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LEARN WRITING



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LEARN WRITING

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Qo'lingizdagi risola ko'plab shu turdagi nashrlardan ingliz tilida yozma nutq ko'nikmalarini hosil qilish va shakllantirishga qaratilganligi bilan farq qiladi. Kitob garchi kimyo-biologiya mutaxassisligi bo'yicha ta'lim olayotgan talabalarga mo'ljallangan bo'lsa-da, ingliz tilini o'rganayotgan barcha qiziquvchilar uchun ham foydadan xoli emas. Umid qilamizki, qo'llanma ingliz tilidan bilim darajangizni oshirishga hissa qo'shgan manbalardan biri bo'lib qoladi.

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KIRISH

O'zbekistonning jahondagi taraqqiy etgan mamlakatlar qatoridan joy olishida va jahon hamjamiyatida o'z o'rnini topishidagi eng muhim omillardan biri kadrlar masalasidir. Shuning uchun ham O'zbekiston Respublikasining «Kadrlar tayyorlash milliy dasturi» va «Ta'lim to'g'risidagi qonun»i kabi muhim hujjatlarida ushbu masala mamlakatimiz taraqqiyotidagi eng ustuvor yo'nalishlardan biri deb belgilangan.

Yurtboshimiz, O'zbekiston Prezidenti I.A.Karimovning «Mamlakatimiz kelajagi o'rnimizga kim kelishligi yoki boshqacharoq aytganda, qanday kadrlar tayyorlashimizga bog'liq», degan so'zlari ushbu masalaning naqadar muhimligining tasdig'idir.

Bugungi kunda ta'lim va tarbiya sohasida bilimli, raqobatbardosh kadrlarga bo'lgan talab siyosiy jihatdan yetuk, yuqori saviyada fikrlash madaniyatiga ega va ilmiy-texnikaviy axborotlar dunyosida o'z yo'lini topa oladigan kishilarni tarbiyalashdek yuksak vazifalarni oldimizga maqsad qilib qo'ymoqda. Tabiiyki, bu jihatlariga xorijiy tillarni bilmasdan, erishib bo'lmaydi. Shuning uchun ham hozirgi yosh avloddan nafaqat biror xorijiy tilni, balki bir necha xorijiy tillarni bilish talab etilmoqda va bu bugungi kunning dolzarb masalasiga aylandi.

Oliy ta'limga bakalavriat va magistratura tizimlarining kiritilishi bu sohada ham jiddiy ilmiy izlanishlar olib borish zarurligini ko'rsatmoqda.

E'tiboringizga havola etilayotgan ushbu o'quv qo'llanma oliy o'quv yurtlarining nofilologik fakultetlari talabalari, xususan, kimyo-biologiya fakulteti talabalarining ingliz tilidan yozma nutqini o'stirish yuzasidan olib borilayotgan tadqiqot ishlari natijasi asosida tayyorlangan. Ma'lumki, tilning asosiy ijtimoiy vazifasi aloqa vositasi sifatida ishlatilishidir. Muloqot paytida til ikki shakl: og'zaki va yozma shaklda namoyon bo'ladi. Demak, biz fikrimizni yo og'zaki yoki yozma ravishda ifodalaymiz. Fikr bayon qilishning har ikki shakli ham o'ziga xos psixologik va psixofiziologik xususiyatlarga ega. Bu esa talabalarning ingliz tilida erkin fikr bildirishlariga to'sqinlik qiladi va orfografik, leksiko-grammatik hamda uslubiy (stilistik) xatolar kelib chiqishiga sabab bo'ladi.

Talabalarining ingliz tilidagi yozma nutqini o'stirish ko'p jihatdan orfografik ko'nikmalarni shakllantirish va fikrni mantiqiy bayon qilishga hamda shu asosda kelib chiqadigan xatolarni bartaraf qilishga bog'liq. Shuning uchun ham mazkur qo'llanmada yozuv va yozma nutqqa o'rgatishga differensial yondashilgan.

Mazkur o'quv qo'llanma besh qismdan iborat bo'lib, unda yozuv texnikasi bilan bog'liq ko'nikmalarni shakllantirish orqali yozma fikr bildirishga qaratilgan yozma nutq ko'nikmalarini o'stirishni tizimli asosda tashkil qilish maqsad qilib qo'yilgan.

Birinci qismda asosiy e'tibor orfografik ko'nikmalarni shakllantirishga qaratilgan bo'lib, unda unli va undosh harflarning yozilishi bilan bog'liq qiyinchiliklarni bartaraf qilishga yo'naltirilgan mashqlar joy olgan.

Ikkinchi qismda ko'proq e'tibor so'z birikmalarining yozilishiga qaratiladi, chunki ularni alohida mashq qilish tayyor jummalarni xotirada saqlab qolishga yordam beradi. Bu esa, o'z navbatida, fikrni yozma ifodalashda ma'lum avtomatizmlarni shakllantiradi va fikrni ifodalashda asosiy e'tiborni mazmunga qaratishga yordam beradi. Shuningdek, bu qismda yozuv ko'nikmalarini o'stirishga yo'naltirilgan mashqlar va diktant namunalari ham joy olgan. Berilgan mavzuga oid tayanch so'zlar yordamida o'qib, eslab qolish va tinglab tushunish orqali diktant yozish mashq qilinadi.

Uchinchi qismda yozma nutq ko'nikmalarini o'stirishning zamonaviy interfaol metodlar asosida tashkil qilinishiga oid topshiriqlar va namunalar keltirilgan.

To'rtinchi qism yozma nutq ko'nikmalarini mutaxassislikka oid mashqlar asosida shakllantirishga va o'stirishga qaratilgan matnlarni o'z ichiga oladi. Ulardan auditoriya va auditoriyadan tashqari olib boriladigan mustaqil ishlarni tashkil qilishda ham foydalanish mumkin. O'qituvchiga mashqlardan individual va jamoaviy ish turlarini tashkil qilishda talabalarining bilim darajasi hamda qiziqishlaridan kelib chiqib, foydalanish tavsiya qilinadi.

Beshinchi qismda kundalik hayotning turli jabhalarida ko'p uchrab turadigan e'lonlar,

tabriklar, har xil xat turlari (takliflar, shaxsiy va ishbilarmonlik xatlari)ni yozishni o'rgatishga qaratilgan mashqlardan namunalar keltirilgan.

Ingliz tilida yozuv va yozma nutqqa o'rgatishga mo'ljailangan ushbu qo'llanmadan nafaqat nofilologik fakultet talabalari, balki ingliz tilini o'rganayotgan va ingliz tilida yozma fikr bildirishga ehtiyoj sezgan barcha soha vakillari ham foydalanishlari mumkin.

Mazkur o'quv qo'llanmadagi diktantlarni ikki guruhga bo'lish mumkin: ko'ruv diktanti va audiodiktant. Ko'ruv diktanti harflarni, harfiy birikmalarni, so'zlarni va kichik gaplarni ko'rib, eslab qolib, yozishni nazarda tutadi. Ikkinchisi, ya'ni audiodiktant esa tinglab, eslab qolib, yozishni nazarda tutadi. Ko'ruv diktantidan o'qishning boshlang'ich bosqichida foydalanish maqsadga muvofiq. Ko'ruv diktantidan so'ng, audiodiktantga o'tish o'quv materialini tezroq va puxta eslab qolishga hamda yozuv ko'nikmalarini jadal shakllantirishga yordam beradi.

I- QISM ORFOGRAFIK KO'NIKMALAR HOSIL QILISH

Ingliz tilida 6 ta unli harf mavjud bo'lib, ular so'zda kelgan joyiga ko'ra turli tovushlarni ifodalaydi. Bu esa talabalarining ingliz tilida fikrini yozma ravishda ifodalashda bir qator qiyinchiliklarni keltirib chiqaradi. Buning oldini olish maqsadida, unli harflar har birining yozilishiga alohida to'xtalib o'tamiz. Diktant uchun berilgan til materialini (so'zlar, iboralar, matnlar) osondan murakkabga borish didaktik tamoyiliga ko'ra, ma'lum ketma-ketlikda berilgan.

Unli harflarning yozilishiga misollar

Ularni o'qing va aytib yozishni mashq qiling.

Aa

[ei] - name, came, make, date (1-tur: ochiq urg'uli bo'g'in);

[æ] - hat, cat, pattern, sat (2-tur: yopiq bo'g'in (o'zbek tilidagi «ham», «kam» so'zlaridagi «a» harfining o'qilishiga o'xshash);

[a:] - car, barn, card, art (3-tur: unlidan keyin «r» harfi kelganda);

[ə] - dare, spare, harebell, fare, bare, care (4-tur: unlidan keyin «r+e» harfi birikmasi kelganda).

Eslatma: «a» harfi urg'usiz holatda [ə] tarzida o'qiladi. Bu esa uni yozuvda ifodalashda qiyinchilik keltirib chiqaradi. Shuning uchun uning yozilishini mashq qiling. Masalan: a pen, a desk.

«a» harfi -ll, -lk, -ss harf birikmalari oldidan [o:] tarzida o'qiladi va bu ularning yozilishida xatolar kelib chiqishiga sabab bo'ladi. Shuning uchun ularni alohida mashq qilish lozim. Masalan: chalk, talk, pass, grass, all, ball, call, walk.

Ko'ruv diktanti:



(O'qing, eslab qoling va yozib oling)

Blame, pattern, same, bare, farewell, mark, hare, bar, pat, take, art, spare, make, care, park, dare, cat, date.

1. Kate, take the cake from the plate.
2. That black hat is yours.
3. Mark, please park the car in the yard.
4. Miss Clare, read carefully the chemical rules.

Oo

[ou] - mole, go, rose, bone, robe (1-tur: ochiq urg'uli bo'g'in);

[o] - frost, cost, hot, not (2-tur: yopiq bo'g'in);

[o:] - organism, forty, born, normal, cork (3-tur: unlidan keyin «r» harfi kelganda);

[o:] - more, forefinger, sore, pore, ore (4-tur: unlidan keyin «r+e» harfiy birikmasi kelganda).

Ko'ruv diktanti:



(O'qing, eslab qoling va yozib oling)

North, note, hot, port, more, cork, bone, frost, hope, cost, formal, so, forecast, go, mole, spot, tone, ore, organism, moreover, forefinger.

1. Abror, don't go home alone.
2. Tom has got a clock, but he has not a spotty dog.
3. Biology was special subject at our club.
4. Core has a sore forefinger.

Uu

[ju:] - tube, unit, super, elution, duty (1-tur: ochiq urg'uli bo'g'in);

[ʌ] - structure, but, nut, much (2-tur: yopiq bo'g'in);

[ə:] - turn, burst, purl, turnip (3-tur: unlidan keyin «r» harfi kelganda);

[juə] - pure, cure (4-tur: unlidan keyin «r+e» harfiy birikmasi kelganda).

Ko'ruv diktanti:



(O'qing, eslab qoling va yozib oling)

Cure, turnip, struck, usage, turn, burst, nut, use, cut, much, duty, purl, elution, mute, pure, fur.

1. Sue used much biologic rules in essay.
2. Tudd must not strike the bucket.
3. Turner turned and went down to his turnery.
4. Chemistry is interesting like biology.

Ee

[i:] - meter, me, she, elastic, Peter, he (1-tur: ochiq urg'uli bo'g'in);

[e] - sent, tent, send, me, help (2-tur: yopiq bo'g'in);

[ə:] - her, mercy, stern, ferment, barometer (3-tur: unlidan keyin «r» harfi kelganda);

[iə] - here, atmosphere, adhere, interfere, adherence, merely, mere (4-tur: unlidan keyin «r+e» harfiy birikmasi kelganda).

Ko'ruv diktanti:



(O'qing, eslab qoling va yozib oling)

Peter, here, he, mercy, pencil, elastic, Ben, meter, ferment, send, she, adhere, herd, me, barometer, mend, atmosphere, interference, her, merchant.

1. Peter, look at the meter.
2. Ben sent ten tubes to the laboratory.
3. The herd and Bert did not see her pearl.
4. Here we all understood the formulas of natural minerals.

I i

[ai] - nine, tide, bride, kite, mine (1-tur: ochiq urg'uli bo'g'in);

[i] - middle, ship, still, in, sit, his (2-tur: yopiq bo'g'in);

[ə:] - sir, thirsty, bird, thirteen, thirty (3-tur: unlidan keyin «r» harfi kelganda);

[aiə] - wire, admire, require, tire (4-tur: unlidan keyin «r+e» harfiy birikmasi kelganda).

Ko'ruv diktanti:



(O'qing, eslab qoling va yozib oling)

Kite, admire, thirsty, still, Jimmy, Mike, his, thirteen, middle, pipe, tire, bird, ship, in, wireless, sir, tide, mice, require, hit.

1. Mike is nine years old. The kite is fine.
2. If Bill sits here, little Jimmy will bring a ticket.
3. Sir Sydney was the first bio-chemical lab worker here.
4. Do not admire the wireless, and take the wire.

Yy

[ai] - type, my, fly, try, sky, why (1-tur: ochiq urg'uli bo'g'in);

[i] - mystery, system, symphony (2-tur: yopiq bo'g'in);

[ə:] - myrtle (3-tur: unlidan keyin «r» harfi kelganda);

[aiə] - tyre (4-tur: unlidan keyin «r+e» harfiy birikmasi kelganda).

Ko'ruv diktanti:



(O'qing, eslab qoling va yozib oling)

My, symmetric, system, fly, myrtle, spy, syndicate, syringe, try, tyre, fry, dry, sky, type, synthesis, why, cry, synonym.

1. The little fly is in the sky, why not try to catch the fly.
2. Laboratory of inorganic chemistry are almost alike.
3. The cell is the biological unit of activity.
4. Biologists have succeeded in breeding new varieties of microorganisms.

Ingliz tilida yozma fikr bildirishda qiyinchilik keltirib chiqaruvchi har bir unli harfning yozuvdagi shakli va qanday o'qilishini birma-bir misollar yordamida ko'rib chiqdik. Barcha unlilar ishtirokida yozuv diktanti yozish ushbu mavzu bo'yicha mukammal malakaga ega bo'lishga ko'maklashadi.



YAKUNIY NAZORAT DIKTANTI (№1)
(Harxil unlilar ishtirokida so'zlar majmuasi 75 ta so'z.)
So'zlarni tinglang va yozishni mashq qiling.

Pattern, type, bride, turn, forefinger, cure, park, system, why, same, note, thirsty, make, farewell, mark, pure, harebell, cry, spot, organism, structure, North, middle, hot, tube, port, pure, more, moreover, mystery, forecast, cure, turnip, dare, mice, admire, still, struck, mend, interference, kite, her, merchant, tone, usage, urea, require, fly, myrtle, spy, syndicate, syringe, middle, ship, hare, bar, pat, hope, cost, formal, myrtle, mute, fur, ferment, send, she, herd, Mike, his, thirteen, dry, sky, synonym, blame, tide.

Undosh harf birikmalarining yozilishiga misollar

G g - ikki xil o'qiladi ([g] va [dz]), ammo yozuvda bir ko'rinishga ega. [g] - big, smog, frog («give» - qoidadan mustasno); [dz] - large, biology, general, hydrogen, bacteriological (yumshoq unlilar «i», «e», «y» dan oldin kelganda);
[g] - gharry, ghost, ghastly («gh» harf birikmasida «g» harfi [g] tarzida o'qiladi, «h» harfi esa o'qilmaydi, lekin yoziladi).

C c - ikki xil o'qiladi ([k] va [s]), ammo yozuvda bir ko'rinishga ega.
[k] - calendar, ecology, cat, classification;
[s] - certainly, circle, cycle (yumshoq unlilar «i», «e», «y» dan oldin kelganda).

Th - ikki xil o'qiladi ([θ] va [ð]), ammo yozuvda bir ko'rinishga ega.
Ularni eslab qolishga harakat qiling.
[θ] - thin, thing, teeth, wealth, breath, bismuth, both;
[ð] - they, bathe, these, weather, breathe.

Ko'ruv diktanti:



1. Tinglang va eslab qoling.

2. O'qing, eslab qoling va yozib oling.

Hydrogen, bathe, bacteriological, smog, these, gharry, classification, bismuth, ecology, both.

ch [tʃ] - cherry, chicken, chest;

tch [tʃ] - watch, catch, match, switch, batch;

sh [ʃ] - shop, shelf, shake;

-sion [ʃn]-compression, session, permission, procession (ammosion ayrim so'zlarda [zn] o'qilishiga ega. Ularni ko'rib, eslab qolish talab etiladi: vision, television, provision va h.k.);

-tion [ʃn] - migration, action, selection, reaction, devotion.

Ko'ruv diktanti:



1. Tinglang va eslab qoling.

2. O'qing, eslab qoling va yozib oling.

Reaction, switch, compression, batch, shake, chicken, devotion, batch mixer, migration, shelf.

ph [f] - physical, photo, philosophy;

-igh [ai] - bright, high, light, brighten;

-sure [zə] - pleasure, measure, leisure;

wh → [h] - who, whose, whom
→ [w] - what, which, where

Ko'ruv diktanti:



1. Tinglang va eslab qoling.

2. O'qing, eslab qoling va yozib oling.

Brighten, physical, measure, whose, high, whom, leisure, which, philosophy, what.



YAKUNIY NAZORAT DIKTANTI (№2)

(Harxil undoshlar ishtirokida so'zlar majmuasi 53 ta so'z.) Yuqorida keltirilgan orfografik qoidalarga ko'ra so'zlarni tinglang va yozishni mashq qiling.

Large, reaction, batch mixer, migration, bathe, compression, certainly, watch, bacteriological, what, action, weather, selection, chicken, calendar, ecology, who, gharry, whose, switch, both, pleasure, hydrogen, brighten, philosophy, measure, bright, high physical, photo, ghost, which, classification, ghastly, procession, smog, session, cherry, permission, circle, these, bismuth, devotion, teeth, batch, biology, wealth, big, breathe, general, chemistry, microorganism, whole.

Unli digraflarning yozilishiga misollar

ei → [ei] vein, leiden, neighbor, weight

ey → [ei] leys, obey

oi → [oi] coin, oil, point, soil

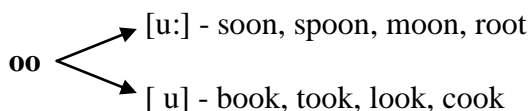
oy → [oi] royal, boy, toy, alloy

Ko'ruv diktanti:



(O'qing, eslab qoling va yozib oling)

Weight, obey, moist, employ, boil, voyage, soil, boiling point, adjoin, alloy, choice.



Yuqoridagi digraf «k» harfidan oldin kelganda, qisqa [u] tarzida o'qiladi, lekin yozuvda «oo» yozilishi saqlanadi. Ayrim «good, wood, hood» kabi so'zlarda ham qisqa [u] tarzida o'qiladi, lekin yozuvda «oo» yozilishi saqlanadi. Ularni ko'rib, eslab qolish lozim.

au [o:] - autumn, laundry, automatic;

aw [o:] - saw, law, hawk.

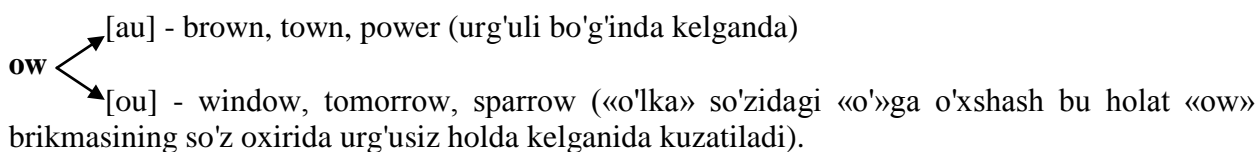
Ko'ruv diktanti:



(O'qing, eslab qoling va yozib oling)

Foot, root, wood, booster, air-cooled, choose, loose, launch, author, aurum, auricle aid, exhaust, thaw, draw.

ou [au] - without, sound, pound;
[ʌ] - country, cousin, young;
[u:] - soup, group, youth.

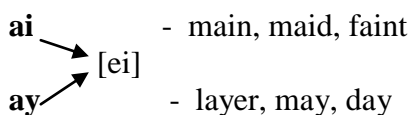


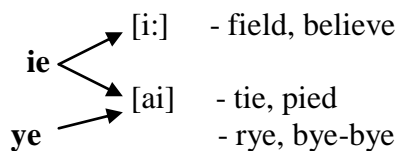
Ko'ruv diktanti:



(O'qing, eslab qoling va yozib oling)

Batch flow, trouble, nourish, touch, ground, account, bound, amount, enough, through, allow, allowance, arrow, row, below.





Ko'ruv diktanti:



(O'qing, eslab qoling va yozib oling)

X-ray, rain, chain, paint, gray slag, science, variety, way, gamma-rays, bay oil, bay-tree, clay, display, maize, achieve, relief, chief, dye, dyeing solution.

oa [ou] - boat, road, soap;

oe [ou] - poem, toe;

ue [ju:] - due, Tuesday, hue;

ui [ju:] - suit, ruin, suitable;

eu [ju:] - neutral, pseudonym;

ew [ju:] - few, new.

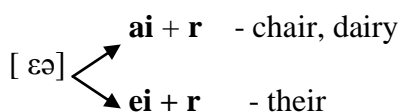
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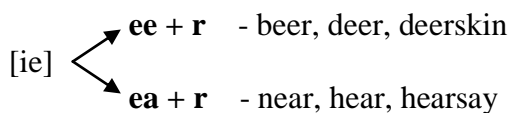
(O'qing, eslab qoling va yozib oling)

Goal, coefficient, foam, fuel oil, glue, value, coating, approach, coal, coal-gas, aqueous blueprint, actinium, cadmium, cesium, helium, magnesium, natrium, sewage, view.

Digraflarning murakkab ko'rinishi ulardan so'ng «r» harfining qo'shilib yozilishi bo'lib, bu talabalarining orfografik xatolarga yo'l qo'yishiga sabab bo'ladi. Quyida ularning yozilishiga misollar berilgan.



«H» harfi ushbu harflar birikmasidan oldin yozilsa, o'qilmaydi (heir, heirloom, heiress).



Ko'ruv diktanti:



(O'qing, eslab qoling va yozib oling)

Repair, pair, hair, air free, air-proof, affair, air duct, air-tight.

oa+r [o:] - board, hoard, hoarse;

oo+r [us] - poor, boorish, moor.

our → [aus] - flour, our
 → [o:] - mourn, fourfold, four
 → [ʌ] - flourish, flourishing

Ko'ruv diktanti:



(O'qing, eslab qoling va yozib oling)

Research, wear, shear, bearing, earth, alkaline-earth, appear, appearance, ball-bearing, clear up, tear, sour, source.



YAKUNIY NAZORAT DIKTANTI (N3)

(Har xil digraflar ishtirokida so 'zlar majmuasi 66 ta so 'z)

So'zlarni tinglang va yozishni mashq qiling.

Tuesday, group, coin, their, vein, cousin, book, royal, good, neighbor, look, tie, flour, day, suitable, poem, few, our, heir, chair, soon, dairy, moon, automatic, leaden, flourish, poor, beer, tomorrow, soup, country, youth, spoon, field, brown, boat, without, sound, town, power, oil, road, deer, soap, deerskin, boorish, mourn, near, saw, hear, autumn, pound laundry, window, hearsay, main, board, neutral, hoard, ruin, bye-bye, fourfold, neighbor, four, believe, may.

Hurmatli talaba! Yuqorida sizga ingliz tilida fikrni yozma ifoda qilishda qiyinchiliklar keltirib chiqaruvchi harflarning ko'rinishi, o'qilishi va yozilishiga to'xtalib o'tdik. Har bir bo'limda nazorat diktantlari hamda yakuniy tekshiruv diktantlari orqali yozuvda uchrashi mumkin bo'lgan orfografik xatolarni tushuntirib berdik. Bunda ularning transkripsiyadagi shakli eslab qolishingizga yordam berdi, deb o'ylaymiz. Endi qayta-qayta mashq qilish orqali to'g'ri yozishni mukammal o'rganib olasiz, degan umiddamiz.

II- QISM PREDLOGLI BIRIKMALAR

Ingliz tilida shunday iboralar, so'z birikmalari borki, ularni o'qish, yozish orqali eslab qolish yozuv ko'nikmasini shakllantirishga ijobiy ta'sir qiladi. Ularning to'g'ri yozilishi fikrni bayon qilayotganda, sizga noqulay holatlarni chetlab o'tish imkonini beradi. So'z birikmalarining asosiy ko'rinishlari predloglar bilan kelgan shakli bo'lib, u ajralmas birikma sifatida yoziladi. Ularni ushbu tarzda eslab qolish esa fikrni yozma ravishda ifodalashga yaxshi yordam beradi. Quyida shunday so'z birikmalaridan namunalar keltirib o'tamiz. Siz esa ularning har birini o'qing va yozilishini eslab qoling, so'ng, mustaqil yozishni mashq qiling.

Ko'ruv diktanti:

(O'qing, eslab qoling va yozib oling)



On

On the table, on Monday, on the water, on a bilateral basis, on account of, depend on, on synthetic products, books on history (ba'zan «on» predlogi «haqida», «oid» ma'nosini anglatadi: «on analytical chemistry»).

In

In the room, in the morning, in five minutes («ichida» ma'nosida vaqtga nisbatan ishlatiladi) in October, in 1976, in the climate, in order to learn formulas, in spite of, in addition to, in the properties of the elements, in chemistry and biology, in the second half, in practical significance, in space research.

At

At the table, at my English, look at, at two o'clock, at night, at sun rise, at the experiment lesson, at the high temperature, at his research group, at present, at last.

Ko'ruv diktanti:

(O'qing, eslab qoling va yozib oling)



In the properties of the elements, in chemistry and biology, in the second half, in practical significance, in space research, at the experiment lesson, at the high temperatures, at his research group, at present, on the water, on a bilateral basis, on account of, depend on, on synthetic products, books on history.

Under

Under the table, under condition, under antibiotics.

To

To Andijan, go to, due to, possible to test, greatly to the biological development, to nine (vaqtni ifodalayotganda, «to» «kam» ma'nosini anglatadi).

Into

Put it into the tube, don't throw it into the water, into a new industry, substance into reaction, into the laboratory.

From

From mineral resource, from two degrees till seven degrees, to prevent from, result from, graduated from.

Ko'ruv diktanti:**(O'qing, eslab qoling va yozib oling)**

Under condition, under antibiotics, due to, possible to test, greatly to the biological development, don't throw it into the water, into a new industry, substance into reaction, into the laboratory, from two degrees till seven degrees, to prevent from, result from, graduated from.

Out

Out of the room, out of the town, out of the nature, out of theoretical chemistry.

