

IMPROVEMENT OF STUDENTS WRITTEN COMPETENCE WHEN WORKING WITH OFFICIAL DOCUMENTS BASED ON FOREIGN EXPERIENCE.

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Abstract:

Working with written documents based on foreign experience, teaching them to students in a unique way. It is aimed at training high-quality personnel for our country and improving their writing skills through official documents. Features of document management abroad and directions for documenting management actions are given.

Key words:

Document, function, information resources, archive, state, non-state.

The ongoing administrative reform in our country is aimed at improving the efficiency of public administration processes. Documentation of government agencies at various levels is an integral part of the reform. Today, DOW serves both as an effective governance tool and as an important communication tool in the relationship between government structures and the country's population, civil society structures, and business. In our view, in the process of reforms at the national level, it is necessary to provide uniform principles, as well as documentation, for the integration and standardization of preschool education services and technologies to improve cooperation between government agencies. Of particular importance is the state regulation of the provision of documents in connection with the use of electronic documents and electronic communications. The growth of information and documents in the government makes it necessary to constantly monitor and manage these processes by the state.

Recommendation documents such as normative documents, international documents, national laws, government regulations, international and national standards, treaty documents are used. In the last decade, these documents have primarily concerned the areas of use and application of electronic documents. Abroad, the National Archives and Records Administration (NARA) plays a special role in shaping the regulatory framework (document flow). According to NARA requirements, the head of each federal agency must provide electronic document management.

To do this: appoint a person responsible for implementing the interagency program to manage all documents created, received, used or stored in the electronic document environment; integration of electronic document management system with other documents and information resources of the institution; ensuring compliance of the document management system with the requirements of the law; training users, updating software documents, adhering to established rules of document storage, ensuring their compliance with applicable standards.

They should pay attention to the experience of foreign countries. Indeed, for the first time in the last three centuries, the state function of document circulation has been overlooked by the state after administrative changes have taken place today.

The archival agency cannot perform coordinating, supervising, and supervising functions in the field of preschool education. This task is not assigned to another government agency. Of course, this situation has a negative impact on the state of preschool education in the country. In the current context, significant work on the federal bill "On Supporting Management Documentation" developed over the past few years is being hampered. Reform of state structures requires a large-scale revision of the accumulated normative and methodological framework of the DOI. In particular, it is necessary to revise the standards of documents applicable at the interstate, state and intersectoral levels of government, taking into account the work carried out under the federal target program "Electronic Russia (2002-2010)", a number of international agreements

and standards. areas of information exchange. At the same time, it is necessary to stop the uncontrolled growth of workflow volume. The volume of documents created in the activities of government agencies is about 250 billion pages per year. At the same time, sample surveys of public administration bodies showed that the volume of documents increases by 8-15% annually. The increase in the level of computerization of government is an additional factor influencing the state of DOE. The direct cost estimates for documenting management actions show significant variations in quantities depending on the size and level of the state. The average cost of registration and processing of documents per document is 50 rubles. In this regard, a 10 percent reduction through the consolidation and standardization of document types allows us to expect a direct economic benefit by reducing document processing and recycling costs. The fund is about 12.5 billion rubles. The functions of government agencies and the regulation of their documents can save 40-50% of the time spent on the purchase of documents by reducing the time spent on paperwork (on average from 15-20 minutes to 3-4 minutes). This, in turn, will bring direct economic benefits in the amount of at least 2.5-3.0 billion rubles. Working on the basis of foreign experience saves both money and time, which in turn creates more conveniences for our people.

Features of document management abroad:

At the present stage, the globalization of international relations has led to an increase in the importance of international legal regulation of business processes. The creation of special documents at the domestic level does not contribute to the development of international relations. There are different approaches in defining the basic legal institutions and principles of legal regulation in the laws of different countries. In recent years, in European countries, special attention has been paid to the public not only to work with long-lived archival documents, but also to manage documents as an important element of operational management. A number of factors contribute to the active implementation of document management programs and the development of corporate strategies in the field of information and documentation, both in government organizations and in commercial programs. First of all, such factors include archiving, data protection, adoption and operation of legislation on freedom of information and human rights.

Legislation and other regulations of European countries include requirements for the types of documents created and the duration of documents. In addition, the right or restrictions on access to documents or their content (for example, freedom of information legislation), requirements for the format of documents (for example, legislation on the protection of personal data)), transfer of documents to archival institutions (for example, archival legislation), processes document management (for example, legislation to improve their storage. Currently, in accordance with the target program, the development of a new version of GSDOU - a system of rules that define the basic rules of working with documents in organizations. The system focuses on commercial structures. It consists of two parts: normative and methodological. The normative part, as in the document available today, defines the main tasks and functions, the activities of the document support service in the organization, its approximate structure; the order of preparation and execution of documents; all stages of working with them: delivery, transfer, processing, accounting, registration, execution management, information work, rapid storage of documents, search of documents and information; protection of information retrieval systems; preparation of documents for the archive; the procedure for examination of the value of documents; organization of document storage.

Document management is the main method of correction and transmission of management and other information in the management system, the quality of decisions made and, accordingly, the effectiveness of the institution depends on how effectively the work with documents is organized. Therefore, it is very important to pay special attention to the organization of office management service in any organization and to achieve the most rational organization of work with documents. The rules can be conditionally divided into two parts. The first (sections 2-4) describes in detail the issues of documentation: requirements to the nomenclature of works, their types, the order of their preparation, completion, transfer; the order of formation of cases in the registration of documents; the procedure for organizing and conducting the examination of the value of documents in paperwork; the procedure for submitting documents for destruction; Preparation of works for archiving: registration of works (numbering, issuance, additional cover, etc.), inventory, archiving. The clerical service is an independent structural subdivision of the organization, institution, enterprise (hereinafter referred to as the organization), which manages the activities

of the organization, office, general department, secretariat, clerical department. 'performs the maintenance function and reports directly to the head of the organization. The specific name of the office management service is chosen depending on the type of organization, its organizational structure, its place in the hierarchy of management bodies, the scope of activities and other characteristics. In small organizations, the duties of a cashier are usually performed by a single clerk. In various enterprises - governmental, non-governmental, research, design, engineering, higher education institutions - a department or office of documentation is established. They may have structural units (sectors, groups) or may be entrusted to specific executors (executors) to run a particular workspace. Departments are established in the office or department of the preschool educational institution, which registers and registers documents, controls, improves, works with documents and introduces technical means, considers appeals of citizens. They may include a secretariat, an expedition, a writing bureau, a copying bureau, and an archive. The task of organizing the work with documents is solved by performing the following functions: establishing a single procedure for receiving documents (document management institutes); redirection of incoming and outgoing documents; registration and accounting of incoming, outgoing and internal documents of the organization; control over the execution of documents; systematization of documents, their storage and subsequent use in management activities; organization of work with citizens' appeals; providing documented information.

Conclusion

The conclusion of the article is that if the work is based on foreign experience, it will be convenient in all respects. Relying mainly on electronic documents will reduce unnecessary costs and save time. If we teach this mode of work to young students and increase their level of knowledge, it will be more effective for the future of our country.

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