

**O‘zbekiston Respublikasi Vazirlar Mahkamasi huzuridagi
Biznes va tadbirkorlik oliy maktabi**

“TASDIQLAYMAN”

**O‘zbekiston Respublikasi
Vazirlar Mahkamasi huzuridagi
Biznes va tadbirkorlik maktabi
Direktori B. Xolbayev**



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2026 yil

“BIZNES INGLIZ TILI”

(mavzusidagi qisqa muddatli o‘quv kursning)

O‘QUV DASTURI

“Biznes ingliz tili” - mavzusidagi qisqa muddatli o‘quv kursning dasturi - 9 bet.

Tuzuvchilar:

N.A.Muhitdinova – Chet tillari va biznes kommunikatsiyalari kafedrası Mudiri.

Taqrizchilar:

D.X.Suyunov – Biznesni boshqarish (MBA) kafedrası mudiri, i.f.d., professor.

T.U. Qodirov – Biznes va tadbirkorlik oliy maktabi, o‘quv-uslubiy bo‘limi boshligi

O‘quv dasturi O‘zbekiston Respublikasi Vazirlar mahkamasi huzuridagi Biznes va tadbirkorlik oliy maktabi Ilmiy Kengashi tomonidan ma’qullangan va o‘quv jarayonida qo‘llash uchun tavsiya etilgan.

(Oliy maktab Ilmiy Kengashining 2026-yil “16”yanvarda tasdiqlangan 2026/01-sonli bayonnomasi)

O'quv rejasiga tushuntirish xati

Mazkur o'quv reja va modullar aholining tadbirkorlikka kizikishi bulgan qatlamlarini hamda tadbirkorlarni biznes va tadbirkorlik ko'nikmalari bo'yicha qiska muddatli o'quv kurslarini tashkil etish maqsadida ishlab chiqildi.

1.O'quv modullarining mazmuni va ajratilgan soatlar xajmini belgilashda tadbirkorlik faoliyatini yo'lga qo'yish uchun zaruriy bilimlar va amaliy ko'nikmalarga asoslanildi.

2.O'quv modullariga ko'yilgan talablar bo'yicha tinglovchilar tayyorgarligining baxolashda amaliy imtixon va test sinovi usullaridan foydalaniladi.

3.O'quv modullari bo'yicha nazorat shakllari va yakuniy attestasiyadan muvaffakiyatli o'tgan tinglovchilarga belgilangan namunadagi sertifikat beriladi.

1. KIRISH

Biznes ingliz tili o'rta va katta yoshdagi, ingliz tilini o'rta darajada uzlashtirgan va uz bilimlarini yanada rivojlantirish maqsadida bulgan tinglovchilar uchun xozirda zamonaviy dunyoda maqsadlarga erishishda, yangi darajalarni zabt etishda va tanlagan soxada muvoffakiyatga erishish imkonini beruvchi xar bir soxaning talabi bo'lgan Soft Skills ko'nikmalarini rivojlantirishga mo'ljallangan. Ushbu fan autentik materiallarni o'z ichiga olib, nutq faoliyatining barcha turlari (tinglab tushunish, yozish, eshitib tushunish va gapirish)ni rivojlantiradi va mutaxassislik bo'yicha tildan foydalanish ko'nikmasini rivojlantiradi. Tinglovchilar Biznes ingliz tilida kommunikativ ko'nikmani rivojlantiribgina qolmay, balki jamiyat xayotida teng ishtirok etish, jamoada ishlash va ayniqsa xorijlik mutaxassislar bilan erkin suxbat qurish, muzokara olib borish, taqdimotlar qilish, anjumanlarda ishtirok etish ko'nikmasini shakllantiradi.

Tinglovchi o'z kasbiy faoliyatida xamda kundalik xayotida chet tilidan samarali va erkin foydalana olish ko'nikmalarini xosil qilish kerak. Tinglovchi mutaxassislikka oid matnlarini taxlil kilishi, til soxibi nutqini to'liq tushunishi, umungumanitar xarakterga ega bo'lgan, ijtimoiy-siyosiy xarakterdagi va mutaxassislikka oid adabiyotlardan axborot olish, axborot almashish imkoniga ega bulishi lozim.

O'quv kursidan maksad: tinglovchilarning ingliz tilida madaniyatlararo muloqot kilish kompetensiyasini shakllantirish.

