



**National Certificate in Construction Sector for
Road Roller and Fork Lifter Operator.**



National Vocational Certificate in Construction Sector (Road Roller and Fork Lifter Operator)

Duration: 3 Months



CURRICULUM

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



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1. Introduction

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

Based upon the demand of industry this qualification for Road Roller and Fork Lifter 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 this qualification 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 Road Roller and Fork Lifter Operator Enable the existing workforce to capacitate themselves in new technologies and methods

3. Overall objectives of training program

The Bulldozer and Motor Grader Operator qualification consists of 20 % theory and 80 % practical. and having the following Modules

- Maintain Health and Safety at Work Place
- Operate Road Roller
- Operate Fork Lifter



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- Language Skills Arabic
- Language Skills English

4. Entry level of trainees

The entry for National Certificate, in Road Roller and Fork Lifter Operator qualification 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

Urdu, local language

6. Duration of the course:

The proposed curriculum is composed of 5 modules that will be covered in 300 learning hours. It is proposed that the course may be delivered in 3 Months period.

The distribution of contact hours is given below:

Theory.	60 hours (20%)
Practical.	240hours (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	Maintain Health and Safety at Work Place	Functional	6	24	30	3	0.5	2.0	2.5
2	Operate Road Roller	Core	24	96	120	12	2.0	8.0	10.0
3	Operate Fork Lifter	Core	20	80	100	10	1.7	6.7	8.3
4	Language Skills Arabic	Generic	5	20	25	2.5	0.4	1.7	2.1
5	Language Skills English	Generic	5	20	25	2.5	0.4	1.7	2.1
Total			60	240	300	30	5	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**



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8. Details of Modules

8.1: Maintain Health and Safety at Work Place

Theory: 6 Hours

Practical: 24 Hours

Total: 30 Hours

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



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



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8.2: Operate Road Roller

Theory: 24 Hours

Practical: 96 Hours

Total:120 Hours

8.2.1: Different Parts, System & Use of Different Tools / Equipment		
Theory	Practical	Duration
<ul style="list-style-type: none"> • Describe Types of Road roller, major components and their functions. • Describe major components and functions. • Describe Lever System of Road Roller • Describe Cooling and Fuel System and Lubrication System • Describe Types of Power Train and Transmission • Describe Battery and Electrical System • Describe Hydraulic System 	<ul style="list-style-type: none"> • Identifying the different types of road rollers (such as smooth drum rollers, pad foot rollers, and pneumatic tire rollers) helps in selecting the appropriate equipment for different soil or asphalt types. • Categorizing the major components like the drum (for compaction), engine (for power), hydraulic system (for steering and vibration), and operator's cabin (for control and safety) helps in performing daily inspections and preventive maintenance. • Identifying the lever system, such as the gear shift lever and control levers for steering and vibration, enables precise control over the road roller during operation. • Classifying cooling system (radiator and fan) ensures the engine operates at optimal temperatures, preventing overheating during extended operation in hot conditions. • Understanding the power train options (hydrostatic vs. mechanical) helps in selecting the road roller best suited for 	<p>Theory- 04Hrs Practical-15Hrs Total- 19Hrs</p>



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	<p>different terrain and job requirements.</p> <ul style="list-style-type: none"> • Locate the battery location and electrical system components (wiring, alternator, and lights) ensures proper maintenance and troubleshooting. • Understanding the hydraulic system components (pump, cylinders, hoses, and control valves) allows for efficient operation and troubleshooting of hydraulic issues. 	
8.2.2: Basic Operations before Starting Work		
Theory	Practical	Duration
<ul style="list-style-type: none"> • Describe Pre-Operation Inspection. • Describe Fluid Checks setting. • Describe Battery and Electrical System. • Describe Tire or Drum Inspection. • Describe Operational Controls. • Describe Safety Gear of the road roller. • Describe Test Run before the operation. 	<ul style="list-style-type: none"> • Inspect the road roller thoroughly. Check the drum, engine, hydraulic system, and cabin for damage, leaks, or wear. Verify all safety guards and covers are secure. • Check fluid levels: engine oil, hydraulic fluid, coolant, and fuel. • Inspect battery for charge and terminal corrosion. Test lights, indicators, and controls for proper function. • Inspect tires or drum surfaces for damage or wear. Ensure tires are inflated correctly and drums are balanced for effective compaction. • Test steering, gear shifting, and vibration settings controls to ensure smooth and correct responsiveness. 	<p>Theory- 5Hrs Practical-15Hrs Total- 20Hrs</p>



