



National Certificate of LTV and HTV Driver



Light Transport Vehicle (LTV) and Heavy Transport Vehicle (HTV) Driver

Duration: 3 Months



Curriculum

National Vocational and Technical Training Commission (NAVTTTC)



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1. Introduction

The Light Transport Vehicle (LTV) and Heavy Transport Vehicle (HTV) driver course is specialized training programs designed to equip individuals with the necessary skills and knowledge for professional driving in the transportation sector. The LTV driver modules focus on training individuals to operate light transport vehicles, such as cars, vans, and small trucks, emphasizing fundamental driving techniques, traffic laws, safety protocols, vehicle maintenance, and, where applicable, customer service skills. On the other hand, the HTV driver modules prepare individuals to handle heavy transport vehicles, including buses, trucks, and trailers, with advanced driving skills, regulatory compliance, high-level safety measures, technical knowledge, and logistics management. This course is essential for ensuring the safety, efficiency, and reliability of transport services, enhancing the professional capabilities of drivers, and contributing to overall road safety and regulatory adherence in the transportation industry.

Therefore, industry expectations for skilled workforce are also dynamic which can only be managed through setting relevant curriculum in collaboration with the leading industries. Being familiar of this fact, National Vocational & Technical Training Commission (NAVTTTC) developed curriculum for LTV & HTV driver under National Vocational Qualifications Framework (NVQF). These Modules have been developed by a Qualifications Development Committee (QDC).

2. Purpose of the Qualification:

The purpose of this qualification is to set high professional standards for LTV & HTV drivers. 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 LTV & HTV drivers
- Enable the existing workforce to capacitate themselves in new technologies and methods

3. Overall objectives of training program

The LTV & HTV qualification consists of 20 % theory and 80 % practical. and having the following Modules

1. Understand Traffic Rules & Regulations
2. Driver fatigue and workplace health safety
3. Light Traffic Vehicle (LTV)
4. Heavy Transport Vehicle (HTV)



5. Basic maintenance skills for LTV and HTV

4. Entry level of trainees

The entry for National Certificate, in LTV & HTV Driver is, a person having Matric Certificate.

5. Minimum qualification for teachers

- BS in Automobile Technology with 2 years teaching experience having LTV & HTV driving experience
- Diploma in Automobile Technology /Senior Technician with 5-year field experience with LTV & HTV driving

Medium of instruction

English, and Urdu.

6. Duration of the course:

The proposed curriculum is composed of 6 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 and credit hours are given below:

3 months= 10 Weeks (Technical) + 2 Weeks (Language Skills)

Total Time of Technical Modules = 250 hours

Theory = 50 hours (20 %)

Practical = 200 hours (80 %)

Total Time of Soft Skill = 50 hours

Theory = 10 hours (20 %)

Practice = 40 hours (80 %)

Technical + Soft Skills = 250 + 50 hours

Grand Total = 300 hours. & 30 Credits



7. Scheme of Studies

(A). Technical Skills

S. No	Name of Module	Category	Contact Hour			Credit	Periods per week		
			Th	Pr	Total		Th	Pr	Total
1	Understand Traffic Rules & Regulations	Core	5	18	23	2.3	0.4	1.5	1.9
2	Driver fatigue and workplace health safety	Functional	5	18	23	2.3	0.4	1.5	1.9
3	Light Traffic Vehicle (LTV)	Core	15	66	81	8.1	1.3	5.5	6.8
4	Heavy Transport Vehicle (HTV)	Core	15	66	81	8.1	1.3	5.5	6.8
5	Basic maintenance skills for LTV and HTV	Core	9	33	42	4.2	0.8	2.8	3.5
Total hours of Technical Modules			49	201	250	25	4.9	20.1	25.0

(B). Language/Soft Skills

1	Language Skills Arabic	Generic	Optional subjects: Choose any one Language with 10 hours Theory and 40 hours for Practice with a Ratio of 20% theory and 80% Practice.						
2	Language Skills English	Generic							
3	Language Skills German	Generic							
4	Language Skills Japanese	Generic							
5	Language Skills Korean	Generic							
Total hours of Soft Skills Modules			10	40	50	5	5	20	25.0

Note: - Maximum possible Time of the 3 Months course

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: Understand Traffic Rules & Regulations

Theory: 5 Hours

Practical: 18 Hours

Total: 23 Hours

8.1.1: Basic Introduction of road Transport		
Theory	Practical	Duration
<ul style="list-style-type: none"> Introduction and Importance of Road Transport Define different regions of world (Asia, Gulf and Europe) Knowledge of safety regulations and traffic laws in different regions of Pakistan & all over the world Define Highway codes book. Driver Competence & Fitness Test knowledge. 	<ul style="list-style-type: none"> Audio/Video Presentation Group Discussion Demos Quizzes 	<p>Theory: 2hr. Practical: 6 hrs. Total: 8 hrs.</p>
8.1.2: Learn the process of License to Drive		
Theory	Practical	Duration
<ul style="list-style-type: none"> Knowledge about Road Transport Licensing process for different authorities. 	<ul style="list-style-type: none"> Audio/Video Presentation Group Discussion Quizzes Observations 	<p>Theory: 2hr Practical: 6hrs. Total: 8hrs</p>
8.1.3: Code of Conduct on the Road Vehicles		
Theory	Practical	Duration
<ul style="list-style-type: none"> Define Use of Seat Belts Avoid Distracted Driving knowledge Obey Parking Regulations knowledge Use of Indicators knowledge How to respond to emergencies vehicles knowledge 	<ul style="list-style-type: none"> Pre departure Inspection of Vehicle. <ul style="list-style-type: none"> Check air pressure. Check Oil. Check break, indicators and head lights. Check water and wipers. Check battery. Check tires, lights, and fluid levels before any trip. To perform forward driving. Observer Traffic Singles and 	<p>Theory:2hr Practical:6hrs. Total:8hrs</p>



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	<p>Road Signs.</p> <ul style="list-style-type: none">• Follow speed limits.• Follow Lane Discipline	
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8.2: Driver fatigue and workplace health safety

Theory: 5 Hours

Practical: 18 Hours

Total: 23 Hours

8.2.1: Apply general safety practices		
Theory	Practical	Duration
<ul style="list-style-type: none"> Stress & Fatigue Management knowledge Define Load Management (HTV/LTV specific) Define PPE (Personal Protective Equipment) First Aids knowledge 	<ul style="list-style-type: none"> Work Rest Road Clear Chain of responsibility Work and rest options Standard Hours Alcohol, drugs and professional drivers 	<p>Theory: 0.5hr. Practical: 2hrs. Total: 2.5hrs.</p>
8.2.2: PPE (Personal Protective Equipment)		
Theory	Practical	Duration
<ul style="list-style-type: none"> Define High-visibility clothing Define Safety footwear Define Eye rinsing liquid Define Warning vest Define Eye protection (goggles) 	<ul style="list-style-type: none"> Audio/Video Presentation Group Discussion Quizzes Observations 	<p>Theory: 0.5hr Practical: 1hrs Total: 1.5hr</p>
8.2.3: Health and Safety (First Aids)		
Theory	Practical	Duration
<ul style="list-style-type: none"> Define ABC (airway, breathing, and circulation) of First aids Define Stopped Heart Beats Define Bleeding, Chocking, Burns Define Unconscious Define Broken Bone/Fracture Define health safety measurement. 	<ul style="list-style-type: none"> Audio/Video Presentation Group Discussion Quizzes Observations What to do 	<p>Theory: 0.5hr Practical: 1hrs Total: 1.5hrs</p>
8.2.4: Apply road safety practices (Safe Driving Techniques)		
Theory	Practical	Duration
<ul style="list-style-type: none"> Defensive Driving knowledge Speed Management 	<ul style="list-style-type: none"> Demonstration Audio/Video Presentation 	<p>Theory: 0.5hr Practical: 3hrs Total: 3.5hrs</p>



<ul style="list-style-type: none"> knowledge Define Maintaining Vehicle Condition Define Avoiding Distractions Define Intersection Safety Define Proper Lane Usage Define Weather Conditions Fatigue Management knowledge Pedestrian and Cyclist knowledge Define Emergency Response Preparedness 	<ul style="list-style-type: none"> Group Discussion Demos Quizzes 	
8.2.5: Ensure personal protective equipment (PPE)		
Theory	Practical	Duration
<ul style="list-style-type: none"> Personal Protective Equipment (PPE) Types and its uses 	<ul style="list-style-type: none"> Arrange PPEs as per requirement Wear proper PPE as per nature of job. Store PPE at appropriate place after use 	Theory: 0.5 hr. Practical: 1hrs. Total: 1.5hrs.
8.2.6: 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. 	<ul style="list-style-type: none"> Ensure availability of first aid box Check first aid box for requisite emergency medicines Check expiry date of medicines Perform first aid treatment against electric shock. Perform first aid treatment / bandages against minor injuries 	Theory: 0.5hr Practical: 1hrs Total: 1.5hrs
8.2.7: Maintain Fire Extinguisher		
Theory	Practical	Duration
<ul style="list-style-type: none"> Fire Extinguisher its types and uses Types of fire extinguishing materials. 	<ul style="list-style-type: none"> Check expiry of fire extinguisher Operate fire extinguisher. Replace fire extinguisher 	Theory: 0.5hr Practical: 1hrs Total: 1.5hrs
8.2.8: 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"> Take required health and safety training Identify work place hazardous, Reasons and materials 	Theory: 0.5hr Practical: 1hrs Total: 1.5hrs
8.2.9: 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"> Take emergency response training Ensure emergency response exercises. Perform mock exercise for first aid of Cardio Respiratory Resuscitation (CPR) Perform mock exercise for first aid treatment against electric shock/minor injury 	Theory: 0hr Practical: 2hrs Total: 2hrs
8.2.10: Respond to emergencies		
Theory	Practical	Duration
<ul style="list-style-type: none"> Use of emergency equipment Know about the emergency plan 	<ol style="list-style-type: none"> Follow emergency plan Communicate instructions Assess risk and determine course of action. Operate emergency equipment and supplies 	Theory: 0.5hr Practical: 1hrs. Total: 1.5hrs
8.2.11: Maintain Personal Hygiene		
Theory	Practical	Duration
<ul style="list-style-type: none"> Hygiene and its Types Knowledge of personal hygiene 	<ol style="list-style-type: none"> Wash hands with soap frequently Trim and clean nails Maintain good hair hygiene Take shower regularly. Maintain body odour using deodorants/body spray 	Theory: 0hr Practical: 2hrs Total: 2hrs
8.2.12: 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"> Separate waste into recyclable and nonrecyclable category Check local regulations Handle hazardous waste carefully Adopt responsible waste management habits 	Theory: 0.5hr Practical: 2hrs Total: 2.5hrs



8.3: Light Traffic Vehicle

Theory: 15 Hours

Practical: 66 Hours

Total: 81 Hours

8.3.1: Basics of LTV driving		
Theory	Practical	Duration
<ul style="list-style-type: none"> Define LTV Vehicle Define Types of LTV Vehicle LTV Vehicle (Jeep, Mini bus and Lightweight transport) knowledge Basic Requirement of LTV Vehicle License knowledge 	<ul style="list-style-type: none"> Audio/Video Presentation Group Discussion Quizzes Observations 	<p>Theory: 1hr. Practical: 3hrs. Total: 4hrs.</p>
8.3.2: Driving Techniques of LTV		
Theory	Practical	Duration
<p>Knowledge about</p> <ul style="list-style-type: none"> Starting and Stopping Steering Control Accelerating Smoothly Braking Technique Lane Positioning Mirror and Blind Spot Checking Turning and Cornering Handling Intersections 	<ul style="list-style-type: none"> To check seat belt and back view mirror. Adjust Headrest. Switch on & off the vehicle engine. To check head lights, breaks lights and indicators. To perform check breaks. Check turning and cornering the tyres. Accelerating smoothly & line positioning. 	<p>Theory: 1hr Practical:3hrs. Total: 4hrs</p>
8.3.3: Technical information of Vehicle (Parts and Control)		
Theory	Practical	Duration
<ul style="list-style-type: none"> Basic knowledge of <ul style="list-style-type: none"> Engine Chassis Body Suspension System Braking System Electrical System Fuel System Cooling System Wheels and Tires 	<p>To ensure the optimal performance and safety of a vehicle, it is essential to inspect various critical components thoroughly. The Engine, Chassis, Body, Suspension System, Braking System, Electrical System, Fuel System, Cooling System, and Wheels and Tires.</p>	<p>Theory: 2hr Practical:9 hrs. Total: 11 hrs</p>



8.3.4: Controls of an LTV		
Theory	Practical	Duration
<ul style="list-style-type: none"> Define Dashboard Controls Define Steering Wheel Define Pedals, Gear Selector Define Handbrake (Parking Brake) Define Turn Signals, Lights 	<ul style="list-style-type: none"> Perform particle to check the dashboard controls like check chock light, battery light, engine oil light, and any other indication lights. Check smoothness of steering wheel. Check break, clutch (non-auto vehicle) and accelerator pedal before accelerating the vehicle. To check Gear liver (for manual and auto vehicle) Check headlights, break lights, and indicators lights 	<p>Theory: 2hr Practical:9hrs. Total: 11 hrs</p>
8.3.5: Driving Abilities		
Theory	Practical	Duration
<ul style="list-style-type: none"> Knowledge of Navigation usage Basic maintenance knowledge Knowledge of safety regulations and traffic laws Problem-solving knowledge Knowledge of road Concentration 	<ul style="list-style-type: none"> To understand local map. To observe navigation signs. To inspect the vehicle part to understand functions. To understand and learn traffic rules and laws. 	<p>Theory: 2hr Practical:12hrs. Total:14hrs</p>
8.3.6: Driving Practice of LTV Vehicle		
Theory	Practical	Duration
<p>Knowledge about forward driving (Narrow Lane, Sandy Patch, Zigzag Road, Causeway, Bridge, Sharp Turnings, Railway Crossing, Speed Breakers).</p>	<p>Practice LTV vehicle for following techniques</p> <ul style="list-style-type: none"> Forward Driving Narrow Lane observation. Sandy Patch. Zigzag Road. Causeway. Bridge. Sharp Turnings. Railway Crossing. 	<p>Theory: 3hr Practical:15hrs Total: 18hrs</p>



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	<ul style="list-style-type: none">• Speed Breakers.	
8.3.7: Driving and Parking Skills		
Theory	Practical	Duration
Knowledge about <ul style="list-style-type: none">• I Shape Parking K• L Shape Parking	To perform parking task <ul style="list-style-type: none">• I Shape Parking• L Shape Parking	Theory: 2hr Practical:6hrs. Total: 8hrs
8.3.8: Driving and Parking Skills		
Theory	Practical	Duration
Knowledge about <ul style="list-style-type: none">• Reverse Parking• Parallel Parking• Garage Parking	To perform parking task <ul style="list-style-type: none">• Reverse Parking• Parallel Parking• Garage Parking	Theory:2hr Practical:6hrs. Total:8hrs



8.4: Heavy Transport Vehicle (HTV)

Theory: 15 Hours

Practical: 66 Hours

Total: 81 Hours

8.4.1: Basics of HTVs Vehicles driving		
Theory	Practical	Duration
<ul style="list-style-type: none"> Define HTV Vehicle Define Types of HTV Vehicle Knowledge about HTV Vehicle (buses, trucks, trailers, cranes, and any type of heavy transport) Knowledge of Basic Requirement of HTV Vehicle License 	<ul style="list-style-type: none"> Audio/Video Presentation Group Discussion Quizzes Observations 	<p>Theory: 1hr. Practical: 3hrs. Total: 4hrs.</p>
8.4.2: Driving Techniques of HTVs Vehicles		
Theory	Practical	Duration
<p>Knowledge about</p> <ul style="list-style-type: none"> Pre-Trip Inspection Vehicle Control Turning and Maneuvering Backing Up Managing Hills and Grades Safe Following Distance Interacting with Other Road Users Adverse Weather Conditions Cargo Securement Emergency Procedures 	<ul style="list-style-type: none"> Conduct a thorough inspection of the HTV before each trip, checking brakes, tires, lights, fluids, and cargo securement. Practice smooth acceleration and braking to maintain control and stability, particularly when carrying heavy loads. Use wider turns to accommodate the HTV's longer length and avoid cutting corners. Minimize the need for backing up by planning routes and parking in positions that allow for forward movement. Approach inclines at an appropriate speed and gear to prevent stalling or loss of traction. Adjust following distance based on weather conditions, traffic flow, and road surface conditions. 	<p>Theory: 1hr Practical: 3hrs. Total: 4hrs</p>



	<ul style="list-style-type: none"> • Be patient and allow extra time for pedestrians, cyclists, and smaller vehicles to maneuver around the HTV. • Use windshield wipers, defrosters, and headlights as necessary to enhance visibility. • Ensure cargo is properly loaded and secured within weight limits to prevent shifting or loss during transit. • Carry emergency contact information and be prepared to provide assistance to others in need. 	
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8.4.3: Technical information of Vehicle (Parts and Control) HTVs Vehicles

Theory	Practical	Duration
Knowledge about <ul style="list-style-type: none"> ○ Engine ○ Transmission ○ Chassis ○ Body ○ Suspension System ○ Braking System ○ Steering System ○ Electrical System ○ Fuel System ○ Cooling System ○ Exhaust System ○ Wheels and Tires 	To ensure the optimal performance and safety of a HTV vehicle, it is essential to inspect various critical components thoroughly. The Engine, Transmission, Chassis, Body, Suspension System, Braking System, Steering System, Electrical System, Fuel System, Cooling System, Exhaust System, Wheels and Tires	Theory: 2hr Practical: 9 hrs. Total: 11 hrs

8.4.4: Controls of HTVs Vehicles

Theory	Practical	Duration
Knowledge about <ul style="list-style-type: none"> ○ Steering System ○ Transmission ○ Braking System ○ Acceleration 	<ul style="list-style-type: none"> • Demonstrate smooth and controlled steering while navigating through tight turns or narrow lanes. • Execute smooth gear changes, 	Theory: 2hr Practical: 9 hrs. Total: 11 hrs



