

Technology and Methods of Teaching Writing in English: Proficiency in Writing

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ABSTRACT

The article has developed a set of tasks and exercises designed to teach foreign language writing and writing at school. The set goal, in turn, requires the solution of a number of tasks: identifying the main characteristics of writing and written speech; the study of the difficulties that arise in teaching writing; on the basis of the studied theoretical material, develop a set of exercises and tasks for teaching writing and writing in English lessons.

KEYWORDS: *teaching writing, graphic skills, writing letters, literacy, and graphic representation of letters.*

An important aspect in learning English is learning to write in English. Written speech is inextricably linked with oral speech. The technology and methods of teaching writing in English form the basis and key basis for the subsequent use of the acquired spelling and graphic skills in everyday life. In the process of learning to write in English, the student gradually masters and trains the correct spelling of letters, learns spelling, learns how to build literate written speech. From the very beginning of training, reading and writing in English are studied and practiced at the same time.

The importance of competent written language is necessary for the simple reason that it does not convey your emotions or intonations. The interlocutor does not see the gestures and facial expressions that you demonstrate during oral speech. Just like in your native language, you can convey an important thought and information only through the correct presentation, relying on the grammatical means of the language.

Professional teachers - linguists indicate the differences between the concepts of writing and written speech. Learning to write - the study of spelling and graphic representation of printed and capital letters, for the development of skills and the accumulation of knowledge in the development of the English language. Also, when learning English, teaching writing is the subject in the program that simultaneously develops both oral speech and reading and contributes to better memorization of the material. Written speech training - teaching the competent expression of thoughts in English.

It is necessary to teach the listener to express information and thoughts in a foreign language, just like in their native language. In the process of studying grammar, vocabulary, phonetics of the English language, the student needs to record information for himself in writing and it must also be done in English, the classes involve performing written exercises, compiling personal dictionaries with transcription records, taking notes on rules, diagrams, study tables for visually fixing the material, writing intermediate control

tests. Written English, in this case, is not a separate discipline, but a means necessary for learning.

In the process of learning to write in English, the primary task is to form and instill the necessary skills, namely:

spelling, (including the skill of self-correction of possible errors, and the development of intuition);

the correct graphic representation of the letters of the English language;

the ability to build sentences in accordance with the standards of vocabulary, spelling and grammar;

know the rules and regulations of communication and presentation of information in a given life situation;

knowledge of ethics, business etiquette, the ability to build an adequate communication with the interlocutor, using the acquired knowledge, according to the status of the opponent and the topic of discussion or negotiations during correspondence;

rules and textbook traditional clichés in written communication with business partners and friends;

the ability to clearly, clearly, logically, consistently and easily present information and the main idea that needs to be conveyed;

the ability to present information accurately and in detail, to use the methods of semantic text compression (compression);

accumulation of new language material according to the principle "from simple to complex";

the skill of using written speech to improve oral speech (written speech is improved simultaneously with oral speech);

mastering the techniques of writing phrases and full-fledged sentences;

drawing up plans of oral stories and informational reports in English through writing, competent formation and compilation of logical texts;

the ability to highlight important and indirect details, the semantic core of the statement, the ability to compose text compositions;

the study of literate vocabulary and its use in writing, in written speech there are rules and requirements for the normativeness of the language, in order to avoid misunderstanding on the part of the interlocutor, gross errors that affect the perception of the text by the opponent, social and cultural characteristics; in oral speech, in the format of a conversation, the use of dialect digressions and

the use of slang is acceptable, if appropriate, and in writing there are limits and restrictions.

Learning to write in English takes place scrupulously and consistently, it is important not to miss a single detail, and to systematically approach the assimilation of the material. Primary attention is paid to the study of the spelling of alphabetic characters, the graphics of the image of letters. The teacher shows and works with you on the writing of uppercase and lowercase variants of the graphic display of letters. In the course of classes, the teacher often uses a graphic projector (overhead projector) for a visual example and display. Visual perception greatly simplifies the task of memorizing and writing letters. It is important to train on your own to consolidate the material covered and bring the acquired skills to automatism. Also, training exercises on writing off the text are being introduced. You learn to visually perceive the finished text and transfer it yourself to paper, not taking your eyes off each letter, but fixing the word completely. Visual perception contributes to the development of memory, trains the efficiency of your perception and consolidation of knowledge in general, you form your own individual method of perception and memorization of information.

Teaching writing in English involves the following stages and aspects of mastering the material:

Study of grammar and spelling;

Graphic representation of alphabetic characters in printed and capital letters, honing calligraphy;

Work with texts: copying, rewriting, self-compilation of proposals, development and consolidation of learned material;

The study of forms, structures and standards for constructing and writing letters: directed writing, guided writing, free writing. Exercises for logical filling in gaps, arrangement of sentences and proposed texts - exercises; drawing up plans and presenting abstracts when working with a large amount of information; development of skills for expanding and reducing the source text;

Working with small texts. Performing exercises on the logical alignment of texts, the sequence of presentation of information and the use of speech turns; compiling texts and letters using samples as an example, compiling texts from a proposed set of sentences, building logical semantic chains;

Compilation of written stories based on textbooks with pictures-images;

Work with texts - transformers and transformation of texts, for example, compiling a text - a summary based on an interview, creating a short telegram from a voluminous letter, taking into account the preservation of the main information component;

Studying the genres of presenting an informational text: a letter to a friend (informal letter), a letter to a colleague, a letter to a business partner (official letter), a greeting card for friends and family; postcard and congratulations to business partners, fictional stories and narratives, newspaper article format, essays, reports, dialogues in the format of a play, rules for filling out official and legal documents;

Using video tutorials, writing dubbing scripts for video clips, composing subtitles is also a huge help, as additional exercises;

The study and use in practice of simple and complex syntactic constructions, and phraseological units;

Learning to write in English is tightly connected and inseparable from exercises and practicing listening, speaking, and reading skills. The learning process includes writing training papers: writing dictations, presentations based on the texts read (written retelling), writing essays on various topics (which also contributes to the development, expansion and consolidation of the lexical base). Skills of supplementing finished texts with details. Exercises in the interview format are especially effective when studying in a mini-group or are practiced in pairs with a teacher: the student takes an impromptu interview and interlocutor and writes down the answers to questions, sequentially composes logical thematic articles in the interview format, which also allows you to practice all other skills.

