**“TASDIQLAYMAN” “Xorijiy tillar” kafedrasi mudiri \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_B.Xoliyorov “\_\_\_\_\_” \_\_\_\_\_\_\_\_\_\_\_2022 yil**

**DASTUR BAJAEILISHINING KALENDAR ISH REJASI**

 **(ma’ruza,seminar, laboratoriya, amaliy mashg’ulotlar, kurs ishlari)**

 Fakultet: \_\_\_\_\_\_\_\_\_\_\_\_ Yo’nalish:\_\_\_\_\_ Akademik guruh \_\_\_\_\_\_\_ Maruza

 Fanning nomi: **Ingliz tili 1 kurs 1 semestr** Amaliy mash. 60

 Ma’ruzachi: Labaratoriya

 Maslahat va amaliy mashg’ulotni olib boruvchi: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mustaqil ish 120

 Mustaqil mashg’ulotlarni olib boruvchi: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ kurs ishi

 **Jami 180**

|  |  |  |  |  |
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|  |  **Mavzuning nomi** | **Ajratilgan soat** | **Bajarilganligi haqida ma’lumot** | **O’qituvchi imzosi** |
| **Oy va kun** | **Soatlar soni** |
| 1 | **2** | **3** |  **4** | **5** |  **6** |
|  |  **Amaliy mashg’ulotlar** |
| 1 | ***What is management?*** | 2 |  | 2 |  |
| 2 | ***Functions of management*** | 2 |  | 2 |  |
| 3 | ***Leadership styles*** | 2 |  | 2 |  |
| 4 | ***Office supplies***  | 2 |  | 2 |  |
| 5 | ***Ofiice equipment***  | 2 |  | 2 |  |
| 6 | ***Parts of the office*** | 2 |  | 2 |  |
| 7 | ***Types of businesses*** | 2 |  | 2 |  |
| 8 | ***Types of work*** | 2 |  | 2 |  |
| 9 | ***Pay and benefits*** | 2 |  | 2 |  |
| 10 | ***Money***  | 2 |  | 2 |  |
| 11 | ***Using money*** | 2 |  | 2 |  |
| 12 | ***Bank accounts***  | 2 |  | 2 |  |
| 13 | ***Changes in value***  | 2 |  | 2 |  |
| 14 | ***Departments***  | 2 |  | 2 |  |
| 15 | ***Corporate Governance***  | 2 |  | 2 |  |
| 16 | ***Telephone interactions***  | 2 |  | 2 |  |
| 17 | ***Correspondence***  | 2 |  | 2 |  |
| 18 | ***Delegating tasks***  | 2 |  | 2 |  |
| 19 | ***International clients***  | 2 |  | 2 |  |
| 20 | ***Business in different cultures***  | 2 |  | 2 |  |
| 21 | ***Getting the job*** | 2 |  | 2 |  |
| 22 | ***Hiring new employees*** | 2 |  | 2 |  |
| 23 | ***Promotions***  | 2 |  | 2 |  |
| 24 | ***Terminations***  | 2 |  | 2 |  |
| 25 | ***Scheduling***  | 2 |  | 2 |  |
| 26 | ***Meetings***  | 2 |  | 2 |  |
| 27 | ***Presentations***  | 2 |  | 2 |  |
| 28 | ***Time management***  | 2 |  | 2 |  |
| 29 | ***Team building***  | 2 |  | 2 |  |
| 30 | ***Negotiating***  | 2 |  | 2 |  |
|  | **JAMI:** | **60** |  | **60** |  |
