

Discipline designation	Practical Uzbek (Russian) Language
Semester(s) in which the discipline is taught	1
Responsible teacher	Nurmanov Abdinazar Tashbaevich – Doctor of Pedagogical Sciences, Professor Djalmatova Zamira Djanikulovna, candidate of philological sciences, associate professor
Language of instruction	Uzbek
Connection to the curriculum	Mandatory
Study load (including contact hours, IWS)	Total workload: 180 h practical 90 IWS 90 hours
ECTS	6
Prerequisites	<p>(PUzLang. Office work in the state (Uzbek) language): Theoretical knowledge, practical skills acquired in the Uzbek language in secondary general education, secondary special educational systems, a creative approach to problems in the discipline.</p> <p>PRusLang. -know about spelling, vocabulary, grammar and spelling, and syntax; - master the oral and written form of the Uzbek (Russian) literary language; - be able to work with literature.</p>
The aim of the discipline	<p>(PUzLang.) Office work in the state (Uzbek) language): The aim of the discipline is to consolidate and further expand the knowledge and skills acquired in the Uzbek language, promote a strong mastery of the state language within the chosen specialty, enrich speech with professional terms, familiarize students with the basics of office work in the Uzbek language, and develop skills in working with documents in the field.</p> <p>The objective of the discipline is the ability to independently communicate in the Uzbek language on speech topics necessary in everyday work and everyday life, the ability to compose text in various styles of speech in the specialty, the formation of skills to change it, the transfer of necessary theoretical knowledge within certain speech situations, understanding information in the Uzbek language, training in a critical, analytical attitude to information, transmission of information on the basics of office work in the state language, types and features of documents, as well as in documentary language, training in the preparation of documents in the field.</p> <p>The results of the education</p> <p>for knowledge:</p> <ul style="list-style-type: none"> – know the norms of the Uzbek literary language; – know speech styles and their features; – know Uzbek professional terminology; – know the various features of oral and written speech; <p>for skills:</p> <ul style="list-style-type: none"> – be able to use acquired theoretical knowledge; – compose a text on the field; – translate, analyze and edit text in the field; – have the skill of preparing and processing documents in the field; – be able to conduct oral and written professional conversation and appropriately use the knowledge acquired in this.

The aim of the discipline	<p>Practical Russian language (PRL)</p> <p>The aim of the discipline of “Practical Russian Language” ensures the acquisition of knowledge and skills in accordance with state educational standards, contributes to the acquisition of language knowledge and the improvement of speech skills in Russian.</p> <p>The purpose of the discipline is to acquire language knowledge, develop and improve speech skills and abilities in Russian in areas relevant to students: educational, scientific, professional, socio-cultural.</p> <p>Development of oral speech, formation of knowledge of spelling punctuation norms of the Russian language, increasing spelling and punctuation literacy of students, improving proficiency in oral and written forms of the literary language; developing skills in using spelling and punctuation rules in practice, the ability to analyze and correct grammatical errors of various types.</p> <p>The results of the education</p> <ul style="list-style-type: none"> -use the acquired theoretical and practical knowledge and skills in practice (in all types of speech activity: reading, listening, speaking and writing); - translate specialized literature into your native language, be able to conduct business correspondence with Russian-speaking regions; -use the Russian language as a means of communication (orally and in writing); -read and understand the content of an unfamiliar text in the specialty in the amount of 12, 14 sentence.
The content of the lessons	<p>(PUzLang.) Office work in the state (Uzbek) language):</p> <ol style="list-style-type: none"> 1. Basics of office work in the state language 2. The grammatical composition of business papers 3. Types of documents 4. Organizational documents 5. Electronic document management 6. Administrative documents 7. Information documents 8. Autobiography, characteristics, letter of recommendation. 9. Certificate, power of attorney, receipt. 10. Work on information documents on teaching activities. 11. Minutes of the meeting and extract from the minutes. 12. Official correspondence, letters. 13. Official correspondence in the field. 14. Work with various documents in the field. 15. Knowledge and practice <p>Practical Russian language (PRL)</p> <ol style="list-style-type: none"> 1. Introductory lesson. Speech etiquette (forms of introduction and greeting, address and farewell, congratulations and wishes, apologies and advice.). Starting level assessment. 2. Language norm. Concept, types of norms. 3. Language norm. Concept, types of norms. 4. Lexical richness of the Russian language (polysemantic words, direct and figurative meaning of words, synonyms, antonyms, homonyms). 5. Lexical richness of the Russian language (archaisms, historicisms, neologisms, borrowed words). 6. Subject of the sentence and types of its expression. Predicate and types of its expression: simple verb, compound verb. 7. Subject of the sentence and types of its expression. Predicate and types of its expression: simple verb, compound verb, nominal. Lexical topic: “Knowledge of languages is the path to success”

