



*National Certificate in Construction Sector for
Mobile Crane Operator*



National Vocational Certificate in Construction Sector (Mobile Crane Operator)

Duration: 3 Months



Curriculum

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



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1. Introduction

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

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

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

2. Purpose of the Qualification:

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

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

3. Overall objectives of training program

The Mobile Crane Operator qualification consists of 20 % theory and 80 % practical. and having the following Modules

- Traffic Rules & Regulations
- Driver fatigue and workplace health safety



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- Operate Heavy Transport Vehicle
- Operate Mobile Crane
- Language Skills Arabic
- Language Skills English.

4. Entry level of trainees

The entry for National Certificate, in Mobile Crane Operator is, a person having Matric certificate.

5. Minimum qualification for teachers

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

Medium of instruction

English, and Urdu.

6. Duration of the course:

The proposed curriculum is composed of **5** modules that will be covered in **300 Learning hours**.

Duration of the course is proposed to be **3 months**.

The distribution of contact/Learning hours are given below:

Theory = 60 hours (20 %)

Practical = 240 hours (80 %)

Total = 300 hours

7. Scheme of Studies

S. No	Name of Module	Category	Contact Hour			Credit	Periods per week		
			Th	Pr	Total		Th	Pr	Total
1	Traffic Rules & Regulations	Functional	5	18	23	2.3	0.4	1.5	1.9
2	Driver fatigue and workplace health safety	Core	10	36	46	4.6	0.8	3.0	3.8
3	Operate Heavy Transport Vehicle	Core	15	66	81	8.1	1.3	5.5	6.8
4	Operate Mobile Crane	Core	20	80	100	10	1.7	6.7	8.3
5	Language Skills Arabic	Generic	5	20	25	2.5	0.4	1.7	2.1
6	Language Skills English	Generic	5	20	25	2.5	0.4	1.7	2.1
Total			60	240	300	30	5	20	25

**Note: - 1 Period = 1 Hour,
5 Period in a day = 5 hours
5 days in a week = 25 hours
12-week course. = 300 hours**



8. Details of Modules

8.1: 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: 1hr Practical: 6hrs. Total: 7hrs</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. • Observe Traffic Signs and Road Signs. • Follow speed limits. • Follow Lane Discipline 	<p>Theory: 2hr Practical: 6hrs Total: 8hrs</p>



8.2: Driver Fatigue and Workplace health safety

Theory: 10 Hours

Practical: 36 Hours

Total: 46 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: 1hr. Practical: 3hrs. Total: 4hrs.</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: 1hr. Practical: 3hrs. Total: 4hrs.</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 Unconsciousness 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: 1hr. Practical: 3hrs. Total: 4hrs.</p>
8.2.4: Apply road safety practices (Safe Driving Techniques)		
Theory	Practical	Duration
<ul style="list-style-type: none"> Defensive Driving knowledge 	<ul style="list-style-type: none"> Demonstration 	<p>Theory: 1hr. Practical: 3hrs. Total: 4hrs.</p>



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<ul style="list-style-type: none"> • Speed Management 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"> • Audio/Video Presentation • 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: 3hrs. Total: 3.5hrs.
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:3hrs. Total: 3.5hrs
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: 1hr. Practical: 3hrs. Total: 4hrs.
8.2.8: Implement safety measures		



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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: 1hr. Practical: 3hrs. Total: 4hrs.
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: 1hr. Practical: 3hrs. Total: 4hrs.
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: 3hrs Total: 3.5hrs
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: 0.5hr Practical: 3hrs Total: 3.5hrs
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: 1hr Practical: 3hrs Total: 4hrs



8.3: Operate 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. 	
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:9hrs. Total: 11hrs
8.4.4: Controls of HTVs Vehicles		
Theory	Practical	Duration
Knowledge about <ul style="list-style-type: none"> ○ Steering System ○ Transmission ○ Braking System ○ Acceleration ○ Instrument Cluster ○ Lights and Signals ○ Mirrors 	<ul style="list-style-type: none"> • Demonstrate smooth and controlled steering while navigating through tight turns or narrow lanes. • Execute smooth gear changes, especially when starting from a stop or ascending/descending slopes. 	Theory:2hr Practical:9hrs. Total: 11hrs



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<ul style="list-style-type: none"> ○ Auxiliary Controls ○ Safety Equipment ○ Specialized Controls (depending on vehicle) 	<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. 	
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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 	<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. 	<p>Theory: 3hr Practical: 15hrs. Total: 18hrs</p>



<ul style="list-style-type: none"> • 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"> • 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. 	
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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 • 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"> • To navigate a narrow lane without encroaching on the sides. <ul style="list-style-type: none"> ○ Approach the narrow lane slowly, assessing the width. ○ 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. 	<p align="center">Theory: 3hr Practical: 12hrs Total: 15hrs</p>



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	<ul style="list-style-type: none">○ 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 appropriate speed, considering the curvature.○ 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.	
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	<ul style="list-style-type: none">○ 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.<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.	
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	<ul style="list-style-type: none"> ○ 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 maneuver while aligning the vehicle parallel to the curb. 	
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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. 	<p>Theory: 1hr Practical: 6hrs Total: 7hrs</p>



	<ul style="list-style-type: none"> • 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. 	
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8.4.8: Tips for Parallel Parking HTVs Vehicles

Theory	Practical	Duration
Knowledge of <ul style="list-style-type: none"> ○ Take Your Time ○ Use Mirrors Effectively ○ Practice Makes Perfect ○ Safety First 	<ul style="list-style-type: none"> • Safely navigate the HTV through a narrow construction area without damaging the vehicle or surrounding obstacles. • 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 	Theory: 1hr Practical:6hrs. Total: 7hrs

8.4.9: Health and Safety of HTVs Vehicles

Theory	Practical	Duration
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<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 ○ Safety Shoes • Define Communication and Training <ul style="list-style-type: none"> ○ Safety Training ○ Communication 	<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 the day. • 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. 	<p align="right">Theory: 1hr Practical:3hrs Total: 4hrs</p>
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8.4: Operate Mobile Crane

Theory: 20 Hours

Practical: 80 Hours

Total: 100 Hours

8.2.1: Install Attachments		
Theory	Practical	Duration
<ul style="list-style-type: none"> • Describe Types of cranes, major components and their functions. • Describe attachments and purposes. • Describe tools for installation of attachments • Describe procedure for installation of attachments 	<ul style="list-style-type: none"> • Identifying components on a crane, understanding their roles in operation. • Select appropriate tools • Position equipment and attachment for installation • Respond to hand signals • Install attachments safely 	Theory- 03Hrs Practical-12Hrs Total- 15Hrs
8.2.2: Basic Operations before Starting Work		
Theory	Practical	Duration
<ul style="list-style-type: none"> • Define Pre-Operational Checks. • Define Site Inspection Steps • Describe Crane Setup and Assembly • Describe smooth and safe handling of controls. • Safety Briefing before operation. • Describe adjustment technique of Boom • Define Load Assessment 	<ul style="list-style-type: none"> • Conduct thorough inspection of the crane and its components. • Check for any visible damage, leaks, or worn-out parts. • Ensure all safety devices (alarms, lights, and brakes) are functional. • Assess the work area for potential hazards or obstructions. • Ensure the ground is stable and capable of supporting the crane's weight. • Operate different operating controls simultaneously as required • React changing conditions/situations • Check all levers and controls: Verify that all levers, switches, and control mechanisms are in proper working order. • Lift the boom to a 45-degree angle: Gradually raise the boom to a 45-degree angle from its resting position. • Determine the weight and dimensions of the load to be lifted. 	Theory- 4Hrs Practical-12Hrs Total- 16Hrs



	<ul style="list-style-type: none"> Refer to load charts to confirm the crane's capacity for the specific load. 	
8.2.3: Initial Operation		
Theory	Practical	Duration
<ul style="list-style-type: none"> Define Pre-Operation Inspection Describe Check Load Capacity and Rigging Describe the crane positioning at work place. Define crane boom angle and length before lifting. 	<ul style="list-style-type: none"> Before start work Inspect the crane visually and functionally before operation. Check for any visible damage, fluid leaks, or unusual sounds. Obtain and review the load specifications provided. Apply Outriggers Ensuring that rigging is properly connected and secure is crucial for the safe operation of cranes. Evaluate the lift site for potential hazards, obstructions, and ground conditions. Ensure the crane is positioned on stable ground. Adjusting the boom and length of a crane according to the weight of the load requires. 	<p>Theory- 05Hrs Practical-15Hrs Total-20Hrs</p>
8.2.4: Lift the weight and move to desired location		
Theory	Practical	Duration
<ul style="list-style-type: none"> Describe process of lift the weight. Define safe and efficient lifting and positioning of loads. Describe process of un lifting the weight. Describe unrigging process. 	<ul style="list-style-type: none"> Slowly begin to lift the load, using smooth and controlled movements. Monitor the load and rigging closely for any signs of instability or unexpected movement. Lower the load gently and carefully on desired location until the rigging is slack. Carefully unhook hooks or open shackles attached to the load's lifting points. Ensure that all safety latches are properly engaged or disengaged as required. Untie or unbuckle slings, straps, or chains from around the load. Avoid sudden movements that could cause the load or rigging to shift unexpectedly. 	<p>Theory- 03Hrs Practical-15Hrs Total- 20Hrs</p>
8.2.5: Initial position after completing work		
Theory	Practical	Duration