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<ul style="list-style-type: none"> ○ Instrument Cluster ○ Lights and Signals ○ Mirrors ○ Auxiliary Controls ○ Safety Equipment ○ Specialized Controls (depending on vehicle) 	<p>especially when starting from a stop or ascending/descending slopes.</p> <ul style="list-style-type: none"> ● Demonstrate effective braking control to bring the HTV to a complete stop from a moderate speed. ● Accelerate the HTV smoothly and progressively to merge into highway traffic or overtake slower vehicles. ● Monitor and interpret information displayed on the instrument cluster while driving. ● Use vehicle lights and signals effectively to communicate intentions and comply with traffic regulations. ● Maintain situational awareness by using mirrors to monitor surrounding traffic and potential blind spots. ● Operate auxiliary controls such as windshield wipers, horn, and HVAC systems as needed for safe and comfortable driving conditions. ● Ensure proper use and readiness of safety equipment such as seat belts and emergency tools. ● Operate specialized controls specific to the HTV's purpose, such as hydraulic lifts or differential locks. 	
8.4.5: Driving Abilities of HTVs Vehicles		
Theory	Practical	Duration



<ul style="list-style-type: none"> • Define Vehicle Control and Maneuverability. • Spatial Awareness and Positioning Knowledge. • Safety and Risk Management knowledge. • Braking and Stopping Distance Management knowledge • Adaptability to Road Conditions knowledge. • Communication and Coordination skills knowledge. • Load Management and Cargo Security knowledge • Define Maintenance procedure • Regulatory Compliance knowledge • Define Emergency Response Preparedness procedures 	<ul style="list-style-type: none"> • Controlled U-turn: Maneuver HTV in tight space, precise steering and throttle, avoiding encroachment. • Navigate through cones: Stay within boundaries, avoid contact. • Identify hazards: Spot pedestrian crossings, merging traffic, proactive risk mitigation. • Emergency stop: Halt HTV from speed, safe distance, maintain control. • Drive in weather conditions: Adapt to rain, snow, and gravel, ensure stability and comfort. • Signal lane changes: Clear communication, use signals effectively. • Secure load: Properly strap cargo, prevent shifting during maneuvers. • Pre-trip inspection: Check tires, fluids, lights, ensure roadworthiness. • Hours-of-service compliance: Follow regulations, schedule breaks, maintain records. • Emergency response: Safely Park, assess situation, and initiate protocols. 	<p style="text-align: right;">Theory: 3hr Practical:15 hrs. Total: 18 hrs</p>
8.4.6: Driving Practice of HTVs Vehicles		
Theory	Practical	Duration
<ul style="list-style-type: none"> • Narrow Lane Navigation knowledge • Define Figure 8 Maneuver • Define Sandy Patch Handling 	<ul style="list-style-type: none"> • To navigate a narrow lane without encroaching on the sides. <ul style="list-style-type: none"> ○ Approach the narrow lane slowly, assessing the width. 	<p style="text-align: right;">Theory: 3 hr Practical:12 hrs. Total: 15 hrs</p>



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<ul style="list-style-type: none">• Zigzag Road Navigation knowledge• Causeway and Bridge Crossing understating• Define Sharp Turnings knowledge• Define Railway Crossing Protocol• Define Speed Breaker Approach• Define Parking of the Vehicle	<ul style="list-style-type: none">○ Maintain a steady speed and position the vehicle carefully.○ Use mirrors effectively to monitor clearance on both sides.○ Complete the lane without touching any barriers or obstacles.• To drive a HTV for Figure 8 turn smoothly.<ul style="list-style-type: none">○ Identify a clear area suitable for the maneuver.○ Approach the center point and initiate the turn.○ Use coordinated steering and throttle control to complete the Figure 8 pattern.○ Ensure the vehicle remains within the designated area throughout the maneuver.• To traverse a sandy patch without losing traction.<ul style="list-style-type: none">○ Approach the sandy patch cautiously, maintaining a consistent speed.○ Keep a firm grip on the steering wheel to prevent oversteer.○ Use gentle throttle inputs to maintain momentum without spinning wheels.○ Exit the sandy area smoothly without getting stuck.• To navigate sharp turns on a zigzag road.<ul style="list-style-type: none">○ Approach each turn at an	
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	<p>appropriate speed, considering the curvature.</p> <ul style="list-style-type: none">○ Use proper lane positioning and adjust speed before entering each turn.○ Maintain smooth steering and avoid cutting corners.○ Complete the zigzag section while staying within lane boundaries.● To safely cross a causeway or bridge.<ul style="list-style-type: none">○ Approach the causeway or bridge at a moderate speed.○ Adhere to weight restrictions and traffic signs.○ Maintain a steady pace while crossing to ensure stability.○ Check mirrors for any following traffic upon completing the crossing.● To negotiate a sharp turn safely.<ul style="list-style-type: none">○ Approach the turn at a reduced speed appropriate for the curve.○ Use the correct gear and maintain proper lane positioning.○ Apply smooth and controlled steering inputs throughout the turn.○ Exit the turn while maintaining appropriate speed and lane discipline.● To approach and cross a railway crossing safely.	
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	<ul style="list-style-type: none">○ Approach the railway crossing at a slow, controlled speed.○ Observe traffic signals and stop if required by signs or signals.○ Ensure all tracks are clear before proceeding across the crossing.○ Maintain awareness of potential train movements even after crossing.● To approach and cross a speed breaker smoothly.<ul style="list-style-type: none">○ Identify the speed breaker well in advance and reduce speed accordingly.○ Approach the speed breaker at a controlled speed to minimize vehicle impact.○ Maintain a firm grip on the steering wheel to absorb the bump smoothly.○ Gradually accelerate after safely passing over the speed breaker.● To parallel park a HTV vehicle accurately.<ul style="list-style-type: none">○ Find a suitable parking space large enough for the vehicle.○ Position the vehicle parallel to the parking spot, leaving enough clearance.○ Use mirrors and reverse camera (if available) to guide the vehicle into the space.○ Complete the parking	
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	maneuver while aligning the vehicle parallel to the curb.	
8.4.7: Parking Skills of HTVs Vehicles		
Theory	Practical	Duration
<ul style="list-style-type: none"> • Knowledge of Preparation <ul style="list-style-type: none"> ○ I Shape ○ L Shape ○ Y Shape ○ Snake Shape • HTV Vehicle Approach knowledge • Define Manoeuvring • Define HTV vehicle Alignment • Define HTV vehicle Final Adjustments • Define Securing the HTV vehicle 	<ul style="list-style-type: none"> • Identify a suitable parallel parking space that is sufficiently long for the HTV. • Signal your intention to park and check mirrors to ensure the area is clear. • Begin reversing slowly, turning the steering wheel towards the curb. • Use mirrors and if available, a reverse camera to monitor the distance from the curb and adjacent vehicles. • Aim to position the HTV within the confines of the parking space, maintaining a safe distance from the curb. • Adjust the steering as necessary to align the HTV parallel to the curb. • Check all mirrors and surroundings to ensure the HTV is properly parked and does not obstruct traffic. • Once parked, engage the parking brake securely. • If applicable, deploy wheel chocks to prevent unintended movement. 	<p>Theory: 1 hr Practical: 6hrs. Total: 7hrs</p>
8.4.8: Tips for Parallel Parking HTVs Vehicles		
Theory	Practical	Duration
Knowledge of	<ul style="list-style-type: none"> • Safely navigate the HTV through 	<p>Theory: 1hr Practical:6hrs.</p>



<ul style="list-style-type: none"> ○ Take Your Time ○ Use Mirrors Effectively ○ Practice Makes Perfect ○ Safety First 	<p>a narrow construction area without damaging the vehicle or surrounding obstacles.</p> <ul style="list-style-type: none"> ● Merge the HTV smoothly into traffic on the highway while effectively using mirrors to monitor surrounding vehicles. ● Successfully reverse the HTV into a designated loading bay using precise maneuvering skills. ● Safely cross the railway tracks while adhering to traffic signals and ensuring no trains are approaching 	<p>Total: 7hrs</p>
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8.4.9: Health and Safety of HTVs Vehicles

Theory	Practical	Duration
<ul style="list-style-type: none"> ● Define Physical Health <ul style="list-style-type: none"> ○ Regular Medical Check-ups ○ Ergonomic Considerations ○ Exercise and Stretching ● Define Mental Well-being <ul style="list-style-type: none"> ○ Stress Management ○ Rest Breaks ● Define Vehicle Safety <ul style="list-style-type: none"> ○ Pre-Trip Inspections ○ Load Securing ● Define Environmental Considerations <ul style="list-style-type: none"> ○ Air Quality ○ Temperature Control ● Define Hydration and Nutrition <ul style="list-style-type: none"> ○ Hydration ○ Healthy Eating ● Define Personal Protective Equipment (PPE) <ul style="list-style-type: none"> ○ Seatbelt 	<ul style="list-style-type: none"> ● Schedule annual medical check-ups with a healthcare provider. ● Adjust the driver's seat and controls for comfort and support. ● Incorporate stretching exercises before and after driving shifts. ● Use relaxation techniques like deep breathing or mindfulness exercises. ● Take regular breaks during long drives to rest and recharge. ● Conduct thorough pre-trip inspections of the HTV. ● Ensure proper securing of loads to prevent shifting during transit. ● Maintain clean cabin air filters for good air quality inside the HTV. ● Manage cabin temperature for comfort and alertness. ● Drink water regularly throughout 	<p>Theory: 1hr Practical:3hrs. Total: 4hrs</p>



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<ul style="list-style-type: none">○ Safety Shoes● Define Communication and Training<ul style="list-style-type: none">○ Safety Training○ Communication	<p>the day.</p> <ul style="list-style-type: none">● Pack nutritious snacks and meals for the journey.● Always wear a seatbelt while operating the HTV.● Wear appropriate footwear with good grip.● Attend regular safety training sessions provided by the company.● Maintain clear communication with dispatchers and colleagues.	
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8.5: Basic maintenance skills for LTV and HTV

Theory: 9 Hours

Practical: 33 Hours

Total: 42 Hours

8.5.1: Maintenance of Light Transport Vehicles (LTVs)		
Theory	Practical	Duration
<ul style="list-style-type: none"> • Knowledge of Regular Inspections <ul style="list-style-type: none"> ○ Daily Checks ○ Weekly/Monthly Checks • Knowledge of Fluid Maintenance <ul style="list-style-type: none"> ○ Oil Changes ○ Cooling System ○ Brake System • Knowledge of Tire Care • Knowledge of Electrical System • Knowledge of Engine and Transmission • Define of Body and Interior • Knowledge of Safety and Emergency Equipment 	<ul style="list-style-type: none"> • Inspect tires for wear and proper inflation. • Check fluid levels (oil, coolant, brake fluid, etc.). • Verify lights, signals, and horn functionality. • Look for leaks under the vehicle. • Check windshield wipers and washer fluid. • Check battery condition and terminals. • Inspect brake pads/shoes and brake fluid level. • Verify operation of HVAC system (heating, ventilation, air conditioning). • Test suspension and steering components for wear or looseness. • Replace engine oil and filter at manufacturer-recommended intervals. • Check and top-up other fluids (coolant, transmission fluid, power steering fluid). • Flush and replace coolant as per maintenance schedule. • Check radiator hoses and connections for leaks or wear. • Bleed brakes periodically to remove air and maintain 	<p>Theory: 4 hr Practical: 15 hrs. Total: 19hrs</p>



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	<p>hydraulic pressure.</p> <ul style="list-style-type: none">• Inspect brake lines and hoses for leaks or damage.• Rotate tires regularly to ensure even wear.• Check and adjust tire pressures according to manufacturer specifications.• Inspect tires for cuts, punctures, or abnormal wear patterns.• Test and replace worn or faulty batteries.• Inspect wiring harnesses for damage or signs of wear.• Ensure all electrical components (lights, indicators, sensors) are functioning properly.• Perform regular engine tune-ups (spark plugs, filters, ignition system).• Check transmission fluid level and condition.• Inspect drive belts and timing belts for wear and tension.• Clean and inspect exterior surfaces for damage or rust.• Lubricate hinges, locks, and latches to prevent sticking.• Clean and condition interior surfaces to maintain appearance and comfort.• Ensure all safety equipment (seatbelts, airbags, emergency exits) is in good working order.• Keep a basic emergency kit with	
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	tools, first aid supplies, and roadside assistance items.	
8.5.2: Maintenance of Heavy Transport Vehicles (HTVs)		
Theory	Practical	Duration
<ul style="list-style-type: none"> • Define Comprehensive Inspections <ul style="list-style-type: none"> ○ Pre-Trip Inspections ○ Scheduled Maintenance • Define Engine and Powertrain <ul style="list-style-type: none"> ○ Oil and Filter Changes ○ Cooling and Fuel Systems • Define Brake and Suspension Systems <ul style="list-style-type: none"> ○ Brake Maintenance ○ Suspension Checks • Define Electrical and Hydraulic Systems <ul style="list-style-type: none"> ○ Battery and Charging System ○ Hydraulic Systems • Define Safety and Compliance <ul style="list-style-type: none"> ○ Compliance Checks • Define Tire and Wheel Maintenance <ul style="list-style-type: none"> ○ Tire Inspection and Rotation ○ Wheel Alignment and Balancing • Define Environmental and Operational Considerations <ul style="list-style-type: none"> ○ Fuel Efficiency ○ Driver Training and Safety Programs 	<ul style="list-style-type: none"> • Conduct thorough checks of brakes, tires, lights, steering, and suspension before each journey. • Verify trailer connections and safety equipment (reflectors, brakes, coupling). • Follow manufacturer-recommended maintenance schedules for engine, transmission, and chassis components. • Perform regular inspections for wear and tear on critical systems. • Change engine oil and filters at prescribed intervals. • Monitor and maintain proper levels of lubricants (gear oil, differential oil). • Flush and refill cooling systems periodically. • Inspect and clean fuel filters to ensure optimal engine performance. • Regularly inspect and adjust brakes (drums, pads, discs). • Monitor brake fluid levels and condition. • Inspect suspension components for wear and replace as necessary. • Check wheel alignment and steering linkage for proper 	<p>Theory: 5hr Practical: 18hrs. Total: 23 hrs</p>



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	<p>adjustment.</p> <ul style="list-style-type: none">• Test and replace batteries as needed.• Inspect alternators and starters for proper operation.• Check hydraulic fluid levels and condition in lift systems or hydraulic brakes.• Inspect hoses and fittings for leaks or wear.• Ensure HTVs meet regulatory standards for emissions, weight limits, and safety equipment.• Maintain records of inspections and compliance documentation.• Rotate tires regularly to promote even wear.• Monitor tire pressures and tread depth for safety and efficiency.• Align wheels and balance tires to reduce wear and improve fuel efficiency.• Monitor fuel consumption and implement practices to optimize fuel efficiency.• Educate drivers on eco-driving techniques to reduce fuel usage• Provide ongoing training for drivers on vehicle operation, safety protocols, and maintenance awareness.	
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9. List of Tools, Equipment and Consumable

Sr No.	Tools & Equipment	Sr No.	Consumable
1.	Impact Wrench	1.	Engine Oil
2.	Large Wrenches and Sockets	2.	Transmission Fluid
3.	Pry Bar or Crowbar	3.	Brake Fluid
4.	Advanced Diagnostic Scanner	4.	Coolant/Antifreeze
5.	Compression Tester	5.	Hydraulic Fluid
6.	Hydraulic Floor Jack	6.	Grease
7.	Heavy-duty Jack Stands	7.	Diesel Exhaust Fluid (DEF)
8.	Engine Hoist or Crane	8.	AdBlue (for selective catalytic reduction systems)
9.	Heavy-duty Tire Iron or Bead Breaker	9.	Power Steering Fluid
10.	Tire Changer and Balancer	10.	Windshield Washer Fluid
11.	Tire Pressure Monitoring System (TPMS) Tools	11.	Brake Cleaner
12.	Oil Drain Caddy	12.	Degreaser/Cleaner
13.	Grease Gun	13.	Engine Coolant Additive
14.	Coolant System Pressure Tester	14.	Fuel Additive (for diesel engines)
15.	Heavy-duty Battery Tester	15.	Lubricating Oil for Air Compressors
16.	Heavy-gauge Wire and Connectors	16.	LTV & HTV simulator and vehicle
17.	Voltage Meter with Higher Capacity	17.	PPE kit
18.	Heavy-duty Work Gloves		
19.	Safety Goggles or Face Shield		
20.	High-visibility Vest or Clothing		
21.	Large Capacity Funnel Set		
22.	Welding Equipment		
23.	Emergency Spill Kit		
24.	Fire Extinguisher		
25.	First Aid Kit		



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 Facilitator	Islamabad
2	Engr. Saba Sadiq	Lecturer	Air University, Islamabad
3	Furqan Mustafa	CTO, Simulation Expert	Softmount Islamabad
4	Shabir Hussain	AGI	Islamabad Traffic Police.
5	Abdul Rasheed	AGI	Islamabad Traffic Police.
6	Dr. Zaheer	Arabic Language Expert	Islamic University Islamabad
7	Husna Zahid	English Language Expert	Islamabad
8	Farzana Farooq	DD SS&C (Coordinator)	NAVTTTC HQ. Islamabad
9	Asim Jamal	DD SS&C (Coordinator)	NAVTTTC HQ. Islamabad
10	Rida Ramzan	Program Assistant SS&C	NAVTTTC HQ. Islamabad



11. Multi Choice Questions.

Module 1: Understand Traffic Rules & Regulations

1. What is the legal age for the drivers to obtain a non-professional driving license in Pakistan?
 - A. 16 years
 - B. 18 years
 - C. 20 years
 - D. 22 years
2. Which side of the road should you drive in Pakistan?
 - A. Left side
 - B. Right side
 - C. Center
 - D. Any side
3. What does a red traffic light indicate?
 - A. Stop
 - B. Go
 - C. Slow down
 - D. Prepare to go
4. What does a flashing yellow light mean?
 - A. Stop
 - B. Go
 - C. Slow down and proceed with caution
 - D. Don't move
5. When approaching a pedestrian crossing ie. Zebra crossing, drivers should:
 - A. Speed up
 - B. Stop if there are pedestrians
 - C. Ignore pedestrians
 - D. Honk to alert pedestrians
6. What is the maximum speed limit in urban areas unless otherwise displayed?
 - A. 40 km/h
 - B. 50 km/h
 - C. 80 km/h
 - D. 65 km/h
7. Overtaking is prohibited:
 - A. On sharp curves
 - B. At pedestrian crossings



