



*National Certificate in Construction Sector for
Excavator and Wheel Loader Operator*



National Vocational Certificate in Construction Sector (Excavator and Wheel Loader Operator)

Duration: 3 Months



CURRICULUM

**National Vocational and Technical Training Commission (NAVTTTC)
Government of Pakistan**



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1. Introduction

In order to build the capacity of technical and vocational training institutes in Pakistan through provision of demand driven competencies in construction sector, the NAVTTC, and TEVT Sector Support Program (TSSP) have joined hands together to develop qualifications for construction sector. These qualifications will not only build the capacity of existing workers of this sector but also support the youth to acquire skills best fit for this sector. The benefits and impact of development of these qualifications will be on both demand and supply side.

Based upon the demand of industry this qualification for Excavator and Wheel Loader Operator is developed under National Vocational Qualification Framework (NVQF). The qualification mainly covers competencies along with related knowledge and professional skills which are essential for getting a job or self-employed.

This qualification is also in line with the vision of Pakistan's National Skills Strategy (NSS), National TVET Policy and National Vocational Qualification Framework (NVQF). This provides policy directions, support and an enabling environment to the public and private sectors to impart training for skills development to enhance social and economic profile. The National Vocational & Technical Training Commission (NAVTTTC) has approved the Qualification Development Committee (QDC). The QDC consists experts from the relevant industries from different geographical locations across Pakistan and academicians who were consulted during the development process to ensure input and ownership of all the stakeholders. This National curriculum is to be used by training institutions in Pakistan.

2. Purpose of the Qualification:

The purpose of this qualification is to set high professional standards for Construction sector. The specific objectives of developing these qualifications are as under:

- Improve the professional competence of the trainees
- Provide opportunities for recognition of skills attained through non-formal or informal pathways
- Improve the quality and effectiveness of training and assessment for Prosthetics and Orthotics
- Enable the existing workforce to capacitate themselves in new technologies and methods

3. Overall objectives of training program

The Excavator and Wheel Loader Operator qualification consists of 20 % theory and 80 % practical. and having the following Modules



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1. Maintain Health and Safety at Work Place
2. Operate wheel Loader
3. Operate Excavator
4. Language Skills Arabic
5. Language Skills English

4. Entry level of trainees

The entry for National Certificate, in Excavator and Wheel Loader Operator is, a person having Matric certificate.

5. Minimum qualification for teachers

- Should have completed intermediate and equivalent qualifications
- Must be a holder of G II certificate or Three years DAE in Mechanical or Auto Mobil Technology.
- Must be able to communicate effectively both orally and in written form.
- Must have at least two (4) years teaching experience.

Medium of instruction

English, and Urdu.

6. Duration of the course:

The proposed curriculum is composed of **5** modules that will be covered in **300 Learning hours**. Duration of the course is proposed to be **3 months**.

The distribution of contact/Learning hours are given below:

3 months = 12 Weeks

Theory = 60 hours (20 %)

Practical = 240 hours (80 %)

Total = 300 hours



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7. Scheme of Studies

S. No	Name of Module	Category	Contact Hour			Credit	Periods per week		
			Th	Pr	Total		Th	Pr	Total
1	Maintain Health and Safety at Work Place	Functional	6	24	30	3	0.5	2.0	2.5
2	Operate wheel Loader	Core	20	80	100	10	1.7	6.7	8.3
3	Operate Excavator	Core	24	96	120	12	2.0	8.0	10.0
4	Language Skills Arabic	Generic	5	20	25	2.5	0.4	1.7	2.1
5	Language Skills English	Generic	5	20	25	2.5	0.4	1.7	2.1
Total			60	240	300	30	5.0	20.0	25.0

Note: - 1 Period = 1 Hour,

5 Period in a day = 5 hours

5 days in a week = 25 hours

12-week course. = 300 hours



8. Details of Modules

8.1: Maintain Health and Safety at Work Place

Theory: 6 Hours

Practical: 24 Hours

Total: 30 Hours

8.1.1: Ensure personal protective equipment (PPE)		
Theory	Practical	Duration
<ul style="list-style-type: none"> ➤ Personal Protective Equipment (PPE) Types and its uses 	<ol style="list-style-type: none"> 1. Arrange PPEs as per requirement 2. Wear proper PPE as per nature of job. 3. Store PPE at appropriate place after use 	Theory: 0.5hr Practical: 3hrs Total: 3.5hrs
8.1.2: Maintain First aid Box		
Theory	Practical	Duration
<ul style="list-style-type: none"> ➤ First-Aid-Box and its uses. ➤ Knowledge of first-aid-box items. 	<ol style="list-style-type: none"> 1. Ensure availability of first aid box 2. Check first aid box for requisite emergency medicines 3. Check expiry date of medicines 4. Perform first aid treatment against electric shock. 5. Perform first aid treatment / bandages against minor injuries 	Theory: 0.5hr Practical: 3hrs Total: 3.5hrs
8.1.3: Maintain Fire Extinguisher		
Theory	Practical	Duration
<ul style="list-style-type: none"> ➤ Fire Extinguisher its types and uses ➤ Types of fire extinguishing materials. 	<ol style="list-style-type: none"> 1. Check expiry of fire extinguisher 2. Operate fire extinguisher. 3. Replace fire extinguisher 	Theory: 1hr Practical: 3hrs Total: 4hrs
8.1.4: Implement safety measures		
Theory	Practical	Duration
<ul style="list-style-type: none"> ➤ Hazard and its Types ➤ Treatment of various hazards 	<ol style="list-style-type: none"> 1. Take required health and safety training 2. Identify work place hazardous, Reasons and materials 	Theory: 1hr Practical: 3hrs Total: 4hrs
8.1.5: Prepare for emergencies		
Theory	Practical	Duration
<ul style="list-style-type: none"> ➤ Know about the techniques for provision of first aid treatment. 	<ol style="list-style-type: none"> 1. Ensure emergency response exercises. 2. Perform mock exercise for first aid of Cardio Respiratory Resuscitation (CPR) 3. Perform mock exercise for first aid treatment against electric shock/minor injury 	Theory: 1hr Practical: 6hrs Total: 7hrs
8.1.6: Respond to emergencies		
Theory	Practical	Duration



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<ul style="list-style-type: none"> ➤ Use of emergency equipment ➤ Know about the emergency plan 	<ol style="list-style-type: none"> 1. Follow emergency plan 2. Communicate instructions 3. Assess risk and determine course of action. 4. Operate emergency equipment and supplies 	<p align="center">Theory: 1hr Practical:3hrs. Total: 4hrs</p>
8.1.7: Dispose off-waste materials		
Theory	Practical	Duration
<ul style="list-style-type: none"> ➤ Types of waste materials ➤ Knowledge and understanding of waste material handling. 	<ol style="list-style-type: none"> 1. Separate waste into recyclable and nonrecyclable category 2. Check local regulations 3. Handle hazardous waste carefully 4. Adopt responsible waste management habits 	<p align="center">Theory: 1hr Practical:3hrs. Total: 4hrs</p>



8.2: Operate wheel Loader

Theory: 20 Hours

Practical: 80 Hours

Total: 100 Hours

8.2.1: Install Attachments		
Theory	Practical	Duration
<ul style="list-style-type: none"> ➤ Describe attachments and purposes. ➤ Describe tools for installation of attachments ➤ Describe procedure for installation of attachments 	<ol style="list-style-type: none"> 1. Select appropriate tools 2. Position equipment and attachment for installation 3. Respond to hand signals 4. Install attachments safely 	Theory- 03Hrs Practical-12Hrs Total- 15Hrs
8.2.2: Operate Controls		
Theory	Practical	Duration
<ul style="list-style-type: none"> ➤ Define basic operating functions. ➤ Describe operating controls and their functions ➤ Describe situations which an operator can encounter under different conditions ➤ Describe smooth and safe handling of controls ➤ Describe adjustment technique of bucket 	<ol style="list-style-type: none"> 1. Operate controls smoothly and safely 2. Operate different operating controls simultaneously as required 3. React changing conditions/situations 	Theory- 4Hrs Practical-12Hrs Total- 16Hrs
8.2.3: Dig, Carry (tram) & Stockpile Materials		
Theory	Practical	Duration
<ul style="list-style-type: none"> ➤ Describe types of materials ➤ Describe technique to dig, carry and stockpile materials ➤ Describe balancing of backload with bucket load under different conditions ➤ Describe techniques of safe carrying and dumping of materials ➤ Describe economical use of machine (with respect to haul distance) ➤ Describe capacities & capabilities of machine. 	<ol style="list-style-type: none"> 1. Fill bucket in loose material 2. Carry loose material to a short distance 3. Place material in a stockpile 4. Maintain smooth pit floor/running surface 	Theory- 05Hrs Practical-15Hrs Total-20Hrs
8.2.4: Place and Spread materials		
Theory	Practical	Duration
<ul style="list-style-type: none"> ➤ Describe load carrying capacity of the bucket ➤ Describe procedure of loading the 	<ol style="list-style-type: none"> 1. Load bucket quickly and fully in loose material 2. Carry loose material to a short 	Theory- 03Hrs Practical-15Hrs Total- 20Hrs



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bucket efficiently ➤ Describe safety precautions while carrying materials	distance 3. Spread material 4. Maintain smooth pit floor/running surface	
8.2.5: Backfill Trenches & Excavate		
Theory	Practical	Duration
➤ Describe the techniques/methods of back filling ➤ Describe safety precautions while backfilling	1. Place backfill material 2. Manage piles of imported aggregates to minimize waste 3. Spread materials at work area. 4. Excavate soft soil strata	Theory-02Hrs Practical-12Hrs Total-14Hrs
8.2.6: Load Trucks		
Theory	Practical	Duration
➤ Describe different site conditions for loading trucks ➤ Describe methods/techniques of loading trucks ➤ Describe coordination/communication to be done between truck driver and Operator ➤ Describe capacities of different dump trucks	1. Arrange the loading site 2. Maintain the pit floor, level, smooth and clear of obstructions 3. Load smoothly and gently 4. Communicate with signaler 5. Load truck as per capacity	Theory- 03Hrs Practical- 14Hrs Total-17Hrs



8.3: Operate Excavator

Theory: 24 hours

Practical: 96 hours

Total: 120 hours

8.3.1: Comply with safety requirements		
Theory	Practical	Duration
<ul style="list-style-type: none"> ➤ Explain safety equipment. ➤ Describe safety controls and their operations ➤ Describe warning, hazard signs, lights and symbols 	<ol style="list-style-type: none"> 1. Operate safety controls and equipment 2. Respond to caution, warning and hazard signs, lights and symbols 	<p>Theory- 01Hrs Practical-03Hrs Total- 04Hrs</p>
8.3.2: Sets up equipment		
Theory	Practical	Duration
<ul style="list-style-type: none"> ➤ Describe pre shift routine ➤ Describe positioning of equipment ➤ Explain different signals between operator and controller 	<ol style="list-style-type: none"> 1. Adjust to factors affecting safe operation of equipment 2. Maintain stability of equipment 3. Position equipment correctly 4. Communicate with traffic control person 	<p>Theory- 01Hrs Practical- 03Hrs Total- 04Hrs</p>
8.3.3: Install attachments		
Theory	Practical	Duration
<ul style="list-style-type: none"> ➤ Describe tools used for installment of attachments ➤ Describe methods of installation of attachments 	<ol style="list-style-type: none"> 1. Select appropriate tools. 2. Position equipment and attachment for installation. 3. Respond to hand signals. 4. Install attachments safely. 	<p>Theory- 01Hrs Practical- 03Hrs Total- 04Hrs</p>
8.3.4: Operate Controls of Wheel Excavator		
Theory	Practical	Duration
<ul style="list-style-type: none"> ➤ Define basic operating functions. ➤ Describe different operating controls and their functions ➤ Describe different situations which an operator can encounter under different conditions ➤ Describe smooth and safe handling of controls 	<ol style="list-style-type: none"> 1. Operate control smoothly and safely 2. Operate different operating controls simultaneously as required 3. React to changing conditions/situations 	<p>Theory- 01Hrs Practical- 03Hrs Total- 04Hrs</p>
8.3.5: Operate Controls of Crawler Excavator		
Theory	Practical	Duration



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<ul style="list-style-type: none"> ➤ Define basic operating functions ➤ Describe different operating controls and their functions ➤ Describe different situations which an operator can encounter under different conditions ➤ Describe smooth and safe handling of controls 	<ol style="list-style-type: none"> 1. Operate control smoothly and safely 2. Operate different operating controls simultaneously as required. 3. React to changing conditions/situations 	<p align="center">Theory- 01Hrs Practical- 03Hrs Total- 04Hrs</p>
8.3.6: Create slopes		
Theory	Practical	Duration
<ul style="list-style-type: none"> ➤ Describe stakes/specifications ➤ Describe grade checking instruments ➤ Describe methods of making slope in different conditions ➤ Describe safety measures to be kept in consideration while working on slopes ➤ Describe problems faced while making slope 	<ol style="list-style-type: none"> 1. Interpret specifications of slope 2. Practice grade checking instruments 3. Fill cuts in the slope with a partial bucket technique 	<p align="center">Theory- 02Hrs Practical- 06Hrs Total- 08Hrs</p>
8.3.7: Build, excavate, and maintain haul roads and ramps		
Theory	Practical	Duration
<ul style="list-style-type: none"> ➤ Define capacities & capabilities of Machine. ➤ Describe nature of strata/soil ➤ Describe method for estimation of excavation ➤ Describe grade checking instruments ➤ Explain utilities and their protection 	<ol style="list-style-type: none"> 1. Work around obstructions and hazards. 2. Practice grade checking devices. 3. Protect existing structures and utilities 4. Build, excavate or maintain haul roads and ramps in accordance with job specifications 	<p align="center">Theory- 02Hrs Practical- 09Hrs Total- 11Hrs</p>
8.3.8: Create mass excavation		
Theory	Practical	Duration



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<ul style="list-style-type: none"> ➤ Describe types of soils and their characteristics ➤ Describe attachments to be used for different types of soil ➤ Describe techniques of excavation ➤ Describe methods to keep the machine level ➤ Describe precautions in mass excavation 	<ol style="list-style-type: none"> 1. Adopt laser location for line of sight as excavation progresses. 2. Perform straight edges and stable sides 3. Dig offset from footing location 4. Keep the machine level 5. Level to very fine tolerance 6. Adopt partial bucket technique 	<p align="center">Theory- 02Hrs Practical- 09Hrs Total- 11Hrs</p>
8.3.9: Excavate trenches		
Theory	Practical	Duration
<ul style="list-style-type: none"> ➤ Describe special attachments to be used for making trenches ➤ Describe problems faced while making trenches ➤ Describe trenches to be made under different environment/conditions ➤ Describe safety measures to be kept in mind while making trenches 	<ol style="list-style-type: none"> 1. Work around site obstructions and hazards 2. Maintain equipment in stable position and correct location for job 3. Practice grade checking devices. 4. Excavate trench in accordance with job specifications 5. Respond to hand signals 	<p align="center">Theory- 02Hrs Practical- 06Hrs Total- 08Hrs</p>
8.3.10: Excavate ditches		
Theory	Practical	Duration
<ul style="list-style-type: none"> ➤ Describe special attachments to be used for making ditch ➤ Describe problems faced while making ditch ➤ Describe ditches to be made under different environment/conditions ➤ Describe safety measures to be kept in mind while making ditch 	<ol style="list-style-type: none"> 1. Work around site obstructions and hazards. 2. Maintain equipment in stable position and correct location for job 3. Practice grade checking devices 4. Excavate ditches in accordance with job specifications 5. Respond to hand signals 	<p align="center">Theory: 02hr Practical:06hrs Total:08hrs</p>



