

ORGANIZING WRITING CLASS WITH TASK-BASED METHOD

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Abstract. *Teaching writing is one of the most challenging tasks an EFL teacher has to face, and students find writing a difficult skill to develop. This chapter, however, focuses on Task-Based Language Teaching (TBLT) as a successful tool for tackling this problem. It defines TBLT and examines its importance for enhancing the writing skills of the EFL students, giving examples of tasks that have been successfully tried out in the classroom. The chapter also examines the use of various strategies for increasing EFL learners' involvement in reading-to-writing activities.*

Keywords: *EFL teacher, writing skills, task-based, writing method, TBLT, writing class*

Introduction. Writing is an important skill that can open up a world of possibilities for any student. Even in these days of the Internet and other technologies, written communication in English is still an asset for the aspiring student. But for a majority of our students writing is a skill they find hard to acquire. The major problems they face in writing are (1) finding an apt word suitable for the topics, (2) using appropriate tenses based on the situation, (3) using, correct spelling and punctuation, (4) organizing ideas neatly and coherently in paragraphs. Such difficulties place a heavy burden on students, often causing them to lose interest in writing. They find it difficult to write a composition based on their own ideas and they are afraid of making mistakes in grammar, usage, vocabulary etc. However, one way to resolve this problem is to use a TBLT approach in an EFL class as it creates a free instructional environment in which students and teacher work together and collaborate in a relaxed atmosphere. Learning a variety of writing skills isn't as difficult as you may think. We've put together a list of steps to help you make dramatic improvements to the quality of your writing in short order. Becoming a better writer takes practice, and you're already practicing. No, seriously—you write a lot.

Even if you don't think of yourself as a writer, you put thoughts into text more often than you realize. At the very least, you write emails—a lot of emails—post on social media, make updates to your résumé and LinkedIn profile, and message your friends. If your job requires it, you also create things like reports, presentations, newsletters . . . it's a long list. Here's a tip: Whether you're writing an email, creating a presentation, or just sending a quick tweet, grammatically, can help! Try one of our browser extensions to make your writing cleaner and more impressive. So, you're already writing. Now, improving your writing skills is just a matter of becoming conscious of the things you can do to give your text more structure and make your copy crisp and readable with a conversational style. Give Your Writing Structure It's fine to rattle off a stream of consciousness when you're writing in your journal, but if you actually want to communicate with others you'll need to bring some order to those rambling thoughts. Here are some tips.

1 Make sure you're clear on the concepts you're writing about.

Albert Einstein said, "If you can't explain it to a six-year-old, you don't understand it yourself." Before you start writing, take a moment to mentally explain the concept to the six-year-old who lives inside your head. (We all have one, don't we?) If your writing goal is to achieve a specific result, ask yourself what that result should be. Before you dive into writing, have a clear purpose. Then stick to it.

2 If the message is complex, outline it

It doesn't take much thought-organizing to compose the average text message, but if you're writing something more complex, with multiple angles, questions, or requests, get all that stuff sorted before you sit down to write. Making an outline, or even just some quick notes about the topics you want to cover, can save you time answering clarifying questions later. And speaking of questions . . . 3 Anticipate your readers' questions.

Put yourself in your readers' shoes. Do they have enough context to understand what you've written for them? If not, fill in the blanks. But . . . 4 Don't over-explain everything

If you've taken the time to organize your thoughts in advance, you should be able to keep things simple. The idea is to give readers just enough to understand what you're communicating without overwhelming them with trivial details. If you find yourself getting in the weeds with more details than you need, look at each piece of information and ask whether it's essential to help your reader understand your message. If not, get rid of it.

Tighten Your Writing

We sometimes write like we talk, and that can be a good thing. It keeps our writing conversational (more on that in a moment.) But rambling, wordy writing makes your text hard to read, and it can make you sound as though you lack conviction. Start practicing these skills to streamline your writing.

5 Go easy on the prepositional phrases

When I was a neophyte writer, someone showed me how prepositional phrases made my writing unnecessarily wordy and complex. It was an epiphany! Prepositions aren't difficult to understand, but the concept does require some explanation. Get smart about prepositions here, and then try to simplify them whenever it makes sense. Your writing will get a much-needed clarity boost.

6 Eliminate the filler words and phrases

Some words show up in our writing all the time, and yet they don't contribute much of anything. Although these filler words and phrases sometimes add color or even meaning, most of the time they contribute nothing but clutter. Here are thirtyone of them you can eliminate right now. CONCLUSION. There are innumerable ways and methods to improve the writing skills of our EFL students. TBLT is just one approach that can help. This approach is based on the assumption that students may study more efficiently when their minds are focused on the task, rather than on the language that they are using. Students begin with the task and, when they have finished it, the teacher draws attention to the language used, making corrections and adjustments. With the introduction of different tasks, the class environment becomes more alive, with the result that student involvement and participation becomes observable. However, the implementation of TBLT needs a good

deal of preparation on the part of the teacher, especially in designing tasks that are interesting and suitable. Teachers can also design tasks based on different texts that the students can read and then write on. The important point is that teachers must select the tasks prudently and implement them properly. They must create situations in which students can think independently and also suggest tasks that kindle their interest and sharpen their intuitive faculty and sensibilities. In turn, students will develop an interest in writing and will be able to enhance their writing skills.

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