- C. At intersections
 - D. All of the above
8. What does a solid white line on the road to signify?
- A. You can change lanes
 - B. You cannot change lanes or over take
 - C. Parking is allowed
 - D. It is a pedestrian lane
9. In case of an accident, the driver must:
- A. Drive away quickly
 - B. Stop and provide assistance
 - C. Call the police
 - D. Continue driving if the damage is minor
10. What is the penalty for driving without a valid license in Pakistan?
- A. Fine only
 - B. Imprisonment
 - C. Fine and/or imprisonment
 - D. No penalty
11. Using a mobile phone while driving is:
- A. Permitted
 - B. Permitted with a hands-free device
 - C. Prohibited
 - D. Permitted only for texting
12. The use of seat belts is:
- A. Optional
 - B. Mandatory for the driver only
 - C. Mandatory for both driver and front-seat passenger
 - D. Mandatory for all passengers
13. Which document is essential to carry while driving in Pakistan?
- A. Passport
 - B. Vehicle registration book and Driving License
 - C. Credit card
 - D. Birth certificate
14. What is the purpose of a speed bump?
- A. To increase vehicle speed
 - B. To slow down VEHICLE
 - C. To separate lanes



- D. To park vehicles
15. If a traffic signal is out of order, you should:
- A. Ignore it and proceed
 - B. Drive as if it is green
 - C. Follow the signals of the traffic warden
 - D. Stop and wait until it is fixed
16. A broken white line on the road means:
- A. No parking
 - B. Passing is allowed if done safely/can overtake
 - C. No passing
 - D. One-way street
17. What is the maximum speed limit FOR LTV on motorways in Pakistan?
- A. 100 km/h
 - B. 110 km/h
 - C. 120 km/h
 - D. 130 km/h
18. When should you use your car horn?
- A. To greet friends
 - B. To alert other drivers of your presence
 - C. To express frustration
 - D. In silent zones
19. Why are dippers used?
- A. For overtaking
 - B. To stop your vehicle
 - C. To show your presence
 - D. none
20. When are you allowed to overtake another vehicle on the road?
- A. On curves
 - B. At intersections
 - C. On a straight road.
 - D. On bridges
21. What should a driver do if they miss an exit on the motorway?
- A. Reverse to the exit
 - B. Make a U-turn
 - C. Continue to the next exit
 - D. Stop and wait for assistance





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- 22.** What is the purpose of a zebra crossing?
- A. Parking area
 - B. Pedestrian crossing
 - C. Vehicle stopping area
 - D. Bicycle crossing
- 23.** What should a driver do when approaching a roundabout?
- A. Speed up
 - B. Stop
 - C. Give way to traffic coming from right side
 - D. Enter without checking
- 24.** What is minimum age limit for HTV driving license?
- A. 21
 - B. 18
 - C. 24
 - D. 22
- 25.** Issuance of driving license system is followed by:
- A. Ordinance 1965
 - B. Ordinance 1966
 - C. Ordinance 1968
 - D. Ordinance 1970



Module 2: Apply General & Road Safety

- 1. What is the primary purpose of road warning signs?**
 - A) To inform drivers of nearby restaurants
 - B) To guide drivers to the nearest gas station
 - C) To warn drivers of potential hazards ahead
 - D) To provide advertisements
- 2. What does triangular sign indicate?**
 - A) Prohibited actions
 - B) Mandatory actions
 - C) Warning of potential hazards
 - D) Information
- 3. Which color is commonly used for warning signs on the road?**
 - A) Blue
 - B) Green
 - C) Yellow
 - D) Red
- 4. What does a yellow diamond-shaped sign with a black exclamation mark indicate?**
 - A) No parking
 - B) Yield
 - C) General caution
 - D) Pedestrian crossing
- 5. What does this sign mean?**
 - A) U-turn ahead
 - B) Go straight or Left
 - C) Truck stop ahead
 - D) Road narrows ahead
- 6. What does this sign mean?**
 - A) U-turn ahead
 - B) Give Way
 - C) Roundabout
 - D) Honk continuously
- 7. What does a flashing red traffic light signify?**
 - A) Slow down
 - B) Stop, then proceed when safe
 - C) Caution, proceed with care
 - D) Pedestrian crossing



8. What should a driver do when they see a sign indicating "Slippery When Wet"?

- A) Speed up to avoid skidding
- B) Maintain a constant speed
- C) Reduce speed and drive with caution
- D) Stop immediately

9. Which sign indicates a school zone?

- A) A triangular sign with children crossing
- B) A diamond sign with a pedestrian symbol
- C) A circular sign with a bicycle symbol
- D) A square sign with a bus symbol

10. What is the purpose of a speed limit sign?

- A) To inform drivers of the maximum safe speed for the specific area
- B) To suggest a speed to drive at
- C) To indicate a minimum speed requirement
- D) To warn of upcoming speed traps

11. What does this sign mean?

- A) No entry
- B) Overtaking in not allowed
- C) Left turn permitted
- D) Left lane ends



12. Which safety feature is most effective in preventing fatalities in vehicle collisions?

- A) Head rest
- B) Seat belts
- C) Anti-lock braking system (ABS)
- D) Traction control

13. How many types of traffic sign boards are?

- A) 2
- B) 5
- C) 3
- D) 4





14. How often should heavy vehicle drivers conduct a pre-trip inspection?

- A) Once a week
- B) Every trip
- C) Once a month
- D) Before heading out on route.

15. Traffic signs in blue, green or black color indicate?

- A) Mandatory
- B) Information
- C) Warning
- D) Prohibited





16. Which sign indicates danger ahead?

A	B	C	D
			

17. What should you do if you see a sign warning of animals crossing the road?

- A) Speed up to pass the area quickly
- B) Drive with caution and be prepared to stop
- C) Ignore the sign
- D) Sound your horn continuously

18. Which sign indicates ROAD NARROWS ON RIGHT?

A	B	C	D
			

19. Which document is essential for legally driving a heavy vehicle?

- A) Personal ID card
- B) Vehicle registration
- C) Heavy Vehicle License (HTV license)
- D) Vehicle insurance policy

20. What does a double solid yellow line on the road signify?

- A) Passing is allowed in both directions
- B) No passing in either direction
- C) Passing allowed on the left only
- D) Passing allowed on the right only

21. How should you after witnessing a sign indicating a narrow bridge ahead?

- A) Speed up to cross quickly
- B) Slow down and be prepared to stop if necessary



- C) Drive in the middle of the bridge
 - D) Change lanes immediately
- 22. Is the extreme left lane used only for overtaking?**
- A) Wrong
 - B) Right
 - C) No idea
 - D) None
- 23. Which type of road sign is usually triangular in shape?**
- A) Regulatory signs
 - B) Warning signs
 - C) Informational signs
 - D) Directional signs
- 24. What should a driver do if they encounter a flashing yellow traffic light?**
- A) Stop completely
 - B) Proceed with caution
 - C) Speed up
 - D) Ignore the light
- 25. What is the purpose of reflective tape on heavy vehicles?**
- A) To enhance visibility during the day
 - B) To reduce fuel consumption
 - C) To improve nighttime visibility
 - D) To indicate vehicle weight
- 26. What is the safest way to approach a sharp curve?**
- A. Accelerate into the curve
 - B. Brake hard in the middle of the curve
 - C. Slow down before entering the curve
 - D. Maintain the same speed throughout



Module 3: Light Traffic Vehicle

- 1. Which LTV type typically has a rear cargo area that is separate from the passenger area?**
 - A) Coupe
 - B) Sedan
 - C) SUV
 - D) Pickup truck
- 2. What is the correct hand position on the steering wheel for optimal control?**
 - A) 12 o'clock
 - B) 10 and 2 o'clock
 - C) 9 and 3 o'clock
 - D) 8 and 4 o'clock
- 3. When parallel parking, what is the first step?**
 - A) Turn the steering wheel towards the curb
 - B) Align your car parallel to the car in front of the space
 - C) Accelerate into the space
 - D) Turn on your hazard lights
- 4. What is the recommended following distance under normal driving conditions?**
 - A) 1 second
 - B) 5 seconds
 - C) 2 seconds
 - D) 4 seconds
- 5. Which of the following vehicles is considered a Light Traffic Vehicle (LTV)?**
 - A) Semi-truck
 - B) SUV
 - C) Dump truck
 - D) Bulldozer
- 6. What is the purpose of the blind spot check?**
 - A) To check tire pressure
 - B) To see vehicles in your side mirrors
 - C) To view areas not visible in mirrors
 - D) To check fuel levels
- 7. When should you use your vehicle's horn?**
 - A) To greet other drivers
 - B) To alert others of your presence in an emergency
 - C) To express frustration



- D) To make pedestrians move faster
8. **Which type of LTV is designed for both city and light off-road use?**
- A) Sedan
 - B) Coupe
 - C) Crossover
 - D) Convertible
9. **Which type of LTV is commonly used for transporting goods?**
- A) Sedan
 - B) Hatchback
 - C) Pickup truck
 - D) Coupe
10. **When driving in foggy conditions, which lights should you use?**
- A) High beam headlights
 - B) Low beam headlights or fog lights
 - C) Parking lights
 - D) Hazard lights
11. **Which type of transmission is known for providing better fuel efficiency?**
- A) Manual transmission
 - B) Automatic transmission
 - C) Continuously Variable Transmission (CVT)
 - D) Dual-clutch transmission
12. **What should you do if your tire blows out while driving?**
- A) Brake immediately
 - B) Accelerate to regain control
 - C) Grip the steering wheel firmly and slow down gradually
 - D) Turn on your hazard lights and stop abruptly
13. **Which technique helps in reducing fuel consumption?**
- A) Rapid acceleration
 - B) Maintaining a steady speed
 - C) Frequently changing lanes
 - D) Keeping windows open at high speeds
14. **What is the purpose of the "two-second rule" in LTV driving?**
- A) To maintain a safe following distance
 - B) To measure stopping distance
 - C) To determine reaction time
 - D) To check blind spots



15. **What is the main advantage of all-wheel drive (AWD) vehicles?**
- A) Improved fuel economy
 - B) Better handling and traction in various road conditions
 - C) Higher top speed
 - D) Lower maintenance costs
16. **Which driving practice is most effective in preventing accidents?**
- A) Tailgating
 - B) Defensive driving
 - C) Distracted driving
 - D) Speeding
17. **What is the best practice for using mirrors while driving an LTV?**
- A) Adjust only the side mirrors
 - B) Adjust mirrors after starting the vehicle
 - C) Adjust all mirrors before starting to drive
 - D) Use mirrors only when parking
18. **What is the primary use of a sedan vehicle?**
- A) Transporting heavy goods
 - B) Family transportation and daily commuting
 - C) Off-road driving
 - D) Racing
19. **What is the benefit of maintaining correct tire pressure?**
- A) Improved fuel efficiency
 - B) Increased vehicle weight
 - C) Reduced vehicle height
 - D) Enhanced acceleration
20. **What is the best way to improve visibility during heavy rain?**
- A) Use high beam headlights
 - B) Use low beam headlights and windshield wipers
 - C) Turn off headlights
 - D) Speed up to clear the area quickly
21. **What is the purpose of the Vehicle Stability Control (VSC) system?**
- A) To enhance acceleration
 - B) To maintain traction and prevent skidding
 - C) To improve fuel efficiency
 - D) To reduce vehicle noise
22. **What should you do when you see a pedestrian at a crosswalk?**



- A) Speed up to pass before they cross
- B) Stop and yield the right of way
- C) Honk to alert them to move quickly
- D) Continue driving if there is no traffic light

23. What is the primary function of a vehicle's transmission system?

- A) To generate electrical power
- B) To control the speed and torque of the vehicle
- C) To inflate the tires
- D) To filter the engine oil

24. Which technique is used to ensure safe lane changes?

- A) Signal, check mirrors, and blind spots, then change lanes
- B) Change lanes quickly without signaling
- C) Only check mirrors before changing lanes
- D) Signal and change lanes immediately



Module 4: Heavy Transport Vehicle (HTV)

1. **What is the primary consideration when planning a route for a heavy transport vehicle (HTV)?**
 - A) Scenic views
 - B) Availability of fuel stations
 - C) Weight restrictions on roads and bridges
 - D) Availability of rest areas
2. **What is the correct procedure for making a wide right turn in an HTV?**
 - A) Swing into the left lane before turning right
 - B) Turn from the center lane
 - C) Swing wide into the intersection before completing the turn
 - D) Turn sharply from the right lane
3. **Which of the following is a critical step in a pre-trip inspection for an HTV?**
 - A) Checking the cleanliness of the cabin
 - B) Ensuring all paperwork is in order
 - C) (Power) Petrol, Oil, Water, Electricity and Rubber)
 - D) Refueling the vehicle
4. **How often should HTV drivers check their mirrors?**
 - A) Every 30 seconds
 - B) Every 5-8 seconds
 - C) Once an hour
 - D) Only when changing lanes
5. **What is the primary purpose of a hand brake in vehicle?**
 - A) To enhance acceleration
 - B) to control rear wheel
 - C) To improve fuel efficiency
 - D) To stabilize the vehicle
6. **What should an HTV driver do if they experience brake failure?**
 - A) Speed up to regain control
 - B) Shift to a step-by-step lower gear
 - C) Turn off the engine
 - D) Honk continuously to alert other drivers
7. **What is the main advantage of using a tachograph in HTVs?**
 - A) To track vehicle speed
 - B) To monitor driver hours and compliance
 - C) To enhance navigation



- D) To improve fuel efficiency
8. **Which factor is crucial for maintaining stability in an HTV?**
- A) High speed
 - B) Balanced cargo loading
 - C) Frequent lane changes
 - D) Sudden braking
9. **What is a key factor in ensuring the stability of a heavy vehicle during turns?**
- A) High speed
 - B) Low speed and wide turns
 - C) Abrupt steering
 - D) Frequent lane changes
10. **What is the recommended following distance for HTVs under normal conditions?**
- A) 1 second
 - B) 2 seconds
 - C) 3 seconds
 - D) 4 seconds or more
11. **What should an HTV driver do when approaching a steep downgrade?**
- A) Shift to a higher gear
 - B) Shift to a lower gear before descending
 - C) Maintain current speed and gear
 - D) Turn off the engine
12. **What is the primary function of hydraulic brakes in HTVs?**
- A) To increase speed
 - B) To provide efficient braking power
 - C) To reduce fuel consumption
 - D) To stabilize the vehicle
13. **Why is it important to check tire pressure regularly in HTVs?**
- A) To improve acceleration
 - B) To prevent tire blowouts and ensure safety
 - C) To reduce vehicle weight
 - D) To enhance visibility
14. **Which technique helps in managing fatigue for HTV drivers?**
- A) Consuming energy drinks frequently
 - B) Following regular sleep schedules and taking breaks
 - C) Listening to loud music
 - D) Driving continuously without stopping



15. **What should a driver do if their HTV starts to hydroplane?**

- A) Brake hard
- B) Accelerate
- C) Steer straight and gently ease off the accelerator
- D) Turn the steering wheel sharply

16. **What is the consequence of neglecting maintenance on a heavy vehicle?**

- A) Increased fuel efficiency
- B) Reduced risk of breakdowns
- C) Higher risk of mechanical failure and accidents
- D) Improved vehicle performance

17. **What is the most effective way to handle a blowout in an HTV?**

- A) Brake immediately
- B) Accelerate quickly
- C) Maintain a firm grip on the steering wheel and gradually slow down
- D) Turn off the engine

18. **Which type of transmission is commonly found in HTVs?**

- A) Manual transmission
- B) Automatic transmission
- C) Continuously Variable Transmission (CVT)
- D) Dual-clutch transmission

19. **Why is it important to use proper securing techniques for cargo in HTVs?**

- A) To enhance vehicle speed
- B) To prevent cargo shifting and ensure stability
- C) To reduce fuel consumption
- D) To improve visibility

20. **Which of the following is a key step in load management?**

- A) Overloading the vehicle
- B) Distributing weight evenly
- C) Ignoring weight limits
- D) Loading all cargo at the rear

21. **What is the purpose of a sleeper berth in HTVs?**

- A) To store cargo
- B) To provide a resting area for drivers
- C) To enhance fuel efficiency
- D) To stabilize the vehicle

22. **How can HTV drivers reduce fuel consumption?**



- A) Accelerate quickly and maintain high speeds
 - B) Maintain a steady speed and avoid rapid acceleration
 - C) Use air conditioning continuously
 - D) Frequently change gears
- 23. What should be done if an HTV starts to skid on ice?**
- A) Brake hard
 - B) Accelerate
 - C) Steer gently in the direction of the skid
 - D) Turn off the engine
- 24. Which type of cargo requires special handling and securing techniques?**
- A) Perishable goods
 - B) Heavy machinery
 - C) Hazardous materials
 - D) All of the above
- 25. What is the function of a load-sensing valve in HTVs?**
- A) To increase speed
 - B) To adjust braking force based on vehicle load
 - C) To improve fuel efficiency
 - D) To reduce vehicle height
- 26. What is the recommended tire tread depth for HTVs?**
- A) 1/32 inch
 - B) 2/32 inch
 - C) 4/32 inch
 - D) 6/32 inch
- 27. What is the primary purpose of reflective tape on HTVs?**
- A) To enhance daytime visibility
 - B) To improve nighttime visibility
 - C) To indicate vehicle weight
 - D) To reduce fuel consumption
- 28. Which technique is used to safely navigate through curves in an HTV?**
- A) Speed up before entering the curve
 - B) Brake while in the curve
 - C) Slow down before entering the curve and accelerate gradually while exiting
 - D) Maintain a constant speed