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➤ Describe hand signals and response		
8.3.11: Load trucks		
Theory	Practical	Duration
<ul style="list-style-type: none"> ➤ Describe Loading techniques ➤ Describe expected hazards ➤ Describe how to avoid hazards while loading ➤ Describe important signals followed while loading 	<ol style="list-style-type: none"> 1. Work around obstructions and hazards 2. Direct loading vehicle operators. 3. Align according to the position of truck 4. Load transport vehicles in accordance with job specifications 5. Respond to hand signals 	<p align="center">Theory: 01hr Practical:03hrs Total:04hrs</p>
8.3.12: Cut and fills materials		
Theory	Practical	Duration
<ul style="list-style-type: none"> ➤ Define capacities & capabilities of Machine. ➤ Describe method for estimation of cuts and fill ➤ Describe grade checking instruments ➤ Describe techniques how to cut humps and fill depressions ➤ Describe how to tamp the filled material ➤ Describe how to tamp the filled material 	<ol style="list-style-type: none"> 1. Work around site obstructions and hazards 2. Position equipment correctly 3. Practice grade checking devices 4. Cut and fill material in accordance with job specifications 5. Tamp the filled material 6. Respond to hand signals 	<p align="center">Theory: 02hr Practical:06hrs Total:08hrs</p>
8.3.13: Stock piles materials		
Theory	Practical	Duration
<ul style="list-style-type: none"> ➤ Describe how to stock pile material in accordance with jobs specifications ➤ Describe how to work around site obstructions and hazards 	<ol style="list-style-type: none"> 1. Work around site obstructions and hazards 2. Stockpile material in accordance with jobs specifications 	<p align="center">Theory: 01hr Practical:03hrs Total:04hrs</p>
8.3.14: Excavate and back fill trenches		
Theory	Practical	Duration



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<ul style="list-style-type: none"> ➤ Describe the techniques/methods of back filling ➤ Describe safety precautions while backfilling 	<ol style="list-style-type: none"> 1. Work around site obstructions and hazards 2. Ensure that structures or utility lines are not damaged during backfilling 3. Maintain stability of equipment 4. Level or layer the material 5. Practice grade checking devices. 6. Backfill trenches/excavations in accordance with job specifications. 7. Respond to hand signals 	<p align="center">Theory: 01hr Practical:09hrs Total:10hrs</p>
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8.3.15: Hoist objects

Theory	Practical	Duration
<ul style="list-style-type: none"> ➤ Describe rigging components ➤ Describe checking of damaged rigging components ➤ Describe tools to be used for replacement of damaged rigging components ➤ Describe hoist materials in accordance with manufacturer's specifications, job specifications and legislation 	<ol style="list-style-type: none"> 1. Inspect rigging (ropes) components visually 2. Identify and discard worn or damaged rigging components 3. Communicate with appropriate personnel to replace worn or damaged components 4. Work around obstructions and hazards 5. Set up equipment in stable position and correct location for jobs 6. Hoist materials in accordance with manufacturer's specifications, job specifications and legislation 7. Respond to hand signals 	<p align="center">Theory: 01hr Practical: 06hrs Total: 07hrs</p>

8.3.16: Clear land

Theory	Practical	Duration
<ul style="list-style-type: none"> ➤ Describe types of obstructions and hazards ➤ Describe how to work around obstructions and hazards ➤ Describe precautions to be 	<ol style="list-style-type: none"> 1. Work around obstructions and hazards 2. Install attachments. 3. Maintain haul roads as required 4. Clear land in accordance with job specifications 	<p align="center">Theory: 01hr Practical: 06hrs Total: 07hrs</p>



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<p>ensured while working around obstructions and hazards</p> <ul style="list-style-type: none"> ➤ Describe attachments for land clearing as per job specification 		
8.3.17: Demolish buildings and other structures		
Theory	Practical	Duration
<ul style="list-style-type: none"> ➤ Describe attachments required for demolition of buildings and other structures ➤ Describe safety precautions during demolition of buildings and other structures ➤ Describe safe entrance into and exits from the site ➤ Describe procedure of removal of demolished materials 	<ol style="list-style-type: none"> 1. Work around obstructions and hazards 2. Position equipment safely while demolition and always have means of exit 3. Demolish structures and remove demolished materials in accordance with job specifications 4. Respond to hand signals 	<p align="center">Theory: 01hr Practical: 09hrs Total: 10hrs</p>
8.3.18: Monitor performance of machines		
Theory	Practical	Duration
<ul style="list-style-type: none"> ➤ Describe information given on different gauges ➤ Explain how to monitor performance of machine ➤ Describe likely problems/down time to be encountered about the machine 	<ol style="list-style-type: none"> 1. Interpret information from gauges and symbols 2. Monitor performance using own senses 3. Identify equipment problems 	<p align="center">Theory: 01hr Practical: 03hrs Total: 04hrs</p>



8.4: Basic Language Proficiency (Arabic)

Theory: 5 Hours

Practical: 20 Hours

Total: 25Hours

8.4.1: التحيّة والتعارف (Introduction & Greetings)		
Theory	Practical	Duration
<ul style="list-style-type: none">• شرح الكلمات الجديدة بالأردية• تدريب الحوار بين الطالبين• تدريب الطلاب على استخدام الكلمات• تدريب على الاستماع• مشاهدة فيديو للحوار	<p>التعارف بين الشخصين</p> <p>قاسم: السلام عليكم! علي: وَعَلَيْكُمْ السَّلَامُ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ! قاسم: كَيْفَ حَالُكَ؟ علي: بِخَيْرٍ وَالْحَمْدُ لِلَّهِ. قاسم: أَنَا اسْمِي قَاسِمٌ، وَأَنْتَ مَا اسْمُكَ؟ علي: اسْمِي عَلِيٌّ. مِنْ أَيْنَ أَنْتَ يَا قَاسِمٌ؟ قاسم: أَنَا مِنْ تُرْكِيَا، وَأَنْتَ مَا جِنْسِيَّتُكَ؟ علي: أَنَا سُعُودِيٌّ. قاسم: تَشْرَفْنَا. علي: تَشْرَفْنَا بِكَ. قاسم: إِلَى الْلِقَاءِ. علي: مَعَ السَّلَامَةِ. • أَجِبْ لِمَا يَأْتِي: 1. السَّلَامُ عَلَيْكُمْ 2. مَا اسْمُكَ؟ 3. كَيْفَ حَالُكَ؟ 4. مِنْ أَيْنَ أَنْتَ؟ 5. مَا جِنْسِيَّتُكَ؟ 6. هَلْ أَنْتَ بَاكِسْتَانِيٌّ؟ 7. هَلْ هُوَ مِنْ سُورِيَا؟ 8. مَعَ السَّلَامَةِ • تَبَادُلِ السُّؤَالِ وَالْجَوَابِ مَعَ زَمِيلِكَ، كَمَا فِي الْمَثَالِ: المثال، مِنْ أَيْنَ أَنْتَ؟ ، أَنْتَ - بَاكِسْتَانِ، أَنَا مِنْ بَاكِسْتَانِ 1, _____ , أَنْتَ - الْعِرَاقِ _____ , 2, _____ , هُوَ - سُورِيَا _____ , 3, _____ , هِيَ - مِصْرَ _____ , 4, _____ , أَنْتِ - بَاكِسْتَانِ _____ , • املأ الفراغ في الجُمْلِ الْآتِيَةِ مِمَّا يَأْتِي:</p>	<p>Theory:35 min Practical:135min. Total: 2.83hr.</p>



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	<p>سُودَانِيَّةٌ، كَيْفَ، مِنْ، أَيْنَ، لِمَا، مُدْرَسٌ، سَهْلًا، إِلَى، خَيْرٍ، سَعِيدَةٍ.</p> <ol style="list-style-type: none">1. أَهْلًا وَ.....2. الْحَمْدُ اللهُ.3. سَمِيرٌ.....4. فُرْصَةٌ.....5. فاطمة.....6. أَنَا مِصْرَ.7. بـ.....8. حَالُكَ؟9. مِنْ أَيْنَ أَنْتَ؟10. النَّقَاءَ	
8.4.2: السفر (Travelling)		
Theory	Practical	Duration
<ul style="list-style-type: none">• شرح الكلمات الجديدة بالأردنية• تدريب الحوار بين الطالبين• تدريب الطلاب على استخدام الكلمات• تدريب على الاستماع• مشاهدة فيديو للحوار	<p><u>الحوار في المطار عند المغادرة</u></p> <p>حَمَدُ: السَّلَامُ عَلَيْنُكُمْ! الْمَوْظَفُ: وَ عَلَيْنُكُمْ السَّلَامُ وَرَحْمَةُ اللهِ وَبَرَكَاتُهُ! الْمَوْظَفُ: تَذَكِّرُ الطَّائِرَةَ وَجَوَارَ السَّفَرِ مِنْ فَضْلِكَ. حَمَدُ: تَفَضَّلْ. الْمَوْظَفُ: كَمْ حَقِيبَةً مَعَكَ ؟ حَمَدُ: مَعِيَ حَقِيبَةٌ وَاحِدَةٌ. الْمَوْظَفُ: أَعْطِنِي جَوَارَ السَّفَرِ، لَوْ سَمَحْتَ. حَمَدُ: بِكُلِّ سُرُورٍ، تَفَضَّلْ. الْمَوْظَفُ: حَسَنٌ. رِحْلَةٌ سَعِيدَةٌ. حَمَدُ: شُكْرًا.</p> <p><u>أَقْرَأِ الْجَمَلَ الْآتِيَةَ، وَلاَحِظْ مَا تَحْتَهُ خَطٌّ:</u></p> <ol style="list-style-type: none">1. لَوْ سَمَحْتَ، أَعْطِنِي الْقَلَمَ. تَفَضَّلْ.2. مِنْ فَضْلِكَ، أُرِيدُ فَنُجَانَ قَهْوَةٍ.3. أَعْطِنِي جَوَارَ السَّفَرِ، لَوْ سَمَحْتَ. بِكُلِّ سُرُورٍ.4. شُكْرًا عَلَى الْمُسَاعَدَةِ.5. عَفْوًا، أَيْنَ الْمَطَارُ؟6. أَرَاكَ غَدًا، إِنْ شَاءَ اللهُ.7. إِلَى النَّقَاءِ.8. مَعَ السَّلَامَةِ.	<p>Theory:35 min Practical:135min. Total: 2.83hr.</p>



اكتب التّعبير المناسب في الفراغ:

لَوْ سَمَحْتَ، إِلَى اللَّقَاءِ، مَعَ السَّلَامَةِ، تَفَضَّلْ، عَفْوًا.

1. أُرِيدُ بَعْضَ السُّكْرِ

2. أَعْطِنِي الْقَلَمَ مِنْ فَضْلِكَ.

3. أَنَا مُسَافِرٌ.

4. هَلْ أَسْتَطِيعُ أَنْ أَجْلِسَ هُنَا، نَعَمْ تَفَضَّلْ.

5. أَرَأَيْكَ الْأَسْبُوعَ الْقَادِمَ

• الحوار في المطار عند الوصول

هَذَا هُوَ مَطَارُ الْخُرْطُومِ، هَذِهِ هِيَ طَائِرَةُ الْكُوَيْتِ، يُوسُفُ يَدْخُلُ

صَالَةَ الْوُصُولِ، يُوسُفُ الْآنَ أَمَامَ مَكْتَبِ الْجَوَارَاتِ.

يُوسُفُ: السَّلَامُ عَلَيْكُمْ!

مُوظَّفُ الْجَوَارَاتِ: وَعَلَيْكُمْ السَّلَامُ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ!

مُوظَّفُ الْجَوَارَاتِ: بِطَاقَةِ الْوُصُولِ مِنْ فَضْلِكَ!

يُوسُفُ: هَذِهِ هِيَ.

مُوظَّفُ الْجَوَارَاتِ: جَوَازُ السَّفَرِ مِنْ فَضْلِكَ!

يُوسُفُ: هَذَا هُوَ.

مُوظَّفُ الْجَوَارَاتِ: مَا سَبَبُ الزِّيَارَةِ ؟ .

يُوسُفُ: الْعَمَلُ فِي الشَّرِكَةِ أَنَا سَانِقٌ.

مُوظَّفُ الْجَوَارَاتِ: مَا الْعُنْوَانُ فِي الْخُرْطُومِ ؟

يُوسُفُ: مَعْهَدُ اللُّغَةِ الْعَرَبِيَّةِ.

مُوظَّفُ الْجَوَارَاتِ: هَذَا هُوَ الْجَوَازُ.

يُوسُفُ: شُكْرًا.

مُوظَّفُ الْجَوَارَاتِ: مَعَ السَّلَامَةِ.

الحوار في المطار عندما فقد المسافر حقيبته

المشافر: معذرة، رحلتي وصلت من باكستان، أبحث عن

حقيبتي. لم أجد على الحزام الناقل هل يمكنك مساعدتي؟

وكيل الأمتعة: اسمح لي أن أتأكد من الحالة نيابةً عنك.

يرجى وصف الأمتعة الخاصة بك؟

المشافر: إنها حقيبة سوداء.

وكيل الأمتعة: هل يمكنني الحصول على رقم بطاقة الأمتعة

الخاصة بك؟ / دعني أبحث عن تفاصيل رحلتك. يبدو أن

حقيبتك لا تزال في مرحلة النقل ويجب أن تصل في الرحلة

التالية.



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	المسافر (بعد أن وجد الحقيبة): " ها هي! شكرًا لك على مساعدتك. وكيل الأمتعة: مرحبًا بك. طاب يومك!	
8.4.3: السكن (Residence)		
Theory	Practical	Duration
<ul style="list-style-type: none">شرح الكلمات الجديدة بالأرديةتدريب الحوار بين الطالبينتدريب الطلاب على استخدام الكلماتحفظ الأرقام (1- 100)تدريب على الاستماعمشاهدة فيديو للحوار	<p><u>الحوار عن عنوان البيت</u> أَحْمَدُ: السَّلَامُ عَلَيْكُمْ! حَسَّانُ: وَعَلَيْكُمْ السَّلَامُ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ! أَحْمَدُ: أَيْنَ تَسْكُنُ؟ حَسَّانُ: أَسْكُنُ فِي حَيِّ الْمَطَارِ. وَأَيْنَ تَسْكُنُ أَنْتَ؟ أَحْمَدُ: أَسْكُنُ فِي حَيِّ الْجَامِعَةِ. حَسَّانُ: هَلْ تَسْكُنُ فِي بَيْتٍ؟ أَحْمَدُ: نَعَمْ أَسْكُنُ فِي بَيْتٍ. أَحْمَدُ: هَلْ تَسْكُنُ فِي بَيْتٍ؟ حَسَّانُ: لَا، أَسْكُنُ فِي شَقَّةٍ. أَحْمَدُ: مَا رَقْمُ شَقَّتِكَ؟ حَسَّانُ: 5. مَا رَقْمُ بَيْتِكَ؟ أَحْمَدُ: 9.</p> <p><u>أيام الأسبوع:</u> الأحد - الإثنين - الثلاثاء - الأربعاء - الخميس - الجمعة - السبت</p> <p><u>الحوار عند استئجار الشقة</u> المُستأجرُ: السَّلَامُ عَلَيْكُمْ! المُؤجَّرُ: وَعَلَيْكُمْ السَّلَامُ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ! المُستأجرُ: أريدُ شَقَّةً، مِنْ فَضْلِكَ. المُؤجَّرُ: لَدَيْنَا شَقَّةٌ جَمِيلَةٌ. المُستأجرُ: كَمْ عُرْفَةٌ فِي الشَقَّةِ؟ المُؤجَّرُ: فِي الشَقَّةِ خَمْسُ عُرُفٍ. المُستأجرُ: فِي أَيِّ دَوْرٍ الشَقَّةُ؟ المُؤجَّرُ: الشَقَّةُ فِي الدَّوْرِ الْخَامِسِ؟ المُستأجرُ: أريدُ مُشَاهَدَةَ الشَقَّةِ. المُؤجَّرُ: تَفَضَّلْ. المُؤجَّرُ: هَذِهِ هِيَ الشَقَّةُ. المُستأجرُ: هَذِهِ شَقَّةٌ جَمِيلَةٌ.</p>	<p>Theory:35 min Practical:135min. Total: 2.83hr.</p>



<p>الحوار في غرفة الاستقبال لحجز الغرفة</p> <p>عمر: وعليكم السلام ورحمة الله وبركاته موظف الاستقبال: السلام عليكم ورحمة الله وبركاته الشخص: أريد سكنا من فضلك أخبرني عن الخدمات المرافقة به موظف الاستقبال: لدينا قاعة طعام وغرفة مشتركة مع التلفزيون والحمام وخدمة الواي فاي المجانية في جميع أنحاء المنزل. الشخص: تبدو جيدة! أريد أن أعرف عن غرفة النوم؟ موظف الاستقبال: لدينا غرف نوم مريحة، وحمامات مشتركة في كل طابق، ومطبخ حيث يمكن للمرء طبخ الطعام. الشخص: هل هناك أي قواعد محددة يجب أن أعرفها؟ موظف الاستقبال: نعم، يجب على الضيوف العودة بحلول الساعة 11 مساءً لأسباب أمنية. إذا كنت تريد الوصول خارج هذه الساعات، فما عليك سوى إخبارنا بذلك مسبقاً. الشخص: حسناً، من الجيد أن نعرف ذلك. أريد الآن حجز غرفة. موظف الاستقبال: مرحباً بك! إذا كان هناك أي شيء آخر تحتاجه، فلا تتردد في السؤال. الشخص: شكراً مرة أخرى، أتمنى لك يوماً سعيداً! موظف الاستقبال: وأنت أيضاً!</p>		
8.4.4: التسوق (Shopping)		
Theory	Practical	Duration
<ul style="list-style-type: none">• شرح الكلمات الجديدة بالأردية• تدريب الحوار بين الطالبين• تدريب الطلاب على استخدام الكلمات• تدريب على الاستماع• مشاهدة فيديو للحوار	<p>الحوار في دكان الملابس</p> <p>البايع: مَرَحَبًا، أَيُّ خِدْمَةٍ؟ المُشْتَرِي: أُرِيدُ قَمِيصًا/سروالَ / الأحذية، لَوْ سَمَحْتَ. البايع: تَفَضَّلْ هُنَا، هَذَا قِسْمُ الْقَمِيصَانِ/سراويلِ/ أحذية. هَذَا قَمِيصٌ/سروال أبيض، وَهَذَا أَصْفَرُ، وَهَذَا أَزْرَقُ، وَهَذَا أَحْمَرُ، وَهَذَا أَسْوَدُ. المُشْتَرِي: بِكَمْ الْقَمِيصُ/السروال؟ . البايع: الْقَمِيصُ/ السروال بِعِشْرِينَ/ بثلاثين دِينَارًا. البايع: أَيُّ قَمِيصٍ/سروال تُرِيدُ؟ المُشْتَرِي: أُرِيدُ الْقَمِيصَ/ الْأَزْرَقَ.</p>	<p>Theory:35 min Practical:135min. Total: 2.83hr.</p>



	<p>البائع: هَذَا هُوَ الْقَمِيصُ / السَّرْوَالُ الْأَزْرَقُ.</p> <p>البائع: لَدَيْنَا أَتُوبٌ جَمِيلَةٌ.</p> <p>المُشْتَرِي: بِكَمْ التُّوبُ؟</p> <p>البائع: التُّوبُ بِثَلَاثِينَ دِينَارًا.</p> <p>المُشْتَرِي: أُرِيدُ التُّوبَ الْأَبْيَضَ. وَهَلْ تَقْدَمُونَ خَصْمًا عَلَى هَذِهِ الْأَتُوبِ؟</p> <p>البائع: نَعَمْ، لَدَيْنَا خَصْمٌ 30% (ثَلَاثِينَ بِالْمِئَةِ)</p> <p>المُشْتَرِي: حَسَنًا! مِنْ فَضْلِكَ أَخْبِرْنِي الْمَبْلَغَ الْمَطْلُوبَ</p> <p>البائع: الْمَطْلُوبُ خَمْسُونَ دِينَارًا.</p> <p>المُشْتَرِي: تَفَضَّلْ، هَذِهِ خَمْسُونَ دِينَارًا.</p>	
	<p>تعبيرات التسوق</p> <p>تِجَارَةٌ إِكْتِرُونِيَّةٌ (الِيكْتِرَانِكُ ثَرِيدٌ)، بِيْعٌ وَشِرَاءٌ عِبْرَ الْإِنْتَرْنِ نَتُّ + الشَّبَكَةُ، أَوْ الشَّبَكَةُ الْعُنْكَبُوتِيَّةُ، تَخْفِيضَاتُ الْمَوْسِمِ أَوْ تَخْفِيضَاتُ مَوْسِمِيَّةٌ (فِي نِهَائَةِ الشِّتَاءِ، وَفِي نِهَائَةِ الصَّيْفِ)، التَّسَوُّقُ عِبْرَ الْإِنْتَرْنِ أَوْ عِبْرَ الشَّبَكَةِ (أَنْ لَانِنِ شَابِنِكِ)، الشَّخْصُ الَّذِي يُحِبُّ التَّسَوُّقَ كَثِيرًا = تَقُولُ لَهُ: هُوَ يَعْشَقُ التَّسَوُّقَ.</p>	
	<p>التسوق مع الأسرة</p> <p>أحمد: السَّلَامُ عَلَيْكُمْ يَا أُمِّي! إِلَى أَيْنَ أَنْتِ ذَاهِبَةٌ؟ الأمُّ: وَعَلَيْكُمْ السَّلَامُ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ، أَنَا ذَاهِبَةٌ إِلَى السُّوقِ يَا وَدِي.</p> <p>فاطمة: هَلْ يُمَكِّنُ لِي أَنْ أَتَسَوَّقَ مَعَكَ يَا أُمِّي؟ الأمُّ: عَلَى الرَّحْبِ وَالسَّعَةِ، تَفَضَّلِي.</p> <p>الأمُّ وَابْنَتُهَا تَصِلَانِ إِلَى السُّوقِ</p> <p>البائع: أَيُّ خِدْمَةٍ؟، كَيْفَ يُمَكِّنُنِي أَنْ أُسَاعِدَكَ سَيِّدَتِي؟ الأمُّ: لَوْ سَمَحْتَ! هَلْ يُوْجَدُ لَدَيْكُمْ تَخْفِيضَاتٌ؟ البائع: نَعَمْ سَيِّدَتِي، لَدَيْنَا تَخْفِيضَاتٌ تَصِلُ إِلَى ثَلَاثِينَ فِي الْمِئَةِ (30%).</p> <p>الأمُّ: لَوْ سَمَحْتَ! أُرِيدُ حِذَاءً لِبَنَّتِي.</p> <p>البائع: كَمْ مَقَاسُ رِجْلِ ابْنَتِكَ سَيِّدَتِي؟ الأمُّ: ثَلَاثٌ وَثَلَاثُونَ (33).</p> <p>يَأْتِي الْبَائِعُ بِالْحِذَاءِ الْأَسْوَدِ.</p> <p>فاطمة: لَا أُرِيدُ هَذَا الْحِذَاءَ، أُرِيدُ حِذَاءً بَنِيًّا.</p>	



	<p>الأم: لَوْ سَمَحْتَ! هَلْ لَدَيْكَ حِذَاءُ بِنْتِي؟ البايع: سَأَنْظُرُ فِي الْمَخْزَنِ. بَعْدَ دَقَائِقٍ. البايع: هَذَا آخِرُ حِذَاءٍ، وَهُوَ عَلَى مَقَاسِ رِجْلِ ابْنَتِكَ؟ البايع: تَفْضَلِي يَا ابْنَتِي! قَيْسِي الْحِذَاءَ. فاطمة: نَعَمْ، الْحِذَاءُ جَيِّدٌ. الأم: لَوْ سَمَحْتَ! كَمْ سِعْرُ الْحِذَاءِ؟ البايع: قَبْلَ التَّخْفِيفِ: سِعْرُهُ مِئَةٌ لَيْرَةً (100). بَعْدَ التَّخْفِيفِ: سِعْرُهُ سَبْعُونَ لَيْرَةً (70) فَقَطْ. الأم: تَفَضَّلِي يَا أُخِي! هَذِهِ سَبْعُونَ لَيْرَةً. البايع: مُبَارَكٌ يَا ابْنَتِي فاطمة: شُكْرًا لَكَ يَا عَمَّ أَسْئَلَةٌ عَامَّةٌ حَوْلَ النَّسْوَقِ: 1. هل تُحِبُّونَ النَّسْوَقَ؟ 2. أَيُّ شَيْءٍ فِي النَّسْوَقِ تُحِبُّونَهُ كَثِيرًا؟ 3. كَمْ مَرَّةً تَنْسَوِقُ فِي الشَّهْرِ؟ 4. أَيْنَ تُحِبُّ النَّسْوَقَ؟ 5. كَمْ مَسَافَةً لِلنَّسْوَقِ الْمَرْكَزِيِّ مِنْ بَيْتِكُمْ؟ 6. هل هُنَاكَ تَخْفِيفَاتٌ مُوسِمِيَّةٌ فِي السُّوقِ الْمَرْكَزِيِّ؟ بيع لوازم البيت البايع: تَفَضَّلِي، أَيُّ خِدْمَةٍ؟ المرأة: أُرِيدُ سَمَكًا، وَلَحْمًا، وَدَجَاجًا. البايع: تَفَضَّلِي السَّمَكَ، وَاللَّحْمَ، وَالدَّجَاجَ. وَمَاذَا تُرِيدِينَ أَيْضًا؟ المرأة: أُرِيدُ خِيَارًا، وَبِصَلًا، وَطَمَاطِمَ. البايع: تَفَضَّلِي الْخِيَارَ، وَالبِصَلَ، وَالطَّمَاطِمَ. وَمَاذَا تُرِيدِينَ أَيْضًا؟ المرأة: أُرِيدُ سُكَّرًا، وَشَايَا، وَبُنًّا. البايع: تَفَضَّلِي السُّكَّرَ، وَالشَّايَ، وَالبُنَّ. وَمَاذَا تُرِيدِينَ أَيْضًا؟ المرأة: نَعَمْ، طَبِيقُ بَيْضٍ، وَغَلْبَةُ مِلْحٍ. البايع: هَذَا طَبِيقُ البَيْضِ، وَهَذِهِ غَلْبَةُ المِلْحِ. البايع: المَطْلُوبُ ثَمَانُونَ دِينَارًا. المرأة: تَفَضَّلِي، هَذِهِ ثَمَانُونَ دِينَارًا.</p>	
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8.4.5: عند الطبيب (To the Doctor)

Theory	Practical	Duration
<ul style="list-style-type: none">• شرح الكلمات الجديدة بالأردية• تدريب الحوار بين الطالبين• تدريب الطلاب على استخدام الكلمات• تدريب على الاستماع• مشاهدة فيديو للحوار	<p><u>الحوار عن الإجازة بسبب المرض</u></p> <p>المُدِيرُ: السلام عليكم ورحمة الله وبركاته العَامِلُ: وعليكم السلام ورحمة الله وبركاته المُدِيرُ: لماذا تَعَيَّبتَ عن الدِّرَاسَةِ. العَامِلُ: أَصِبتُ بِزكامٍ شَدِيدٍ. المُدِيرُ: بِمِ شعرتَ؟ العَامِلُ: شعرتُ بِصداعٍ شَدِيدٍ في البَارِحَةِ، وارتفعتُ درجة حَرَارَتِي. المُدِيرُ: هَلِ قَابَلتَ الطَّيِّبَ؟ العَامِلُ: نَعَمْ، ذَهَبتُ إلى المَسْتَشْفَى بِالإِسْعَافِ وَقَابَلتُ الطَّيِّبَ. المُدِيرُ: هَلِ فَحَصَكَ الطَّيِّبُ؟ وَمَاذَا قَالَ لَكَ؟ العَامِلُ: نَعَمْ، فَحَصَنِي الطَّيِّبُ، وَفَحَصَ صَدْرِي وَقَلْبِي وَوَضَعَ مِقْيَاسَ الحَرَارَةِ في فَمِي، وَقَاسَ دَرَجَةَ الحَرَارَةِ وَضَغَطَ الدَّمَّ، وَكَتَبَ الطَّيِّبُ وَصَفَةَ العِلاجِ وَنَصَحَنِي بِتَنَاوُلِ الدَّوَاءِ وَالحِمِيَةِ. المُدِيرُ: أَيْنَ التَّقْرِيرِ الطَّبِيِّ؟ العَامِلُ: هَذَا هُوَ التَّقْرِيرِ الطَّبِيِّ. المُدِيرُ: بِمِ تَشعُرُ الآنَ؟ العَامِلُ: الحَمْدُ لِلَّهِ، أَشعُرُ بِالرَّاحَةِ الآنَ وَتَحَسَّنَتِ حَالَتِي. المُدِيرُ: قَوَاكِ اللهُ العَامِلُ: شَكَراً لَكُمْ.</p> <p><u>الحوار مع الطبيب في العيادة أو المستشفى</u></p> <p>الطَّيِّبُ: بِمِ تَشعُرُ الآنَ؟ مُحَمَّدُ: عِنْدِي أَلَمٌ شَدِيدٌ في بَطْنِي. الطَّيِّبُ: هَلِ عِنْدَكَ صُدَاعٌ. مُحَمَّدُ: لا الطَّيِّبُ: هَلِ لَدَيْكَ قِيءٌ؟ مُحَمَّدُ: لا. الطَّيِّبُ: هَلِ عِنْدَكَ إِسْهَالٌ؟ مُحَمَّدُ: نَعَمْ، قَلِيلٌ الطَّيِّبُ: أَرَجُو أَنْ تَضَعَ مِقْيَاسَ الحَرَارَةِ في فَمِكَ.</p>	<p>Theory:35 min Practical:135min. Total: 2.83hr.</p>



