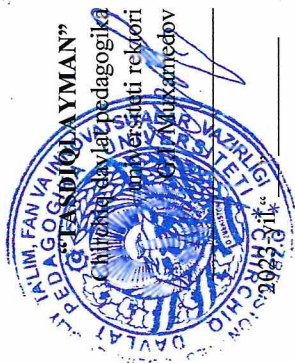


**O'ZBEKISTON RESPUBLIKASI**  
**OLIV TA'LIM, FAN VA INNOVATSIYALAR VAZIRLIGI**  
**CHIRCHIQ DAVLAT PEDAGOGIKA UNIVERSITETI**



**DAVLAT TILIDA ISH YURITISH**

**O'QUV DASTURI**

**Bilim sohasi:**

100000 – Ta'lim

**Ta'lim sohasi:**

110000 – Ta'lim

**Ta'lim yo'nalishi:**

60111400 – O'zbek tili va adabiyoti

**Chirchiq-2023**

| Fan/modul kodi<br>DTYU105                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | O'quv yili<br>2023-2024    | Semestr<br>I                           | ECTS - Kreditlar<br>5        |                           |
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| Fan/modul turi<br>Majburiy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Ta'lim tili<br>O'zbek      |                                        | Haftadagi dars soatlari<br>4 |                           |
| 1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Fanning nomi               | Auditoriya<br>mashg'ulotlari<br>(soat) | Mustaqil<br>ta'lim (soat)    | Jami<br>yuklama<br>(soat) |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                            |                                        |                              |                           |
| 2.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Davlat tilida ish yuritish | 60                                     | 90                           | 150                       |
| <p><b>I. Fanning mazmuni</b></p> <p>Fanni o'qitishdan maqsad – talabalarga zamon talablariga mos ravishda davlat tilida ish yuritish asoslari, rasmiy hujjatlar va ularni yozish bo'yicha nazariy va amaliy bilimlar berish, bo'lg'usi fan o'qituvchisini kasbiy faoliyatiga doir ish hujjatlari bo'yicha bilimlar bilan qurollantirish.</p> <p>Fanni o'qitishning vazifasi – talabalarga davlat tilida ish yuritishga oid bilim berish, nazariy bilimlarini amaliyotda qo'llay bilishga o'rgatish va pirovardida ularni hujjatlarni to'g'ri yozish, yozilish qolipini bilish va ulardan foydalana olishi, hujjatlarni to'g'ri rasmiylashtirish, matn mazmuni va qurilishini to'g'ri shakllantirishga o'rgatishdir.</p> <p><b>II. Nazariy qism (ma'ruza mashg'ulotlari)</b></p> <p><b>II.1. Fan tarkibiga quyidagi mavzular kiradi:</b></p> <p><b>1-mavzu. Kirish. Hujjatchilik tarixi. Sharq hujjatchiligi.</b></p> <p>Davlat tilida ish yuritish kursi, uning mundariyasi, maqsadi, vazifasi va ahamiyati. O'rxun-enasoy, so'g'd, eski uyg'ur, arab va boshqa yozuvlarda bitilgan qadimiy hujjatlar. Yorliq, farmon, noma, bitimlar, arznoma, qarznomalar, tilxatlar. Ularning bir-biridan farqi. Xonliklarda rasm bo'lgan hujjatlar.</p> <p><b>2-mavzu. O'zbek adabiy tili me'yorlari.</b></p> <p>Imlo me'yorlari. Talaffuz me'yorlari. Grammatik me'yorlar. So'z tanlash va so'z qo'llash me'yorlari. Uslubiy me'yorlar. O'zbek adabiy tili me'yorlarining buzilish holatlari.</p> <p><b>3-mavzu. Nutqning uslubiy shakllari.</b></p> <p>Nutq va notiqlik xususida. Nutq uslublari: so'zlashuv uslub, rasmiy-idoraviy uslub, ilmiy uslub, publististik uslub va badiiy uslub. Nutqning og'zaki va yozma shakllari.</p> <p><b>4-mavzu. Matn turlari va tarkibi.</b></p> <p>Matn turlari: dialogik va tavsifiy matn. Matn qisqartirish yo'llari. Matn kengaytirish yo'llari. Matn tuzishda so'z tanlash va so'z qo'llash mahorati.</p> |                            |                                        |                              |                           |

