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ORGANIZATIONAL AND LEGAL BASIS OF TEACHING ENGLISH TO MANAGEMENT PERSONNEL IN CIVIL SERVICE

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Abstract. *The article aims to analyze organization and legal aspects of teaching English to civil servants, including management personnel. The article studies the features of teaching English to civil servants in the Academy of Public Administration under the President of the Republic Uzbekistan. According to the results of the research, some of suggestions and recommendations have been developed.*

Key words: *civil service, civil servant, management personnel, English, Academy of Public Administration, Master's degree, “English in public administration”, negotiation, meeting, communication.*

The process of globalization and the development of information technology make it urgent to retrain management staff and teach them English in the process. In the process of communication and negotiations with representatives of foreign countries, management personnel are required to know foreign languages, in particular English. For this purpose, a system of teaching English to management staff has been formed in our country.

In our opinion, the training and formation of the reserve of management personnel is the most important aspect of the civil service. In Uzbekistan, the Institute for training management personnel is the Academy of Public Administration under the President of the Republic of Uzbekistan, established in 1995 as the Academy of State and Public Construction and named after 2012 [1]. In addition to training management personnel, the Academy of Public Administration also performs the functions of retraining and professional development of

management personnel. Decree of the President of the Republic of Uzbekistan “On measures for the further development of an effective system of training, retraining and professional development of managerial personnel in the Academy of Public Administration under the President of the Republic of Uzbekistan” dated August 8, 2017 plays an important role in enhancing the activities of the Academy [2]. The main purpose of the Academy is to organize an effective system of training, retraining and advanced training of management staff, as well as to conduct fundamental and applied research in the field of public administration.

On September 19, 2017, the Resolution of the Cabinet of Ministers No. 745 "On approval of regulatory legal acts on training, retraining and advanced training of management personnel" was adopted. According to him, the state educational standard of higher education in master's specialties and other normative legal acts in the field of management training have been approved. According to the state educational standard, curricula should provide for the mastery of the following subject blocks by students:

- ✓ general methodological sciences;
- ✓ specialty sciences;
- ✓ scientific activity.

The resolution included English in the block of general methodological sciences. It should provide for the acquisition of foreign language management in the field of management, the formation of the ability to negotiate in a foreign language and the public presentation of practical and research results. In addition, the graduate must understand the essence of analytical and research work in one of the foreign languages, have a basic knowledge of negotiation in a foreign language, be able to publicly present the results of practical and research activities in a foreign language. [3]

According to the Decree of the President of the Republic of Uzbekistan dated June 27, 2019 “On additional measures to improve the system of training, retraining and professional development of management personnel at the Academy

of Public Administration under the President of the Republic of Uzbekistan”, in the Academy on the specialty “Public Administration” 1-year and 2-year Master’s programs, also 4-month and 10-month retraining courses are established on the basis of educational programs.

Of these, 1-year and 2-year master's degree and 4-month retraining listeners are taught the subject “English in public administration” [4].

“English in public administration” as a subject is among the general subjects. This subject differs from the subjects of the state higher educational institution in that it provides an opportunity not only to develop the communicative skills of the audience in a foreign language, but also to participate equally in the life of the society, work in a team, to make the right decisions in the performance of practical tasks. Therefore, the issuance of knowledge is carried out not only on the basis of teaching theoretical knowledge, but also on the basis of the development of the skills of four of the audience, including Reading, Writing, Listening and Speaking.

Science provides for the formation of communicative, scientific and professional skills in English language in the audience; formation of an understanding of the actual importance of English in public administration in the audience; development of a database of English words and phrases commonly used in such areas of State importance as social, economic and territorial management, management, finance, political science, entrepreneurship, international business.

Competitions formed as a result of mastering the subject “English in public administration”:

1. Formation of communication skills:

- Salutation, dating;
- Start, continue and end the conversation;
- Giving information about the profession and the profession itself;

2. Presentation:

- Important requirements of the presentation;
- Effective presentation skills;

- Phrases used in the presentation;
- 3. Negotiating:
 - Negotiate with partners;
 - Participation in discussions;
 - Negotiating strategies;
- 4. Holding meetings:
 - Organizing a meeting (words and phrases);
 - Lead a meeting (words and phrases);
 - Completion of the session (words and phrases) [5].

In order to learn subject “English in public administration”, it is important to use advanced and modern methods of teaching, to apply new information and pedagogical technologies. In the mastering of science, textbooks, teaching and methodological manuals, handouts and electronic materials are used. Also, key-stadiums made of English materials related to the field of organization and management are used. One of the types of modern information and pedagogical technologies is interactive teaching.

The fundamental essence of this method is that almost all listeners are involved in the learning process. The use of interactive methods facilitates the process of mastering new material, as well as developing critical thinking of the audience. To do this, the tutorials are organized individual, double-and group-work, Role-Playing, work with different sources, mind attack, memory card, cluster, etc. [6].

In conclusion, teaching English to civil servants, including management personnel in Uzbekistan, has some distinctive features, in addition to including general aspects of language teaching. This difference is due to practical processes in the field of Civil Service and management, including negotiating with foreign partners, holding meetings with subordinated employees.

The following suggestions can be made for research.

First, it is necessary to introduce “English” in the entrance exams of the Academy. It is known that the entrance exams are based on “history of Uzbekistan”, “logic” and “general conversation”. The addition of English to the examination blocks will ensure that the Academy admits management personnel who know English at least fundamentally. This, in turn, contributes to the effective organization of the educational process and the training of better quality personnel.

It is advisable to include English in the recruitment process of civil service. The reason is that now every civil servant needs to know English. Because newly recruited personnel are also potential management personnel. The process of admission to the civil service for information is also carried out on the basis of a general interview with tests in the disciplines of “law”, “information technology”, “spirituality” and “economics”.

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