|  | **Mustaqil ish mavzulari** |  |  |  |  |
| 1 | Family  | 2 |  | 2 |  |
| 2 | Relationships  | 2 |  | 2 |  |
| 3 | Appearance  | 2 |  | 2 |  |
| 4 | Character and Behavior  | 2 |  | 2 |  |
| 5 | Feelings  | 2 |  | 2 |  |
| 6 | Houses and apartments  | 2 |  | 2 |  |
| 7 | Eating  | 2 |  | 2 |  |
| 8 | Movies / Books | 2 |  | 2 |  |
| 9 | Music  | 2 |  | 2 |  |
| 10 | Sports  | 2 |  | 2 |  |
| 11 | Health and sickness  | 2 |  | 2 |  |
| 12 | Computers  | 2 |  | 2 |  |
| 13 | Study  | 2 |  | 2 |  |
| 14 | Academic english  | 2 |  | 2 |  |
| 15 | Work  | 2 |  | 2 |  |
| 16 | Business  | 2 |  | 2 |  |
| 17 | Money  | 2 |  | 2 |  |
| 18 | Travel  | 2 |  | 2 |  |
| 19 | Weather  | 2 |  | 2 |  |
| 20 | City  | 2 |  | 2 |  |
| 21 | Countryside  | 2 |  | 2 |  |
| 22 | Crime  | 2 |  | 2 |  |
| 23 | Law / justice  | 2 |  | 2 |  |
| 24 | War and peace  | 2 |  | 2 |  |
| 25 | Global problems  | 2 |  | 2 |  |
| 26 | Time  | 2 |  | 2 |  |
| 27 | Sound  | 2 |  | 2 |  |
| 28 | Size  | 2 |  | 2 |  |
| 29 | Light  | 2 |  | 2 |  |
| 30 | Color  | 2 |  | 2 |  |
| 31 | Texture  | 2 |  | 2 |  |
| 32 | Smell  | 2 |  | 2 |  |
| 33 | Taste  | 2 |  | 2 |  |
| 34 | Statistics  | 2 |  | 2 |  |
| 35 | Movement and speed  | 2 |  | 2 |  |
| 36 | Changes  | 2 |  | 2 |  |
| 37 | Speaking  | 2 |  | 2 |  |
| 38 | Starting / finishing  | 2 |  | 2 |  |
| 39 | Success and failure  | 2 |  | 2 |  |
| 40 | Cause and effect  | 2 |  | 2 |  |
| 41 | Memories  | 2 |  | 2 |  |
| 42 | Agreeing and disagreeing  | 2 |  | 2 |  |
| 43 | Belief and doubts  | 2 |  | 2 |  |
| 44 | Deciding and choosing  | 2 |  | 2 |  |
| 45 | Claiming and denying  | 2 |  | 2 |  |
| 46 | Great Britan  | 2 |  | 2 |  |
| 47 | English traditions  | 2 |  | 2 |  |
| 48 | The USA political system | 2 |  | 2 |  |
| 49 | The largest cities in the USA | 2 |  | 2 |  |
| 50 | Our Institute  | 2 |  | 2 |  |
| 51 | About myself. Our family. Our apartment. | 2 |  | 2 |  |
| 52 | Famous people of Great Britain | 2 |  | 2 |  |
| 53 | Famous people of America  | 2 |  | 2 |  |
| 54 | Foreign languages in the life of a modern man  | 2 |  | 2 |  |
| 55 | Education in The UK and The USA | 2 |  | 2 |  |
| 56 | Travelling  | 2 |  | 2 |  |
| 57 | My favorite writer | 2 |  | 2 |  |
| 58 | Spending free time | 2 |  | 2 |  |
| 59 | Learning languages  | 2 |  | 2 |  |
| 60 | Working day and day offs  | 2 |  | 2 |  |
|  | **Jami** | **120** |  | **120** |  |

