

REQUIREMENTS FOR WRITING A SYNOPSIS FOR STUDENTS OF HIGHER EDUCATIONAL INSTITUTIONS

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DOI: **10.5958/2249-7137.2022.00105.7**

ABSTRACT

This article describes in detail the technology of organization and management of independent work of students in the organization of higher education on a scientific and methodological basis, the organization of professional and pedagogical activities of students, the requirements for writing an essay, the organizational basis.

KEYWORDS: *Higher Education, Education, Student, Requirement, Technology, Text, Knowledge, Skills, Qualification, Analysis, Synthesis, Abstract, Author.*

INTRODUCTION

Autonomous education, independent work of students is one of the types of training, a major form and technique of education, according to the Republic of Uzbekistan's normative documents on higher education. Presidential Resolution of the Republic of Uzbekistan on April 20, 2017, NoPR-2909 "On measures to further develop the higher education system" among the general requirements for the content of higher education programs in the "State educational standard of higher education" is the acquisition of independent knowledge of students on a number of issues and problems related to the study of the *bachelor's* degree program.

"The ability to autonomously acquire new knowledge, operate independently, and organize work on a scientific foundation" is one of the general qualifying requirements of the state standard for the preparation of students in higher education. In this regard, there are also certain prerequisites for writing an essay.

An abstract is one of the ways to interpret a text or a group of texts. As a result, the abstract, unlike the abstract, is a fresh, authorial piece. A distinct author's approach is understood in this situation in the display of innovation, sorting of materials, and comparison of various points of view.

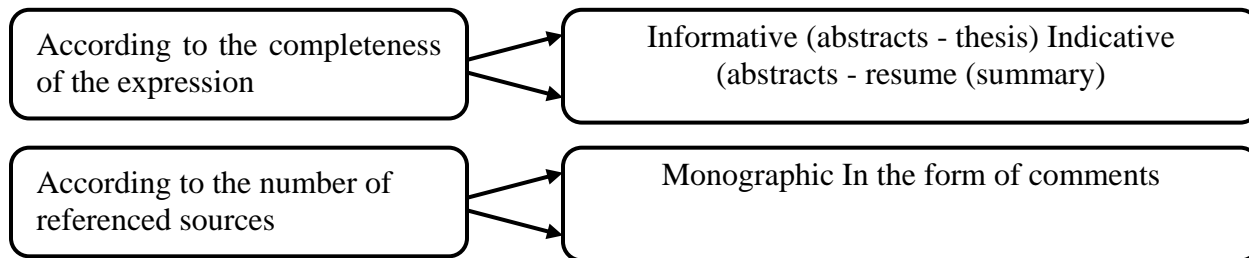
As a result, *abstracting entails the formulation of a specific issue based on the classification, generalization, analysis, and synthesis of one or more sources.*¹

An abstract is a short written presentation of an idea that includes one or more sources and necessitates the capacity to compare and interpret various points of view.

