**“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):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(imzo)

**“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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