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<ul style="list-style-type: none"> ➤ Define Lower the Boom and Load. ➤ Describe Secure the Load and Rigging ➤ Describe Position the Crane ➤ Define Engage Parking Brake and Neutralize Controls ➤ Describe Lower Outriggers ➤ Describe Inspect and Clean Equipment ➤ Describe Store Equipment Properly ➤ Describe Document and Report 	<ul style="list-style-type: none"> • Lower the boom gradually using the controls. Ensure the load (if any) is securely lowered to the ground or designated storage area. • Remove and store rigging equipment (slings, hooks, chains, etc.) • Inspect rigging components for any signs of wear or damage and address any issues accordingly. • Maneuver the crane to a safe and designated parking area on stable ground. • Engage the parking brake and bring all controls to the neutral position and turn off the engine. • Securely retract and stow the outriggers to ensure safety and prepare the crane for storage or transport. • Conduct a visual inspection of the crane, checking for any damage, leaks, or signs of wear. Address any maintenance issues promptly. • Store all auxiliary equipment, tools, and personal protective gear in their designated locations. • Record the completion of work and any observations in the logbook or maintenance records. 	<p align="center">Theory-02Hrs Practical-12Hrs Total-14Hrs</p>
8.2.6: Safety and Final Checks		
Theory	Practical	Duration
<ul style="list-style-type: none"> • Describe safety protocols. • Describe methods/techniques of loading trucks • Describe coordination/communication to be done between helper and Operator 	<ul style="list-style-type: none"> • Ensure all safety protocols have been followed throughout the operation. • Verify that the crane is in a safe and stable position, ready for storage or the next assignment. • Communicate with signaler 	<p align="center">Theory- 03Hrs Practical-14Hrs Total-17Hrs</p>



8.5: Basic Language Proficiency (Arabic)

Theory: 5 Hours

Practical: 20 Hours

Total: 25Hours

8.6.1: التحيّة والتعارف (Introduction & Greetings)		
Theory	Practical	Duration
<ul style="list-style-type: none">• شرح الكلمات الجديدة بالأردية• تدريب الحوار بين الطالبين• تدريب الطلاب على استخدام الكلمات• تدريب على الاستماع• مشاهدة فيديو للحوار	<p>التعارف بين الشخصين</p> <p>قاسم: السلام عليكم! علي: وعليكم السلام ورحمة الله وبركاته! قاسم: كيف حالك؟ علي: بخير والحمد لله. قاسم: أنا اسمي قاسم، وأنت ما اسمك؟ علي: اسمي علي. من أين أنت يا قاسم؟ قاسم: أنا من تركيا، وأنت ما جنسيتك؟ علي: أنا سعودي. قاسم: تشرفنا. علي: تشرفنا بك. قاسم: إلى اللقاء. علي: مع السلامة.</p> <p>• أجب لما يأتي:</p> <ol style="list-style-type: none">1. السلام عليكم2. ما اسمك؟3. كيف حالك؟4. من أين أنت؟5. ما جنسيتك؟6. هل أنت باكستاني؟7. هل هو من سوريا؟8. مع السلامة <p>• تبادّل السؤال والجواب مع زميلك، كما في المثال: المثال، من أين أنت؟ ، أنت - باكستان، أنا من باكستان</p> <ol style="list-style-type: none">1, _____ , أنت - العراق _____ ,2, _____ , هو - سوريا _____ ,3, _____ , هي - مصر _____ ,4, _____ , أنت - باكستان _____ , <p>• املأ الفراغ في الجمل الآتية ممّا يأتي:</p>	<p>Theory:35 min Practical:135min. Total: 2.83hr.</p>



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	<p>سُودَانِيَّة، كَيْفَ، مِنْ، أَيْنَ، لِي، مُدْرَسٌ، سَهْلًا، إِلَى، خَيْرٍ، سَعِيدَةٍ.</p> <ol style="list-style-type: none">1. أَهْلًا وَ.....2. الْحَمْدُ اللهُ.3. سَمِيرٌ.....4. فُرْصَةً.....5. فاطمة.....6. أنا مِصر.7. بـ _____8. حَالُكَ؟9. مِنْ أَيْنَ أَنْتَ؟10. اللِّقَاء	
8.6.2: السفر (Travelling)		
Theory	Practical	Duration
<ul style="list-style-type: none">• شرح الكلمات الجديدة بالأردنية• تدريب الحوار بين الطالبين• تدريب الطلاب على استخدام الكلمات• تدريب على الاستماع• مشاهدة فيديو للحوار	<p><u>الحوار في المطار عند المغادرة</u></p> <p>حَمْد: السَّلَامُ عَلَيْكُمْ! المُوظَّف: وَ عَلَيْكُمْ السَّلَامُ وَرَحْمَةُ اللهِ وَبَرَكَاتُهُ! المُوظَّف: تَذَكِّرُ الطَّائِرَةَ وَجَوَّازَ السَّفَرِ مِنْ فَضْلِكَ. حَمْد: تَفَضَّلْ. المُوظَّف: كَمْ حَقِيبَةً مَعَكَ ؟ حَمْد: مَعِيَ حَقِيبَةٌ وَاحِدَةٌ. المُوظَّف: أَعْطِنِي جَوَّازَ السَّفَرِ، لَوْ سَمَحْتَ. حَمْد: بِكُلِّ سُرُورٍ، تَفَضَّلْ. المُوظَّف: حَسَنٌ. رِحْلَةٌ سَعِيدَةٌ. حَمْد: شُكْرًا.</p> <p><u>أَقْرَأِ الْجَمَلَ الْآتِيَةَ، وَلاِحْظِ مَا تَحْتَهُ خَطٌّ:</u></p> <ol style="list-style-type: none">1. لَوْ سَمَحْتَ، أَعْطِنِي الْقَلَمَ. تَفَضَّلْ.2. مِنْ فَضْلِكَ، أُرِيدُ فَنَاجَانَ قَهْوَةٍ.3. أَعْطِنِي جَوَّازَ السَّفَرِ، لَوْ سَمَحْتَ. بِكُلِّ سُرُورٍ.4. شُكْرًا عَلَى الْمُسَاعَدَةِ.5. عَفْوًا، أَيْنَ الْمَطَارُ؟6. أَرَاكَ غَدًا، إِنْ شَاءَ اللهُ.7. إِلَى اللِّقَاءِ.8. مَعَ السَّلَامَةِ.	<p>Theory:35 min Practical:135min. Total: 2.83hr.</p>



اكتب التَّعْيِيرَ الْمُنَاسِبَ فِي الْفَرَاغِ:

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

1. أُرِيدُ بَعْضَ السُّكَّرِ

2. أُعْطِنِي الْقَلَمَ مِنْ فَضْلِكَ.

3. أَنَا مُسَافِرٌ.

4. هَلْ أَسْتَطِيعُ أَنْ أَجْلِسَ هُنَا، نَعَمْ تَفَضَّلْ.

5. أَرَأَيْكَ الْأُسْبُوعَ الْقَادِمَ

• الحوار في المطار عند الوصول

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

صَالَةَ الْوُصُولِ، يُوسُفُ الْآنَ أَمَامَ مَكْتَبِ الْجَوَارَاتِ.

يُوسُفُ: السَّلَامُ عَلَيْكُمْ!

مُوظَّفُ الْجَوَارَاتِ: وَعَلَيْكُمْ السَّلَامُ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ!

مُوظَّفُ الْجَوَارَاتِ: بِطَاقَةِ الْوُصُولِ مِنْ فَضْلِكَ!

يُوسُفُ: هَذِهِ هِيَ.

مُوظَّفُ الْجَوَارَاتِ: جَوَازُ السَّفَرِ مِنْ فَضْلِكَ!

يُوسُفُ: هَذَا هُوَ.

مُوظَّفُ الْجَوَارَاتِ: مَا سَبَبُ الزِّيَارَةِ ؟ .

يُوسُفُ: الْعَمَلُ فِي الشَّرِكَةِ أَنَا سَانِقٌ.