Module 5: Practice LTV and HTV basic maintenance skills

1. **What is the primary purpose of regular vehicle maintenance?**
 - A) To increase vehicle speed
 - B) To ensure safety and reliability
 - C) To improve vehicle aesthetics
 - D) To reduce insurance costs
2. **How often should engine oil be checked in LTVs and HTVs?**
 - A) Once a year
 - B) Every 5,000 miles
 - C) Weekly
 - D) Monthly
3. **Which fluid is essential for the proper functioning of an HTV's braking system?**
 - A) Engine oil
 - B) Brake fluid
 - C) Transmission fluid
 - D) Power steering fluid
4. **What is the first step in performing a pre-trip inspection?**
 - A) Checking tire pressure
 - B) Starting the engine
 - C) Inspecting lights and signals
 - D) Checking the fuel level
5. **What should you check regarding the lights on both LTVs and HTVs?**
 - A) Brightness and alignment
 - B) Color and style
 - C) Size and shape
 - D) Manufacturer
6. **What tool is commonly used to check tire pressure?**
 - A) Torque wrench
 - B) Tire gauge
 - C) Pressure washer
 - D) Thermometer
7. **Which document should always be kept up-to-date for vehicle maintenance?**
 - A) Driver's license
 - B) Vehicle registration
 - C) Maintenance logbook
 - D) Insurance policy



8. **What should be done if the check engine light comes on?**
 - A) Ignore it and continue driving
 - B) Check for any obvious issues and consult a mechanic
 - C) Disconnect the battery
 - D) Turn off all electronic devices
9. **How often should the coolant level be checked in an HTV?**
 - A) Every day
 - B) Weekly
 - C) Monthly
 - D) Only during scheduled maintenance
10. **Which component is crucial for starting the vehicle?**
 - A) Alternator
 - B) Battery
 - C) Radiator
 - D) Catalytic converter
11. **What is the purpose of the serpentine belt in a vehicle?**
 - A) To enhance acceleration
 - B) To drive multiple peripheral devices in the engine
 - C) To reduce engine noise
 - D) To filter the engine oil
12. **When should the transmission fluid be checked?**
 - A) Every 1,000 miles
 - B) During each oil change
 - C) When the vehicle is new
 - D) Only when there is a problem
13. **What is the main sign of worn brake pads?**
 - A) High-pitched squealing noise
 - B) Smooth braking
 - C) Increased fuel consumption
 - D) Improved acceleration
14. **Why is it important to maintain proper alignment in LTVs and HTVs?**
 - A) To increase vehicle speed
 - B) To ensure even tire wear and proper handling
 - C) To reduce vehicle weight
 - D) To enhance visibility
15. **How often should windshield wipers be replaced?**



- A) Every month
- B) Every 6 to 12 months
- C) Every 2 years
- D) Only when they are broken

16. What is the function of the alternator in a vehicle?

- A) To start the engine
- B) To charge the battery and power the electrical system
- C) To cool the engine
- D) To filter the fuel

17. How can you check for a potential coolant leak?

- A) Look for wet spots under the vehicle
- B) Check tire pressure
- C) Listen for unusual engine noises
- D) Check fuel level

18. What is the purpose of a vehicle's suspension system?

- A) To increase speed
- B) To absorb and dampen shocks for a smoother ride
- C) To reduce fuel consumption
- D) To enhance engine performance

19. Which fluid should be checked to ensure smooth steering operation?

- A) Brake fluid
- B) Engine oil
- C) Transmission fluid
- D) Power steering fluid

20. How often should the spark plugs be replaced in an LTV?

- A) Every 3,000 miles
- B) Every 12,000 miles
- C) Every 30,000 to 50,000 miles
- D) Every 100,000 miles

21. What is a common sign of a failing alternator?

- A) Engine overheating
- B) Dimming headlights
- C) High-pitched squealing noise
- D) Smooth braking

22. Why is it important to regularly change the engine oil and oil filter?

- A) To increase speed



- B) To ensure engine lubrication and long life
- C) To enhance vehicle aesthetics
- D) To reduce vehicle weight

23. What is the function of the fuel filter in a vehicle?

- A) To increase fuel efficiency
- B) To remove impurities from the fuel before it reaches the engine
- C) To cool the fuel
- D) To increase vehicle speed

24. What should you do if you notice unusual vibrations while driving?

- A) Ignore them
- B) Check for proper tire balance and alignment
- C) Increase speed
- D) Turn off the engine

25. Why is it important to maintain the correct coolant level?

- A) To increase speed
- B) To prevent engine overheating
- C) To reduce fuel consumption
- D) To enhance visibility



12: Answer Key

Module 1									
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
B	A	A	C	B	D	D	B	B	A
11.	12.	13.	14.	15.	16.	17.	18.	19.	20.
C	C	B	B	C	B	C	B	A	C
21.	22.	23.	24.	25.					
C	B	C	D	A					

Module 2									
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
C	C	C	C	B	B	B	C	A	A
11.	12.	13.	14.	15.	16.	17.	18.	19.	20.
B	B	C	B	B	A	B	A	C	B
21.	22.	23.	24.	25.	26.				
B	A	B	B	C	C				

Module 3									
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
D	C	B	C	B	C	B	C	C	B
11.	12.	13.	14.	15.	16.	17.	18.	19.	20.
A	C	B	A	B	B	C	B	A	B
21.	22.	23.	24.	25.					
B	B	B	A						

Module 4									
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
C	C	C	B	B	B	B	B	B	D
11.	12.	13.	14.	15.	16.	17.	18.	19.	20.
B	B	B	B	C	C	C	A	B	B
21.	22.	23.	24.	25.	26.	27.	28.		
B	B	C	D	B	C	B	C		

Module 5									
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
B	C	B	C	A	B	C	B	B	B
11.	12.	13.	14.	15.	16.	17.	18.	19.	20.
B	B	A	B	B	B	A	B	D	C
21.	22.	23.	24.	25.					
B	B	B	B	B					



National Certificate of LTV and HTV Driver





13. Basic Language Skills

13.1: Basic Language Proficiency (Arabic)

Theory: 10 Hours

Practical: 40 Hours

Total: 50 Hours

التحية والتعارف (Introduction & Greetings)		
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>التعارف بين الشخصين</u></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 تَرْكِيَا، وَأَنْتَ مَا جِنْسِيَّتُكَ؟ علي: أَنَا سَعُودِيٌّ. قاسم: تَشْرَفْنَا. علي: تَشْرَفْنَا بِكَ. قاسم: إِلَى اللَّقَاءِ. علي: مَعَ السَّلَامَةِ.</p> <p>• أَجِبْ لِمَا يَأْتِي:</p> <ol style="list-style-type: none">1. السَّلَامُ عَلَيْكُمْ2. مَا اسْمُكَ؟3. كَيْفَ حَالُكَ؟4. مِنْ أَيْنَ أَنْتَ؟5. مَا جِنْسِيَّتُكَ؟6. هَلْ أَنْتَ بَاكِسْتَانِيٌّ؟7. هَلْ هُوَ مِنْ سُورِيَا؟8. مَعَ السَّلَامَةِ <p>• تَبَادَلِ السُّؤَالَ وَالْجَوَابَ مَعَ زَمِيلِكَ، كَمَا فِي الْمَثَالِ:</p> <p>المثال، مِنْ أَيْنَ أَنْتَ؟ ، أَنْتَ - بَاكِسْتَان، أَنَا مِنْ بَاكِسْتَان</p> <ol style="list-style-type: none">1, _____ , أَنْتِ - الْعِرَاقِ _____ ,2, _____ , هُوَ - سُورِيَا _____ ,3, _____ , هِيَ - مِصْرَ _____ ,	<p>Theory:90 min Practical:270min. Total: 6hr.</p>



	4, _____ , أنتِ - باكِستَان _____ , • املِ الفِراغَ في الجُمَلِ الآتِيَةِ ممَّا يَأْتِي: سُودَانِيَّة، كَيْفَ، مِنْ، أَيْنَ، لِي، مُدْرِسٌ، سَهْلًا، إِلَى، خَيْرٍ، سَعِيدَةٌ. 1. أَهْلًا وَ 2. الْحَمْدُ اللهُ. 3. سَمِيرٌ..... 4. فُرْصَةٌ..... 5. فَاطِمَةٌ..... 6. أَنَا مِصرَ. 7. بـ 8. حَالُكَ؟ 9. مِنْ أَيْنَ أَنْتِ؟ 10. اللِّقَاءَ	
(Travelling) السفر		
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> حَمَدُ: السَّلَامُ عَلَيْكُمْ! المُوظَّفُ: وَ عَلَيْكُمْ السَّلَامُ وَرَحْمَةُ اللهِ وَبَرَكَاتُهُ! المُوظَّفُ: تَذَكِّرَةُ الطَّائِرَةِ وَجَوَازَ السَّفَرِ مِنْ فَضْلِكَ. حَمَدُ: تَفَضَّلْ. المُوظَّفُ: كَمْ حَقِيبَةً مَعَكَ ؟ حَمَدُ: مَعِيَ حَقِيبَةٌ وَاحِدَةٌ. المُوظَّفُ: أَعْطِنِي جَوَازَ السَّفَرِ، لَوْ سَمَحْتَ. حَمَدُ: بِكُلِّ سُرُورٍ، تَفَضَّلْ. المُوظَّفُ: حَسَنٌ. رِحْلَةٌ سَعِيدَةٌ. حَمَدُ: شُكْرًا. <u>أَقْرَأِ الجُمَلِ الآتِيَةَ، وَلاِحْظِ مَا تَحْتَهُ خَطٌّ:</u> 1. لَوْ سَمَحْتَ، أَعْطِنِي القَلَمَ. تَفَضَّلْ. 2. مِنْ فَضْلِكَ، أُرِيدُ فِنْجَانَ قَهْوَةٍ. 3. أَعْطِنِي جَوَازَ السَّفَرِ، لَوْ سَمَحْتَ. بِكُلِّ سُرُورٍ. 4. شُكْرًا عَلَى المُسَاعَدَةِ. 5. عَفْوًا، أَيْنَ المَطَارُ؟ 6. أَرَاكَ عَدَا، إِنْ شَاءَ اللهُ.</p>	Theory:90 min Practical:270min. Total: 6hr.



7. إلى اللقاء.

8. مع السلامة.

اكتب التعبير المناسب في الفراغ:

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

1. أُرِيدُ بَعْضَ السَّكَّرِ

2. أَعْطِنِي الْقَلَمَ مِنْ فَضْلِكَ.

3. أَنَا مُسَافِرٌ.

4. هَلْ أَسْتَطِيعُ أَنْ أَجْلِسَ هُنَا، نَعَمْ تَفَضَّلْ.

5. أَرَاكَ الْأُسْبُوعَ الْقَادِمَ

• الحوار في المطار عند الوصول

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

صَالَةً 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 سَائِقٌ.

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



	<p>حقيبتك لا تزال في مرحلة النقل ويجب أن تصل في الرحلة التالية.</p> <p>المسافر (بعد أن وجد الحقيبة): " ها هي! شكرًا لك على مساعدتك.</p> <p>وكيل الأمتعة: مرحبًا بك. طاب يومك!</p>	
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></p> <p>أحمد: السَّلَامُ عَلَيْكُمْ! حَسَّانُ: وَ عَلَيْكُمْ السَّلَامُ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ! أحمد: أَيْنَ تَسْكُنُ؟ حَسَّانُ: أَسْكُنُ فِي حَيِّ الْمَطَارِ. وَأَيْنَ تَسْكُنُ أَنْتَ؟ أحمد: أَسْكُنُ فِي حَيِّ الْجَامِعَةِ. حَسَّانُ: هَلْ تَسْكُنُ فِي بَيْتٍ؟ أحمد: نَعَمْ أَسْكُنُ فِي بَيْتٍ. أحمد: هَلْ تَسْكُنُ فِي بَيْتٍ؟ حَسَّانُ: لَا، أَسْكُنُ فِي شَقَّةٍ. أحمد: مَا رَقْمُ شَقَّتِكَ؟ حَسَّانُ: 5. مَا رَقْمُ بَيْتِكَ؟ أحمد: 9.</p> <p><u>أيام الأسبوع:</u> الأحد - الإثنين - الثلاثاء - الأربعاء - الخميس - الجمعة - السبت</p> <p><u>الحوار عند إستئجار الشقة</u></p> <p>المُستأجر: السَّلَامُ عَلَيْكُمْ! المُؤجر: وَ عَلَيْكُمْ السَّلَامُ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ! المُستأجر: أريدُ شَقَّةً، مِنْ فَضْلِكَ. المُؤجر: لَدَيْنَا شَقَّةٌ جَمِيلَةٌ. المُستأجر: كَمْ عُرْفَةٌ فِي الشَقَّةِ؟ المُؤجر: فِي الشَقَّةِ خَمْسُ عُرْفٍ. المُستأجر: فِي أَيِّ دَوْرٍ الشَقَّةُ؟ المُؤجر: الشَقَّةُ فِي الدَّوْرِ الْخَامِسِ؟ المُستأجر: أريدُ مُشَاهَدَةَ الشَقَّةِ. المُؤجر: تَفَضَّلْ.</p>	<p>Theory:60 min Practical:270min. Total: 5.5hr.</p>



	<p>المُوجِرُ: هَذِهِ هِيَ الشَّقَّةُ. المُسْتَأْجِرُ: هَذِهِ شَقَّةٌ جَمِيلَةٌ. الحوار في غرفة الاستقبال لحجز الغرفة 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 فاني 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>	
(Shopping) التسوق		
Theory	Practical	Duration
<ul style="list-style-type: none">شرح الكلمات الجديدة بالأردنيةتدريب الحوار بين الطالبينتدريب الطلاب على استخدام الكلماتتدريب على الاستماعمشاهدة فيديو للحوار	<p>الحوار في دكان الملابس البايعُ: مَرَحَبًا، أَيُّ خِدْمَةٍ؟ المُسْتَشْتَرِي: أُرِيدُ قَمِيصًا/سروالَ/ الأحذية، لَوْ سَمَحْتَ. البايعُ: تَفَضَّلْ هُنَا، هَذَا قِسْمُ الْقَمِيصَانِ/سراويلَ/ أحذية. هَذَا قَمِيصٌ/سروالَ أبيض، وَهَذَا أَصْفَر، وَهَذَا أَزْرَق، وَهَذَا أَحْمَر، وَهَذَا أَسْوَدُ. المُسْتَشْتَرِي: بِكَمْ الْقَمِيصُ/السروالُ؟ البايعُ: الْقَمِيصُ/ السروالَ بَعِشْرَيْنِ/ بثلاثين دِينَارًا.</p>	<p>Theory:60 min Practical:270min. Total: 5.5hr.</p>



