

**O'QISH VA YOZISH MAHORATINI RIVOJLANTIRISHNING
ENG YAXSHI USULI**

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Annotatsiya: ushbu maqolada siz o'qish va yozish mahoratini qanday rivojlantirish va savollarni qanday tezda tushunib olish va bundan tashqari ularni to'g'ri bajarish haqida bir qancha ko'nikma va tushunchalarga ega bo'lasiz. Shuningdek, o'qish va yozish mahoratining bir nechta qismlari va ularni qanday bajarish kerakligi haqida ham o'rgana olasiz.

Kalit so'zlar: o'qish, yozish mahorati, o'qituvchilar, o'quvchi, usul, bashorat, fikr, tushuncha, matn, namunalar, grammatika, online mashqlar.

**THE BEST WAY TO IMPROVE READING AND WRITING
SKILLS**

Abstract: in this article, you can learn some skills and understanding on how to develop your reading and writing skills and how to understand questions quickly and also do them correctly. Moreover, some reading and writing skills you can also learn about the parts and how to perform them.

Key words: reading, writing skill, teachers, students, skill, predict, concept, part, examples, use grammar guides, online exercises.

In the modern days, majority of students want to learn foreign languages and attend the course. And also, the ability to know foreign languages is becoming

one of the integral parts of our life. Due to the high rate of cooperation with foreign partners among specialists in various fields, there is a high demand for them to learn the language. In modern society, foreign languages are becoming an important component of professional education. People learn such knowledge first in pre school educational institutions, and then at school, then in institutes, training courses or independently. Many candidates for IELTS and CEFR exams struggle to learn the writing and reading part, so they pay money to attend online courses or traditional courses. There are some strategies to learn reading skills and also, if you study these strategies well, I hope you will work well on the questions in the exam.

Skills for learning about a wide variety of topics from different angles and from different academic areas and also, you need to succeed when reading and listening to these texts. Study skills for learning and remembering the English language and important information. Therefore, to read some kinds of articles, broaden your horizon and also you can understand the different types of texts and do well exercises. If you do reading exercises, read through the summary at normal speed so that you have a fair idea of what it is about. Read the statements and underline the key words. Always think about the types of words that are needed, for example: nouns, verbs, adjectives, adverbs and others. Look at the surrounding words for clues about the missing word in terms of collocation and try to predict some of the missing words. Moreover, candidates can learn about the skim and scan the text, focusing on relevant information. Use the key words in the questions to locate the answers in the passage. Look out for synonyms and parallel expressions. Read carefully once you find the search areas. The key skill here is to understand that you are interpreting the text and the question. This means that you need to read very closely and pay attention to what the writer means. Don't think of it just as a skimming question, rather a question where you need to read parts of the text and the whole question closely (do intensive reading) and decide what the writer means. Students need to compare the statement with the text, not the other way around, so start with the statements. This is because the statement may contain

more or less information that the text. Therefore, most of the candidates make a lot of reading mistakes in IELTS or CEFR exams and their scores will be low. If you patiently read and analyze for 2 or 4 hours every day, you will get good results quickly and do not forget about time management.

Firstly, read the first and last sentences of the paragraph. The first or last sentence of a paragraph often contains the main idea. It is good practice to read these sentences carefully as it will save time. It is also important to skim the other sentences quickly within the paragraph as the main idea might not be apparent until the second or third sentence.

Secondly, some test takers prefer to skim through the text reading each paragraph quickly to get the general gist of what the text is about and what the main idea of each paragraph is. However, be very careful with timing. Read one paragraph at a time, and again spend more time on the first and last sentences of a paragraph, trying to identify the main idea.

Learn these reading skills and strategies to improve your reading skills and also, focus on the time management. Reading some kinds of books and reading articles will improve your knowledge in studies and in life and help you score high in IELTS and CEFR exams.

The writing style you should use depends on the type of composition you are writing, the situation and the intended reader. Therefore, you should not use the same style of writing for every composition. There are two main types of writing styles: formal and informal. However, not all styles of writing fall under these categories. For example, in a letter to somebody you do not know very well or in an article for a student's magazine, the style used is neither formal nor informal, but a blend of the two, known as semi-formal.

Informal letters to people you know well, written in a personal chatty style.

Formal letters to managers or officials written in a polite formal style.

Semi-formal letters to people you do not know well or people you know but you want to sound polite and respectful: teacher of yours, your pen friend's parents, written in a polite and respectful style.

Firstly, when you are writing the essay, explain the reason for writing. In the second paragraph, explain exactly what the problem is. Give all the necessary details about where and when it happened and who was involved. Give other relevant information in further paragraphs if necessary. And also, you may include the following information if it is applicable to the situation: the date or time of the issue, location, name of person on duty, name of product, what the problem was, your account number, price, warranty information and reference number. Be sure to stick with the facts and avoid putting emotions into your letter.

Secondly, you should explain what action you want to be taken. If you are received poor service, you could request an apology or a coupon. If a product malfunctioned, you could request that you could exchange the product for a new one or request a refund. If necessary, say what action you will take if your demand is not satisfied.

If you want to improve your writing skills, writing on a regular basis will not only diminish your fear of the blank page (or blinking cursor), it will also help you develop a unique style. So, even if nobody reads it, keep writing. Practice makes perfect. If you do not know much about a topic, talk about something related to that topic then explain the connection. This is not ideal, but better than saying nothing at all. Before you start writing your essay, you should always spend 1-2 minutes on producing ideas for your answers. This way, you will know what to write about and your answer will be more coherent and well-structured. Writing is a powerful tool that allows us to express ourselves, communicate ideas, and connect with others. Whether you're a student, a professional, or an aspiring author, developing strong writing skills is essential for success in today's world. Reading is the foundation of good writing. Read extensively across various genres, authors, and styles. Pay attention to the structure, language, and storytelling techniques used by accomplished writers. Analyze their work to understand how they engage readers, develop characters, and create compelling narratives. Reading widely will expand your vocabulary, expose you to different writing styles, and inspire your own creativity. Grammar and punctuation are the

backbone of effective writing. Take the time to study and understand the rules of grammar, including sentence structure, verb agreement, and punctuation marks. Proper grammar ensures clarity, prevents confusion, and enhances the overall professionalism of your writing.

In conclusion, writing and reading are very important for language learners and they can get high marks in exams if they study with specific strategies.

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