**AL-FARABI KAZAKH NATIONAL UNIVERSITY**

**Higher school of economics and business**

**Finance and accounting department**

**METHODOLOGICAL INSTRUCTIONS FOR STUDENT’S INDIVIDUAL WORK (ASSIGNMENT)**

**(AP7201) Academic writing**

**Fall semester 2021-2022 academic year**

**on the educational program “8D041 Finance”**

Almaty 2021

**TYPES AND FORMS OF INIVIDUAL WORK OF STUDENTS**

 Independent, individual work of students is a variety of students' activities carried out under the guidance, but without the direct participation of a teacher during (specially designated classroom) or extracurricular time.

 This is a special form of training according to the teacher's assignments, the implementation of which requires active thinking, search - research and analytical activities.

 The methodological basis of students' independent work is an activity approach, when the learning goals are focused on the formation of skills to solve typical and non-typical tasks, i.e., on real situations where students need to show knowledge of a specific discipline, use intra-subject and inter-subject connections.

 To methodically ensure the independent work of students means compiling a list of forms and titles of independent work, formulating the goals and objectives of each of them, developing instructions or guidelines, choosing educational, reference, methodological and scientific literature.

 I. Building students' independent work:

1. Repetition of the passed theoretical material.

2. Building the main questions of the topic.

3. Determination of the depth and content of knowledge on the topic, drawing up theses on the topic.

4. Exercises, problem solving.

5. Analysis of the activities performed.

6. Acquisition of skill and skills.

7. Drawing up questions on the content of the lecture.

Self-guidance

 Supervision of students' independent work is carried out in the form of:

1. Ongoing interview and supervision

2. Consultation

3. Analysis of peer review, assessment, adjustment of work performed

4. Discussions, heuristic conversations, motivational conversations.

5. Summing up, etc.

 Stages and techniques of SIW:

1. Selection of recommended literature

2. Studying the questions of the plan of the seminar lesson

3. Summaries of individual issues of the studied topics

4. Drawing up diagrams, tables based on the text of lectures, basic and additional literature

5. Performing calculations of the studied indicators

 II. Methods and forms of organizing students' independent work

1. Types of students' independent work:

2. Designing

3. References to literature

4. Execution of tasks of a search and research nature

5. Performing calculations of economic indicators

6. Creative work: drawing up crosswords, creating posters, booklets

7. Preparation of abstracts of speeches at the seminar

 III. Methodological recommendations for teachers to organize students' independent work

1. Do not overload students with creative assignments

2. Alternate creative work in the classroom with assignments outside the classroom

3. Provide students with clear and complete instruction:

4. Purpose of the assignment

5. Conditions of execution

6. Volume

7. Timing

8. Sample execution

9. Carry out current control and accounting

10. Evaluate, give a review of the work, summarize the level of mastering the skills of independent, creative work

**Assignment for SIW#1**

Divide into groups and present on the following topics via zoom/webex meeting:

1. Research thesis
2. Essay
3. Paragraph