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	<ul style="list-style-type: none"> • Before starting the engine, wear proper personal protective equipment (PPE) like a helmet, gloves, and reflective clothing. • React changing conditions/situations • After completing all checks satisfactorily, start the engine and let it warm up. • Briefly engage the controls to ensure all systems are operational and responsive. 	
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8.2.3: Initial Operation in the Workplace

Theory	Practical	Duration
<ul style="list-style-type: none"> • Describe Site Inspection and Preparation. • Define Positioning the Road Roller at workplace. • Describe the Setting Operational Parameters. • Define Safety Checks at workplace. • Describe Communication and Coordination. • Describe Initial Compaction Passes. • Describe Monitoring and Adjustments. 	<ul style="list-style-type: none"> • Check ground conditions, clear debris, and identify hazards for safe operation. • Align perpendicular to compaction direction for even coverage and maneuverability. • Adjust drum speed, vibration mode, and compaction force as per project requirements. • Ensure all safety features are functional, and everyone wears proper PPE. • Use clear signals and radios to coordinate movements and prevent accidents. • Start from edges, overlap passes, and adjust speed for uniform compaction. • Regularly test density, adjust settings based on results, and maintain quality standards. 	Theory- 05Hrs Practical-15Hrs Total-20Hrs



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8.2.4: Compaction Operations		
Theory	Practical	Duration
<ul style="list-style-type: none"> • Define Control Settings Adjustment <ul style="list-style-type: none"> ○ Speed Control ○ Vibration Frequency Adjustment ○ Direction Control • Define Surface Monitoring and Assessment <ul style="list-style-type: none"> ○ Material Inspection ○ Uniformity Check ○ Surface Temperature Management • Describe Compaction Checks and Quality Assurance <ul style="list-style-type: none"> ○ Density Verification ○ Layer Thickness Monitoring ○ Documentation and Reporting • Define Safety and Environmental Considerations <ul style="list-style-type: none"> ○ Safety Measures ○ Environmental Compliance 	<ul style="list-style-type: none"> • Adjust roller speed based on material type, layer thickness, and compaction needs. • Select the correct vibration frequency (high or low) based on material type and desired compaction depth. • Change roller direction to achieve uniform compaction and prevent surface ridges or marks. • Continuously monitor the compacting material for segregation, contamination, or any other issues that could affect the quality of compaction. • Ensure even compaction across the entire surface width and length, addressing any irregularities promptly. • Monitor and adjust roller operations to maintain the optimal temperature of the material being compacted, crucial for achieving proper bonding and compaction. • Use compaction meters (such as nuclear density gauges or non-nuclear density meters) or conduct visual inspections to confirm that the achieved density meets specified requirements. • Ensure each compacted layer meets the specified thickness to 	<p>Theory- 05Hrs Practical-21Hrs Total- 26Hrs</p>



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	<p>achieve the design strength and durability of the road surface.</p> <ul style="list-style-type: none"> Record compaction data, including number of passes, roller settings, and deviations from the compaction plan, for quality assurance and future reference. Follow safety protocols during roller operation, including signalling, visibility precautions, and regular equipment maintenance checks. Ensure compaction activities comply with environmental regulations, especially regarding dust suppression and noise control measures. 	
8.2.5: Post-Operation Maintenance		
Theory	Practical	Duration
<ul style="list-style-type: none"> Describe Workplace Cleaning. Describe Fluid Checks of road roller. Describe Inspection for Damage. Describe Documentation. 	<ul style="list-style-type: none"> Removing any material buildup from the drum and scraper bars to prevent it from hardening and affecting future compaction. Revisiting fluid levels and replenishing as necessary to prepare the roller for the next operation. Examining the roller for any signs of wear, damage, or potential issues that may need repair before the next use. Recording operational details such as compaction passes, material conditions, and any observations for future reference or reporting purposes. 	<p align="center">Theory-02Hrs Practical-15Hrs Total-17Hrs</p>



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8.2.6: Safety and Final Checks		
Theory	Practical	Duration
<ul style="list-style-type: none">Describe safety protocols.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 Road roller is in a safe and stable position, ready for storage or the next assignment.Communicate with helper.	<p>Theory- 03Hrs Practical- 15Hrs Total-18Hrs</p>



