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ISSUES IN TRAINING WORKING DOCUMENTS

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ABOUT ARTICLE

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Abstract: This article emphasizes that proper management of work documents plays a crucial role in the operations of institutions and organizations. Issues related to teaching the drafting of work documents are also relevant in organizing documentation processes. The article also explores methodological and orthographic requirements for document texts. Several problematic situations associated with teaching work document skills have been identified.

INTRODUCTION

It is known that there are different types of official working documents, and each of them has its place and significance in public life. In modern developed society, the activity of any institution, organization, or business cannot be imagined without documents. Because documents are the main factors regulating the activities of any institution or enterprise.

After the Uzbek language received the status of a state language, all documents are conducted in Uzbek. Now, citizens living and working in Uzbekistan, regardless of their profession, will inevitably encounter documents in Uzbek in all spheres of production. Considering that Article 19 of the Law of the Republic of Uzbekistan "On the State Language" stipulates that "The texts on seals and stamps of working documents of institutions, organizations, and public associations must be in the state language," undertaking a substantial amount of practical work is necessary. Unfortunately, the current implementation of the state language law in society, as well as the preparation of official documents, is not considered satisfactory. Everyone prepares official documents as if they were know-how. It cannot be justified that documents are prepared without observing literary language norms and extralinguistic requirements.

The issue of familiarizing language users with the new alphabet, spelling rules, basics of working in the state language is undoubtedly one of the most relevant issues of language education. The effect of reforms is undoubtedly significant. It should be noted that the teaching of business documents begins with school education. If we look at the content of modern school textbooks, we will see that this issue is expressed in the textbook for the 5th grade. The textbook provides information and samples of advertisements, letters, and greeting cards, which are considered simple forms of working documents, as well as interesting tasks for forming the text of these documents. The fact that the above-mentioned issues are presented in the textbook in the chapter "Working documents" (pp. 183-186) is logical for shaping such skills in the student as a serious approach to documents and taking into account the requirements imposed on the text of official working documents. The teaching of business documents in our education has an organic and phased character, and in the textbook of the native language for the 6th grade, special attention is paid to this topic, i.e., biographies, applications, questionnaires, notification documents, information on forming their text, are included.

In the chapter "Issues in Training Working Documents" of the native language textbook for the 7th grade, examples of application, description, directory are given, and tasks are given for students to complete. These worksheets will help students master the skills of application, description, and writing of reference materials even at school.

Such documents as explanatory letter, invitation, reference, are considered informational documents, and in the textbook of the 8th grade of the native language, examples of texts of these documents are given, as well as tasks for further improvement of students' knowledge of documents.

In the chapter "Issues in Training Working Documents" of the native language textbook for the 9th grade, information about the above-mentioned application, explanatory letters is given. Applications, explanations, powers of attorney, receipts, reports, and similar documents must be written in an official style, according to the textbook of the native language for the 9th grade. The textbook contains a fragment of information - informational documents taken from the practical guidebook "Ish yuritish" ("Work") (Tashkent, "Uz ME", 2015). In fact, the text of the documents is formed in an official style, and they have specific features of this style - to give an opinion on a certain certificate, event, person, so that the essence is clearly stated, the opinion should be clear, impartial, consistent, for example, the information in the text should be understandable to everyone. Lexico-grammatical features of the language of documents are words and stable phrases characteristic of the official-business style of language, forms that have become a habit. For example, "in accordance with the decision", "manages", "certify", "ask to allow". That is, in the text of documents in the official-working style, statements

emphasizing logic, clear, reasoned forms of expression, stable constructive constructions, standard phrases are actively used.

Such standardized combinations give formality to the text of documents. Studying and memorizing stereotypes will speed up the document preparation process. In the chapter "Issues in Training Working Worksheets" of the native language textbook for the 10th grade, requirements for the text of worksheets are considered. It is important for students to understand that special requirements are imposed on the style and spelling of the text of working documents. For example, in the text of working documents, geographic names are used as they are in reality, terms are not changed in form and are not replaced by synonyms. It is known that any working document has its necessary parts.

In the native language textbook for the 10th grade, the order of the necessary parts of the application from working documents and what these necessary parts are. In the chapter "Issues in Training Working Documents" of the native language textbook for the 11th grade, a perfect description of the protocol document from working documents is given. Also shown are excerpts from the protocol, the structural structure of the extract, and the sequence of the structural structure of the protocol.

By the Resolution of the Cabinet of Ministers of the Republic of Uzbekistan of September 10, 1996, No. 311, the State Program for Ensuring the Implementation of the Law of the Republic of Uzbekistan "On the State Language" was approved in a new edition with amendments and additions. Based on the state program, the Ministry of Higher and Secondary Special Education of the Republic of Uzbekistan issued Order No. 267 of November 14, 1996, "On Measures to Implement the Law of the Republic of Uzbekistan "On the State Language" (in a new edition). It is decided in it from 1997 on a permanent basis to organize courses "State language of labor, documentation, and terminology" for employees and students in educational institutions. From this year, students of higher educational institutions undergo practice in this course based on the State Program and relevant ministry orders.

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