O'quv kursining vazifasi - grammatik kompetensiyalarga erishish, matn bilan ishlash ko'nikmasini oshirish, tinglab tushinish qobiliyatini o'stirish - kommunikativ kompetensiyani shakllantirishga, shuningdek ularning urganayotgan biznes ingliz tilida ravon va anik so'zlashishlariga va xozirgi paytda dunyoda sodir bulayotgan siyosiy, iktisodiy va ijtimoiy voqelikka o'z munosabatlarini bildira olishlarini xamda mustaqil fikrlash, izlanish, bilim, ko'nikma va malakalarini mustaxkamlashga xizmat qiladi.

O'qitish muddati: 3 - 4 oy

O'quv yuklamasi: 72 akademik soat.

Zamonaviy ta'lim texnologiyalari va vositalari

Talabalar tomonidan "Biznes ingliz tili" kursini o'zlashtirish uchun o'qitishning ilgor va zamonaviy uslublari, yangi axborot-pedagogik texnologiyalaridan foydalanish muxim ahamiyatga ega. Fanni o'qitishda darsliklar, O'quv-uslubiy qo'llanmalar, ma'ruza matnlari, tarqatma materiallar, taqdimotlar, multimedia maxsulotlari va elektron didaktik texnologiyalar va internet materiallaridan keng foydalaniladi. Moslashtirilgan ilgor pedagogik texnologiyalar ma'ruza va amaliy mashgulotlarda kullaniladi.

2. QO'LLANISH SOHASI

"Biznes ingliz tili" o'quv kursi chet ellik xamkorlar bilan biznes faoliyatini yo'lga qo'yish istagidagi fukarolar uchun: o'quvchilar, o'kituvchilar, shu bilan birgalikda, uzining eng yaxshi fazilatlarini qo'llashni istagan xar bir kishiga xorijiy tilda o'z biznes faoliyatini amalga oshirmoqchi bo'lgan shaxslar uchun mo'ljallangan.

3. TINGLOVCHILARNING O'ZLASHTIRISH NATIJALARIGA TALABLAR

3.1. Tinglovchi kuyidagi kasbiy kompetensiyaga ega bo'lishi lozim:

- boshqa odamlar bilan samarali muloqot qilish va boshqa ishtirokchilarning ijtimoiy rollarini tushunish;
- muammolarni echishda zamonaviy kommunikasion texnologiyalar va qurilmalardan foydalanish;
- lug'atdan to'g'ri foydalana olish;
- makolalarda keltirilgan masala va muammolarni muxokama kilish va ularga javob berish;
- ishbilarmonlik kunikmalaridan foydalanish (ish sharoitlarida taqdimotlar utkazish, muzokaralar tilini anik ishlatish, ishbilarmonlik uchrashuvlarida, telefon orkali gaplashish va x-k.)
- biznes mavzularidagi baxslarga, debatlarga, keys ishlariga tayyorgarlik kurishva ishtirok etish
- biznes mutaxassislari tomonidan olib boriladigan biznes mavzularidagi ma'ruzalar, suxbatlar va intervyularni tushunish va kuzatish
- leksik va grammatik manbalardan foydalanish.

3.2. Tinglovchi bilishi lozim:

- Kommunikativ kompetentlik - nutqiy kommunikasiya shartlariga binoan Biznes ingliz tilida kommunikasiya jarayoni nazarda tutiladi. Muomala (nutq) vaziyati, murojaat kimga qaratilgani va suxbatdoshlarning o'zaro munosabatini kommunikasiya jixatdan shakllantiradi;
- Kasbiy kompetensiya – til o'rganuvchining egallayotgan mutaxassisligi bo'yicha Biznes ingliz tili orqali kasbiy yangiliklar, innovasion loyixalarni xayotga tatbiq eta olish, bilim, ko'nikma va malakalarni egallash, asosiy iqtisodiy va biznes soxasidagi ma'lumotlarni ingliz tilida ravon va aniq so'zlash;

- Lingvomamlakatshunoslik kompetensiya - dunyoda sodir bo'layotgan siyosiy, iqtisodiy va ijtimoiy voqelikka o'z munosabatlarini bildira olish, boshqa davlatlar bilan o'zaro lingvostrategik aloqalari (kabilarni o'zlashtirishni o'z ichiga oladi);

