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ХОРАЗМ МАЪМУН АКАДЕМИЯСИ**

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Conclusion. Role play is any speech activity where you either put yourself in someone else's shoes or when you stay where you are but put yourself in an imaginary situation!

Imaginary people - the joy of role play is that students can "become" anyone for a short time! President, Queen, Millionaire, Pop Star The choice is endless. Students can also listen to the opinions of others. " Pros and Cons "debate can be used and the class can be divided into those who express opinions in favor and those who are against the topic.

Imaginary Situations - A functional language for multiple scenarios can be activated and practiced through role play. "In a restaurant", "Check-in at the airport", "In search of lost property" - all these are possible role-playing games.

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LINGUOPRAGMATIC PECULARITIES OF ELECTRONIC TYPING

(Business correspondence)

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Annotatsiya. *Grisning maksimumlari, nutq aktining funktsiyalari, xushmuomalalik va biznes yozishmalarida xabarni yetkazishning aniq usuli kabi lingvopragmatik kategoriyalarning roli ochib berildi.*

Kalit so'zlar: *lingvopragmatika, elektron pochta, biznes yozishmalari, xabarlarini yetqazish, Grisning maksimumlari, nutq harakati funktsiyalari, xushmuomalalik, xabarlarini eksplisit ko'rinishda yetqazish*

Аннотация. *Раскрыта роль лингвопрагматических категорий, таких как максимумы Грайса, функции речевого акта, вежливость и эксплицитный способ передачи сообщения в деловой переписке.*

Ключевые слова: *лингвопрагматика, электронное письмо, деловая переписка, передача сообщения, максимумы Грайса, функции речевого акта, вежливость, эксплицитный способ передачи сообщения*

Abstract. *In the research the role of Linguopragmatic categories such as Gricean maxims, Speech act functions, Politeness and explicit way of expressing message in business correspondence are revealed*

Key words: *lingvopragmatics, electronic writing, business correspondence, to convey message, Gricean maxims, Speech act functions, politeness, explicit way of expressing message*

Introduction. Unlike semantics, which examines meaning that is conventional or "coded" in a given language, **pragmatics** studies how the transmission of meaning depends not only on structural and linguistic knowledge (e.g., grammar, lexicon, etc.) of the speaker and listener, but also on the context of the utterance, any pre-existing knowledge about those involved, the inferred intent of the speaker, and other factors. In this respect, pragmatics explains how language users are able to overcome apparent ambiguity, since meaning relies on the manner, place, time, etc. of an utterance. In reaching the goal of this research , the following **hypotheses** are made: 1)The message in Business

correspondence conveyed explicitly rather than implicitly 2) Business correspondence is one of the main writing styles where linguopragmatic categories such as The Principle of Politeness, Gricean maxims are used mostly in order to convey the written electronic message successfully. The **research** tries to investigate the following **questions** :1. What functions of Speech Act can convey the message successfully in Business correspondence? 2.How is used Gricean maxims in electronic business letters ? Are they violated or not? 3. Is The Principle of Politeness used in business correspondence?

Main part. We worked on the analysis of Business correspondence sent via E-mail and fax machines. For analysis there were taken 4 letters in 4 mostly used types of business correspondence :1.Initial requests, start of negotiations; 2. Ordering goods; 3. Pr letters; 4. Various correspondence

Analysis part:

1. Ad response request:

Ref: PG/AL The Sales Dept. R.G. Electronics AG Havmart 601 D-5000 Köln 1	251 rue des Raimoni&res F-86000 Poitiers Cidex Tel: (33) 99681031 Teltcopie: (33) 102163 12 May 2005
Dear (lexical) Sirs, We (plural) are a large record store in the centre of Poitiers and would like (lexical) to know more about the tapes and cassettes you advertised in this month's edition of 'Hi Fi News'. (maxim of quantity) Could (modal) you tell us if the cassettes are leading brand names, or made by small independent companies, and whether they would be (modal) suitable for recording classical music or only dictations and messages? It would also be helpful if you could send us some samples and if they are of the standard we require, we will place (commissive) a substantial order. We would also like to know (directive) if you are offering any trade discounts. Thank you (lexical). Yours faithfully, (lexical) P. Gerard	

Analyze : >>> In the above given letter the we will place part of the sentence is in the commissive form as it shows future intends, would also like to know part of the sentence shows directive function by requesting the addressee>>> In the letter Dear, would like, Thank you, faithfully are the lexical makers of the Politeness. In contrast, some markers are expressed by modals: Could, would be. Instead of using the I using plurality We gives also politeness to the sentence >>> In the first sentence of the letter We (plural) are a large record store in the centre of Poitiers and would like (lexical) to know more about the tapes and cassettes you advertised in this month's edition of 'Hi Fi News'. We can see Implicature by the violation of the maxim of quantity as the given information is not brief but in detail or too much which shows the addresser tries to be clear obeying the rules of manner maxim. >>> The message which is conveyed in the letter is explicit as there is no any hidden or unclear information.

