O'ZBEKISTON RESPUBLIKASI
OLIY TA'LIM, FAN VA INNOVATSIYALAR VAZIRLIGI

TERMIZ IQTISODIYOT VA SERVIS UNIVERSITETI

"TASDIQLAYMAN"
Termiz iqtisodiyot va servis
universiteti rektori
_______ A.U.Sattarov
2024-yil "___" ___________

XORIJIY TIL FANINING

FAN DASTURI

(1-kurs kunduzgi ta'lim uchun)

Bilim sohasi:	400 000	– Biznes, boshqaruv va huquq
Ta'lim sohasi:	410 000	– Biznes va boshqaruv
Ta'lim yo'nalishi:	60410600	– Bank ishi

Termiz – 2024

Fan/modul kodi XT1106/XT1204		O'quv yili 2024-2025	Semestr ½	ECTS - Kreditlar 6/4	
Fan/modul turi Majburiy		Ta'lim tili Ingliz/o'zbek		Haftadagi dars soatlari 6/4	
1.	Fanning nomi		Auditoriya mashg'ulotlari (soat)	Mustaqil ta'lim (soat)	Jami yuklama (soat)
	Xorijiy til		90/60	90/60	180/120

2. I. Fanning mazmuni

Fanni o`qitishdan maqsad – Nofilologik yo'nalishlarda Xorijiy tilni o'rgatishdan asosiy maqsad kelgusi mutaxassislarda kundalik hayotlari, ilmiy va kasbiy faoliyatlarida chet tilidan erkin foydalanuvchi mutaxassislarni tayyorlash. Shu bilan birga, ularda vatanparvarlik hissini rivojlantirish, mustaqil izlanish, bilim va ko'nikmalarini darsdan tashqari paytda ham, OTMni bitirganlaridan keyin ham rivojlantirish, hamda umumbashariy va sohaga oid mavzularda ilmiy maqolalar yoza olish, mantiqiy fikrlash qobiliyatlarini rivojlantirishdan iborat.

Fanning vazifasi – Talabalarning nutq (o'qish, yozish, tinglab tushunish, gapirish), til (leksik, grammatik), ijtimoiy-madaniy va pragmatik kompetentsiyalarini rivojlantirish;

- ilmiy, kasbiy va maishiy faoliyatga bog'liq mavzular yuzasidan og'zaki va yozma bayon etish ko'nikma va malakalarini rivojlantirish;
- umumbashariy va milliy qadriyatlar bilan tanishtirish, madaniyatlararo bag'rikenglik va millatlararo hamdo`stlik hislarini singdirish;
- ilmiy va kasbiy faoliyatda qo'llaniladigan termin va atamalarni o'rgatish;
- talabalarning ilmiy va sohaviy yo'nalishlaridan kelib chiqib, mustaqil ish topshiriqlarini to'g'ri va aniq ko'rsatmalar berish orqali tashkil etish.

II. Amaliy mashg'ulotlar bo'yicha ko'rsatma va tavsiyalar

Ushbu dastur talabalar uchun belgilab berilgan B2 (CEFR) va undan yuqori darajalarni egallashga qaratilgan. Ushbu darajaga erishish talabalarda ilmiy va sohaviy faoliyatda yuzaga keladigan til bilan bog'liq vaziyatlarda erkin muloqotga kirish ishlarini va vaziyatni samarali hal qilishlarini ta'minlaydi. Namunaviy dastur asosida kafedralarda nofilologik yo'nalishlar uchun mutaxassislik doirasidan kelib chiqib sillabuslar va amaliy mashg'ulotlar kontenti ishlab chiqiladi.

Amaliy mashg'ulotlarda nutqiy kompetentsiyaning o'qish, yozish, tinglab tushunish va gapirish ko'nikma va malakalari integratsiyalashgan ravishda olib boriladi. Mavzuning mohiyati va mutaxassislik xususiyatlaridan

kelib chiqib, u yoki bu ko'nikma va malaka darslarda asosiy deb olinadi. Bunda pedagog turli pedagogik metod va texnologiyalardan unumli foydalanishi maqsadga muvofiq bo'ladi. Masalan:

Dialog - ijtimoiy mavzularda suhbat va norasmiy dialog; kasbiy yoki boshqa mavzularda rasmiy va norasmiy munozaralar; munozarani boshqarish, intervyu, muzokaralar va telefon orqali muloqot olib borish;

