

**IMPROVEMENT OF METHODOLOGY FOR DEVELOPING
COMMUNICATIVE SKILLS IN STUDENTS OF NON-PHILOLOGY
HIGHER EDUCATIONAL INSTITUTIONS THROUGH TEXT**

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Abstract: Effective communication is a crucial skill in both professional and personal contexts, and written communication, especially through text, plays an integral role in conveying clear, concise, and persuasive messages. This article explores strategies for improving communication skills through text, emphasizing the importance of active reading, regular writing practice, and the use of modern tools and technologies. It highlights key methods such as task-based learning, structuring written content effectively, and utilizing digital platforms like grammar checkers to enhance clarity, grammar, and style. By focusing on clarity, precision, and audience-awareness, the article offers practical recommendations for individuals aiming to refine their text-based communication skills. The goal is to empower writers to express ideas more effectively and confidently, whether for academic, professional, or personal communication. Through targeted strategies and consistent practice, individuals can significantly enhance their ability to communicate through text, fostering stronger relationships and improving overall professional performance.

Keywords: Text-Based Communication, Increased clarity, Greater persuasiveness, Enhanced professional reputation, Stronger interpersonal relationships, Professional Audiences, Casual Audiences.

Introduction

Uzbekistan's political and sociocultural changes have produced new circumstances and chances for foreign language study in the country's higher

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education system, which aims to produce highly skilled professionals who can Professionally guided communication in a foreign language in addition to their 51 natural languages. Therefore, it is essential to prepare students for communication in this language in scenarios common to their prospective professional domain throughout professionally oriented foreign language study.

Every year, several areas of science are selected in our country and developed with special attention. This year, physics and foreign languages have been identified as such priority areas.

Uzbekistan's policy of openness, active entry into the world market, and expanding international cooperation in all areas increase the need for knowledge of foreign languages.

Today, education is conducted in a foreign language in 25 higher educational institutions in our country. In 2016, there were only 7 of them. The number of graduates who received international language certificates has increased 10 times in the last 3 years.

This year, scholarships were allocated to 350 students through the “El-yurt umidi” fund to study at prestigious foreign universities. This is 5 times more than in previous years.

– The time has come to establish a new system of teaching foreign languages in our country, which will serve as a solid foundation for the future. Since we have set ourselves the goal of building a competitive state, from now on, graduates of schools, lyceums, colleges and universities must have excellent knowledge of at least 2 foreign languages. This strict requirement should become the main criterion for the activities of the head of each educational institution, – said Shavkat Mirziyoyev.

During his talks, our respected President Shavkat Mirziyoyev states that the time has come to create a new foreign language education system that will serve as a strong basis for the future. We must use every effort to ensure that every Uzbek youth is an informed, well-educated individual who is on par with everyone else and capable of meeting internationally recognized educational standards. These days,

learning other languages—especially English—has become so popular that people of all ages, from kindergarteners to professionals, are attempting to master the language. Learning a language opens doors to personal interests as well as the culture, history, and customs of the countries that speak it, so this is undoubtedly a good thing. As mentioned, a thorough system of teaching foreign languages has been developed in our nation as part of the implementation of the Law of the Republic of Uzbekistan "On Education" and the National Personnel Training Program. This system aims to create a young generation that is harmoniously mature, educated, modern-thinking, and more fully oriented towards the republic's global community.

Effective communication is an essential skill in both personal and professional contexts. While verbal communication often gets the spotlight, written communication—especially through text—plays a critical role in conveying ideas, sharing information, and building relationships. Improving communication skills through text is not just about learning how to write better, but about developing a deeper understanding of clarity, structure, tone, and the power of words. This article explores practical ways to enhance communication skills through text, focusing on various strategies that can be employed by students, professionals, and anyone looking to improve their writing and overall communicative effectiveness.

The Importance of Text-Based Communication

Written communication in the form of texts, emails, reports, essays, or social media messages is ubiquitous in today's digital world. In fact, much of the communication that happens in the modern workplace, academia, and even social interactions takes place through written words. Therefore, the ability to communicate clearly and effectively via text is a key skill. Improving this skill can lead to:

- **Increased clarity** in presenting ideas
- **Greater persuasiveness** in written arguments
- **Enhanced professional reputation**, especially in business and academia

- **Stronger interpersonal relationships** through thoughtful and articulate messages

Key Areas for Improving Communication Skills Through Text

1. Read Actively and Widely

The foundation of good communication is comprehension. One of the best ways to enhance communication skills is to read actively and across various genres. Engaging with different types of texts—fiction, non-fiction, academic papers, blogs, etc.—broadens vocabulary, enhances understanding of sentence structures, and exposes the reader to various writing styles.

- **Strategy:** When reading, take notes, highlight key points, and make annotations. This active reading practice will not only help you understand the content better but will also enable you to mimic certain writing styles or structures in your own writing.