Before

Before the biologic analysis, before volume of gas, before the experiment.

After

After chemical experiment, after the reactions, leave after the nuclear research.

During

During the migrating of birds, during the biologic changes. 16

Ko'ruv diktanti:**(O'qing, eslab qoling va yozib oling)**

Out of the town, out of the nature, out of theoretical chemistry, before the biologic analysis, before volume of gas, before the experiment, after chemical experiment, after the reactions, during the migrating of birds, during the biologic changes.

About

About Uzbek biologist, about the house (o'rin-joy bilan kelganda, «atrofida» ma'nosini beradi), about ten (paytni ko'rsatganda, taxmin, chama ma'nolarini ifodalaydi), about the future of chemistry, about chemistry appear.

For

For the reaction, properties for our industry, for scientific progress, for the nuclear energy, for qualitative changes, for the chain reaction.

Of

Concentration of methods, results of, theory of the hydrogen atom, because of, structure of water, definition of biochemistry, concept of the chemical elements.

With

With biochemical reactivity, deal with, concerned with, with materials, with various fields, concerned with analysis, with thermal or slow neutrons, occupied with, ecological problems.

Ko'ruv diktanti:



(O'qing, eslab qoling va yozib oling)

About the future of chemistry, about chemistry appear, about Uzbek biologist, for the reaction, properties for our industry, for scientific progress, for the nuclear energy, concentration of methods, results of, theory of the hydrogen atom, definition of biochemistry, concept of the chemical elements, concerned with, with materials, with various fields, concerned with analysis, with thermal or slow neutrons, occupied with ecological problems.



YAKUNIY NAZORAT DIKTANTI (N 4) So'zlarni tinglang va yozishni mashq qiling.

Properties for our industry, for scientific progress, for the nuclear energy, concentration of methods, results of, kind of microorganisms, theory of the hydrogen atom, with materials, with various fields, under antibiotics, in the properties of the elements, in chemistry and biology, in the second half, in practical significance, in space research, at the experiment lesson, at the high temperatures, due to, possible to test, greatly to the biological development, don't throw it into the water, into a new industry, substance into reaction, into the laboratory, concerned with analysis, with thermal or slow neutrons, occupied with, ecological problems, out of the town, out of the nature, out of theoretical chemistry, before the biologic analysis, before volume of gas, before the experiment, after chemical experiment, after the reactions.

III- QISM INTERFAOL METODLARDAN NAMUNALAR

Hozirda zamonaviy ta'limni tashkil etishda interfaol metodlardan keng foydalanish talab etilmoqda, chunki ular ta'lim olish jarayonida talabalarni faollashtirishga, ularda o'rganilayotgan mavzularga nisbatan qiziqish, istak va xohish hosil qilishga yo'naltirilgan. Agar talabalar bilimlarni faol va qiziqish bilan o'zlashtirsalar, ularda yozma nutq ko'nikmalarini shakllantirish oson kechadi. Bu esa ta'limdan ko'zlangan maqsadga erishishni kafolatlovchi omillardan biridir.

Ta'limga nisbatan yangicha texnologik yondashuv shaxsning ichki imkoniyatlaridan foydalanishga, erkin va ijodiy fikrlashiga sharoit yaratib beradi. Bundan tashqari, yozma nutq ko'nikmalarini shakllantirish va o'stirishni kafolatlaydi.

Ushbu qismda tizimli yondashuv asosida talabalarda yozma nutq ko'nikmalarini shakllantirish va o'stirishga yo'naltirilgan interfaol metoddan namunalar keltiriladi.

Yozma nutqni o'stiruvchi interfaol usullardan namunalar

«**Brainstorming**» (aqliy hujum) usulining yozma nutq ko'nikmalarini o'stirishda qo'llanishi yuzasidan ayrim namunalar:

Topshiriq. Qo'lingizga ruchka va bir varaq qog'oz oling-da, xayolingizga kelgan inglizcha so'z va gaplarni yozing. Xatolar yoki mantiqiy bog'liqlikka e'tibor bermay, to'xtamasdan yozavering. Sizga besh minut vaqt beriladi.

Ko'zlangan maqsad: Talabalarining ingliz tilida fikrlash va fikrini tez qog'ozga tushirish (yozib olish) bilan bog'liq ko'nikmalarini shakllantirish.

Topshiriq. Ruchka va bir varaq qog'oz oling. Berilgan biror mavzuga oid xayolingizga kelgan fikrlarni to'xtamay, qog'ozga tushiring.

Ko'zlangan maqsad: Ma'lum mavzuda tez fikrlash va fikrni tez yozib borishga o'rgatish. Bu keyinchalik mantiqiy fikr yurita olish ko'nikmasini shakllantiradi.

«**Fikrni davom ettirish**» usulidan foydalanilganda, talabalarga qisqa gap beriladi va unga ma'lum tushunchalar qo'shish orqali fikrni kengaytirish so'raladi.

Masalan:

1. Bobur likes... —► Bobur likes to read books. —► Bobur likes to read a book on biology.
2. Bobur goes... —► Bobur goes to the library. —► Bobur goes to the library to borrow books on chemistry.

Ko'zlangan maqsad: Talabada erkin gap tuza olish malakasini shakllantirish va fikrini jamlashga o'rgatish.

Frontal ish usulidan foydalanilganda esa talabalarga o'zlarining bolalikdagi (bog'cha, maktab, oila) xotiralari haqida yozish topshirig'i beriladi. Qancha ko'p yozishsa, shuncha yaxshi. Talabalarga avval o'ylab olishlari uchun vaqt beriladi. O'qituvchi ularga yordam berish maqsadida o'zining bolaligi bilan bog'liq biror hodisani aytib berishi ham mumkin. Bu talabalarga o'z xotiralarini yozishni boshlashlari uchun stimul (turtki) bo'ladi va shunga o'xshash biror voqeani yodlariga solishga yordam beradi.

Ko'zlangan maqsad: Talabaning yozma fikr bildirish va xotiradagi ma'lumotni chet tilida bayon qilish ko'nikmasini shakllantirish.

Topshiriq. Talabalar juft-juft bo'lib, berilgan topshiriqni bajarishadi, ya'ni har bir juftlikka o'zi haqida (ismi, kasbi, yashash joyi, oilasi, do'sti, qizi-qishlari va h.k.) xat yozish topshirig'i beriladi va uni bajarish uchun ma'lum vaqt belgilanadi. Xat yozib bo'lingach, talabalar bir-birlarining xatlarini o'qishadi.

Ko'zlangan maqsad: Talabalarda o'zaro fikr almashish ko'nikmasini shakllantirish.

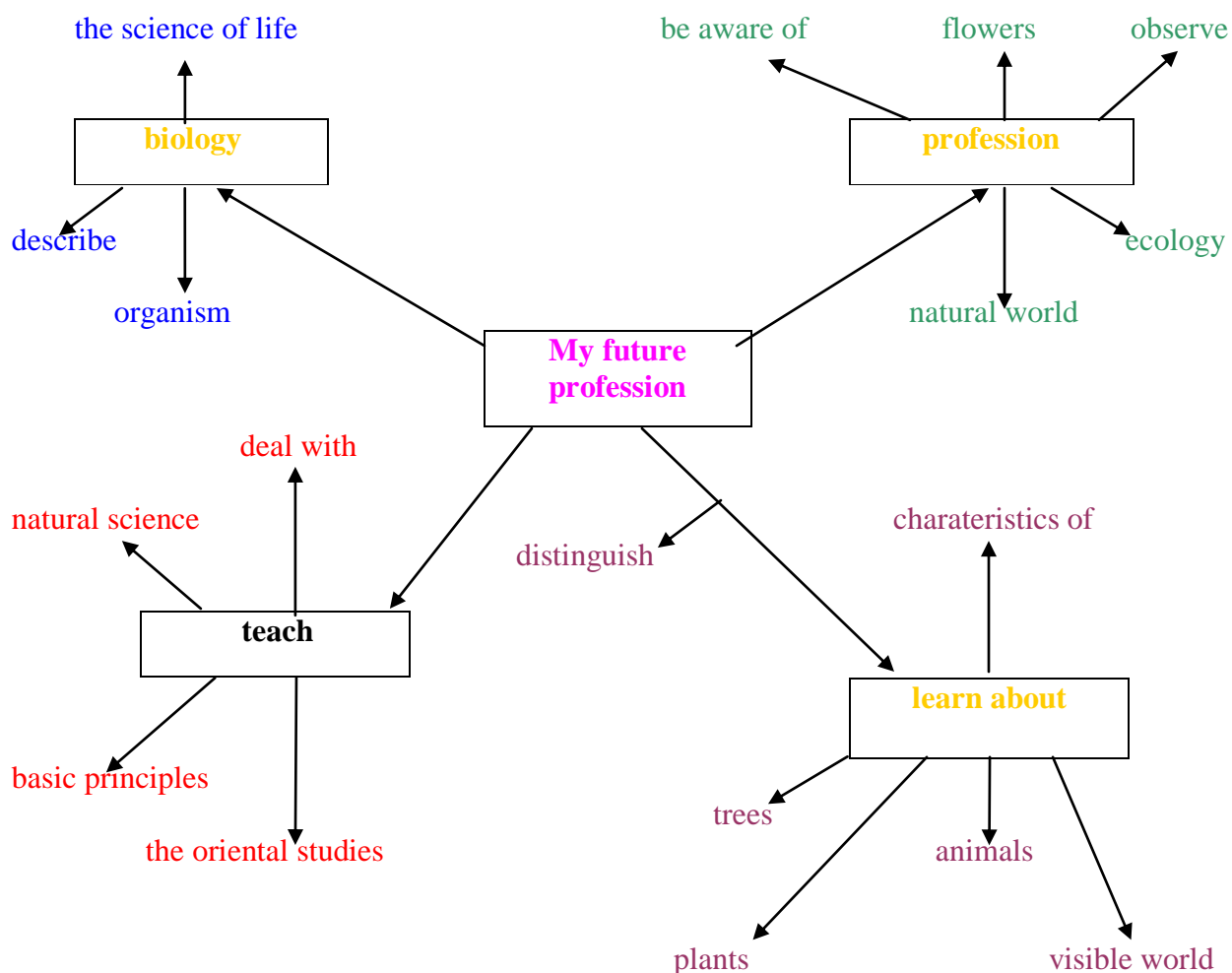
Topshiriq. Talabalarda o'zlari haqida xat yozishga motivatsiya uyg'otish maqsadida, topishmoqli xat yozish so'raladi. Bunda xat yozayotgan shaxs o'z ismi-sharifini yozmaydi, ammo tashqi ko'rinishi, kasbi, kursi, guruhi, qiziqishlari haqida yozishi lozim. Xatlar yozib bo'lingach, talabalardan biri yoki o'qituvchi ularni navbat bilan o'qiydi, boshqalar esa xat kim haqida ekanligini topib boradilar.

Ko'zlangan maqsad: Talabalarni keng qamrovli fikr yuritishga o'rgatish.

Klaster usulidan yozma nutq ko'nikmalarini o'stirishda foydalanishga oid namunalar.

Bu usul ma'lum mavzudagi yozma matn tayyorlashdan oldin fikran reja tuzib olishni taqozo etadi. Bunday reja frontal usul orqali guruhdagi barcha talabalar ishtirokida tuziladi. Unda barcha berilgan mavzuga oid narsalarni ifodalovchi so'z yoki so'z birikmalari doskaga yoziladi va ular yordamida klasterlar tuziladi.

Masalan:



«Ko'ring, eslab qoling va yozib oling» usulidan (yoki «xotirani charxlash» usuli deyish ham mumkin) yozma nutq ko'nikmalarini shakllantirish uchun foydalanilganda, talabalarga biror rasm bir daqiqa mobaynida ko'rsatiladi, so'ng olib qo'yiladi. Ularga rasmda ko'rgan narsalarini yozma ravishda tasvirlash topshirig'i beriladi. Rasmda ko'rgan narsalarini qanchalik ko'p va aniq tasvirlagan talaba g'olib hisoblanadi. Bu topshiriqni guruh-guruh bo'lib bajarish ham mumkin.

Ko'zlangan maqsad: Bunday ish turi orqali yozma matn tuzish bilan bog'liq jamoaviy ishlash ko'nikmalarini shakllantirishga yordam berish.

Savollar talabalarini faollashtirishning samarali omillaridan biri hisoblanadi. Bu usul nafaqat og'zaki nutq, balki yozma nutq ko'nikmalarini shakllantirishda ham yaxshi samara beradi. Savollardan foydalanish ikki ko'rinishda bo'lishi mumkin.

1-variant. Avval og'zaki nutqda o'rganilgan, kitob, gazeta, jumalda o'qilgan yoki ko'rilgan voqea-hodisalar yuzasidan savollar beriladi. Talabalar ushbu savollarga yozma javob berishlari lozim. So'ng, ma'lum vaqt belgilanadi va shu vaqt ichida savollarga javob yozish so'raladi. Ushbu topshiriqni frontal, individual yoki guruh-guruh bo'lib ishlash orqali jamoaviy ravishda bajarish mumkin.

2-variant (ma'lum mavzu yuzasidan savollar). Talabalar ma'lum mavzu yuzasidan rasm ko'rsatiladi va shu rasimga oid savollar berilib, ularga javob yozish so'raladi. Guruh-guruh bo'lib ishlaganda esa bunday topshiriq har bir guruhga alohida beriladi.

Quyida berilgan kimyoviy elementlarni o'qing va eslab qoling.

Periodic table of the elements

Periodic table of the elements																			
1A		2A																8A	
PERIOD	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
1	1 H Hydrogen 1.0079																	2 He Helium 4.002603	
2	3 Li Lithium 6.941	4 Be Beryllium 9.0122															10 Ne Neon 20.179		
3	11 Na Sodium 22.989769	12 Mg Magnesium 24.305															18 Ar Argon 39.948		
4	19 K Potassium 39.0983	20 Ca Calcium 40.08	21 Sc Scandium 44.955912	22 Ti Titanium 47.88	23 V Vanadium 50.9415	24 Cr Chromium 51.9961	25 Mn Manganese 54.938044	26 Fe Iron 55.847	27 Co Cobalt 58.9332	28 Ni Nickel 58.6934	29 Cu Copper 63.546	30 Zn Zinc 65.39	31 Ga Gallium 69.723	32 Ge Germanium 72.59	33 As Arsenic 74.9216	34 Se Selenium 78.96	35 Br Bromine 79.904	36 Kr Krypton 83.80	
5	37 Rb Rubidium 85.4678	38 Sr Strontium 87.62	39 Y Yttrium 88.90584	40 Zr Zirconium 91.224	41 Nb Niobium 92.9064	42 Mo Molybdenum 95.94	43 Tc Technetium (98)	44 Ru Ruthenium 101.07	45 Rh Rhodium 102.9055	46 Pd Palladium 106.42	47 Ag Silver 107.8682	48 Cd Cadmium 112.411	49 In Indium 114.818	50 Sn Tin 118.710	51 Sb Antimony 121.757	52 Te Tellurium 127.60	53 I Iodine 126.905	54 Xe Xenon 131.29	
6	55 Cs Cesium 132.905	56 Ba Barium 137.33	57 La Lanthanum 138.905	58 Ce Cerium 140.12	59 Pr Praseodymium 140.908	60 Nd Neodymium 144.24	61 Pm Promethium (145)	62 Sm Samarium 150.36	63 Eu Europium 151.964	64 Gd Gadolinium 157.25	65 Tb Terbium 158.925	66 Dy Dysprosium 162.50	67 Ho Holmium 164.930	68 Er Erbium 167.26	69 Tm Thulium 168.934	70 Yb Ytterbium 173.04	71 Lu Lutetium 174.967	72 Hf Hafnium 178.49	
7	87 Fr Francium (223)	88 Ra Radium 226.025	89 Ac Actinium 227.028	90 Th Thorium 232.038	91 Pa Protactinium 231.036	92 U Uranium 238.0289	93 Np Neptunium 237.048	94 Pu Plutonium (244)	95 Am Americium (243)	96 Cm Curium (247)	97 Bk Berkelium (247)	98 Cf Californium (251)	99 Es Einsteinium (252)	100 Fm Fermium (257)	101 Md Mendelevium (258)	102 No Nobelium (259)	103 Lr Lawrencium (260)	104 Rf Rutherfordium (261)	

Table of the elements and their discoverers

Name	Sym- bol	Atomic weight ^a	Atomic number	Density (g/cm ³) at 20 °C	Discoverer	Country of discovery	Date of discovery
Actinium	Ac	227.028	89	10.071	André Debierne	France	1899
Aluminum	Al	26.9815	13	2.70	Hans Christian Ørsted	Denmark	1825
Americium	Am	[243]	95	13.67	G. T. Seaborg; R. A. James; L. O. Morgan; A. Ghiorso	United States	1945
Antimony	Sb	121.75	51	6.691	Known to ancients		
Argon	Ar	39.948	18	0.00166	Sir William Ramsay; Baron Rayleigh	Scotland; Eng.	1894
Arsenic	As	74.9216	33	5.73	Known to ancients		
Astatine	At	[210]	85	0.0175†	D. R. Corson; K. R. Mackenzie; E. Segrè	United States	1940
Barium	Ba	137.33	56	3.5	Sir Humphry Davy	England	1808
Berkelium	Bk	[247]	97	14.0†	G. T. Seaborg; S. G. Thompson; A. Ghiorso	United States	1949
Beryllium	Be	9.0128	4	1.848	Friedrich Wöhler; A. A. Bussy	Germany; Fr.	1828
Bismuth	Bi	208.980	83	9.747	Known to ancients		
Boron	B	10.81	5	2.34	H. Davy; J. L. Gay-Lussac; L. J. Thenard	England; Fr.	1808
Bromine	Br	79.904	35	3.12	Antoine J. Balard; Carl J. Löwig	France; Germany	1826
Cadmium	Cd	112.41	48	8.65	Friedrich Stromeyer	Germany	1817

^a A number in brackets indicates the mass number of the most stable isotope.

† The density is calculated and not based on an actual measurement.

Table of the elements and their discoverers

Name	Sym- bol	Atomic weight ^a	Atomic number	Density (g/cm ³) at 20 °C	Discoverer	Country of discovery	Date of discovery
Calcium	Ca	40.08	20	1.55	Sir Humphry Davy	Britain	1808
Californium	Cf	[251]	98	9.8	G. T. Seaborg; S. G. Thompson; A. Ghiorso; K. Street, Jr.	United States	1950
Carbon	C	12.011	6	2.25	Known to ancients		
Cerium	Ce	140.12	58	6.768	W. von Hisinger; J. Berzelius; M. Klaproth	Sweden;	1803
Cesium	Cs	132.905	55	1.873	Known to ancients		
Chlorine	Cl	35.453	17	0.00295	Gustav Kirchhoff; Robert Bunsen	Germany	1860
Chromium	Cr	51.996	24	7.19	Carl Wilhelm Scheele	Sweden	1774
Cobalt	Co	58.9332	27	8.9	Louis Vauquelin	France	1797
Copper	Cu	63.546	29	8.96	Georg Brandt	Sweden	Late 1730s
Curium	Cm	[247]	96	13.51†	Known to ancients		
Dysprosium	Dy	162.50	66	8.550	G. T. Seaborg; R. A. James; A. Ghiorso	United States	1944
Einsteinium	Es	[252]	99	9.9	Paul Emile Lecoq de Boisbaudran	France	1886
Element 104				104	Argonne; Los Alamos; U. of Calif. Claimed by G. Flérov and others Claimed by A. Ghiorso and others	United States	1952
						Soviet Union	1964
						United States	1969

^a A number in brackets indicates the mass number of the most stable isotope.

KIMYOVIY ELEMENTLAR RO'YXATI

Ag - argentum [a:'dʒentəm] = silver [silvə] kumush
Al - aluminium [ælju'minjəm] alyuminiy
Ar - argon ['a:gon] argon
As - arsenic ['a:snik] mishyak
Au - aurum ['o:rəm] = gold [gould] oltin
B - boron ['bo:ron] bop
Ba - barium ['bæriəm] bariy
Be - beryllium [be'riljəm] berilliy
Bi - bismuth [bizməθ] vismut
Br - bromine ['bromine] brom
C - carbon ['ka:bən] uglerod
Ca - calcium ['kælsiəm] kalsiy
Ce - cerium ['si:riəm] selen
Cd - cadmium ['kædmiəm] kadmiy
Cl - chlorine ['klo:ri:n] hlör
Co - cobalt [kə'bo:lt] kobalt
Cr - chromium ['kroumjəm] hrom
Cs - caesium ['si:zjəm] seziy
Cu - copper ['kopə] mis
F - fluorine ['fluəri:n] ftor
Fe - ferrum ['ferəm] = iron ['aiən] temir
Ga - gallium ['gæliəm] gaily
Ge - germanium [dʒə:'meiniəm] germaniy
H - hydrogen ['haidridʒən] vodorod
He - helium ['hi:-ljəm] geliy
Hg - hydrargyrum ['hai'dra:dʒirəm] = mercury [mə:kjuri] simob
I - iodine ['aiədi:n] yo'd
Ir - indium [ai'ridiəm] iridiy
K - kalium ['keiliəm] = potassium [pə'tæsjəm] kaliy
Li - lithium ['liθiəm] litiy
Mg - magnesium [mæg'ni:zjəm] magniy
Mn - manganese [ˌmæŋg'əni:z] marganes
Mo - molybdenum [mo'libdinəm] molibden
N - nitrogen ['naitridʒən] azot
Na - natrium ['neitriəm] = sodium [soudjəm] natriy
Ne - neon ['niən] neon
Ni - nickel ['nikl] nikel
O - oxygen ['oksidʒən] kislöröd
P - phosphorus ['fosfərəs] fosfor
Pb - plumbum ['plʌmbəm] = lead [led] qo'rg'oshin
Pt - platinum ['plætɪnəm] platina
Pu - plutonium [plu:'tounjəm] plutoniy
Ra - radium ['reidjəm] radiy
Rb - rubidium [ru:'bidiəm] rubidiy
S - sulphur [sʌlfə] oltingugurt
Sb - antimony ['æntiməni] surma
Sc - scandium ['skændiəm] skandiy
Se - selenium [si'li:njəm] selen
Si - silicon ['silikən] kremniy
Sn - stannum ['stænəm] = tin [tin] qalay

Sr - strontium ['stron]jəm] stronsiy
Te - tellurium [te'ljuənəm] tellur
Th - thorium ['θo:riəm] toriy
Ti - titanium [ti'teinjəm] titan
U - uranium [juə'reinəm] uran
W - wolfram ['wulfrəm] = tungsten ['tʌŋstən] volfram
Zn - zinc [zɪŋk] rux
Zr - zirconium [zə:'kounjəm] sirkoniy

Ro'yxatga keng tarqalgan kimyoviy elementlar kiritilgan.



TOPSHIRIQ

1. Berilgan kimyoviy elementlar nomini kengaytirgan holda, to'liq yozing.

Ag-	C-
Al-	Ca-
Ar-	Ce-
As-	Cd-
Au-	Cl-
B-	Co-
Ba-	Cr-
Be-	Cs-
Br-	Cu

2. Berilgan kimyoviy elementlar nomini kengaytirgan holda, to'liq yozing.

F-	K-
Fe-	Li-
Ga-	Mg-
H-	Mn-
He-	Mo-
Hg-	N-
I-	Na-
Ir-	Ne-

3. Berilgan kimyoviy elementlar nomini kengaytirgan holda, to'liq yozing.

Ni-	Ge-	U-
O-	Pt-	S-
Si-	Te-	W-
Bi -	Pu -	Sb -
Sn -	Th-	Zn-
P-	Ra-	Sc-
Sr-	Ti-	Zr-
Pb -	Rb-	
Se-		

IV- QISM

YOZMA NUTQ KO'NIKMALARINI O'STIRISHGA QARATILGAN TOPSHIRIQLARDAN NAMUNALAR

Bu qismda biror mavzuga oid so'z va so'z birikmalari beriladi hamda talabalardan shu mavzuga oyd matn tuzish so'raladi.

UMUMIY MAVZULAR

My happy family



WORDS

Tayanch so'zlar: In Andijan, at the faculty of biology, first course, family, was born, teacher of chemistry, ecological, English language, mother, works, at school, friendly, live, like, wife, birds, housewife.



1. O'qing va eslab qoling.
2. Tinglang va yozib oling.

I live *in Andijan*. I study at the Andijan State University *at the faculty of biology* in the *first course*. *I was born* on the 20th February in 1992. I have a *family*. Our family is large. I have a father, a *mother*, a brother, his *wife* and a little sister. My father is a *teacher of chemistry* at school. My mother is a *housewife*. Brother is married. He *lives* in Fergana. He works as a doctor in a hospital. His wife is an *English* teacher. She works *at school* too. My little sister is a pupil. She *likes birds* and English language. She goes to the *ecological* club three times a week. We are happy and *friendly* family.

My friend



WORDS

Tayanch so'zlar: name, years old, a lot of work, busy man, pensioneer, nice, fond of sport, schoolgirl, reading books, at home, members, daughter, son, biochemistry, laboratory, newspaper, study, animal, doctor, library, weekend, theatre, book on biology.



1. O'qing va eslab qoling.
2. Tinglang va yozib oling.

I have a friend. His full *name* is Azizbek Rahmonov. He is 29 (twenty nine) *years old*. He is a teacher of *biology* at the university. He is a very *busy man*. *He* has *a lot of work* in his biological laboratory in the faculty. There are five *members* in his family. His parents were the teachers of chemistry. Now they are *pensioners*. He is married. His wife Nazira is a *doctor*. She studies for magistrate degree. He has a *nice* daughter and a *son*. His *daughter* is a *school girl* and son is a child. Azizbek is *fond of sport* and *animals'* life. He likes *reading books* on biology and *biochemistry*. He has lots of books in his home *library*. *On weekends* his family likes to go to the *theatre*.

My Day



Tayanch so'zlar: in the morning, do morning jerks, have breakfast, go to the university, have lessons, begin at 8:30, at the lecture, listen and write, answer the question, after lessons, go to, library, borrow books, in the reading hall, have dinner, have a rest, have supper, prepare for seminar, watch TV program, go to bed.



1. O'qing va eslab qoling.
2. Tinglang va yozib oling.

Every day is interesting to me. I get up early **in the morning** and do **morning jerks**. Usually my mother or my sister prepares breakfast. We all **have breakfast** around the table. I **go to the university** at 7³⁰. Every day I have three or four lessons. They begin **at** 8³⁰. We have lectures on biology everyday. We **listen** and write **at the lectures**. After the lectures I and my friends **go to the library** and **borrow books**. **In the reading hall** you can see many students. They prepare their **lessons** there. **After** all I go home and **have dinner**. **I have a rest** by watching films on animals' and insects' life. I have supper at 18³⁰. Then I **prepare for seminars** on biochemistry and analytical chemistry. I **go to bed** at 22⁰⁰ o'clock.