	<p>البائع: أي قميص/سروال تريد؟ المشتري: أريد القميص/ الأزرق. البائع: هذا هو القميص/ السروال الأزرق. البائع: لدينا أثواب جميلة. المشتري: بكم الثوب؟ البائع: الثوب بثلاثين ديناراً. المشتري: أريد الثوب الأبيض. وهل تقدمون خصماً على هذه الأثواب؟ البائع: نعم، لدينا خصم 30% (ثلاثين بالمائة) المشتري: حسناً! من فضلك أخبرني المبلغ المطلوب البائع: المطلوب خمسون ديناراً. المشتري: تفضل، هذه خمسون ديناراً.</p> <p>تعابير التسوق</p> <p>تجارة إلكترونية (البيكرانك ثريد)، بيع وشراء عبر الإنترنت نت + الشبكة، أو الشبكة العنكبوتية، تخفيضات الموسم أو تخفيضات موسمية (في نهاية الشتاء، وفي نهاية الصيف)، التسوق عبر الإنترنت أو عبر الشبكة (آن لائن شاپينغ)، الشخص الذي يحب التسوق كثيراً = تقول له: هو يعشق التسوق.</p> <p>التسوق مع الأسرة</p> <p>أحمد: السلام عليكم يا أمي! إلى أين أنت ذاهبة؟ الأم: وعليكم السلام ورحمة الله وبركاته، أنا ذاهبة إلى السوق يا ولدي. فاطمة: هل يمكن لي أن أتسوق معك يا أمي؟ الأم: على الرحب والسعة، تفضلي. الأم وابنتها تصلان إلى السوق البائع: أي خدمة؟، كيف يمكنني أن أساعدك سيدتي؟ الأم: لو سمحت! هل يوجد لديكم تخفيضات؟ البائع: نعم سيدتي، لدينا تخفيضات تصل إلى ثلاثين في المئة (30%). الأم: لو سمحت! أريد جذاً لبنتي. البائع: كم مقياس رجل ابنتك سيدتي؟ الأم: ثلاث وثلاثون (33).</p>	
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	<p>يَأْتِي الْبَائِعُ بِالْحِدَاءِ الْأَسْوَدِ. فاطمة: لا أريدُ هذا الحِداءَ، أريدُ حِداءً بَيْئاً . الأمُّ: لَوْ سَمَحْتَ! هَلْ لَدَيْكَ حِداءٌ بَيْئٌ؟ الْبَائِعُ: سَأَنْظُرُ فِي الْمَخْزَنِ. بَعْدَ دَقَائِقٍ. الْبَائِعُ: هَذَا آخِرُ حِداءٍ، وَهُوَ عَلَى مَقَاسِ رِجْلِ ابْنَتِكَ؟ الْبَائِعُ: تَفَضَّلِي يَا ابْنَتِي! فَيْسِي الحِداءَ. فاطمة: نَعَمْ، الحِداءَ جَيِّدٌ. الأمُّ: لَوْ سَمَحْتَ! كَمْ سِعْرُ الحِداءِ؟ الْبَائِعُ: قَبْلَ التَّخْفِيفِ: سِعْرُهُ مِئَةٌ لَيْرَةً (100). بَعْدَ التَّخْفِيفِ: سِعْرُهُ سَبْعُونَ لَيْرَةً (70) فَقَطْ. الأمُّ: تَفَضَّلْ يَا أَحْي! هَذِهِ سَبْعُونَ لَيْرَةً. الْبَائِعُ: مُبَارَكَ يَا ابْنَتِي فاطمة: شُكْرًا لَكَ يَا عَمَّ</p> <p>أَسْئَلَةٌ عَامَّةٌ حَوْلَ التَّسْوُقِ:</p> <ol style="list-style-type: none">1. هل تُحِبُّونَ التَّسْوُقَ؟2. أَيُّ شَيْءٍ فِي التَّسْوُقِ تُحِبُّونَهُ كَثِيرًا؟3. كَمْ مَرَّةً تَتَسَوَّقُ فِي الشَّهْرِ؟4. أَيْنَ تُحِبُّ التَّسْوُقَ؟5. كَمْ مَسَافَةً لِلتَّسْوُقِ الْمَرْكَزِيِّ مِنْ بَيْتِكُمْ؟6. هل هُنَاكَ تَخْفِيفَاتٌ مَوْسِمِيَّةٌ فِي السُّوقِ الْمَرْكَزِيِّ؟ <p>بيع لوازم البيت</p> <p>الْبَائِعُ: تَفَضَّلْ، أَيُّ خِدْمَةٍ؟ الْمَرْأَةُ: أُرِيدُ سَمَكًا، وَلَحْمًا، وَدَجَاجًا. الْبَائِعُ: تَفَضَّلِي السَّمَكَ، وَاللَّحْمَ، وَالدَّجَاجَ. وَمَاذَا تُرِيدِينَ أَيْضًا؟ الْمَرْأَةُ: أُرِيدُ خِيَارًا، وَبَصَلًا، وَطَمَاطِمَ. الْبَائِعُ: تَفَضَّلِي الخِيَارَ، وَالبَصَلَ، وَالطَمَاطِمَ. وَمَاذَا تُرِيدِينَ أَيْضًا؟ الْمَرْأَةُ: أُرِيدُ سَكَّرًا، وَشَايَا، وَبُنًّا. الْبَائِعُ: تَفَضَّلِي السُّكَّرَ، وَالشَّايَ، وَالبُنَّ. وَمَاذَا تُرِيدِينَ أَيْضًا؟ الْمَرْأَةُ: نَعَمْ، طَبِقُ بَيْضٍ، وَعَلْبَةُ مِلْحٍ. الْبَائِعُ: هَذَا طَبِقُ البَيْضِ، وَهَذِهِ عَلْبَةُ المِلْحِ.</p>	
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		البائع: المطلوبُ ثَمَانُونَ دِينَارًا. المُرأة: تَفَضَّلْ، هَذِهِ ثَمَانُونَ دِينَارًا.	
عند الطبيب (To the Doctor)			
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 عن الإجازة بسبب المرض</u></p> <p>المُدِيرُ: السلام عليكم ورحمة الله وبركاته العَامِلُ: وعليكم السلام ورحمة الله وبركاته المُدِيرُ: لماذا تَغَيَّبْتَ عَنِ الدِّرَاسَةِ. العَامِلُ: أُصِبتُ بِزَكَامٍ شَدِيدٍ. المُدِيرُ: بِمِ شعرت؟ العَامِلُ: شعرتُ بِصداعٍ شَدِيدٍ فِي البَارِحَةِ، وَارتفعتُ درجة حَرَارَتِي. المُدِيرُ: هَلْ قَابَلْتَ الطَّبِيبَ؟ العَامِلُ: نَعَمْ، ذَهَبْتُ إِلَى المَسْتَشْفَى بِالإِسْعَافِ وَقَابَلْتُ الطَّبِيبَ. المُدِيرُ: هَلْ فَحَصَكَ الطَّبِيبُ؟ وَمَاذَا قَالَ لَكَ؟ العَامِلُ: نَعَمْ، فَحَصَنِي الطَّبِيبُ، وَفحصَ صَدْرِي وَقَلْبِي وَوَضَعَ مِقْيَاسَ الحَرَارَةِ فِي فَمِي، وَقَاسَ دَرَجَةَ الحَرَارَةِ وَضَغَطَ الدَّمِ، وَكَتَبَ الطَّبِيبُ وَصْفَةَ العِلاجِ وَنصَحَنِي بِتَنَاوُلِ الدَّوَاءِ وَالجَمِيعَةِ. المُدِيرُ: أَيْنَ التَّقْرِيرُ الطَّبِيبِي؟ العَامِلُ: هَذَا هُوَ التَّقْرِيرُ الطَّبِيبِي. المُدِيرُ: بِمِ تشعر الآن؟ العَامِلُ: الحمد لله، أشعرُ بِالرَاحَةِ الآنَ وَتَحَسَّنَتْ حَالَتِي. المُدِيرُ: قَوَاك اللهُ العَامِلُ: شُكْرًا لَكُمْ.</p> <p><u>الحوار مع الطبيب في العيادة أو المستشفى</u></p> <p>الطَّبِيبُ: بِمِ تشعر الآن؟ مُحَد: عِنْدِي أَلَمٌ شَدِيدٌ فِي بَطْنِي. الطَّبِيبُ: هَلْ عِنْدَكَ صُدَاعٌ. مُحَد: لا الطَّبِيبُ: هَلْ لَدَيْكَ قِيءٌ؟ مُحَد: لا. الطَّبِيبُ: هَلْ عِنْدَكَ إِسْهَالٌ؟ مُحَد: نَعَمْ، قَلِيلٌ</p>	<p>Theory:60 min Practical:270min. Total: 5.5hr.</p>	



	<p>الطبيب: أرجو أن تضع مقياس الحرارة في فمك. محمد: يضعه في فمه.</p> <p>الطبيب: اكتشف صدرك من فضلك؟ (يشكف صدره) محمد: شكرًا ، يفحص الطبيب الصدر والظهر بالسماعة. الطبيب: صدرك سليم - الحمد لله. محمد: ماذا عندي؟ الطبيب: عندك حمى خفيفة، وصفة العلاج: أقراص، شراب، وحقن. محمد: كم يوما أتناول الدواء؟ الطبيب: على الأقل ثلاثة أيام محمد: إن شاء الله- سأزورك بعد ثلاثة أيام الطبيب: شفاك الله</p> <p><u>الآلام يشعر بها المريض في أعضاء الجسد المختلفة</u> 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• سني• كتفي اليمنى• كتفي اليسرى• رجلي اليمنى• ضرسى• بطني• عيني اليمنى• عيني اليسرى• رقبتي• يدي• ركبتي• ساقى <p><u>الحوار الثاني مع الطبيب</u> الطبيب: بماذا تشعر؟ المريض: أشعر بألم شديد في رقبتي وظهري</p>	
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	<p>الطبيب: متى بدأ الألم. مريض: منذ أسبوع الطبيب: متى شعرت بالألم الشديد؟ مريض: اليوم في الصباح الطبيب: هل تناولت الدواء؟ المريض: نعم، تناولت قرصاً ليخفف الألم فقط. الطبيب: حسناً، تفضل، ارقد على السرير. اكشف صدرك وظهرك. المريض: هل عرفتَ السبب؟ الطبيب: لا سأعرف بعد أن أفحص جسمك من فضلك. المريض: الألم هنا يادكتور الطبيب: تنفس بعمق المريض: وأحسُّ هنا أيضاً الطبيب: اطمئن: ظهرك سليم، بعض الآلام في رقبتك. المريض: هل الحرارة مرتفعة يا دكتور. الطبيب: نعم، هناك ارتفاع قليل في الحرارة، ولكن لا بأس، اطمئن. المريض: شكراً الطبيب: تناول هذا الدواء بانتظام. تناول قرصاً ثلاث مرات قبل الطعام، وخذقنّة كل مساء. وتناول ملعقة صغيرة من هذا الشراب بعد أكل الطعام. المريض: هل أتناول كل ألوان الطعام. ماذا أتبع من الحمية؟ الطبيب: أطعمة خفيفة وفواكه ومشروبات، وحليباً دافئاً وامتنع عن اللحوم والأملاح. المريض: كم يوماً يستمر العلاج؟ الطبيب: أربعة أيام، زُرني بعد ذلك. المريض: إن شاء الله. الطبيب: مع السلامة. أتمنى لك الشفاء العاجل. المريض: شكراً يادكتور.</p>	
الجو (The Weather)		
Theory	Practical	Duration
<ul style="list-style-type: none">شرح الكلمات الجديدة بالأرديةتدريب الحوار بين الطالبين	<p><u>الحوار عن الفصول الأربعة</u> أحمد: السّلام عليكم ورحمة الله وبركاته. حسن: وعلّيكم السلام ورحمة الله وبركاته.</p>	<p>Theory:60 min Practical:270min. Total: 5.5hr.</p>



<ul style="list-style-type: none">• تدريب الطلاب على استخدام الكلمات• تدريب على الاستماع• مشاهدة فيديو للحوار	<p>أحمد: كيف الجو في الخارج؟ حسن: الجو حارّ 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 الصيف ينتهي بسرعة. حسن: ولكن الحرارة مفيدة للزرع والثمار والفواكه. أحمد: هذا صحيح، ففي الصيف تنضج الثمار ويكثر الزرع. حسن: لو لا الصيف لما وجدنا الطعام. أحمد: لاشك في ذلك، إن في اختلاف الفصول رحمة. حسن: طبعًا، ففي فصل الشتاء بردٌ وفي الخريف مطرٌ، وفي الصيف حرٌّ وفي الربيع معتدلٌ. وفي كل فصل فاكهةً لذيذةً. أحمد: حقًا، ما أجمل هذه الفصول! حسن: ما أروع حكم الله فيها!</p> <p><u>الحوار عن فصل الربيع وجماله</u></p> <p>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: طبعًا، 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 تهب الطيور على أغصان الأشجار. وتغرد أحدى الألحان. 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.</p> <p><u>الحوار عن فصل الخريف والأمطار</u></p>	
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	<p>سالم: مَا أَكْثَرَ الْأَمْطَارِ هَذِهِ السَّنَةِ؟ غانم: هَذَا فَصْلُ الْخَرِيفِ، تَسْقُطُ فِيهِ أَمْطَارٌ غَزِيرَةٌ وَيَعْقُبُهَا حَبْسٌ شَدِيدٌ. سالم: الْجَوُّ حَارٌّ جَدًّا، وَدَرَجَةُ الرُّطُوبَةِ عَالِيَةٌ. غانم: ارْتَفَعَتِ الْحَدَّةُ وَاشْتَدَّتْ دَرَجَةُ الْحَرَارَةِ. سالم: مَا اشْتَدَّ الْحَرُّ فِي هَذَا الْفَصْلِ. غانم: تَسْقُطُ أَوْرَاقُ الْأَشْجَارِ وَتَذُبُلُ. سالم: مَاذَا تَلْبَسُ فِي هَذِهِ الْأَيَّامِ؟ غانم: أَلْبَسُ الْمَلَابِسَ الْخَفِيفَةَ وَهِيَ مَصْنُوعَةٌ مِنَ الْقُطْنِ. سالم: مَاذَا تَفْضَلُ مِنَ الْمَشْرُوبَاتِ؟ غانم: أَفْضَلُ الْمَشْرُوبَاتِ الْبَارِدَةَ مِثْلَ عَصِيرِ اللَّيْمُونِ وَالْأَنَانَسِ وَالرَّمَانَ وَالْخُوخِ. سالم: مَاذَا تَسْتَخْدِمُ عِنْدَ نَزُولِ الْمَطْرِ؟ غانم: أَسْتَخْدِمُ الْمِظَلَّةَ عِنْدَ نَزُولِ الْمَطْرِ. سالم: هَلْ تُحِبُّ هَذَا الْفَصْلَ؟ غانم: لَا، أَحِبُّ هَذَا الْفَصْلَ لِأَنَّ فِيهِ حَبْسٌ شَدِيدٌ، وَالْجَوُّ مَرْطُوبٌ فِيهِ كَذَلِكَ. سالم: لَكِنِّي أَفْضَلُ هَذَا الْفَصْلَ لِأَنَّ الْأَمْطَارَ تَجْعَلُ السَّمَاءَ صَافِيَةً. غانم: حَقًّا، مَا أَجْمَلُ هَذَا الْفَصْلَ!</p>	
العمل (The Work/Job)		
Theory	Practical	Duration
<p>شرح الكلمات الجديدة بالأردنية تدريب الحوار بين الطالبين تدريب الطلاب على استخدام الكلمات تدريب على الاستماع مشاهدة فيديو للحوار</p>	<p><u>الحوار عن المهن المختلفة</u> خالد: السَّلَامُ عَلَيْكُمْ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ أَيُّهَا الرُّمْلَاءُ الْكِرَامُ وَعَلَيْكُمْ السَّلَامُ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ الْأَخُ الْكَرِيمُ الْجَمِيعُ: خالد: اسْمِي خَالِدٌ أَنَا مُهَنْدِسٌ فِي الشَّرْكَةِ الْحُكُومِيَّةِ. عمر: اسْمِي عُمَرُ وَأَنَا طَبِيبٌ فِي الْمَسْتَشْفَى الْكَبِيرِ. بدر: اسْمِي بَدْرٌ أَنَا مُدْرَسٌ فِي الْمَدْرَسَةِ الْحُكُومِيَّةِ. قاسم: اسْمِي قَاسِمٌ وَأَنَا طَيَّارٌ فِي شَرِكَةِ الطَّيْرَانِ. فهد: وَأَنَا فَهْدٌ أَعْمَلُ فِي الْمَكْتَبِ الْحُكُومِيِّ كَمَوْظِفٍ. خالد: أَهْلًا وَسَهْلًا، كَمْ سَاعَةً تَعْمَلُ أَنْتَ يَا عُمَرُ؟ عمر: أَنَا أَعْمَلُ فِي الْمَسْتَشْفَى ثَمَانِ سَاعَاتٍ تَقْرِيبًا خالد: يَا بَدْرُ مَاذَا تُدْرَسُ فِي الْمَدْرَسَةِ الْحُكُومِيَّةِ؟ بدر: أَنَا أُدْرَسُ مَادَةَ الْعُلُومِ.</p>	<p>Theory:60 min Practical:260min. Total: 5.33hr</p>



	<p>خالد: يا قاسم في أي شركة تعمل؟ قاسم: أنا أعمل في شركة الخطوط الجوية السعودية. خالد: يا فهد متى تذهب إلى مكتبك صباحاً؟ فهد: أنا أخرج من الساعة السابعة والنصف خالد: شكراً أيها الزملاء. مع السلامة <u>أكمل الجملة بالكلمة المناسبة:</u> الشخص الذي يبني المباني فهو الشخص الذي يصنع الأشياء من الحديد فهو الشخص الذي يصنع الأشياء من الخشب فهو الشخص الذي يصلح الأنابيب فهو الشخص الذي يقص شعر الإنسان فهو الشخص الذي يبيع لحم الحيوانات فهو فهو الشخص الذي يصلح الأشياء الكهربائية الشخص الذي يقود السيارة أو الحافلة فهو الشخص الذي يطبخ الطعام فهو الشخص الذي يعمل 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، شكراً. أردت التحدث معك بشأن راتبي، إذا كان: العامل حسن 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 التقدير. :المشرف</p>	
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	<p>هل أرسلت هذه الإنجازات إلى قسم الموارد البشرية؟ نعم، قمت بإرسال تقرير مفصل عن هذه الإنجازات الشهر :العامل الماضي. جيد. سأتابع مع قسم الموارد البشرية بشأن تقريرك :المشرف وسأناقش إمكانية زيادة راتبك بناءً على مساهماتك. أيضاً، هل هناك أي تفاصيل أخرى تود مناقشتها؟ نعم، كنت أتساءل إذا كان هناك نظام مكافآت للموظفين :العامل الذين يحققون أداءً متميزاً؟ في الواقع، نحن نفكر في وضع نظام مكافآت جديد لتحفيز :المشرف الموظفين على الأداء المتميز. سأؤكد من أن مساهماتك وطلباتك تؤخذ بعين الاعتبار عند وضع هذا النظام شكراً لك، أستاذ خالد. هذا يعني لي الكثير. هل هناك أي :العامل إجراءات إضافية يجب علي اتباعها؟ 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 شكراً جزيلاً لك على تفهمك ودعمك. أتطلع إلى سماع :العامل الأخبار الجيدة قريباً لا شكر على واجب، حسن. نحن نقدر جهودك ونسعى :المشرف دائماً لدعم موظفينا. أتمنى لك يوماً موفقاً في العمل شكراً لك، أستاذ خالد. يومك سعيد :العامل</p>	
ورشة السيارات/ الحادث على الشارع (Car Workshop/ Car Accident on the Road)		
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 ورشة السيارات</u> العميل: مرحباً، صباح الخير. الفني: صباح الخير، أهلاً وسهلاً. كيف يمكنني مساعدتك اليوم؟ العميل: لدي مشكلة في سيارتي. بدأت تصدر صوتاً غريباً عند التشغيل وأشعر بأنها لا تعمل بشكل جيد. الفني: أفهم. هل يمكنك توضيح نوع الصوت ومتى يحدث بالضبط؟ العميل: نعم، الصوت يشبه الصرير، ويظهر عند بدء التشغيل، وأحياناً أثناء القيادة. الفني: حسناً، هل لاحظت أي مشاكل أخرى مثل اهتزازات أو نقص في الأداء؟</p>	<p>Theory:60 min Practical:260min. Total: 5.33hr</p>



	<p>العميل: نعم، هناك اهتزازات خفيفة عندما أقوم بالتسارع. الفني: شكراً على التوضيح. سأقوم بفحص السيارة الآن. يرجى الانتظار لبضع دقائق. (بعد فترة من الفحص) 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. العميل: كم سيستغرق إصلاح هذه المشكلة؟ 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. العميل: حسناً، وما التكلفة المتوقعة لهذه الإصلاحات؟ الفني: تكلفة استبدال الحزام ستكون حوالي 100 دولار، والفحص الشامل لنظام الإشعال قد يكلف حوالي 150 دولاراً إضافياً، بناءً على النتائج والإصلاحات المطلوبة. العميل: يبدو معقولاً. من فضلك، قم بالإصلاحات اللازمة. الفني: بالطبع، سنبدأ العمل على الفور. يمكنك الانتظار في غرفة الانتظار أو ترك السيارة والعودة لاحقاً. العميل: سأنتظر هنا، شكراً لك. الفني: لا شكر على واجب. سنخبرك عندما تكون السيارة جاهزة.</p>	
الطعام والشراب (Food & Drinks)		
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 المطعم</u> عمر: السَّلَامُ عَلَيْكُمْ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ فهد: وَعَلَيْكُمْ السَّلَامُ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ عمر: أَشْعُرُ بِالْجُوعِ هَيَّا نَذْهَبْ إِلَى الْمَطْعَمِ فهد: أَنَا كَذَلِكَ أَشْعُرُ بِالْجُوعِ. عمر: إِلَى أَيِّ مَطْعَمٍ نَأْكُلُ الطَّعَامَ؟ فهد: الْمَطْعَمُ عَلَى شَارِعِ الْقُدْسِ جَيِّدٌ عمر: حَسَنًا، هَيَّا نَذْهَبْ إِلَيْهِ. (في المعظم) نَادِلُ الْمَطْعَمِ: أَهْلًا وَسَهْلًا – أَيِّ خِدْمَةٍ؟ عمر: هَاتِ قَائِمَةَ الطَّعَامِ</p>	<p>Theory:60 min Practical:260min. Total: 5.33hr</p>