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| <p><b>5-mavzu. Ish yuritish tili va uslubi. O'zbekiston Respublikasida hujjatchilikning takomillashuvi.</b></p> <p>O'zbek tilining rasmiy ish qog'ozlari uslubi. Morfologik xususiyatlari. Sintaktik xususiyatlari. O'zbek tilining rasmiy ish qog'ozlari uslubi. Morfologik xususiyatlari. Sintaktik xususiyatlari. O'zbekiston Respublikasida hujjatchilikning takomillashuvi bo'yicha amalga oshirilgan ishlar. Davlat tili haqida'gi qonunning qabul qilinish jarayoni. Qonunga kiritilgan qo'shimcha va o'zgartirishlar. Ushbu qonunning bugungi kundagi ahamiyati.</p> <p><b>6-mavzu. Hujjat turlari va xususiyatlari. Sodda va murakkab hujjatlar.</b></p> <p>Hozirgi kunda yuritiladigan hujjatlarining turlari. Hujjatlarining qo'llanilish o'rinlari. Hujjat matnining shakli. Morfologik xususiyatlari. Sintaktik xususiyatlari. Sodda va murakkab hujjatlarining turlari. Hujjatlar matnining o'ziga xos xususiyatlari.</p> <p><b>7-mavzu. Tashkiliy hujjatlar.</b></p> <p>Tashkiliy hujjatlar haqida tushuncha. Guvohnoma, yo'riqnom, nizom-ustav, shartnoma. Hujjatlarining yozilish uslubi va o'ziga xos xususiyatlari.</p> <p><b>8-mavzu. Axborot-ma'lumot hujjatlari.</b></p> <p>Ariza, bayonnoma, bayonnomadan ko'chirma, bildirishnoma, dalolatnoma, ishonchnoma. Ma'lumotnoma, tavsifnoma va tavsifnoma. Tarjimai hol, tilxat. Tushuntirish xati, e'lon. Hisobot shakli matni.</p> <p><b>9-mavzu. Farmoyish hujjatlari va ularning turlari.</b></p> <p>Buyruq, buyruqdan ko'chirma, farmoyish, ko'rsatma. Yozilish uslubi, o'ziga xos xususiyatlari.</p> <p><b>10. Xizmat yozishmalari</b></p> <p>Manzil, taklifnoma, telegramma va telefonogramma. Xizmat yozishmalarining vazifasi va yozilish uslubi. Xat va uning turlari.</p> | <p><b>III. Amaliy mashg'ulotlar bo'yicha ko'rsatma va tavsiyalar</b></p> <p>Amaliy mashg'ulotlar uchun quyidagi mavzular tavsiya etiladi:</p> <ol style="list-style-type: none"> <li>1. Hujjatchilik tarixi. Sharq hujjatchiligi.</li> <li>2. O'zbek adabiy tili me'yorlari.</li> <li>3. Nutqning uslubiy shakllari.</li> <li>4. Matn turlari va tarkibi.</li> <li>5. Matn qisqartirish va kengaytirish yo'llari.</li> <li>6. O'zbekiston Respublikasida hujjatchilikning takomillashuvi.</li> <li>7. "Davlat tili" haqidagi qonunning amaliyotga tatbiqi.</li> <li>8. Hujjat turlari. Sodda va murakkab hujjatlar.</li> <li>9. Hujjatlarining morfologik va sintaktik xususiyatlari.</li> </ol> |
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| <p>10. Adres, ariza. Yozilish uslubi, o'ziga xos xususiyatlari.</p> <p>11. Tarjimai hol. Bildirishnoma. Yozilish uslubi, o'ziga xos xususiyatlari.</p> <p>12. Buyruq, farmoyish, ko'rsatma. Yozilish uslubi, o'ziga xos xususiyatlari.</p> <p>13. Guvohnoma, dalolatnoma, ishonchnoma. Yozilish uslubi, o'ziga xos xususiyatlari.</p> <p>14. Yo'riqnoma, nizom, ustav.</p> <p>15. Majlis bayoni, shartnoma, ma'lumotnoma.</p> <p>16. Tavsifnoma, tavsiyanoma. Yozilish uslubi, o'ziga xos xususiyatlari.</p> <p>17. Tilxat, tushuntirish xati, hisobot</p> <p>18. Xat va uning turlari.</p> <p>19. Xizmat xatlari. Ularning vazifasi, o'ziga xos xususiyatlari, ahamiyati.</p> <p>20. Taqriz, annotatsiya.</p> <p><b>IV. Mustaqil ta'lim va mustaqil ishlar</b></p> <p>Mustaqil ta'limni baholash – bu talabalarning jamoaviy tartibda va yakka tartibda berilgan amaliy loyihalarni bajarishlari orqali amalga oshiriladi. Bunda har bir talabaga bitta jamoaviy loyiha va ikkita yakka tartibda bajariladigan loyiha beriladi. Talaba berilgan loyiha va vazifalarini, mohiyatini tushungan holda qo'yilgan masalani o'rganib, izlanishlar olib boradi. Olingan natijalarni tahlil qilib, xulosalari bilan taqdimotlar tayyorlab himoya qiladi. Ishchi fan dasturida loyihalarning soni, mavzusi, mazmuni bajarish usullari va topshirish muddatlari to'liq ochib beriladi.