Monolog - ixtisoslikka oid mavzularda ma'ruza tayyorlash va o'qish; munozara, dalil va isbotlarni olg'a surish, fikrni asoslab berish; maxsus mavzularda taqdimot tayyorlash hamda chiqish qilish; ma'lumotlarni umumlashtirish, maqolalar yozish, muhokama qilish;

O'qish – tanishuv o'qish, ko'z yugurtirib o'qish va sinchiklab o'qish ko'nikma va

malakalarini rivojlantirish; xat-xabar, yozishmalar va elektron pochtani o'qish; maxsus materiallarni o'zida aks ettirgan autentik matnlarni o'qish; maxsus so'z va terminlarga ega matnlarni, ilmiy va kasbga oid adabiyotlarni, elektron manbalar va matbuot materiallarini o'qish;

Yozma nutq – turli yozishmalar, xat-xabarlar va maxsus dokladlar (eslatma CV va hokazo) yozish; esse, bayon, rezyume, tadqiqot ishi (maqolalar, bitiruv malakaviy ishlar) yozish;

Tinglab tushunish - autentik materiallarni 2 marta eshitib asosiy mazmunini tushunish, zarur axborotni olish va uni bayon eta olish; kundalik yangiliklar, reportajlarni, film qahramonlari nutqini tushunish.

Bilim va ko'nikmalarni sohaga yo'naltirish

Kasbga yo'naltirilgan bosqichning asosiy maqsadi:

- Nutq turlari bo'yicha kasbiy sohada chet tilini amaliy egallash;
- talabani ijodiy shaxs sifatida rivojlantirish;
- soha bo'yicha adabiyotlarni tarjima qilish malaka va ko'nikmalarini rivojlantirish.

Fan tarkibiga quyidagi amaliy mashg'ulot mavzular kiradi:

I semestr

1. Introduction to the course
2. Money
3. Banks supplies
4. Bank furniture
5. Bank documents
6. Bank machines
7. Parts of a bank
8. Numbers
9. Banks- the basics
10. Saving accounts
11. Checking accounts
12. Internet banking
13. Mortgages
14. Credit cards

15. Access channels
16. Online banking
17. Office and administrative support
18. Phone banking
19. Teller
20. Taxation
21. Banking and financial problems
22. Profits and and loss accounts
23. National economies and international trade
24. Currency markets
25. Electronic tools
26. Bookkeeping cycle
27. Income statements
28. Balance sheets
29. Cash flow statements
30. Describing change
31. Gleaning information from financial statements
32. Overdrafts
33. Costs
34. Taxes
35. Investments
36. Phrasal verbs for banking and finance
37. Credit Unions
38. Commercial bank
39. Front office
40. Middle office
41. Back office
42. Branch Manager
43. Trust Officer
44. Collocations for banking and finance
45. Investing

Fan tarkibiga quyidagi amaliy mashg'ulot mavzular kiradi:

II semestr

1. Investment banking: Investment office
2. Investment banking: Back office
3. Loan officer
4. Credit analyst
5. Brand manager
6. Trust officer
7. Private banking
8. Savings and loans, thrifts, and building societies
9. Islamic banking
10. Central banks
11. Banking crime; Fraud 1: Check fraud

12. Fraud 2: Credit and debit card fraud
13. Fraud 3: Accounting fraud
14. Fraud 4: Internet fraud
15. Robbery
16. Challenges in banking; Competition
17. Types of risk
18. Asset quality
19. Crises and runs
20. Regulation principles
21. Regulation requirements
22. Jobs in accounting
23. Numbers
24. International banking
25. Transfer
26. Loans
27. Home loans
28. Certificates of deposit
29. Mutual funds
30. Community bank

III. I semestr uchun mustaqil ta'lim mavzulari:

1. Work organization and responsibility
2. Career choices
3. Making deals
4. Company and community
5. Formal and informal correspondence
6. Managing style, International trade
7. Meetings, ethical behaviour and social performance
8. Building career.
9. Markets and competitors
10. Manufacturing and services.
11. Personal development.
12. Work and job. Ways of working.
13. Recruitment and selection
14. Innovation. Preparing for the future customers satisfactions
15. Products and packaging
16. Office materials
17. Taxes
18. Cash flow statements
19. Private banking
20. Investment banking: Back office
21. Marketing and sales
22. Business trip
23. Finance and banking

