

METHODS FOR DEVELOPING THE SKILLS OF CREATING TEXTS IN THE OFFICIAL-OFFICIAL STYLE*Rakhmanov Uchkun**researcher at Tashkent State University of Languages*

Annotation: This article discusses the essence of the official-official style, its role in linguistics, and methods for forming the skill of creating texts in this style among students and language learners. Effective methods for correctly and accurately compiling official documents and understanding their stylistic aspects are considered. Practical exercises that can be used in teaching processes are also analyzed.

Keywords: official-official style, text creation, language teaching, skill, method, document, practical exercise

Introduction. Among language styles, the official-official style performs a special communicative function. This style is mainly used in documents such as official documents, applications, decrees, newsletters, and protocols. Today, as a result of information exchange and the rise of legal culture, the need for thorough mastery of the official and departmental style is increasing.

One of the key issues in the rapid introduction of the state language is the complete transfer of the office system in our country to the Uzbek language. In this regard, the creation of manuals on office work in various, even specific areas, and their publication in large numbers is of particular practical importance. At the same time, it is also necessary to regularly improve the knowledge and skills of employees in various fields in office work [Operation in the State Language: Office Work: Practical Manual / M. Aminov and others. – T.: “Uzbekistan Publishing House” State Unitary Enterprise, 2020. 528 p

] It involves formalizing the structure of official texts, their parts, approval and approval processes (partnership agreement, meeting minutes, etc.) in a unified form. For example, agenda, listened, spoke, decided, annex, I am not against ordering, executing, paying attention, contracting parties, we, the undersigned, etc. Stable combinations and expressions are often found: thanking, honoring, evaluating, resolving the issue, for the reporting period, holding accountable, expressing distrust, expressing gratitude, etc.

There are also many peculiarities in the use of verb forms. In particular, the level of use of verb forms in the 3rd person imperative or in the past (or present-future) tense in the passive voice is much higher: to be handed over, to be confirmed, to be executed, to be discharged, to be appointed; to be heard, to be decided, to be considered, to be shown. The construction of sentences in documents is usually based on classification, division into smaller parts, the unity of the recording and deciding parts, and, in general, on cause-and-effect and condition-effect relationships. That is why relatively long sentences, complex, connected sentences are often used in documents. However, the usual word order is strictly observed in the structure of the sentence, and non-standard word order, which is possible in literary and other works, is not allowed [Conducting business in the state language: practical application / M. Aminov et al. - T.: "Uzbekistan Publishing House", 2020. - 528 p].

Conducting business in the Uzbek language has a long history. Conducting business is the most important part of statehood. Every employee must have the skills and qualifications to conduct business in the state language.

F. Bobojonov: “During the former Soviet era, conducting business in the Uzbek language was practically not practiced. He emphasizes the idea that at the beginning of the 20th century, in particular, in the 20s-30s, documentation in our country was carried out mainly in Russian, and partly in Uzbek. N. Sadinova, on the other hand, “The main direction in this area was copying from Russian. As in other areas, in the field of office work, many words were directly adopted from the Russian language”[Садинова Н.У. Uzbek language terminology of office work: Филол. фан. фалс. д-ри (PhD) ... дисс. – Tashkent,

2020. – P. 14.]. Due to the limited use of the Uzbek language in office work, the Uzbek documentary style began to be forgotten, and was practiced only in name.

The formation of the skills of students to create texts in this style is of great importance not only in linguistics, but also in such fields as law, management, and public services.

Features of the official-departmental style

The official-departmental style is distinguished by the following main features:

Standardity and pattern: Texts are composed based on special templates.

Clarity: Each sentence and phrase must be clear and understandable.

Emotional neutrality: Free from personal relationships will be.

Official terminology: Legal and departmental terms are widely used.

To understand and apply these terms in practice, the learner is required to have certain knowledge, skills, and an analytical approach.

Stages of text creation skills

Creating texts in an official style requires the learner to gradually master the following stages:

1. Comprehension stage: Understanding the structure, types, and purpose of official texts.
2. Analysis stage: Analyzing standard texts and distinguishing their language means.
3. Model-based writing stage: Creating a text using ready-made templates.
4. Independent text creation stage: Creating a document based on one's own ideas and information.

Developmental methods1. Working with sample texts

Students are introduced to official document templates: application, order, recommendation, reference, report, etc. The structure and language of each document are analyzed.

2. Transformational exercises

In this method, the student is given an informal text and it is brought into a formal form. For example:

“I want to get a job.” → “Dear director! I want to get a job at your enterprise.”

3. Role-playing games

Students play the role of an employee of state agencies and a citizen. Text composition skills are formed through situations of writing an application, applying, and giving an official response.

4. Writing based on structural analysis

The text is divided into parts and taught how to write each section (title, address, main part, conclusion).

5. Editing and evaluating the text

Editing work is carried out on the composed texts. This is done to correct stylistic, grammatical, and content errors.

Recommendations for creating types of official texts

Matn turi	Tuzilish qismlari	Maxsus uslubiy belgilari
Ariza	Murojaat, asosiy qism, sanalar, imzo	Hurmatli, iltimos qilaman, ariza beraman
Buyruq	Sarlavha, mazmun, mas’ul shaxslar, imzo	Bajarilsin, tayinlanadi, topshiriladi
Ma’lumotnoma	Sarlavha, faktlar, tasdiqlovchi iboralar	Ushbu ma’lumotnoma berildi, tasdiqlaymiz
Tavsiyanoma	Tavsiya qilinayotgan shaxs, maqsad, tavsiyalar	Ishonch bildiramiz, tavsiya qilamiz

Conclusion. The formation of the skill of creating texts in the official-departmental style is one of the important directions of the modern language teaching process. Students should know the structure and stylistic features of texts of this style and be able to correctly apply them in practice. The use of various methods in the formation of this skill, in particular, model analysis, transformation, role-playing games and editing exercises, plays an important role.

Literature used:

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