



 Research Article

THE IMPORTANCE OF CAREFUL LEARNING IN THE FORMATION OF STUDENTS' OFFICE MANAGEMENT SKILLS IN THE STATE LANGUAGE

Journal Website:
<http://sciencebring.com/index.php/ijasr>

Copyright: Original content from this work may be used under the terms of the creative commons attributes 4.0 licence.

Submission Date: June 20, 2024, **Accepted Date:** June 25, 2024,

Published Date: June 30, 2024

Crossref doi: <https://doi.org/10.37547/ijasr-04-06-18>

Daniyarov otaroy Bakhtiyarovich

Researcher at Tashkent University of Applied Sciences, Uzbekistan

ABSTRACT

The article discusses the problems associated with the development of students' office management skills in the state language, the analysis of factors, means, speech situations that cause them, as well as the development of proposals to solve these problems. Dual Education describes the problems faced by text creation and the practical results that do not meet the established requirements.

KEYWORDS

Documents, formal style, text creation, written speech, correspondence, statement, biography, date, signature, approval, content, order, requirements, criteria, exercises and tasks.

INTRODUCTION

In higher education, students are taught the skills of working in the state language, but most of them cannot demonstrate this skill from the first day of work, that is, they have difficulty preparing documents. The main reason for this is the lack of

practice, which is directly related to the non-pragmatic nature of the educational programs developed at the university.

The Cabinet of Ministers' decision No. 163 " On measures to organize dual education in the

professional education system " put forward the issue of introducing a dual education system.

In the world experience, different approaches are used to prepare students for the profession. Among them, it is becoming increasingly popular that a dual approach is more effective. As Adam Smith stated in his well-known work: "In dual education - in the workplace, the master should be considered to teach the apprentice the traditional methods of the trade, because working with the master will increase the interest of the young workers in the profession ." The system of dual education of a scientist, the practice of the European education system, shows that it is the product of interaction between educational organizations and employers for the successful professional and social adjustment of the future specialist. The student is involved in the production process as an employee of the enterprise at the initial stages of the educational process. In his famous "Inquiries into the Nature and Causes of the Wealth of Nations" (1776), Adam Smith argued that apprenticeship and mentoring systems in two-way education should be considered traditional methods of vocational training in the workplace, because working under a master, young workers learned the basics of

education. The vocational training model involves the involvement of enterprises in the process of personnel training, which leads to very high costs associated with training employees, because they know very well that the costs of high-quality vocational training are a reliable investment of capital. At the same time, he states that they are interested not only in the results of training, but also in the content of training and its organization . For Sudakova students, dual education is an excellent opportunity to gain early independence and painless adaptation to adulthood. The dual system ensures a smooth entry into work without the inevitable stress for other forms of education due to lack of information and poor practical training. It allows not only to learn to perform certain labor tasks, but also develops the ability to work in a team, forms professional competence and responsibility. The dual training model offers great opportunities to manage your career. The level of training within it is constantly increasing. No other training organization can provide such knowledge of production from within as two-way training, which makes it an important step on the way to a successful career .

The ability to work on administrative documents cannot be fully achieved only through lectures

and classes in the auditorium. Within the framework of the 4+2 program, it is beneficial for students to go and participate in 2 days of practice and production processes. This is where the issue of understanding comes into play.

The dual education system is an activity of seeing and understanding theory in practice. Reading comprehension is not isolated as a skill or a skill. Part of it is assessed as part of reading comprehension skills in language education. It mainly focuses on understanding pictures, videos and audiovisual materials. In international pedagogy, visual understanding (understanding vision) does not exist as a separate competence. At the same time, visualizing information, analyzing and understanding visual information, and using visual tools and methods to communicate information can be considered as additional skills or abilities. It is used in areas such as design, marketing, data analysis and presentation preparation. Visual comprehension is the ability to analyze and interpret information presented visually, such as pictures, diagrams, graphs, etc. People with high visual perception skills have the ability to recognize and analyze visual elements, identify patterns and relationships, as well as obtain information and

draw conclusions. according to the information provided. This competence is especially important in fields such as design, media, marketing, advertising and art.

METHODOLOGY

In teaching the student to do business in the state language, the competence of review is the activity of the learner to review and understand the situation, subject, process, analyze and express his own conclusion. This means not only pictures and video materials, but the whole subject, situation, process and activity that the student will face in the future life. Also, in the dual education system aimed at preparing the requirements for the profession, it will be possible to evaluate their skills and qualifications based on studying production processes along with classes. The development of the mechanism of transformation of the skill of understanding into skills and competence is one of the important pedagogical and methodical problems that must be solved today.

The skill of review, which is the basis of dual education in mastering the science of business administration in the state language, performs

the following tasks in the acquisition of professional competence:

Learning by looking at documents



- in the bank
- in an educational institution
- in production

Skills for working with official texts



- reading comprehension
- learning by listening
- learning by watching

Analysis of literature on the topic (Literature review)

Abu Nasr Farabi said: "When it comes to how to teach, how to receive education, how to express, explain, how to ask and how to answer, I affirm that the first knowledge in this regard is the knowledge of language that gives names to objects and events." Humboldt, the founder of language theory, said that "Language is the soul of the nation" in the 19th century . This idea was continued in the 21st century by the Polish pedagogue Janusz Korczak as follows: " The

mother tongue is not the rules invented for the child, it is equal to the soul of its people, like breathing air." In the process of learning the child's native language, important tasks are performed: firstly, the development of the child's innate mental abilities, and secondly, the conscious acquisition of the treasures of the native language; thirdly, children should be taught the logic of language. It is necessary to achieve these goals and tasks not one after the other, but in stages.