مُوظَّفُ الْجَوَارَاتِ: مَا الْعُنْوَانُ فِي الْخُرْطُومِ ؟

يُوسُفُ: مَعْهَدُ اللُّغَةِ الْعَرَبِيَّةِ.

مُوظَّفُ الْجَوَارَاتِ: هَذَا هُوَ الْجَوَازُ.

يُوسُفُ: شُكْرًا.

مُوظَّفُ الْجَوَارَاتِ: مَعَ السَّلَامَةِ.

الحوار في المطار عندما فقد المسافر حقيبته

المشافر: معذرة، رحلتي وصلت من باكستان، أبحث عن

حقيبتي. لم أجد على الحزام الناقل هل يمكنك مساعدتي؟

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

يرجى وصف الأمتعة الخاصة بك؟

المشافر: إنها حقيبة سوداء.

وكيل الأمتعة: هل يمكنني الحصول على رقم بطاقة الأمتعة

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

حقيبتك لا تزال في مرحلة النقل ويجب أن تصل في الرحلة

التالية.



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



<p>الحوار في غرفة الاستقبال لحجز الغرفة</p> <p>عمر: وعليكم السلام ورحمة الله وبركاته موظف الاستقبال: السلام عليكم ورحمة الله وبركاته الشخص: أريد سكنا من فضلك أخبرني عن الخدمات المرافقة به موظف الاستقبال: لدينا قاعة طعام وغرفة مشتركة مع التلفزيون والحمام وخدمة الواي فاي المجانية في جميع أنحاء المنزل. الشخص: تبدو جيدة! أريد أن أعرف عن غرفة النوم؟ موظف الاستقبال: لدينا غرف نوم مريحة، وحمامات مشتركة في كل طابق، ومطبخ حيث يمكن للمرء طبخ الطعام. الشخص: هل هناك أي قواعد محددة يجب أن أعرفها؟ موظف الاستقبال: نعم، يجب على الضيوف العودة بحلول الساعة 11 مساءً لأسباب أمنية. إذا كنت تريد الوصول خارج هذه الساعات، فما عليك سوى إخبارنا بذلك مسبقاً. الشخص: حسناً، من الجيد أن نعرف ذلك. أريد الآن حجز غرفة. موظف الاستقبال: مرحباً بك! إذا كان هناك أي شيء آخر تحتاجه، فلا تتردد في السؤال. الشخص: شكراً مرة أخرى، أتمنى لك يوماً سعيداً! موظف الاستقبال: وأنت أيضاً!</p>		
8.6.4: التسوق (Shopping)		
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>الحوار في دكان الملابس</p> <p>البايع: مَرَحَبًا، أَيُّ خِدْمَةٍ؟ المُشْتَرِي: أُرِيدُ قَمِيصًا/سروال / الأحذية، لَوْ سَمَحْتَ. البايع: تَفَضَّلْ هُنَا، هَذَا قِسْمُ الْقَمِيصَانِ/سراويل/ أحذية. هَذَا قَمِيصٌ/سروال أبيض، وَهَذَا أَصْفَرُ، وَهَذَا أَزْرَقُ، وَهَذَا أَحْمَرُ، وَهَذَا أَسْوَدُ. المُشْتَرِي: بِكَمْ الْقَمِيصُ/السروال؟ . البايع: الْقَمِيصُ/ السروال بِعِشْرِينَ/ بثلاثين دِينَارًا. البايع: أَيُّ قَمِيصٍ/سروال تُرِيدُ؟ المُشْتَرِي: أُرِيدُ الْقَمِيصَ/ الْأَزْرَقَ.</p>	<p>Theory:35 min Practical:135min. Total: 2.83hr.</p>



	<p>الْبَائِعُ: هَذَا هُوَ الْقَمِيصُ / السَّرْوَالُ الْأَزْرَقُ. الْبَائِعُ: لَدَيْنَا أَثْوَابٌ جَمِيلَةٌ. الْمُشْتَرِي: بِكَمْ الثَّوْبُ؟ الْبَائِعُ: الثَّوْبُ بِثَلَاثِينَ دِينَارًا. الْمُشْتَرِي: أُرِيدُ الثَّوْبَ الْأَبْيَضَ. وَهَلْ تَقْدَمُونَ خَصْمًا عَلَى هَذِهِ الْأَثْوَابِ؟ الْبَائِعُ: نَعَمْ، لَدَيْنَا خَصْمٌ 30% (ثَلَاثِينَ بِالْمِئَةِ) الْمُشْتَرِي: حَسَنًا! مِنْ فَضْلِكَ أَخْبِرْنِي الْمَبْلَغَ الْمَطْلُوبَ الْبَائِعُ: الْمَطْلُوبُ خَمْسُونَ دِينَارًا. الْمُشْتَرِي: تَفَضَّلْ، هَذِهِ خَمْسُونَ دِينَارًا.</p> <p>تعبيرات التسوق</p> <p>تِجَارَةٌ إلكترونية (اليكترونك 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 شاپينگ)، الشخص الذي يحب التسوق كثيرًا = تقول له: هو يعشق التسوق.</p> <p>التسوق مع الأسرة</p> <p>أحمد: السلام عليكم يا أمي! إلى أين أنتِ 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، تفضلني. الأم وابنتها تصلان إلى السوق الْبَائِعُ: أي خدمة؟، كيف يمكنني أن أساعدك سيدتي؟ الأم: لو سمحت! هل يوجد لديكم تخفيضات؟ الْبَائِعُ: نعم سيدتي، لدينا تخفيضات تصل إلى ثلاثين في المئة (30%). الأم: لو سمحت! أريد حذاءً لبنتي. الْبَائِعُ: كم مقياس رجل ابنتك سيدتي؟ الأم: ثلاث وثلاثون (33). يأتي البائع بالحذاء الأسود. فاطمة: لا أريد هذا الحذاء، أريد حذاءً بِنِيًا.</p>	
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	<p>الأم: لَو سَمَحْتَ! هَل لَدَيْكَ جِذَاءٌ بِنِّي؟ البايع: سَأَنْظُرُ فِي الْمَخْزَنِ. بَعْدَ دَقَائِقٍ. البايع: هَذَا آخِرُ حِذَاءٍ، وَهُوَ عَلَى مَقَاسِ رِجْلِ ابْنَتِكَ؟ البايع: تَفْضَلِي يَا ابْنَتِي! قَيْسِي الْجِذَاءُ. فاطمة: نَعَمْ، الْجِذَاءُ جَيِّدٌ. الأم: لَو سَمَحْتَ! كَمْ سِعْرُ الْجِذَاءِ؟ البايع: قَبْلَ التَّخْفِيفِ: سِعْرُهُ مِئَةٌ لَيْرَةً (100). بَعْدَ التَّخْفِيفِ: سِعْرُهُ سَبْعُونَ لَيْرَةً (70) فَقَطْ. الأم: تَفْضَلِ يَا أُخِي! هَذِهِ سَبْعُونَ لَيْرَةً. البايع: مُبَارَكٌ يَا ابْنَتِي فاطمة: شُكْرًا لَكَ يَا عَمَّ</p> <p>أَسْئَلَةٌ عَامَّةٌ حَوْلَ النَّسْوُقِ:</p> <ol style="list-style-type: none">1. هَل تُحِبُّونَ النَّسْوُقَ؟2. أَيُّ شَيْءٍ فِي النَّسْوُقِ تُحِبُّونَهُ كَثِيرًا؟3. كَمْ مَرَّةً تَنْسَوُقُ فِي الشَّهْرِ؟4. أَيْنَ تُحِبُّ النَّسْوُقَ؟5. كَمْ مَسَافَةً لِلنَّسْوُقِ الْمُرْكَزِيِّ مِنْ بَيْتِكُمْ؟6. هَلْ هُنَاكَ تَخْفِيفَاتٌ مُوسِمِيَّةٌ فِي السُّوقِ الْمُرْكَزِيِّ؟ <p>بيع لوازم البيت</p> <p>البايع: تَفْضَلِ، أَيُّ خِدْمَةٍ؟ المرأة: أُرِيدُ سَمَكًا، وَلَحْمًا، وَدَجَاجًا. البايع: تَفْضَلِي السَّمَكُ، وَاللَّحْمُ، وَالدَّجَاجُ. وَمَاذَا تُرِيدِينَ أَيْضًا؟ المرأة: أُرِيدُ خِيَارًا، وَبِصَلًا، وَطَمَاطِمَ. البايع: تَفْضَلِي الْخِيَارَ، وَالبِصَلَ، وَالطَمَاطِمَ. وَمَاذَا تُرِيدِينَ أَيْضًا؟ المرأة: أُرِيدُ سُكَّرًا، وَشَايَا، وَبُنًّا. البايع: تَفْضَلِي السُّكَّرَ، وَالشَّايَ، وَالبُنَّ. وَمَاذَا تُرِيدِينَ أَيْضًا؟ المرأة: نَعَمْ، طَبِيقُ بَيْضٍ، وَعُلبَةُ مِلْحٍ. البايع: هَذَا طَبِيقُ البَيْضِ، وَهَذِهِ عُلبَةُ المِلْحِ. البايع: المَطْلُوبُ ثَمَانُونَ دِينَارًا. المرأة: تَفْضَلِ، هَذِهِ ثَمَانُونَ دِينَارًا.</p>	
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8.6.5: عند الطبيب (To the Doctor)

