

STAGES OF DEVELOPMENT OF SKILLS OF CREATING TEXT IN FORMAL STYLE IN STUDENTS

Rakhmanov Uchkun

researcher at Tashkent State University of Philology

Annotation: this article covers the stages of formation and development of skills of creating text in formal style in students. The features of formal style, its communicative tasks and importance in the educational process are analyzed. Also, a step-by-step approach is proposed to develop the culture of written speech, create official types of texts such as document preparation, application, statement, reference. Effective methods of developing students' skills in correctly composing official correspondence through independent thinking, adherence to stylistic standards and ensuring logical consistency are considered.

Keywords: formal style, written speech, text creation, skills, types of documents, application, statement, reference, stylistic standard, consistency, language culture.

Today, written works prepared by students in higher education institutions - texts written in a formal style, such as scientific articles, applications, announcements, letters, reference books, statements - have not only practical value, but also an important role in the formation of communicative competence. The skill of writing in a formal style improves the culture of written speech of students, provides legal and administrative literacy, and also prepares them for the labor market.

This article discusses the scientific and methodological foundations of the formation of written speech in a formal style among students, the gradual development of these skills, effective methods, and aspects of their application in the educational process.

In the East, in the 10th - 19th centuries, labels, decrees, letters, agreements, petitions, promissory notes, certificates, receipts, or documents similar in content were relatively widespread. Labels were diverse in content: message, description, order, notification, confirmation, etc. Here we can mention the letter sent by Tokhtamysh Khan to the Polish king Jagaila in 1393, the letter of Temur Kutlug in 1397, the letter given by Umarshaykh Mirza, the father of Zahiriddin Babur, to a person named Mir Sayid Ahmad of Margilan in 1469, the letter sent by the Tashkent governor Yunuskhodja to Petersburg - the Tsar of Uzbekistan - on June 2, 1797 through his ambassadors [Conducting business in the state language: Conducting business: a practical guide / M. Aminov and others. - T.: "Uzbekistan Publishing House" State Unitary Enterprise, 2020. 528 p

] and others. The letters of this period formed a unique linguistic pattern, and the letters had traditional textual components. For example, the first of the aforementioned labels is "Tokhtamysh's words are Yagaylag'a," the second is "Temur Kutlug's words are Temur Kutlug's words," and the third is It began with "Sultan Umarshaykh Bahadur so'zim". The statement also has a certain pattern, and of course, the date and place of the inscription are indicated [For the characteristics and textual components of inscriptions, see: Grigoriev A. P. Specific formulas of Chingizid award letters XIII–XV centuries //: Turkological collection. – M., 1978, pp. 198 – 218.]. One of the documents widely used in the Kokand Khanate in the 19th century was "patta" [For the characteristics and textual components of

inscriptions, see: Grigoriev A. P. Specific formulas of Chingizid award letters XIII–XV centuries //: Turkological collection. – M., 1978, pp. 198 – 218.]. The patta reflected information about the need to give a certain person a certain amount of money, products, seeds (grains) or other things. The texts of the patta also have their own constant specific content and speech pattern, which is also evidence that Uzbek (Turkish) documentation is a product of long historical experience and gradual improvement.

One of the most important and urgent issues in the formation and improvement of Uzbek documentation is the issue of the language and style of documents. When preparing and formalizing a document, first of all, it is necessary to have a certain understanding of all the basic laws and rules of the Uzbek language. Every manager, employee of administrative institutions, and in general, a person whose work is related to the preparation of working papers, must master the spelling, punctuation marks and stylistic rules of the Uzbek language. Without this, it is impossible to create clear, concise and deeply logical documentation that meets the requirements of our modern development. According to calculations, employees in the administrative sphere spend up to 80 percent of their working time on documentation. Even if these employees are well aware of the laws of the Uzbek language, it is difficult to achieve a positive result even if they devote 100 percent of their working time to this work [Conducting business in the state language: Conducting business: practical application / M. Aminov and others. – T.: "Uzbekistan Publishing House" State Unitary Enterprise, 2020. 528 p.

The text should be clear, bright and understandable. A text written in an official style can be easy to understand and strictly formatted.