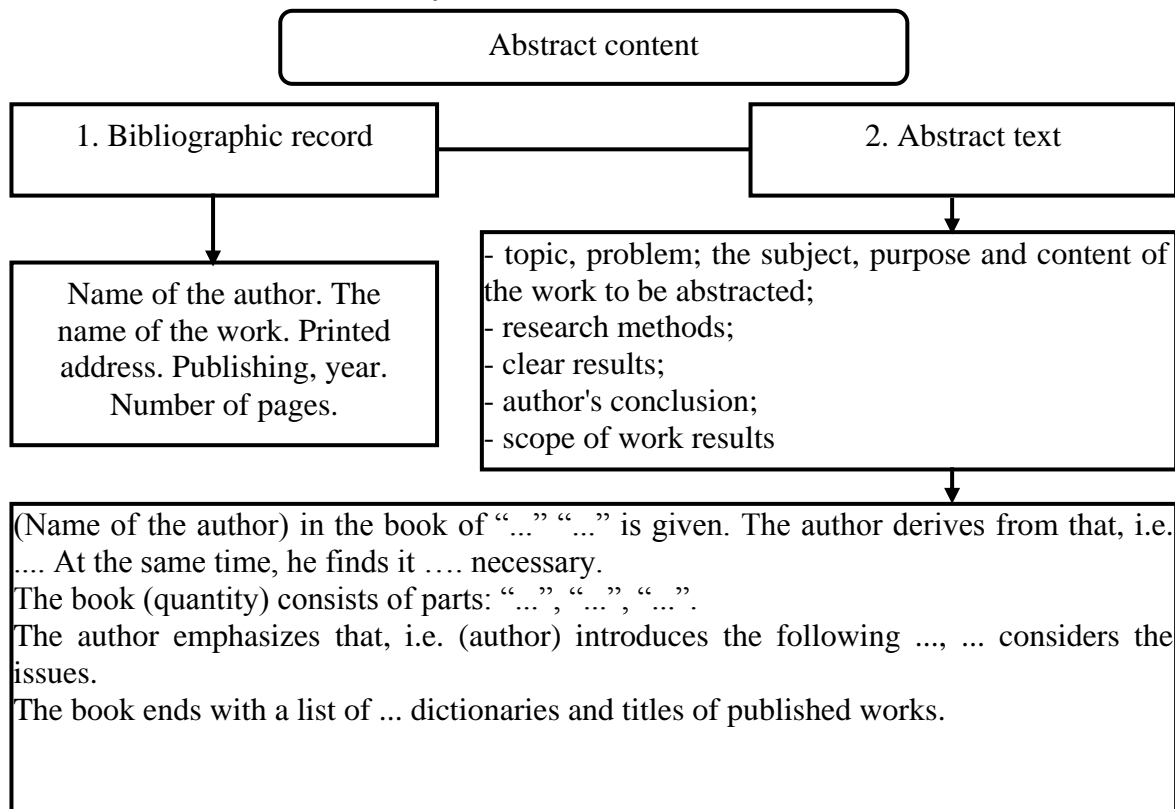
Feature of the abstract:

- does not include detailed evidence, comparisons, comments, assessments;
- answers new, important questions in the text.

Types of abstracts



The abstract should not include the subjective views of the referee on the question being expressed, as well as the assessment of the text.



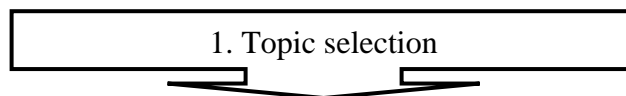
The abstract focuses on new information and determines whether it is appropriate to focus on the original text!

Preparation of an abstract on the subject involves the solution of the following tasks:

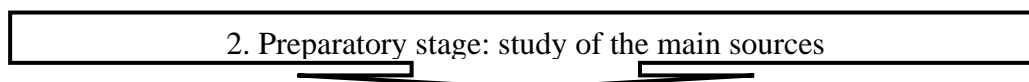
- to deepen the knowledge of the subject on topical theoretical issues, to develop the student's ability to creatively apply this theoretical knowledge to the topic.
- mastering foreign experience in the chosen professional field, opportunities and problems of their practical application in the current conditions.
- improving the ability to study various literary sources on the chosen topic (monographs, scientific articles in periodicals, etc.) and independently and knowledgeably present the material in a critical approach based on their results, make convincing conclusions and suggestions.
- develop the skills of correct writing.

The abstract never compromises with simply copying materials, plagiarising materials from one or more sources. It should clearly express the views, opinions, conclusions and suggestions of the author through the study of the literature.

The order of work on the abstract



Abstract topics suggested by the department are examples. It is advisable to try to choose a topic that meets your personal interests and inclinations. Depending on your interests, you can present an abstract topic that is not included in the topic proposed by the department, based on the selected problem and its justification. In this case, you will need to strongly agree on the topic you are proposing with your supervisor.



After selecting the topic of the abstract, get acquainted with the range of questions on the selected topic:

- review the report materials;
- to study this topic in a science curriculum review the recommended literature and analyze them.