Theory	Practical	Duration
<ul style="list-style-type: none">• شرح الكلمات الجديدة بالأردية• تدريب الحوار بين الطالبين• تدريب الطلاب على استخدام الكلمات• تدريب على الاستماع• مشاهدة فيديو للحوار	<p><u>الحوار عن الإجازة بسبب المرض</u></p> <p>المُدِيرُ: السلام عليكم ورحمة الله وبركاته العَامِلُ: وعليكم السلام ورحمة الله وبركاته المُدِيرُ: لماذا تَعَيَّيْتُ عَنِ الدِّرَاسَةِ. العَامِلُ: أَصَبْتُ بِزَكَامٍ شَدِيدٍ. المُدِيرُ: بِمِ شَعْرَتِ؟ العَامِلُ: شَعْرَتُ بَصَدَاعٍ شَدِيدٍ فِي البَارِحَةِ، وَارْتَفَعَتْ دَرَجَةُ حَرَارَتِي. المُدِيرُ: هَلْ قَابَلْتِ الطَّبِيبَ؟ العَامِلُ: نَعَمْ، ذَهَبْتُ إِلَى المَسْتَشْفَى بِالإِسْعَافِ وَقَابَلْتُ الطَّبِيبَ. المُدِيرُ: هَلْ فَحَصَكَ الطَّبِيبُ؟ وَمَاذَا قَالَ لَكَ؟ العَامِلُ: نَعَمْ، فَحَصَنِي الطَّبِيبُ، وَفَحَصَ صَدْرِي وَقَلْبِي وَوَضَعَ مِقْيَاسَ الحَرَارَةِ فِي فَمِي، وَقَاسَ دَرَجَةَ الحَرَارَةِ وَضَغَطَ الدَّمِّ، وَكَتَبَ الطَّبِيبُ وَصْفَةَ العِلَاجِ وَنَصَحَنِي بِتَنَاوُلِ الدَّوَاءِ وَالحِمِيَةِ. المُدِيرُ: أَيْنَ التَّقْرِيرِ الطَّبِيِّ؟ العَامِلُ: هَذَا هُوَ التَّقْرِيرِ الطَّبِيِّ. المُدِيرُ: بِمِ تَشْعُرِ الآنَ؟ العَامِلُ: الحَمْدُ لِلَّهِ، أَشْعُرُ بِالرَّاحَةِ الآنَ وَتَحَسَّنَتْ حَالَتِي. المُدِيرُ: قَوَاكِ اللهُ العَامِلُ: شَكَراً لَكُمْ.</p> <p><u>الحوار مع الطبيب في العيادة أو المستشفى</u></p> <p>الطبيب: بِمِ تَشْعُرِ الآنَ؟ محمد: عِنْدِي أَلَمٌ شَدِيدٌ فِي بَطْنِي. الطبيب: هَلْ عِنْدَكَ صُدَاعٌ. محمد: لا الطبيب: هَلْ لَدَيْكَ قِيءٌ؟ محمد: لا. الطبيب: هَلْ عِنْدَكَ إِسْهَالٌ؟ محمد: نَعَمْ، قَلِيلٌ الطبيب: أَرَجُو أَنْ تَضَعَ مِقْيَاسَ الحَرَارَةِ فِي فَمِكَ.</p>	<p>Theory:35 min Practical:135min. Total: 2.83hr.</p>



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



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<ul style="list-style-type: none">• تدريب الطلاب على استخدام الكلمات• تدريب على الاستماع• مشاهدة فيديو للحوار	<p>حسن: الجو حارّ في الخارج، هذا فصل الصيف. أحمد: كم كان الحر شديداً في هذه السنة؟ حسن: لقد بلغت درجة الحرارة فوق خمسين درجة أو أكثر من ذلك. أحمد: ليت الصيف ينتهي بسرعة. حسن: ولكن الحرارة مفيدة للزرع والنّمار والفواكه. أحمد: هذا صحيح، ففي الصيف تنضج الثّمار ويكثر الزرع. حسن: لو لا الصيف لما وجدنا الطعام. أحمد: لاشكّ في ذلك، إن في اختلاف الفصول رحمة. حسن: طبعا، ففي فصل الشتاء بردّ وفي الخريف مطر، وفي الصيف حرّ وفي الربيع معتدل. وفي كل فصل فاكهة لذيذة. أحمد: حقاً، 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 حاراً ولا بارداً. عصام: الجو لطيف، والزهور متفتحة في كل مكان، وكل شيء أخضر حولنا. ياسر: ما أجمل ألوان هذه الزهور، وما أطيّب رائحتها؟ عصام: طبعا، فصل الربيع فصل الجمال والخضرة. ياسر: فصل الربيع الفصل الذي يحبه الجميع. عصام: لماذا تفضل هذا الفصل؟ ياسر: لأن فيه جو لطيف، وطقس رائع. وفيه تهبط الطيور على أغصان الأشجار. وتغرد أخلى 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> <p>سالم: ما أكثر الأمطار هذه السنة؟</p>	
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	<p>غانم: هذا فصلُ الخريفِ، تسقطُ فيه أمطارٌ غزيرةٌ ويعقبها حبسٌ شديدٌ.</p> <p>سالم: الجو حارٌّ جدًّا، ودرجةُ الرطوبةِ عاليةٌ.</p> <p>غانم: ارتفعتِ الحدةُ واشتدَّت درجةُ الحرارةِ.</p> <p>سالم: ما اشتدَّ الحرُّ في هذا الفصلِ.</p> <p>غانم: تسقطُ أوراقُ الأشجارِ وتذبلُ.</p> <p>سالم: ماذا تلبسُ في هذه الأيامِ؟</p> <p>غانم: ألبسُ الملابسَ الخفيفةَ وهي مصنوعةٌ من القطنِ.</p> <p>سالم: ماذا تفضِّلُ من المشروباتِ؟</p> <p>غانم: أفضلُ المشروباتِ الباردةَ مثل عصيرِ اللُّيمونِ والأناناسِ والرُّمانِ والخُوخِ.</p> <p>سالم: ماذا تستخدمُ عند نزولِ المطرِ؟</p> <p>غانم: أستخدمُ المظلةَ عند نزولِ المطرِ.</p> <p>سالم: هل تحبُّ هذا الفصلَ؟</p> <p>غانم: لا، أحبُّ هذا الفصلَ لأن فيه حبسٌ شديدٌ، والجوُّ مرطوبٌ فيه كذلك.</p> <p>سالم: لكنني أفضلُ هذا الفصلَ لأن الأمطارَ تجعل السماءَ صافيةً.</p> <p>غانم: حقًّا، ما أجملُ هذا الفصلَ!</p>	
8.6.7: العمل (The Work/Job)		
Theory	Practical	Duration
<p>شرح الكلمات الجديدة بالأردية</p> <p>تدريب الحوار بين الطالبين</p> <p>تدريب الطلاب على استخدام الكلمات</p> <p>تدريب على الاستماع</p> <p>مشاهدة فيديو للحوار</p>	<p><u>الحوار عن المهن المختلفة</u></p> <p>خالد: السَّلَامُ عَلَيْكُمْ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ أَيُّهَا الزُّمَلَاءُ الْكِرَامُ وَعَلَيْكُمْ السَّلَامُ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ الْأَخِ الْكَرِيمِ الْجَمِيعِ:</p> <p>خالد: اسْمِي خَالِدٌ أَنَا مُهَنْدِسٌ فِي الشَّرْكَةِ الْحُكُومِيَّةِ.</p> <p>عمر: اسْمِي عُمَرُ وَأَنَا طَبِيبٌ فِي الْمَسْتَشْفَى الْكَبِيرِ.</p> <p>بدر: اسْمِي بَدْرٌ أَنَا مُدْرَسٌ فِي الْمَدْرَسَةِ الْحُكُومِيَّةِ.</p> <p>قاسم: اسْمِي قَاسِمٌ وَأَنَا طَيَّارٌ فِي شَرِكَةِ الطَّيْرَانِ.</p> <p>فهد: وَأَنَا فَهْدٌ أَعْمَلُ فِي الْمَكْتَبِ الْحُكُومِيِّ كَمَوْظِفٍ.</p> <p>خالد: أَهْلًا وَسَهْلًا، كَمْ سَاعَةً تَعْمَلُ أَنْتِ يَا عُمَرُ؟</p> <p>عمر: أَنَا أَعْمَلُ فِي الْمَسْتَشْفَى ثَمَانِ سَاعَاتٍ تَقْرِيْبًا</p> <p>خالد: يَا بَدْرُ مَاذَا تُدْرَسُ فِي الْمَدْرَسَةِ الْحُكُومِيَّةِ؟</p> <p>بدر: أَنَا أُدْرَسُ مَادَةَ الْعُلُومِ.</p> <p>خالد: يَا قَاسِمُ فِي أَيِّ شَرِكَةٍ تَعْمَلُ؟</p>	<p>Theory:30 min Practical:135min. Total: 2.75hr</p>



