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## **The features of use of training materials in educational process**

The article is devoted to the features of using teaching materials in studying foreign languages in the educational process. There were determined the problems of using teaching materials in foreign language lessons, specified the methods of using teaching materials that form ability to independently acquire knowledge, gather the necessary information, thus the key conditions for the effectiveness of this process is to give more opportunity for the teaching materials development. It was also revealed that one of the important features is the adaptation of learning materials depending on individual capabilities of students and their level of training, which further helps in forming communicative culture of the student contributes to his overall speech development and the expansion of horizons and raising of his feelings and emotions.

*Key words:* Student, teaching materials, education, natural science, mechanical aids, contemporary schools, comprehensive, practical, supplementary readers, textbook.

Nowadays, the Republic of Kazakhstan is undergoing significant changes in the political, social and other important spheres of society, including social tensions and a qualitative change in the consciousness of views on education and technological achievement. Thus, education helps people to determine the meaning of life, clarify social roles in different way and define moral obligations to themselves and others. Education involves not only separation, but also the integration of people according to their professions.

Kazakhstan is taking specific measures to develop education and about ten years are being devoted to the multilingual education. In many developed countries the multilingual education at universities is the standard, so such training is becoming popular in Kazakhstan. And here is the question why this program becomes popular and shows such tendency, because according to multilingual education English language has been more acceptable than previous years and that's why more students and teachers start to study abroad where they can exchange the knowledge, take part in seminars with different purposes. And for people with multilingual education, there are more opportunities to apply their knowledge, make effective use of teaching materials and access financial and informational resources. It can be argued that studying abroad now has a crucial role in shaping the intellectual potential of society and achieving a high level of education is a means toward the self-determination of students at any level of education.

Thus, foreign language has an important place in the system of education and upbringing of the modern student in the multicultural and multilingual world. The subject «foreign language» forming the communicative culture of the student contributes to his overall speech development, expanding horizons and bringing up his feelings and emotions. In addition, the knowledge of foreign languages in our days has become one of the most important means of socialization, success in professional activity of a person that clearly understood the younger generation. Without knowledge of a foreign language as means of intercultural communication an active life and successful career of the individual in modern conditions is impossible. That is why foreign languages become as the key of exchanging intercultural knowledge.

Learning a foreign language provides great opportunities for spiritual and moral development of students. In the process of communication in a foreign language on topics that interest you formed values and ethical standards, the mediate the behavior of the student, his activities, relationships with peers and adults; it is the formation of his worldview, it is also the basis of formation of civil identity through the comparison of their culture and peoples of countries who speak English.

In order to create favorable conditions for students for mastering a foreign language, teaching a foreign language, must demonstrate a willingness and ability:

- to plan and conduct the lesson taking into account the psychological and pedagogical peculiarities of students;
- organization of work of students in the classroom using a variety of activities;
- the involvement of every student in the classroom;
- adaptation of teaching materials depending on individual characteristics of students and their level of training;
- to demonstrate creativity in the development and implementation of the lesson;
- in class working environment, psychological climate, which has to be active [1].

From these characteristics which were mentioned above the most important is adaptation of teaching materials depending on individual characteristics of students and their level of training.

The concept of the teaching material is broad enough to include all the available funds are used by the teacher in the learning process: tutorial, tutorial, programming and others. In this case a specific part of the training materials bearing the information helps the learner to master the required activities. So in the definite presentation of the material these materials will be referred to as the training is informative, highlighting their immediate purpose in the learning process.

Thus, to master a foreign language, students must be engaged in activities which are acceptable for the language with teaching materials; they should hear the spoken language, speak, read and write it. Classroom practices which are restricted to teacher's presentation of linguistic material (vocabulary, grammar) and the testing of students' knowledge cannot provide good learning. The teacher gives content but does not instruct students. So many students remain passive and work only to memorize what the teacher emphasizes. To achieve effective classroom learning, the teacher must use all the accessories he or she has at his disposal in order to achieve the interest of his students and retain it throughout the lesson which is possible only if the students are actively involved in educational process. To teach a foreign language effectively the teacher needs teaching materials and aids. During the last few years important developments have taken place in this approach [2].