F.I.Buslaev writes: "the first and most important thing is to develop the practical ability to understand what is expressed by speech forms and to use them correctly, that is, as educated people say, through oral and written exercises, the student can easily learn the speech forms characteristic of conversation and writing. we form the skill of understanding . " It is neither possible nor necessary to teach a high school student all the linguistic knowledge accumulated by mankind over the centuries. Therefore, choosing the most necessary knowledge from the mother tongue is one of the main issues.

The main criterion for choosing knowledge from the mother tongue is its level of usefulness and practical application. We understand useful knowledge from the mother tongue as knowledge that serves to form the skills of children's literate writing, creative thinking, correct and fluent expression of the product of thought in oral and written forms in accordance with the speech conditions, and ensures their education and development in the spirit of high human qualities.

In the early years of independence, systematic studies were conducted on the selection of educational materials, which are the basis for the creation of educational tasks, and the

determination of the purpose and content of mother tongue education.

In particular, Doctor of Pedagogical Sciences, Professor R. Safarova's emphasis in the 90s that the development of communicative skills and competences is the main task of mother tongue education, in particular, educational assignments, as well as the issue of assessment, in the conditions of the national revival of the Uzbek language in Uzbekistan as both the mother tongue and the state language. it should be noted that he researched important issues related to education.

Sh.Yusupova's doctoral thesis conducts research on the scientific-methodical basis of the development of students' thinking in the current Uzbek literary language classes, while developing the scientific-methodical basis of the development of students' thinking in mother tongue education, he also pays special attention to educational tasks that develop thinking. Kh. Muhiddinova has done important work in systematizing the education of the Uzbek language as a state language, ensuring coherence and continuity. In particular, it has been improving educational tasks based on the principle of continuity for the continuous education system.

Q. Husanboeva's inclusion of the teacher in the content of education is a very correct approach. Because it is important that the teacher first sets an example in the development of the skills of the employees in the preparation of administrative documents in the state language, especially in the control of tasks performed at work. In addition, the independent thinking and problem-based learning approaches developed by the scientist for literary education help to properly formulate educational tasks in mother tongue education. Australian scientist Jack Richards was specially engaged in methodical, psychological-pedagogical research of educational tasks in the field of international pedagogy, especially language didactics. It should be noted that in its time, Western pedagogy focused on practicality. The first pragmatic ideas were the American philosopher and pedagogue D. Developed by Dewey.

The following comments of N. Mahmudov are particularly noteworthy: "In any language education, it is impossible to ignore the knowledge of language styles. Knowledge of language structure is essential for learning a language, knowledge in this regard is the basis. However, it is difficult to say that knowing the

language is complete if the skills of how to use these construction units and how to apply them directly in speech have not been formed .

CONCLUSION

The development of working skills in the state language is directly related to mother tongue education. In fact, mother tongue, national words are the basis of intellectual development and understanding of the world. It is very important to pay attention to the timely development of the student's speech, business, and writing skills, to pay attention to training outside the classroom, in the process of creating professional skills. The richer and more logical a student's ability to work with official documents is, the easier it is for him to express his thoughts, the broader his ability to understand the world and existence, students can engage in meaningful and full-fledged formal communication with peers or adults in various speech situations, and their thinking is also actively developing.

REFERENCES

1. Smith A. "Issledovanie o prirode i prichinax richta narodov". — M.: EKSMO,

2007. - Series: anthology of economic media — 960-e gody).
2. Sudakova, L. V. The essence and main features of the dual education model / L. V. Sedakova. - Text: directly // education and training. — 2016. — No. 2 (7). - PP. 62-64. -
 3. Sudakova, L. V. Sushchnost i osnovnye priznaki dualnoy model obucheniya / L. V. Sedakova. — Text: neposredstvennyy // Obrazovanie i vospitanie. — 2016.
 - a. No. 2 (7). — S. 62-64.
 4. Humboldt W. background. Izbrannyye trudy po yazykoznaniiyu. - M. , 1984. - S. 301-302
 5. <https://ru.wikipedia.org/wiki/>
 6. Buslaev F.I About the teaching of the native language. 2-e izd. M., 1867. (pereizd.: L., 1941).
 7. Ghulomov A., Nematov H. Content of mother tongue education. Methodical guide for teachers. - T.: Teacher. 1996. p. 9.
 8. Safarova R. Theory and practice of mother tongue education in schools of Uzbekistan in the conditions of national recovery. Doctor of Pedagogical Sciences. diss. written for degree. -Tashkent, 1995. -242 p.
 9. Yusupova Sh.J. Scientific-methodological foundations of developing students' thinking in modern Uzbek literary language classes: Ped. doctor of science... diss. - Tashkent: TDPI, 2005. - 270 p.
 10. Muhiddinova Kh. Improvement of the scientific-methodical foundations of ensuring the continuity of Uzbek language teaching at the educational stages. science. nom-di diss. TDPI -Tashkent, 2011. -270 p
 11. Husanboeva Q. Scientific-methodological foundations of teaching students to think independently in the process of literary education: ped. science. doctoral diss. autoref. - T.: TDPU, 2006. - 262 p.
 12. <https://www.professorjackrichards.com/mother-tongue-teaching-vs-foreign-language-teaching/>
 13. John Dewey. Society and Ego Problems John Dewey. The Public and its Problems. Denver, 1927. / Dj. Dewey. Obshchestvo and ego problems. — Perevod s angliyskogo: I. I. Muirberg, A. B. Tolstov, E. N. Kosilova. — M., 2002.