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	<p>محمد: يضعه في فمه.</p> <p>الطبيب: اكشف صدرك من فضلك؟ (يشكف صدره)</p> <p>محمد: شكرًا ، يفحص الطبيب الصدر والظهر بالسماعة.</p> <p>الطبيب: صدرك سليم - الحمد لله.</p> <p>محمد: ماذا عندي؟</p> <p>الطبيب: عندك حمى خفيفة، وصفة العلاج: أقراص، شراب، وحقن.</p> <p>محمد: كم يوما أتناول الدواء ؟</p> <p>الطبيب: على الأقل ثلاثة أيام</p> <p>محمد: إن شاء الله- سأزورك بعد ثلاثة أيام</p> <p>الطبيب: شفاك الله</p> <p>الآلام يشعر بها المريض في أعضاء الجسد المختلفة</p> <p>أكمل كما في النموذج</p> <p>(رأسي) عندي ألم شديد في رأسي. أشعر بألم شديد في رأسي وأنا مصاب بألم شديد في رأسي</p> <ul style="list-style-type: none">• ظهري• سيني• كتفي اليمنى• كتفي اليسرى• رجلي اليمنى• ضرسى• بطني• عيني اليمنى• عيني اليسرى• رقبتي• يدي• ركبتي• ساقي <p>الحوار الثاني مع الطبيب</p> <p>الطبيب: بماذا تشعر؟</p> <p>المريض: أشعر بألم شديد في رقبتي وظهري</p> <p>الطبيب: متى بدأ الألم.</p>	
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	<p>مريض: منذ أسبوع</p> <p>الطبيب: متى شعرت بالألم الشديد؟</p> <p>مريض: اليوم في الصباح</p> <p>الطبيب: هل تناولت الدواء؟</p> <p>المريض: نعم، تناولت قرصًا ليخفف الألم فقط.</p> <p>الطبيب: حسنًا، تفضل، ارقد على السرير. اكشف صدرك وظهرك.</p> <p>المريض: هل عرفت السبب؟</p> <p>الطبيب: لا سأعرف بعد أن أفحص جسمك من فضلك.</p> <p>المريض: الألم هنا يادكتور</p> <p>الطبيب: تنفس بعمق</p> <p>المريض: وأحسُّ هنا أيضًا</p> <p>الطبيب: اطمئن: ظهرك سليم، بعض الآلام في رقبتك.</p> <p>المريض: هل الحرارة مرتفعة يا دكتور.</p> <p>الطبيب: نعم، هناك ارتفاع قليل في الحرارة، ولكن لا بأس، اطمئن.</p> <p>المريض: شكرًا</p> <p>الطبيب: تناول هذا الدواء بانتظام. تناول قرصًا ثلاث مرات قبل الطعام، وخذقنّة كل مساء. وتناول ملعقة صغيرة من هذا الشراب بعد أكل الطعام.</p> <p>المريض: هل أتناول كل ألوان الطعام. ماذا أتبع من الحمية؟</p> <p>الطبيب: أطعمة خفيفة وفواكه ومشروبات، وحليبًا دافئًا وامتنع عن اللحوم والأملاح.</p> <p>المريض: كم يومًا يستمر العلاج؟</p> <p>الطبيب: أربعة أيام، زُرني بعد ذلك.</p> <p>المريض: إن شاء الله.</p> <p>الطبيب: مع السلامة. أتمنى لك الشفاء العاجل.</p> <p>المريض: شكرًا يادكتور.</p>	
8.4.6: الجوّ (The Weather)		
Theory	Practical	Duration
<ul style="list-style-type: none">شرح الكلمات الجديدة بالأرديةتدريب الحوار بين الطالبينتدريب الطلاب على استخدام الكلماتتدريب على الاستماع	<p><u>الحوار عن الفصول الأربعة</u></p> <p>أحمد: السّلام عليكم ورحمة الله وبركاته.</p> <p>حسن: وعليكم السلام ورحمة الله وبركاته.</p> <p>أحمد: كيف الجو في الخارج؟</p>	<p>Theory:35 min Practical:135min. Total: 2.83hr.</p>



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مشاهدة فيديو للحوار

حسن: الجو حارٌّ في الخارج، هذا فصل الصيف.

أحمد: كم كان الحر شديدًا في هذه السنة؟

حسن: لقد بلغت درجة الحرارة فوق خمسين درجةً أو أكثر من ذلك.

أحمد: لبت الصيفَ ينتهي بسرعة.

حسن: ولكن الحرارة مفيدة للزُّرع والنِّمَارِ والفَوَاكِه.

أحمد: هذا صحيح، ففي الصيف تنضج النِّمَارُ ويكثرُ الزرع.

حسن: لو لا الصيفُ لما وجدنا الطعام.

أحمد: لاشكَّ في ذلك، إن في اختلافِ الفصولِ رحمةً.

حسن: طبعا، ففي فصل الشتاء بردٌ وفي الخريف مطرٌ، وفي

الصيف حرٌّ وفي الربيع معتدلٌ. وفي كل فصلٍ فاكهةٌ

لذيذة.

أحمد: حقًا، ما أجمل هذه الفصول!

حسن: ما أروع حكم الله فيها!

الحوار عن فصل الربيع وجماله

عصام: ما أجمل الطقس هذه الأيام؟

ياسر: هذا فصل الربيع يا صديقي. الجو معتدل هذه الأيام، ليس حارًا ولا باردًا.

عصام: الجو لطيف، والزهور متفتحة في كل مكان، وكل شيء أخضر حولنا.

ياسر: ما أجمل ألوان هذه الزهور، وما أطيّب رائحتها؟

عصام: طبعا، فصل الربيع فصل الجمال والخضرة.

ياسر: فصل الربيع الفصل الذي يحبه الجميع.

عصام: لماذا تفضل هذا الفصل؟

ياسر: لأن فيه جو لطيف، وطقس رائع. وفيه تهبط الطيور

على أغصان الأشجار. وتغرد ألقى الألعان. تزهر

الأشجار وتورق، وتلتبس الأرض لباساً أخضر.

عصام: تخضب الأرض وتخضر الحدائق.

ياسر: سبحان الذي صنع كل هذا الجمال.

عصام: هيا يا صديقي، نستمتع بجمال هذا الجو الرائع، والمناظر الساحرية.

الحوار عن فصل الخريف والأمطار

سالم: ما أكثر الأمطار هذه السنة؟



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	<p>غانم: هذا فصل الخريف، تسقط فيه أمطارٌ غزيرةٌ ويعقبها حبسٌ شديدٌ.</p> <p>سالم: الجو حارٌّ جدًّا، ودرجة الرطوبة عاليةٌ.</p> <p>غانم: ارتفعتِ الحدةُ واشتدَّت درجة الحرارة.</p> <p>سالم: ما اشتدَّ الحرُّ في هذا الفصلِ.</p> <p>غانم: تسقطُ أوراقُ الأشجارِ وتذبلُ.</p> <p>سالم: ماذا تلبسُ في هذه الأيام؟</p> <p>غانم: ألبسُ الملابس الخفيفةَ وهي مصنوعةٌ من القطنِ.</p> <p>سالم: ماذا تُفضِّل من المشروبات؟</p> <p>غانم: أفضلُ المشروباتِ الباردة مثل عصير اللُّيمون والأناناس والرمان والخوخِ.</p> <p>سالم: ماذا تستخدمُ عند نزولِ المطرِ؟</p> <p>غانم: أستخدمُ المظلةَ عند نزولِ المطرِ.</p> <p>سالم: هل تُحبُّ هذا الفصل؟</p> <p>غانم: لا، أحبُّ هذا الفصلَ لأن فيه حبسٌ شديدٌ، والجو مرطوبٌ فيه كذلكِ.</p> <p>سالم: لكنني أفضلُ هذا الفصلَ لأن الأمطار تجعل السماء صافيةً.</p> <p>غانم: حقًّا، ما أجمل هذا الفصل!</p>	
8.4.7: العمل (The Work/Job)		
Theory	Practical	Duration
<p>شرح الكلمات الجديدة بالأردية تدريب الحوار بين الطالبين تدريب الطلاب على استخدام الكلمات تدريب على الاستماع مشاهدة فيديو للحوار</p>	<p><u>الحوار عن المهن المختلفة</u></p> <p>خالد: السَّلَامُ عَلَيْكُمْ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ أَيُّهَا الزُّمَلَاءُ الْكِرَامُ وَعَلَيْكُمْ السَّلَامُ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ الْأَخُ الْكَرِيمُ الْجَمِيعُ:</p> <p>خالد: اسْمِي خَالِدٌ أَنَا مُهَنْدِسٌ فِي الشَّرْكَةِ الْحُكُومِيَّةِ.</p> <p>عمر: اسْمِي عُمَرُ وَأَنَا طَبِيبٌ فِي الْمَسْتَشْفَى الْكَبِيرِ.</p> <p>بدر: اسْمِي بَدْرٌ أَنَا مُدْرِسٌ فِي الْمَدْرَسَةِ الْحُكُومِيَّةِ.</p> <p>قاسم: اسْمِي قَاسِمٌ وَأَنَا طَيَّارٌ فِي شَرِكَةِ الطَّيْرَانِ.</p> <p>فهد: وَأَنَا فَهْدٌ أَعْمَلُ فِي الْمَكْتَبِ الْحُكُومِيِّ كَمَوْظِفٍ.</p> <p>خالد: أَهْلًا وَسَهْلًا، كَمْ سَاعَةً تَعْمَلُ أَنْتِ يَا عُمَرُ؟</p> <p>عمر: أَنَا أَعْمَلُ فِي الْمَسْتَشْفَى ثَمَانِ سَاعَاتٍ تَقْرِيبًا</p> <p>خالد: يَا بَدْرُ مَاذَا تُدْرَسُ فِي الْمَدْرَسَةِ الْحُكُومِيَّةِ؟</p> <p>بدر: أَنَا أُدْرَسُ مَادَةَ الْعُلُومِ.</p> <p>خالد: يَا قَاسِمُ فِي أَيِّ شَرِكَةٍ تَعْمَلُ؟</p>	<p>Theory:30 min Practical:135min. Total: 2.75hr</p>



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	<p>قاسم: أنا أعملُ في شركة الخطوط الجوية السعودية. خالد: يا فهد متى تذهبُ إلى مكتبك صباحًا ؟ فهد: أنا أخرجُ من الساعة السابعة والنصف خالد: شكرًا أيها الزملاء. مع السلامة <u>أكمل الجملة بالكلمة المناسبة:</u> الشخصُ الذي يبني المباني فهو الشخصُ الذي يصنعُ الأشياء من الحديد فهو الشخصُ الذي يصنعُ الأشياء من الخشب فهو الشخصُ الذي يصلحُ الأتاييب فهو الشخصُ الذي يقصُ شعر الإنسان فهو الشخصُ الذي يبيعُ لحم الحيوانات فهو فهو الشخصُ الذي يصلحُ الأشياء الكهربائية الشخصُ الذي يقودُ السيارة أو الحافلة فهو الشخصُ الذي يطبخُ الطعام فهو الشخصُ الذي يعملُ في المزرعة فهو <u>حوار بين المشرف والعامل حول الراتب</u> صباح الخير، أستاذ خالد: العامل صباح النور، حسن. كيف حالك اليوم؟: المشرف خالد بخير، شكرًا. أردت التحدث معك بشأن راتبي، إذا: العامل حسن كان لديك بعض الوقت بالطبع، تفضل بالجلوس. ما الأمر؟: المشرف لقد لاحظت أن راتبي لم يتغير منذ فترة طويلة، وأشعر: العامل بأنني أعمل بجد وأقدم أفضل ما لدي. هل هناك إمكانية لزيادة الراتب أو تقديم مكافآت؟ أفهم شعورك يا حسن. دعني أشرح لك الأمر. نحن في: المشرف الوقت الحالي نواجه بعض التحديات المالية في المصنع، ولكن دعني أرى ماذا يمكننا أن نفعل. هل لديك أمثلة على ما قدمته من إنجازات أو تحسينات في عملك؟ نعم، لقد قمت بتحسين كفاءة الإنتاج في خط التجميع بنسبة: العامل 20% من خلال اقتراح بعض التعديلات. كما أنني ساعدت في تدريب العمال الجدد وأشرفت على تنفيذ بعض الإجراءات الجديدة التي قللت من نسبة الأخطاء هذا رائع يا حسن. بالتأكيد، هذه إنجازات تستحق: المشرف التقدير. هل أرسلت هذه الإنجازات إلى قسم الموارد البشرية؟ نعم، قمت بإرسال تقرير مفصل عن هذه الإنجازات الشهر: العامل</p>	
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	<p>الماضي.</p> <p>جيد. سأتابع مع قسم الموارد البشرية بشأن تقريرك :المشرف وسأناقش إمكانية زيادة راتبك بناءً على مساهماتك. أيضاً، هل هناك أي تفاصيل أخرى تود مناقشتها؟</p> <p>نعم، كنت أتساءل إذا كان هناك نظام مكافآت للموظفين :العامل الذين يحققون أداءً متميزاً؟</p> <p>في الواقع، نحن نفكر في وضع نظام مكافآت جديد :المشرف لتحفيز الموظفين على الأداء المتميز. سأؤكد من أن مساهماتك وطلباتك تؤخذ بعين الاعتبار عند وضع هذا النظام</p> <p>شكراً لك، أستاذ خالد. هذا يعني لي الكثير. هل هناك أي :العامل إجراءات إضافية يجب علي اتباعها؟</p> <p>في الوقت الحالي، تابع عملك الجيد وكن صبوراً. سأقوم :المشرف بتحديثك بأي تطورات. وإذا كانت هناك أي معلومات جديدة من قسم الموارد البشرية، سأخبرك فوراً</p> <p>شكراً جزيلاً لك على تفهمك ودعمك. أتطلع إلى سماع :العامل الأخبار الجيدة قريباً</p> <p>لا شكر على واجب، حسن. نحن نقدر جهودك ونسعى :المشرف دائماً لدعم موظفينا. أتمنى لك يوماً موفقاً في العمل</p> <p>شكراً لك، أستاذ خالد. يومك سعيد :العامل</p>	
8.4.8: ورشة السيارات/ الحادث على الشارع (Car Workshop/ Car Accident on the Road)		
Theory	Practical	Duration
<ul style="list-style-type: none">• شرح الكلمات الجديدة بالأردية• تدريب الحوار بين الطالبين• تدريب الطلاب على استخدام الكلمات• تدريب على الاستماع• مشاهدة فيديو للحوار	<p><u>الحوار في ورشة السيارات</u></p> <p>العميل :مرحباً، صباح الخير.</p> <p>الفني :صباح الخير، أهلاً وسهلاً. كيف يمكنني مساعدتك اليوم؟</p> <p>العميل :لدي مشكلة في سيارتي. بدأت تصدر صوتاً غريباً عند التشغيل وأشعر بأنها لا تعمل بشكل جيد.</p> <p>الفني :أفهم. هل يمكنك توضيح نوع الصوت ومتى يحدث بالضبط؟</p> <p>العميل :نعم، الصوت يشبه الصرير، ويظهر عند بدء التشغيل، وأحياناً أثناء القيادة.</p> <p>الفني :حسنأً، هل لاحظت أي مشاكل أخرى مثل اهتزازات أو نقص في الأداء؟</p> <p>العميل :نعم، هناك اهتزازات خفيفة عندما أقوم بالتسارع.</p> <p>الفني :شكراً على التوضيح. سأقوم بفحص السيارة الآن.</p>	<p>Theory:30 min Practical:135min. Total: 2.75hr</p>