My house



Tayanch so'zlar: many cabbages, fruit trees, in the corner of, bed, orchard, red carpet, a bookshelf, light, palms, sitting-room, beautiful flowers, comfortable, on the window, interesting books, yard, eight rooms, clean, full of, my room.



1. O'qing va eslab qoling.
2. Tinglang va yozib oling.

I live in Andijan city, in Mashrab Street. Our house is big. There are **eight rooms** in it. They are: a **sitting-room**, a dining-room, two bedrooms, children's room, a study room, a bathroom and a kitchen. We have a yard and an **orchard**. There are many beautiful flowers in front of our house. **Fruit trees** and **palms** are also in it. You can see **many cabbages**, carrots, tomatoes, potatoes, and others there too. Now I want to tell you about my room. My room is not large but it is **light** and **clean**. There is a **red carpet** on the floor. **In the corner** of the room there is a **bookshelf**. It is **full of** many **interesting books**. There is a table and two chairs there. My **bed** is at the wall. There are **flowers** on the window. My room is very **comfortable** for me. I like **my room** and house very much. And I shall be glad to see you here.

My favourite season



Tayanch so'zlar: green grasses, pleasant, sky, birds, rains, lovely holiday, air, new day, everywhere, celebrate, in a year, covered, colored flowers, fresh, best of all, cold, flowers, autumn, blaming, weather, hot, favourite, each season, holidays, like, shorter, view.



1. O'qing va eslab qoling.
2. Tinglang va yozib oling.

There are four beautiful **seasons** in a year. They are: spring, summer, **autumn** and winter. **Each** season has its own beautiful **view**. My favourite season is spring. I like spring **best of all**.

Spring is a very beautiful and **pleasant** season. In spring **everywhere** is **covered** with coloured **flowers** and **green grass**. The days are longer, the nights are **shorter** than in winter. We have many spring **holidays**. **We celebrate** the mother's day every year on the 8th of March. We celebrate the holiday «Navruz» on the 21st of March. It is our **lovely** holiday. It means **new day**.

The **weather** is not so cold and not so hot in spring. The flowers are in blossom. The **birds** sing their spring songs. The air is **fresh**, the **sky** is blue. It often **rains**. There are many flowers in spring. I like spring very much.

Our faculty



WORDS

Tayanch so'zlar: faculty, university, library, modernized, dean, lecture, biology, comfortable, student, animals, responsible for, taught, different, like, the main building, computer, take an active part, laboratory, specialists, subjects, located, students' dormitory, social life, insects, study, teachers, classrooms, birds, experienced, club, practical orchard.



1. O'qing va eslab qoling.
2. Tinglang va yozib oling.

I am a **student** of the biological **faculty** of Andijan State **University**. Our faculty is **located** on the fourth floor of the **main building** of the university. The several **subjects** are taught: **biology**, botanic, ecology, geography, biochemistry, chemistry, analytical chemistry, organic chemistry, and others. After graduating from the university the students become teachers and **specialists** of biology, chemistry, geography, ecology. There are 964 students in our faculty. There are 21 **classrooms** and three **lecture** halls in the faculty.

Many **experienced teachers** work in the faculty. After the lessons students go to the ecological, biological, chemical **clubs** of the faculty. You can see **different animals, birds** and **insects** in the clubs. The **dean** of the faculty is **responsible for** the **teaching** process. There are **computer** rooms, **laboratory**, library and **practical orchard** in our faculty. The **students' dormitory** is **modernized** and **comfortable**. I **like** our faculty and **take an active part in social life** of our faculty.

Our university



WORDS

Tayanch so'zlar: study, student, computerized library, university, the city, faculty, each, different, main building, more than, our, lecture, pairs of lessons, campus, there are, halls, students dormitory, teachers, modern, scholarships, have, department, clubs, language, ecological, foreign, magistrate, like, work, education, Uzbekistan.



1. O'qing va eslab qoling.
2. Tinglang va yozib oling.

I am a **student**. I study at the university. I am a first year student at the **faculty** of bio-chemistry. **Our** faculty is in the centre of **the city**. There are seven faculties at our **university**. They are bio-chemistry, physics and mathematics, history, Uzbek philology, physical culture, pedagogic, music and art. **More than** eight thousand students study in our university. The university has two campus and **main building**. They are in **different** parts of the city. There is a sports hall, stadium, water-pool, two big dining-rooms in the main building. There are **computerized library** and computer halls and **students dormitory** in **each** faculty.

Many experienced teachers **work** at our university. We have good conditions, **modern lecture** halls and **study** rooms here. We get **scholarships** in every month. Every day we have 3 or 4 **pairs of lessons**.

After lessons we go to the different clubs such as: **language** club, **ecological** club, youth historic club, art club, sports clubs, young scientist **club** and others. Our university has students from different **foreign** countries such as South Korea, India, Russia, Malaysia and Europe. Some of them study at the **magistrate** department. I **like** our university. After graduating from the university students go to work at schools or different colleges and **educational** departments of **Uzbekistan**.

My native city Tashkent



Tayanch so'zlar: *Uzbekistan, old, live, was founded, is located, lies, city, population, grown, people, squares, high buildings, fountains, modern city, a lot of, is flourishing, transport, decorated, traditional, centre, universities, institutes, colleges, lyceums, schools, library, theatres, cinema, cotton, world, a number of, proud of.*



1. O'qing va eslab qoling.
2. Tinglang va yozib oling.

Tashkent is my native city. Tashkent is the capital of the independent Republic of **Uzbekistan**. It is a very **old** city. It **was founded** 2200 years ago. The city **is located** at the foothills of the Tien Shan mountain range and lies in the Chirchic river valley. The **population** of the **city** has already **grown** to more than 3 million **people**.

Tashkent with its new avenues, **squares, high buildings** and **fountains**, has become the most **modern** city in Uzbekistan. The city **is flourishing** as never before. The **transport** facilities are good. There are buses, trams, taxis and a subway with many beautiful metro stations **decorated** in **traditional** Uzbek art.

Tashkent is the educational and scientific **centre** of Uzbekistan, and there are a lot of **universities, institutes, colleges, lyceums, schools** and secondary schools in it. There is also an academy of sciences, which unites dozens of research institutes. Tashkent is a cultural centre with many **libraries, theatres** and **cinemas**. Tashkent has industrial establishments, which produce cotton fabric, textile machinery, electrical equipment, **cotton** harvesters and other products. They are well known not only in Central Asia but also in the **world**.

Tashkent is often called a city of peace and friendship. A **number** of summit talks have been held in Tashkent. A **lot** of embassies and offices of many international organizations, companies and firms have opened their offices in the city. I am **proud** of my native city.

Uzbekistan



Tayanch so'zlar: Central Asia, motherland, national, occupies, climate, hymn, has been elected, borders, native land, became, flag, situated, population, an independent, president, people, territory, emblem, cold, summer, square, Uzbekistan, sunshine, a multinational, capital, regions, love, language, future.



1. O'qing va eslab qoling.
2. Tinglang va yozib oling.

Uzbekistan is my native land. It is situated in the **Central** Part of Central **Asia**, between the Amu-Darya and the Syr-Darya rivers. It's territory **occupies** almost half a million **square** km.

In 1991 on the 1st of September Uzbekistan became an independent Republic. The first president of Uzbekistan was **elected** on December 29, 1992. Uzbekistan has its own flag, **national hymn** and state emblem.

Uzbekistan **borders** on Kazakhstan, Kirghizistan, Tajikistan, Turkmenistan and Afghanistan. Uzbekistan is the republic of **sunshine**. The **climate** of Uzbekistan is very hot in **summer** and **cold** in winter. Uzbekistan is a **multinational** republic. The **capital** of Uzbekistan is Tashkent. The **population** of Uzbekistan is more than 26 million people. There are 12 administrative **regions** in Uzbekistan. The citizens of Uzbekistan have equal rights. The Uzbek **language** is the state language. **Uzbekistan** is the republic with its fine **future**. I **love** my **motherland**.

MUTAXASSISLIKKA OID MAVZULAR

My future profession



Tayanch so'zlar: geographer, different, information, biology, natural, flowers, to teach, love, proud of, to introduce, entered, professions, chemist, various, interesting, the animals, ecologist, honourable, teachers, choice of, chance, mathematics.



1. O'qing va eslab qoling.
2. Tinglang va yozib oling.

There are many **different** and interesting professions such as: teacher, architect, doctor, biologist, builder, actor, producer, painter, chemist, ecologist, **geographer** and many others.

As for me, I choose the **profession** which I **love**. It is the teacher of biology. That is why I **entered** Andijan state university. It trains teachers of various subjects: teachers of **biology**, chemistry, ecology, geography, history, literature, economics, physics, mathematics and others. The profession of a teacher is one of the most honourable professions. The main aim of the teacher is to **teach** his subject. But besides this, teachers bring up children, prepare them for life and the choice of profession. As a teacher of biology I shall have the chance to **introduce natural** life to children. And give more **information** about the animals and **flowers**. I like and I am **proud of** my profession.

Ecology



Tayanch so'zlar: means, pay, science, clean, important, must, seas, protect, forest, plant, attention, trees, pollution, to learn, lakes, air, must be solved, natural things, nature, ecology, problems, against, rivers, animals, flowers, water, planet.



1. O'qing va eslab qoling.
2. Tinglang va yozib oling.

Ecology means «eco» - nature and «logos» - **science**. It **means** to **learn** our nature. We must **pay** great **attention** to ecological problems. We must protect our **nature**. We have many **problems** that must be **solved**. We **must** struggle **against** pollution of our nature, rivers, **lakes** and **seas**. We must preserve our **forest** and rare **animals**. And must plant **trees** and **flowers**. **Water** is one of the most **important natural** resources. We cannot live without water and without **air**. So we must keep the air of our **planet clean** and fresh.

Everybody is responsible for **protecting** our nature from destruction. So, all people should struggle against the **pollution** of our **rivers**, lakes and seas and air. That is our main duty.

Chemistry



Tayanch so'zlar: study, property, change, conditions, energy, accompany, fundamental, science, important, development, biochemistry, physics, geology, fields of science, discovery, property, elements, great contr'n'bution, world, chemistry, future, practically, rapid, industry, to create, plastics, learn, materials, reaction.



1. O'qing va eslab qoling.
2. Tinglang va yozib oling.

Chemistry is the **study** of the composition and **properties** of matter, their changes, the **conditions** under which such **changes** take place, and the **energy** changes which **accompany** them. Chemistry is one of the **fundamental** sciences. It plays an **important** part in the **development of biochemistry, physics, geology**, and many other **fields of science**.

In 1869 D. I. Mendeleyev **discovered** regularities in the properties of the **elements**. Many great scientists devoted their life to the development of **chemistry**. They made **great contribution** to the **world** science.

Now everyone understands the importance of chemistry. The **future** of chemistry is **practically** unlimited. **Rapid** development of chemical **industry** will make it possible to **create** many new goods, machines, **plastics**, polymers. It will help to understand many new phenomena.

In our study of chemistry we can **learn** many things about substance, compounds **materials**, chemical and physical changes, chemical properties, **reactions** and many other interesting and important things.

Geography of Uzbekistan



WORDS

Tayanch so'zlar: *situated, west, occupy, territory, Tien Shan, located, east, rivers, region, Amudarya, Syrdarya, mountains, slightly, plains, north, Gissaro-Alay, highest peak, sea, geography, miles, deserts.*



1. O'qing va eslab qoling.
2. Tinglang va yozib oling.

The Republic of Uzbekistan is **situated** in the central part of the Central Asian Economic **Region** between *the Amudarya* and *Syrdarya Rivers*. Its territory stretches **east** to **west** 1425 km and to south 930 km. In size, Uzbekistan is **slightly** larger than the United Kingdom, Belgium, Denmark, Switzerland and Austria put together. The **plains** (consisting primarily of Kizilkum Desert) are **located** in the south and north-western regions while the mountains and foothills **occupy** approximately a third of the south-eastern **territory**. Uzbekistan is also home to the Western **Tien Shan** and **Gissaro-Alay mountains**, the **highest peak** of which is 4643 meters above sea level. Uzbekistan is a country of differences which are partly a result of the **geography**. If you want to go from Nukus to Andijan by train, you must ride more than one thousand **miles**. Going by train you can see flattest of **deserts** and high **mountains**.

The climate of Uzbekistan



WORDS

Tayanch so'zlar: *climate, weather, sunny days, summer, temperature, earth, continental, autumn, rises, snows, considerably, abundance, warm, changes, cold, rainy, winter, dry, cloudless, hot, month.*



1. O'qing va eslab qoling.
2. Tinglang va yozib oling.

The **climate** of Uzbekistan is **continental**. There are more than 250 **sunny days**. As the other Central Asian republics, it has an **abundance** of solar heat. The surface of the **earth** which absorbs much of the radiation becomes **considerably** heated. The **temperature** of the top soil which is almost devoid of vegetation in the plains, frequently **rises** to 60° and the temperature of the air over it climbs to 40° - 45° at noontime in the **summer** months. There is considerable difference between summer and **winter** temperatures and sudden sharp **changes** in the **weather**. The unstable, fairly **cold** winter abruptly gives way to a warm, **rainy** spring which in turn is replaced by a **dry** summer.

The change from **autumn** to winter is also abrupt. It is long and **cloudless**. The first autumn frosts come at the end of October. The **hot** summer lasts from the end of May to October and it has stable, dry weather.

In contrast to summer, the relatively short winter is characterized by capricious weather. The frequent alternations of **warm** and cold air masses cause considerable fluctuations in temperature and air humidity. The sky is often overcast and it rains and **snows** occasionally.

Spring begins in the latter half of February or the first days of March. In the plains it lasts not more than a **month**, but in the mountains it lasts for more than three months.



MUTAXASSISLIKKA OID MURAKKAB MATNLAR

Quyida mutaxassislikka oid mavzulardan namunalar keltirilgan. Ushbu matnlardan kimyo va biologiya mutaxassisligi bo'yicha magistraturada tahsil olayotgan talabalarning foydalanishi maqsadga muvofiq. Matnlar ingliz tili darsini kasbga yo'naltirilganlik nuqtayi nazaridan tashkil qilish va talabalarda kasbiy motivatsiyani hosil qilishda yaxshi natija berishi mumkin. Shuningdek, ulardan talabalarning bilim darajasi, qiziqishi va qobiliyatiga ko'ra individual ish turlarida foydalanish ham mumkin. Ushbu matnlardan dars jarayonida yoki darsdan tashqari paytda foydalanishni o'qituvchining o'ziga havola etish maqsadga muvofiq.

1-topshiriq Matnlarni o'qing va ular yuzasidan berilgan savollarga javob yozing (savollar o'qituvchi tomonidan oldindan tayyorlab qo'yiladi).

2-topshiriq. Matnlarni o'qing va qisqa mazmunini yozing.

3-topshiriq. Matnlarni tinglang, so'ngra ularning qisqacha mazmunini yozing.

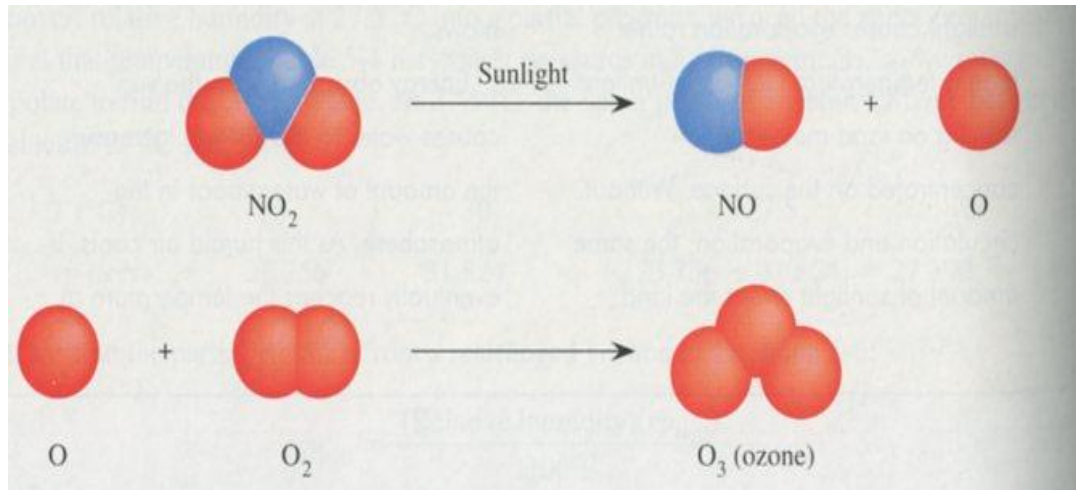
SOMETHING ABOUT WATER



Ancient Romans used to say: "water is everywhere" Water has been found to be involved **virtually** in all **geological** processes. Without water the **mantle** material would not be in the molten state. It **proves** to change the physical **properties** of the magma rising in volcanoes, sharply reduced the **melting** point of select rocks and largely determines the **crystallization** process. Water appears to be totally **dissociated**, its **molecules** being split into atoms at a depth of 10 kilometers.

Thanks to new methods of **research** enriched with theoretical **achievements** of modern science, primarily in physics and chemistry, virtually all **hydro-geological** processes have been founded to involve water.

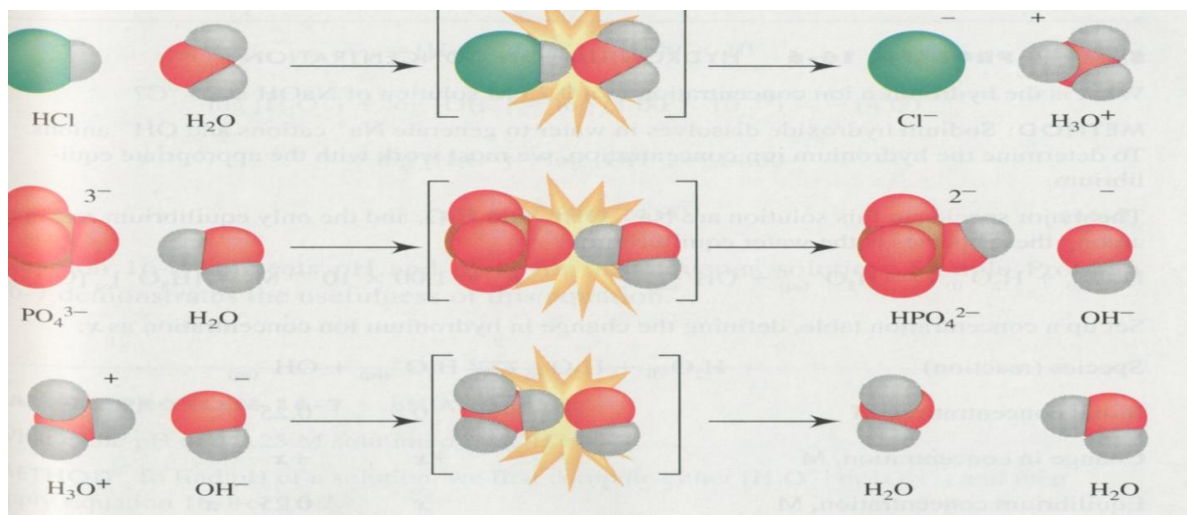
SOME FACTS ABOUT OXYGEN



Scientists have been looking for ways to **protect** the living from the **lethal influence** of ionizing **radiation** since the discovery of radioactivity.

More than 300000 different **chemical combinations** were tested, but unfortunately none of them were to be applicable to man due to their **high toxicity**. It is quite possible **to** increase the organism's resistance to radiation in a **low-oxygen** chamber. But these **chambers** are known to be very expensive and complicated.

CHEMICAL REACTION



Chemical **reaction** is strongly influenced by the solvent **medium** in which they proceed. New **technique** makes it possible to examine the behavior of so called "bare" chemical **reactions** in the absence of **solvent**.

Chemistry is the science of **molecules**. It is concerned with how and why atoms bond together to form molecules and how rapidly molecules can be **transformed** into new configuration. Most chemical reactions are found to take place in a solvent medium such as water whether they do so in the **test tube** or in the living cell.

WHAT IS AGRICULTURE?



© Robert Frerck, Woodfin Camp, Inc.

Country life in much of Europe is based on agriculture. This Spanish farmer uses modern farm machinery. But some farmers use the old-fashioned farming methods of their ancestors.

Agriculture is a human **activity** in which people use areas of land **to produce** food, clothing and other necessary materials.

The word agro is Latin word. It means a **field**. The word **agriculture** means the **cultivation** of fields and **growing** crops. But this is the old meaning of this word. Now it also means the use of and **to breed** animals. At present there are two main branches of agriculture. They are crop growing and animal breeding. It was many thousand years ago. Now **crop** growing is a highly developed branch of agriculture. The **soil** is the basis of agriculture enough for all the people can be grown if there is **sufficient** good soil for crops to produce high **yields**.

There are two ways to grow enough food **plants**. They are: the **increase** in area of **arable** land and the **intensification** of agricultural production in the areas already used for cropping. At present the second way is more important because there is not enough experience to **reclaim** tropical and subtropical.

The intensification of production in the **traditional** agricultural areas is based on the knowledge of climate, soils and their use, and on a large **collection** of high-yielding varieties and **hybrids** of agricultural crops.

All intensification factors, such as full **mechanization**, high application of **fertilizers** and extensive use of **herbicides** must be used in such a way as to disturb the biological **equilibrium** of the soil.

FOREST

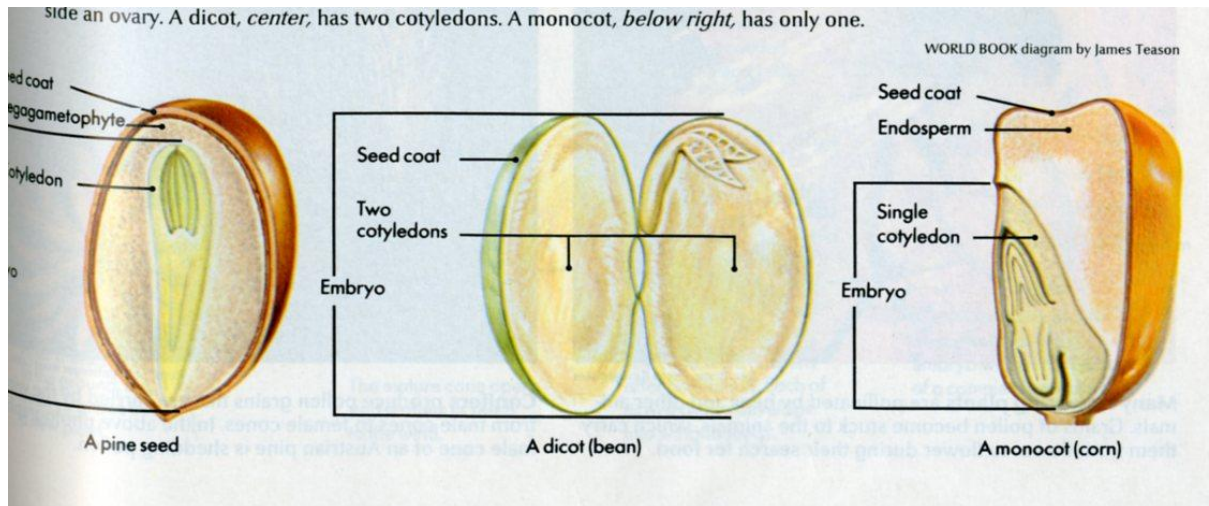


Forest is a large **area** of land **covered** with trees. But a forest is much more than just trees. It also **includes** smaller **plants**, such as mosses, **shrubs**, and wild flowers. In addition, many **kinds** of birds, **insects**, and other **animals** make their home in the forest. Millions upon millions of living things that can only be seen under a **microscope** also live in the forest.

Climate soil and water **determine** the kinds of plants and animals that can live in a forest. The living things and their **environment** together make up the forest *ecosystem*. An ecosystem consists of all the living and **nonliving** things in a **particular** area and the relationships among them.

The forest ecosystem is highly complicated. The **trees** and other green plants use **sunlight** to make their own food from the air and from water and **minerals** in the soil. The plants themselves serve as food for certain animals. These animals, in turn, are eaten by other animals. After plants and animals die, their **remains** are broken down by **bacteria** and other **organisms**, such as **protozoan** and **fungi**. This process returns minerals to the soil, where they can again be used by plants to make **food**.

PLANT CELLS



Structure of a plant cell is **similar** to the structure of an animal **cell**. Plant and animal cells are alike in that they **contain** a **nucleus**, one or more nucleoli, **ribosome**, **mitochondria**, and a cell membrane. Plant cells are different from animal cells in that plant cells have a **cell wall** and usually contain **vacuoles** and some plant cells contain **chloroplasts**.

In a plant cell the cell wall surrounds the cell **membrane** and the **cytoplasm** inside the cell **membrane**. Only a few **molecules** in thickness, the cell membrane is **located** where the **cytoplasm** comes in contact with the **surrounding** cell wall. A cell wall is not living. Unlike the cell membrane, the cell wall does not control the movement of material in and out of the cell. **Water** and other substances pass **freely** through cell walls.

RASMLARNI TASVIRLANG

1. Berilgan rasmni kuzating.
2. Tayanch so'zlar ishtirokida matn tuzing.



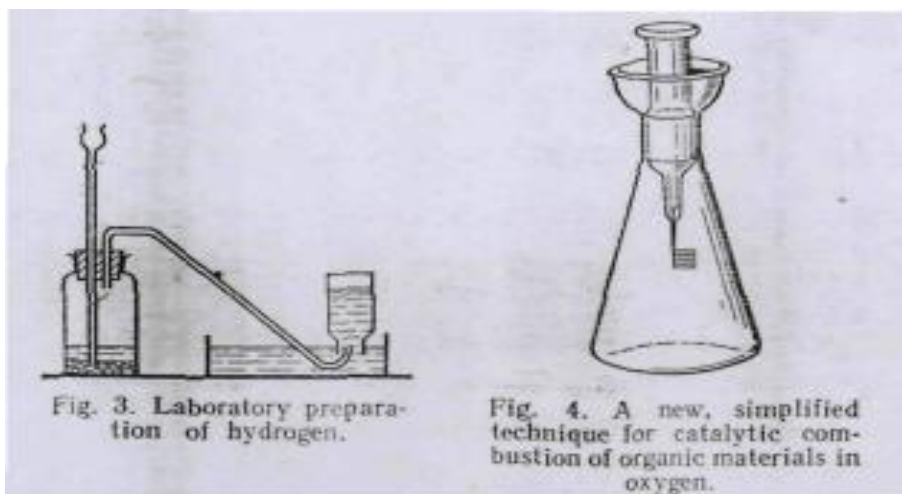
Tayanch so'zlar: butterflies, new, egg, skin, eat, food, lay, move, grow, plants, inside, hatch, fly, insects, caterpillars, egg shells, colour, wings.
Masalan:

The life cycle of the butterfly

Butterflies come from eggs. One butterfly can **lay** hundreds of **eggs**. The eggs can be black, brown, orange and yellow. Butterflies lay their eggs on **plants** (flowers). Out of one hundred eggs, only two or three eggs **hatch** into butterflies. Birds, hedgehogs, cats and other **insects** and animals like eating **caterpillars**.

