

MADEENATHUL ULOOM ARABIC COLLEGE, PULIKKAL

Department of Arabic

Certificate Course in the Basics of Arabic Language

Objectives:

1. To get a thorough knowledge of the basics of Arabic language.
2. To achieve advanced language proficiency in the four areas of language performance: speaking, listening, reading and writing
3. To apply the methods of theoretical linguistics towards the analysis of Arabic, written and vernacular.
4. To identify chief trends in the historical science of Arabic linguistics, including lexicography and the pre-modern grammatical tradition.
5. To draft letters, emails, memos, short messages and posters.
6. To write reasonably well organized, well focused and grammatically proficient paragraph.
7. To write reasonably well organized, well focused stylistically and grammatically proficient essays on a given topic.

Outcome:

Upon completion of the course the learner is able to

1. Recognize the rhetorical mode of writing of a given text.
2. Use correct spelling, punctuation, grammar and vocabulary in writing.
3. Compose well-structured letters, emails, memos, messages and posters.
4. Write reasonably well organized and well-focused grammatically and stylistically proficient paragraph and essay on a given topic.

Modules

1. Introduction - four skills of language acquisition-receptive and productive skills
2. Rhetorical modes – descriptive, narrative, discursive, compare and contrast, expository
3. Mechanics of writing- spelling, punctuation, sentence construction, essential grammar
4. Writing practice – diary writing- messages -memos- announcements- posters
5. Practice – email- letter- CV-job application
6. Planning writing-pre-writing- brainstorming ideas- vocabulary- organizing
7. Drafting Paragraph: topic sentence, illustration, exposition, conclusion -self correction and editing- final draft
8. Drafting essay: Theses statement, topic sentences, illustration, substantiation, discourse markers, conclusion, self-correction, editing, final draft
9. Practice -discussion – assignment- peer correction - assessment- feedback- evaluation

Assessment Pattern

4 Assessment Tests (20+20+20+40)

Total Marks: 100

Grading:

A- 80 and above	D- 35 - 49
B- 65 to 79	E- Below 35
C- 50 to 64	

Duration: 10 weeks (30 hours)

WEEK 1

Course Introduction- four skills-receptive& productive-academic integrity- survey- previous knowledge assessment'

1. different modes of writing (rhetorical modes)- descriptive, narrative, interactive, argumentative, evaluative, expository – examples – assignment (one hour)
2. Mechanics of writing – spelling and punctuation- commonly misspelt words- how to learn spelling- punctuation- capitalization- period- comma- quotation marks- interrogation marks- exclamation marks- hyphen – parentheses etc. (one hour).

WEEK 2

3. Practice exercise – assignment (one hour)
4. essential grammar- subject- predicate- types of sentences- assertive, interrogative, imperative, exclamatory- conversion-practice exercise (one hour)
5. verb- tenses – simple-continuous -practice (one hour)

WEEK 3

6. Verb- tenses- perfect-perfect continuous-practice (one hour)
7. essential grammar- phrases and clauses- simple- complex -compound sentences- conversion- practice exercise (one hour)

8. active -passive sentences- direct -indirect
speech-practice exercise (one hour)

WEEK 4

9. vocabulary- parts of speech- practice (one hour)

10. revision – quiz- assessment (20)

11. writing -shopping list- message-
announcement- invitation-memo- poster- (one hour)

WEEK 5

12. practice-assignment (one hour)

13. email-letter-resume- job application (one hour)

14. practice- assignment (one hour)

WEEK 6

15. quiz & assessment (20 marks)

16. writing paragraph- pre-writing- planning-
brainstorming ideas- choosing vocabulary-
organizing – (one hour)

17. drafting- topic sentence- illustration-
substantiation-quotations- conclusion (one hour)

WEEK 7

18. writing descriptive paragraph- guided writing and practice- assignment
19. writing narrative paragraph- guided writing and practice-assignment
20. writing argumentative paragraph- guided writing and practice- assignment

WEEK 8

21. writing expository paragraph- guided writing and practice – assignment
22. compare and contrast- guided writing and practice- assignment
23. writing expository paragraph- guided writing and practice – assignment

WEEK 9

24. Assessment (20 marks)

25. Essay writing- planning- introduction- body paragraph- conclusion- practice
26. introduction- thesis statement- hook- funnel method- body paragraph- topic sentence- substantiation- discourse markers- conclusion- restatement of the topic sentence.

WEEK 10

27. guided essay writing- topic selection-
planning – brainstorming ideas- organizing
28. essay writing practice- introduction- thesis
statement- body paragraphs- topic sentence-
substantiation- conclusion-Assignment
- 29. Assessment- essay writing. (40 marks)**