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8.3: Operate Fork lifter

Theory: 20 hours

Practical: 80 hours

Total: 100 hours

8.3.1: Comply with safety requirements		
Theory	Practical	Duration
Enlist safety equipment. Describe safety controls and their operations Describe cautions, warnings and hazards Describe signs, indication lights and symbols	Identify safety controls and equipment. Respond to cautions, warnings and hazards. Respond to signs, indication lights and symbols. Inspect engine oil / lubricants. Inspect coolant. Check air pressure of tiers.	Theory: 3hr Practical:6hrs Total: 9hrs
8.3.2: Identify Fork lifter Machine		
Theory	Practical	Duration
Describe Fork Lifter Describe types of fork lifter Describe components of fork lifter	Enlist types of fork lifter Enlist components of fork lifter	Theory:2hr Practical:5hrs Total: 7hrs
8.3.3: Install Attachment		
Theory	Practical	Duration
<ul style="list-style-type: none"> ➤ Enlist attachments ➤ Purpose of installation tools and attachments ➤ Procedure for installation of attachments 	<ol style="list-style-type: none"> 1. Identify tools and attachments 2. Perform positing of attachment for installation 3. Respond to hand signals 4. Install attachments safely 	Theory: 2hr Practical: 6hrs Total: 8hrs
8.3.4: Operate Controls		
Theory	Practical	Duration
<ul style="list-style-type: none"> ➤ Define basic operating functions. ➤ Procedures of operating controls ➤ Define situations for different conditions ➤ Define safety of handling controls 	<ol style="list-style-type: none"> 1. Identify different controls with its functions. 2. Start the machine/engine. 3. Perform positing of the machine back and forth. 4. Operate different operating controls simultaneously as required 5. React changing conditions/situations 	Theory: 3hr Practical: 9hrs Total: 12hrs



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➤ Describe adjustment procedure for mounting attachments		
8.3.5: Evaluate Lifting Load		
Theory	Practical	Duration
<ul style="list-style-type: none"> ➤ Define and calculate load ➤ Identifying and reporting maintenance needs 	<ol style="list-style-type: none"> 1. Measure volume 2. Measure Load 3. Identifying and reporting maintenance needs 	<p align="center">Theory: 2hr Practical: 6hrs Total: 8hrs</p>
8.3.6: Basic Operation Skills		
Theory	Practical	Duration
<ul style="list-style-type: none"> ➤ Describe techniques Starting, steering and stopping ➤ Describe Controlled acceleration and braking 	<ol style="list-style-type: none"> 1. Starting, stopping, and steering techniques 2. Controlled acceleration and braking 	<p align="center">Theory: 2hr Practical: 9hrs Total: 11hrs</p>
8.3.7: Load Handling		
Theory	Practical	Duration
<ul style="list-style-type: none"> ➤ Load capacity and load charts ➤ Principles of load stability and securement 	<ol style="list-style-type: none"> 1. Load capacity and load charts 2. Principles of load stability and securement 	<p align="center">Theory: 2hr Practical: 12hrs Total: 14hrs</p>
8.3.8: Maneuvering and Navigation		
Theory	Practical	Duration
<ul style="list-style-type: none"> ➤ Describe various loads (pallets, crates, irregular shapes) ➤ Describe Operating technique in different environments (e.g., warehouses, outdoor yards) 	<ol style="list-style-type: none"> 1. Handling various loads (pallets, crates, irregular shapes) 2. Operating in different environments (like warehouses, outdoor yards) 	<p align="center">Theory: 2hr Practical: 12hrs Total: 14hrs</p>
8.3.9: Advanced Techniques		
Theory	Practical	Duration
<ul style="list-style-type: none"> ➤ Narrow aisle operations ➤ Racking systems and confined spaces 	<ol style="list-style-type: none"> 1. Perform Narrow aisle operations 2. Perform Racking systems and confined spaces 	<p align="center">Theory: 2hr Practical: 15hrs Total: 17hrs</p>



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8.4: Basic Language Proficiency (Arabic)