2. Develop Strong Writing Habits

Writing is a skill that improves with consistent practice. Whether you're composing emails, writing reports, or drafting essays, practicing writing regularly helps refine your ability to communicate ideas effectively. Here are some strategies to develop strong writing habits:

- **Keep a Journal:** Writing regularly about your thoughts or experiences can help develop clarity of thought and improve the flow of your writing.
- **Set Writing Goals:** Whether it's writing a certain number of words per day or focusing on different types of writing (informative, persuasive, descriptive), having goals helps you stay on track.
- **Draft and Revise:** The first draft is often just the beginning. Rewriting and refining your text is crucial to improving your writing and communication skills. Aim to reduce redundancy, improve structure, and correct grammatical errors.

3. Master the Art of Email Communication

Email communication is one of the most prevalent forms of written interaction in

the professional world. To communicate effectively via email, it's important to consider tone, clarity, and brevity.

- **Clear Subject Lines:** Start with a concise and descriptive subject line. This helps the recipient know what to expect and prioritize their response.
- **Polite and Professional Tone:** Even when sending informal emails, maintain a polite tone. Be clear about your intentions, whether you're making a request or providing information.
- **Brevity and Clarity:** Keep emails focused and to the point. Avoid unnecessary jargon or lengthy paragraphs, and always ensure your main message is easily identifiable.

4. Use Technology to Your Advantage

Various digital tools and resources can assist in improving written communication. Grammar and style checkers, for example, can help identify and correct errors in your text.

- **Grammar and Style Tools:** Tools like Grammarly, Hemingway Editor, and ProWritingAid can help you improve grammar, sentence structure, and readability. These tools often provide suggestions to improve your writing style and make your text more concise.
- **Speech-to-Text Software:** Speech-to-text tools like Google Docs' voice typing feature or Dragon NaturallySpeaking can help you practice writing and speaking simultaneously, improving your ability to articulate thoughts both verbally and in written form.

5. Focus on Clarity and Precision

Good communication requires clarity. In written communication, this means organizing thoughts logically and expressing ideas succinctly.

- **Use Simple Language:** Avoid overly complicated words or phrases unless absolutely necessary. Simple, clear language is more likely to resonate with your audience.

- **Structure Your Texts Properly:** Organize your writing with clear paragraphs and sections. Use headings, bullet points, and lists where appropriate. This helps break down complex information and makes your text easier to follow.
- **Be Direct:** Avoid vagueness in your writing. Be specific about what you're saying, whether you're presenting facts, making a request, or expressing an opinion.

6. Enhance Your Vocabulary

A strong vocabulary enhances communication by providing a broader set of tools to express ideas precisely. The more words you know and understand, the more effectively you can communicate.

- **Learn New Words:** Make a habit of learning new words every day. Keep a vocabulary journal where you write down new words you come across while reading and note their meanings.
- **Contextualize Vocabulary:** It's not enough to simply memorize new words—learn how they're used in context. This will help you use them naturally and appropriately in your own writing.

7. Engage in Writing Exercises and Prompts

Writing exercises and prompts help stimulate creativity and encourage structured thought. These exercises can improve both written communication skills and your ability to think critically.

- **Creative Prompts:** Writing prompts can be a fun way to stretch your imagination and improve your writing flow. They help you practice different writing styles and techniques.
- **Professional Writing Exercises:** Try writing reports, case studies, or reviews based on professional scenarios. This type of exercise helps you hone your ability to write concisely and persuasively in a professional context.

8. Ask for Feedback and Revise

Seeking feedback from others—whether peers, mentors, or editors—is one of the

best ways to improve your writing. Constructive criticism highlights areas for improvement and helps you see your writing from another perspective.

- **Join Writing Groups:** Participate in writing workshops or peer review groups, where you can exchange written work and get feedback.
- **Revise Based on Feedback:** After receiving feedback, revise your work accordingly. This iterative process will help you develop a keen sense of what works in your writing and what doesn't.

9. Practice Writing for Different Audiences

Different audiences require different styles of communication. Practicing writing for varied audiences can help you adjust your tone, vocabulary, and message based on your readers' needs.

- **Professional Audiences:** Learn how to write business emails, reports, and proposals. These forms of writing require clarity, conciseness, and professionalism.
- **Casual Audiences:** Practice writing in a more relaxed, conversational tone for blogs, social media posts, or informal emails.

Conclusion

Improving communication skills through text is an ongoing process that requires regular practice, attention to detail, and a willingness to learn. By engaging in active reading, writing frequently, using technology to assist with grammar and style, and seeking feedback, individuals can significantly enhance their ability to communicate effectively in written form. Whether for academic purposes, professional endeavors, or personal growth, developing strong text-based communication skills is an investment that will pay dividends in all areas of life. Improving communication skills through text requires consistent practice, an active engagement with different types of texts, and a focus on clarity and structure. By regularly reading, writing, and engaging with written content in a variety of ways, individuals can improve both their written and verbal communication abilities. Additionally, using technology and actively seeking feedback helps refine skills,

making text-based communication more effective and impactful in personal and professional settings.

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