2.Rejection of an order letter:

Dear Name: We are sorry (expressive) to inform you that we must cancel our order No. GRA:1874 of June 9 due to the inexcusable delay in the shipment of the goods, which we still have not yet received. (maxim of quantity) Sincerely, (lexical) Name

Analyze: >>> In the above given letter the we are sorry part of the sentence shows expressive function by showing the feeling of the addresser. >>> In the letter Sincerely is the lexical makers of the Politeness. >>> The given letter as we can see itself too short in quantity which shows the Implicature by the violation of the maxim of quantity >>> The message which is conveyed in the letter is explicit as there is no any hidden or unclear information

3. Accepting the invitation

Date
 Name/Title
 Business/Organization
 Address
 City, State Zip Code
Dear (lexical)Name:
 Dr. and Mrs. John McDonald are **pleased** (expressive) to accept the Winchester Corporation's kind invitation to attend the dinner dance at the Alexandria Hotel on Saturday, September 12.(maxim of quantity)
 Yours **sincerely**(lexical),
 Signature
 Name

Analyze :>>> In the above given letter the **pleased** part of the sentence shows expressive function by showing the feeling of the addresser. >>> In the letter **Sincerely**, **Dear** are the lexical makers of the Politeness. >>> The given letter as we can see itself too short in quantity which shows the Implicature by the violation of the maxim of quantity . >>> The message which is conveyed in the letter is explicit as there is no any hidden or unclear information.

4.Hospitality - Introducing New Employee:

Dear(lexical) Carl:
 I **am happy**(expressive) to introduce our new sales representative, Terry King, to you. Terry **will be**(commissive) in charge of servicing your account.
 Terry is a graduate of the University of Maine and holds a degree in Sales and Marketing. For the last five years he has worked as a salesman for Boston Fisheries and Equipment. We are **proud**(expressive) to have him on our staff and are sure he **will** (commissive)be able to give you the kind of service you have come to expect from Sea Lanes.
Please(lexical) call us if there is anything we can do for you. Terry **will** (commissive)be contacting you within the next two weeks to personally introduce himself, discuss his monthly schedule and answer any questions you might have. **Ask** (directive)**Terry about his family's secret recipe for lobster!**(maxim of relevance)
Sincerely(lexical) yours,
 Signature

Analyze :>>> In the above given letter the **will be**, **will** parts of the sentence are in the commissive form as they show the future intends, **am happy**, **proud** parts of the sentence shows expressive function by showing the feelings of the addresser. The **Ask** Part of the sentence is a marker of directive function as it shows the command of the addresser to the addressee. >>> In the letter **Dear**, **Please**, **Sincerely** are the lexical makers of the Politeness. >>> In the given letter the sentence **Ask Terry about his family's secret recipe for lobster** Shows Implicature by the violating the rule of the maxim of relevance as the given information is not relevant to the general topic of the letter>>> The message which is conveyed in the letter is explicit as there is no any hidden or unclear information.

Conclusion. The conducted research was based on the using Linguopragmatic categories (Politeness, Implicature/Gricean maxims, Speech act functions , ways of conveying the message: Implicit/explicit in the analysis of electronic business correspondence. The researcher worked on the investigation theoretically and practically and spent several months to hold the investigation. The research questions were answered according to the result of the research . The research showed that all 4 forms of the business letters convey messages politely and explicitly (Hypothesis 1, Research question 3) . Furthermore, mostly utilized speech act function according to the research are firstly: expressives , commissives, directives; assertives and declaratives are not used in the given types of the letters in analysis . The result showed that Implicature in business writing is applied less in contrast with the obeying the rules of Gricean maxims . However , depending on the type of the business letters the maxim of quantity and maxim of relevance violated mostly . (Hypothesis 2) (Research question 1,2)

Letters	Speech Act functions					Politeness	Implicature				Message	
	assertive	declarative	expressive	directive	commissive		quality	quantity	Relevance	manner	implicit	explicit
Initial requests, start of negotiations	-	-	-	1	1	1	-	1	-	-	-	1
Ordering goods	-	-	1	-	-	1	-	1	-	-	-	1
Pr letters	-	-	1	-	-	1	-	1	-	-	-	1
Various correspondence	-	-	1	1	1	1	-	-	1	-	-	1
Total:	0	0	3	2	2	all	0	3	1	0	0	all

In order to reach the success in conveying message in business correspondence according to the research in analyzed types of business letters Linguopragmatic categories such as Gricean maxims, Speech act functions, Politeness and explicit way of expressing message are applied.

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READING IN A FOREIGN LANGUAGE AT THE EARLY STAGE OF LEARNING

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Аннотация. Мақолада чет тилни ўргатишда ёш тил ўрганувчиларни ўқитишдаги хусусиятлар муҳокама қилинади. Шунингдек, ёш тил ўрганувчиларнинг психологик хусусиятлари ва улар асосида ўқишда кўникма ва малакаларни шакллантириш асослаб берилади. Мактабда чет тилида ўқишга ўргатиш жараёнини ташиқил этишга қўйиладиган педагогик талаблар таҳлил қилинади. Бу ерда чет тилда ўқиш кўникмаси мазкур фан соҳасидаги мустақил таълим фаолиятининг етакчи воситаси бўлиб хизмат қилади.

Калит сўзлар: ўқув мақсадлари, психологик хусусиятлари, ўқиш, матнни тушуниш, нутқ алоқаси, кичик ўқувчилар

Аннотация. В статье рассматривается цели обучения иностранному языку, поставленные для учеников младших классов. А также обосновываются психологические особенности учеников младших классов и формирование навыков и умений в чтении. Анализированы педагогические требования к организации процесса обучения чтению на иностранном языке в школе. Здесь чтение на иностранном языке выступает как ведущее средство самостоятельной образовательной деятельности в предметной области.

Ключевые слова: цели обучения, психологические особенности, чтение, понимания текста, речевое общение, младшие школьники

Abstract. The article discusses the goals of teaching a foreign language, set for young students. As well as the psychological characteristics of young students and the formation of skills and abilities in reading based on them is justified. The pedagogical requirements for the organization of the process of teaching reading in a foreign language at school are analyzed. Here reading in a foreign language acts as the leading means of independent educational activity in the subject area.