	<p>نادِلُ المَطْعَمِ: تَفَضَّلْ ، هَذِهِ قَائِمَةُ الطَّعَامِ عمر: يَا فَهْدُ مَاذَا تُفَضِّلُ مِنَ الطَّعَامِ؟ فهد: أَفْضَلُ السَّمَكِ وَبَعْضَ الأَرزِ عمر: وَأَنَا أَفْضَلُ الدَّجَاجِ المَشْوِيِّ عمر: وَمَاذَا تُفَضِّلُ مِنَ الشَّرَابِ فهد: أَفْضَلُ المَاءِ فَقَطْ عمر: أَحْضِرِ الدَّجَاجِ المَشْوِيِّ وَالسَّمَكِ وَبَعْضَ الأَرزِ. نادِلُ المَطْعَمِ: حَاضِرٌ (عمر وفهد يأكلان الطعام) عمر: هَاتِ فَاتُورَةَ الطَّعَامِ نادِلُ المَطْعَمِ: هَذِهِ هِيَ فَاتُورَةُ الطَّعَامِ عمر: المَطْلُوبُ خَمْسِينَ رِيَالًا، تَفَضَّلْ. نادِلُ المَطْعَمِ: شُكْرًا.</p> <p><u>الحوار عن الوجبات اليومية</u> زَيْنَب: السَّلَامُ عَلَيْكُمْ وَرَحْمَةُ اللهِ وَبَرَكَاتُهُ مَرِيَم: وَعَلَيْكُمْ السَّلَامُ وَرَحْمَةُ اللهِ وَبَرَكَاتُهُ زَيْنَب: كَيْفَ حَالُكَ يَا زَيْنَبُ؟ أَرَأَيْكَ نَحِيفَةً فِي هَذِهِ الأَيَامِ مَرِيَم: الأَحْمَدُ لِلَّهِ أَنَا بِخَيْرٍ وَلَسْتُ مَرِيضَةً بَلْ أُرِيدُ أَنْ أَنْقُصَ وَزْنِي. زَيْنَب: وَمَاذَا تَفْعَلِينَ لِأَجْلِ ذَلِكَ؟ مَرِيَم: أَكَلْتُ طَعَامًا قَلِيلًا زَيْنَب: كَمْ وَجَبَةً تَأْكُلِينَ فِي اليَوْمِ؟ مَرِيَم: أَكَلْتُ وَجَبَتَيْنِ: الفُطُورَ وَالعِشَاءَ زَيْنَب: وَمَاذَا تَأْكُلِينَ فِي الفُطُورِ؟ مَرِيَم: أَكَلْتُ السَّلْطَةَ وَالفَاكِهَةَ وَأَشْرَبْتُ العَصِيرَ. زَيْنَب: وَمَاذَا تَأْكُلِينَ فِي العِشَاءِ؟ مَرِيَم: أَكَلْتُ الخَضِرَوَاتِ وَالأَرزَ وَأَشْرَبْتُ المَاءَ زَيْنَب: وَلَكِنْ أَكَلْتُ ثَلَاثَ وَجَبَاتٍ فِي اليَوْمِ وَأَحِبُّ الطَّعَامَ الكَثِيرَ مَرِيَم: وَمَاذَا تَأْكُلِينَ فِي الفُطُورِ؟ زَيْنَب: أَكَلْتُ الخُبْزَ وَالبَيْضَ وَالرُّبْدَةَ وَأَكَلْتُ فِي العِدَاءِ: اللَّحْمَ وَالدَّجَاجَ وَالخُبْزَ وَأَكَلْتُ فِي العِشَاءِ: السَّمَكَ وَالأَرزَ وَالفَاكِهَةَ وَأَشْرَبْتُ المَاءَ</p>	
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	<p>مریم: هَذَا كَثِيرٌ جَدًّا يَا زَيْنَبُ أَصْبَحْتَ سَمِينَةً جَدًّا. زَيْنَبُ: وَأَنْتِ تَأْكُلِينَ قَلِيلًا جَدًّا وَأَصْبَحْتَ نَحِيفَةً جَدًّا. مریم: مَعَ السَّلَامَةِ زَيْنَبُ: مَعَ السَّلَامَةِ</p>	
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13.2: Basic Language Proficiency (English)

Theory: 10 hours

Practical: 40 hours

Total: 50 hours

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:40min Practical:200mi Total:4hrs</p>
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: 20min Practical:100min Total:2hr</p>
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: 20min Practical:100min Total:2hr</p>
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- 	<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: 20min Practical:100min Total:2hr</p>



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<ul style="list-style-type: none"> • Video presentation to connect with actual scenario • 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>	
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 style="text-align: right;">Theory: 20min Practical:100min Total:2hr</p>



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	_____? Youssef: Arabic Language Institute/ place name Passport employee: This is the passport. Youssef: Thank you.	
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: 20min Practical: 100min Total: 2hr
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: 30min Practical: 90min Total: 2hr



	<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>	
<p>Residence- Dialogues with hostel owner for booking a room.</p>		
<p>Theory</p>	<p>Practical</p>	<p>Duration</p>
<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. 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: 20min Practical:100min Total:2hr</p>
<p>Dialogue with a person while hiring a residence</p>		
<p>Theory</p>	<p>Practical</p>	<p>Duration</p>
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students- • Video presentation to 	<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: 20min Practical:100min Total:2hr</p>



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<p>connect with actual scenario</p> <ul style="list-style-type: none"> • Role play {Pair/group activity} 	<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>	
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>Theory: 20min Practical:100min Total:2hr</p>
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>Theory: 20min Practical:100min Total:2hr</p>



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: 30min Practical:90min Total:2hr</p>
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/ 	<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: 30min Practical:90min Total:2hr</p>



group activity)	want? Buyer: A tray of eggs, and a box of salt, pack of milk/bottle of milk Seller: Here is the dozen of eggs/ tray of eggs, and this is the box of salt. Buyer: What is the total cost? Seller: It is eighty dinars.	
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 Employee: Waalaikum Assalam Manager: Why were you absent yesterday? Employee: I had a severe cold and cough/ high fever/ headache/ stomach ache/ stomach upset /dizziness. Manager: Have you seen the doctor? Employee: Yes, I did. Manager: What did he tell you? 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. Manager: Have you brought the medical report? Employee: Here it is. Manager: You can apply for medical leave.</p>	<p>Theory: 30min Practical:90min Total:2hr</p>
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? Muhammad: I have severe pain in my stomach. Doctor: Do you have a headache? Muhammad: No/ yes Doctor: Do you feel nausea/ vomiting? Muhammad: No/ yes. Doctor: Do you have diarrhea? Muhammad: Yes, a little Doctor: Please put the thermometer in your mouth. Muhammad: What is the illness? Doctor: You have a mild fever. Muhammad: For how many days do I have to take the</p>	<p>Theory: 30min Practical:90min Total:2hr</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>	
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:40min Practical:200min Total:4hrs</p>
Conversation in a Car Workshop		
Theory	Practical	Duration
Listening and	Customer: Good morning.	Theory: 30min



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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:90min Total:2hr</p>
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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/ my performance skills? Supervisor: Thanks for sharing this issue. We will</p>	<p>Theory:40min Practical:80min Total:2hrs</p>



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	<p>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>	
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>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.</p> <p>Supervisor: I understand. We have been experiencing an increase in orders, and that's put a lot of pressure</p>	<p>Theory:40min Practical:80min Total:2hrs</p>



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	<p>on everyone/ Can you specify the tasks that are causing you the difficulty?</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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?</p> <p>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.</p> <p>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.</p> <p>Worker: Thank you. I really appreciate it.</p> <p>Supervisor: No problem. We value your contributions to the team, and we want to ensure you have the support you need. Anything else?</p> <p>Worker: That's all for now. Thanks for listening and for your support.</p> <p>Supervisor: My pleasure. Have a great day, and keep up the good work.</p> <p>Worker: Thanks. You too.</p>	
<p>Conversation of a driver making an emergency call after an accident</p>		
<p>Theory</p>	<p>Practical</p>	<p>Duration</p>



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<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:40min Practical:200min Total:4hrs</p>
Conversation about eating		
Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students • Video presentation to 	<p>At a restaurant</p> <p>Omar: Assalam-o-Alaikum</p> <p>Fahd: Waalaikum Assalam</p> <p>Omar: I feel hungry. Let's go to the restaurant.</p> <p>Fahd: I feel hungry too.</p> <p>Omar: Where do we eat?</p>	<p>Theory:40min Practical:200min Total:4hrs</p>



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

MODULES

Sched uled Weeks	Module Title	Days	Hours	Learning Units	Home Assignment
Week 1	Introduction to German Basics	Day 1	Hour 1	Course Introduction	• Task 1
			Hour 2	Intro to Alphabet	
			Hour 3	Alphabet Practice	
			Hour 4	Alphabet practice	
		Day 2	Hour 1	Learning of key sounds	
			Hour 2	Learning of key sounds	
			Hour 3	Practice of key sounds	
			Hour 4	Practice of key sounds	
		Day 3	Hour 1	Learning of Vocabulary (Daily life)	
			Hour 2	Practice of Vocabulary	
			Hour 3	Practice of key sounds	
			Hour 4	Practice of key sounds	
		Day 4	Hour 1	Learning of Subject pronouns	
			Hour 2	Practice of Subject Pronouns	
			Hour 3	Learning of vocabulary (Emotions and Expressions)	
			Hour 4	Practice of Vocabulary	
		Day 5	Hour 1	Learning of Counting (1- 12)	
			Hour 2	Practice of counting	
			Hour 3	Learning of vocabulary (fruit, vegetables, colors)	
			Hour 4	practice of Vocabulary	
Week 2	Learning Fundamental s of German	Day 1	Hour 1	Learning of counting (13- 100)	• Task 2 <i>Details may be seen at Annexure-1</i>
			Hour 2	Practice of counting	
			Hour 3	Learning of vocabulary (professions ,weather condition)	
			Hour 4	Practice of Vocabulary	
		Day 2	Hour 1	Learning of counting (100-1000)	
			Hour 2	Practice Of counting	



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			Hour 3	Learning of week days				
			Hour 4	Practice of week days				
		Day 3	Hour 1	Revision of counting				
			Hour 2	Revision of counting				
			Hour 3	Learning of vocabulary (Food ,Restaurant , Hotel)				
			Hour 4	Practice of vocabulary				
		Day 4	Hour 1	Learning of month names				
			Hour 2	Practice of month names				
			Hour 3	Self-introduction				
			Hour 4	Self-introduction				
		Day 5	Hour 1	Greetings				
			Hour 2	Greetings				
			Hour 3	Revision of counting and weekdays				
			Hour 4	Revision of month names				
		Week 3	Sentence making with helping verbs	Day 1		Hour 1	Learning of helping verbs (is, am ,are)	<p>•Task 3</p> <p><i>Details may be seen at Annexure-I</i></p>
						Hour 2	Practice by sentence making	
Hour 3	Practice by sentence making							
Hour 4	Learning and practice of vocabulary (Transport, Accommodation, Animals)							
Day 2	Hour 1			Learning of helping verbs(was, were)				
	Hour 2			Practice by Sentence making				
	Hour 3			Practice by sentence making				
	Hour 4			Learning and practice of vocabulary(Flowers, Music, grocery)				
Day 3	Hour 1			Learning of helping verbs (has, have)				
	Hour 2			Sentence making practice				
	Hour 3			Sentence making practice				
	Hour 4			Learning and practice of vocabulary (Sports,				



				Gender Articles)	
		Day 4	Hour 1	Learning of helping verbs(had)	
			Hour 2	Sentence making practice	
			Hour 3	Sentence making practice	
			Hour 4	Learning and practice of vocabulary (action verbs, Travelling)	
		Day 5	Hour 1	Revision of helping verbs	
			Hour 2	Revision of helping verbs	
			Hour 3	Revision of helping verbs	
			Hour 4	Learning and practice of vocabulary (Day time , Technology)	
Week 4	Tenses Learning /verb conjugations	Day 1	Hour 1	Learning of present Tense	• Task 4 <i>Details may be seen at Annexure-I</i>
			Hour 2	Sentence making practice	
			Hour 3	Learning and practice of verbs	
			Hour 4	Learning and practice of vocabulary (Events, places, Countries)	
		Day 2	Hour 1	Learning of present tense	
			Hour 2	Practice by Sentence making	
			Hour 3	Learning and practice of verbs	
			Hour 4	Revision of vocabulary	
		Day 3	Hour 1	Learning of present tense	
			Hour 2	Practice of present tense	
			Hour 3	Learning and practice of verbs	
			Hour 4	Learning and practice of vocabulary (Directions, Education)	
		Day 4	Hour 1	Learning of Present Tense	
			Hour 2	Sentence making practice	
			Hour 3	Learning and practice of verbs	



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			Hour 4	Learning and practice of vocabulary (kitchen, drinks)	
		Day 5	Hour 1	Revision of present tense	
			Hour 2	Revision of present Tense	
			Hour 3	Reading practice	
			Hour 4	Speaking practice (W Family Questions)	
Week 5	Grammar Learning and other module practice	Day 1	Hour 1	Basic preposition learning	• Task 5 <i>Details may be seen at Annexure-I</i>
			Hour 2	Practice of preposition	
			Hour 3	Speaking practice (W Family Question)	
			Hour 4	Reading practice	
		Day 2	Hour 1	Learning of vocabulary (Relatives, Spices)	
			Hour 2	Practice of vocabulary	
			Hour 3	Listening practice (Conversation in Hotel)	
			Hour 4	Speaking practice (Question , Answer)	
		Day 3	Hour 1	Learning of clock time	
			Hour 2	Practice of clock time	
			Hour 3	Speaking practice (Dialogue Discussion)	
			Hour 4	Listening practice (Conversation in Bank)	
		Day 4	Hour 1	Learning of plural form	
			Hour 2	Practice of pluralform	
			Hour 3	Liening practice (Conversation with Friends)	
			Hour 4	Revision of vocabulary	
		Day 5	Hour 1	Learning of Bills and currency	
			Hour 2	Revision of prepositions	
			Hour 3	Speaking practice (W Family Questions)	
			Hour 4	Listening practice (Conversation in Hospital)	
Week	Basic	Day 1	Hour 1	Learning of vocabulary	• Task 6



6	Grammar Learning and other module practice			(hobby, furniture)	<i>Details may be seen at Annexure-I</i>
			Hour 2	Practice of vocabulary	
			Hour 3	Reading practice	
			Hour 4	Listening practice (Conversation with Friends)	
		Day 2	Hour 1	Revision of Vocabulary	
			Hour 2		
			Hour 3		
			Hour 4		
		Day 3	Hour 1	Revision of helping verbs	
			Hour 2		
			Hour 3		
			Hour 4		
		Day 4	Hour 1	Learning of gender articles	
			Hour 2	Practice of gender articles	
			Hour 3	Learning of vocabulary (adjectives)	
			Hour 4	Practice vocabulary	
		Day 5	Hour 1	Learning of opposite words	
			Hour 2	Practice of opposite words	
			Hour 3	Reading practice	
			Hour 4	Listening practice (conversation about shopping)	
Week 7	Season Learning and Grammar (Model Verbs)	Day 1	Hour 1	Learning of Season	• Task 7 <i>Details may be seen at Annexure-I</i>
			Hour 2	Practice of Season	
			Hour 3	Speaking Practice (Question, Answer)	
			Hour 4	Reading Practice	
		Day 2	Hour 1	Learning of model verb (want)	
			Hour 2	Practice by sentence making	
			Hour 3	Listening Practice (conversation about Birthday party)	
			Hour 4	Speaking Practice(dialogue about	



				shopping)	
		Day 3	Hour 1	Revision of model verb	
			Hour 2	Vocabulary Practice (weather)	
			Hour 3	Reading Practice	
			Hour 4	Listening Practice (conversation in school)	
		Day 4	Hour 1	Learning of model verb (Should)	
			Hour 2	Sentence making practice with model verb	
			Hour 3	Reading practice	
			Hour 4	Speaking practice (Question, Answer)	
		Day 5	Hour 1	Practice of model verb (should)	
			Hour 2	Reading practice	
			Hour 3	Speaking Practice (Discussion about party)	
			Hour 4	Vocabulary Revision	
Week 8	Grammar (Model Verbs) and other Modules practice	Day 1	Hour 1	Learning of model verb (must)	• Task 8 <i>Details may be seen at Annexure-I</i>
			Hour 2	Sentence making practice with model verb	
			Hour 3	Reading Practice	
			Hour 4	Speaking Practice (Question, Answer)	
		Day 2	Hour 1	Diseases	
			Hour 2	Learning of model verb (Can)	
			Hour 3	Sentence making practice with model verb	
			Hour 4	Listening Practice (conversation about language class)	
		Day 3	Hour 1	Learning of model verb (would)	
			Hour 2	Sentence making practice of model verb	
			Hour 3	Speaking practice (dialogue discussion)	
			Hour 4	Body parts Learning	
		Day 4	Hour 1	Learning of model verb (may)	