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	<p>قاسم: أنا أعمل في شركة الخطوط الجوية السعودية.</p> <p>خالد: يا فهد متى تذهب إلى مكتبك صباحًا ؟</p> <p>فهد: أنا أخرج من الساعة السابعة والنصف</p> <p>خالد: شكرًا أيها الزملاء. مع السلامة</p> <p><u>أكمل الجملة بالكلمة المناسبة:</u></p> <p>الشخص الذي يبني المباني فهو</p> <p>الشخص الذي يصنع الأشياء من الحديد فهو</p> <p>الشخص الذي يصنع الأشياء من الخشب فهو</p> <p>الشخص الذي يصلح الأبواب فهو</p> <p>الشخص الذي يقص شعر الإنسان فهو</p> <p>الشخص الذي يبيع لحم الحيوانات فهو</p> <p>فهو الشخص الذي يصلح الأشياء الكهربائية</p> <p>..... الشخص الذي يقود السيارة أو الحافلة فهو</p> <p>..... الشخص الذي يطبخ الطعام فهو</p> <p>..... الشخص الذي يعمل في المزرعة فهو</p> <p><u>حوار بين المشرف والعامل حول الراتب</u></p> <p>صباح الخير، أستاذ خالد: العامل</p> <p>صباح النور، حسن. كيف حالك اليوم؟: المشرف خالد</p> <p>بخير، شكرًا. أردت التحدث معك بشأن راتبي، إذا: العامل حسن</p> <p>كان لديك بعض الوقت</p> <p>بالطبع، تفضل بالجلوس. ما الأمر؟: المشرف</p> <p>لقد لاحظت أن راتبي لم يتغير منذ فترة طويلة، وأشعر: العامل</p> <p>بأنني أعمل بجد وأقدم أفضل ما لدي. هل هناك إمكانية لزيادة</p> <p>الراتب أو تقديم مكافآت؟</p> <p>أفهم شعورك يا حسن. دعني أشرح لك الأمر. نحن في: المشرف</p> <p>الوقت الحالي نواجه بعض التحديات المالية في المصنع، ولكن</p> <p>دعني أرى ماذا يمكننا أن نفعل. هل لديك أمثلة على ما قدمته من</p> <p>إنجازات أو تحسينات في عملك؟</p> <p>نعم، لقد قمت بتحسين كفاءة الإنتاج في خط التجميع: العامل</p> <p>بنسبة 20% من خلال اقتراح بعض التعديلات. كما أنني ساعدت</p> <p>في تدريب العمال الجدد وأشرفت على تنفيذ بعض الإجراءات</p> <p>الجديدة التي قللت من نسبة الأخطاء</p> <p>هذا رائع يا حسن. بالتأكيد، هذه إنجازات تستحق: المشرف</p> <p>التقدير. هل أرسلت هذه الإنجازات إلى قسم الموارد البشرية؟</p>	
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	<p>نعم، قمت بإرسال تقرير مفصل عن هذه الإنجازات الشهر :العامل الماضي.</p> <p>جيد. سأتابع مع قسم الموارد البشرية بشأن تقريرك :المشرف وسأناقش إمكانية زيادة راتبك بناءً على مساهماتك. أيضاً، هل هناك أي تفاصيل أخرى تود مناقشتها؟</p> <p>نعم، كنت أتساءل إذا كان هناك نظام مكافآت للموظفين :العامل الذين يحققون أداءً متميزاً؟</p> <p>في الواقع، نحن نفكر في وضع نظام مكافآت جديد :المشرف لتحفيز الموظفين على الأداء المتميز. سأؤكد من أن مساهماتك وطلباتك تؤخذ بعين الاعتبار عند وضع هذا النظام</p> <p>شكراً لك، أستاذ خالد. هذا يعني لي الكثير. هل هناك أي :العامل إجراءات إضافية يجب علي اتباعها؟</p> <p>في الوقت الحالي، تابع عملك الجيد وكن صبوراً. :المشرف سأقوم بتحديثك بأي تطورات. وإذا كانت هناك أي معلومات جديدة من قسم الموارد البشرية، سأخبرك فوراً</p> <p>شكراً جزيلاً لك على تفهمك ودعمك. أتطلع إلى سماع :العامل الأخبار الجيدة قريباً</p> <p>لا شكر على واجب، حسن. نحن نقدر جهودك ونسعى :المشرف دائماً لدعم موظفينا. أتمنى لك يوماً موفقاً في العمل</p> <p>شكراً لك، أستاذ خالد. يومك سعيد :العامل</p>	
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8.6.8: ورشة السيارات/ الحادث على الشارع (Car Workshop/ Car Accident on the Road)

Theory	Practical	Duration
<ul style="list-style-type: none">شرح الكلمات الجديدة بالأرديةتدريب الحوار بين الطالبينتدريب الطلاب على استخدام الكلماتتدريب على الاستماعمشاهدة فيديو للحوار	<p><u>الحوار في ورشة السيارات</u></p> <p>العميل :مرحباً، صباح الخير.</p> <p>الفني :صباح الخير، أهلاً وسهلاً. كيف يمكنني مساعدتك اليوم؟</p> <p>العميل :لدي مشكلة في سيارتي. بدأت تصدر صوتاً غريباً عند التشغيل وأشعر بأنها لا تعمل بشكل جيد.</p> <p>الفني :أفهم. هل يمكنك توضيح نوع الصوت ومتى يحدث بالضبط؟</p> <p>العميل :نعم، الصوت يشبه الصرير، ويظهر عند بدء التشغيل، وأحياناً أثناء القيادة.</p> <p>الفني :حسناً، هل لاحظت أي مشاكل أخرى مثل اهتزازات أو نقص في الأداء؟</p> <p>العميل :نعم، هناك اهتزازات خفيفة عندما أقوم بالتسارع.</p>	<p>Theory:30 min Practical:135min. Total: 2.75hr</p>



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	<p>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 إضافية، 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>	
8.6.9: 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 الْفُدْسِ جَيِّدٌ عمر: حَسَنًا، هَيَّا نَذْهَبْ إِلَيْهِ. (في المعظم) نادِلُ الْمَطْعَمِ: أَهْلًا وَسَهْلًا - أَيِّ خِدْمَةٍ ؟ عمر: هَاتِ قَائِمَةَ الطَّعَامِ نادِلُ الْمَطْعَمِ: تَفَضَّلْ ، هَذِهِ قَائِمَةُ الطَّعَامِ</p>	<p>Theory: 30 min Practical: 2hr. Total: 2.5hr</p>