After a few weeks the eggs turn into caterpillars. What is the first thing the caterpillars do? They **eat** their egg **shells** because the shell is good **food**. The caterpillars eat and eat and eat. And they **grow** and grow and grow and their **skin** gets very small. So they take off their skin and grow a **new** one. They usually do this five times. Each new skin is a different **colour** or pattern. When the caterpillars are big, they change into a chrysalis. The chrysalis does not **move**. But big changes happen. **Inside** the chrysalis, the caterpillar is changing into a butterfly. When the butterfly is ready, it comes out. Its **wings** are wet so it opens them in the sun. After a few minutes it can **fly**!

1. Berilgan rasmni kuzating.
2. Tayanch so'zlar ishtirokida matn tuzing.



WORDS

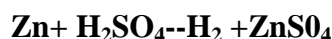
Tayanch so'zlar: hydrogen, zinc, preparation, gas, solution, acid, reaction, sulphuric, become, evolution, proceed, surface, water, control, regulating, add, observe.

Masalan:

Laboratory preparation of hydrogen

The most convenient laboratory method for the *preparation* of **hydrogen** is based on the reaction of **zinc** with dilute sulphuric acid. The **gas** is to be collected over **water** (see Fig. 3).

Zinc's rate of reaction can be easily **controlled** by **regulating** the rate with which sulphuric acid is **added**.

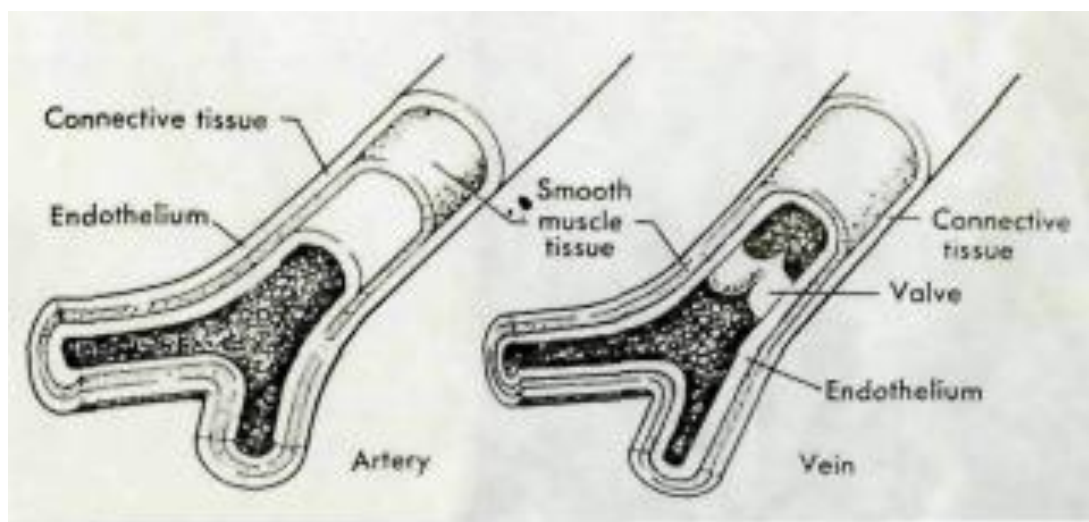


The **surface** of pure zinc placed in a **solution** of dilute **sulphuric** acid **becomes** coated with a film of hydrogen, the reaction **proceeds** very slowly. The **evolution** of gaseous hydrogen cannot be **observed**.

1. Berilgan rasmni kuzating.

2. Tayanch so'zlar ishtirokida matn tuzing.

***Tayanch so'zlar:** arteries, blood, heart, veins, diameter, thin, contain, muscle tissue, pressure, maintained, contractions, heart's ventricles, elastic walls.*



Masalan:

Arteries and veins

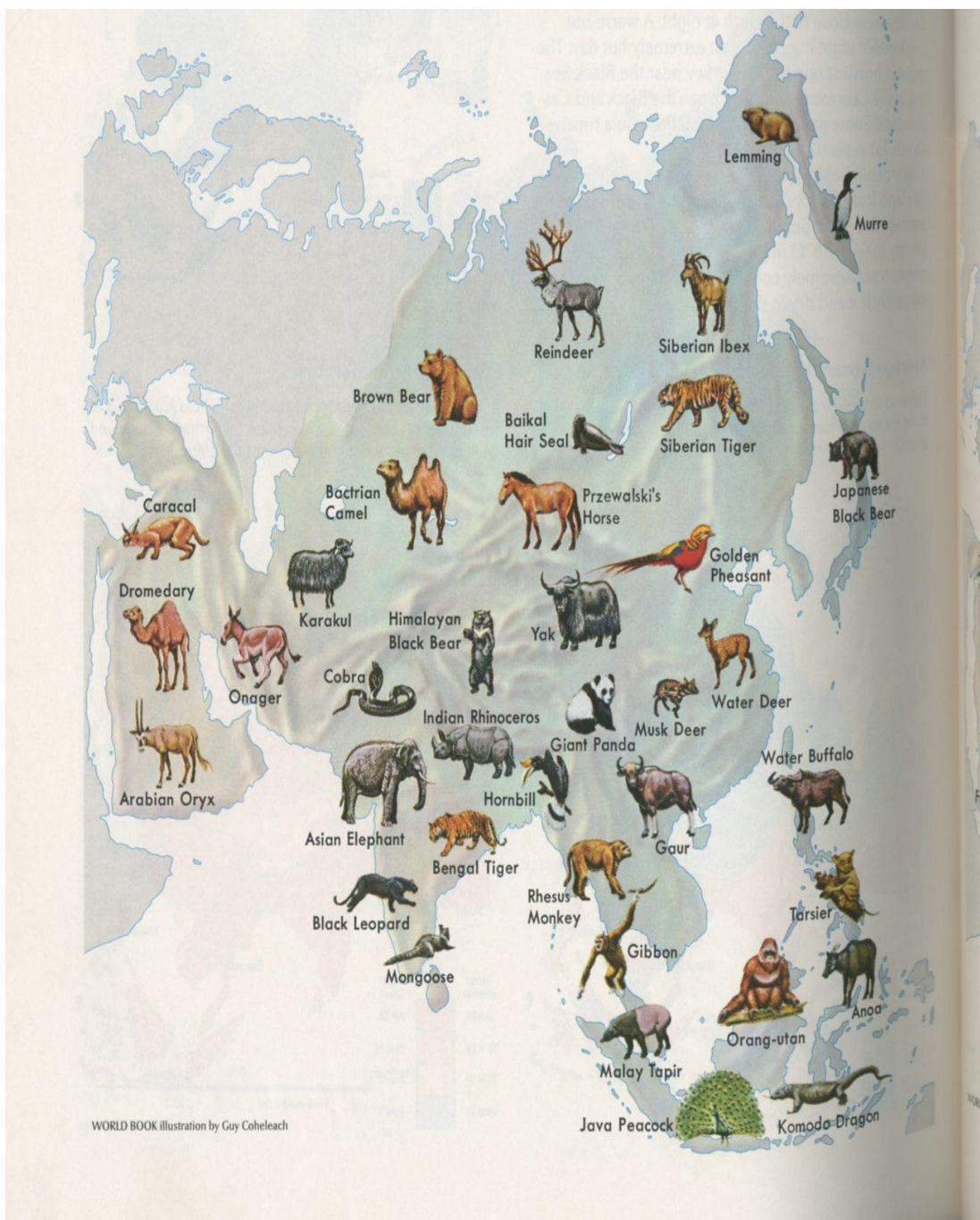
Arteries and veins are two kinds of blood vessels. **Arteries** carry **blood** away from the **heart** and **veins** carry blood to the heart. An artery has a thicker wall and a smaller internal **diameter** than a vein. The walls of veins are **thin** and **contain** less **muscle tissue** than arteries.

Blood in the arteries is under much greater pressure than blood in the veins. Therefore, blood moves more rapidly through the arteries. High **pressure** is maintained in the arteries by the repeated **contractions of** the **heart's ventricles**. The **elastic walls** of arteries also assist in **maintaining** higher blood pressure. Artery walls expand and contract as blood is pumped into them from the heart.



RASMLARNITASVIRLASH UCHUN MASHQLAR

N1. Asian wild animals



WORDS *Tayanch so'zlar:* przewalski's horse, lemming, murre, bactrian camel, brown bear, reindeer, caracal, Siberian ibex, Siberian tiger, Japanese black bear, Java peacock, komodo dragon, Malay tapir, orangutan, anoa, gibbon, tarsier, rhesus monkey, gaur, water buffalo, mongoose, black leopard, Bengal tiger, Asian elephant, hornbill, Arabian oryx, giant panda, Musk deer, water deer, Indian rhinoceros, onager, cobra, yak, Himalayan black bear, karakul, dromedary, golden pheasant.

Nº2. Bee

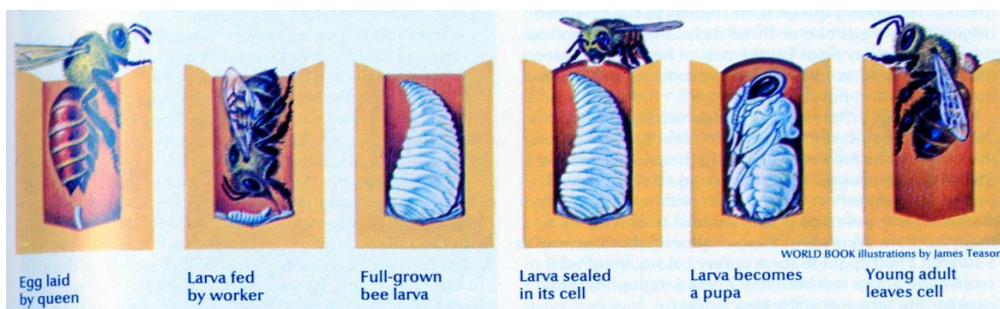
Tayanch so'zlar: worker, queen, drone, laid, larva, full-grown, larva, cell, pupa, adult.



Worker

Queen

Drone



Egg laid by queen

Larva fed by worker

Full-grown bee larva

Larva sealed in its cell

Larva becomes a pupa

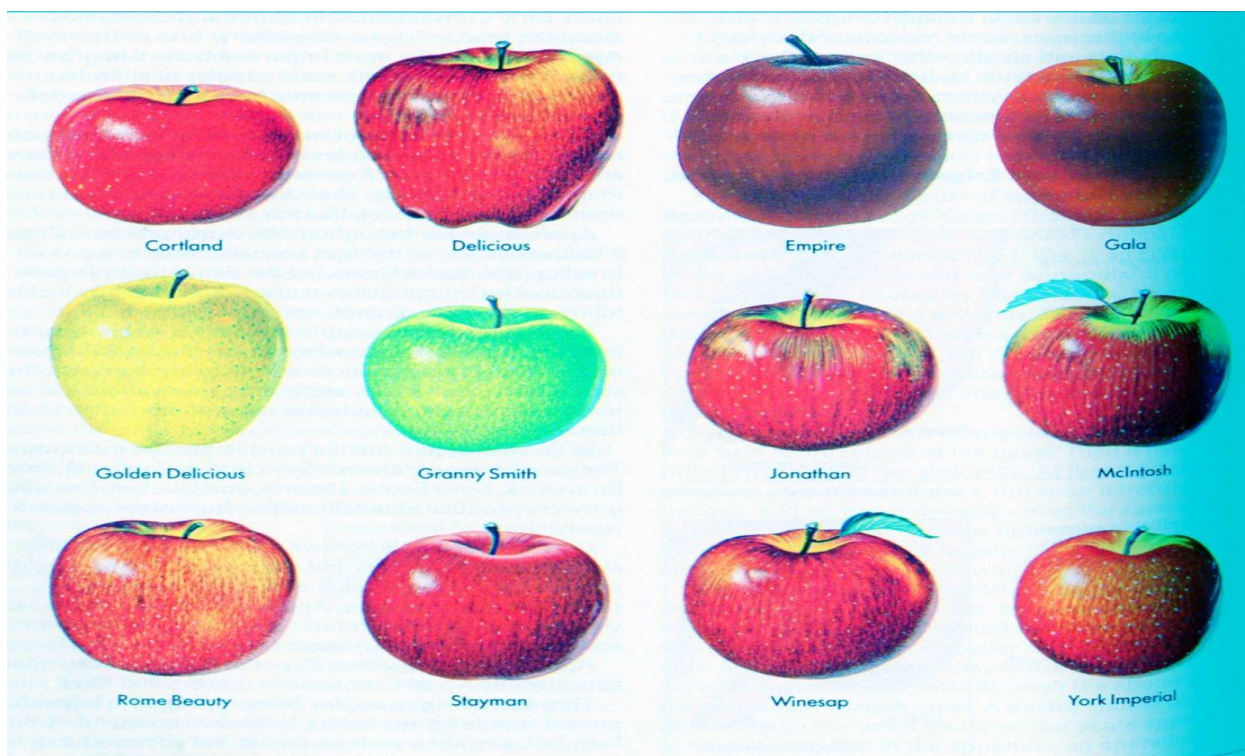
Young adult leaves cell

N3. Types of apples



WORDS

Tayanch so'zlar: Cortland, Deious, Empire, Gala, Golden De-KVORDS Hoious, Granny Smith, Janathan, Mcintosh, Rome buitty, Stay-man, Winesap, York imperial.



N4. Animals that sleep through the winter



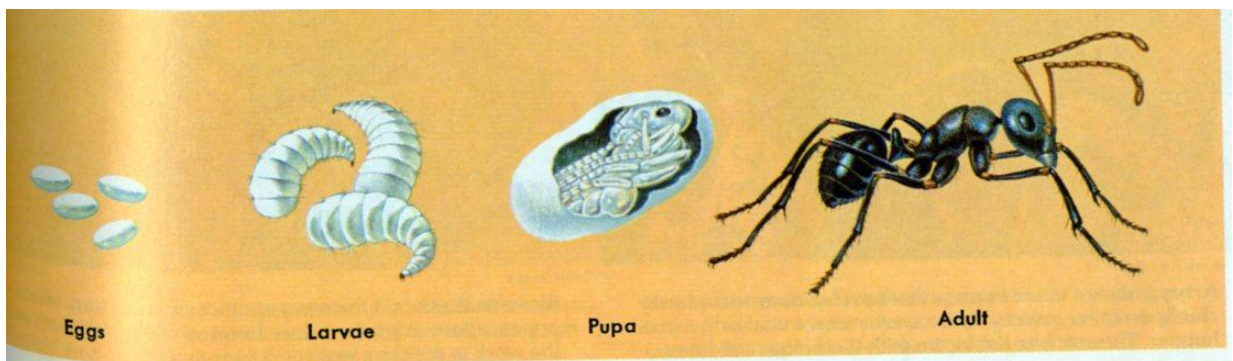
Tayanch so'zlar: bats, snakes, bear, turtle, frog, ground squirrel-**WORDS** *re'i* gñimal, through.

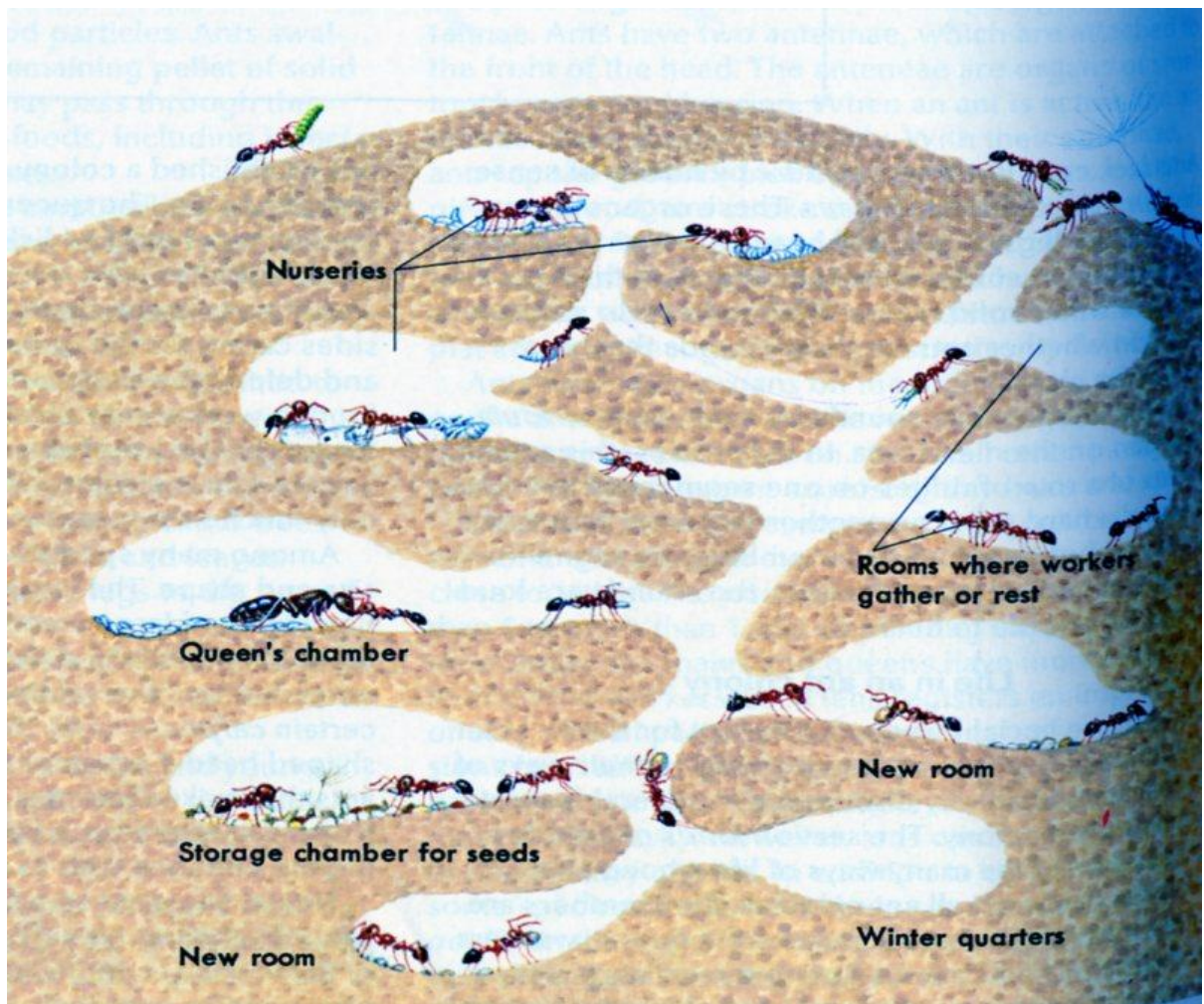
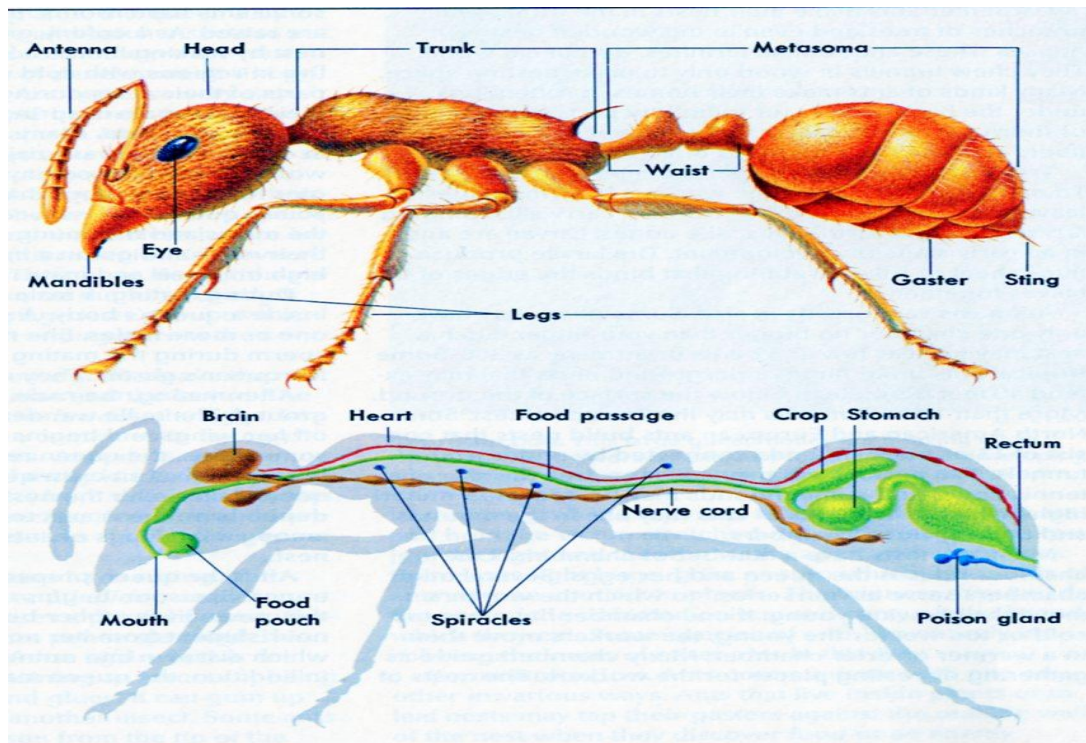


N5. Ants and their life style



Tayanch so'zlar: eggs, larvae, pupa, admit, antenna, head, trunk, metasoma, eye, mandibles, legs, gaster, sting, waist, heart, food passage, crop, stomach, rectum, poison gland, mouth, spiracles, narva cord, nurseries, chamber, gather, rest, storage, seeds, winter quarters.



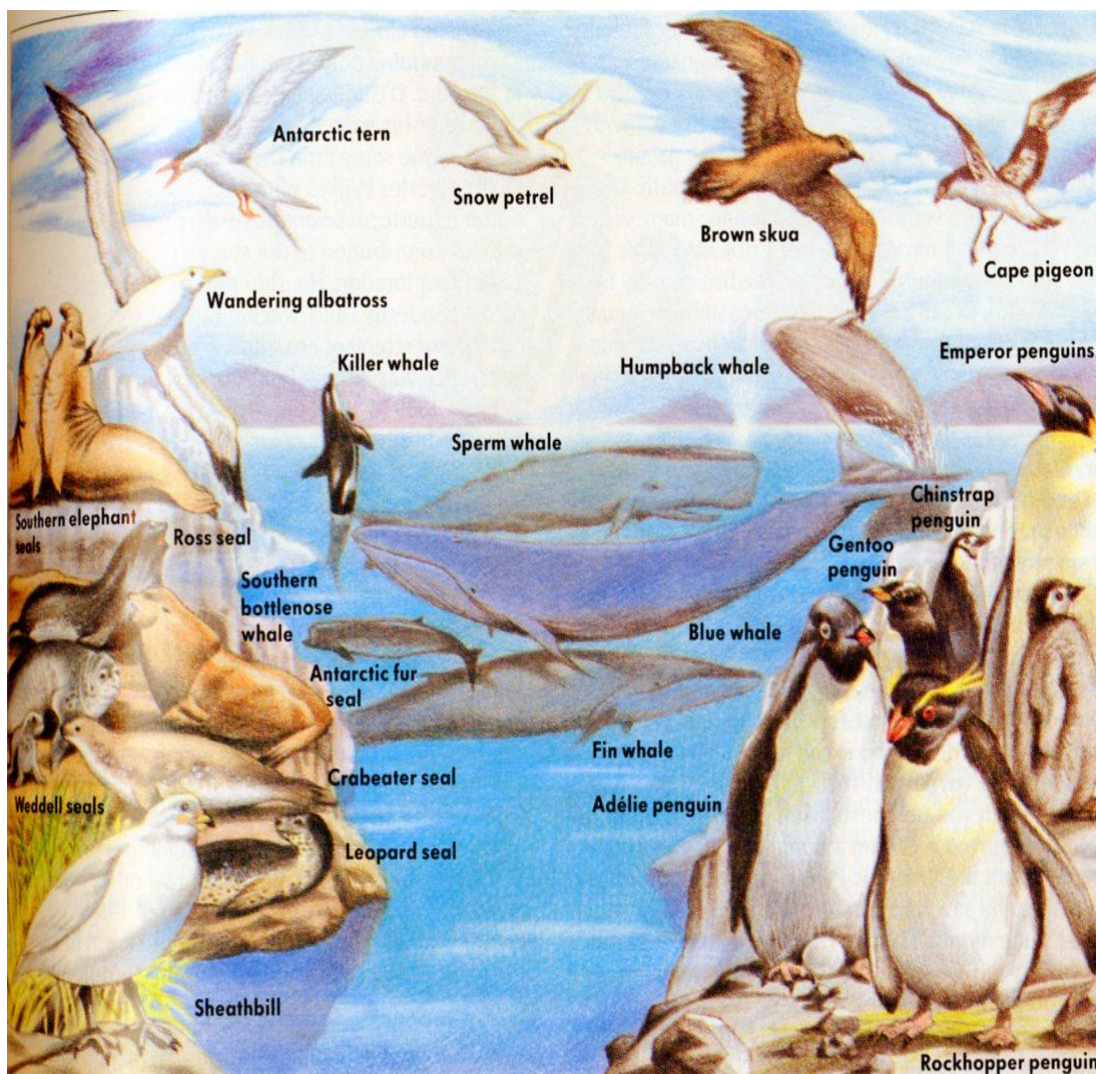


N6. Artie life



WORDS

Tayanch so'zlar: *Antarctic tern, snow petrel, brown skua, cape pigeon, wandering albatross, killer whale, humpback whale, emperor penguin, sperm whale, southern elephant, ross seal, chinstrap penguin, gentoo penguin, southern bottlenose whale, Antarctic fur seal, blue whale, fin whale, crabeater seal, leopard seal, adelic penguin, sheathbill, Rock-hopper penguin.*



N7. Fish

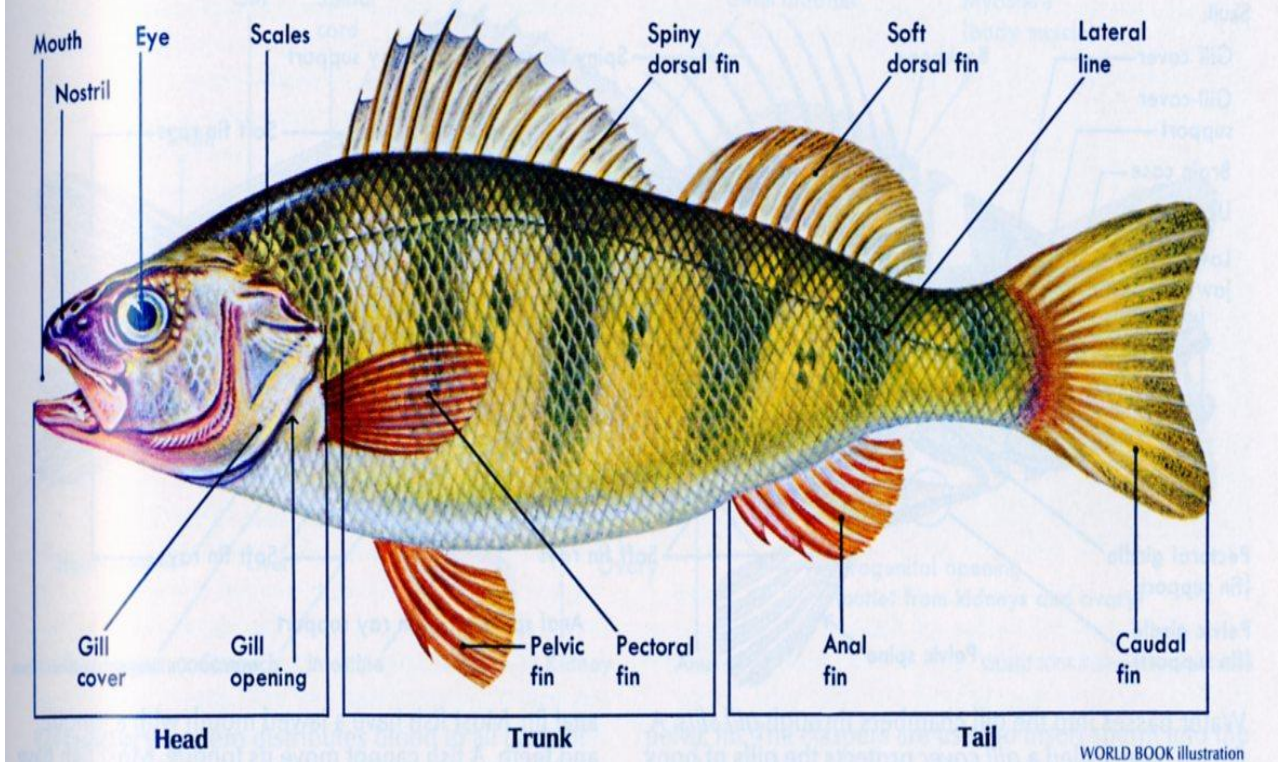


WORDS

Tayanch so'zlar: mouth, nostril, scales, spiny dorsal fin, soft dorsal fin, lateral line, gill cover, gill opening, pelvic fin, pectoral fin, anal fin, caudal, head, trunk, tail, kind, scales, lampreys, hagfish, pelvic.