Theory: 5 Hours

Practical: 20 Hours

Total: 25 Hours

8.4.1: التحيّة والتعارف (Introduction & Greetings)		
Theory	Practical	Duration
<ul style="list-style-type: none">• شرح الكلمات الجديدة بالأردية• تدريب الحوار بين الطالبين• تدريب الطلاب على استخدام الكلمات• تدريب على الاستماع• مشاهدة فيديو للحوار	<p>التعارف بين الشخصين</p> <p>قاسم: السلام عليكم! علي: وَعَلَيْكُمْ السَّلَامُ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ! قاسم: كَيْفَ حَالُكَ؟ علي: بِخَيْرٍ وَالْحَمْدُ لِلَّهِ. قاسم: أَنَا إِسْمِي قَاسِمٌ، وَأَنْتَ مَا اسْمُكَ؟ علي: اسْمِي عَلِيٌّ. مِنْ أَيْنَ أَنْتَ يَا قَاسِمٌ؟ قاسم: أَنَا مِنْ تُرْكِيَا، وَأَنْتَ مَا جِنْسِيَّتُكَ؟ علي: أَنَا سَعُودِيٌّ. قاسم: تَشْرَفْنَا. علي: تَشْرَفْنَا بِكَ. قاسم: إِلَى الْإِلْقَاءِ. علي: مَعَ السَّلَامَةِ.</p> <p>• أَجِبْ لِمَا يَأْتِي:</p> <ol style="list-style-type: none">1. السَّلَامُ عَلَيْكُمْ2. مَا اسْمُكَ؟3. كَيْفَ حَالُكَ؟4. مِنْ أَيْنَ أَنْتَ؟5. مَا جِنْسِيَّتُكَ؟6. هَلْ أَنْتَ بَاكِسْتَانِيٌّ؟7. هَلْ هُوَ مِنْ سُورِيَا؟8. مَعَ السَّلَامَةِ <p>• تَبَادُلِ السُّؤَالِ وَالْجَوَابِ مَعَ زَمِيلِكَ، كَمَا فِي الْمَثَلِ:</p> <p>المثال، مِنْ أَيْنَ أَنْتَ؟ , أَنْتَ - بَاكِسْتَانِ , أَنَا مِنْ بَاكِسْتَانِ</p> <ol style="list-style-type: none">1, _____ , أَنْتَ - الْعِرَاقِ _____ ,2, _____ , هُوَ - سُورِيَا _____ ,3, _____ , هِيَ - مِصْرَ _____ ,4, _____ , أَنْتَ - بَاكِسْتَانِ _____ , <p>• اَمْلِئِ الْفَرَاغَ فِي الْجُمْلِ الْآتِيَةِ مِمَّا يَأْتِي:</p>	<p>Theory:35 min Practical:135min. Total: 2.83hr.</p>



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	<p>سُودَانِيَّة، كَيْفَ، مِنْ، أَيْنَ، لِي، مُدْرِسٌ، سَهْلًا، إِلَى، خَيْرٍ، سَعِيدَةً.</p> <p>1. أَهْلًا وَ 2. الْحَمْدُ اللهُ. 3. سَمِيرٌ..... 4. فُرْصَةً..... 5. فاطمة..... 6. أنا مِصر. 7. بـ 8. حَالُكَ؟ 9. مِنْ أَيْنَ أَنْتِ؟ 10. اللِّقَاء</p>	
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8.4.2: السفر (Travelling)

Theory	Practical	Duration
<ul style="list-style-type: none">• شرح الكلمات الجديدة بالأردنية• تدريب الحوار بين الطالبين• تدريب الطلاب على استخدام الكلمات• تدريب على الاستماع• مشاهدة فيديو للحوار	<p><u>الحوار في المطار عند المغادرة</u></p> <p>حَمَد: السَّلَامُ عَلَيْنُكُمْ! المُوظَّف: وَعَلَيْكُمْ السَّلَامُ وَرَحْمَةُ اللهِ وَبَرَكَاتُهُ! المُوظَّف: تَذَكِّرُ الطَّائِرَةَ وَجَوَّازَ السَّفَرِ مِنْ فَضْلِكَ. حَمَد: تَفَضَّلْ. المُوظَّف: كَمْ حَقِيبَةً مَعَكَ ؟ حَمَد: مَعِيَ حَقِيبَةٌ وَاحِدَةٌ. المُوظَّف: أَعْطِنِي جَوَّازَ السَّفَرِ، لَوْ سَمَحْتَ. حَمَد: بِكُلِّ سُرُورٍ، تَفَضَّلْ. المُوظَّف: حَسَنٌ. رِحْلَةٌ سَعِيدَةٌ. حَمَد: شُكْرًا.</p> <p><u>أَفْرَأَ الْجَمَلَ الْآتِيَّةَ، وَلاَحِظْ مَا تَحْتَهُ خَطٌّ:</u></p> <p>1. لَوْ سَمَحْتَ، أَعْطِنِي الْقَلَمَ. تَفَضَّلْ. 2. مِنْ فَضْلِكَ، أُرِيدُ فِنْجَانَ قَهْوَةٍ. 3. أَعْطِنِي جَوَّازَ السَّفَرِ، لَوْ سَمَحْتَ. بِكُلِّ سُرُورٍ. 4. شُكْرًا عَلَى الْمُسَاعَدَةِ. 5. عَفْوًا، أَيْنَ الْمَطَارُ؟ 6. أَرَاكَ عَدَا، إِنْ شَاءَ اللهُ. 7. إِلَى اللِّقَاءِ.</p>	<p>Theory:35 min Practical:135min. Total: 2.83hr.</p>



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8. مَعَ السَّلَامَةِ.