	<p>عمر: يَا فَهْدُ مَاذَا تَفْضِلُ مِنَ الطَّعَامِ؟ فهد: أَفْضَلُ السَّمَكِ وَبَعْضَ الْأُرْزِ عمر: وَأَنَا أَفْضَلُ الدَّجَاجِ الْمَشْوِيِّ عمر: وَمَاذَا تَفْضِلُ مِنَ الشَّرَابِ فهد: أَفْضَلُ الْمَاءِ فَقَطْ عمر: أَحْضِرِ الدَّجَاجَ الْمَشْوِيَّ وَالسَّمَكَ وَبَعْضَ الْأُرْزِ. نادِلُ الْمَطْعَمِ: حَاضِرٌ (عمر وفهد يأكلان الطعام) عمر: هَاتِ فَاثُورَةَ الطَّعَامِ نادِلُ الْمَطْعَمِ: هَذِهِ هِيَ فَاثُورَةُ الطَّعَامِ عمر: الْمَطْلُوبُ خَمْسِينَ رِيَالًا، تَفَضَّلْ. نادِلُ الْمَطْعَمِ: شُكْرًا.</p> <p><u>الحوار عن الوجبات اليومية</u> زينب: السَّلَامُ عَلَيْكُمْ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ مريم: وَعَلَيْكُمْ السَّلَامُ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ زينب: كَيْفَ حَالُكَ يَا زَيْنَبُ؟ أَرَأَيْكَ نَحِيفَةً فِي هَذِهِ الْأَيَّامِ مريم: الْحَمْدُ لِلَّهِ أَنَا بِخَيْرٍ وَلَسْتُ مَرِيضَةً بَلْ أُرِيدُ أَنْ أَنْقِصَ وَزْنِي. زينب: وَمَاذَا تَفْعَلِينَ لِأَجْلِ ذَلِكَ؟ مريم: أَكُلُ طَعَامًا قَلِيلًا زينب: كَمْ وَجِبَةً تَأْكُلِينَ فِي الْيَوْمِ؟ مريم: أَكُلُ وَجِبَتَيْنِ: الْفُطُورَ وَالْعِشَاءَ زينب: وَمَاذَا تَأْكُلِينَ فِي الْفُطُورِ؟ مريم: أَكُلُ السَّلْطَةَ وَالْفَاكِهَةَ وَأَشْرَبُ الْعَصِيرَ. زينب: وَمَاذَا تَأْكُلِينَ فِي الْعِشَاءِ؟ مريم: أَكُلُ الْخَضِرَوَاتِ وَالْأُرْزَ وَأَشْرَبُ الْمَاءَ زينب: وَلَكِنْ أَكُلُ ثَلَاثَ وَجِبَاتٍ فِي الْيَوْمِ وَأُحِبُّ الطَّعَامَ الْكَثِيرَ مريم: وَمَاذَا تَأْكُلِينَ فِي الْفُطُورِ؟ زينب: أَكُلُ الْخُبْزَ وَالْبَيْضَ وَالزَّبْدَةَ وَأَكُلُ فِي الغداء: اللَّحْمَ وَالذَّجَاجَ وَالْخُبْزَ وَأَكُلُ فِي العشاء: السَّمَكَ وَالْأُرْزَ وَالْفَاكِهَةَ وَأَشْرَبُ الماءِ مريم: هَذَا كَثِيرٌ جَدًّا يَا زَيْنَبُ أَصْبَحْتُ سَمِينَةً جَدًّا.</p>	
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	<p>زينب: وأنتِ تَأْكُلِينَ قَلِيلًا جَدًّا وَأَصْبَحْتَ نَحِيْفَةً جَدًّا. مريم: مَعَ السَّلَامَةِ زينب: مَعَ السَّلَامَةِ</p>	
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8.6: Basic Language Proficiency (English)

Theory: 5 hours

Practical: 20 hours

Total: 25 hours

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



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



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<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>	
8.7.5: Dialogues of a person at airport while check-in / check-out		
Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students- • Video presentation to connect with actual scenario • Role play {Pair/ group activity} 	<p>Check-In</p> <p>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.</p> <p>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.</p>	<p align="right">Theory: 10mins Practical:50min Total: 1hr</p>



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	<p>Passport Officer: What is the address in _____?</p> <p>Youssef: Arabic Language Institute/ place name</p> <p>Passport employee: This is the passport.</p> <p>Youssef: Thank you.</p>	
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8.7.6: Dialogues of a person at airport at boarding gate and onboard

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>Checking In- Boarding Gate</p> <p>Passenger: Excuse me, is this the gate for flight AA123 to Chicago?</p> <p>Attendant: Yes, it is. Boarding will start in about 15 minutes.</p> <p>Onboard a Plane</p> <p>Flight Attendant: Welcome aboard. May I see your boarding pass?</p> <p>Passenger: Here you go. Where can I store my bag? Please guide me to find my seat!</p> <p>Flight Attendant: Of course. Your seat is in row 12, aisle on your right."</p> <p>Arrival at Destination:</p> <p>Passenger (to Customs Officer): Good afternoon. I'm here for a short visit.</p> <p>Officer: Welcome. How long will you be staying?</p> <p>Passenger: Just a week. Here's my passport.</p>	<p>Theory: 10mins Practical:50min Total: 1hr</p>

8.7.7: Dialogues to use while looking for the luggage at the airport

Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students- • Video presentation to connect with actual scenario • Role play {Pair/ group activity} 	<p>At Baggage Claim</p> <p>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?</p> <p>Baggage Agent: Let me check the status for you. Please describe your luggage?</p> <p>Passenger: It's a black suitcase with a red ribbon tied around the handle.</p>	<p>Theory:15min Practical:45min Total: 1hr</p>



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	<p>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.</p> <p>Receiving Baggage</p> <p>Passenger (after locating bag): Great, there it is! Thank you for your help. Baggage Handler: You're welcome. Have a nice day! Baggage Handler: You're welcome. Have a nice day!</p>	
8.7.8: Residence- Dialogues with hostel owner for booking a room.		
Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students- • Video presentation to connect with actual scenario • Role play {Pair/ group activity) 	<p>At the reception</p> <p>Hostel Owner: Good evening! How can I help you? Person: I'm interested in staying at your hostel. Please tell me about the facilities you offer? 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. Person: Looks good! May I know about the rest area? Hostel Owner: We have comfortable bedrooms with bunk beds, shared bathrooms on each floor, and a kitchen where one can cook meal. Person: Are there any specific rules I should know about? 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. Person: Alright, that's good to know. I'll now want to book a room. Kindly share the monthly rent. Hostel Owner: You're welcome! It is only _____ Dirham/Riyale. Person: Thanks again, have a good day! Receptionist: You too!</p>	<p>Theory: 10min Practical:50min Total:1hr</p>
8.7.9: Dialogue with a person while hiring a residence		
Theory	Practical	Duration
<p>Listening and speaking</p>	<p>Renter: Assalam-o-Alaikum! Owner: Waalaikum Assalam! Renter: I want an apartment, please.</p>	<p>Theory: 10min Practical:50min Total:1hr</p>



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



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



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<p>connect with actual scenario</p> <ul style="list-style-type: none"> • Role play {Pair/group activity} 	<p>Seller: Here are the things. What else do you want? Buyer: I want sugar, tea, and coffee. Seller: Bring sugar, tea, and coffee. What else do you 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.</p>	
8.7.14: Conversation between manager and the employee about being absent due to illness		
Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students • Video presentation to connect with actual scenario • Role play {Pair/group activity} 	<p>Manager: Assalam-o-Alaikum 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: 15min Practical:45min Total:1hr</p>
8.7.15: Conversation between the Doctor and the patient about illness		
Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students • Video presentation to connect with actual scenario 	<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.</p>	<p>Theory: 15min Practical:45min Total:1hr</p>



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



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	Patient: Thank you, Doctor.	
8.7.17: Conversation in a Car Workshop		
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>Customer: Good morning.</p> <p>Mechanic: Good morning! How can I help you?</p> <p>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.</p> <p>Mechanic: Can you describe the noise? / When does it happen?</p> <p>Customer: It is a strange sound/ It happens when I start the car/ while I'm driving.</p> <p>Mechanic: Have you noticed any other issues, like vibrations or a loss of power?</p> <p>Customer: It is slight vibrations when I accelerate.</p> <p>Mechanic: Thanks for the details. I'll take a look at your car now. Please have a seat in waiting area.</p> <p>Customer: How long will the repairs take?</p> <p>Mechanic: This might take a couple of hours/ sometime/ It depends on what we find.</p> <p>Customer: What are your service charges?</p> <p>Mechanic: It will cost _____ Riyale</p> <p>Customer: Please inform when it is done.</p> <p>Mechanic: Sure! We'll let you know.</p>	<p>Theory: 15min Practical:45min Total:1hr</p>
8.7.18: Dialogue between Supervisor and Worker in a Factory about specific issues		
Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students • Video presentation to connect with actual scenario • Role play {Pair/ group activity} 	<p>Worker: Good morning, supervisor. I'd like to discuss a few important matters with you today.</p> <p>Supervisor: Good morning! Sure, what's on your mind?</p> <p>Worker: I have reviewed our workplace policies, but I have a few questions to understand them. Kindly explain some points?</p> <p>Supervisor: Let's go through them together. Which policies specifically are you unsure about?</p> <p>Worker: Another issue I've been experiencing language barriers with some team members. It's</p>	<p>Theory:20min Practical:40min Total:1hrs</p>