To training and informative material have certain requirements. Presented training material should be convincing and consistent, easy to set out and accessible, rational and evidential, in other words, it needs to be not only informative, but also logical-meaningful.

When selecting the required material should first analyze all the necessary information on the subject, using the volume of material is significantly higher than required. This is dictated by the necessity of choosing the most rational ways of understanding the theme. The content of the topic should depend on the nature of the activity of specialists, technological processes in which it will participate in the process of the future professional activity, the amount of technological equipment with which he r she will deal, as well as possible errors and consequences of technological processes to human health and the environment. Teaching materials in this case are the outline of the topic, the logical structure of educational material, a text description of the topic and the basic abstract according to chosen theme of the discipline.

Thus, the original data of the stage of designing of educational informative materials are previously obtained data on:

- the characteristics of labor processes;
- the characteristic activity of specialists and the curriculum and training programs, documentary and information sources.

To create all of the above documents, the teacher must possess the culture of thinking, which is a combination produced by the human methods of performing mental actions in the process of learning and display its validity. It is expressed in the ability to formulate the problem, select optimal solution, to obtain objective conclusions and ultimately, to construct complex reasoning, analyzing and summarizing available information. Further actions of the teacher are that he modalities of formation of new knowledge takes into consideration the chosen specialty, the goal of studying the topic, the basic knowledge of students, as well as for inter subject relations. It restricts the necessary information, identifies ways of learning material and is a lesson plan that includes a plan of presentation as one type of approximate basis generated activities in educational process [3].

Modern technologies provide ample opportunities and many ways to learn English. A variety of teaching materials in the English language is big that choice to make not so easy for teacher and students. What are educational materials? This variety of guide to the study of English language programs, audio courses, etc. Some of them are effective, others not so much. To choose the best option, you can use reviews or recommendations from friends, although it may not always be correct in choosing educational materials.

Teachers use more varied teaching materials in English. In order to make the lesson interesting, fun and effective, it is not enough just to open a textbook and do some tasks at the lesson. The student can better learn the material when there are several additional exercises. Such tasks can be presented in the form of handouts: cards, diagrams, tables, games, puzzles, computer programs and much more. It depends on the complexity and the degree of importance of the material and the time that was allocated for the preparation to the lesson. If you decide to learn any foreign language courses by yourself or with a tutor, you should pay attention to a variety of teaching materials when visiting the test session. The presence of a variety of activities, tasks and games to help you better learn the material, make the lesson more varied and interesting. Time

in the classroom flies by quickly and quietly, increases the efficiency of learning new words, turns, grammatical structures and other activities.

Training materials in English help to organize and direct the educational process in the right direction. In addition to textbooks and a variety of benefits that a teacher can develop teaching materials on English must be acceptable according to the language level. This method of learning is ideal for those who have a fairly short time

At the same time, with this method of learning the teacher is difficult to find study materials in English language, so that the learned words are harmoniously intertwined with the new vocabulary. Any textbook designed to help new teaching material sequentially superimposed on the previously studied and new words are used with previously been studied in such a way that in each lesson there is an opportunity to repeat the passed material and revise some knowledge according to previous theme or to make students guess what new theme is going to be at the lesson. At the end of the tutorial, with the right approach, your active vocabulary is enriched considerably. For independent selection of educational material in English, it's still pretty difficult, because you need to maintain a logical structure. Ensure that previously studied words appeared in lesson again and again in order to keep words in memory and use in everyday life.