اكتبِ التَّعْبِيرَ الْمُنَاسِبَ فِي الْفَرَاغِ:

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

1. أُرِيدُ بَعْضَ السُّكَّرِ

2. أَعْطِنِي 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.



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	<p>يبدو أن حقيبتك لا تزال في مرحلة النقل ويجب أن تصل في الرحلة التالية. المسافر (بعد أن وجد الحقيبة): " ها هي! شكرًا لك على مساعدتك. وكيل الأمتعة: مرحبًا بك. طاب يومك!</p>	
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8.4.3: السكن (Residence)

Theory	Practical	Duration
<ul style="list-style-type: none">• شرح الكلمات الجديدة بالأردية• تدريب الحوار بين الطالبين• تدريب الطلاب على استخدام الكلمات• حفظ الأرقام (1-100)• تدريب على الاستماع• مشاهدة فيديو للحوار	<p><u>الحوار عن عنوان البيت</u> أحمد: السَّلَامُ عَلَيْكُمْ! حَسَانُ: وَعَلَيْكُمْ السَّلَامُ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ! أحمد: أَيْنَ تَسْكُنُ؟ حَسَانُ: أَسْكُنُ فِي حَيِّ الْمَطَارِ. وَأَيْنَ تَسْكُنُ أَنْتَ؟ أحمد: أَسْكُنُ فِي حَيِّ الْجَامِعَةِ. حَسَانُ: هَلْ تَسْكُنُ فِي بَيْتٍ؟ أحمد: نَعَمْ أَسْكُنُ فِي بَيْتٍ. أحمد: هَلْ تَسْكُنُ فِي بَيْتٍ؟ حَسَانُ: لَا، أَسْكُنُ فِي شَقَّةٍ. أحمد: مَا رَقْمُ شَقَّتِكَ؟ حَسَانُ: 5. مَا رَقْمُ بَيْتِكَ؟ أحمد: 9.</p> <p><u>أَيَّامِ الْأُسْبُوعِ:</u> الأحد - الإثنين - الثلاثاء - الأربعاء - الخميس - الجمعة - السبت</p> <p><u>الحوار عند استئجار الشقة</u> المُستأجر: السَّلَامُ عَلَيْكُمْ! المُؤجَّر: وَعَلَيْكُمْ السَّلَامُ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ! المُستأجر: أريدُ شَقَّةً، مِنْ فَضْلِكَ. المُؤجَّر: لَدَيْنَا شَقَّةٌ جَمِيلَةٌ. المُستأجر: كَمْ عُرْفَةٌ فِي الشَقَّةِ؟ المُؤجَّر: فِي الشَقَّةِ خَمْسُ عُرْفٍ. المُستأجر: فِي أَيِّ دَوْرٍ الشَقَّةُ؟ المُؤجَّر: الشَقَّةُ فِي الدَّوْرِ الْخَامِسِ؟ المُستأجر: أريدُ مُشَاهَدَةَ الشَقَّةِ.</p>	<p>Theory:35 min Practical:135min. Total: 2.83hr.</p>



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	<p>المُوجِرُ: تَفَضَّلْ.</p> <p>المُوجِرُ: هَذِهِ هِيَ الشَّقَّةُ.</p> <p>المُسْتَأْجِرُ: هَذِهِ شَقَّةٌ جَمِيلَةٌ.</p> <p>الحوار في غرفة الاستقبال لحجز الغرفة</p> <p>عمر: وعليكم السلام ورحمة الله وبركاته</p> <p>موظف الاستقبال: السلام عليكم ورحمة الله وبركاته</p> <p>الشخص: أريد سكنا من فضلك أخبرني عن الخدمات المرافقة به</p> <p>موظف الاستقبال: لدينا قاعة طعام وغرفة مشتركة مع التلفزيون والحمام وخدمة الواي فاني المجانية في جميع أنحاء المنزل.</p> <p>الشخص: تبدو جيدة! أريد أن أعرف عن غرفة النوم؟</p> <p>موظف الاستقبال: لدينا غرف نوم مريحة، وحمامات مشتركة في كل طابق، ومطبخ حيث يمكن للمرء طبخ الطعام.</p> <p>الشخص: هل هناك أي قواعد محددة يجب أن أعرفها؟</p> <p>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.</p> <p>الشخص: حسناً، من الجيد أن نعرف ذلك. أريد الآن حجز غرفة.</p> <p>موظف الاستقبال: مرحباً بك! إذا كان هناك أي شيء آخر تحتاجه، فلا تتردد في السؤال.</p> <p>الشخص: شكراً مرة أخرى، أتمنى لك يوماً سعيداً!</p> <p>موظف الاستقبال: وأنت أيضاً!</p>	
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8.4.4: التسوق (Shopping)