These will help you to have a clear idea of the essence of the topic, its place and importance in the course being studied.

Expand the range of literary sources on the topic of the abstract, using the higher education information-library complex, as well as catalogs available in the libraries of higher education institutions.

Along with educational and monographic literature in the following periodicals: "Bulletin of pedagogy and psychology of Uzbekistan", "Public education", "Journal of biology of Uzbekistan", "School and life", "Child and time", "Education marketing" and in similar journals published scientific articles are also available.

The use of relevant legislation of the Republic of Uzbekistan and government decisions also plays an important role in improving the quality of the abstract.

The first stage of the work is the bibliography.

3. Summarizing the necessary materials

4. Creating the logic of the research problem, creating an abstract plan

The abstract plan should consist of:

- access;
- main part;
- conclusion;
- list of used literature;
- appendix (if it is necessary).

The abstract plan defines the range of questions related to the selected topic and covering its main content. It allows the referent to get a general direction in the collection of topic materials, ensuring its correct selection and expression.

A well-thought-out plan, each part of which is provided with selected material, is an important foundation for successful essay writing.

The main part of the abstract should be divided into a question with a concise and clear name and small questions (parts).

5. Sort and write the collected material

The introductory part is based on the theoretical and practical relevance of the topic, goals are formulated and tasks are set.

If the abstract is in the form of a monograph (single source and author's abstract), in the introductory part:

- brief information about the author (academic degree, title, his specialty, other works),
- a summary of the source of the topic;
- purpose of work;
- rubrics;
- the position of the author, etc.

All important points should be reflected in the main part of the abstract.

According to the plan, the main part of the abstract is required to be divided into questions and questionnaires (parts) according to the distribution of the collected material.

Each separated question, questionnaire (part), the division of the abstract into components should be based entirely on the following formula task - development - conclusion.

Form of expression - the choice of the referent: abstract, fragmentary, analytical.

It is not allowed to jump to the annotation path of the literature. Each source will have to be analyzed within the scope of the research topic.

Examples of phrases and expressions in the text of the abstract

"... at work ... the system will be considered"
"In the introduction it is shown that ..."
"The author implies that ..."
"The following questions are covered in Chapter 1 ..."
"... will be examined in Chapter 2"
"Speaking of ..., the author emphasizes that ..."
"The case also focuses on ..."
"So the author concludes ..."
"Chapter 3 ... examines, ... considers"
"... the need is determined ..."
"In conclusion, the author writes: ..."

The expression of the material should not be descriptive in nature. There should be an analysis with appropriate conclusions, as well as an analysis of statistical material that is inextricably linked to the text.

It is advisable to tabulate large volumes of statistics. The construction of diagrams, graphs, histograms on the basis of statistical data helps to more clearly express this or that socio-pedagogical and psychological phenomena and processes.

All tables, diagrams, graphs, diagrams, pictures in the abstract should be named and numbered. It is strongly recommended that these statistics be placed under the *pages of the sources* from which they are obtained.

All numbers in the text are required to be referenced to *relevant sources*.

References are inevitable when the text is *quoted* or when the authors use conclusions, notes, comments and opinions in their research work.

The value of the abstract is to analyze the different views on problematic issues, to justify the position that is accepted or held.

The summary includes the conclusions made by the student as a result of the study of the selected topic, as well as the unresolved issues that need to be addressed in the future.

6. Checking the list of references

The list of used literature is made in a certain order:

1. Laws of the Republic of Uzbekistan;
2. Decrees of the Republic of Uzbekistan;
3. Resolutions of the Government of the Republic of Uzbekistan;
4. Normative acts, instructions;
5. Books and articles published in periodicals.

The bibliographic record of sources includes: the name and surname of the author, the name of the book, the address of publication, the name of the publisher and the year of publication. If the article is published in a magazine (newspaper), the name of the magazine (newspaper), serial number, year and page are given.