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			Hour 2	Sentence making practice of model verb	
			Hour 3	Speaking practice (Question , Answer)	
			Hour 4	Clothes	
		Day 5	Hour 1	Revision of Model Verbs	
			Hour 2		
			Hour 3		
			Hour 4		
Week 9	Letter/E-Mail/SMS writing and other modules practice	Day 1	Hour 1	Formal letter writing	•Task 9 <i>Details may be seen at Annexure-1</i>
			Hour 2	Formal letter writing	
			Hour 3	Vocabulary practice	
			Hour 4	Speaking practice	
		Day 2	Hour 1	Practice letter writing	
			Hour 2	Practice letter writing	
			Hour 3	Vocabulary practice	
			Hour 4	Speaking practice	
		Day 3	Hour 1	Formal E mail writing learning	
			Hour 2	Formal E mail writing practice	
			Hour 3	Reading practice	
			Hour 4	Listening practice	
		Day 4	Hour 1	Formal letter writing practice	
			Hour 2	Formal E mail writing practice	
			Hour 3	Vocabulary practice	
			Hour 4	Listening practice	
		Day 5	Hour 1	Latter Practice Email Practice	
			Hour 2	Reading practice	
			Hour 3	Vocabulary practice	
			Hour 4	Speaking practice	
Week 10	Letter/E-Mail/SMS writing and other modules practice	Day 1	Hour 1	In Formal letter writing	•Task 10 <i>Details may be seen at Annexure-1</i>
			Hour 2	In Formal letter writing	
			Hour 3	Vocabulary Practice	
			Hour 4	Speaking Practice	
		Day 2	Hour 1	In Formal letter Practice	
			Hour 2	In Formal letter Practice	
			Hour 3	Speaking Practice	
			Hour 4	Listening Practice	



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		Day 3	Hour 1	Formal E mail writing learning	
			Hour 2	Formal E mail writing learning	
		Hour 3	Country Names		
		Hour 4	Speaking Practice		
		Day 4	Hour 1	In Formal SMS I writing learning	
			Hour 2	In Formal SMS I writing Practice	
			Hour 3	Reading Practice	
			Hour 4	Speaking Practice	
		Day 5	Hour 1	Revision of all Formal In Formal Letters, E-Mail and SMS	
			Hour 2		
			Hour 3		
			Hour 4		
Week 11	Letters / E-Mails /SMS , other modules practice	Day 1	Hour 1	Formal Letter and Emails Practice	<p>•Task 11 <u>Details may be seen at Annexure-I</u></p>
			Hour 2		
			Hour 3		
			Hour 4		
		Day 2	Hour 1	Informal Letters, E-Mails and SMS Practice	
			Hour 2		
			Hour 3		
			Hour 4		
		Day 3	Hour 1	Listening Practice	
			Hour 2	Reading practice	
			Hour 3	Speaking practice	
			Hour 4	Writing practice	
		Day 4	Hour 1	Revision of model verbs	
			Hour 2		
			Hour 3		
			Hour 4		
		Day 5	Hour 1	Revision of present Tense	
			Hour 2		
			Hour 3		
			Hour 4		
Week 12	Test Activity	Day 1	Hour 1	Listening Test	<p>•Task 12 <u>Details may be seen at Annexure-I</u></p>
			Hour 2	Reading Test	
			Hour 3	Vocabulary Test	
			Hour 4	Alphabet Test	
		Day 2	Hour 1	Preposition, clock time	



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				Test	Final Project
			Hour 2	Model verb Test	
			Hour 3	Season, months, weekdays Test	
			Hour 4	Speaking Test	
		Day 3	Hour 1	Possessive Article, counting Test	
			Hour 2	Present Tense Test	
			Hour 3	Vocabulary Test	
			Hour 4	Letter writing Test	
		Day 4	Hour 1	Helping Verb Test	
			Hour 2	Listening Test	
			Hour 3	Letter writing Test	
			Hour 4	Speaking Test	
		Day 5	Hour 1	Gender Article Test	
			Hour 2	Self -introduction Test	
			Hour 3	Reading Test	
			Hour 4	Vocabulary Test	



Tasks for Certificate in German Language A1

Task No.	Task	Description	Week
1.	Intro to German	Write Alphabet with sounds and speak, write key sounds and pronounce words, write pronouns subject	Week 1
2.	Fundamentals of German	Write and prepare month names, counting from 1 to 1000, weekdays, vocabulary, greetings	Week 2
3.	Helping Verbs	Write sentences (positive, negative, interrogative) using all helping verbs	Week 3
4.	Present Tense	Write sentences (positive, negative, interrogative) of present tense	Week 4
5.	Clock Time, vocabulary and Question making	Write clock time and vocabulary. write w family questions	Week 5
6.	Basic Grammar Learning task	Write and prepare vocabulary words and Gender articles .write Questions , Answers	Week 6
7.	Season and Grammar (Model verb)	Write and prepare seasons and make sentences (positive, negative and interrogative) using Model verb	Week 7
8.	Grammar (Model verb)	Make sentences (positive, negative and interrogative) using Model verb. Write a dialogue on shopping	Week 8
9.	Letter writing	Write an informal letter and an E-Mail	Week 9
10.	Letter writing	Write an Informal letter and E-Mail	Week10
11.	SMS writing	Write an Informal SMS	Week11
12.	Test Activity	Prepare Tests according to schedule	Week12



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13.4: Basic Language Proficiency Japanese



MODULES

Scheduled Weeks	Module Title	Days	Hours	Learning Units	Home Assignment
Week 1	Introduction to Japanese Language	Day 1	Hour 1	Basic Introduction of Japanese Language	<p>•Task 1</p> <p><i>Details may be seen at Annexure-I</i></p>
			Hour 2	Hiragana Sounds' Introduction	
			Hour 3	Hiragana Writing (Goju On 1-5 Rows)	
			Hour 4	Hiragana Writing (Goju On 6-10 Rows)	
		Day 2	Hour 1	Hiragana Writing (Daku On/ Han Daku On)	
			Hour 2	Hiragana Writing You On/ (Daku On/ Han Daku On) Soku On	
			Hour 3	Numbers (1-100)	
			Hour 4	Numbers (101-10000)	
		Day 3	Hour 1	Time Days of Month Days of Week	
			Hour 2	Months (Jan-Dec) Months (Other than Calendar) Years	
			Hour 3	Greetings	
			Hour 4	Self-Introduction	
		Day 4	Hour 1	Katakana Goju On	
			Hour 2	Katakana Daku On / Han Daku On	
			Hour 3	Katakana You On / Soku On	
			Hour 4	Repetition of All Kanas	
Day 5	Hour 1		My Family		



			Hour 2	Opponent's Family	
			Hour 3	Body Parts	
			Hour 4	Diseases	
Week 2	Basic Vocabulary Learning, Verbs Types and uses of verbs	Day 1	Hour 1	Colors and Tastes	•Task 2 <i>Details may be seen at Annexure-I</i>
			Hour 2	Seasons and Weathers	
			Hour 3	Cloths	
			Hour 4	Counters-1 Things/Persons/Order/Thin and Flat Things	
		Day 2	Hour 1	Counters-2 Machines, Vehicles/Age/Books etc./Clothes	
			Hour 2	Counters-3 Frequency/Small Things/Shoes, Socks/Houses	
			Hour 3	Counters-4 Floors of Building/Thin & Long Things/Drinks & so on in Cups and Glasses/ Small Animals Fish Cat etc.	
			Hour 4	Actions	
		Day 3	Hour 1	Occupations	
			Hour 2	Important Vocabulary	
			Hour 3	Verbs Making-1	
			Hour 4	Verbs Making-2	
		Day 4	Hour 1	Verbs Making-3	
			Hour 2	Verbs Making-4	
			Hour 3	Verbs Making-5	
			Hour 4	Uses of Verbs	
		Day 5	Hour 1	Kanji Lesson-1 (1-10)	
			Hour 2	Kanji Lesson-2 (11-20)	
			Hour 3	Kanji Lesson-3 (21-30)	
			Hour 4	Kanji Lesson-4 (31-40)	



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Week 3	N5 Kanji and Minna No Nihongo	Day 1	Hour 1	Kanji Lesson-5 (41-50)	<p>• Task 3</p> <p><i>Details may be seen at Annexure-I</i></p>
			Hour 2	Kanji Lesson-6 (51-60)	
			Hour 3	Kanji Lesson-7 (61-70)	
			Hour 4	Kanji Lesson-8 (71-80)	
		Day 2	Hour 1	Kanji Lesson-9 (81-90)	
			Hour 2	Kanji Lesson-10 (91-100)	
			Hour 3	Revisions	
			Hour 4	Revisions	
		Day 3	Hour 1	Lesson-1 Introductions Sentence Pattern	
			Hour 2	Lesson-1 Introductions Example Sentence	
			Hour 3	Lesson-1 Introductions Conversation	
		Day 4	Hour 4	Lesson-1 Listening	
			Hour 1	Lesson-2 This/That/That Over There Sentence Pattern	
Hour 2	Lesson-2 This/That/That Over There Example Sentence				
Hour 3	Lesson-2 This/That/That Over There Conversation				
Hour 4	Lesson-2 Listening				



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		Day 5	Hour 1	Lesson-3 This Place/That Place/That Place Over There Sentence Pattern	
			Hour 2	Lesson-3 This Place/That Place/That Place Over There Example Sentence	
			Hour 3	Lesson-3 This Place/That Place/That Place Over There Conversation	
			Hour 4	Lesson-3 Listening	
Week 4	Minna No Nihongo Lessons	Day 1	Hour 1	Lesson-4 Time Sentence Pattern	•Task 4 <i>Details may be seen at</i>
			Hour 2	Lesson-4 Time Example Sentence	<i>Annexure-I</i>
			Hour 3	Lesson-4 Time Conversation	
			Hour 4	Lesson-4 Listening	
		Day 2	Hour 1	Lesson-5 Present and Past Sentence Pattern	
			Hour 2	Lesson-5 Present and Past Example Sentence	
			Hour 3	Lesson-5 Present and Past Conversation	
			Hour 4	Lesson-5 Listening	
		Day 3	Hour 1	Lesson-6 Verbs Sentence Pattern	
			Hour 2	Lesson-6 Verbs Example Sentence	



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			Hour 3	Lesson-6 Verbs Conversation	
			Hour 4	Lesson-6 Listening	
				Conversation	
		Day 4	Hour 1	Lesson-7 Uses of Sources Sentence Pattern	
			Hour 2	Lesson-7 Uses of Sources Example Sentence	
			Hour 3	Lesson-7 Uses of Sources Conversation	
			Hour 4	Lesson-7 Listening	
		Day 5	Hour 1	Lesson-8 Usage of Adjectives Sentence Pattern	
			Hour 2	Lesson-8 Usage of Adjectives Example Sentence	
			Hour 3	Lesson-8 Usage of Adjectives Conversation	
			Hour 4	Lesson-8 Listening	
Week 5	Minna No Nihongo Lessons	Day 1	Hour 1	Lesson-9 Likings and Abilities Sentence Pattern	•Task 5 <i>Details may be seen at Annexure-I</i>
			Hour 2	Lesson-9 Likings and Abilities Example Sentence	
			Hour 3	Lesson-9 Counters Conversation	



		Hour 4	Lesson-9 Listening
Day 2	Hour 1	Lesson-10 Places Marking Sentence Pattern	
	Hour 2	Lesson-10 Places Marking Example Sentence	
	Hour 3	Lesson-10 Places Marking Conversation	
	Hour 4	Lesson-10 Listening	
Day 3	Hour 1	Lesson-11 Counters Sentence Pattern	
	Hour 2	Lesson-11 Counters Example Sentence	
	Hour 3	Lesson-11 Counters Conversation	
	Hour 4	Lesson-11 Listening	
Day 4	Hour 1	Lesson-12 Weather and Comparison Sentence Pattern	
	Hour 2	Lesson-12 Weather and Comparison Example Sentence	
	Hour 3	Lesson-12 Weather and Comparison Conversation	
	Hour 4	Lesson-12 Listening	
Day 5	Hour 1	Lesson-13 Want for Verbs and Nouns Sentence Pattern	



			Hour 2	Lesson-13 Want for Verbs and Nouns Example Sentence	
			Hour 3	Lesson-13 Want for Verbs and Nouns Conversation	
			Hour 4	Lesson-13 Listening	
Week 6	Minna No Nihongo Lessons	Day 1	Hour 1	Lesson-14 Instructions Sentence Pattern	• Task 6 <i>Details may be seen at Annexure-I</i>
			Hour 2	Lesson-14 Permissions Example Sentence	
			Hour 3	Lesson-14 Instructions Conversation	
			Hour 4	Lesson-14 Listening	
		Day 2	Hour 1	Lesson-15 Permissions Sentence Pattern	
			Hour 2	Lesson-15 Permissions Example Sentence	
			Hour 3	Lesson-15 Permissions Conversation	
			Hour 4	Lesson-15 Listening	
		Day 3	Hour 1	Lesson-16 Multiple Tasks Sentence Pattern	
			Hour 2	Lesson-16 Multiple Tasks Example Sentence	
			Hour 3	Lesson-16 Multiple Tasks Conversation	



			Hour 4	Lesson-16 Listening	
		Day 4	Hour 1	Lesson-17 Restrictions Sentence Pattern	
			Hour 2	Lesson-17 Restrictions Example Sentence	
			Hour 3	Lesson-17 Restrictions	
				Conversation	
			Hour 4	Lesson-17 Listening	
		Day 5	Hour 1	Lesson-18 Hobbies and Abilities Sentence Pattern	
			Hour 2	Lesson-18 Hobbies and Abilities Example Sentence	
			Hour 3	Lesson-18 Hobbies and Abilities Conversation	
			Hour 4	Lesson-18 Listening	
Week 7	Minna No Nihongo Lessons	Day 1	Hour 1	Lesson-19 Experience Sentence Pattern	<p>• Task 7</p> <p><i>Details may be seen at</i></p>
			Hour 2	Lesson-19 Experience Example Sentence	
			Hour 3	Lesson-19 Experience Conversation	
			Hour 4	Lessons-19 Listening	



		Day 2	Hour 1	Lesson-20 Interrogative Sentence Sentence Pattern	<u>Annexure-I</u>
			Hour 2	Lesson-20 Interrogative Sentence Example Sentence	
			Hour 3	Lesson-20 Interrogative Sentence Conversation	
			Hour 4	Lessons-20 Listening	
			Day 3	Hour 1	
		Hour 2	Lesson-21 Opinion Example Sentence		
		Hour 3	Lesson-21 Opinion Conversation		
		Hour 4	Lessons-21 Listening		
		Day 4	Hour 1	Lesson-22 Who is Acting Sentence Pattern	
		Hour 2	Lesson-22 Who is Acting Example Sentence		
		Hour 3	Lesson-22 Who is Acting Conversation		
		Hour 4	Lessons-22 Listening		
		Day 5	Hour 1	Lesson-23 If You Do This... Sentence Pattern	
	Hour 2	Lesson-23 If You Do This... Example Sentence			



			Hour 3	Lesson-23 If You Do This... Conversation				
			Hour 4	Lessons-23 Listening				
Week 8	Minna No Nihongo Lessons, N4 Kanji	Day 1	Hour 1	Lesson-24 Who Did? Sentence Pattern	<p>• Task 8</p> <p><i>Details may be seen at Annexure-I</i></p>			
			Hour 2	Lesson-24 Who Did? Example Sentence				
			Hour 3	Lesson-24 Who Did? Conversation				
			Hour 4	Lessons-24 Listening				
		Day 2	Hour 1	Lesson-25 If, Condition Sentence Pattern				
			Hour 2	Lesson-25 If, Condition Example Sentence				
			Hour 3	Lesson-25 If, Condition				
							Conversation	
						Hour 4	Lessons-25 Listening	
Day 3	Hour 1	All Revision						
	Hour 2	All Revision						
	Hour 3	Test						
	Hour 4	Test						
Day 4	Hour 1	Kanji 101-110						



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			Hour 2	Kanji 111-120	
			Hour 3	Kanji 121-130	
			Hour 4	Kanji 131-140	
		Day 5	Hour 1	Kanji 141-150	
			Hour 2	Kanji 151-160	
			Hour 3	Kanji 161-170	
			Hour 4	Kanji 171-180	
Week 9	Minna No Nihongo Lessons, N4	Day 1	Hour 1	Kanji 181-190	•Task 9 <i>Details may</i>
	Kanji		Hour 2	Kanji 191-200	<i>be seen at Annexure-I</i>
			Hour 3	Kanji 201-210	
			Hour 4	Kanji 211-220	
		Day 2	Hour 1	Kanji 221-230	
			Hour 2	Kanji 231-240	



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			Hour 3	Kanji 241-250
			Hour 4	Kanji 251-260
	Day 3		Hour 1	Lesson-26 Who Did? Sentence Pattern
			Hour 2	Lesson-26 Who Did? Example Sentence
			Hour 3	Lesson-26 Who Did? Conversation
			Hour 4	Lessons-26 Listening
	Day 4		Hour 1	Lesson-27 Ability to do Sentence Pattern
			Hour 2	Lesson-27
				Ability to do Example Sentence
			Hour 3	Lesson-27 Ability to do Conversation
			Hour 4	Lessons-27 Listening
	Day 5		Hour 1	Lesson-28 Simultaneously working Sentence Pattern
			Hour 2	Lesson-28 Simultaneously working Example Sentence
			Hour 3	Lesson-28 Simultaneously working Conversation



			Hour 4	Lessons-28 Listening	
Week 10	Minna No Nihongo Lessons	Day 1	Hour 1	Lesson-29 Status and Position Sentence Pattern	•Task 10 <i>Details may be seen at Annexure-I</i>
			Hour 2	Lesson-29 Status and Position Example Sentence	
			Hour 3	Lesson-29 Status and Position Conversation	
			Hour 4	Lessons-29 Listening	
		Day 2	Hour 1	Lesson-30 Locations and Directions Sentence Pattern	
			Hour 2	Lesson-30 Locations and Directions Example Sentence	
			Hour 3	Lesson-30 Locations and Directions Conversation	
			Hour 4	Lessons-30 Listening	
		Day 3	Hour 1	Lesson-31 Fields of Study Sentence Pattern	
			Hour 2	Lesson-31 Fields of Study Example Sentence	
			Hour 3	Lesson-31 Fields of Study Conversation	
			Hour 4	Lessons-31 Listening	
		Day 4	Hour 1	Lesson-32 Weather and Seasons Sentence Pattern	