8. Noun. Categories of gender and number.

9. Declension of nouns. Lexical topic: "Great teachers: A. Avloni, M. Behbudi, Janusz Korczak, K. Ushinsky"
Lexical topic: "Profession of a teacher"

10. Pronoun and its classification. Declension of pronouns.
Lexical topic: "Education system in Uzbekistan"

11. Verb as an independent part of speech. Participle and gerund are special forms of the verb. Lexical topics: "History of our university"

12. Unidirectional – multidirectional unprefix verbs of motion. Lexical topic: "Education abroad"

13. Verbs of motion with prefixes v-(vo-); You-; under-; before-; from-(oto-); at-, s-(so); re-, u-, po-, pro-.
Lexical topic: "Education abroad"

14. Adjective and its classification.
Lexical topic: "Russia – history and culture"

15. Numeral as a part of speech. The use of combinations of numerals with nouns. Lexical topic: "Moscow is the capital of Russia"

16. Determinative relations in the structure of phrases, simple and complex sentences.
Lexical topic: "St. Petersburg – the northern capital of Russia"

17. Adverb and its classification.
Lexical topic: "Great Russian scientists. M.V. Lomonosov"

18. Expression of spatial relationships in a complex sentence (with allied words where, where, from where and correlative adverbs).
Lexical topic: "Museums of Russia: Tretyakov Gallery. Kremlin"

19. Expressing temporary relations in simple and complex sentences
Lexical topic: "Museums of Russia: Hermitage, Russian Museum"

20. Expression of object relations in simple and complex sentences.
Working with text in the specialty.

21. Expression of target relations in simple and complex sentences.
Working with text in the specialty

22. Constructions of simple and complex sentences expressing conditional relations. Expression of real and unreal conditions.
Working with text in the specialty.

23. Expressing reasons in simple and complex sentences.
Working with text in the specialty

24. General concept of speech styles of the Russian literary language. Lexical features of conversational and artistic styles.
Working with text in the specialty

25. General concept of speech styles of the Russian literary language. Lexical features of journalistic style.
Working with text in the specialty.

26. Lexical features of scientific style. Working with terms. Working with text in the specialty

27. Abstract as a genre of scientific text. Principles for compiling specialty glossaries.
Working with text in the specialty