- Ilmiy kompetentlik - til o'rganuvchidan o'z soxasi bo'yicha ilmiy axborotlarni, tadqiqot natijalarini, xorijiy davlatlarning ilmiy yutuqlarini o'rganish va o'z ilmiy faoliyatlarida foydalanishdan iborat, turli xil xorijiy manbalardan kerakli ma'lumotlarni olish uchun til ko'nikmalaridan foydalana olish;

- Lingvomadaniy kompetensiya - tili o'rganilayotgan mamlakatning ayni paytdagi ijtimoiy-iqtisodiy va madaniy rivoji va shunga moe tarzda nutq muomala madaniyati haqida tasavvurga ega bo'lishni nazarda tutadi. Og'zaki va yozma nutq amaliyotining tarjimaga yo'naltirilgan malakalarini egallashni shakllantiradi

3.3. Tinglovchi quyidagi ko'nikmalarga ega bo'lishi kerak:

- Soft Skills kunikmalarini
- suxbatdoshiii tinglash, o'z fikrini ravon ifoda etish, savol berish;
- turli mutaxassisliklar, ijtimoiy gurux vakillari bilan aloqa qilish;
- jamoani shakllantira olish, tashabbuskorlik va vakolatli vazifalarni olish;
- qo'yilgan vazifani tushunish - nima, qanday va nima uchun qilish kerak.
- Turli hil mavzulashtirilgan grammatik test savollarini bajaro olish.
- CEFR/MULTILEVEL dagi barcha ko'nikmalar ega bo'lish va shu kabi test savollariga javob topa olish.

Grammatika va CEFR/MULTILEVEL ko'nikmalariga asoslangan "BIZNES INGLIZ TILI" O'QUV REJASI

72-Hour Academic Lesson Plan

Weekly Overview

Week	Theme	Goals	Materials
1	Introduction and Assessment	Assess proficiency levels, introduce the course, and build foundational skills.	Multilevel Master Books, Mock Books
2	Listening and Speaking Focus	Improve listening comprehension and build speaking fluency.	Listening Mock Book, Speaking Mock Book
3-4	Reading and Writing Development	Strengthen reading comprehension and advanced writing skills.	Reading Mock Book, Writing Mock Book
5-8	Intermediate Skills Integration	Integrate multiple skills and tackle more complex topics.	Multilevel Master Books, Mock Books
9-12	Mock Exams and Application	Apply all skills in mock tests and real-world scenarios, with a focus on test strategies.	Mock Books

Week 1: Introduction and Initial Assessment

Lesson	Theme	Activities	Duration	Goals	Skills Focus
1	Introduction & Diagnostics	Icebreaker activity, diagnostic test, course overview, listening activity	4 hours	Assess proficiency levels and introduce the course	Listening, Speaking
2	Vocabulary & Reading	Vocabulary matching, guided reading, group discussions	4 hours	Build vocabulary and reading comprehension	Vocabulary, Reading
3	Basic Writing Skills	Grammar review, paragraph writing, peer editing	4 hours	Practice sentence structures and paragraph writing	Writing, Grammar

Week 2: Listening and Speaking Focus

Lesson	Theme	Activities	Duration	Goals	Skills Focus
1	Listening Practice	Pre-listening vocabulary, listening task with note-taking practice	4 hours	Improve comprehension and note-taking skills	Listening, Note-Taking
2	Speaking Practice	Role-play, pair discussions, speech preparation and presentation	4 hours	Build speaking fluency and confidence	Speaking, Confidence
3	Writing Practice	Punctuation review, letter writing activity, peer review and rewrite	4 hours	Develop structured writing skills	Writing, Grammar

Week 3-4: Reading and Writing Development

Lesson	Theme	Activities	Duration	Goals	Skills Focus
1	Summarizing Articles	Read and summarize articles, analyze texts	4 hours	Enhance summarizing and critical reading skills	Reading, Analysis
2	Descriptive Essays	Plan and write descriptive essays, peer feedback and refinement	4 hours	Practice descriptive writing	Writing, Vocabulary
3	Persuasive Writing	Analyze arguments, write persuasive texts, conduct class debates	4 hours	Develop critical thinking and persuasive writing	Writing, Speaking