External anatomy of a fish

This drawing of a yellow perch shows the external features most fish have in common. Many kinds of fish do not have all the fins shown here, or they lack such features as gill covers or scales. For example, lampreys and hagfish have no scales and no pelvic or pectoral fins.

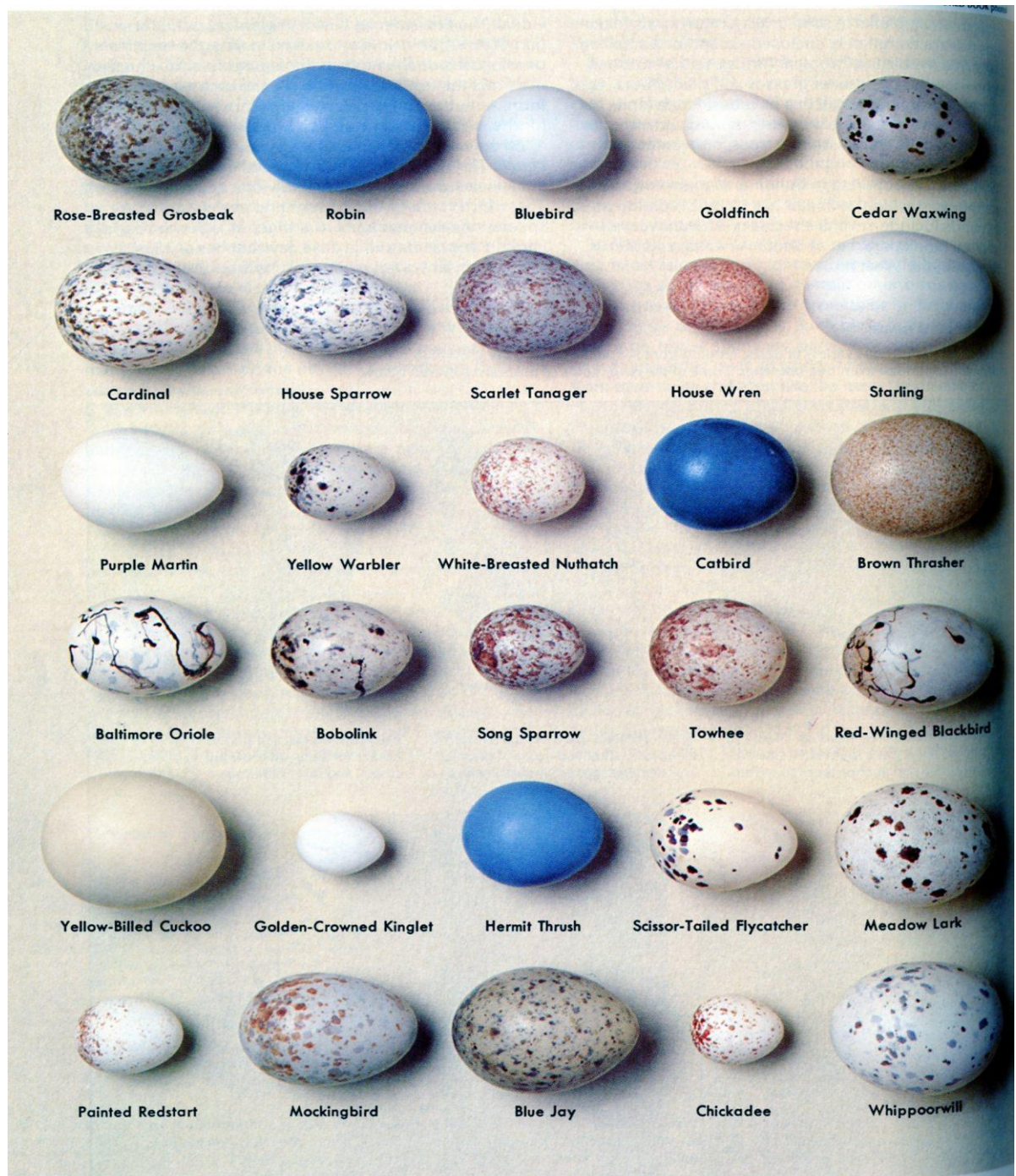


N8. Bird's eggs



WORDS

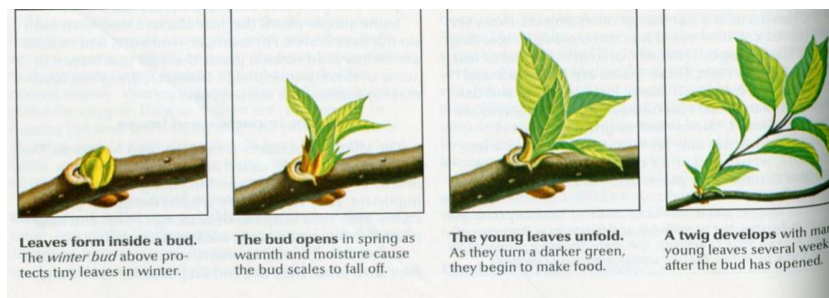
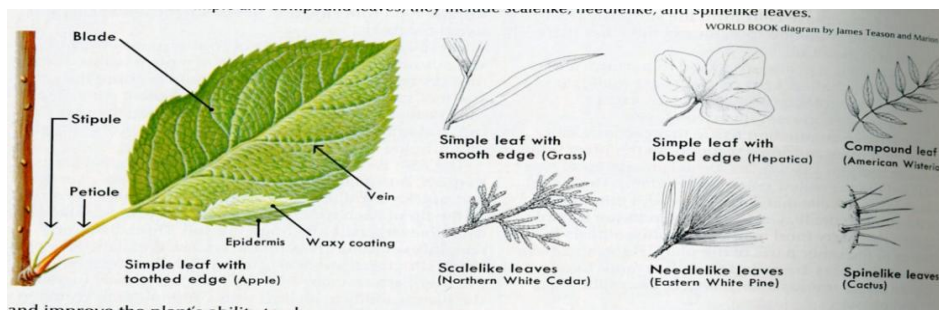
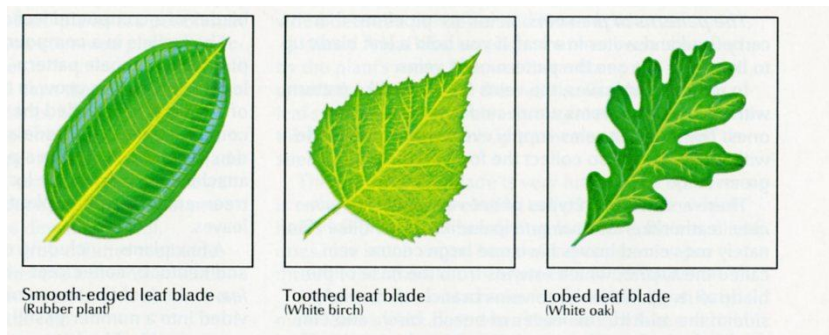
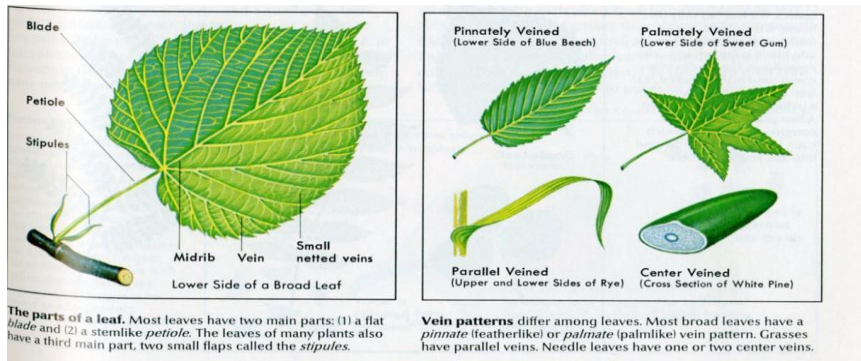
Tayanch so'zlar: rose-breasted grosbeak, robin, bluebird, goldfinch, cedar waxwing, cardinal, house sparrow, scarlet, tanager, house wren, starling, purple martin, yellow warbler, white-breasted nuthatch, catbird, brown thrasher, baltimore oriole, bobolink, song sparrow, towhee, red-winged blackbird, yellow-billed cuckoo, golden-crowned kinglet, hermit thrush, scissor-tailed flycatcher meadow lark, painted redstart, mockingbird, blue jay, chickadee, whippoorwill.



N9. Leaves



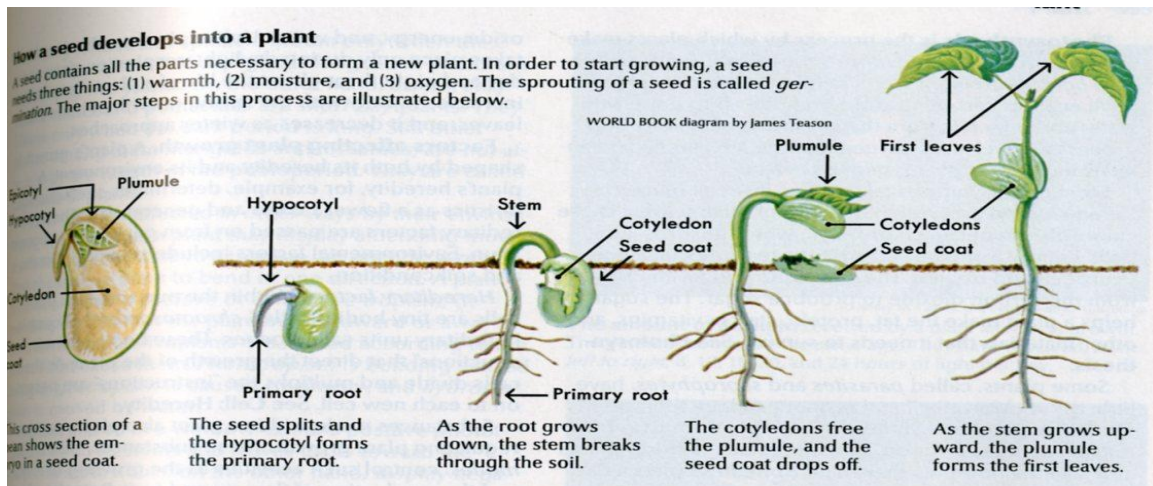
WORDS *Tayanch so'zlar: blode, petiole, stipules, midrib, vein, small netted veins, pinnately, palmately, parallel, smooth-edged, toothed, blade, lobed, leaf, waxy coating, lobed, compound, scalelike leaves, needlelike, spine-like, bud, unfold, twig.*



N10. Seeds develops into a plants



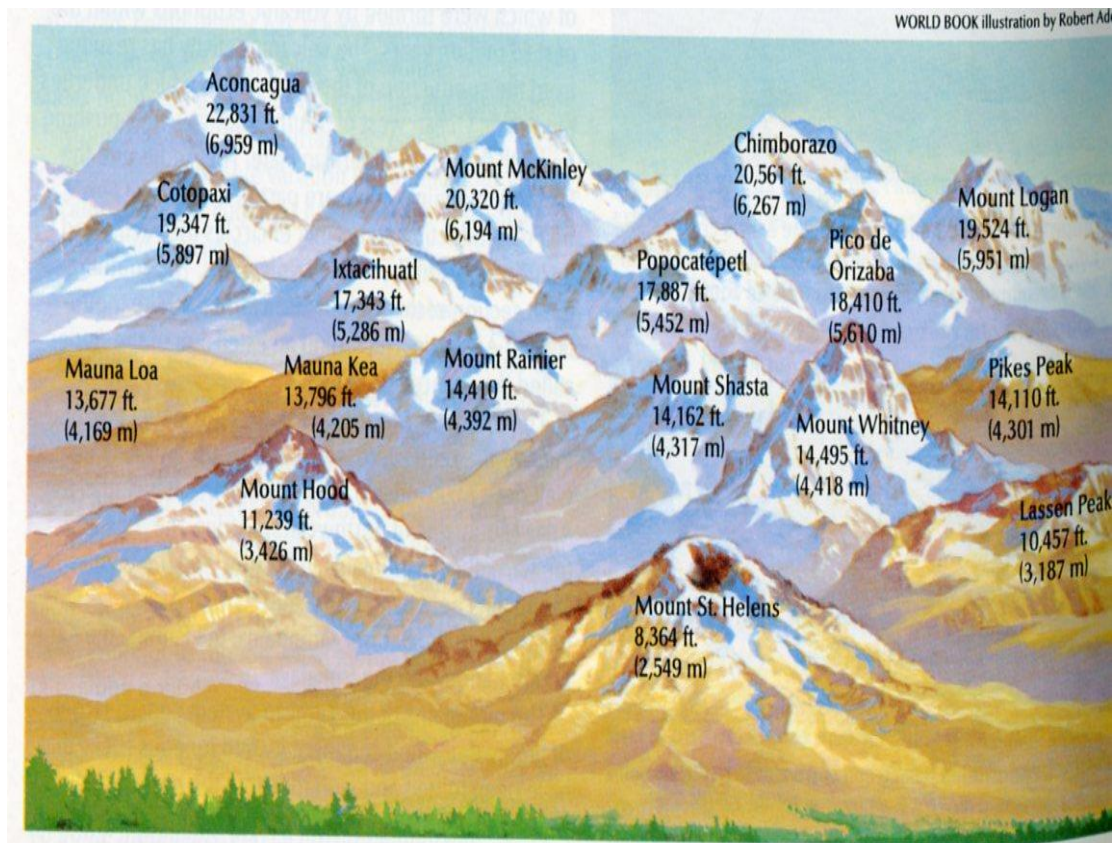
Tayanch so'zlar: seeds, plant plumule, hypocotyls, primary root, stem, cotyledon, seed coat, cotyledons, leaves, primary root.

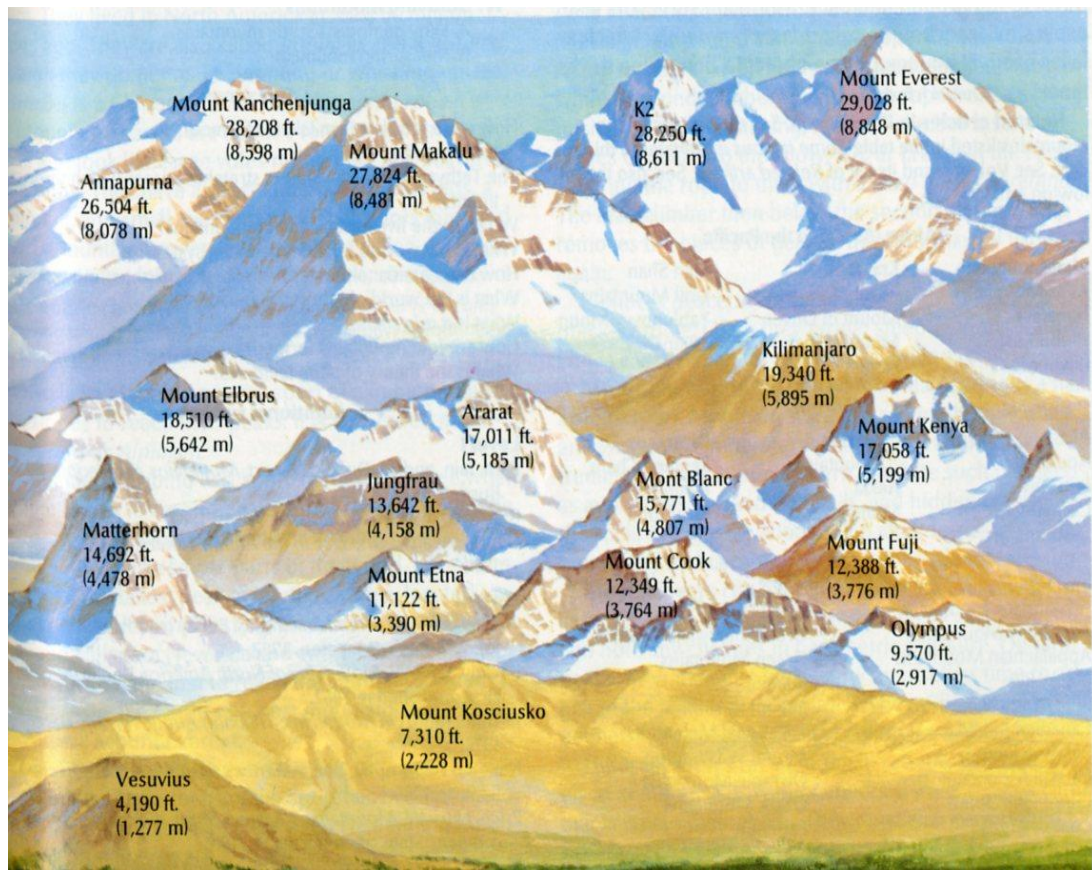


N11. Mountains of the world



WORDS *Tayanch so'zlar:* Aconcagua, Cotopaxi, mount McKinley, Chimborazo, Popocatepetl, pico de Orizaba, mount Logan, mount Hood, Mauna loa, Mauna Kea, mount Rainer, mount Shasta, mount Whitney, Las-sen peat, mount St. Helens, mount Makalu, Ararat, Kilimanjaro, mount Ke-niya, mount Fuji, Olympus, mount Kosciusko, mount Etna.





N12. Wheat and it's kinds



Tayanch so'zlar: club, wheat, durum, beard, species, includes, type, head, hard kernels, husk, endosperm, bran, germ, stem, leaves, roots, grows, feet, golden-brown, ripe, grain, bristly hairs.



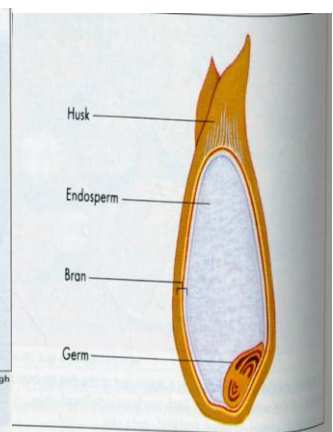
Common wheat, the most widely grown wheat species, includes both winter and spring types.

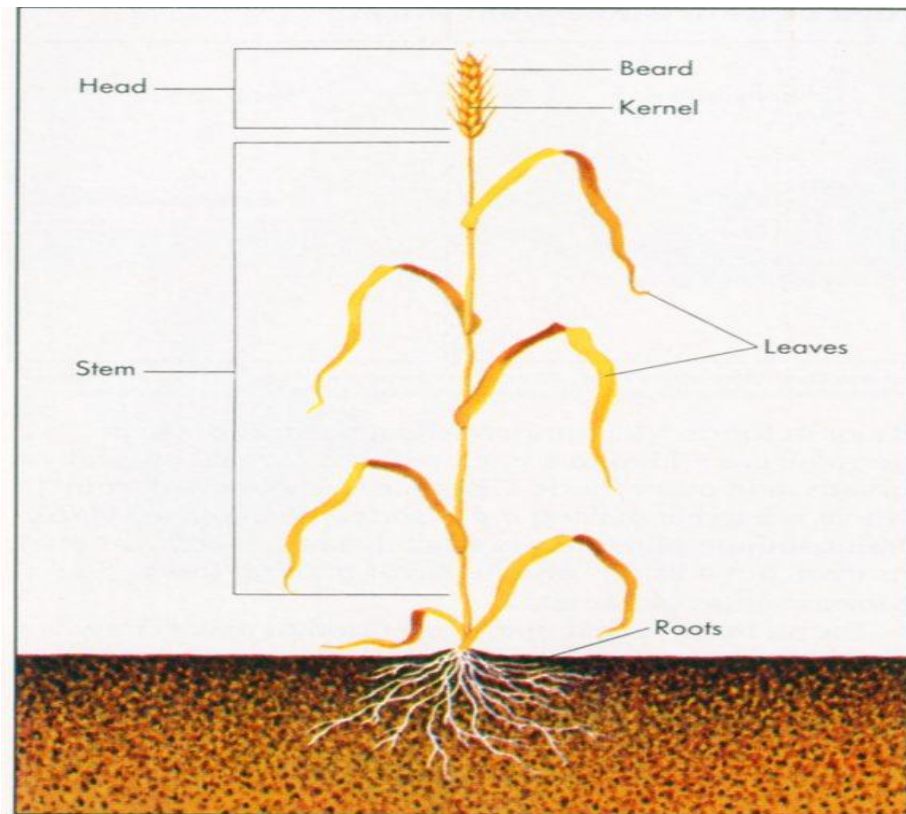


Club wheat has a short, thick head that is usually nonbearded. It includes both winter and spring types.



Durum wheat is usually bearded and has hard kernels. Most durum wheat in North America is spring wheat.





WORLD BOOK diagram by James Teason

The wheat plant grows up to 5 feet (1.5 meters) high and turns golden-brown when ripe. The head of the plant holds from 30 to 50 kernels of grain. Many kinds of wheat have bristly hairs, called *beards* or *awns*, which extend from the head.

N13. Plowing the field



WORDS *Tayanch so'zlar.* plowing, field, preparing, soil, planting, wheat, turns, loosens, earth, aid, make, seeds, sprout, grow.

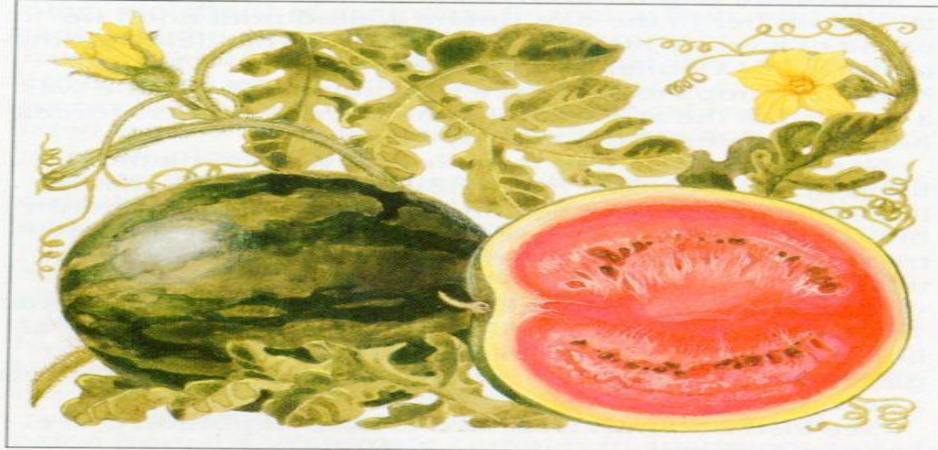


Plowing the field is the first step in preparing the soil for planting wheat. The plow turns and loosens the earth to aid in planting. Plowing also makes it easier for the seeds to sprout and grow.

N14. Watermelons



WORDS *Tayanch so'zlar: fruit, sweet, juicy flesh, develop, yellow flowers, watermelons, plant, blossoms, pollinated.*

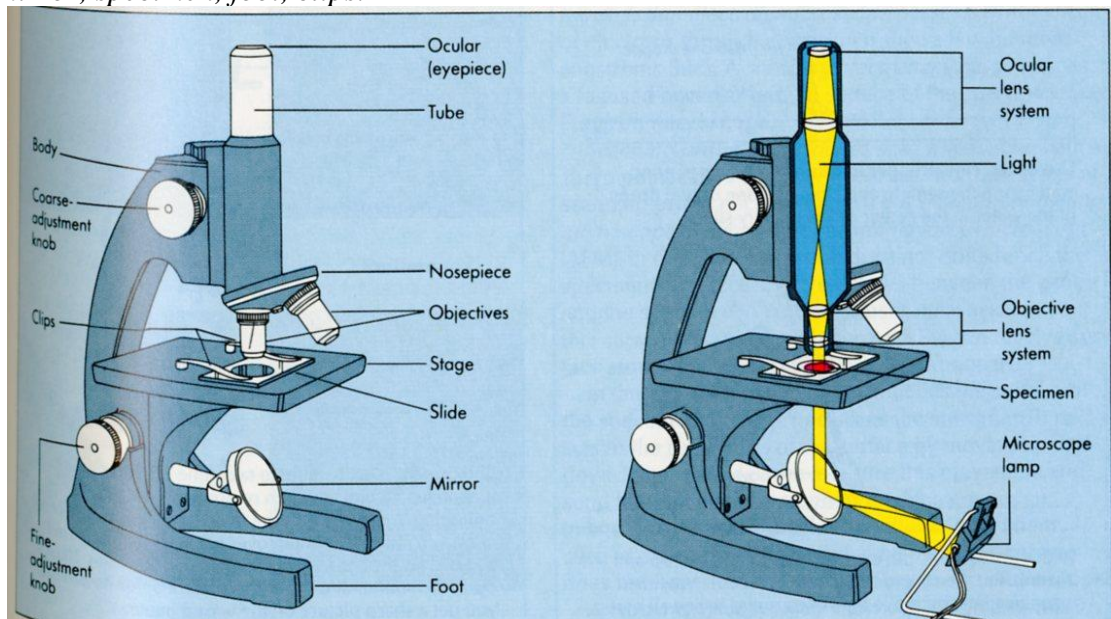


WORLD BOOK illustration by Kate Lloyd-Jones, Linden Artists
Watermelons are popular fruits that have sweet, juicy flesh. The fruits develop from the yellow flowers of the watermelon plant after the blossoms are pollinated.

N15. Microscope



WORDS *Tayanch so'zlar: ocular, tube, lens, light, body, objective, microscope lamp, slide, stage, mirror, specimen, foot, clips.*

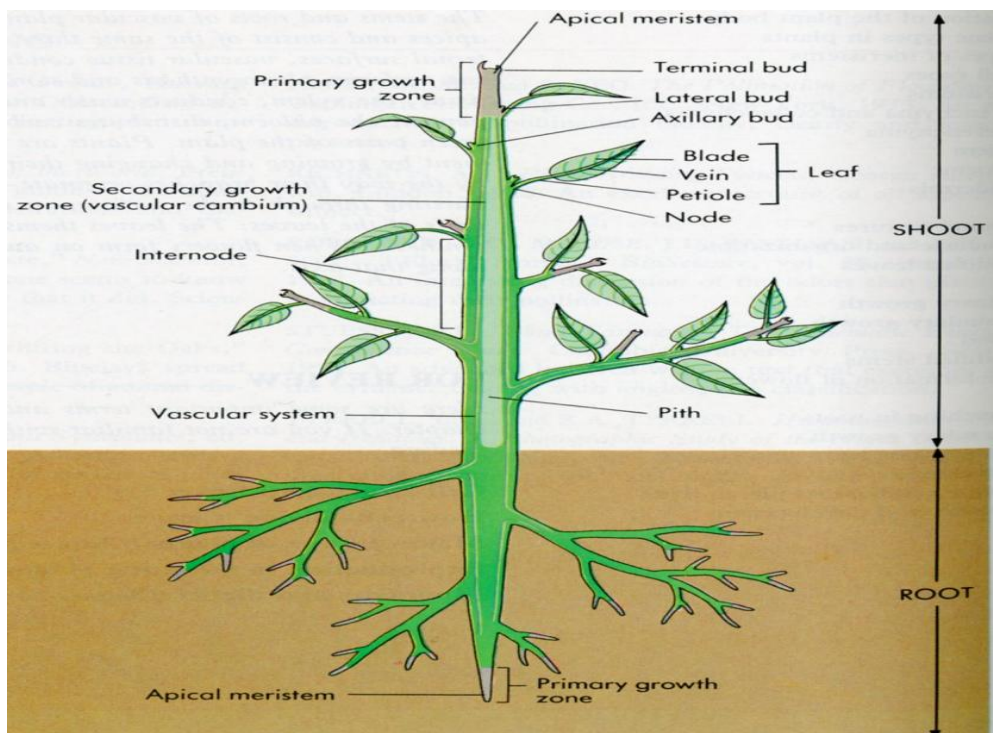


N16. Plant's body



WORDS

Tayanch so'zlar: apical meristem, primary grown zone, terminal bud, lateral bug, axillary bug, blade, vein, petiole, node, leaf, shoot, pith, vascular system, root

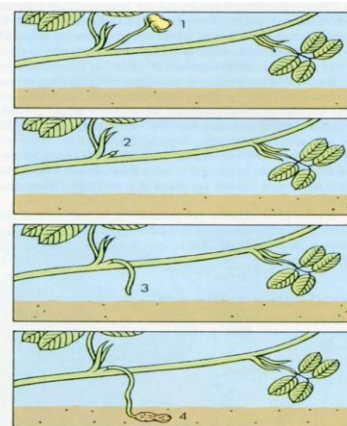


N17. Peanuts



WORDS

Tayanch so'zlar: peanuts, grow, flowers, open, fallout, each, fertilized, forming, peg, stem, pushes, ground, swell, pod.

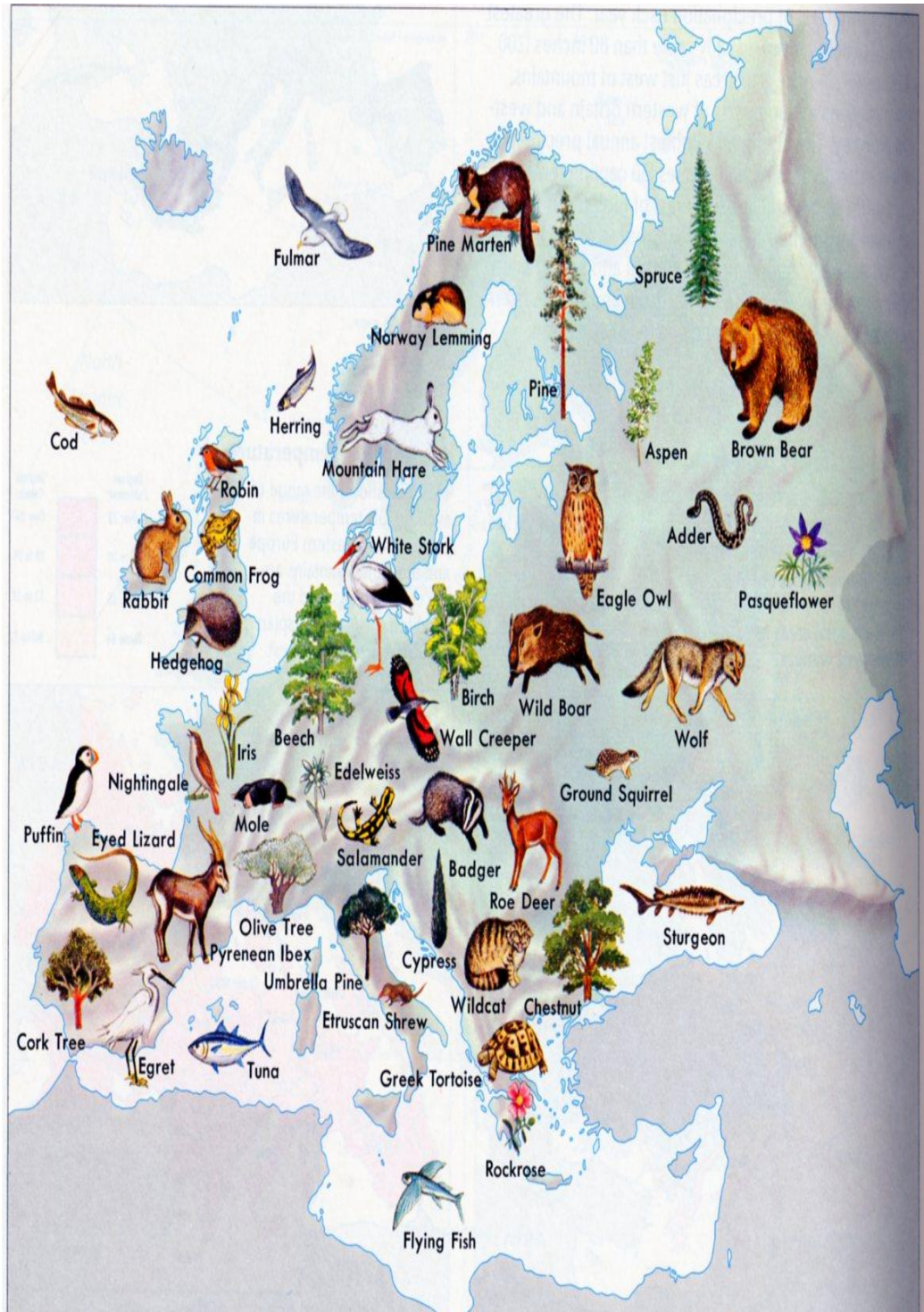


Peanuts grow underground. Flowers open at dawn (1), wither, and finally fall off (2). The base of each fertilized flower then begins to grow (3), forming a *peg* (stalklike stem). The peg pushes down into the ground. Its tip swells and grows into a peanut pod (4).

NI8. European wild life



Tayanch so'zlar: fulmar, pine marten, spruce, Norway lemming, pine, aspen, herring, Mountain hare, cod, robin, brown bear, white stark, common frog, rabbit, hedgehog, eagle owl, adder, pasque flower, birch, wild boar, wolf, wall creeper, Edelweiss, mole, iris, beech, nightingale, puffin, eyed lizard, ground squirrel, bodger, roe deer, olive tree, sturgeon, wildcat, chestnut, umbrella pine, cypress, pyreneon ibex, Etruscan shrew, cork tree, egret, tuna, greek tortoise, rockrose flying fish.

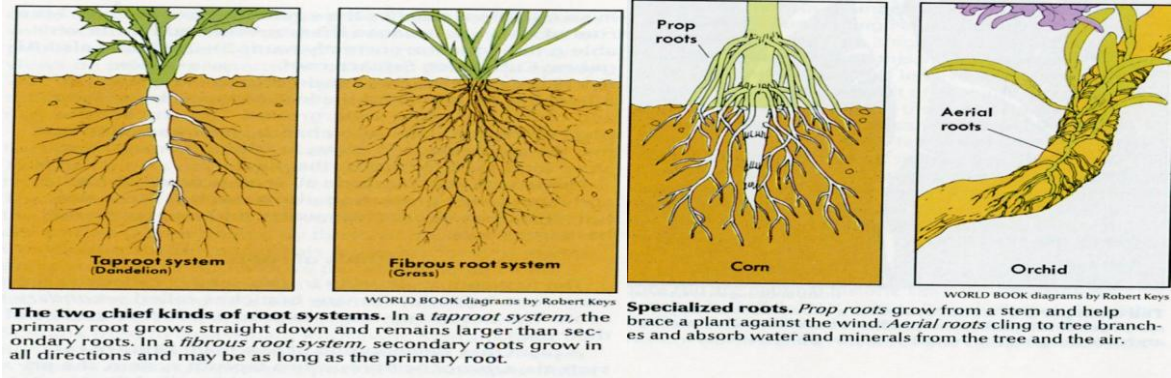


N19. Kinds of root



WORDS

Tayanch so'zlar: taproot, fibrous, root, kinds, system, primary root, grows, straight, remains, direction, long, prop root, aerial root, stem, brace, cling, branches, absorb, minerals, air.

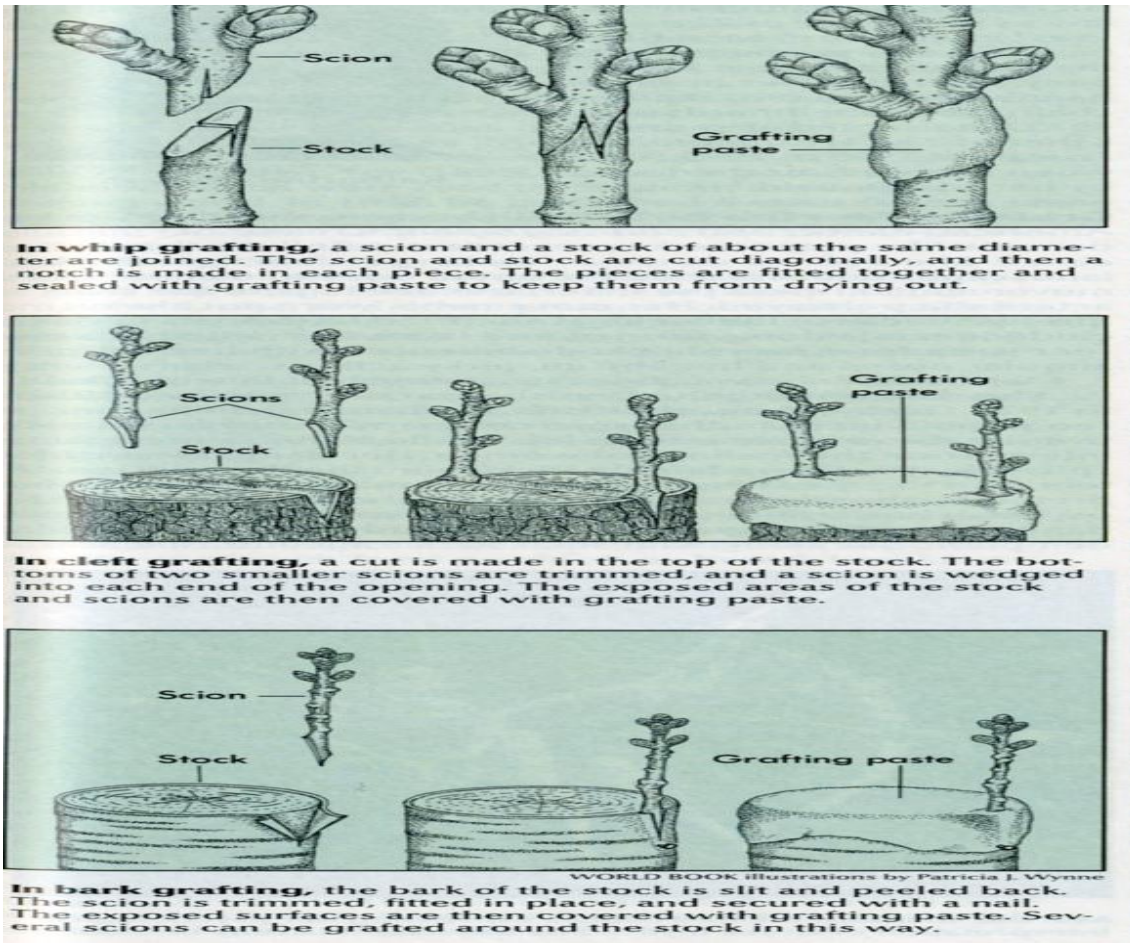


N20. Grafting



WORDS

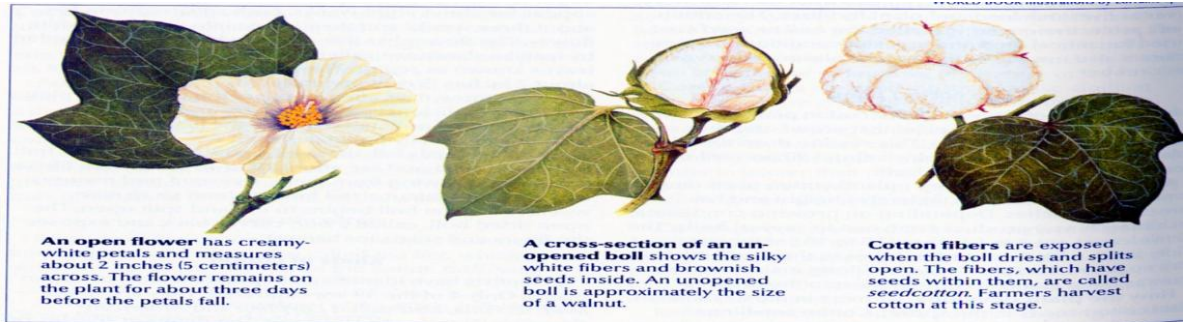
Tayanch so'zlar: scion, stock, graft, paste, whip, piece, notch, cut, diagonally, fit, seal, cleft grafting, exposed, wed, cover, bark, slit, trim, expose, surface, around.



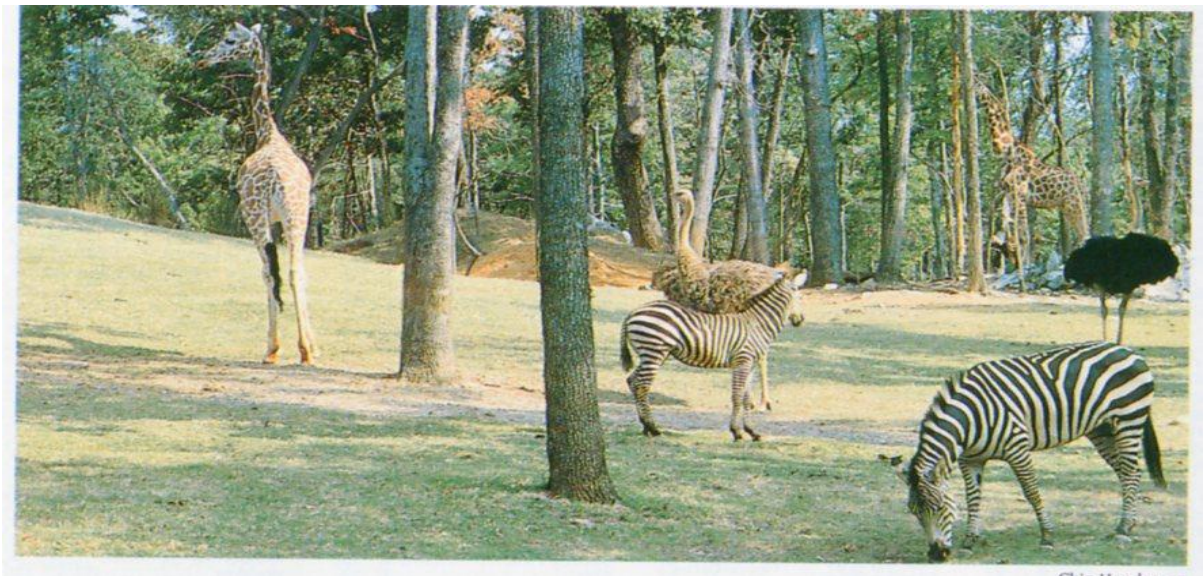
N21. Cotton



WORDS *Tayanch so'zlar: flower, creamy-white, petal, measure, across, remains, boll, silky, fibers, brownish, seeds, approximately, walnut, cotton fibers, dry, splits, farmers, harvest, stage.*



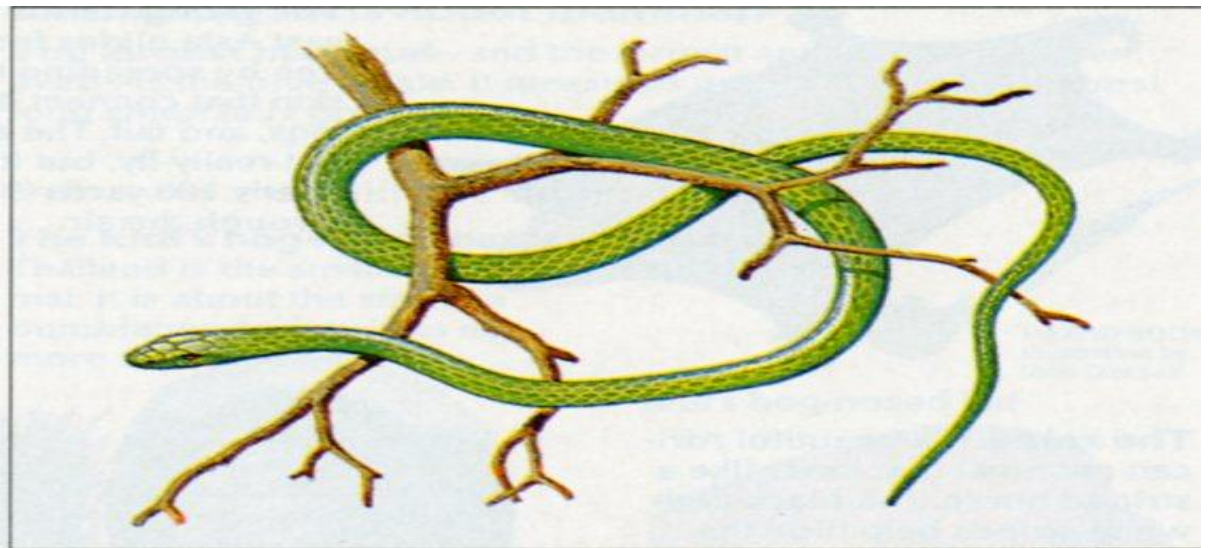
N22. Preserve



N23. Botanic garden



N24. Snake

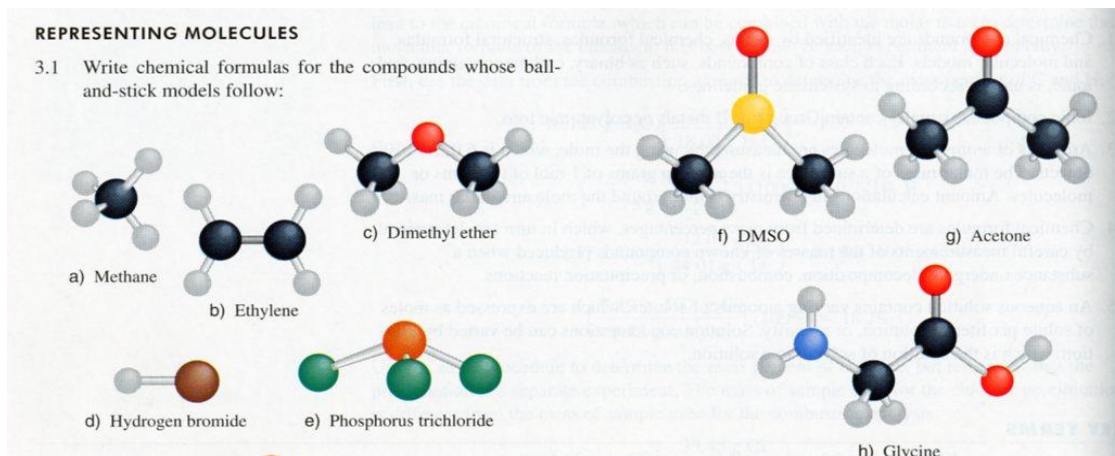


N25. Representing molecules

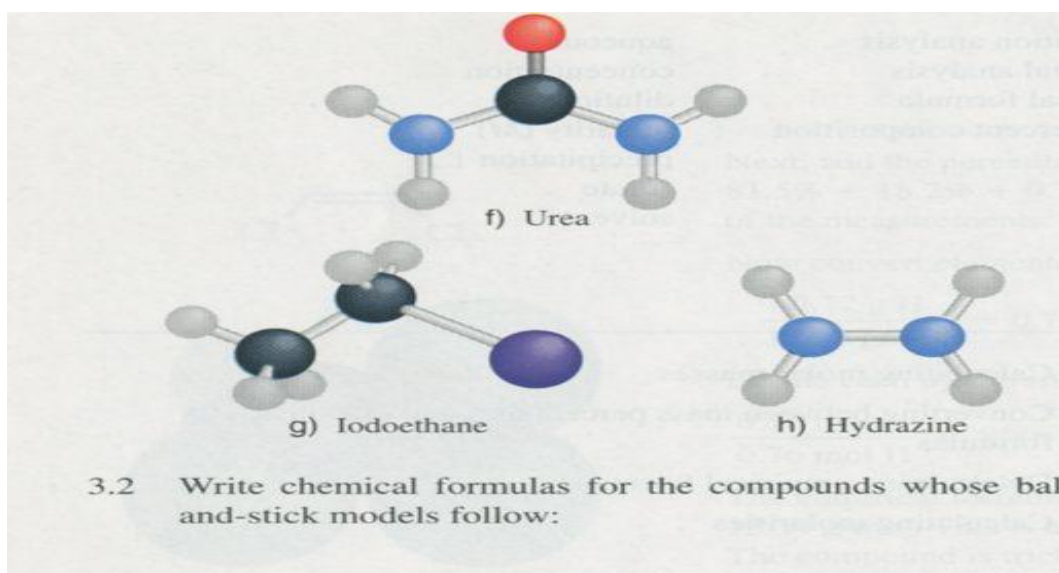


Write chemical formulas for the compounds whose ball-and-stick models.

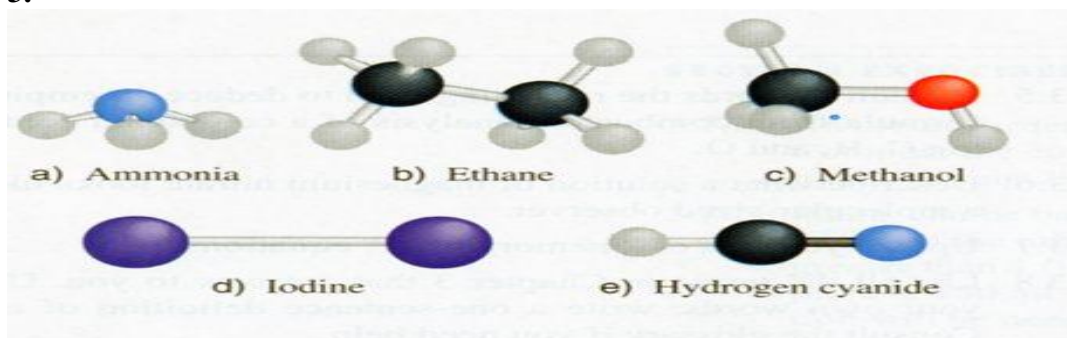
1.



2.