Theory	Practical	Duration
<ul style="list-style-type: none">• شرح الكلمات الجديدة بالأردية• تدريب الحوار بين الطالبين• تدريب الطلاب على استخدام الكلمات• تدريب على الاستماع• مشاهدة فيديو للحوار	<p>الحوار في دكان الملابس</p> <p>البائع: مَرْحَبًا، أَيُّ خِدْمَةٍ؟</p> <p>المُسْتَشْتَرِي: أُرِيدُ قَمِيصًا/سروال/الأحذية، لَوْ سَمَحْتَ.</p>	<p>Theory:35 min Practical:135min. Total: 2.83hr.</p>



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البايع: تَفَضَّلْ هُنَا، هَذَا قِسْمُ الْقَمِيصَانِ/سراويل/ أحذية.
هَذَا قَمِيصٌ/سروال أبيض، وَهَذَا أَصْفَرٌ، وَهَذَا أَزْرَقٌ،
وَهَذَا أَحْمَرٌ، وَهَذَا أَسْوَدٌ.

المُشْتَرِي: بِكَمْ الْقَمِيصُ/السروال؟ .

البايع: الْقَمِيصُ/ السروال بِعِشْرِينَ/ بثلاثين دِينَارًا.

البايع: أَيُّ قَمِيصٍ/سروال تُرِيدُ؟.

المُشْتَرِي: أُرِيدُ الْقَمِيصَ/ الْأَزْرَقَ.

البايع: هَذَا هُوَ الْقَمِيصُ/ السروال الْأَزْرَقَ.

البايع: لَدَيْنَا أَثْوَابٌ جَمِيلَةٌ.

المُشْتَرِي: بِكَمْ الثَّوْبُ؟

البايع: الثَّوْبُ بِثَلَاثِينَ دِينَارًا.

المُشْتَرِي: أُرِيدُ الثَّوْبَ الْأَبْيَضَ. وَهَلْ تَقْدَمُونَ خَصْمًا
عَلَى هَذِهِ الْأَثْوَابِ؟

البايع: نَعَمْ، لَدَيْنَا خَصْمٌ 30% (ثلاثين بالمئة)

المُشْتَرِي: حَسَنًا! مِنْ فَضْلِكَ أَخْبِرْنِي الْمَبْلَغَ الْمَطْلُوبَ

البايع: الْمَطْلُوبُ خَمْسُونَ دِينَارًا.

المُشْتَرِي: تَفَضَّلْ، هَذِهِ خَمْسُونَ دِينَارًا.

تعبيرات التسوق

تِجَارَةٌ إِكْتِرَوْنِيَّةٌ (البيكرانك ثريد)، بيع وشراء عَبْرَ الْإِنْتَرِ
نَت + الشبكية، أو الشبكية الْعَنْكَبُوتِيَّة، تخفيضات الْمَوْسِمِ أو
تخفيضات مَوْسِمِيَّة (في نهاية الشِتَاءِ، وفي نهاية الصيف)،
التسوق عَبْرَ الْإِنْتَرِنتِ أو عَبْرَ الشَّابِكَةِ (آن لائن شاپينگ)،
الشَّخْصُ الَّذِي يُحِبُّ التَّسَوِّقَ كَثِيرًا = نقول له: هُوَ يَعْتَشِقُ
التَّسَوِّقَ.

التسوق مع الأسرة

أحمد: السلام عَلَيْكُمْ يَا أُمِّي! إِلَى أَيْنَ أَنْتِ ذَاهِبَةٌ؟

الأم: وَعَلَيْكُمْ السَّلَامُ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ، أَنَا ذَاهِبَةٌ إِلَى
السُّوقِ يَا وَلَدِي.