 **Yetakchi o’qituvchi (prof,dots):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 **“TASDIQLAYMAN” “Xorijiy tillar” kafedrasi mudiri \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_B.Xoliyorov “\_\_\_\_\_” \_\_\_\_\_\_\_\_\_\_\_2022 yil**

**DASTUR BAJAEILISHINING KALENDAR ISH REJASI**

 **(ma’ruza,seminar, laboratoriya, amaliy mashg’ulotlar, kurs ishlari)**

 Fakultet: \_\_\_\_\_\_\_\_\_\_\_\_ Yo’nalish:\_\_\_\_\_ Akademik guruh \_\_\_\_\_\_\_ Maruza

 Fanning nomi: **Ingliz tili 1 kurs 2 semestr** Amaliy mash. 60

 Ma’ruzachi: Labaratoriya

 Maslahat va amaliy mashg’ulotni olib boruvchi: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mustaqil ish 60

 Mustaqil mashg’ulotlarni olib boruvchi: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ kurs ishi

 **Jami 120**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  **Mavzuning nomi** | **Ajratilgan soat** | **Bajarilganligi haqida ma’lumot** | **O’qituvchi imzosi** |
| **Oy va kun** | **Soatlar soni** |
| 1 | **2** | **3** |  **4** | **5** |  **6** |
|  |  **Amaliy mashg’ulotlar** |
| 1 | ***Travelling***  | 2 |  | 2 |  |
| 2 | ***Supply and demand***  | 2 |  | 2 |  |
| 3 | ***Production***  | 2 |  | 2 |  |
| 4 | ***Quality standarts***  | 2 |  | 2 |  |
| 5 | ***Deadlines***  | 2 |  | 2 |  |
| 6 | ***Benchmarks***  | 2 |  | 2 |  |
| 7 | ***Controlling operations***  | 2 |  | 2 |  |
| 8 | ***Product details***  | 2 |  | 2 |  |
| 9 | ***Pricing***  | 2 |  | 2 |  |
| 10 | ***Sales***  | 2 |  | 2 |  |
| 11 | ***Sales forecasts***  | 2 |  | 2 |  |
| 12 | ***Shipping***  | 2 |  | 2 |  |
| 13 | ***Branding***  | 2 |  | 2 |  |
| 14 | ***Marketing***  | 2 |  | 2 |  |
| 15 | ***Competition***  | 2 |  | 2 |  |
| 16 | ***Customer relations***  | 2 |  | 2 |  |
| 17 | ***Management style***  | 2 |  | 2 |  |
| 18 | ***Starting a business***  | 2 |  | 2 |  |
| 19 | ***Business strategy***  | 2 |  | 2 |  |
| 20 | ***Costs and expenses***  | 2 |  | 2 |  |
| 21 | ***Income and assets*** | 2 |  | 2 |  |
| 22 | ***Budgets***  | 2 |  | 2 |  |
| 23 | ***Balance sheets***  | 2 |  | 2 |  |
| 24 | ***P&L reports***  | 2 |  | 2 |  |
| 25 | ***Cash flow statements***  | 2 |  | 2 |  |
| 26 | ***Taxes***  | 2 |  | 2 |  |
| 27 | ***Bookkeeping cycle***  | 2 |  | 2 |  |
| 28 | ***Business relationships***  | 2 |  | 2 |  |
| 29 | ***Business ethics***  | 2 |  | 2 |  |
| 30 | ***Workplace conflict***  | 2 |  | 2 |  |
|  | **JAMI:** | **60** |  | **60** |  |
|  | **Mustaqil ish mavzulari** |  |  |  |  |
| 1 | Reading strategies  | 2 |  | 2 |  |
| 2 | Listening strategies | 2 |  | 2 |  |
| 3 | Speaking tips | 2 |  | 2 |  |
| 4 | How to describe Line graphs in IELTS academic writing | 2 |  | 2 |  |
| 5 | Bar chart in IELTS academic writing | 2 |  | 2 |  |
| 6 | Pie chart descriptions in IELTS academic writing | 2 |  | 2 |  |
| 7 | Table descriptions in IELTS academic writing | 2 |  | 2 |  |
| 8 | Mixed chart descriptions in IELTS academic writing | 2 |  | 2 |  |
| 9 | Process descriptions in IELTS academic writing  | 2 |  | 2 |  |
| 10 | Map descriptions in IELTS academic writing | 2 |  | 2 |  |
| 11 | IELTS writing Task 2: Opinion essays | 2 |  | 2 |  |
| 12 | IELTS writing Task 2: Opinion essays | 2 |  | 2 |  |
| 13 | Advantages and disadvantages essay | 2 |  | 2 |  |
| 14 | Problem and solution | 2 |  | 2 |  |
| 15 | Discussion essay | 2 |  | 2 |  |
| 16 | “O‘zbekistonga xush kelibsiz!” (sayyohlar uchun qo‘llanma) | 2 |  | 2 |  |
| 17 | “O‘zbekistonni kashf qiling!” (turizm yarmarkasi) | 2 |  | 2 |  |
| 18 | “Milliy ramzlar” (poster shaklidagi prezentatsiya) | 2 |  | 2 |  |
| 19 | O‘rganilayotgan chet tilida so‘zlashuvchi mamlakatlarning davlat tuzilishi (bilimlar musobaqasi) | 2 |  | 2 |  |
| 20 | “Sog‘lom ovqatlanishning 10 qoidasi” (qo‘llanma) | 2 |  | 2 |  |
| 21 | “Pazandalik kitobi”(taomlarning suratlari va tayyorlanish jarayonlari aks etgan kitob) | 2 |  | 2 |  |
| 22 | “Qanday qilib sog‘lom turmush tarzini olib borish mumkin” (poster shaklidagi prezentatsiya) | 2 |  | 2 |  |
| 23 | “Qanday qilib chekishni tashlash mumkin” (broshyura) | 2 |  | 2 |  |
| 24 | “Oilaviy albom” (qisqa film) | 2 |  | 2 |  |
| 25 | “Oilaviy qoidalar” (poster shaklidagi prezentatsiya) | 2 |  | 2 |  |
| 26 | “Shahrimizga xush kelibsiz”(broshyura) | 2 |  | 2 |  |
| 27 | “Shahar loyihasi” (shahar loyihasi prezentatsiyasi) | 2 |  | 2 |  |
| 28 | “Turli madaniyatlarda sport” (ma'lumotlar aks etgan poster) | 2 |  | 2 |  |
| 29 | “Iste'molchi bayonoti” (mobil telefonlar haqida) | 2 |  | 2 |  |
| 30 | “Bizning guruh haqida” (veb-sahifa yoki blog yaratish) | 2 |  | 2 |  |
|  | **Jami** | **60** |  | **60** |  |

 **Yetakchi o’qituvchi (prof,dots):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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