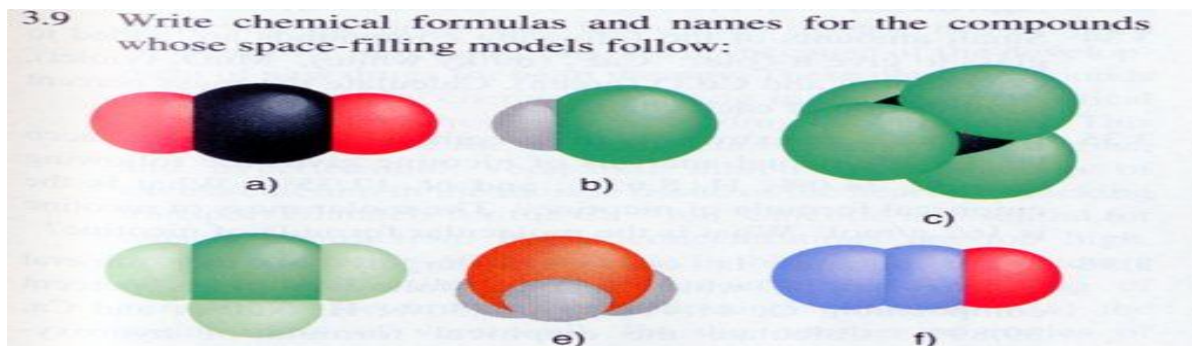
3.



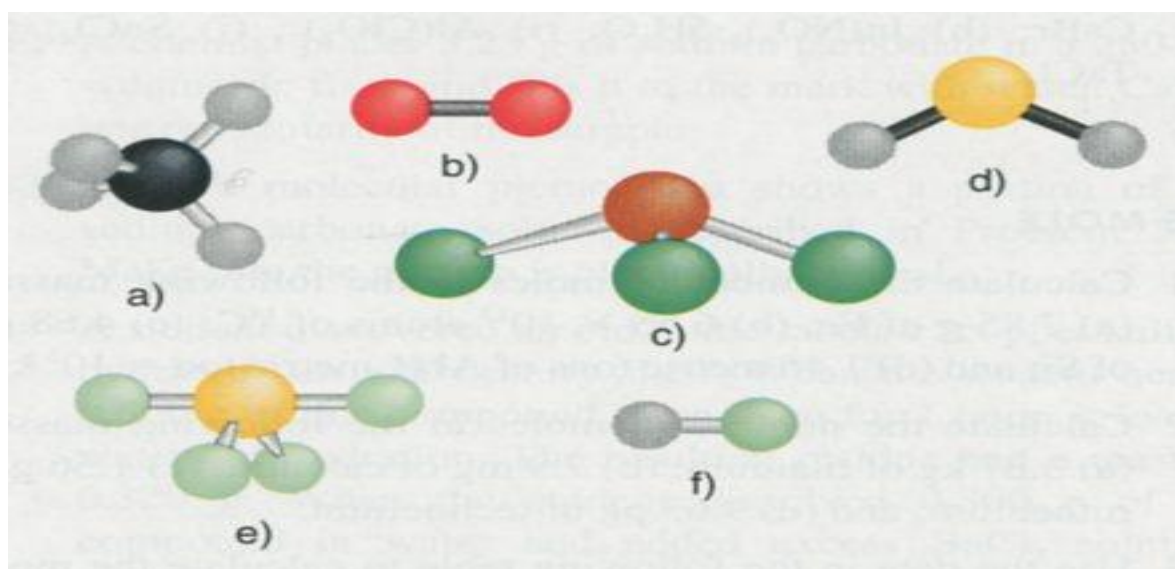


Write chemical formulas and names for the compounds whose space-filling models follow.

1.

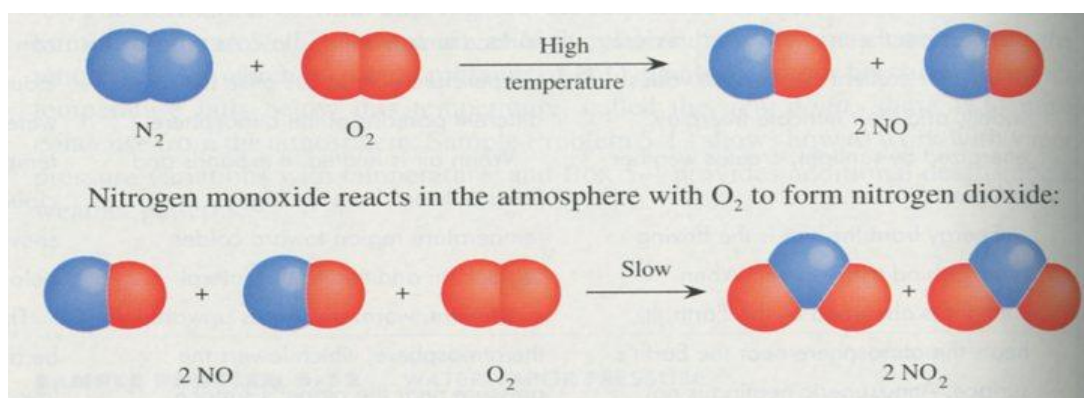


2.

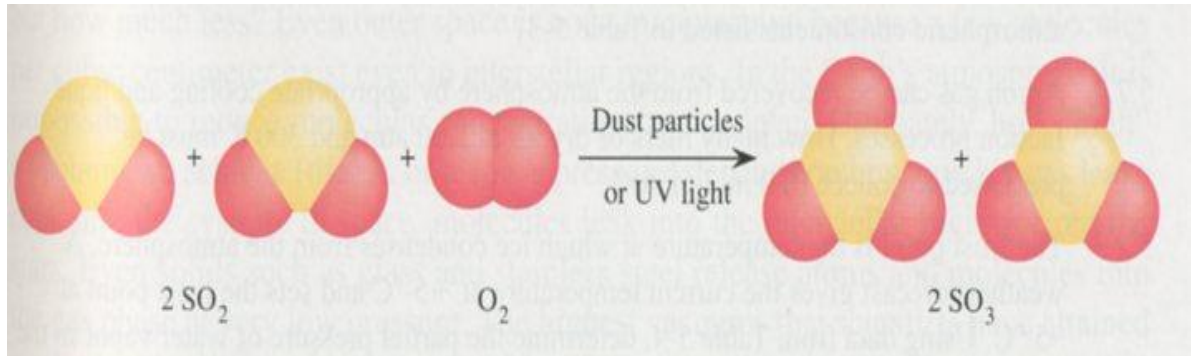


№ 26. Chemical reaction.

1.



2.



A VOCABULARY OF BOTANICAL TERMS

- anther**-the swollen, usually lobed portion of a stamen in which pollen are formed;
- antheridium** - a haploid structure containing sperm cells; antheridia are found in seedless plants;
- antipodal cells** - a component of the 8-nucleate embryo sac in angiosperms that lie farthest away from the micropyle. Their function is unknown;
- archegonium** - a multicellular haploid structure in which an egg is produced;
- carpel** - the female reproductive part of a flower, consisting of a stigma, style and ovary;
- calyx** - all the sepals of a flower, collectively;
- corolla** - all the petals of a flower, collectively;
- cotyledon** - the embryonic «seed leaves» in gymnosperms and angiosperms that often contain stored food;
- double fertilization** - the process, unique to angiosperms, in which one sperms fuses with the egg and the other sperm fuses with the two polar nuclei;
- endosperm** - the triploid food supply of an angiosperm seed;
- filament** - the stalklike structure of a stamen that supports the anther;
- flower**- the reproductive structure of angiosperms; a complete flower consists of one or more carpels, and whorls of stamens, petals and sepals;
- frond** - the leaf of a fern;
- fruit** - a ripened carpel or group of carpels;
- gametophyte** - any haploid portion of a plant life cycle; it is the portion which ultimately produces gametes;
- gamete** - a haploid reproductive cell that directly fuses with another gamete;
- gametangium** - a structure in which gametes are produced;
- heterosporous** - refers to a plant that produces two types of spores - microspores and megaspores;
- homosporous** - refers to a plant that produces only one type of spore;
- integument** - the outermost covering of an ovule; it will develop into the seed coat;
- megasporangium** - a sporangium in which are produced megaspores;
- megaspore** - a haploid cell that will develop into a female;
- megasporocyte** - a diploid cell that will divide by meiosis producing four haploid megaspores;
- micropyle** - the opening in the integument of an ovule through which the pollen tube grows;
- microsporangium** - a sporangium in which are produced microspores;

microspore - a haploid cell that will develop into a male gametophyte in heterosporous plants;

microsporocyte - a diploid cell that will divide by meiosis producing four haploid microspores;

ovule - the forerunner of a seed. Initially it consists of integuments surrounding a megasporangium;

petals - a floral component consisting of modified leaflike structures that are often brightly colored to attract insect pollinators;

pollination - the transfer of a pollen grain from the microsporangium to the ovule in gymnosperms and to the stigma in angiosperms;

pollen grain - the male gametophyte in angiosperms and gymnosperms;

polar nuclei - a member of the 8-nucleate embryo sac in angiosperms. Most embryo sacs contain two polar nuclei in a large central cell;

primary endosperm nucleus - the triploid cell resulting from the fusion of a single sperm with the two polar nuclei;

protonema - the filamentous gametophyte structure that emerges from a bryophyte spore;

seed - a reproductive structure found in gymnosperms and angiosperms consisting of an embryo and a food supply surrounded by a resistant seed coat;

sepals - usually the bottom-most whorl of modified leaflike structures in a flower;

sporangium - a structure in which spores are produced;

spore - a reproductive cell that can develop into a new individual without fusing with another cell;

sporophyte - any diploid portion of a plant life cycle; it is the portion which ultimately produces spores;

stigma - the top-most portion of a carpel, usually containing sticky cells to which pollen can adhere;

synergid - a member of the 8-nucleate embryo sac in angiosperms. Most embryo sacs contain two synergids: the pollen tube grows into one of them;

vascular tissues - tissues such as xylem and phloem that are specialized for conducting water, minerals, and carbohydrates throughout the plant.

V- QISM
PATTERNS ON PRACTICAL WRITING

I. NOTICES

Notices are mostly written to make known something about to happen or, sometimes, something that has happened. It may be an announcement of a meeting, a party, a film or video show, a contest, a match, etc. Such a notice includes at least three parts:

1. Date - day of the week - time;
2. Place;
3. Activity;

For lectures or talks, the notices should also include:

4. Background information about the speakers, and for tours;
5. Other details.

1.

Class Meeting
Wednesday Oct. 5
7 p.m. Rm405

2.

Movie - Wild animals life
in the Auditorium Saturday Apr. 5
4:00 - 6:00 Admission Free

3.

Basketball Match
on Playing Court # 1
English Dept. vs. French Dept.
Mon. June 6 5:00 PM

4.

Botanic garden in ASU Campus
Speaker: Prof. Betty Powell
Professor of Biology, Smith College
Author of *The Other Half of the Sky*
Date: Friday, 8 May
Time: 10 a.m. Place: Rm. 101
All Welcome!

5.

Notice

The gentleman/lady who bought two ivory figurines and a lacquer ware coffee set from the Uzbek Arts and Crafts Store on the morning of May 2nd has been overcharged through an accounting error. Will he/she please contact the Manager's Office to be refunded.

Manager's Office

6.

FOUND

A brown leather wallet, in the dining hall on the morning of Sept. 29th.

Owner, please claim at the Lost and Found Office (Lost Property Office), Rm. 320 on the 3rd floor of the Office Building.

Lost and Found Office (Lost Property Office)

7

BUS TOUR

We are arranging for a bus tour to the Biological Museum on SATURDAY, 24th September.

The bus will depart from the Tashkent Hotel shortly after 8:30 a.m. and will return around 6 p.m., in time for dinner at the Hotel.

Lunch will be served at Listening to the Orioles Singing Restaurant in the Summer Palace.

There will be quick stops at the Chorsu Market and the Tashkent Zoo on our way back.

If you would like to join us, please place your name on the sheet on the Notice Board, or tell Mr. Abror Yunusov or Lola Rahimova at the front desk, and meet in the lobby at 8:30 a.m., SATURDAY, 24th September.

Cordially yours, (Signature) Gulom Azizov, Tour Guide

8

SUNRISE TOUR GROUP

Schedule for Tuesday, August 10

8:50 a.m. Meet in hotel lobby
to board bus for the

Butterfly Park

Lunch at the Summer Palace Quick stop at the
Friendship Store for last-minute purchases

4:30 p.m. Return to hotel

Zulfiya Solieva

Tour Guide

Monday, August 9

II. GREETINGS, GOOD WISHES, CONGRATULATIONS, AND CONDOLENCES

These are words conveying different messages for different occasions usually written on cards which include:

1. Name of the person to whom the message is sent:

To Mr. & Mrs. Smith/Dr. Brown/Prof. Stone /Dick/ Annette;

2. The message;

3. Name of the sender: **from** Lutfiya

Model:

To Dr. Brown,
A Merry Christmas and
A Happy New Year!
from Lutfiya Sodiqova



1. Greetings

For Christmas and the New Year:

1. A Merry Christmas and A Happy New Year!
2. Sending you wishes for a beautiful Christmas and a New Year filled with happiness!
3. Best wishes or a Happy and Prosperous New Year!
4. Warm regards and season's greetings.
5. Warmest thoughts and best wishes for a wonderful holiday and a very Happy New Year.
6. Remembering you with a warm wish for a Merry Christmas and a Happy New Year.

For a birthday:

Happy Birthday!

Many Happy Returns of the Day!

For a wedding anniversary:

Many Happy Returns of Your Wedding Anniversary!



2. Good Wishes

To someone in hospital:

1. Best wishes for a speedy recovery.
2. Get Well Soon!
3. Warmest Get-Well Wishes.

For an examination:

Good luck in your examination!

For an interview for a job:

Good Luck in your interview!



3. Congratulations

On success in doing something:

Hearty congratulations on your success!

On a marriage:

Hearty congratulations on your marriage and best wishes to you both! Best wishes for a long and happy married life to you both.



4. Condolences

Heartfelt / Sincere condolences in your great loss.

We were shocked and deeply sorry to learn the passing away of Mr. A.

Please accept our very sincere condolences in your great loss.

III. NOTES

Notes are short letters written for various purposes. Compared with a letter, a note is simpler in form and often informal or colloquial in language. In a note, the following may be omitted:

1. The addresses of the addressee and the addresser;
2. The word "Dear" in the salutation;
3. The complimentary close;
4. The year in the date.

Be sure that the date of your note is made quite clear. Though the date may be written in numbers only, it is best not to use only numbers to avoid misunderstanding and confusion; for 10/1/93 is Oct. 1, 1993 to the Americans, but Jan. 10, 1993 to the British and most Europeans. October 1, 1993 may also be written as 1 (*st*) October (,) 1993 or abbreviated to 1 Oct. '93, with or without a comma between the month and the year when you write the day before the month. The names of other months with the exception of May are often abbreviated to Feb., Mar., Apr., Aug., Sept., Nov., and Dec. June and July may be abbreviated to June and July, but it is better to spell them out.

Models

1. Appointments

1.

Feb. 11
Helen, Could we see each other for about an hour on Friday afternoon at 3 o'clock? Hilola Abdurahmonova

2.

July 15
Larry, I have to meet my wife at the airport at 3 p.m. today. Shall we discuss the matter at 10 tomorrow morning? If not, please ring me to make another time. Many thanks. Mansur Isroilov

3.

Tues. May 9
Prof. Lowell, I'd like to discuss with you the outline of my BA thesis. Could you please appoint a time and leave a message for me with Ms. Linda in the department office? Thank you. Ganisher Rustamov

4.

Mar 8

Mr. Magee
Would you please arrange for (our) Mr. Tursunov to be met at the airport? He arrives at 18:40 hours on flight BE 421 from London. Many thanks.
Sultonov Adham

2. Appologies

1

Tues. Oct. 20

Dear Prof. Richards,
I'm sorry I couldn't make our 4 o'clock appointment. Prof. Sterna's lecture lasted a lot longer than I expected. I could meet you in the Chemical department office tomorrow at 3, if that is convenient for you. If not, please leave a note in my mailbox, #529, tomorrow morning. Thank you.
Zulunov Dilshod

2.

Sat. Oct. 31

Dear Mr. Clark,
I would like to express my apologies for not being able to keep our 9 o'clock appointment. I had a small accident on my way to school. I will come over to your apartment the day after tomorrow - Monday, November 2, at 9 a.m. if that is convenient for you. I will check my mailbox (# 245) tomorrow to see if you have left a note for me. Otherwise, I will see you at nine, Monday morning. With many apologies.
Rustam Nazarov

3.

Dec. 10

Dear Mr. Ahmedov,
I am so sorry I have been unable to get you the address of Mr. John Eastman yet. I have tried very hard but have had no success. I shall keep on trying.
Yours sincerely,
JaneBunyan

4.

Dec. 12

Dear Ms. Bunyan.
I am sorry I have given you so much trouble over finding Mr. John Eastman's address. I am very grateful to you for all you have done. Please do not worry about the matter any further.
Sincerely,
Latif Saidov

5.

<p>Susan,</p> <p>I am sorry to have to tell you that I shall not be able to come to the party, because I have a bad cold. I do hope you will have a good time.</p> <p style="text-align: right;">Farruh</p>	Oct. 4
---	--------

6.

<p>Henry,</p> <p>I am sorry I shall be out of town on business on Nov. 8, so I am afraid I'll have to postpone our meeting to Thursday, Nov. 12 at the same hour. I do hope you can still come, and very much regret any inconvenience the postponement may cause you.</p> <p style="text-align: right;">Aziz Shermatov</p>	2nd Nov.
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7.

<p>Dilnoza,</p> <p>I am terribly sorry I failed to meet you at the Biological Faculty lecture hall yesterday afternoon. I had one of the bike tires punctured on my way, and by the time I had the puncture mended and got to university, you must have given up hope and left. Do please forgive me.</p> <p style="text-align: right;">George</p>	3rd July
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2. Informal invitations

1.

<p>George,</p> <p>Would you like to come planting the flowers with me next Monday after-noon? We could meet at the Botanical garden gate at about 1 : 30 p.m. and then go together.</p> <p style="text-align: right;">Dilshod</p>	July 1
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2.

<p>Cathy,</p> <p>We are having tea and moon cakes in my flat (392) tomorrow night (Thursday) about 8 p.m.</p> <p>Do come if you are free.</p> <p>Lola</p>	
---	--

3.

Dear Prof. Leavis,

There will be a meeting of our ecological group on Saturday afternoon, April 5, at 5 in our classroom (#410). in this building to discuss Aral Sea problem. We would like to hear your suggestions and hope you will come.

Salimjon Ibragimov

4.

Dear Ms. Gates,

We are having a party in our classroom, № 402, to celebrate... Would it be possible for you to join us on Friday, December 29, at 8 p.m.? We would be very happy if you could be with us.

Students of Chemical group Grade '93

5.

Mr. & Mrs. Johnson,

We should be very glad if you could come to dinner with us at our apartment at about 7 p.m. on Wednesday, Sept. 21st. We look forward to seeing you.

Lola & Diana

4. Requests

1

1st August

Dear Judy,

Congratulations on your very good paper at the Ecological conference. Could I have a copy of it sent to the following address? Thank you.

Jahongir

2.

Donyor,

Please let me know as soon as possible what arrangements you have made. Thank you.

Tohir

3.

Dear Mr. While,

Would you please let us have the information about your flights to Sydney by next week. Thanks.

Zebo Qodirova



- * I would like to receive this publication regularly.
- * I would be grateful if you could let me have full details of the symposium.
- * We would appreciate having the addresses and telephone numbers of your branches in Tokyo, London, and San Francisco.

5. Thanks

1.

Huiling,
Thank you very much for the invitation. I would be delighted to come.

Cathy

2.

Dear Hamid & Vasil,
Many thanks for your kind invitation to dinner on September, 23rd. David and I accept with pleasure.

Teresa



- * Thank you very much for the lovely dinner yesterday. We enjoyed the evening a lot.
- * I am writing to thank you for the wonderful time we had at your party last night.

3.

Dear Mr. Singh,
I am writing to tell you how grateful I am for your warm hospitality during my stay in New Delhi. I enjoyed it greatly.

Farhod Turaev



- * I am writing to express my appreciation of all that you did for me during my visit to New Delhi.
- * Thank you so much for your assistance / for the information you gave us. I should be happy to reciprocate your kindness at any time.
- * It was most kind of you to give us the benefit of your experience. Please accept our warmest thanks.

6. Messages

1.

Dear Mr. AN,
Here is a ticket for the exhibition tomorrow. The car will come around at 10:00 tomorrow morning.

Hong

2.

Dear Mr. Hussein,
A Mr. Ali who recently arrived from Egypt wishes to see you. You are requested to ring him up anytime this evening from 8:00 to 10:00 at 500-5566, Ext. 2106.

Laylo

IV. LETTERS

Letters are important means of communication. Generally speaking, there are two types of letters, *business* letters and *personal* letters. By "business" we do not mean buying, selling, or exchanging goods with people or companies but important matters we have to discuss or deal with. Business letters may be a recommendation, a job/school application, an inquiry, an answer, an invitation, a complaint, etc. In other words, all letters which are not "personal" are "business" letters.

1. Form

A letter has six parts: the heading, the inside address, the salutation, the body, the complimentary close, and the signature.

(1) The heading

The heading gives the full address of the writer and the date of the letter. It is usually written or typed in the upper right-hand corner of the first page. It may be either blocked or indented. It may or may not have end punctuation. If letterhead stationery is used, the date is often centered two or three spaces below the printed matter, though it may be written flush with either margin.

The British may put a comma after each line in the heading and end the address with a period, but the Americans do not:

British
Ms. Jennifer Stone, 20 Fairview Drive, East
Bourne, BN18 2BU, England.

American Ms. Jennifer Stone 20 Fairview
Drive East Bourne, BN18 2BU England.

(2) The inside address

The inside address, which is often omitted in personal letters, gives the name and full address of the addressee. It goes above the salutation. As in the heading, the use or nonuse of end punctuation depends on the preference of the writer.

(3) The salutation

The salutation is a greeting to the addressee. It is written flush with the left margin two spaces below the inside address. The British tend to use a comma after the salutation and the Americans, a colon, especially in a business letter. The first name may be used in friendly

personal letters. But in the salutation of a business letter, the surname of the addressee is used, as in the following examples:

Dear Professor /Prof. Smith:/;

Dear Mr. /Dr.Stein:/;

Dear Ms. Santos:/, (or Dear Miss Santos:/);

Dear Ms. Singh:/, (or Dear Mrs. Singh:).

What merits the attention of Uzbek students is that they should use Ms. when the marital status of a woman addressee is not known or when she (married or not) prefers the Ms. (Mmes. is the plural of Mrs.; Messrs of Mr.)

In letters to organizations, or to persons whose names you do not know, the following greetings are used:

Dear Sir: (or Dear Madam; or Dear Sir or Madam: if you do not know the sex of your address);

To whom it may concern: (only for testimonials and things of that kind) Dear colleague; (to a person who is of the same profession as the writer, and usually used when you are sending a circular to many people).

(4) The body

In the body of the letter, all paragraphs should begin flush with the left margin (the block style) or begin with an equal indentation (the indented style), and the letter is usually single-spaced within the paragraph and doubled-spaced between paragraphs.

(5) The complimentary close

The closing of a business letter consists of three parts: complimentary close, signature, and the typed name. In the complimentary close, only the first word is capitalized. The close is followed by a comma. The conventional complimentary closes in business letters are: "Yours truly", "Yours Sincerely", "Sincerely yours", "Sincerely", "Cordially yours" or "Yours cordially".

The close of a personal letter is of a more free choice. "Affectionately", "Fondly", "Yours with love", "With best wishes", "Love", "Yours", "As ever", etc., can be used apart from "Yours sincerely", "Yours truly", etc.; which one of these you use depends on your exact relationship with the address.

The closing can be put either on the right-hand side or left-hand side of the page. Some writers even prefer to have it in the middle one or two spaces below the last line of the letter.

(6) The signature

In a business letter the handwritten signature is placed between the complimentary close and the typed name of the writer, and the writer's official capacity is indicated after the typed name.

In a personal letter, you may sign your full name, your first name, or even a nickname in accordance with your relationship with the addressee.

If you send along with your letter such things as a resume, a check, a receipt, etc., write *Enclosure* (s) or *Enc.* to remind the addressee that besides the letter, there is another material in the en-velope [See Business Letters (4), (6) and (9), and Personal Letter (4)].

If you happen to have something additional to say after you have finished the letter, you may begin with P.S., which stands for "postscript", and then write what you wish to add [See Personal Letter (3)].

2. Language

The style and tone of letters can be greatly varied. Generally speaking, the style and tone of a personal letter differ from those of a business letter - the former is casual, whereas the latter

is formal. However, for either of them, the language should be clear and direct. Business letters should be polite in tone, exact and concise in wording.

Paragraphs in business letters tend to be short. Very often you find the first and last paragraphs are single-sentence paragraphs. The first paragraph may be a single sentence that indicates the subject and purpose of the letter. If necessary, one more sentence may be used to refer to previous correspondence when such correspondence needs to be remembered. When you answer a business letter, it is advisable to identify it by mentioning its subject and date. Always remember that you begin and end a business letter with a courteous tone.

The following are some useful expressions with which to begin or end your letters:

(1) Business letters



1) Invitation

- * I am writing on behalf of all the members of our Ecological Society to ask...
- * We should be very grateful if you could give a talk on "The Latest Development in ... to our... Club on Saturday afternoon, June 20th..."

2) Application for entry to a college

- * I am writing to ask whether you could send me some information about your college and for the application forms...
- * I am writing to you in the hope that I may obtain an opportunity to do graduate study in your university...
- * Thank you very much for the information you sent me about your college and for the application forms, which I am returning with three letters of recommendation, a certified copy of my transcript and ...
- * Thank you for your enquiry about the possibility of coming as a visiting Scholar to the Department of ... We should be very pleased to welcome you here and to invite you to participate in the activities of the Department.

3) Application for scholarships /assistantships /memberships /jobs

- * I should like to apply for one of the scholarships that your department may be offering to students from other countries. Would you please send me the necessary application forms and any further details about the scholarships...
- * I should be very grateful if you could let me have details of any teaching assistantships in Chemical elements that your department may have...
- * I am thinking of applying for membership of your library / club, I should be grateful if you would let me know how I should go about it... /would you be kind enough to let me know the facilities you provide?
- * Thank you for the information about your scholarships / teaching assistantships...
- * Thank you for the scholarship application forms which you were kind enough to send me...
- * Thank you for your help in this matter.
- * Thank you for your letter/I have received your letter of/dated Dec. 19...
- * I see from your advertisement in yesterday's «Halq Suzi» that...
- * I am interested in the post /I should like to apply for the post of which you advertised in yesterday's «Halq Suzi»...
- * I should very much like to be considered for the post of... which was advertised in...
- * I am looking for a job as ... and would be grateful if you would consider me for such a post in your firm.
- * Thank you for your time and consideration.