</p> <p><b>Mustaqil ta'lim uchun tavsiya etiladigan mavzular:</b></p> <ol style="list-style-type: none"> <li>1. Davlat tilida ish yuritish fanining bugungi kundagi ahamiyati.</li> <li>2. O'rxun-enasoy, so'g'd yozuvlarida bitilgan qadimiy hujjatlar.</li> <li>3. Eski uyg'ur, arab va boshqa yozuvlarda bitilgan qadimiy hujjatlar.</li> <li>4. "Davlat tili haqida"gi qonun va uning ijtiroi: muammo va yechimlar.</li> <li>5. Hujjatlarning paydo bo'lishi va tarixi.</li> <li>6. So'z tanlash va so'z qo'llash me'yori.</li> <li>7. Uslubiy me'yori.</li> <li>8. O'zbek adabiy tili me'yori bo'yicha buzilish holatlari.</li> <li>9. Nutqning og'zaki va yozma shakllari.</li> <li>10. Dialogik va tavsifiy matnlar.</li> <li>11. So'z tanlash va so'z qo'llash me'yori.</li> <li>12. Matnni qisqartirish va kengaytirish yo'llari.</li> <li>13. Matn tuzishda so'z tanlash va so'z qo'llash mahorati.</li> <li>14. O'zbekiston Respublikasida hujjatchilikning takomillashuvi.</li> <li>15. Hujjatlarning yozilish uslubi va o'ziga xos xususiyatlari.</li> <li>16. Hujjatlarning qo'llanilish o'rinlari.</li> <li>17. Hujjatlarning morfologik xususiyatlari.</li> <li>18. Hujjatlarning sintaktik xususiyatlari.</li> <li>19. Tashkiliy hujjatlar va ularni rasmiylashtirish.</li> </ol> |  |
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| <p>20. Ma'lumot-axborot hujjatlar.</p> <p>21. Farmoyish hujjatlar va ularning turlari.</p> <p>22. Xizmat yozishmalari bilan ishlash texnologiyalari.</p> <p>23. Xat va uning turlari.</p> <p>23. Shaxsiy xatlar.</p> <p>24. Rasmiy xatlar.</p> <p>25. Diplomatik xatlar.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <p><b>3.</b></p> <p><b>V. Ta'lim natijalari (shakllanadigan kompetensiyalar)</b></p> <p>Fanni o'zlashtirish natijasida talaba:</p> <ul style="list-style-type: none"> <li>• "Davlat tilida ish yuritish"ning fan sifatidagi o'rni, maqsad va vazifalari, predmeti, ob'yekti, hujjatchilikning shakllanishi, tarixiy ildizlari, hujjatchilik taraqqiyotini belgilovchi omillar haqida <b>tasavvurga ega bo'lishi; (bilim)</b></li> <li>• hujjat turlari, ularni to'g'ri yozish, yozilish qolipini bilish va kerakli, zaruriy o'rinlarda qo'llash haqida bilishi va ularidan <b>foydalana olishi; (ko'nikma)</b></li> <li>• hujjatlarni to'g'ri rasmiylashtirish, matn mazmuni va qurilishini to'g'ri shakllantirish, rasmiy uslub me'yori, qolib shakllarni qat'iy qo'llay olish haqida <b>malakalarga ega bo'lishi kerak.</b></li> </ul> |  |
| <p><b>4.</b></p> <p><b>VI. Ta'lim texnologiyalari va metodlari:</b></p> <ul style="list-style-type: none"> <li>• ma'ruzalar;</li> <li>• interfaol keys-stadilar;</li> <li>• seminarlar (mantiqiy fikrlash, tezkor savol-javoblar);</li> <li>• guruhlarda ishlash;</li> <li>• taqdimotlarni qilish;</li> <li>• individual loyihalar;</li> <li>• jamoa bo'lib ishlash va himoya qilish uchun loyihalar.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <p><b>5.</b></p> <p><b>VII. Kreditlarni olish uchun talablar:</b></p> <p>Fanga oid nazariy va uslubiy tushunchalarni to'la o'zlashtirish, tahlil natijalarini to'g'ri aks ettira olish, o'rganilayotgan jarayonlar va tushunchalar haqida mustaqil mushohada yuritish, joriy va oraliq nazorat shakllarida berilgan vazifa va topshiriqlarni bajarish, yakuniy nazorat bo'yicha variantlar asosida yozma topshiriqlarni bajarishi zarur.</p>                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <p><b>6.</b></p> <p><b>VIII. Asosiy adabiyotlar:</b></p> <ol style="list-style-type: none"> <li>1. Aminov M., Madvaliyev A., Mahkamov N., Mahmudov N. Ish yuritish. – Toshkent: O'zME davlat ilmiy nashriyoti, 2017.</li> <li>2. Mahmudov N. va boshq. Ish yuritish asoslari. – Toshkent: O'zME davlat ilmiy</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |

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|   | <p>nashriyoti, 2006.</p> <p>3. Mahmudov N., Rafiyev A., Yo'ldoshev I. Davlat tilida ish yuritish. – Toshkent, 2015.</p> <p>4. Tojiyev Y., Hasanova N., Tojimatov, Yo'ldosheva O. O'zbek nutqi madaniyati va uslubiyat asoslari. - Toshkent, 1994.</p> <p><b>IX. Qo'shimcha adabiyotlar:</b></p> <p>1. Ўзбекистон Республикаси Президентининг “Ўзбекистон Республикаси янада ривожлантириш бўйича Харакатлар стратегияси” тўғрисидаги Фармони (“Халқ сўзи”, 2017 йил, 8 февраль).</p> <p>2. Mirziyoyev Sh. Buyuk kelajagimizni mard va olijanob xalqimiz bilan birga quramiz. -Toshkent: O'zbekiston, 2017.</p> <p>3. Mirziyoyev Sh. Qonun ustuvorligi va inson manfaatlarini ta'minlash – yurt taraqqiyoti va xalq farovonligining garovi. -Toshkent: O'zbekiston, 2017.</p> <p>4. O'zbekistonRespublikasiPrezidentining “O'zbekiston Respublikasini yanada rivojlantirish bo'yicha Harakatlar strategiyasi to'g'risida”gi 2017-yil 7-fevraldagi farmoni.</p> <p>5. O'zbekiston Respublikasi Prezidentining “Oliy ta'lim tizimini yanada rivojlantirish chora-tadbirlari” to'g'risidagi qarori. – “Xalq so'zi” gazetasi, 2017-yil, 21-aprel.</p> <p>6. Imamova T., Tuxvatullina L. Ish qog'ozlari qanday yoziladi? -Toshkent, 1992.</p> <p>7. Tojiyev Y., Hasanova N., Tojimatov, Yo'ldosheva O. O'zbek nutqi madaniyati va uslubiyat asoslari. - Toshkent, 1994.</p> <p><b>Axborot manbalari:</b></p> <p><a href="http://www.gov.uz">http://www.gov.uz</a><br/> <a href="http://www.edu.uz">http://www.edu.uz</a><br/> <a href="http://www.pedagog.uz">www.pedagog.uz</a><br/> <a href="http://www.ziyounet.uz">www.ziyounet.uz</a><br/> <a href="http://www.cspi.uz">www.cspi.uz</a><br/> <a href="http://www.natlib.uz">www.natlib.uz</a></p> |
| 7 | <p>O'quv dasturi Chirchiq davlat pedagogika universiteti tomonidan ishlab chiqilgan va universitet Kengashining 2023-yil “24” <u>28</u> dagi <u>1</u> sonli qarori bilan tasdiqlangan.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 8 | <p><b>Fan/modul uchun mas'ul:</b><br/> A. Shofqorov - Chirchiq davlat pedagogika universiteti “O'zbek tilshunosligi” kafedrası mudiri, filologiya fanlari nomzodi, dotsent.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 9 | <p><b>Taqrızchilar:</b><br/> B. Mengliyev – Alisher Navoiy nomidagi Toshkent davlat o'zbek tili va</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |