

**EFFECTIVENESS OF PREPARATION AND USE OF MANUALS, ELECTRONIC
TEXTBOOKS.**

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ANNOTATION

This article covers the preparation of e-textbooks and manuals, as well as recommendations for the distance learning process.

In our country, a new program for the training of good specialists has been developed, which was implemented in time. This program is the "National Training Program". The second stage of the program is to improve the quality of education and training of high-level personnel who meet international standards. The practical application of this program sets a high level of responsibility for the staff working in the education system. The specific tasks are to maintain the quality of the educational process, to improve the curriculum, to be able to use modern pedagogical technologies in teaching, to prepare electronic textbooks and manuals, to use technical means, and at the same time to introduce distance learning. Most educators are familiar with the use of personal computers. Therefore, we believe that the teacher can use the Internet, search for the necessary information, provide quality information to the listener in the field of Facebook. This means that the problem of writing quality manuals for teachers has become much easier. In preparing the manuals, the reader must look through the book from the cover. If the design of the prepared guide is beautiful and the book is enriched with various pictures, the reader will definitely be interested to read. In some applications, especially when it comes to computers, many terms are given in English or Russian. In the process of preparing the new manual, it would be expedient to classify such basic phrases in the Uzbek language.

As long as the goal is to wait for the quality of the learning process, we have a lot of opportunities. First of all, the rational use of modern pedagogical technologies, the use of multimedia tools in the preparation of electronic textbooks, as mentioned above, is certainly effective. A multimedia textbook is an electronic textbook for building, listening, and reading. In multimedia, information is explained through text, images, audio and video, and various animations. When using multimedia textbooks on a computer screen, it should be taken into account that the textbook matches the background colors of the background, the colors of the image, so that the user does not get tired or bored of the textbook. In multimedia textbooks, it is advisable to use bright blue (light blue) pictures, as this color softens the user's nervous system. In the textbook, the multiplicity of images on the topic and the step-by-step process of explaining them allow the user, ie the reader, to quickly absorb large amounts of information. Hundreds of e-textbooks are uploaded to the Internet every day through various servers, and hundreds of textbooks are left unused or due to poor quality.

The process of distance learning began in the second half of the 2019-2020 academic year, ie with the introduction of the cold virus-19 in our country.

Our educators were able to master this process very quickly and put it into practice.

1. Students actively participate in a video conference organized by the teacher through the program "Zoom" or a webinar on the platform. 2. The platform will be organized in a modular system before the start of the webinar lecture and the names of the students participating in the video conference and in which group they will study will be recorded.

3. In the program "Zoom" students are photographed, the description of the topic of the lesson between the professor and the students is heard and recorded by the participants of the program.

4. In the program Telegram, students have the opportunity to answer questions in writing at any time.

Taking into account the above proposals, we can provide high-quality staff, of course, if teachers use high-quality information resources and pedagogical technologies that meet international standards in improving the quality of education.

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