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	<p>يرجى الانتظار لبضع دقائق.</p> <p>(بعد فترة من الفحص)</p> <p>الفني: يبدو أن المشكلة تتعلق بحزام المحرك. إنه مهترئ ويحتاج إلى استبدال. بالإضافة إلى ذلك، هناك بعض الأجزاء في نظام الإشعال تحتاج إلى فحص شامل.</p> <p>العميل: كم سيستغرق إصلاح هذه المشكلة؟</p> <p>الفني: استبدال الحزام لن يستغرق وقتاً طويلاً، حوالي ساعة. ولكن الفحص الشامل لنظام الإشعال قد يستغرق بضع ساعات إضافية للتأكد من عدم وجود مشاكل أخرى.</p> <p>العميل: حسناً، وما التكلفة المتوقعة لهذه الإصلاحات؟</p> <p>الفني: تكلفة استبدال الحزام ستكون حوالي 100 دولار، والفحص الشامل لنظام الإشعال قد يكلف حوالي 150 دولاراً إضافية، بناءً على النتائج والإصلاحات المطلوبة.</p> <p>العميل: يبدو معقولاً. من فضلك، قم بالإصلاحات اللازمة.</p> <p>الفني: بالطبع، سنبدأ العمل على الفور. يمكنك الانتظار في غرفة الانتظار أو ترك السيارة والعودة لاحقاً.</p> <p>العميل: سأنتظر هنا، شكراً لك.</p> <p>الفني: لا شكر على واجب. سنخبرك عندما تكون السيارة جاهزة.</p>	
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8.4.9: الطعام والشراب (Food & Drinks)

Theory	Practical	Duration
<ul style="list-style-type: none">شرح الكلمات الجديدة بالأرديةتدريب الحوار بين الطالبينتدريب الطلاب على استخدام الكلماتتدريب على الاستماعمشاهدة فيديو للحوار	<p><u>الحوار في المطعم</u></p> <p>عمر: السَّلَامُ عَلَيْكُمْ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ</p> <p>فهد: وَعَلَيْكُمْ السَّلَامُ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ</p> <p>عمر: أَشْعُرُ بِالْجُوعِ هَيَّا نَذْهَبْ إِلَى الْمَطْعَمِ</p> <p>فهد: أَنَا كَذَلِكَ أَشْعُرُ بِالْجُوعِ.</p> <p>عمر: إِلَى أَيِّ مَطْعَمٍ نَأْكُلُ الطَّعَامَ؟</p> <p>فهد: الْمَطْعَمُ عَلَى شَارِعِ الْقُدْسِ جَيِّدٌ</p> <p>عمر: حَسَنًا، هَيَّا نَذْهَبْ إِلَيْهِ.</p> <p>(في المعظم)</p> <p>نَادِلُ الْمَطْعَمِ: أَهْلًا وَسَهْلًا - أَيِّ خِدْمَةٍ ؟</p> <p>عمر: هَاتِ قَائِمَةَ الطَّعَامِ</p> <p>نَادِلُ الْمَطْعَمِ: تَفَضَّلْ ، هَذِهِ قَائِمَةُ الطَّعَامِ</p> <p>عمر: يَا فَهْدُ مَاذَا تَفَضَّلُ مِنَ الطَّعَامِ؟</p>	<p>Theory: 30 min Practical: 2hr. Total: 2.5hr</p>



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	<p>فهد: أَفْضَلُ السَّمَكِ وَبَعْضُ الْأُرْزِ عمر: وَأَنَا أَفْضَلُ الدَّجَاجِ الْمَشْوِيِّ عمر: وَمَاذَا تُفَضِّلُ مِنَ الشَّرَابِ فهد: أَفْضَلُ الْمَاءِ فَقَطُّ عمر: أَحْضِرِ الدَّجَاجَ الْمَشْوِيَّ وَالسَّمَكَ وَبَعْضَ الْأُرْزِ. نادِلُ الْمَطْعَمِ: حَاضِرٌ (عمر وفهد يأكلان الطعام) عمر: هَاتِ فَاتُورَةَ الطَّعَامِ نادِلُ الْمَطْعَمِ: هَذِهِ هِيَ فَاتُورَةُ الطَّعَامِ عمر: الْمَطْلُوبُ خَمْسِينَ رِيَالًا، تَفَضَّلْ. نادِلُ الْمَطْعَمِ: شُكْرًا.</p> <p><u>الحوار عن الوجبات اليومية</u></p> <p>زَيْنَب: السَّلَامُ عَلَيْكُمْ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ مَرِيَمُ: وَعَلَيْكُمْ السَّلَامُ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ زَيْنَب: كَيْفَ حَالُكَ يَا زَيْنَبُ؟ أَرَأَيْكَ نَحِيفَةً فِي هَذِهِ الْأَيَّامِ مَرِيَمُ: الْحَمْدُ لِلَّهِ أَنَا بِخَيْرٍ وَأَسْتُ مَرِيضَةً بَلْ أُرِيدُ أَنْ أَنْقُصَ وَرِزْقِي. زَيْنَب: وَمَاذَا تَفْعَلِينَ لِأَجْلِ ذَلِكَ؟ مَرِيَمُ: أَكَلْتُ طَعَامًا قَلِيلًا زَيْنَب: كَمْ وَجَبَةً تَأْكُلِينَ فِي الْيَوْمِ؟ مَرِيَمُ: أَكَلْتُ وَجَبَتَيْنِ: الْفُطُورَ وَالْعِشَاءَ زَيْنَب: وَمَاذَا تَأْكُلِينَ فِي الْفُطُورِ؟ مَرِيَمُ: أَكَلْتُ السَّلْطَةَ وَالْفَاكِهَةَ وَأَشْرَبْتُ الْعَصِيرَ. زَيْنَب: وَمَاذَا تَأْكُلِينَ فِي الْعِشَاءِ؟ مَرِيَمُ: أَكَلْتُ الْخَضِرَوَاتِ وَالْأُرْزَ وَأَشْرَبْتُ الْمَاءَ زَيْنَب: وَلَكِنْ أَكَلْتُ ثَلَاثَ وَجَبَاتٍ فِي الْيَوْمِ وَأَحَبُّ الطَّعَامِ الْكَثِيرَ مَرِيَمُ: وَمَاذَا تَأْكُلِينَ فِي الْفُطُورِ؟ زَيْنَب: أَكَلْتُ الْخُبْزَ وَالْبَيْضَ وَالزُّبْدَةَ وَأَكَلْتُ فِي الْعَدَاءِ: اللَّحْمَ وَالذَّجَاجَ وَالْخُبْزَ وَأَكَلْتُ فِي الْعِشَاءِ: السَّمَكَ وَالْأُرْزَ وَالْفَاكِهَةَ وَأَشْرَبْتُ الْمَاءَ مَرِيَمُ: هَذَا كَثِيرٌ جِدًّا يَا زَيْنَبُ أَصْبَحْتَ سَمِينَةً جِدًّا. زَيْنَبُ: وَأَنْتِ تَأْكُلِينَ قَلِيلًا جِدًّا وَأَصْبَحْتَ نَحِيفَةً جِدًّا.</p>	
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	مريم: مَع السَّلَامَةِ زينب: مَع السَّلَامَةِ	
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8.5: Basic Language Proficiency (English)

Theory: 5 hours

Practical: 29 hours

Total: 25 hours

8.5.1: Basic Introduction & Greetings		
Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students- • Video presentation to connect with actual scenario • Role play {Pair/ group activity) 	<p>Kamal: Assalam-o-Alaikum! Samir: Waalaikum Assalam! Kamal: How are you? Samir: I'm good Alhamdulillah and what about you? Kamal: I'm fine too! Kamal: I am Kamal Ibrahim and what's your name? Samir: I am Samir Muhammad/ My name is Samir Muhammad. Kamal: Who is she? Samir: She is Laila Ahmed. Kamal: Welcome, how are you, Laila? Laila: Fine, Alhamdulillah, and how are you? Kamal: Fine, Alhamdulillah. What is your nationality, Laila? Laila: I am Lebanese/ I am from Lebanon. Samir: I am from Egypt, Laila is from Lebanon, and where are you from, Kamal? Kamal: I am Sudanese/ I am from Sudan. Samir: I am an engineer, Laila is a teacher, and you, Kamal, what do you do? Kamal: I am a doctor at the university. Samir: What do you like to do in your spare time? / What are your interests? / What is your hobby? Kamal: I love gardening and enjoy morning walk. / I love reading books and watching movies. / I socialize/ hangout with my friends/ family / I love cooking/ baking/ dress designing Samir: Good to meet you. / Nice meeting you Kamal: Same here. See you again. Samir: Yes sure! / Why not! Have a good day. Kamal: Good day to you too. Bye!</p>	<p>Theory:20min Practical:100mi Total: 2hrs</p>
8.5.2: Conversation about weather- Hot and humid		



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Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students- • Video presentation to connect with actual scenario • Role play {Pair/ group activity} 	<p>Salem: It is very hot and humidity. Ghanem: Yes, it is. The intensity will increase with rise in temperature. Salem: The heat is unbearable. Salem: What do you wear these days? Ghanem: I wear light cotton clothes. Salem: What do you prefer to drink? Ghanem: I prefer cold drinks such as lemonade, pineapple, pomegranate and peach juice. Salem: Do you have an umbrella/ rain coat? Ghanem: Yes, I have it. / Take it Salem: Do you like rainy weather? Ghanem: No, I don't like it because it causes humidity. Salem: But I like it because rain brings fresh air. Ghanem: Indeed!</p>	<p>Theory: 10mins Practical: 50min Total: 1hr</p>
8.5.3: Conversation about weather-Spring season		
Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students- • Video presentation to connect with actual scenario • Role play {Pair/ group activity} 	<p>Issam: These days, the weather is awesome. Yasser: This is spring, my friend. The weather is mild these days, neither hot nor cold. Issam: Subhan Allah! I can see the beautiful flowers surrounded by greenery everywhere/ Of course, spring is the season of beauty and greenery. Yasser: Spring is the season that everyone loves. Issam: Why do you like to do these days? Yasser: I prefer hanging out with friends/ family/ enjoy the beautiful weather/ natural beauty. Issam: Come on, my friend, let us enjoy the beauty of this wonderful atmosphere and the magical scenery</p>	<p>Theory: 10mins Practical: 50min Total: 1hr</p>
8.5.4: Conversation about weather-Summer season		
Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students- • Video presentation to 	<p>Ahmed: Assalam-o-Alaikum Hassan: Waalaikum Assalam! Ahmed: How is the weather outside? Hassan: It's hot outside, it's summer.</p>	<p>Theory: 10mins Practical: 50min Total: 1hr</p>



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<p>connect with actual scenario</p> <ul style="list-style-type: none"> • Role play {Pair/ group activity} 	<p>Ahmed: How intense was the heat this year? Hassan: The temperature has reached above fifty degrees or more. Ahmed: I wish summer would end quickly. Hassan: But heat is beneficial for crops, fruits, and fruits. Ahmed: This is true. In the summer, the fruits ripen and the planting increases. Hassan: If it were not for summer, we would not have food. Ahmed: There is no doubt about that. There is a mercy in the difference in seasons. Ahmed: True.</p>	
8.5.5: Dialogues of a person at airport while check-in / check-out		
Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students- • Video presentation to connect with actual scenario • Role play {Pair/ group activity} 	<p>Check-In Hamad: Assalam-o-Alaikum! Employee: Waalaikum Assalam! Plane ticket and passport, please. Hamad: take this. Employee: How many bags do you have? Hamad: I have one bag. Employee: Give me the passport, please. Hamad: Have a look. The employee: Hassan. Happy trip. Hamad: Thank you.</p> <p>Check-out. Youssef: Good morning! Passport Officer: Good morning! Passport Officer: Arrival card, please! Youssef: Here it is. Passport Officer: Passport, please! Youssef: Take this. Passport Officer: What is the reason for the visit? Youssef: Studying/ visiting/ for job/ on business trip. Passport Officer: What is the address in</p>	<p align="right">Theory: 10mins Practical:50min Total: 1hr</p>



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	_____? Youssef: Arabic Language Institute/ place name Passport employee: This is the passport. Youssef: Thank you.	
8.5.6: Dialogues of a person at airport at boarding gate and onboard		
Theory	Practical	Duration
Listening and speaking <ul style="list-style-type: none"> • Demo by teacher/ pair of students- • Video presentation to connect with actual scenario • Role play {Pair/ group activity} 	Checking In- Boarding Gate Passenger: Excuse me, is this the gate for flight AA123 to Chicago? Attendant: Yes, it is. Boarding will start in about 15 minutes. Onboard a Plane Flight Attendant: Welcome aboard. May I see your boarding pass? Passenger: Here you go. Where can I store my bag? Please guide me to find my seat! Flight Attendant: Of course. Your seat is in row 12, aisle on your right." Arrival at Destination: Passenger (to Customs Officer): Good afternoon. I'm here for a short visit. Officer: Welcome. How long will you be staying? Passenger: Just a week. Here's my passport.	Theory: 10mins Practical:50min Total: 1hr
8.5.7: Dialogues to use while looking for the luggage at the airport		
Theory	Practical	Duration
Listening and speaking <ul style="list-style-type: none"> • Demo by teacher/ pair of students- • Video presentation to connect with actual scenario • Role play {Pair/ group activity} 	At Baggage Claim Passenger: Excuse me, my flight just arrived from Pakistan, I'm looking for my bag. It hasn't come out on the carousel (conveyer belt)? / I'm having trouble finding my bag. Can you help me track it down? Baggage Agent: Let me check the status for you. Please describe your luggage? Passenger: It's a black suitcase with a red ribbon tied around the handle. Airport Staff: Can I have your baggage tag number? / Let me look up your flight details. It seems your bag is still in transit and should arrive on the next flight.	Theory:15min Practical:45min Total: 1hr



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	<p>Receiving Baggage</p> <p>Passenger (after locating bag): Great, there it is!</p> <p>Thank you for your help. Baggage Handler: You're welcome. Have a nice day!</p> <p>Baggage Handler: You're welcome. Have a nice day!</p>	
8.5.8: Residence- Dialogues with hostel owner for booking a room.		
Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students- • Video presentation to connect with actual scenario • Role play {Pair/ group activity} 	<p>At the reception</p> <p>Hostel Owner: Good evening! How can I help you?</p> <p>Person: I'm interested in staying at your hostel.</p> <p>Please tell me about the facilities you offer?</p> <p>Hostel Owner: We have a dining hall that serves meals, a common room with TV, a laundry room available for use and free Wi-Fi throughout the hostel.</p> <p>Person: Looks good! May I know about the rest area?</p> <p>Hostel Owner: We have comfortable bedrooms with bunk beds, shared bathrooms on each floor, and a kitchen where one can cook meal.</p> <p>Person: Are there any specific rules I should know about?</p> <p>Hostel Owner: Yes, guests need to be back by 11 PM for security reasons. If you need to arrive outside these hours, just let us know in advance.</p> <p>Person: Alright, that's good to know. I'll now want to book a room. Kindly share the monthly rent.</p> <p>Hostel Owner: You're welcome! It is only _____ Dirham/Riyale.</p> <p>Person: Thanks again, have a good day!</p> <p>Receptionist: You too!</p>	<p>Theory: 10min Practical:50min Total:1hr</p>
8.5.9: Dialogue with a person while hiring a residence		
Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students- • Video presentation to connect with actual scenario • Role play {Pair/ 	<p>Renter: Assalam-o-Alaikum!</p> <p>Owner: Waalaikum Assalam!</p> <p>Renter: I want an apartment, please.</p> <p>Owner: We have a beautiful apartment.</p> <p>Renter: How many rooms are in the apartment?</p> <p>Owner: The apartment has five rooms.</p>	<p>Theory: 10min Practical:50min Total:1hr</p>



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<p>group activity)</p>	<p>Renter: What floor is the apartment on? Owner: The apartment is on the fifth floor? Renter: I want to view the apartment. Owner: This is the apartment. Renter: This is a beautiful apartment. What is the monthly rent? Owner: It is only _____ Dirham/Riyale.</p>	
8.5.10: Dialogue with a person asking him about his residence		
Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students • Video presentation to connect with actual scenario • Role play {Pair/ group activity) 	<p>Ahmed: Assalam-o-Alaikum! Hassan: Waalaikum Assalam! Ahmed: Where do you live? Hassan: I live in the airport neighborhood. Where do you live? Ahmed: I live in the University neighborhood. Hassan: Do you live in a house? Ahmed: Yes, I live in a house. Ahmed: Do you live in a house? Hassan: No, I live in an apartment. Ahmed: What is your apartment number? Hassan: 5. What is your house number? Ahmed: 9.</p>	<p align="center">Theory: 10min Practical:50min Total:1hr</p>
8.5.11: Shopping- Buying things for residence		
Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students- • Video presentation to connect with actual scenario • Role play {Pair/ group activity) 	<p>Buyer: Assalam-o-Alaikum! Seller: Waalaikum Assalam! Seller: What do you want to buy? Buyer: I want some furniture for the bedroom? Seller: We have a good collection. You can select that suits you. What do you want for the living room? Buyer: I want a sofa and a rug. Seller: What do you want for the kitchen? Buyer: I want an oven and a refrigerator. Seller: What do you want for the bathroom? Buyer: I want a heater and a mirror. Buyer: I want to see the furniture. Seller: Please.</p>	<p align="center">Theory: 10min Practical:50min Total:1hr</p>



8.5.12: Shopping- Buying dresses		
Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students • Video presentation to connect with actual scenario • Role play {Pair/ group activity} 	<p>Seller: What do you want to buy sir?</p> <p>Buyer: I would like a shirt/ pair of trousers/ shoes please.</p> <p>Seller: Come here, this is the T-shirts/ trousers/ shoes section. This is white shirt/ trousers, this is yellow, this is blue, this is red, and this is black/ these are different styles and colour of shoes</p> <p>Buyer: How much is this shirt/ pair of trousers/ shoes?</p> <p>Seller: The shirt/ pair of trousers/ shoes costs twenty dinars.</p> <p>Seller: Which shirt/ pair of trousers/ shoes do you want?</p> <p>Buyer: I want the blue shirt / pair of trousers/ shoes.</p> <p>Seller: This is the blue shirt / pair of trousers/ shoes.</p> <p>Seller: We have beautiful dresses/ shirt / pair of trousers/ shoes.</p> <p>Buyer: How much is this dress/ shirt / pair of trousers/ shoes.?</p> <p>Seller: The dress is worth thirty dinars.</p> <p>Buyer: I want the white dress. Do you offer any discounts?</p> <p>Seller: Yes, ma'am, we offer discounts of up to thirty percent (30%). Please share the final bill.</p> <p>Buyer: Fifty dinars.</p>	<p>Theory: 15min Practical:45min Total:1hr</p>
8.5.13: Shopping- Buying grocery		
Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students • Video presentation to connect with actual scenario • Role play {Pair/ group activity} 	<p>Seller: How may I help you sir?</p> <p>Buyer: I want fish, meat, and chicken.</p> <p>Seller: Enjoy the fish, meat, and chicken. What else do you want?</p> <p>Buyer: I want cucumbers, onions, and tomatoes/ potatoes/ ginger/ garlic/ green chilies.</p> <p>Seller: Here are the things. What else do you want?</p> <p>Buyer: I want sugar, tea, and coffee.</p> <p>Seller: Bring sugar, tea, and coffee. What else do you</p>	<p>Theory: 15min Practical:45min Total:1hr</p>



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	<p>want?</p> <p>Buyer: A tray of eggs, and a box of salt, pack of milk/bottle of milk</p> <p>Seller: Here is the dozen of eggs/ tray of eggs, and this is the box of salt.</p> <p>Buyer: What is the total cost?</p> <p>Seller: It is eighty dinars.</p>	
8.5.14: Conversation between manager and the employee about being absent due to illness		
Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students • Video presentation to connect with actual scenario • Role play {Pair/ group activity} 	<p>Manager: Assalam-o-Alaikum</p> <p>Employee: Waalaikum Assalam</p> <p>Manager: Why were you absent yesterday?</p> <p>Employee: I had a severe cold and cough/ high fever/ headache/ stomach ache/ stomach upset /dizziness.</p> <p>Manager: Have you seen the doctor?</p> <p>Employee: Yes, I did.</p> <p>Manager: What did he tell you?</p> <p>Employee: He told me that I'll be fine soon and he wrote a prescription for the treatment and advised me to take medicine and to eat healthy diet.</p> <p>Manager: Have you bring the medical report?</p> <p>Employee: Here it is.</p> <p>Manager: You can apply for medical leave.</p>	<p>Theory: 15min Practical:45min Total:1hr</p>
8.5.15: Conversation between the Doctor and the patient about illness		
Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students • Video presentation to connect with actual scenario • Role play {Pair/ group activity} 	<p>Doctor: What do you feel/ What is the problem?</p> <p>Muhammad: I have severe pain in my stomach.</p> <p>Doctor: Do you have a headache?</p> <p>Muhammad: No/ yes</p> <p>Doctor: Do you feel nausea/ vomiting?</p> <p>Muhammad: No/ yes.</p> <p>Doctor: Do you have diarrhea?</p> <p>Muhammad: Yes, a little</p> <p>Doctor: Please put the thermometer in your mouth.</p> <p>Muhammad: What is the illness?</p> <p>Doctor: You have a mild fever.</p> <p>Muhammad: For how many days do I have to take the</p>	<p>Theory: 15min Practical:45min Total:1hr</p>



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	<p>medicine?</p> <p>Doctor: At least three days</p> <p>Muhammad: I will visit you in three days</p> <p>Doctor: May God heal you</p>	
8.5.16: Conversation between the Doctor and the patient about illness		
Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students • Video presentation to connect with actual scenario • Role play {Pair/ group activity} 	<p>Doctor: How do you feel?</p> <p>Patient: I feel severe pain in my neck and back.</p> <p>Doctor: When did the pain start?</p> <p>Patient: Since last week/ yesterday/ today/ in the morning/ last night</p> <p>Doctor: Have you taken the medicine?</p> <p>Patient: Yes, I took a pill just to relieve the pain. Do you know the reason?</p> <p>Doctor: No, I will know after I examination.</p> <p>Patient: I feel pain here.</p> <p>Doctor: Breathe deeply</p> <p>Patient: And I feel it here too. Doctor, is the temperature high?</p> <p>Doctor: Yes, there is slight increase in temperature, but that's okay, rest assured.</p> <p>Patient: Thank you</p> <p>Doctor: Take this medicine regularly. Take one tablet three times before food, and take an injection every evening. Drink a teaspoon of this drink after eating food.</p> <p>Patient: What diet should I follow?</p> <p>Doctor: Light foods, fruits, drinks, warm milk, and abstain from meat and salt.</p> <p>Patient: How many days does the treatment last?</p> <p>Doctor: Four days, visit me after that.</p> <p>Patient: God willing.</p> <p>Doctor: Goodbye. Get well soon.</p> <p>Patient: Thank you, Doctor.</p>	<p>Theory:20min Practical:100min Total:2hrs</p>
8.5.17: Conversation in a Car Workshop		
Theory	Practical	Duration
Listening and	Customer: Good morning.	Theory: 15min



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<p>speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students • Video presentation to connect with actual scenario • Role play {Pair/ group activity} 	<p>Mechanic: Good morning! How can I help you? Customer: I've been having some trouble with my car/ It's making a strange noise when I start it/ It doesn't seem to be running smoothly. Mechanic: Can you describe the noise? / When does it happen? Customer: It is a strange sound/ It happens when I start the car/ while I'm driving. Mechanic: Have you noticed any other issues, like vibrations or a loss of power? Customer: It is slight vibrations when I accelerate. Mechanic: Thanks for the details. I'll take a look at your car now. Please have a seat in waiting area. Customer: How long will the repairs take? Mechanic: This might take a couple of hours/ sometime/ It depends on what we find. Customer: What are your service charges? Mechanic: It will cost _____ Riyale Customer: Please inform when it is done. Mechanic: Sure! We'll let you know.</p>	<p>Practical:45min Total:1hr</p>
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8.5.18: Dialogue between Supervisor and Worker in a Factory about specific issues

Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students • Video presentation to connect with actual scenario • Role play {Pair/ group activity} 	<p>Worker: Good morning, supervisor. I'd like to discuss a few important matters with you today. Supervisor: Good morning! Sure, what's on your mind? Worker: I have reviewed our workplace policies, but I have a few questions to understand them. Kindly explain some points? Supervisor: Let's go through them together. Which policies specifically are you unsure about? Worker: Another issue I've been experiencing language barriers with some team members. It's causing delays in our projects. Do you have any suggestions on how we can improve communication/</p>	<p>Theory:20min Practical:40min Total:1hrs</p>



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	<p>my performance skills?</p> <p>Supervisor: Thanks for sharing this issue. We will work out to explore solutions, such as language training or assigning a translator.</p> <p>Worker: I noticed a deduction in my salary this month, and I don't know the reason. Could you help me understand the reasons behind it?</p> <p>Supervisor: Let me check that for you. It is likely related to our performance standards. I'll review them and provide you with a clear explanation.</p> <p>Worker: I was expecting my probation period to conclude soon, but I've been informed about a possible extension. Could you explain what factors contributed to this decision?</p> <p>Supervisor: Certainly. Let's sit down and discuss your performance during this period and any areas where improvement is needed. This will help us understand the cause of this extension.</p> <p>Worker: Thank you for addressing the concerns, supervisor. I appreciate your guidance in resolving these issues.</p> <p>Supervisor: You're welcome. It's important to keep communication open and find solutions together. Let's ensure we address these matters effectively for a better work environment</p>	
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8.5.19: Dialogue between Supervisor and Worker in a Factory about routine performance

Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students • Video presentation to connect with actual scenario • Role play {Pair/ group activity} 	<p>Worker: Good morning.</p> <p>Supervisor: Good morning. How can I help you today?</p> <p>Worker: I wanted to discuss something about my job. Do you have a few minutes?</p> <p>Supervisor: Of course. Have a seat. What's on your mind?</p>	<p>Theory:20min Practical:40min Total:1hrs</p>



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Worker: Well, I've been feeling a bit odd with my current workload/ It seems like I've been assigned more tasks recently/ I'm finding it hard to keep up.

Supervisor: I understand. We have been experiencing an increase in orders, and that's put a lot of pressure on everyone/ Can you specify the tasks that are causing you the difficulty?

Worker: Sure. The main issue is the additional quality checks that were added to my responsibilities. It's taking a lot of time, and I'm struggling to finish my regular tasks on time.

Supervisor: I see. Quality checks are important, but we don't want them to interfere with your primary duties. Let me see if we can reassign some of these tasks or provide additional help.

Worker: That would be great. Also, I was wondering if there's any chance of getting some training on the new machinery. I feel that I'm not fully confident in using it efficiently.

Supervisor: Absolutely. Training is crucial for both safety and efficiency. I'll arrange a training session for you and any other workers who might need it. Is there anything else you'd like to discuss?

Worker: Actually, yes. I've been with the company for over three years now, and I haven't had a review or a raise. I wanted to know if we could discuss that as well.

Supervisor: I appreciate your dedication and hard work, John. Let's schedule a performance review for next week. We can discuss your progress, set goals, and talk about potential raises at that time.

Worker: Thank you. I really appreciate it.

Supervisor: No problem. We value your contributions to the team, and we want to ensure you have the support you need. Anything else?