Weeks 5-8: Intermediate Skills Integration

Lesson	Theme	Activities	Duration	Goals	Skills Focus
1	Listening & Note-Taking	Listen to longer clips, practice detailed note-taking	4 hours	Improve advanced listening skills	Listening, Note-Taking
2	Social Topic Debates	Analyze and debate social topics, present arguments	4 hours	Build critical thinking and discussion skills	Speaking, Critical Thinking
3	Report Writing	Plan and write structured reports, peer review	4 hours	Practice advanced writing skills	Writing, Organization

Weeks 9-12: Mock Exams and Practical Application

Lesson	Theme	Activities	Duration	Goals	Skills Focus
1	Listening Mock Test	Timed listening test, review answers and strategies	4 hours	Prepare for listening exams	Listening, Strategy
2	Reading Mock Test	Timed reading comprehension test, analyze incorrect answers	4 hours	Enhance reading speed and accuracy	Reading, Analysis
3	Speaking Mock Test	Practice individual speaking tasks, receive feedback	4 hours	Improve fluency and presentation skills	Speaking, Fluency
4	Writing Mock Test	Timed essay writing, detailed feedback	4 hours	Prepare for writing exams	Writing, Grammar
4	Writing Mock Test	Timed essay writing, detailed feedback	4 hours	Prepare for writing exams	Writing, Grammar
Final	Comprehensive Test	Full mock test covering all skills, feedback and review	4 hours	Assess overall progress and test readiness	All Skills

**TAVSIYA ETILADIGAN ADABIYOTLAR VA INTERNET MANBALAR
RO'YXATI**

Asosiy adabiyotlar

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2. Bill Mascull, Business Vocabulary in use. Intermediate. Cambridge University Press, Third edition – 2017;
3. Bill Mascull, Business Vocabulary in use. Elementary to pre-intermediate, Cambridge University Press – 2017;
4. Nodira Mukhitdinova, English for business communication skills, Yangi asr avlodi - 2024;
5. Ian MacKenzie, English for business studies. Cambridge University Press – 2010;
6. Boyd F., Making Business Decisions, Real Cases from real companies. Christine Johnson. Intelligent Business. Pre-Intermediate Business English. 2014;
7. Karen Richardson, Marie Kavanagh and John Sydes with Paul Emmerson, The business. Pre-Intermediate - 2017;
8. Paul Emmerson, Essential business Vocabulary builder, pre-intermediate to Intermediate, Macmillan, 2015;
9. Joseph Heagney, Fundamentals of project management, 2011;
10. Simon Sweeney, English Business for Communication, Cambridge University Press – 2003;
11. Christine Johnson. Intelligent Business. Course book pre-intermediate, Pearson Education Limited, 2006;
12. Ian MacKenzie, Professional English in Use, Finance, Cambridge University Press – 2017;
13. Irene Barrall, Nik Barrall. - Intelligent Business Elementary, Pearson Longman 2008;
14. Career Paths English: Agriculture Student's Book Oxford English for Careers: Nursing 1: Oxford English for Careers: Nursing: ELT Level 1: Pre-Intermediate;
15. Virginia Evans, Jenn y Dooley, Ketan C. Patel. Career Paths: Finance. Express Publishing - 2012;
16. Ganichenko T., Artyukhova O. Focus on Agriculture, 2018;

Qo'shimcha adabiyotlar

17. Cottrell S., Skills for Success. Palgrave, Hampshire, 2003;
18. English for managers: методические указания для студентов ЭМФ/Составитель Е.В.Аристова- Ульяновск: УЛГТУ, 2009;
19. Ismailov A.A., Tursunova G.A. etc., English for Market Economy, ЎзДЖТУ, Perfect print, Tashkent – 2011;
20. Ismailov A.A., Fyodorov V.A., Lapshin V.B., Melenevskaya N.A., Ismailova M. State and Social Construction ESP. Short Intensive Computer-Linguaphone Course. (Resource Book; Work Book. Units 7-9). Tashkent, 2008;
21. Melenevskaya. The Key to business. 2011;
22. Melenevskaya N., V. Lapshin, K. Kayumova. Learn and Speak. Practical English for Adult Learners, 2011;

23. Project management Processes and methodologies, Edited by Tyson Fowler, 2017 library press, New York, USA;
24. Raymond Murphy. English Grammar in use. 2019, 5th edition;
25. Shadiyeva S.G. Making Effective Presentations. 2008.

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