By teaching materials are also mentioned the materials which the teacher can use to help pupils learn a foreign language through visual or audio perception. They must be capable of contributing to the achievement of the practical, cultural and educational aims of learning a foreign language. Since students learn a foreign language for several years, it is necessary for the teacher to have a wide variety of materials which make it possible to progress with an increasing sophistication to match the students' continually growing command of the foreign language. Good teaching materials will help greatly to reinforce the students' initial desire to learn the language and to sustain their enthusiasm throughout the course.

The following teaching materials are in use nowadays: teacher's books, pupil's books, visual materials, audio materials and audio-visual materials. A teacher's book must be comprehensive enough to be a guide to the teacher. This book should provide all the recorded material; summaries of the aims and new teaching points of each lesson; a summary of all audio and visual materials required; suggestions for the conduct of the lesson and examples of how the teaching points can be developed at the lesson, also textbooks should be adapted according to the level of student. Student's books must include textbooks, manuals, supplementary readers, dictionaries, programmed materials [4].

Consequently the teaching material is one of the most important sources for obtaining knowledge for teachers and students. It contains the material at which students work both during class-periods under the teacher's supervision and at home independently using additional materials. The teaching materials also determine the ways and the techniques pupils should use in learning the material to be able to apply it when hearing, speaking, reading and writing. The modern teaching materials for teaching a foreign language should meet the following requirements:

- teaching materials should provide pupils with the knowledge of the language sufficient for developing language skills; they must include the fundamental of the target language.
- they should ensure pupils' activity in speaking, reading, and writing; they must correspond to the aims of foreign language teaching in school.
- teaching materials must extend students' educational horizon, the material of the textbooks should be of educational value.
- the textbooks must arouse pupils' interest and excite their curiosity.
- they should have illustrations to help pupils in comprehension and in speaking.
- teaching materials must reflect the life, history and culture of the people whose language students study.

Thus, it is useful to provide opportunities to understand and use these while there is a teacher around to guide them. As much as possible, use materials that match their needs and interests: if they plan to study in English, expose them to academic texts; if they are working for an organization, use reports and proposals of the type they will need to deal with and to construct the teaching materials are always used logical operations as synthesis, analysis, comparison, division, abstraction, generalization and others. The role of educational materials in the English language is quite high so this is the main component of mastering English, they can speed up the process and make it monotonous and ineffective.

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### **Оқу материалдарын оқу үрдісінде қолдану ерекшеліктері**

Мақалада шетел тілінің оқу үрдісіндегі оқу құралдарын қолдану ерекшеліктері қарастырылған. Студенттерді өздігінен ақпарат іздеуге және оны сараптауға ынталандыратын оқу құралдарын қолданудың әдіс-тәсілдерін қолдану мәселелері зерттеліп, оқу құралдарын тиімді пайдаланудың жолдары берілген. Сонымен қатар зерттеу барысында оқу құралдарды қолданудың басты ерекшеліктерінің бірі ретінде оқу құралдың студенттің дербес мүмкіндіктеріне және олардың білім деңгейлеріне сәйкес бейімделу қажеттілігі екені айқындалды. Бұл ерекшеліктер ескеріліп, дұрыс қолданылған жағдайда студенттің коммуникативті мәдениетінің қалыптасуына, оның жалпы тілдік дамуына және сезімдері мен эмоцияларын тәрбиелеуге, ой-өрісін кеңейтуге септігін тигізетіні анықталды.

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### **Особенности использования учебных материалов в образовательном процессе**

В статье рассмотрены особенности использования учебных материалов при изучении иностранных языков в образовательном процессе. Исследованы проблемы, указаны приемы и методы использования учебных материалов, которые формируют умения самостоятельно добывать знания, собирать необходимую информацию. Авторами выявлено, что одной из важных особенностей является адаптация учебных материалов в зависимости от индивидуальных возможностей студентов и уровня их обученности, что в дальнейшем помогает формировать коммуникативную культуру студента, способствует его общему речевому развитию, а также расширению кругозора и воспитанию его чувств и эмоций.