			Hour 2	Lesson-32 Weather and Seasons Example Sentence	
			Hour 3	Lesson-32 Weather and Seasons	
				Conversation	
			Hour 4	Lessons-32 Listening	
		Day 5	Hour 1	Lesson-33 Signs and Precautions Sentence Pattern	
			Hour 2	Lesson-33 Signs and Precautions Example Sentence	
			Hour 3	Lesson-33 Signs and Precautions Conversation	
			Hour 4	Lessons-33 Listening	
Week 11	Minna No Nihongo Lessons	Day 1	Hour 1	Lesson-34 Cooking Sentence Pattern	<p>• Task 11 <i>Details may be seen at Annexure-I</i></p>
			Hour 2	Lesson-34 Cooking Example Sentence	
			Hour 3	Lesson-34 Cooking Conversation	
			Hour 4	Lessons-34 Listening	
		Day 2	Hour 1	Lesson-35 Proverbs Sentence Pattern	
			Hour 2	Lesson-35 Proverbs Example Sentence	



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			Hour 3	Lesson-35 Proverbs Conversation
			Hour 4	Lessons-35 Listening
		Day 3	Hour 1	Lesson-36 Health and Care Sentence Pattern
			Hour 2	Lesson-36 Health and Care Example Sentence
			Hour 3	Lesson-36 Health and Care Conversation
			Hour 4	Lessons-36 Listening
		Day 4	Hour 1	Lesson-37 Incidents Sentence Pattern
			Hour 2	Lesson-37 Incidents Example Sentence
			Hour 3	Lesson-37 Incidents Conversation
			Hour 4	Lessons-37 Listening
		Day 5	Hour 1	Lesson-38 Annual Events Sentence Pattern
			Hour 2	Lesson-38 Annual Events Example Sentence
Hour 3	Lesson-38 Annual Events Conversation			
Hour 4	Lessons-38 Listening			



Week 12	Minna No Nihongo Lessons, Final Exam	Day 1	Hour 1	Lesson-39 Feelings Sentence Pattern	<p>•Task 12</p> <p><i>Details may be seen at Annexure-I</i></p> <p>Final Project</p>			
			Hour 2	Lesson-39 Feelings Example Sentence				
			Hour 3	Lesson-39 Feelings Conversation				
			Hour 4	Lesson-39 Listening				
		Day 2	Hour 1	Lesson-40 Measurements, Shapes and Patterns Sentence Pattern				
			Hour 2	Lesson-40 Measurements, Shapes and Patterns Example Sentence				
						Hour 3	Lesson-40 Measurements, Shapes and Patterns Conversation	
						Hour 4	Lesson-40 Listening	
						Day 3	Hour 1	Kanji 261-270
							Hour 2	Kanji 271-280
Hour 3	Kanji 281-290							



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		Hour 4	Kanji 291-300
Day 4	Hour 1	Kanji 301-310	
	Hour 2	Kanji 311-320	
	Hour 3	Kanji 321-330	
	Hour 4	Kanji 331-340	
Day 5	Hour 1	Revision	
	Hour 2	Revision	
	Hour 3	Test	
	Hour 4	Test	



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Tasks for Certificate in (N4 Japanese Language Course)

Task No.	Task	Description	Week
1.	Hiragana & Katakana	Hiragana, Katakana, Family and Body Parts	Week 1
2.	Vocabulary	Colors, Counters, Vocabulary, Verbs	Week 2
3.	Kanji	Kanji and Lessons 1 to 3	Week 3
4.	Lessons	Lessons 3 to 8	Week 4
5.	Lessons	Lessons 9 to 13	Week 5
6.	Lessons	Lessons 14 to 18	Week 6
7.	Lessons	Lessons 19 to 23	Week 7
8.	Lessons	Lessons 24 to 25 Revision, Test and Kanji	Week 8
9.	Kanji N4 Level	Complete Kanji and Lesson 26 to 28	Week 9
10.	Lessons	Lessons 29 to 33	Week10
11.	Lessons	Lessons 34 to 38	Week11
12.	Lessons	Lessons 39 to 40, Kanji 261 to 340, Final Test	Week12
13.	Final Project	Combining all the topics covered in the course to build a complete N4 Japanese language course that can perform tasks autonomously.	Week12



13.5: Basic Language Proficiency Korean

MODULES

Sched uled Weeks	Module Title	Days	Hours	Learning Units	Home Assignm ent
Week 1	Introduction of basic Korean alphabet	Day 1	Hour 1	Course Introduction and Expectations	<ul style="list-style-type: none"> • Task 1 <p><i>Details may be seen at Annexure-I</i></p>
			Hour 2	Intro to basic Korean vowels	
			Hour 3	How to speak vowels	
			Hour 4	Vowels practice	
		Day 2	Hour 1	Reading & writing of vowels	
			Hour 2	Check pronunciation of vowels	
			Hour 3	Basic consonants	
			Hour 4	Pronunciation of basic consonants	
		Day 3	Hour 1	Sounds of basic consonants	
			Hour 2	How to write of consonants	
			Hour 3	Learning of consonants & their different sounds by different side used	
			Hour 4	Check how writing students Basic vowels & consonants	
		Day 4	Hour 1	Composing of vowels & consonants to make words With standing vowels	



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		National Certificate of LRV and HTV Driver	Hour 2	One by one every student have to compose words with standing vowels by making tables & check	
			Hour 3	Compose words with laying vowels & consonants	
			Hour 4	Check every student tables made with standing vowels	
			Day 5	Hour 1	
			Hour 2	Test by check sounds & written of tables	
			Hour 3	Check writing style of every student	
			Hour 4	Check every student speaking style	
		Week 2	Basic words composing in Korean way Speaking reading & writing	Day 1	
		Hour 2	Practice of double vowels By writing		
		Hour 3	Practice of sounds		
		Hour 4	Listening of double vowels		



Day 2	Hour 1	Basic counters (1) sino Korean) learning to improve their reading & speaking ability until 10 numbers
	Hour 2	Check their reading writing ability
	Hour 3	Learning 20 to 100 numbers by writing & reading
	Hour 4	Check speaking ability
Day 3	Hour 1	Check by test on white board writing of sino Korean numbers 1 to 100 and more on
	Hour 2	Learning of pure Korean counters .1 to 10 numbers
	Hour 3	Speaking of pure Korean numbers
	Hour 4	10 to 100 numbers practice of speaking & reading
Day 4	Hour 1	Test by speaking & written on white board from every student one by one
	Hour 2	Days of week learning Writing & speaking
	Hour 3	Practice from one by one every student
	Hour 4	Months of Year .



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Day 5	Hour 1	Introduction OF General vocabulary. reading & writing in simple words
	Hour 2	Single pair & double pair words reading writing speaking
	Hour 3	Check writing & reading 3 pairs & 4 pairs words
	Hour 4	Practice



Week 3	Learning & test Sino Korean & Pure Korean Days of week Months of year. Vegetable , parts of body Colors.	Day 1	Hour 1	Date & time in Sino Korean Pure Korean	• Task 3 <i><u>Details may be seen at Annexure-I</u></i>
			Hour 2	Compose Reading & writing	
			Hour 3	Practice	
			Hour 4	Check their writing & reading	
		Day 2	Hour 1	Months of Year	
			Hour 2	Days of weeks	
			Hour 3	Reading practice	
			Hour 4	Writing practice	
		Day 3	Hour 1	Vegetables name reading Learning	
			Hour 2	Name of colors reading & writing	
			Hour 3	Parts of body Reading & learning	
			Hour 4	Practice	
		Day 4	Hour 1	Test of all students by written	



			Hour 2	Family name	
			Hour 3	Practice	
			Hour 4	Give Homework & check	
		Day 5	Hour 1	Check home work by written on note books	
			Hour 2	Give them more words for vocabulary	
			Hour 3	Check reading practice	
			Hour 4	Simple sentence reading Like greeting	
Week 4	Weekly Test. By reading , writing ,simple sentence making with marker , use of verb .present & past tense	Day 1	Hour 1	Weekly test written question & answer	• Task 4 <i>Details may be seen at Annexure-I</i>
			Hour 2	Speaking & reading ability	
			Hour 3	Introduction of Korean grammar	
			Hour 4	Use of marker	
		Day 2	Hour 1	Use of marker & simple noun and verb	
			Hour 2	Use of marker & simple noun with simple sentence	



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			Hour 3	Simple Present tense sentence making
			Hour 4	Practice of simple present tense with speaking & written
		Day 3	Hour 1	Future tense making with verb & use marker
			Hour 2	Practice

			Hour 3	Speaking of future tense
			Hour 4	Present continues tense making
		Day 4	Hour 1	Practice of present tense
			Hour 2	Practice of past tense
			Hour 3	Practice of future tense
			Hour 4	Combine tense practice
		Day 5	Hour 1	Test of combine tense
			Hour 2	Checking & rest
			Hour 3	Marking



			Hour 4	Total over all reading & speaking writing 1/3 course	
Week 5	Start of (EPS) Employment Permit System Course. Designed by HRD Korea	Day 1	Hour 1	Book 1 for EPS. Lesson 1 to 5 repeat	• Task 5 <i>Details may be seen at Annexure-1</i>
			Hour 2	Practice	
			Hour 3	Listening practice	
			Hour 4	Audio tracks listing 01 to 15	
		Day 2	Hour 1	Lesson 6 reading & listen dialogue by audio tracks	
			Hour 2	Solve grammar question	

			Hour 3	Self-practice .by student	
			Hour 4	Listing question from audio tracks. reading question & answer	
		Day 3	Hour 1	Lesson 7 reading & listen dialogue by audio tracks	
			Hour 2	Solve grammar question	
			Hour 3	Self-practice .by student	



		Day 4	Hour 4	Listing question from audio tracks. reading question & answer	
			Hour 1	Lesson 8 reading & listen dialogue by audio tracks	
			Hour 2	Solve grammar question	
			Hour 3	Self-practice .by students	
		Day 5	Hour 4	Listing question from audio tracks. reading question & answer	
			Hour 1	Lesson 9 reading & listen dialogue by audio tracks	
			Hour 2	Solve grammar question	
			Hour 3	Self-practice .by students	
				Hour 4	Listing question from audio tracks. reading question &

				answer	
Week 6	(EPS) Employment Permit System Course. Designed by HRD Korea Chapters 1 to 10 Test by PBT	Day 1	Hour 1	Lesson 10 reading & listen dialogue by audio tracks	• Task 6 <i>Details may be seen at Annexure-I</i>
			Hour 2	Solve grammar question	
			Hour 3	Self-practice .by students	



(Paper based test) & further study	Day 2	Hour 4	Listing question from audio tracks. reading question &
		Hour 1	PBT(test) paper based test after complete 10 chapters
		Hour 2	Checking 10 chapters test Lesson 11 reading & listen dialogue by audio tracks.
		Hour 3	Lesson 10 reading & listen dialogue by audio tracks
	Day 3	Hour 4	Solve grammar question Listing question from audio tracks. reading question
		Hour 1	Lesson 11 reading & listen dialogue by audio tracks
		Hour 2	Solve grammar questions
		Hour 3	Lesson 11 reading & listen dialogue by audio tracks
	Day 4	Hour 4	Solve grammar question Listing question from audio tracks. reading question
		Hour 1	Lesson 12 reading & listen dialogue by audio tracks

		Hour 2	Solve grammar question
		Hour 3	Lesson 11 reading & listen dialogue by audio tracks



			Hour 4	Practice students reading question & listening	
		Day 5	Hour 1	Lesson 12 reading & listen dialogue by audio tracks	
			Hour 2	Solve grammar question	
			Hour 3	Lesson 12 reading & listen dialogue by audio tracks	
			Hour 4	Practice students reading question & listening	
Week 7	(EPS) Employment Permit System Course. Designed by HRD Korea Chapters 1 to 10 Test PBT (Paper based test) & further study up to 17 chapters	Day 1	Hour 1	Lesson 13 reading & listen dialogue by audio tracks	• Task 7 <i>Details may be seen at Annexure-I</i>
			Hour 2	Solve grammar question	
			Hour 3	Lesson 13 reading & listen dialogue by audio tracks	
			Hour 4	Practice students reading question & listening	
		Day 2	Hour 1	Lesson 14 reading & listen dialogue by audio tracks	
			Hour 2	Solve grammar question	
			Hour 3	Lesson 14 reading & listen dialogue by audio tracks	



			Hour 4	Practice students reading question & listening
	Day 3	Hour 1	Lesson 15 reading & listening dialogue by audio tracks	
		Hour 2	Solve grammar question	
		Hour 3	Lesson 15 reading & listening dialogue by audio tracks	
		Hour 4	Practice students reading question & listening	
	Day 4	Hour 1	Lesson 16 reading & listening dialogue by audio tracks	
		Hour 2	Solve grammar question	
		Hour 3	Lesson 16 reading & listening dialogue by audio tracks	
		Hour 4	Practice students reading question & listening	
	Day 5	Hour 1	Lesson 17 reading & listening dialogue by audio tracks	
		Hour 2	Solve grammar question	



			Hour 3	Lesson 17 reading & listening dialogue by audio tracks
			Hour 4	Practice students reading question & listening

Week 8	EPS) Employment Permit System Course. Designed by HRD Korea further study 17 chapters 22	Day 1	Hour 1	Lesson 18 reading & listening dialogue by audio tracks	• Task 8 <i>Details may be seen at Annexure-I</i>
			Hour 2	Solve grammar question	
			Hour 3	Lesson 18 reading & listening dialogue by audio tracks	
			Hour 4	Practice students reading question & listening	
		Day 2	Hour 1	Lesson 19 reading & listening dialogue by audio tracks	
			Hour 2	Solve grammar question	
			Hour 3	Lesson 19 reading & listening dialogue by audio tracks	
			Hour 4	Practice students reading question & listening	
		Day 3	Hour 1	Lesson 20 reading & listening dialogue by audio tracks	



			Hour 2	Solve grammar question
			Hour 3	Lesson 20 reading & listening dialogue by audio tracks
			Hour 4	Practice students reading question & listening

		Day 4 PBT (paper based test day) Up to 20 chapters	Hour 1	PBT(test) paper based test after complete 20 chapters
			Hour 2	Lesson 21 reading & listening dialogue by audio tracks & solve grammar questions
			Hour 3	Lesson 21 reading & listening dialogue by audio tracks
			Hour 4	Practice students reading question & listening
		Day 5	Hour 1	Lesson 22 reading & listening dialogue by audio tracks
			Hour 2	solve grammar questions
			Hour 3	Lesson 22 reading & listening dialogue by audio tracks
			Hour 4	Practice students reading question & listening



Week 9	(EPS) Employment Permit System Course. Designed by HRD Korea further study 23 chapters 27	Day 1	Hour 1	Lesson 23 reading & listening dialogue by audio tracks	• Task 9 <i>Details may be seen at Annexure-I</i>
			Hour 2	solve grammar questions	
			Hour 3	Lesson 23 reading & listening dialogue by audio tracks	
			Hour 4	Practice students reading question & listening	

		Day 2	Hour 1	Lesson 24 reading & listening dialogue by audio tracks	
			Hour 2	solve grammar questions	
			Hour 3	Lesson 24 reading & listening dialogue by audio tracks	
			Hour 4	Practice students reading question & listening	
		Day 3	Hour 1	Lesson 25 reading & listening dialogue by audio tracks	
			Hour 2	solve grammar questions	
			Hour 3	Lesson 25 reading & listening dialogue by audio tracks	



			Hour 4	Practice students reading question & listening
		Day 4	Hour 1	Lesson 26 reading & listening dialogue by audio tracks
			Hour 2	solve grammar questions
			Hour 3	Lesson 26 reading & listening dialogue by audio tracks
			Hour 4	Practice students reading question & listening
		Day 5	Hour 1	Lesson 27 reading & listening dialogue by audio tracks

			Hour 2	solve grammar questions	
			Hour 3	Lesson 27 reading & listening dialogue by audio tracks	
			Hour 4	Practice students reading question & listening	
Week 10	(EPS) Employment Permit System Course. Designed by HRD Korea	Day 1	Hour 1	Lesson 28 reading & listening dialogue by audio tracks	• Task 10 <i>Details may be seen at Annexure-1</i>
			Hour 2	solve grammar questions	



<p>further study 28 chapters 30..... (20 to 30 chapters PBT paper based test)</p> <p>Remaining 2 days revision 1st to 10 chapters</p>		Hour 3	Lesson 28 reading & listening dialogue by audio tracks
		Hour 4	Practice students reading question & listening
	Day 2	Hour 1	Lesson 30 reading & listening dialogue by audio tracks
		Hour 2	solve grammar questions
		Hour 3	Lesson 30 reading & listening dialogue by audio tracks
		Hour 4	Practice students reading question & listening
	Day 3	Hour 1	
		Hour 2	

		Hour 3	
		Hour 4	
Day 4	Hour 1		
	Hour 2		



			Hour 3		
			Hour 4		
		Day 5	Hour 1		
			Hour 2		
			Hour 3		
			Hour 4		
Week 11	Chapters 01 to 30 complete test with listening & reading questions	Day 01 chapters 01 to 10 Complete test	Hour 1		<p>• Task 11 <u>Details may be seen at Annexure-I</u></p>
			Hour 2		
			Hour 3		
			Hour 4		
		Day 2	Hour 1		
			Hour 2		



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			Hour 3		
			Hour 4		



		Day 3 10 to 20 Chapter s Test	Hour 1		
			Hour 2		
			Hour 3		
			Hour 4		
		Day 4	Hour 1		
			Hour 2		
			Hour 3		
			Hour 4		
		Day 5 20 to 30 Chapter s Test	Hour 1		
			Hour 2		
			Hour 3		
			Hour 4		
Week 12		Day 1	Hour 1		• Task 12



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			Hour 2		<i><u>Details may be seen at Annexure-I</u></i>
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			Hour 3		Final Project
			Hour 4		
		Day 2 Complete book test with audio & Listening	Hour 1		
			Hour 2		
			Hour 3		
			Hour 4		
		Day 3	Hour 1		
			Hour 2		
			Hour 3		
			Hour 4		
		Day 4	Hour 1		
			Hour 2		
			Hour 3		



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	Hour 4	
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		Day 5	Hour 1		
			Hour 2		
			Hour 3		
			Hour 4		