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	<p>causing delays in our projects. Do you have any suggestions on how we can improve communication/ my performance skills?</p> <p>Supervisor: Thanks for sharing this issue. We will work out to explore solutions, such as language training or assigning a translator.</p> <p>Worker: I noticed a deduction in my salary this month, and I don't know the reason. Could you help me understand the reasons behind it?</p> <p>Supervisor: Let me check that for you. It is likely related to our performance standards. I'll review them and provide you with a clear explanation.</p> <p>Worker: I was expecting my probation period to conclude soon, but I've been informed about a possible extension. Could you explain what factors contributed to this decision?</p> <p>Supervisor: Certainly. Let's sit down and discuss your performance during this period and any areas where improvement is needed. This will help us understand the cause of this extension.</p> <p>Worker: Thank you for addressing the concerns, supervisor. I appreciate your guidance in resolving these issues.</p> <p>Supervisor: You're welcome. It's important to keep communication open and find solutions together. Let's ensure we address these matters effectively for a better work environment</p>	
8.7.19: Dialogue between Supervisor and Worker in a Factory about routine performance		
Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students • Video presentation to 	<p>Worker: Good morning.</p> <p>Supervisor: Good morning. How can I help you today?</p> <p>Worker: I wanted to discuss something about my job. Do you have a few minutes?</p> <p>Supervisor: Of course. Have a seat. What's on your mind?</p>	<p>Theory:20min Practical:40min Total:1hrs</p>



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<p>connect with actual scenario</p> <ul style="list-style-type: none">• Role play {Pair/ group activity}	<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 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>	
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	<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>	
8.7.20: Conversation of a driver making an emergency call after an accident		
Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students • Video presentation to connect with actual scenario • Role play {Pair/ group activity} 	<p>Driver: I need emergency services, there's been an accident at [location].</p> <p>Emergency helper: Stay calm, sir/ma'am. / What's the nature of the accident? Are there injuries?</p> <p>Driver: Yes, it's bad. My car is wrecked, and there's another vehicle involved. I think someone might be hurt.</p> <p>Emergency helper: Alright, help is on the way. / Can you confirm if everyone is conscious? / Are you injured?</p> <p>Driver: I'm okay, just shaken. The other driver seems to be unconscious. We need an ambulance quickly!</p> <p>Emergency helper: Understood. Police and paramedics are enroute. / Please try to keep yourself and others safe until they arrive. / Can you tell me if there's any leaking fuel or hazards?</p> <p>Driver: I'll check... No, I don't see anything leaking. / But the road is blocked, and it's dark here.</p> <p>Emergency helper: Thank you for checking. Officers will be there shortly to assist with traffic control. / Stay with me on the line until help arrives. You're doing great.</p> <p>Driver: Okay, thank you. I'll stay here.</p> <p>Emergency helper: Help is almost there. Keep your hazard lights on and try to remain calm.</p> <p>Driver: I will. Hurry, please.</p> <p>Emergency helper: "They're almost there. Thank you for your patience. Help will be with you very soon.</p>	<p align="center">Theory:20min Practical:100min Total:2hrs</p>
8.7.21: 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 connect with actual scenario• Role play {Pair/ group activity)	<p>At a restaurant</p> <p>Omar: Assalam-o-Alaikum Fahd: Waalaikum Assalam Omar: I feel hungry. Let's go to the restaurant. Fahd: I feel hungry too. Omar: Where do we eat? Fahd: The restaurant on Al-Quds Street is good Omar: Okay, let's go to it. (in restaurant) Restaurant waiter: Welcome sir Omar: Bring me the menu Restaurant waiter: Here is the menu. Omar: Fahd, what do you want to eat? Fahd: I prefer fish and some rice Omar: I prefer grilled chicken Omar: would you like cold drink or water? Fahd: Just water please. Omar: (Giving order) Bring the grilled chicken, fish, and some rice. Restaurant waiter: present (Omar and Fahd eat food) Omar: Bring me the food bill Restaurant waiter: This is the food bill. Omar: Keep the change please. Restaurant waiter: Thank you.</p> <p>At home</p> <p>Khaled: May God's peace, mercy, and blessings be upon you. Omar: May God's peace, mercy, and blessings be upon you. Khaled: I am very hungry Omar: The food is ready on the table Khaled: What is this? Fish, meat, chicken, rice, salad, fruit, that's too much. Omar: Don't eat - Don't eat - Wait. Khaled: Why? I am hungry</p>	<p>Theory:20min Practical:100min Total:2hrs</p>
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	<p>Omar: We eat with the guests Khaled: The guests? who? Omar: Some of my family members Khaled: Where are the guests? Omar: In the living room Khaled: Really</p>	
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9. List of Tools, Equipment and 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-duty Work Gloves	16	HTV simulator and vehicle
17.	Safety Goggles or Face Shield	17	PPE kit
18.	High-visibility Vest or Clothing		
19.	Large Capacity Funnel Set		
20.	Welding Equipment		
21.	Emergency Spill Kit		
22.	Fire Extinguisher		
23.	First Aid Kit		
24.	hammer,		
25.	screwdrivers,		
26.	pliers,		
27.	self-locking pliers,		
28.	adjustable wrench,		
29.	wrenches, measuring tape(100m)		
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10. Members of Curriculum Development Committee

The following members participated in the Curriculum development Committee:

S#	Name	Designation	Organization
1	Engr. Inayat ur Rehman	DACUM Facilitator	Islamabad
2	Engr. Saba Sadiq	Lecturer	Air University, Islamabad
3	Engr. Shahid Khan	HOD	QS Dept CTTI, Islamabad
4	Furqan Mustafa	CTO, Simulation Expert	Softmount Islamabad
5	Doulat Panah	Training Coordinator	ATIN NLC Dina
6	Zafer Mehmood	Sr. Instructor HMO	ATIN NLC Dina
7	Farooq Ahmed Awan	Instructor	Mechanical Dept. CTTI, Islamabad
8	Binyameen	Sr. Instructor HMO	ATIN NLC Mandra
9	Abdul Rehman Abbasi	Instructor HMO	ATIN NLC Mandra
10	Dilawar Abbas Malik	Sr. Instructor HMO	The Master HMO training Center Tarnol, Islamabad
11	Haji Abdul Qayyum	Sr. Instructor HMO	The Master HMO training Center Tarnol, Islamabad
12	Shabir Hussain	AGI	Islamabad Traffic Police.
13	Abdul Rasheed	AGI	Islamabad Traffic Police.
14	Dr. Zaheer	Arabic Language Expert	Islamic University Islamabad
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11. Multi Choice Questions.

Module 1: 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



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- 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



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- 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?

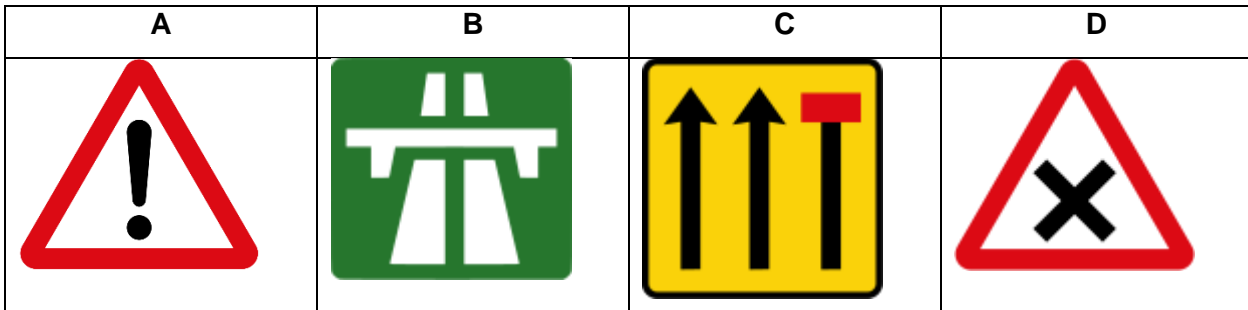
- A) Once a week
- B) Every trip
- C) Once a month
- D) Before heading out on route.

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



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

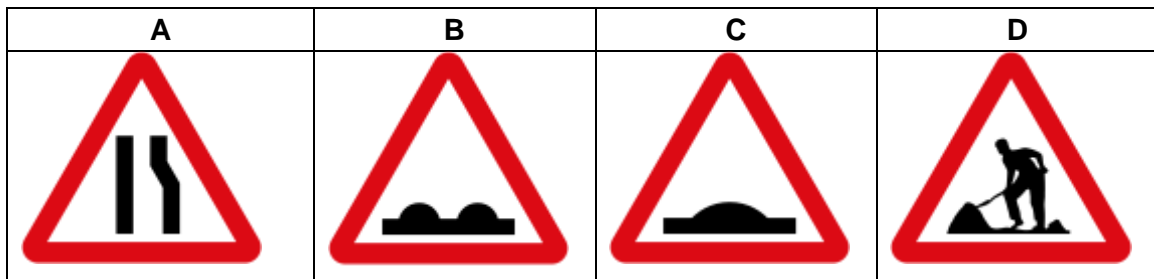
16. Which sign indicates danger ahead?