Worker: That's all for now. Thanks for listening and for



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	<p>your support.</p> <p>Supervisor: My pleasure. Have a great day, and keep up the good work.</p> <p>Worker: Thanks. You too.</p>	
8.5.20: Conversation of a driver making an emergency call after an accident		
Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students • Video presentation to connect with actual scenario • Role play {Pair/ group activity} 	<p>Driver: I need emergency services, there's been an accident at [location].</p> <p>Emergency helper: Stay calm, sir/ma'am. / What's the nature of the accident? Are there injuries?</p> <p>Driver: Yes, it's bad. My car is wrecked, and there's another vehicle involved. I think someone might be hurt.</p> <p>Emergency helper: Alright, help is on the way. / Can you confirm if everyone is conscious? / Are you injured?</p> <p>Driver: I'm okay, just shaken. The other driver seems to be unconscious. We need an ambulance quickly!</p> <p>Emergency helper: Understood. Police and paramedics are enroute. / Please try to keep yourself and others safe until they arrive. / Can you tell me if there's any leaking fuel or hazards?</p> <p>Driver: I'll check... No, I don't see anything leaking. / But the road is blocked, and it's dark here.</p> <p>Emergency helper: Thank you for checking. Officers will be there shortly to assist with traffic control. / Stay with me on the line until help arrives. You're doing great.</p> <p>Driver: Okay, thank you. I'll stay here.</p> <p>Emergency helper: Help is almost there. Keep your hazard lights on and try to remain calm.</p> <p>Driver: I will. Hurry, please.</p> <p>Emergency helper: "They're almost there. Thank you for your patience. Help will be with you very soon.</p>	<p>Theory:20min Practical:100min Total:2hrs</p>
8.5.21: Conversation about eating		
Theory	Practical	Duration
Listening and	At a restaurant	Theory:20min



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<p>speaking</p> <ul style="list-style-type: none">• Demo by teacher/ pair of students• Video presentation to connect with actual scenario• Role play {Pair/ group activity}	<p>Omar: Assalam-o-Alaikum Fahd: Waalaikum Assalam Omar: I feel hungry. Let's go to the restaurant. Fahd: I feel hungry too. Omar: Where do we eat? Fahd: The restaurant on Al-Quds Street is good Omar: Okay, let's go to it. (in restaurant) Restaurant waiter: Welcome sir Omar: Bring me the menu Restaurant waiter: Here is the menu. Omar: Fahd, what do you want to eat? Fahd: I prefer fish and some rice Omar: I prefer grilled chicken Omar: would you like cold drink or water? Fahd: Just water please. Omar: (Giving order) Bring the grilled chicken, fish, and some rice. Restaurant waiter: present (Omar and Fahd eat food) Omar: Bring me the food bill Restaurant waiter: This is the food bill. Omar: Keep the change please. Restaurant waiter: Thank you.</p> <p>At home Khaled: May God's peace, mercy, and blessings be upon you. Omar: May God's peace, mercy, and blessings be upon you. Khaled: I am very hungry Omar: The food is ready on the table Khaled: What is this? Fish, meat, chicken, rice, salad, fruit, that's too much. Omar: Don't eat - Don't eat - Wait. Khaled: Why? I am hungry Omar: We eat with the guests</p>	<p>Practical:100min Total:2hrs</p>
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	<p>Khaled: The guests? who? Omar: Some of my family members Khaled: Where are the guests? Omar: In the living room Khaled: Really</p>	
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9. List of Tools, Equipment and Machines

Name of Trade		Excavator and Wheel Loader Operator	
Duration of Course		3 Months	
Sr. #	Description	Quantity	
1.	Steel-toed footwear,	30	
2.	hard hat,	30	
3.	safety gloves,	30	
4.	appropriate safety glasses,	30	
5.	high visibility vest,	30	
6.	hearing protection,	30	
7.	breathing apparatus,	04	
8.	De-electric boots and gloves for protection from electrical shock.	10	
9.	fall protection, and other applicable PPE	30	
10.	Site emergency response plan,	30	
11.	fire extinguishers,	04	
12.	fire blankets,	04	
13.	respirators, masks,	30	
14.	fire hoses,	08	
15.	first aid kits, stretchers and medicine	04 sets	
16.	basic tools, such as grease gun, air pump	25 sets	
17.	hammer,	05 each size	
18.	screwdrivers,	05 each size	
19.	pliers,	05 each size	
20.	self-locking pliers,	05 each size	
21.	adjustable wrench,	05 each size	
22.	assorted other wrenches, measuring tape(100m)	05 each size	
	Consumable		
23.	Basic supplies, such as grease, oil, window cleaner, rags, ice scraper, whisk broom.	05 each	
24.	Color-code cards, utility documentation. Logbooks Service Manuals, OHS Regulation,	10 sets	
25.	MACHINES		
A. Excavator (Wheel & Crawler).			
Attachments: - 1. Buckets. 2. Grappler. 3. Coupler. 4. Thumbs. 5. Pulverize. 6. Lifter. 7. Rakes. 8. Chuck 9. Blades. 10. Ripper. 11. Forks. 12. Adapter. 13. Hammer. 14. Auger. 15. Compactor. 16. Stump Harvester. 17. Driller		01 each	
B. Wheel Loader.			
Attachments: - 1. Coupler. 2. Dozer Blade. 3. Boom Poles. 4. Bucket. 5. Fork. 6. Grappler. 7. Snow Blade, 8. Trailer Hitches. 9. Rotary Sweeper. 10. Broadcast Spreader		01 each	



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10. Members of Curriculum Development Committee

The following members participated in the Curriculum development Committee:

S#	Name	Designation	Organization
1	Engr. Inayat ur Rehman	DACUM Expert/Facilitator	Islamabad
2	Engr. Shahid Khan	HOD	QS Dept CTTI, Islamabad
3	Furqan Mustafa	CTO, HMO Expert	Softmount Islamabad
4	Doulat Panah	Training Coordinator	ATIN NLC Dina
5	Zaffer Mehmood	Sr. Instructor HMO	ATIN NLC Dina
6	Farooq Ahmed Awan	Instructor	Mechanical Dept. CTTI, Islamabad
7	Binyameen	Sr. Instructor HMO	ATIN NLC Mandra
8	Abdul Rehman Abbasi	Instructor HMO	ATIN NLC Mandra
9	Dilawar Abbas Malik	Sr. Instructor HMO	The Master HMO training Center Tarnol, Islamabad
10	Haji Abdul Qayyum	Sr. Instructor HMO	The Master HMO training Center Tarnol, Islamabad
11	Mr. M. Hamza Naeem	Coordinator	NAVTTTC HQ. Islamabad
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11. Multi Choice Questions.

(A) Multiple Choice Questions on Health and Safety at the Workplace

1. Which of the following is a primary goal of workplace health and safety?
 - a) Reducing costs
 - b) Increasing productivity
 - c) Protecting employees from harm
 - d) Decreasing insurance premiums
2. What is the first step in conducting a risk assessment?
 - a) Implementing control measures
 - b) Identifying potential hazards
 - c) Reporting the findings
 - d) Reviewing the assessment
3. What does PPE stand for in the context of workplace safety?
 - a) Professional Protection Equipment
 - b) Personal Protective Equipment
 - c) Public Protection Elements
 - d) Personal Privacy Equipment
4. Which of the following is NOT a type of hazard commonly found in workplaces?
 - a) Chemical hazards
 - b) Physical hazards
 - c) Biological hazards
 - d) Psychological hazards
5. What is the purpose of an incident report in the workplace?
 - a) To record financial transactions
 - b) To document and analyze workplace incidents
 - c) To track employee attendance
 - d) To evaluate job performance
6. What is ergonomics concerned with in a workplace?
 - a) Chemical safety
 - b) Financial management
 - c) Designing workspaces for safety and efficiency
 - d) Fire prevention
7. Which of the following is a common physical hazard?
 - a) Virus exposure
 - b) Heavy lifting



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- c) Stress
 - d) Hazardous chemicals
- 8.** What should be done if a chemical spill occurs at the workplace?
- a) Leave it to evaporate
 - b) Clean it up without protection
 - c) Report it and follow the emergency plan
 - d) Ignore it if it seems minor
- 9.** What is the purpose of a Material Safety Data Sheet (MSDS)?
- a) To provide financial data on products
 - b) To outline health and safety information about chemicals
 - c) To track employee work hours
 - d) To manage company assets
- 10.** Which of the following is a key element of a fire safety plan?
- a) Detailed job descriptions
 - b) Emergency evacuation procedures
 - c) Inventory management
 - d) Financial auditing
- 11.** What does the term “lockout/tagout” refer to?
- a) Procedures to prevent access to restricted areas
 - b) Procedures for safe equipment maintenance
 - c) Policies for managing employee work hours
 - d) Strategies for workplace cleanliness
- 12.** How often should emergency drills be conducted in the workplace?
- a) Once a year
 - b) As needed
 - c) Regularly and as per legal requirements
 - d) Every month
- 13.** What is a “near miss” in the context of workplace safety?
- a) A minor accident
 - b) An incident with no injury or damage
 - c) A successful operation
 - d) A type of safety training
- 14.** What is the primary function of a workplace safety committee?
- a) To enforce company policies
 - b) To provide financial oversight
 - c) To monitor and promote workplace safety



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- d) To manage employee benefits
- 15.** Which of the following is a sign of workplace stress?
- a) Increased productivity
 - b) High job satisfaction
 - c) High absenteeism
 - d) Improved team collaboration
- 16.** What does “OSHA” stand for?
- a) Occupational Safety and Health Administration
 - b) Occupational Standards and Health Agency
 - c) Office Safety and Health Association
 - d) Organization for Safety and Health Awareness
- 17.** Which of the following is an example of a biological hazard?
- a) Loud noise
 - b) Asbestos exposure
 - c) Bacteria or viruses
 - d) Slip and trip hazards
- 18.** Why is it important to have clear signage in the workplace?
- a) To decorate the space
 - b) To promote company branding
 - c) To provide directions and safety information
 - d) To increase productivity
- 19.** What is the main purpose of a safety audit?
- a) To review financial records
 - b) To assess the effectiveness of safety protocols
 - c) To evaluate employee performance
 - d) To increase sales
- 20.** Which of the following should be included in a first aid kit at the workplace?
- a) Company manuals
 - b) Bandages and antiseptic
 - c) Computer accessories
 - d) Personal documents
- 21.** What is the purpose of safety training in the workplace?
- a) To increase company profits
 - b) To reduce work hours
 - c) To ensure employees understand and follow safety procedures
 - d) To enhance public relations



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- 22.** What does the acronym "EAP" stand for in workplace safety?
- a) Emergency Action Plan
 - b) Employee Assistance Program
 - c) Environmental Assessment Procedure
 - d) Emergency Assessment Protocol
- 23.** Which of the following should be done before using electrical equipment?
- a) Check if it's connected to a surge protector
 - b) Verify it is turned off
 - c) Ensure hands are dry and inspect for damage
 - d) Ask a coworker to turn it on
- 24.** What is a "confined space" in workplace safety?
- a) An area with limited entry and exit that may pose safety risks
 - b) A large, open area with no safety risks
 - c) An area designed for recreational purposes
 - d) A designated employee break area
- 25.** Which type of hazard can be reduced by good housekeeping practices?
- a) Chemical hazards
 - b) Ergonomic hazards
 - c) Physical hazards
 - d) Biological hazards
- 26.** What should be done if a co-worker shows signs of heat exhaustion?
- a) Ignore it and let them continue working
 - b) Move them to a cooler place and provide water
 - c) Increase their workload
 - d) Send them home immediately
- 27.** What does the term "MSDS" now commonly refer to as "SDS"?
- a) Safety Data Sheet
 - b) Security Data Sheet
 - c) Safety Disclosure Statement
 - d) Security Disclosure Sheet
- 28.** Which of the following should NOT be included in emergency contact information at the workplace?
- a) Employee's name
 - b) Employee's financial information
 - c) Contact phone numbers
 - d) Address for emergencies



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- 29.** What does “incident investigation” aim to achieve?
- a) Identifying who to blame
 - b) Preventing future incidents by identifying causes
 - c) Increasing production rates
 - d) Reviewing employee performance
- 30.** What is the key purpose of a safety drill?
- a) To evaluate employee knowledge
 - b) To practice and reinforce safety procedures
 - c) To increase work hours
 - d) To reduce company costs
- 31.** What should be done with a faulty piece of equipment?
- a) Continue using it carefully
 - b) Report and tag it out of service
 - c) Hide it until fixed
 - d) Use it during non-working hours
- 32.** What type of fire extinguisher should be used for electrical fires?
- a) Water-based
 - b) Foam-based
 - c) CO₂ (Carbon Dioxide)
 - d) Paper-based
- 33.** Why is it important to report all workplace injuries, no matter how minor?
- a) To increase company expenses
 - b) To comply with legal requirements and prevent future incidents
 - c) To reduce work hours
 - d) To delay work processes
- 34.** Which of the following is a common method for lifting heavy objects safely?
- a) Bending at the waist
 - b) Using back muscles
 - c) Bending at the knees and keeping the back straight
 - d) Jerking the object quickly
- 35.** What does “ventilation” help control in the workplace?
- a) Work schedules
 - b) Air quality and exposure to hazardous substances
 - c) Financial budgets
 - d) Employee absences
- 36.** What is a “hazardous material”?



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- a) Any office supply
 - b) A substance that poses risks to health, safety, or property
 - c) A non-essential item
 - d) A personal item
- 37.** Which of the following is a benefit of regular safety meetings?
- a) Reducing break times
 - b) Enhancing safety awareness and communication
 - c) Decreasing productivity
 - d) Increasing job duties
- 38.** What is the role of a safety officer in the workplace?
- a) To manage employee benefits
 - b) To oversee and enforce safety protocols
 - c) To increase sales
 - d) To handle financial records
- 39.** Which of the following is essential for preventing slips, trips, and falls?
- a) Wearing open-toe shoes
 - b) Using proper lighting and maintaining clean walkways
 - c) Ignoring spills
 - d) Wearing casual clothing
- 40.** What should be included in a workplace emergency evacuation plan?
- a) Financial goals
 - b) Detailed job descriptions
 - c) Evacuation routes and assembly points
 - d) Employee salary information
- 41.** What does "HSE" stand for in the context of workplace safety?
- a) Health, Safety, and Environment
 - b) Hazardous Substance Evaluation
 - c) High-Security Environment
 - d) Human Safety Engineering
- 42.** Which of the following is a key principle of effective workplace safety?
- a) Reacting only to accidents
 - b) Proactive hazard identification and prevention
 - c) Ignoring minor safety violations
 - d) Focusing solely on productivity
- 43.** What is the best action if you find an unmarked container with unknown substances?
- a) Use the substance carefully



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- b) Label it as “unknown”
 - c) Report it and avoid use until properly identified
 - d) Dispose of it immediately
- 44.** What does “exposure” mean in the context of workplace safety?
- a) A new hire
 - b) The state of being in contact with a hazardous substance
 - c) An internal meeting
 - d) An external audit
- 45.** Which of the following should be done if personal protective equipment (PPE) is damaged?
- a) Continue using it
 - b) Repair it yourself
 - c) Report it and replace it immediately
 - d) Ignore the damage
- 46.** What is a “risk” in the context of workplace safety?
- a) The likelihood of harm or loss
 - b) A financial opportunity
 - c) A company policy
 - d) A promotional event
- 47.** Which of the following is the purpose of a safety sign?
- a) To display company logos
 - b) To give safety instructions and warnings
 - c) To organize office supplies
 - d) To increase employee wages
- 48.** What is a “hazard” in workplace safety?
- a) A fun activity
 - b) A potential source of harm or adverse health effect
 - c) A productivity tool
 - d) An employee benefits
- 49.** What should be done during a power outage at the workplace?
- a) Continue working as usual
 - b) Ignore it and wait for power to return
 - c) Follow the workplace’s power outage procedure
 - d) Panic and leave immediately
- 50.** Which of the following is a key aspect of maintaining a safe workplace environment?
- a) Ignoring minor safety issues
 - b) Continuous safety training and awareness