28. Official business style as a functional variety of literary language.

29. Rules for preparing business papers.

30. Texts of different genres. Types of speech (description, narration, reasoning).

The form of the exam	Oral (bachelor degree).
The requirements for the education and examinations	<p>(PUzLang.) Office work in the state (Uzbek) language): The ability to apply acquired theoretical knowledge in the discipline in practice; think creatively and critically within the framework of the studied speech topics; compose oral and written speech on various topics; freely apply terms in the field; think independently on aspects of the Uzbek language, similar and different aspects with other languages; understand the essence of office work in Uzbek, write the studied documents correctly; carry out assigned tasks for ongoing assessment, self-education, and final assessment.</p> <p>Practical Russian language (PRL) Complete mastery of the basic rules of Russian spelling and punctuation within the scope of the specialty program, the ability to correctly present them and apply them in practice, analyze and comment on spelling and punctuation errors, fluency in the written form of the Russian literary language, competent Russian speech and literate writing, performing routine assessment tasks, passing final assessment in oral form.</p> <p>(PUzLang.) Office work in the state (Uzbek) language): Practical Russian language (PRL) When compiling tickets for the final assessment work, a bank of questions from the educational complex is used, the number of questions in the ticket should be 5 (2- PUzLang.; 3- PRL) depending on the content of classroom and independent learning.</p> <p>No later than 1 week before the start of the final assessment, tickets approved by the head of the department, enclosed in an envelope, are sealed by the dean's office and opened 5 minutes before the start of the exam in the presence of students.</p> <p>The student who has chosen the final assessment ticket is given 5-10 minutes to prepare an oral answer. On average, 10 minutes are spent per student.</p> <p>When forming the composition of the oral examination commission, 1 commission member is approved for every 15 students. The student's grade for the final assessment is posted on the electronic platform on the same day.</p> <p>Student(s) who are dissatisfied with the results of the final examination may submit a written or oral appeal within 24 hours from the date of publication of the results. final assessment of work Complaints submitted after 24 hours from the date of publication of the results of the final assessment of work will not be accepted.</p> <p>The teacher who taught the students in this subject is not involved in the process of conducting the exam and checking the students' answers.</p>
References	<p>(PUzLang.) Office work in the state (Uzbek) language): 1. Asilova G. Uzbek language. Textbook. – T.: “Yosh Kuch”, 2018. – 436 p. 2. Khusanov N., Khojakulova R., Dilmurodova H. Uzbek language. – Tashkent: TMI, 2017. – 336 p. Toolkit. 3. Normatova Sh., Abdurakhmonova M. Uzbek language. – Tashkent: “ZHIDU”, 2014. – 192 p. Textbook. 4. Aminov M., Madvaliev A., Makhkamov N., Makhmudov N. Doing business in the state language. -Tashkent: National Encyclopedia of Uzbekistan, 2020. - 456 p. 5. Makhmudov N., Rafiev A., Yoldoshev I. Speech culture and work in the state language. (Textbook) - Tashkent: Cholpon, 2013.</p> <p>Practical Russian language (PRL) 1. Nasirova N.A. Practical course of the Russian language. T, 2022 Electronic</p>

	<p>version.81.411.2-96 N. 58</p> <p>2. Farsiyants E.A., Khamidova N.T. Reading book T, 2022 Electronic version 81.411.2-96, P 692</p> <p>3.Akhmedova M.Kh. Russian language. Textbook T., TNIT, 2016. 81.411.296, N.57</p> <p>4.Isakova R.K., Textbook on the Russian language (for independent work). Electronic textbook. T., NUUZ, 2017.</p>
Scope of assessment criteria and procedure	<p>CURRENT CONTROL</p> <p>Purpose: Determining and assessing the student's level of knowledge, practical skills, and competencies on course topics.</p> <p>Instructions: The student's activity in daily classes is assessed through the student's mastery of course topics, as well as constructively interpreting and analyzing the educational material, developing module-specific skills, acquiring practical skills (in terms of quality and the specified number) and competencies, solving problem situations aimed at applying professional practical skills, working in a team, preparing presentations, etc.</p> <p>Current control form:</p> <ul style="list-style-type: none"> Activity in lessons Preparing educational materials Working with sources within the subject Using educational technologies Working in a team Preparing presentations Working with projects <p>INTERMEDIATE CONTROL</p> <p>Purpose: Assessing the student's knowledge and practical skills and level of mastery of lecture material after completing the relevant section of the course.</p> <p>Form and procedure of intermediate control: Midterm examination is held during the semester during the training sessions after the completion of the relevant module of the curriculum of the subject. Midterm examination is held once in written form within the framework of this subject. Midterm examination questions cover all topics of the subject.</p> <p>Independent learning:</p> <p>Purpose: Independent learning is aimed at fully covering the content of this course, expanding the theoretical knowledge acquired, and establishing independent learning activities for students.</p> <p>Form and procedure of independent education: Independent work assignments are completed in the form of an educational project, presentation, case study, problem solving, information search, digest, colloquium, essay, article, abstract, etc.</p> <p>Completed assignments for independent study are placed in the electronic system and checked based on the anti-plagiarism program and evaluated by the subject teacher.</p> <p style="padding-left: 40px;">In this case, the uniqueness of the completed assignment should not be less than 60%, otherwise the assignment will not be accepted for assessment.</p> <p style="padding-left: 40px;">The number of independent work assignments, depending on the nature of the subject, should not be less than 3 for one subject (module).</p> <p style="padding-left: 40px;">Independent work assignments account for 60% of the points allocated for current and intermediate control.</p> <p style="padding-left: 40px;">Independent learning task 1: Preparation of project work based on independent learning topics</p> <p style="padding-left: 40px;">Independent learning task 2: Preparing sample video lessons based on</p>