	24. Business and correspondence **II semestr uchun mustaqil ta'lim mavzulari:** 1. Personal contacts 2. Telephoning 3. Company and office 4. Social correspondence 5. Job interview 6. Accounting 7. International trade 8. Money markets 9. International financial institutions 10. Offshore banking 11. Banking in developing countries 12. Banking and ethics 13. Influences on banking standards 14. Banking governance 15. Banking and change 16. Credit 17. Fees and charges 18. Investment 19. Loans 20. Credit
3.	**V. Fan o'qitilishining natijalari (shakllanadigan kompetensiyalar)** **Fanni o'zlashtirish natijasida talaba:** - nutqi (o'qish, yozish, tinglab tushunish, gapirish), tili (leksik, grammatik), ijtimoiy-madaniy va pragmatik kompetentsiyalari oshadi; - ilmiy, kasbiy va maishiy faoliyatga bog'lik mavzular yuzasidan termin va atamalarni o'rganishi natijasida og'zaki va yozma bayon etish ko'nikma va malakalari rivojlanadi; - umumbashariy va milliy qadriyatlar bilan tanishish orqali madaniyatlararo bag'rikenglik va millatlararo hamdo'stlik, vatanparvarlik tuyg'ulariga ega bo'ladi.
4.	**VI. Ta'lim texnologiyalari va metodlari:** • dialog, monolog, debat; • tanishuv o'qish, ko'z yugurtirib o'qish va sinchiklab o'qish; • muammoli vaziyat va keys-stadilar; • mantiqiy fiklash, tezkor savol-javob, aqliy hujum; • guruhlarda ishlash; • taqdimotlar qilish; • individual loyihalar;

	• jamoa bo'lib ishlash va himoya qilish uchun loyihalar
5.	**VII. Kreditlarni olish uchun talablar:** Fanga oid amaliy va uslubiy tushunchalarni to'la o'zlashtirish, o'rganilayotgan mavzular haqida mustaqil mushohada yuritish, hamda joriy, oraliq va yakuniy nazorat shakllarida berilgan vazifa va topshiriqlarni bajarish.
6.	**Asosiy adabiyotlar** 1. Career Paths: Virginia Evans, Ken Gilmore. Banking. Student's books. Published by Express Publishing, 2011 – 121 p. 2. Mark Roberts. Series editor: Terry Phillips. English for Economics in Higher Education Studies, Course Book. Garnet Publishing Ltd, 2012. – 135 p. 3. Career Paths: John Taylor, Stephen Peltier – C.P.A., M.S. Accounting. Published by Express Publishing, 2011 – 125 p. **Qo'shimcha adabiyotlar** 1. Raymond Murphy. English Grammar in Use. Elementary, Intermediate books. Cambridge University Press, 2019 – 217 p. 2. Michael McCarthy, Felicity O'Dell, Stuart Redman. English Vocabulary in Use. Elementary, Pre-Intermediate and Intermediate. Cambridge University Press, 2017. – 228 p. 3. Check your English vocabulary for Banking and Finance, Jon Marks 2007 – 81 p. **Elektron-axborot manbalari:** 1. www.teachingenglish.org.uk 2. https://tube.edu.uz/ 2. https://www.bbc.co.uk/learningenglish/features/pronunciation 3. http://www.britishcouncil.org 4. https://www.britishcouncil.org/english/business/apps/sounds-right 5. https://www.engvid.com/english-lessons/ 6. https://www.fluentu.com/blog/english/how-to-improve-english-pronunciation/ 7. https://improveyouraccent.co.uk/learn/ 8. https://www.oxfordonlineenglish.com/category/english-pronunciation 9. https://www.youtube.com/channel/UCIeRsxgia3oNEuKAuXEPh0A 10. https://www.youtube.com/channel/UCBHtnQGUChkwG1eyWL5EA9g
7.	Fanning o'quv dasturi Termiz iqtisodiyot va servis universiteti tomonidan ishlab chiqildi va tasdiqlandi.
8.	**Fan/modul uchun mas'ullar:** L.Raimov – Termiz iqtisodiyot va servis universiteti "Fakultetlararo chet tili" kafedrasi o'qituvchisi Y.Raxmonqulova – Termiz iqtisodiyot va servis universiteti "Fakultetlararo chet tili" kafedrasi o'qituvchisi

	K.Shoyimova – Termiz iqtisodiyot va servis universiteti “Fakultetlararo chet tili” kafedrasi o’qituvchisi
9.	**Taqrizchilar:** f.f.f.d. Xudoynazarova O`.A. – Termiz davlat universiteti Fakultetlararo chet tillari kafedrasi, katta o`qituvchi