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- c) Minimizing safety signage
- d) Reducing breaks and rest periods



(B). Multiple Choice Questions on Operate Wheel Loader

1. **What is the primary function of a wheel loader?**
 - A. Digging trenches
 - B. Lifting and moving materials
 - C. Paving roads
 - D. Planting trees
2. **Which component of a wheel loader is used to scoop and lift materials?**
 - A. Tires
 - B. Bucket
 - C. Cab
 - D. Engine
3. **What type of power source do wheel loaders typically use?**
 - A. Electric
 - B. Solar
 - C. Diesel
 - D. Gasoline
4. **Which part of the wheel loader provides the lifting force?**
 - A. Tires
 - B. Transmission
 - C. Hydraulic system
 - D. Steering wheel
5. **What is the purpose of the counterweight in a wheel loader?**
 - A. To balance the machine when lifting heavy loads
 - B. To increase lifting capacity
 - C. To protect the engine
 - D. To control the speed
6. **Which type of wheel loader is best suited for working in tight spaces?**
 - A. Compact wheel loader
 - B. Large wheel loader
 - C. Articulated wheel loader
 - D. Track loader
7. **What is the most common application of a wheel loader in construction?**
 - A. Laying foundations
 - B. Mixing concrete
 - C. Loading and transporting materials
 - D. Paving roads



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- 8. How is the lifting capacity of a wheel loader determined?**
- A. Engine size
 - B. Bucket size and hydraulic power
 - C. Tire type
 - D. Cab design
- 9. Which safety feature helps prevent a wheel loader from tipping over?**
- A. Rearview camera
 - B. Seatbelt
 - C. Rollover protection structure (ROPS)
 - D. Overhead guard
- 10. What is the main advantage of using a compact wheel loader?**
- A. Higher lifting capacity
 - B. Better fuel efficiency
 - C. Improved maneuverability in tight spaces
 - D. Faster operation
- 11. What is the purpose of the wheel loader's tilt control?**
- A. To steer the machine
 - B. To adjust the angle of the bucket
 - C. To control the speed
 - D. To lift heavier loads
- 12. What is the function of the wheel loader's cab?**
- A. To store tools
 - B. To house the engine
 - C. To provide a safe and comfortable space for the operator
 - D. To balance the machine
- 13. Which factor is crucial for determining the correct type of wheel loader for a job?**
- A. Color of the machine
 - B. Operator's preference
 - C. Type and weight of the load
 - D. Age of the machine
- 14. What is the function of the wheel loader's arms?**
- A. To steer the machine
 - B. To lift and lower the bucket
 - C. To balance the machine
 - D. To house the engine
- 15. Which feature enhances the stability of a wheel loader when lifting a load?**



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- A. Rear-wheel drive
- B. Wider bucket
- C. Longer arms
- D. Lower center of gravity

16. What is a common use of wheel loaders in agriculture?

- A. Plowing fields
- B. Harvesting crops
- C. Loading and transporting silage
- D. Irrigating soil

17. Which part of the wheel loader allows for precise placement of loads at varying heights?

- A. Counterweight
- B. Arms
- C. Tires
- D. Overhead guard

18. What is the main purpose of the wheel loader's data plate?

- A. To display the machine's speed
- B. To provide information on the machine's capacity and specifications
- C. To house the control buttons
- D. To store tools

19. Which factor most significantly impacts the fuel efficiency of a wheel loader?

- A. Type of load
- B. Operator technique
- C. Bucket size
- D. Cab size

20. What does the term "tip load" refer to in wheel loader operation?

- A. The speed of the machine
- B. The maximum load that can be carried without tipping over
- C. The height of the lift
- D. The pressure in the hydraulic system

21. Which of the following is a common sign of hydraulic system issues in a wheel loader?

- A. Excessive engine noise
- B. Slow bucket response
- C. Increased fuel efficiency
- D. Overheating of the cab



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22. Which type of wheel loader is best suited for lifting and transporting heavy loads?

- A. Compact wheel loader
- B. Large wheel loader
- C. Articulated wheel loader
- D. Track loader

23. What is the function of the wheel loader's ROPS?

- A. To increase lifting capacity
- B. To protect the operator in case of rollover
- C. To enhance visibility
- D. To balance the machine

24. Which safety measure is important when operating a wheel loader on an incline?

- A. Increasing speed
- B. Reducing tire pressure
- C. Operating with the load uphill
- D. Using stabilizers

25. What is the purpose of the wheel loader's tilt cylinders?

- A. To control the speed
- B. To lift heavier loads
- C. To adjust the angle of the bucket
- D. To steer the machine

26. Which practice helps in achieving a stable lift when using a wheel loader?

- A. Rapid, jerky movements
- B. Slow, steady movements
- C. Random, varied movements
- D. Skipping sections

27. Which component helps in maintaining the alignment of the wheel loader's bucket?

- A. Front axle
- B. Rear wheels
- C. Hydraulic cylinders
- D. Overhead guard

28. What does "center of gravity" refer to in wheel loader operation?

- A. The center of the machine
- B. The pivot point of the steering
- C. The point where the machine and load balance
- D. The middle of the operator's seat

29. What is the primary advantage of an articulated wheel loader?



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- A. Higher lifting capacity
- B. Better fuel efficiency
- C. Improved maneuverability in tight spaces
- D. Faster operation

30. What is the impact of using a wheel loader with a worn-out hydraulic system?

- A. Improved lifting quality
- B. Reduced lifting efficiency and increased wear
- C. Increased engine performance
- D. Lower maintenance costs

31. Which technology is increasingly being used in modern wheel loaders to enhance safety?

- A. GPS tracking
- B. Autonomous driving systems
- C. Manual leveling tools
- D. Traditional compasses

32. Which maintenance practice is crucial for the wheel loader's hydraulic system?

- A. Replacing tires regularly
- B. Checking hydraulic fluid levels
- C. Cleaning the air filter
- D. Greasing the bucket

33. What is the benefit of using a wheel loader with a high lift configuration?

- A. Increased lifting speed
- B. Higher lifting height
- C. Lower fuel consumption
- D. Enhanced stability

34. Which feature of a wheel loader helps in maintaining a straight-line during operation?

- A. GPS system
- B. Steering wheel
- C. Articulation joint
- D. Tilt control

35. What is the role of the wheel loader's bucket?

- A. To balance the machine
- B. To steer the machine
- C. To lift and carry materials
- D. To enhance engine performance



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- 36. Which operational practice can extend the life of a wheel loader?**
- A. Overloading the machine
 - B. Frequent starts and stops
 - C. Regular maintenance checks
 - D. Operating at maximum speed
- 37. What is the purpose of the wheel loader's grapple attachment?**
- A. To lift heavier loads
 - B. To grasp and move irregularly shaped objects
 - C. To steer the machine
 - D. To increase speed
- 38. Which safety feature is essential for wheel loaders operating in busy areas?**
- A. Rearview camera
 - B. Sunroof
 - C. Heated seats
 - D. Bluetooth connectivity
- 39. Which component helps in controlling the depth of the lift in a wheel loader?**
- A. Steering wheel
 - B. Throttle
 - C. Lift cylinders
 - D. Transmission
- 40. Which type of terrain can pose the most challenges for wheel loader operations?**
- A. Flat surfaces
 - B. Rocky terrain
 - C. Sandy soil
 - D. Grasslands



(C.). Multiple Choice Questions on Operate Excavator

- 1. What is the primary function of an excavator?**
 - A. Mixing concrete
 - B. Digging and earthmoving
 - C. Paving roads
 - D. Planting trees
- 2. Which part of the excavator is used to dig into the ground?**
 - A. Cab
 - B. Tracks
 - C. Boom and bucket
 - D. Counterweight
- 3. What type of power source do excavators typically use?**
 - A. Electric
 - B. Solar
 - C. Diesel
 - D. Gasoline
- 4. Which component provides the lifting force for an excavator?**
 - A. Tracks
 - B. Transmission
 - C. Hydraulic system
 - D. Steering wheel
- 5. What is the purpose of the counterweight in an excavator?**
 - A. To balance the machine when lifting heavy loads
 - B. To increase lifting capacity
 - C. To protect the engine
 - D. To control the speed
- 6. Which type of excavator is best suited for working in tight spaces?**
 - A. Standard excavator
 - B. Mini excavator
 - C. Long-reach excavator
 - D. Dragline excavator
- 7. What is the most common application of an excavator in construction?**
 - A. Laying foundations
 - B. Digging trenches and holes
 - C. Mixing concrete
 - D. Paving roads



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- 8. How is the digging depth of an excavator determined?**
- A. Engine size
 - B. Boom length and hydraulic power
 - C. Track size
 - D. Cab design
- 9. Which safety feature helps prevent an excavator from tipping over?**
- A. Rearview camera
 - B. Seatbelt
 - C. Rollover protection structure (ROPS)
 - D. Overhead guard
- 10. Which component allows an excavator to rotate 360 degrees?**
- A. Transmission
 - B. Swing drive
 - C. Axle
 - D. Bucket
- 11. What is the main advantage of using a mini excavator?**
- A. Higher lifting capacity
 - B. Better fuel efficiency
 - C. Improved maneuverability in tight spaces
 - D. Faster operation
- 12. What is the purpose of the excavator's arm?**
- A. To steer the machine
 - B. To extend the reach and depth of digging
 - C. To control the speed
 - D. To lift heavier loads
- 13. What is the function of the excavator's cab?**
- A. To store tools
 - B. To house the engine
 - C. To provide a safe and comfortable space for the operator
 - D. To balance the machine
- 14. Which factor is crucial for determining the correct type of excavator for a job?**
- A. Color of the machine
 - B. Operator's preference
 - C. Type and depth of the excavation
 - D. Age of the machine
- 15. What is the function of the excavator's boom?**



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- A. To steer the machine
 - B. To lift and extend the bucket
 - C. To balance the machine
 - D. To house the engine
- 16. What does the term “breakout force” refer to in excavator operation?**
- A. The speed of the machine
 - B. The force needed to lift the bucket
 - C. The force required to break through a material
 - D. The hydraulic pressure
- 17. Which maintenance task is essential for ensuring excavator safety?**
- A. Replacing tracks regularly
 - B. Checking and maintaining hydraulic fluid levels
 - C. Cleaning the cab interior
 - D. Painting the exterior
- 18. What is the purpose of the excavator’s quick coupler?**
- A. To lift heavier loads
 - B. To allow for easy attachment changes
 - C. To steer the machine
 - D. To increase speed
- 19. Which feature enhances the stability of an excavator when lifting a load?**
- A. Rear-wheel drive
 - B. Wider bucket
 - C. Longer booms
 - D. Lower center of gravity
- 20. What is a common use of excavators in landscaping?**
- A. Plowing fields
 - B. Harvesting crops
 - C. Digging ponds and trenches
 - D. Irrigating soil
- 21. Which part of the excavator allows for precise placement of loads at varying heights?**
- A. Counterweight
 - B. Boom and arm
 - C. Tracks
 - D. Overhead guard
- 22. What is the main purpose of the excavator’s data plate?**



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- A. To display the machine's speed
 - B. To provide information on the machine's capacity and specifications
 - C. To house the control buttons
 - D. To store tools
- 23. Which factor most significantly impacts the fuel efficiency of an excavator?**
- A. Type of load
 - B. Operator technique
 - C. Bucket size
 - D. Cab size
- 24. What is the benefit of using an excavator with a long-reach boom?**
- A. Increased lifting capacity
 - B. Ability to reach further distances
 - C. Faster operation
 - D. Enhanced visibility
- 25. How often should an excavator's tracks be inspected for wear and damage?**
- A. Annually
 - B. Monthly
 - C. Weekly
 - D. Daily
- 26. What does the term "operating weight" refer to in excavator operation?**
- A. The speed of the machine
 - B. The weight of the machine with a full tank of fuel and operator
 - C. The height of the lift
 - D. The pressure in the hydraulic system
- 27. Which of the following is a common sign of hydraulic system issues in an excavator?**
- A. Excessive engine noise
 - B. Slow bucket response
 - C. Increased fuel efficiency
 - D. Overheating of the cab
- 28. Which type of excavator is best suited for lifting and transporting heavy loads?**
- A. Mini excavator
 - B. Standard excavator
 - C. Long-reach excavator
 - D. Dragline excavator
- 29. Which safety measure is important when operating an excavator on an incline?**



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- A. Increasing speed
 - B. Reducing track pressure
 - C. Operating with the boom uphill
 - D. Using stabilizers
- 30. Which type of excavator is most commonly used for material handling in construction?**
- A. Mini excavator
 - B. Standard excavator
 - C. Skid steer loader
 - D. Backhoe loader
- 31. What is the purpose of the excavator's tilt cylinders?**
- A. To control the speed
 - B. To lift heavier loads
 - C. To adjust the angle of the bucket
 - D. To steer the machine
- 32. Which component helps in maintaining the alignment of the excavator's bucket?**
- A. Front axle
 - B. Rear tracks
 - C. Hydraulic cylinders
 - D. Overhead guard
- 33. What is the primary advantage of a long-reach excavator?**
- A. Higher lifting capacity
 - B. Better fuel efficiency
 - C. Extended reach for deeper excavations
 - D. Faster operation
- 34. Which technology is increasingly being used in modern excavators to enhance safety?**
- A. GPS tracking
 - B. Autonomous driving systems
 - C. Manual leveling tools
 - D. Traditional compasses
- 35. What is the purpose of the excavator's drive tracks?**
- A. To increase lifting capacity
 - B. To steer the machine
 - C. To provide traction and support
 - D. To enhance visibility



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36. Which maintenance practice is crucial for the excavator's hydraulic system?

- A. Replacing tracks regularly
- B. Checking hydraulic fluid levels
- C. Cleaning the air filter
- D. Greasing the bucket

37. What is the role of the excavator's bucket?

- A. To balance the machine
- B. To steer the machine
- C. To dig and carry materials
- D. To enhance engine performance

38. Which operational practice can extend the life of an excavator?

- A. Overloading the machine
- B. Frequent starts and stops
- C. Regular maintenance checks
- D. Operating at maximum speed

39. What is the purpose of the excavator's thumb attachment?

- A. To lift heavier loads
- B. To grasp and move irregularly shaped objects
- C. To steer the machine
- D. To increase speed

40. Which safety feature is essential for excavators operating in busy areas?

- A. Rearview camera
- B. Sunroof
- C. Heated seats
- D. Bluetooth connectivity

41. Which component helps in controlling the depth of the excavation in an excavator?

- A. Steering wheel
- B. Throttle
- C. Boom and arm
- D. Transmission