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?



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: Operate 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



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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?



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- 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 4: Operate Mobile Crane

- 1. What is the primary function of a mobile crane?**
 - A. Excavating soil
 - B. Lifting and moving heavy loads
 - C. Compacting surfaces
 - D. Mixing concrete
- 2. Which component of a mobile crane provides the lifting capability?**
 - A. Engine
 - B. Boom
 - C. Cab
 - D. Tracks
- 3. What type of power source do mobile cranes typically use?**
 - A. Electric
 - B. Solar
 - C. Diesel
 - D. Gasoline
- 4. Which part of the mobile crane helps in stabilizing the crane during lifting operations?**
 - A. Blade
 - B. Outriggers
 - C. Wheels
 - D. Hydraulic system
- 5. What is the purpose of the counterweight in a mobile crane?**
 - A. To increase fuel efficiency
 - B. To reduce lifting capacity
 - C. To stabilize the crane during lifting operations
 - D. To steer the crane
- 6. Which type of mobile crane is commonly used for rough terrain?**
 - A. All-terrain crane
 - B. Crawler crane
 - C. Truck-mounted crane
 - D. Tower crane
- 7. What is a common application of a mobile crane on construction sites?**
 - A. Mixing concrete
 - B. Lifting and placing materials and equipment
 - C. Compacting soil



D. Demolition work

8. How is the lifting capacity of a mobile crane determined?

- A. Engine size
- B. Boom length and counterweight
- C. Track size
- D. Cab design

9. Which safety feature helps prevent a mobile crane from tipping over?

- A. Rearview camera
- B. Seatbelt
- C. Rollover protection structure (ROPS)
- D. Overhead guard

10. Which component allows a mobile crane to rotate and move loads horizontally?

- A. Transmission
- B. Boom
- C. Counterweight
- D. Slewing mechanism

11. What is the main advantage of using an all-terrain crane?

- A. Higher lifting capacity
- B. Better fuel efficiency
- C. Greater mobility on different types of terrain
- D. Extended reach for deeper lifts

12. What is the purpose of the mobile crane's cab?

- A. To store tools
- B. To house the engine
- C. To provide a safe and comfortable space for the operator
- D. To balance the crane

13. Which factor is crucial for determining the correct type of mobile crane for a job?

- A. Color of the machine
- B. Operator's preference
- C. Type and weight of the load to be lifted
- D. Age of the machine

14. What is the function of the mobile crane's boom hoist mechanism?

- A. To lift the crane off the ground
- B. To extend and retract the boom
- C. To move the crane horizontally
- D. To stabilize the crane



15. What does the term “outrigger” refer to in mobile crane operation?

- A. A type of engine
- B. A lifting attachment
- C. A stabilizing leg deployed from the crane’s chassis
- D. A type of boom extension

16. Which maintenance task is essential for ensuring mobile crane safety?

- A. Replacing booms regularly
- B. Checking and maintaining hydraulic fluid levels
- C. Cleaning the cab interior
- D. Painting the exterior

17. What is the purpose of the load moment indicator (LMI) in a mobile crane?

- A. To increase the machine’s speed
- B. To warn the operator of unsafe lifting conditions
- C. To reduce noise levels
- D. To steer the crane

18. Which feature enhances the stability of a mobile crane during lifting operations?

- A. Rear-wheel drive
- B. Wider counterweight
- C. Longer boom length
- D. Lower center of gravity

19. What is a common use of mobile cranes in infrastructure projects?

- A. Plowing fields
- B. Harvesting crops
- C. Lifting and placing heavy materials and equipment
- D. Irrigating soil

20. Which part of the mobile crane allows for precise control of the load’s movement?

- A. Counterweight
- B. Hydraulic system
- C. Control panel
- D. Overhead guard

21. What is the main purpose of the load chart in a mobile crane?

- A. To display the machine’s speed
- B. To provide information on the machine’s lifting capacities at different boom lengths and radii
- C. To house the control buttons
- D. To store tools



- 22. Which factor most significantly impacts the fuel efficiency of a mobile crane?**
- A. Type of load
 - B. Operator technique
 - C. Boom length
 - D. Cab size
- 23. How often should a mobile crane's load moment indicator (LMI) be calibrated?**
- A. Annually
 - B. Monthly
 - C. Weekly
 - D. Daily
- 24. What does the term "outrigger beam" refer to in mobile crane operation?**
- A. A type of engine
 - B. A lifting attachment
 - C. A stabilizing beam extending from the crane's chassis
 - D. A type of boom extension
- 25. Which of the following is a common sign of hydraulic system issues in a mobile crane?**
- A. Excessive engine noise
 - B. Slow boom response
 - C. Increased fuel efficiency
 - D. Overheating of the cab
- 26. Which type of mobile crane is best suited for lifting heavy loads on uneven terrain?**
- A. All-terrain crane
 - B. Crawler crane
 - C. Truck-mounted crane
 - D. Tower crane
- 27. What is the function of the mobile crane's ROPS?**
- A. To increase lifting capacity
 - B. To protect the operator in case of rollover
 - C. To enhance visibility
 - D. To balance the crane
- 28. Which safety measure is important when operating a mobile crane on an incline?**
- A. Increasing speed
 - B. Reducing track pressure
 - C. Lowering the boom uphill
 - D. Using outriggers or stabilizers



29. What is the typical lifespan of a well-maintained mobile crane?

- A. 5-7 years
- B. 10-15 years
- C. 20-25 years
- D. 30-35 years

30. What is the purpose of the mobile crane's jib?

- A. To increase the machine's speed
- B. To enhance lifting capacity
- C. To reduce noise levels
- D. To steer the crane

31. Which practice helps in achieving safe and efficient mobile crane operations?

- A. Rapid, jerky movements
- B. Slow, controlled movements
- C. Random, varied movements
- D. Skipping steps in the lifting process

32. Which component helps in maintaining the alignment of the mobile crane's boom?

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

33. What does "center of gravity" refer to in mobile crane operation?

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

34. Which feature allows a mobile crane to perform operations in confined spaces?

- A. Compact design
- B. Long boom
- C. High ground clearance
- D. Small turning radius

35. What is the impact of using a mobile crane with a worn-out hydraulic system?

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



36. Which technology is increasingly being used in modern mobile cranes to enhance safety?

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

37. What is the purpose of the mobile crane's boom angle indicator?

- A. To increase the machine's speed
- B. To warn the operator of unsafe boom angles
- C. To reduce noise levels
- D. To steer the crane

38. Which maintenance practice is crucial for the mobile crane's hydraulic system?

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

39. What is the benefit of using a mobile crane with a telescopic jib?

- A. Increased lifting speed
- B. Higher lifting height
- C. Greater flexibility and precision in lifting
- D. Enhanced stability

40. Which feature of a mobile crane helps in maintaining a straight-line during operation?

- A. GPS system
- B. Boom alignment
- C. Wheel control
- D. Slewing control

41. What is the role of the mobile crane's ballast?

- A. To increase the machine's speed
- B. To stabilize the crane during lifting operations
- C. To reduce noise levels
- D. To steer the crane

42. Which operational practice can extend the life of a mobile crane?

- A. Overloading the crane
- B. Frequent starts and stops
- C. Regular maintenance checks



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D. Operating at maximum speed

43. What is the purpose of the mobile crane's hook block?

- A. To increase lifting capacity
- B. To clean the crane from debris
- C. To steer the crane
- D. To increase speed

44. Which safety feature is essential for mobile cranes operating near power lines?

- A. Rearview camera
- B. Insulated tires
- C. Boom angle indicator
- D. ROPS

45. Which component helps in controlling the height of the mobile crane's boom?

- A. Steering wheel
- B. Throttle
- C. Hydraulic cylinders
- D. Transmission

46. Which type of terrain can pose the most challenges for mobile crane operations?

- A. Flat surfaces
- B. Rocky terrain
- C. Sandy soil
- D. Grasslands

47. What is a common sign of boom wear in a mobile crane?

- A. Improved traction
- B. Uneven lifting performance
- C. Slippage and reduced lifting capacity
- D. Faster operation



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. Operate HTV									
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 4. Operate Mobile Crane									
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
B	B	C	B	C	B	B	B	C	D
11.	12.	13.	14.	15.	16.	17.	18.	19.	20.
C	C	C	B	C	B	B	D	C	C
21.	22.	23.	24.	25.	26.	27.	28.	29.	30.
B	B	A	C	A	B	B	D	B	B
31.	32.	33.	34.	35.	36.	37.	38.	39.	40.
B	C	C	D	B	B	B	B	C	C
41.	42.	43.	44.	45.	46.	47.	48.	49.	50.
B	C	A	B	C	B	C			