There are a number of difficulties in teaching writing in English associated with the study of spelling. With a competent approach, structured presentation of material and constant practice, you can achieve remarkable results and instill in the listener skills that allow you to intuitively, just like when using your native language, be able to track down and correct possible errors and inaccuracies in a timely manner.

Our teachers first of all focus the listener's attention on the most common and possible mistakes when writing:

- Neologisms, archaisms, obsoleteisms (old words), compound words. There are some words that are difficult to read and write, words that are rarely used or have a synonym alternative, it is recommended to just remember them. For example, "neighbour" - noun. "to border, to be in good neighborly relations", adj. "adjacent, neighboring", or one of the most difficult words, according to native speakers, both in pronunciation and in writing - "entrepreneurial" or "thunderstorm" - "thistle" and also, obsolete or completely obsolete words - "methinks" - the phrase "it seems to me", "thine" - "your", "pallet" etc.
- Cases when this or that letter is written, but not pronounced. On such occasions, attention is also paid to when reading in English. Visual perception always helps to fix and remember words. For example, when using words such as "save", "five", "nine", and the letter "e" is written but not pronounced, but the sound of the vowel at the root of the word changes. Or, for example, "knife" - "knife", the letter "K" is written, but not read.
- Learn the most common letter combinations and their pronunciation.

Consonant combinations - "ch, sh, ght, gh, ph" and vowel combinations "ee, ea, oo, ei". Here it is also worth paying attention to the fact that the word is written and pronounced with these combinations in different ways. For example, "heart" - [ha: t] - "heart" - [hi: t] - "soul". The peculiarity is that the same sound, when written, can be transmitted by different letters and combinations of letters, and at the same time, the same letter combination can denote different sounds.

- Use of literary words in writing. Written text is usually more saturated with literary statements than oral speech.

Vocabulary, used more often in writing than in colloquial speech, is more saturated with words - adjectives, this part of speech serves as an additional tool for conveying meaning, detailed description of details, intonation, and emotional coloring of the message. More often, it is the business orientation of the letter, or inherent in scientific literature, a work of art, in oral speech one can often hear such vocabulary in business negotiations, in the process of public speaking at official events (press conferences, briefings, scientific reports). In addition, with such a letter, descriptive phrases, compound words are used. At the same time, it happens that the use of archaisms, complex words and terms in oral speech often does not look at all appropriate and may cause bewilderment in your interlocutor, since the use of this vocabulary in everyday colloquial speech is considered inappropriate. Here is an example of obsolete words that can only be found in highly specialized, scientific or official texts: "sufficient", "endeavor" - "make efforts", "affrighted" - "scared" / Poeticisms also went out of use: nouns: billow - wave, swain - peasant, main - sea.; adjectives: yon - there, staunch - firm, hallowed - holy; verbs: quit - leave, fare - walk, trow-believe; past tense forms: wrought -worked, bade-bid, clad-clothed. Adverbs: happy - perhaps, oft -often, whilom - formerly; pronouns: thee, ye, aught -anything, naught -nothing; conjunctions: albeit 'although), ere (before) o'er (over) etc. Such vocabulary is applicable only in the field of professional communication or is used in artistic and poetic works.

Further, we will touch on a topic that concerns not the sense of everyday life, but primarily the business sphere of your life. English is necessary for full-fledged interaction with foreign partners, competent written speech will allow you to expand the amplitude of your opportunities without resorting to the services of translators. Independent conduct of business correspondence, preparation of competent legal documents, of course, requires professional and confident skills in the practical use of knowledge.

There are rules for conducting business correspondence, starting with addressing an opponent and writing a letter, ending with a stylistically correct farewell. The knowledge acquired during the training will allow you to fully work in foreign companies, professionally, competently and efficiently work with foreign clients, contractors and business partners. Knowledge of the ethics of negotiation and the ability to make presentations in English, knowledge of business vocabulary will allow you to participate in active discussions and conferences, build the necessary switching, establish connections, knowledge of social and cultural characteristics will raise you in the eyes of partners. Properly using the acquired skills and knowledge, you can win over people and win their attention and favor. Knowledge of business English is guaranteed to allow you to make a big leap in your career and effectively manage your own business, controlling all processes.

For example, in everyday life, you can easily plan and organize a trip yourself, without the help of intermediaries. You can easily fill in booking forms, questionnaires, declarations, independently prepare a package of documents for obtaining a visa, negotiate with a hotel or a host, independently book additional services, freely navigate in an unfamiliar country. In addition, every day, popularity and communication through the Internet is growing, now you can easily navigate and are acquainted with information in foreign language spaces of the network, find new friends, and offer business cooperation to potential partners. Absorb new information, immerse yourself in the language, communicate with native speakers, learn new cultural features and layers of knowledge and continue to improve your language skills.

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