1. Official style and its role in linguistics

Official style is a style used in social relations, legal, administrative, official-departmental activities, the main features of which are:

Clarity and clarity (preventing misinterpretation and misunderstanding);

Standard structure and standard expressions (based on sample forms);

Emotional neutrality (freedom from subjective evaluation);

Logical consistency and use of official terms.

Representatives of the official style: application, order, announcement, statement, receipt, explanatory note, contract, legal texts, etc.

2. The need to form formal stylistic literacy in students

In higher educational institutions, students work with a large number of written documents as part of the educational process. This requires the following skills:

Correctly compose legal and administrative texts;

Logically and structurally express the content of the text; Using formal vocabulary;

Understanding the etiquette of formal correspondence.

Unfortunately, in some cases, students use elements of oral speech in formal texts, allow emotional expressions, or make grammatical errors. Therefore, it is necessary to form these skills gradually and systematically.

3. Stages of developing skills in creating texts in a formal style

Stage 1: Introduction to the formal style (theoretical basis)

The general features and functions of the formal style are explained;

Sample texts (application, announcement, reference) written in a formal style are analyzed;

Types of text structure (introduction, main part, conclusion) are shown;

Working with a terminological dictionary is taught.

Stage 2: Stage of reproductive exercises

Structure of a given text according to a sample (for example, writing a sample application);

Correcting and adapting incorrectly written texts;

Writing a formal text based on keywords (for example: “hiring”, “culture of communication”);

Exercises on “formalizing speech” (bringing words from oral form into a formal form).

Stage 3: Constructive (creative) exercises stage

Writing an independent text based on a given situation (for example: “application to the rector of the university”);

Stylistic and grammatical analysis when creating an official text;

Analysis of alternative options: which option is more suitable for the official style and why?

Stage 4: Communicative stage

Analysis and discussion in pairs of texts written by students;

The task “Official documents project” - work with a group;

Composing official texts in real-life situations (practicum: concluding a contract, writing a receipt).

4. Types of tasks that can be used in training sessions

1.Fill-in exercises - a phrase or passage is removed from a formal text and students fill it in with a suitable phrase.

2.Structure analysis - students analyze each part of the text (introduction, statement, conclusion).

3.Correction tasks - find and correct grammatical, stylistic, spelling errors.

4.Comparison exercises - compare formal and informal texts.

5.Analysis based on positive/negative examples - analyze the difference between an incorrectly written document and a standard text.

5. Common errors when working with formal texts

Incorrect choice of address form (for example, "I want to say thank you very much");

Introducing personal emotions into the text;

Using verbal lexical units (for example: "if necessary", "maybe", "let's talk again");

Syntactic complexity or limitation to simple expressions;

Incorrect use of standard expressions.

By pointing out these errors, the student learns to critically approach the written text.

6. The role of digital technologies

Tests on formal correspondence on LMS platforms (Moodle, Google Classroom);

Text analysis using artificial intelligence tools (Grammarly, LanguageTool);

Chat simulation exercises: question-and-answer exercises in the style of formal correspondence;

Creating a document design in PDF format - attention is paid to visual design and structural structure.

Conclusion. The formation of students' skills in composing texts in a formal style plays an important role in their professional, social and spiritual activities. Through the gradual formation of these skills, the use of effective exercises and tasks, and the integration of real-life situations into the learning process, the culture of formal written speech is developed. This is one of the quality criteria of modern higher education.

References:

1. Business in the state language: Business: practical application / M. Aminov and others. – T.: “Uzbekistan Publishing House” State Unitary Enterprise, 2020. 528 p.
2. For the characteristics and textual components of labels, see: Grigoriev A. P. Specific formulas of Chingizid award certificates of the XIII–XV centuries. //: Turkological collection. – M., 1978, pp. 198 – 218.
3. For the characteristics and textual components of labels, see: Grigoriev A. P. Specific formulas of Chingizid award certificates of the XIII–XV centuries. //: Turkological collection. – M., 1978, pp. 198 – 218.
4. Business in the state language: Business: practical manual / M. Aminov and others. – T.: “U‘zbekiston nashiryoti” State Unitary Enterprise, 2020. 528 p.