specialized subject topics.

Independent learning task 3: Preparation of open lesson plans in specialized subjects using interactive methods.

Independent learning task 4: Analysis of educational normative documents for specialized subjects and preparation of presentations.

FINAL CONTROL

Purpose: The final examination is held at the end of the semester to determine the level of mastery of the student's theoretical knowledge and practical skills in the relevant subject. The final examination is held at a specified time according to the examination schedule created by the Registrar's Office on the electronic platform.

Requirements: The student must have passed the current control, intermediate control and independent learning assignments by the deadline for the final control type in the relevant subject.

A student who has not passed the current control, intermediate control and independent learning assignments, as well as who has received a score in the range of "0-29.9" for these assignments and control types, is not included in the final control type.

Also, a student who has missed 25 percent or more of the classroom hours allocated to a subject without a reason is excluded from this subject and is not included in the final control type and is considered not to have mastered the relevant credits in this subject.

A student who has not passed or was not included in the final control type and has received a score in the range of "0-29.9" for this type of control is considered to be an academic debtor.

Final control form: The final examination in this subject will be conducted in written form.

If the final examination is conducted in written form, the requirements for assessment must also be reflected.

Criteria for assessing student knowledge	5 stars	100 points		Evaluation criteria
	5	90-100	Excellent	When a student is considered to be able to make independent conclusions and decisions, think creatively, observe independently, apply the knowledge he has gained in practice, understand, know, express, and narrate the essence of the subject (subject), and have an idea about the subject (subject)
	4	70-89,9	Good	When the student is considered to be able to observe independently, apply the knowledge he has gained in practice, understand, know, express, and narrate the essence of the subject (subject), and has an idea about the subject (subject)
	3	60-69,9	Satisfactory	When the student is found to be able to apply the knowledge he has gained in practice, understands, knows, can express, and narrate the essence of the subject (subject), and has an idea about the subject (subject)

	2	0-59,9	Unsatisfactory	When it is determined that the student has not mastered the science program, does not understand the essence of the science (subject), and does not have an idea about the science (subject)	
Course evaluation and procedure	Control type	Total points allocated	Control (task) form	Distribution of points	Qualifying score
	Current control	30 points	System tasks	20 points (divided by the number of tasks)	18 points
			Student activity (in seminars, practical, laboratory classes)	10 points	
	Intermediate control	20 points	Supervision: Written work	10 points	12 points
			System tasks	10 points (divided by the number of tasks)	
	Final inspection	50 points	Written assignment (5 questions)	50 points (10 points per question)	30 points
	* <i>Note:</i> 60% of the points allocated for current and intermediate control are allocated to independent work assignments. Independent work assignments are evaluated as system assignments through the electronic platform.				