7. Edit text. Examination of the text in terms of spelling and style (stylistics).

The abstract should be clearly written in fluent language and have an attractive appearance. Abbreviations of words, except for the generally accepted ones, as well as errors, misunderstandings, stylistic differences are not allowed.

In case of presentation of the abstract to the supervisor, all aspects should be brought to the maximum level.

8. Registration of the abstract

The abstract to be presented to the supervisor, i.e. the teacher, should be typed on a computer in 12 fonts, 1,5 spaces, on one side of A4 paper, left – 2,5 cm, right – 1,5 cm, top and bottom - no less than 2 cm.

Text pages must have ordinal numbers. Sequence numbers should move from one page to another and start on page 3 (the first and second sheets are the title page and work plan, not numbered).

The sheet sequence number is placed at the top, in the middle, or to the right.

The volume of the abstract should not exceed 16-20 pages.

Abstract:

- 1) title sheet;
- 2) the order number of each question, questionnaire (section) sheet specified work plan;
- 3) access, serial number is not set;
- 4) questions and questionnaires with references to sources

text expression divided into (parts);

5) Conclusion, serial number is not given;

6) List of used literature;

7) Consists of an application consisting of tables, diagrams, graphs, pictures and diagrams.

Appendixes are sewn in a strict sequence.

Assessment of the abstract

The abstract is evaluated by the supervisor. In this case, the conditional indicator and evaluation criteria can be applied as follows:

Assessment indicators	Assessment criteria
1.1. Abstract text novelty Maximum rating - 20 points	<ul style="list-style-type: none"> - problem and topic relevance; - novelty and independence of the problem statement, the formation of new aspects selected for problem analysis; - the presence of the author's status, independence in thinking.
1.2. The degree to which the nature of the problem is disclosed Maximum rating - 30 points	<ul style="list-style-type: none"> - relevance of the abstract plan to the topic; - the content of the topic corresponds to the topic and plan of the abstract; - completeness and scope of the basic concepts of the problem; - justification of methods and techniques of working with materials; - skills in working with literature, systematization and sorting of materials; - generalization of different views on the issue under consideration, the ability to compare, substantiate the main considerations and conclusions.
1.3. The choice of sources is justified Maximum rating - 20 points	<ul style="list-style-type: none"> - the scope of literary sources on the problem, the degree of completeness of their use; - attract the latest source on the problem (published in the journal, collections of scientific papers, etc.)²
1.4. Follow the rules of registration Maximum rating - 15 points	<ul style="list-style-type: none"> - correct reference to the literature used; - accuracy and culture of expression; - effective use of the apparatus of problem terms and concepts; - strict adherence to the volume of the abstract; - the culture of clearance is the separation of paragraphs
1.5. Fluency, literacy Maximum rating - 15 points	<ul style="list-style-type: none"> - no spelling and syntactic errors, no stylistic differences; - errors, abbreviations, general non-acceptance; - literary style.

In the end, the abstract is evaluated on a 100-point scale, and the assessment of knowledge on a 5-point scale is carried out as follows:

86 - 100 points - "excellent";

70 – 85 points – “good”;

51 - 69 points - "average";

below 51 points - "unsatisfactory".

Scores are taken into account in the daily assessment of knowledge in the material provided in the program.

1. In consultation with the teacher, select the topic of the essay.
2. Create a bibliography on the selected topic.
3. Conduct research on the selected case. Make a note on it in the form of a plan or abstract - choose a working note in the optimal option for yourself.
4. Write an essay on all the requirements using the selected materials.

In general, the role of independent education in the study of social sciences and humanities, independent learning and organization of students, setting the direction of our future, training of personnel is invaluable. *Personal perfection can be achieved by increasing the activity of students, instilling goodness in strengthening their independent thinking skills.*

Thus, in solving educational problems in accordance with the pedagogical and psychological purpose of the formation of the student's independent opinion, it is characterized by the formation of new knowledge, creative acquisition and practical application of students' creative application of their knowledge, their inquisitiveness, intellectual development.

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