فاطمة: هَلْ يُمَكِّنُ لِي أَنْ أَتَسَوَّقَ مَعَكَ يَا أُمِّي؟

الأم: عَلَى الرَّحْبِ وَالسَّعَةِ، تَفَضَّلِي.

الأمُ وَابْتِنَتْهَا تَصِلَانِ إِلَى السُّوقِ

البايع: أَيُّ خِدْمَةٍ؟، كَيْفَ يُمَكِّنُنِي أَنْ أُسَاعِدَكَ سَيِّدَتِي؟

الأم: لَوْ سَمَحْتَ! هَلْ يُوجَدُ لَدَيْكُمْ تَخْفِيزَاتٌ؟



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الْمِئَةِ (30%).

الأمُّ: لَوْ سَمَحْتَ! أُرِيدُ حِذَاءً لِبَنَّتِي.

البائع: كَمْ مَقَاسُ رِجْلِ ابْنَتِكَ سَيِّدَتِي؟

الأمُّ: ثَلَاثٌ وَثَلَاثُونَ (33).

يَأْتِي الْبَائِعُ بِالْحِذَاءِ الْأَسْوَدِ.

فاطمة: لَا أُرِيدُ هَذَا الْحِذَاءَ، أُرِيدُ حِذَاءً بَيْضًا .

الأمُّ: لَوْ سَمَحْتَ! هَلْ لَدَيْكَ حِذَاءٌ بُنِي؟

البائع: سَأَنْظُرُ فِي الْمَخْرَنِ.

بَعْدَ دَقَائِقٍ.

البائع: هَذَا آخِرُ حِذَاءٍ، وَهُوَ عَلَى مَقَاسِ رِجْلِ ابْنَتِكَ؟

البائع: تَفَضَّلِي يَا ابْنَتِي! فَيَسِي الْحِذَاءَ.

فاطمة: نَعَمْ، الْحِذَاءُ جَيِّدٌ.

الأمُّ: لَوْ سَمَحْتَ! كَمْ سِعْرُ الْحِذَاءِ؟

البائع: قَبْلَ التَّخْفِيزِ: سِعْرُهُ مِئَةٌ لَيْرَةً (100).

بَعْدَ التَّخْفِيزِ: سِعْرُهُ سَبْعُونَ لَيْرَةً (70) فَقَطْ.

الأمُّ: تَفَضَّلْ يَا أُخِي! هَذِهِ سَبْعُونَ لَيْرَةً.

البائع: مُبَارَكٌ يَا ابْنَتِي

فاطمة: شُكْرًا لَكَ يَا عَمَّ

أَسْئَلَةٌ عَامَّةٌ حَوْلَ التَّسْوُوقِ:

1. هل تُحِبُّونَ التَّسْوُوقَ؟
2. أَيُّ شَيْءٍ فِي التَّسْوُوقِ تُحِبُّونَهُ كَثِيرًا؟
3. كَمْ مَرَّةً تَتَسَوَّقُ فِي الشَّهْرِ؟
4. أَيْنَ تُحِبُّ التَّسْوُوقَ؟
5. كَمْ مَسَافَةً لِلتَّسْوُوقِ الْمَرْكَزِيِّ مِنْ بَيْتِكُمْ؟
6. هَلْ هُنَاكَ تَخْفِيزَاتٌ مُوسِمِيَّةٌ فِي السُّوقِ الْمَرْكَزِيِّ؟

بيع لوازم البيت

البائع: تَفَضَّلْ، أَيُّ خِدْمَةٍ؟

المرأة: أُرِيدُ سَمَكًا، وَلَحْمًا، وَدَجَاجًا.

البائع: تَفَضَّلِي السَّمَكَ، وَاللَّحْمَ، وَالدَّجَاجَ. وَمَاذَا تُرِيدِينَ

أَيْضًا؟

المرأة: أُرِيدُ خِيَارًا، وَبَصَلًا، وَطَمَاطِمَ.