- * I can come for an interview at any time convenient to you.
- * I look forward to your early reply / the interview.
- * I look forward to hearing from you and I do hope I shall have the opportunity of an interview.

4) Applications for visas

- * I am planning to visit Singapore in June and should be grateful if you would let me know what I have to do to get a visa...
- * Will you please kindly let me have a visa for entry to your country? I enclose the forms which you sent me and also two photographs...



(2) Personal letters

- * I am sorry that it has taken me so long to reply..., but...
- * You will be very glad to hear that...
- * I thought you would be interested to hear of...
- * Best regards to you and your family.
- * Please remember me to ... / Please say hello for me to ...
- * Please accept our thanks in advance.
- * If there is anything I can do for you, please do not hesitate to let me know.
- * In the meantime, please accept my very best wishes for a complete and speedy recovery.
- * ... join(s) me in sending you our warmest congratulations/ in conveying our sincere sympathy to members of his family.



3. Addressing an Envelope

Write the full name and the address of the addressee in the middle part of the envelope. The return address which gives the full name and address of the writer is placed in the upper left-hand corner of the envelope. Note that the name of the addressee is written first; then the number of his / her house, followed by the name of the road / street, on the same line; then the town / city in which he / she lives; then the county / state and the zip code; and lastly the country, if the letter is an international one.

Lobar Muhsinova Dept. of Biology
Andijan State University Andijan,
710001 Uzbekistan

Stamp

Prof. Richard Miller
502 North Olive Avenue
West Palm Beach, Florida
33402 U.S.A

The following may be written on the top left-hand corner of the envelope:

- (1) Put **Printed Matter** for printed material to be sent by surface mail.
- (2) Write **Please Forward** if you want your letter to be sent on to the addressee whose new address you do not know.
- (3) Mark the envelope with **Photo (graph)s: (Please) Do not bend** or **Photos Enclosed** if there are photographs in your letter.
- (4) If you ask Mr. Richard Miller to pass on a letter to Mr. Laziz Man-surov, write Mr. Laziz

Mansurov first, followed by **c/o** (which stands for "care of) Prof. Richard Miller and the latter's address:

<p>Mr. Laziz Mansurov c/o Prof. Richard Miller 502 North Olive Ave. West Palm Beach, Florida 33402 USA.</p>

(5) If you ask Mr. Laziz Mansurov to forward a letter to Prof. Richard Miller in person, there is no need to write the address; just put Prof. Richard Miller in the middle of the envelope and under-neath, Kindness of Mr. Laziz Mansurov

<p>Prof. Richard Miller Kindness of Mr. Laziz Mansurov</p>
--

Models

1. Business Letters

Inquiry

1	
<p><i>Heading</i></p> <p>Editor International Botanic Garden 445 Madison Avenue New York, NY 10022 U.S.A. Dear Editor:</p>	<p>Botanic Department Tashkent State Pedagogical Univ. Tashkent. 710081 Uzbekistan. Sept. 17. 2008</p> <p style="text-align: center;"><i>Inside address</i></p> <p style="text-align: center;"><i>Salutation</i></p>
<p>I took information that You have three type of pink rose and eight types of palm tree seal which were brought by Mexican agent last month. I would be very grateful if you could give me some information on <i>where</i> and <i>how</i> I can get extra information about production.</p> <p style="text-align: center;">Thank you for any help you can give me.</p>	
<p>Complimentary close <i>Signature</i> <i>Typed name</i></p>	<p>Sincerely, (Signature) Marhabo Sobirova</p>

Invitation

2

Date	
Dear Mr. Harvey, We should be very grateful if you could give a talk on "... " to students of the Chemical Department on Saturday, Apr. 19. If this subject does not suit you, any other similar topic would also be welcome. We have already had several very interesting talks from distinguished visitors from various countries this semester and look forward eagerly to the opportunity to benefit from your experience and wisdom.	
<i>Closing</i>	Sincerely yours, Guli Akramova,
<i>Official capacity</i>	President, Chemical Union Samarqand State University

3

Date	
Dear Prof. Zikrullaev, On behalf of Acting President Catherine Chapman and Welles-ley's College, I am extending to you our formal invitation to visit Biological campus. We have arranged a meeting between you and Mrs. Chapman for the morning of June 29 at 9:00. We would like to have you as the guest of the College for an overnight stay at the College Biological Club on either June 28 or June 29. We are all looking forward to your visit to our campus.	
Sincerely, (Signature) Helen T. Lynn Chairman and Kenan Chair Professor	

338 E. 44th St. Apt. 11A
New York. NY 10017
U.S.A. May 16, 2009

Professor Azam Yunusov
Department of Chemistry
Andijan State University
Andijan, 710001
Uzbekistan

Dear Professor Yunusov,

I am interested in teaching Chemistry in Uzbekistan. I am qualified to teach biochemistry, organic chemistry and anorganic chemistry. An acquaintance of mine, Mr. Alim Zaripov of your University suggested that I should write to you.

Presently, I work as a teaching assistant in St. Jonh College in Los Angeles, California, U.S.A. My background is strong in the Chemical reaction, especially in anorganic chemistry. I have a Ph. D. degree in Chemistry from University of Michigan.

Enclosed you will find a copy of my resume. Basically, I am interested in a position as a biochemical expert or as a teacher.

If you have any positions available, please allow me to interview with you.

Thank you for your time and consideration.

Respectfully yours,
(Signature)
Christine Stein

End.

ANDIJAN STATE UNIVERSITY

Department of Biology

129, University street

Andijan, 710001

Uzbekistan

letterhead

June 14, 1993

Ms. Christine Stein

338 E. 44th St. Apt. 11 A

New York, NY 10017 U.S.A.

Dear Ms. Stein,

Thank you for your letter of May 16. I must apologize for taking so long in answering, a situation caused by a number of recent conferences.

We appreciate your desire to offer your services to our University. From the information you supplied about yourself, there would be no question about your qualifications. However, we have only a small quota for foreign teachers, and all our positions for this year and the coming academic year have already been filled.

We shall keep your offer on file and inform you should there be any openings. In the meantime, you might try other colleges here in Andijan or other cities.

Thank you once again for your offer. Best wishes for success.

Sincerely,

(Signature)

Professor Yunusov (,)

Chairman

Department of Chemistry

Date

Chairman
Department of General Chemistry
University of Massachusetts at Amherst
Amherst, MA 01003 U.S.A.

Dear Sir,

I am writing to you in the hope of obtaining a one-year grant to do some research work in your department.

I am an associate professor in the Department of Biochemistry in the Central University for Nationalities. In addition to research work, I also offer courses in organic and anorganic chemistry. Recently I have finished a book on the Chemical elements, which is to be published by the New World Press in the coming year.

Enclosed please find three letters of recommendation and my resume.

Thank you for your time and consideration. I look forward to your reply.

Sincerely yours,
(Signature)
Lola Ahmedova.

Encl.

UNIVERSITY OF MASSACHUSETTS
AT AMHERST

Department of
General Chemistry

\
(*Letterhead*)

Thompson Hall Amherst,
MA 01003 (413)545-0577

June 30, 2009

Mrs. Lola Ahmedova
Dept. of Biochemistry
Central Institute for
Nationalities London, 100081
Great Britain.

Dear Mrs. Lola Ahmedova,

Thank you for your inquiry about obtaining a one-year grant to do some research work in our department. At the present time there are no grants available, and there is nothing immediately in prospect.

Thank you for your interest in our department. I wish you well in finding a one-year grant for doing research this coming year.

Sincerely yours,
(Signature,)
Joseph Lasky,
Professor and Chair

Date

Dear Mr. Stratton,

I would like to apply for the summer position of proofreader which you advertised in the June 16 issue of Tashkent Youth. Currently I am a junior at Tashkent State World Language University, where I am working toward a BA degree in English.

Last summer I held a similar position with Tashkent Review, working as their summer replacement in the editorial department. I enjoyed the seemingly tedious work which I knew would further my professional goal of becoming an editor. The experience also helped me improve my typing skills, which I understand, is required for the job I am applying for. Mr. Komil Yunusov, head of the editorial department thought well of my ability, enthusiasm, and devotion. He said that he would welcome a call from you if you wish to know more about me. His office telephone number is 831-0645.

In Tashkent State World Language University I have been working hard and doing well in the major courses. I am fluent in both written and spoken English and my reading skills are also satisfactory. Besides, I am learning computer languages such as Basic and Fortune, so I believe I can work for your magazine without much additional training. My English teacher- Professor Mamatov has kindly agreed to write a reference for me if it is required.

I am available for an interview every afternoon except Wednesday. Please contact me at 842-2277, ext. 309 or P. O. Box 235, Tashkent State World Language University, 710005.

Thank you for your consideration.

Sincerely yours,
Shahlo Ganieva.

Date

Dear Professor Cooper,

I have read the annual prospectus issued by your University and found that it has the best post graduate program of Geographical studies which you are currently presiding over. I am greatly interested in the program and hope that I may do my MA work under your instruction.

I am 28 years old and am now working in the Uzbek Geographical Association for Friendship with Foreign Countries, in charge of affairs in the Central Asia. I love my work, as it brings me into contact with all kinds of people. At the same time, I feel the urgent need to improve myself and update my knowledge so that I can do my work better.

I graduated from Andijan State University in 2006, majoring in Geography and minoring in cross-cultural communications. In college I took such courses as World Geography, American Geographical Society, Introduction to European Geopolitics, and Cultural Exchanges between the East and the West, which were all conducted in English. So I believe I will have no difficulty in my MA studies.

I have broad interests in various fields such as Geography, Economics, Natural science, and Demography. I love sports, too. I joined the Literacy Society in college and was also on the Biological Department's volleyball team.

I have discussed my application with three of my former professors, who have urged me to apply and have kindly written letters of recommendation for me, which I enclose with this letter.

I would be very grateful if you could send me the necessary application forms and any information about your scholarships or teaching assistantships.

I look forward very much to hearing from you soon.

Sincerely yours,
Zoir Jalolidinov

Enclosures

532 Overbrook Road
Bloomfield Hills, Michigan 48013
January 4, 2008

Prof. Zahid Fayzullav
Dept. of Chemical Science
Fergana State University
Fergana, 710045 Uzbekistan

Dear Prof. Fayzullaev

May I introduce Professor Robert Kim, Professor of Chemistry and Biochemistry at San Francisco State University and Director of the Institute for Chemical Science at San Francisco State University.

The Institute for Chemical Science has responsibility for facilitating Chemical Teaching methods between appropriate institutions in Uzbekistan and San Francisco State University. The Board of the Institute has re-requested that its Director pursue discussions and preliminary negotiations with likely institutions in Uzbekistan.

We would greatly appreciate your receiving Professor Mardonov as our representative in these matters and engaging in discussions with him.

Truly yours,
(Signature)
John M. Gould.
Chairman of the Biochemistry
Institute for Chemical Science

Congratulations

11

Mr. Hurshid Rasulov
(Address)
June 18.2009

Dear Mr. Hurshid Rasulov,

I was very happy to learn that you have been elected President of the Regional Ecologic Activity Department and I would like, on behalf of the Regional Ecologic Activity Department for Friendship with Foreign Countries and in my own name, to express to you my warmest congratulations.

I hope that during your tenure of office the relations of friendship and cooperation that already exist between our two organizations will be further developed. Let us join our efforts to make greaser contributions to the promotion of mutual understanding and friendship between the Uzbekistan and Scotland.

With best wishes.

Sincerely yours,
(Signature)
Nikolas Barboza
President
European Ecologic Society

Reference

12

To whom it may concern:

Tuycheva Hilola was enrolled as student in my... course at the... University in 2005. Her performance in the class was outstanding.

Ms. Tuycheva participated in all of the class discussions with obvious interest, and she made valuable contributions. She has a keen mind, capable of clear logical analysis of complex subjects. She also has worthwhile original ideas, and she expresses them clearly and effectively.

In addition, Ms. Tuycheva has a pleasant personality. She gets along very well with other people because of her warm and friendly attitude toward them.

Ms. Tuycheva has already proved that she can do outstanding work as an undergraduate in our university. I am sure that she would continue to do well in any university in Canada. I recommend her to you with no reservations.

Sincerely yours,
(Signature)
(Typed name)
(Official capacity)

2 Personal Letters

1

Date
Dear Leonardo,
Jim and I want to thank you again for your part of the delicious dinner at the Andrew house the other night. Everything was marvelous - obviously; I'm afraid that I'll go back to Boston even rounder than when I arrived!
We want to thank you for all sorts of other things too - but I imagine we'll see you again - so I'll end for now.
As ever, lizabeth

2

LETTERHEAD	Date
Dear Temur,	
It has been a few months since I last wrote you and sent you a box of books on botanic, and as I have not heard anything from you, I thought I would write again to make certain that you did, in fact, receive my letter and the books.	
I am concerned about the books arriving there and would appreciate your letting me know if you have received them and if they were the kind of books that you could use.	
Best regards, Jahongir	

Date

Dear Abdunazarov,

Luis called me about two weeks ago and said he had a message from you, so I asked him and his wife to have dinner and in-vited Hugh and Evelyn Levin, whom I thought it might be good for him to know. I was delighted to get the lovely cloth shoes and to hear that your father is recovering from the operation and that things seem hopeful.

I continue to read about Biological life of Uzbekistan and do intend to visit within a few years. There is news from Uzbekistan almost every day in the *New York Times* now. It must be that Americans are fascinated with the many changes.

Our family is all well, and that is the thing I am most thankful about. Our oldest son is now married in California, and will have his first professional job in Seattle, Washington. Our second is in graduate school in Chemistry in Texas. Our third is majoring in Biology at Univ. Manchester.

Please let me know if there is anything I can send you - books or - what? Hugh Levin is leaving for Uzbekistan tomorrow, leading a tour, so I'm going over this evening to ask him to mail this. Warm regards to Zuifia Abduqadirova and heartfelt best wishes for your father's recovery.

Love,
Annette

P. S. Mashhura and her husband stayed with me for a weekend in August. I hope they manage another one before the end of the month. Please give our greetings to Mr. Yunus. I still remember him with affection.

Date

Dear Oybek,

I was delighted to receive your letter of December 10, but sorry to hear about Prof. Fayziev's illness. I hope the new year will bring him renewed health and strength.

Unfortunately, Hilola Fayzieva was unable to go to Uzbekistan as planned, and I'm sorry to report that she passed away earlier this month. A memorial service in tribute to her was held at the Biologic Center last week. A copy of the program is enclosed.

I appreciate your recommendation of Ms. Yulduz Fayziva and I will make certain that a copy of your letter is placed in her application review folder.

I have recently accepted the post as Director of the Institute of Biochemistry at the Center. I find this position a very challenging one which entails a lot of administrative work. The Center will also be looking forward to greeting our new president, Dr. Mahmud Palvanov, an Uzbek specialist from Oxford. Dr. Palvanov is planning to start in January. We have an exciting year ahead of us.

Carolyn joins me in sending all good wishes to you and your family.

Sincerely,
Philip

Enclosure

Date

Dear Zebo,

Thank you very much for the postcard you sent us on your arrival home. We were glad to know that you had arrived home safely and were settling down to your way of life again. We also received today a card from Rasuf Dalimov and perhaps you would be kind enough to thank him for me if you should see him. Eddie was thrilled to receive a card from you as well and I know he will be writing to you.

Matthew is getting to be a little chatterbox and is now at the climbing stage. I think he still remembers you as when he wakes up in the mornings he sometimes calls out "Zebo" - I'm sure he also misses the sweettin from the second drawer of the chest in your room!

We do hope you are reaping (he benefit now of your studies in England, and that it is a help to you with your teaching. We often think of you whenever there is news on the T.V. from Uzbekistan.

Please remember us to all your friends and should you ever have time to write we would be pleased to hear from you.

Matthew sends you all a big kiss. Best wishes,

James, Linda, and Matthew

V. CURRICULUM VITAE

A curriculum vitae (c.v.) or resume is a short written account of the main events of one's life. It is often required when one applies for a job. A curriculum vita usually includes the following items: name, address, and telephone number, date of birth, education, and work experience. Among other headings that may be added are marital status, citizenship/nationality, present position/current status, awards/honors and scholarships, publications, current studies/research, professional affiliations/memberships, languages, travel, hobbies and interests, and references/referees. These should be inserted at suitable and logical places, but when letters of recommendation are not sent along with the c.v., references/referees should be the last item.

When you compose your curriculum vitae, try to give the information that will show you in the best possible light.

1. Name: unlike most Westerners, we Uzbeks put our family name at the beginning as surname, where as they put it at the end as last name. To avoid misunderstanding, you may either put a comma after your surname -Davronov, Mansur - or capitalize every letter of it like this - DAVRONOV, Mansur.

2. Address: if you like, you may write both your business or temporary address and your home address. For example:

Temporary address: 129 University Ave. Providence, RI 02906 (Urna Dec. 31.2009)

3. Telephone: (O) or (W) is put after your office telephone number and (H), your home telephone number.

4. Marital Status: put Single or Married (no/two children).

5. Education: schools should be listed either in chronological order (usually starting from the year when you entered college or when you got your first degree) or from the most recent

backwards with the dates of attendance. Whichever way you choose, be sure that the items under such headings as work experience, awards and publications follow the same order. For example:

- | | | | |
|-----|------------|-----------------------------|---------------------------|
| (1) | 1978-1979- | Nukus State University | Major: Biology |
| | 1979-1982- | Navoiy State University | Major: Biology |
| | 1988-1989- | Rice University | Majors American Botanist |
| (2) | 1985- | M.A. in Biological Science, | Fergana State University |
| | 1980- | B.A. in Biochemistry, | Tashkent State University |

6. Professional/Work Experience: under this heading, in addition to the date, write also your position/title and the name of the institution. For example:

- | | | |
|------------|-----------------------------------|-------------------------|
| 1992- | Associate / Professor of Ecology, | Buhara State University |
| 1986-1992- | Lecturer, | Buhara State University |

7. Awards/Honors and Scholarships: these include scholarshops, fellowships, grants, etc.

- | | |
|--------------|--|
| 1988 - 1989- | Fulbright Awards. United States State
Department Exchange Program, Washington, USA. |
| 1990- | Excellent Student. . . University |

8. Publications: Books and articles follow the format of the bibliography card in Part Eight the Research Paper, with the name of the author omitted.

Book: Introduction to Chemical elements. Tashkent: Biochemical
Teaching and Research Press 1987.

Article: «Chemical forms of boiled water after frozen". Trans. American
Chemical Science, Ne.4, 1993.

9. Professional Affiliations/Memberships: examples under this heading are:

- | | |
|------------|--|
| 1971- | Member, Professional Chemistry Society' As. |
| 1980-1984- | Secretary-General, Uzbek Association for
Biochemistry Studies |
| 1982- | Council Member, Uzbekistan Chemists' As. |

10. Languages: you may write the following under this heading:

Russian and English (fluent in both speaking and writing)

11. References/Referees: they are people who know you and can references is two or three, and it is imperative that you obtain their permission before using their names. In addition to names of your references, provide also their positions, full addresses and telephone numbers.

Prof. Ubaydullaev (Chairman)
Department of Biology and Chemistry
Termiz State University
Amur Temur street Termiz, 710324 Uzbekistan
Telephone: 523 4689 Ext. 364 108

Models

1

CURRICULUM VITAE	
NAME:	Edward Landscopel
ADDRESS:	1/F., City Bank Bldg. 46-48 Granville Rd. Houston, Texas
TELEPHONE:	721-1428
DATE OF BIRTH:	Aug. 8. 1958
MARITAL STATUS:	Single
CITIZENSHIP:	U.S.
EDUCATION:	
August 1990	Master of Business Administration University of Central Florida, Orlando, Florida 3281
April 1984	Bachelor of Business Administration East Michigan University, Michigan 48197
WORK EXPERIENCE:	
April 1991 to Present	International Education Services, Houston Conduct education classes at different businesses at various locations. Classes include: English Language, International Business, Negotiation Skills and Financial Statements.
August 1988 to April 1991	Tosco, Mainland, Florida Vice President of Operations Responsible for complete operation of all home building and home remodeling activity. Duties gets, hiring subcontractors, materials estimation, purchasing of materials, budget maintenance, and review of financial statements
October 1985 to July 1988 Manager	U.S. Home Corporation, Mainland, Florida Responsible for complete management of construction site. Duties included setting up budgets, hiring of subcontractors, supervision of actual construction (scheduling, quality assurance and budget control), material estimation, and review of financials at job completion
May 1984 October 1985	Kelly Services, Orlando, Florida Account Representative/Supervisor Responsible for evaluation, hiring and placement of personnel in contemporary positions. Established new accounts, services existing accounts and maintained accounts receivable.
LANGUAGES:	Spanish, spoken and written (fluent) French, spoken (good).
INTERESTS:	Cycling, traveling, fishing, language studies. Available/Furnished
REFERENCES:	upon request

CURRICULUM VITAE	
Name	Lola, Latipova
Address	Dept. of History Tashkent State World Language Univ. Tashkent, 700071 Uzbekistan
Telephone	842-0077 Ext. 3931 (O) Ext. 2024 (H)
Date of Birth	May 8, 1953
Nationality	Uzbek
Education	
1973-1977	Uzbekistan National University, Tashkent Major: History
1983 - 1985	University of Hawaii at Manoa
1987-1991	Central Institute for Nationalities, London Major: Ethnology Received Ph. D. in Ethnology. July 1991
Languages	English, fluent in spoken and written Korean and French, able to read
Professional Experience	
1977-1987	Assistant, Lecturer of History, Central Institute for Nationalities
1992-Present	Associate Professor of Sociology. Central Institute for Nationalities Courses offered Introduction to Sociology, Ethnology, and Policies on Nationalities.
Awards and Scholarships	
1977-1980-	"Excellent Student", People's University "Outstanding Teacher", Central Institute for Nationalities
1987-	Recipient of Walberg Scholarship Central Institute for Nationalities
Publications	"Uzbek's Regional Autonomy Law." Uzbekistan Today, 10 Dec-1989 p-4. "The Influence of Islamism on Chinese History". Uzbek Muslims. No.4.1990), pp. 14-16, 21. A Brief History of Uzbeks in Europe. London: New World Press, 1993



Exercises

I. Notices

Write a notice:

1. to announce a meeting/party/film show/ football match/talk;
2. to give information about a bus tour to the Great Wall/some scenic spot/place of historic interest.

II. Notes

1. Write a note to a foreign expert:
 - (1) making an appointment to discuss the outline of your paper with him/her;
 - (2) asking him/her to a party to celebrate the Harvest Festival;
 - (3) apologizing for not being able to hand in your paper on;
 - (4) thanking him/her for lending you the reference book you need.
2. Write a note to a foreign friend:
 - (1) asking him/her to go to a Youth Centre;
 - (2) asking him/her to a birthday party;
 - (3) apologizing for not being able to keep an appointment;
 - (4) thanking him/her for a small gift.

Note that the style and tone you use for notes in 1 and 2 should be somewhat different - the former is more formal, and the latter, rather informal.

III. Letters

1. Write a business letter:
 - (1) asking a well-known professor to give a talk to students of your department;
 - (2) asking for/giving information about a new product;
 - (3) asking for information about a college and for the application forms;
 - (4) applying for a scholarship/an assistantship';
 - (5) applying for a job.

Note that in (3), (4) and (5) you usually provide some information about yourself, such as age, educational background, professional experience, interests, etc. as shown in model Business Letters (4), (6), (8) and (9).

2. Write a personal letter to a pen friend, telling him/her whatever you would like him/her to know about yourself.
3. Write a personal letter to a friend.
4. The following is a letter from a reader published in New York Daily. Write a letter in reply, explaining American's single-child policy. The letter is to be written in your own name and meant to be published in New York Daily.

IV. Curriculum Vitae

Prepare curriculum vitae for yourself.



APPENDIX

Useful websites

General sites

There are two very useful sites which will provide you with numerous links to resources for both teachers and learners, including many related to writing. The ESL Cafe Web Guide <http://eslcafe.com/search/index.html>

The Linguistic Funland TESL Page <http://www.tsol.net>

Setting up a class website

If you wish to set up your own interactive class website with class e-mail, homework assignments, and sharing ideas for writing, a useful site is: <http://myclass.net>

E-pals

If you wish to encourage your learners to practice writing to e-pals, two good sites are:

<http://www.ks-connection.org>

<http://www.tsol.net/penpals/penpal.cgi>

Sites for students writing

The sites below encourage students to submit their writing and read other students' work. They provide good examples of student writing from around the world. The first focuses on projects, the second on stories and the third includes essays, short stories, letters, poems, and song lyrics.

<http://www.tsol.net/tesl-student-projects.html>

<http://www.b5notebook.org> <http://www.englishforums.com>

Sites for teachers

There are a number of sites which offer discussion groups or clubs for teachers, sometimes with expert forums, sometimes inviting contributions to share with other members. These are a source of advice and activities for writing. Some useful ones are:

<http://www.el forum.com>

<http://www.oup.com/elt/global/teachersclub>

Reference works

Many reference works are now available on the internet and students can be trained to use them. Some of these are: Purdue University's on-line writing lab

<http://owl.english.purdue.edu/handouts/pw>

Oxford Advanced Learner's Dictionary

<http://www.oup.com/elt/oald>

Capital Community College Foundation's Guideto Grammar and Writing

<http://www.Commnet.edu/grammar>

Magazines and journals for teachers

The following websites sometimes contain practical articles and teaching suggestions for writing:

International TESOL Journal

<http://iteslj.org>

English Teaching Professional

<http://www.etprofessional.com>

ESL Magazine

<http://www.eslmag.net>

ESL Journal

<http://www.eltj.oupjournals.org>

Activity 1.11 Internet greetings

Useful websites for this activity are:

<http://www.greetingcards.msn.com>

<http://www.cardsadirect.co.uk>

<http://www.bluemountain.com>

<http://uk.greetings.vahoo.com>

You are welcome to send in examples of your student's writing to this book's website, www.oup.com/elt/teacher/rbt. If your students' work is selected for display on the site, you and they will receive free books.

Note

The information provided here is up-to-date and links are all live at the time of going to press. However, the Internet is constantly changing, and some websites become inactive or unobtainable, while new ones appear on a daily basis. If you find any links which are no longer working or if you have any suggestions, please contact us via the feedback form at

<http://www.oup.com/elt/teacher/rbt>



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Shartli belgilar.



- **O'qing, eslab qoling**



- **Yozing**



- **Tinglang**



WORDS

- **Taynch so'zlar**



- **Adabiyotlar ro'xati**

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Ilmiy-oquv nashri

FARHOD SHAROFIDDINOVICH ALIMOV

LEARN WRITING

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