think, almost)

6. Nadir is a guest in one of the hotels of Mexico. Has he completed the right form?

Surname Abdullayev

First name Nadir

Address Tashkent Navoiy st 18

Telephone Number +998901234567

Email nadir@mail.ru

Date of Birth 02.05.1996

Place of Birth Tashkent

Country of Origin Uzbekistan

Passport number CA326589

Length of stay 1 year

Motor vehicle Mercedes

Arriving form Studying

Onward destination Mexico

B&B/half/ full board full board

Early morning call +

7. Complete the form for a stay in the Hotel Uzbekistan.

Last Name	
First Name	
Address	
City	
Birth Date	
Nationality	
Occupation	
Marital status	
Telephone number	
Passport number	

8. Create a Personal identity card as the student of The Uzbekistan State World Languages University and this is a membership card for IRC (Information Resource Center). You can use the statements from the below.

First name :

Last name :

Passport number :

Address :

Occupation :

Telephone number :

Name of an Organization :

9. Listen to the recorder and write answers for the questions and complete the table.

1. Who are the people in the conference?
2. Where do they come from?
3. What kind of writings they have filled before coming to a conference?
4. Were the forms formal or informal?

	Country	Type of a form	Profession	Type of a writing
Ali	Dubai			
Nadir		Application , membership form, personal identity form		
Francis			Teacher	
Julie				Formal

10. Fullfill a form for Summer English course.