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	<p>البائع: تَفَضَّلِي الخِيَارَ، والبَصَلَ، والطَّمَاظِمَ. وَمَاذَا تُرِيدِينَ أَيضًا؟</p> <p>المَرَأَةُ: أُرِيدُ سَكَّرًا، وَشَايَا، وَبُنًّا.</p> <p>البائع: تَفَضَّلِي السُّكَّرَ، وَالشَّايَ، وَالْبُنَّ. وَمَاذَا تُرِيدِينَ أَيضًا؟</p> <p>المَرَأَةُ: نَعَمْ، طَبِقُ بَيْضِ، وَعَلْبَةُ مِلْحٍ.</p> <p>البائع: هَذَا طَبِقُ البَيْضِ، وَهَذِهِ عَلْبَةُ المِلْحِ.</p> <p>البائع: المَطْلُوبُ ثَمَانُونَ دِينَارًا.</p> <p>المَرَأَةُ: تَفَضَّلْ، هَذِهِ ثَمَانُونَ دِينَارًا.</p>	
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8.4.5: عند الطبيب (To the Doctor)

Theory	Practical	Duration
<ul style="list-style-type: none">• شرح الكلمات الجديدة بالأردية• تدريب الحوار بين الطالبين• تدريب الطلاب على استخدام الكلمات• تدريب على الاستماع• مشاهدة فيديو للحوار	<p><u>الحوار عن الإجازة بسبب المرض</u></p> <p>المُدِيرُ: السلام عليكم ورحمة الله وبركاته</p> <p>العَامِلُ: وعليكم السلام ورحمة الله وبركاته</p> <p>المُدِيرُ: لماذا تَعَيَّبْتِ عَنِ الدِّرَاسَةِ.</p> <p>العَامِلُ: أُصِبتُ بِزكامٍ شَدِيدٍ.</p> <p>المُدِيرُ: بِمِ شعرتِ؟</p> <p>العَامِلُ: شعرتُ بِصداعٍ شَدِيدٍ فِي البَارِحَةِ، وَارتفعتُ دَرَجَةُ حَرَارَتِي.</p> <p>المُدِيرُ: هَلِ قَابَلْتِ الطَّبِيبَ؟</p> <p>العَامِلُ: نَعَمْ، ذَهَبْتُ إِلَى المَسْتَشْفَى بِالإِسْعَافِ وَقَابَلْتُ الطَّبِيبَ.</p> <p>المُدِيرُ: هَلِ فَحَصَكَ الطَّبِيبُ؟ وَمَاذَا قَالَ لَكَ؟</p> <p>العَامِلُ: نَعَمْ، فَحَصَنِي الطَّبِيبُ، وَفَحَصَ صَدْرِي وَقَلْبِي وَوَضَعَ مِقْيَاسَ الحَرَارَةِ فِي فَمِي، وَقَاسَ دَرَجَةَ الحَرَارَةِ وَضَغَطَ الدَّمِ، وَكَتَبَ الطَّبِيبُ وَصْفَةَ العِلَاجِ وَنَصَحَنِي بِتَنَاوُلِ الدَّوَاءِ وَالحَمِيَّةِ.</p> <p>المُدِيرُ: أَيْنَ التَّقْرِيرِ الطَّبِيبِيِّ؟</p> <p>العَامِلُ: هَذَا هُوَ التَّقْرِيرِ الطَّبِيبِيِّ.</p> <p>المُدِيرُ: بِمِ تَشعُرِ الآنَ؟</p> <p>العَامِلُ: الحمد لله، أشعُرُ بِالرَاحَةِ الآنَ وَتَحَسَّنَتُ حَالَتِي.</p> <p>المُدِيرُ: قَوَاكِ اللهُ</p>	<p>Theory:35 min Practical:135min. Total: 2.83hr.</p>



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	<p>العَامِلُ: شكراً لكم.</p> <p>الحوار مع الطبيب في العيادة أو المستشفى</p> <p>الطبيب: بم تشعر الآن؟</p> <p>محمد: عندي ألم شديد في بطني.</p> <p>الطبيب: هل عندك صداع.</p> <p>محمد: لا</p> <p>الطبيب: هل لديك قيء؟</p> <p>محمد: لا.</p> <p>الطبيب: هل عندك إسهال؟</p> <p>محمد: نَعَمْ، قَلِيل</p> <p>الطبيب: أرجو أن تضع مقياس الحرارة في فمك.</p> <p>محمد: يضعه في فمه.</p> <p>الطبيب: اكشف صدرك من فضلك؟ (يشكف صدره)</p> <p>محمد: شكراً ، يفحص الطبيب الصدر والظهر بالسماعة.</p> <p>الطبيب: صدرك سليم - الحمد لله.</p> <p>محمد: ماذا عندي؟</p> <p>الطبيب: عندك حُمى خفيفة، وصفة العلاج: أقراص، شراب، وحقن.</p> <p>محمد: كم يوماً 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• سِنِّي• كتفي اليمنى• كتفي اليسرى• رجلي اليمنى• ضرسى	
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- بطني
- عيني اليمنى
- عيني اليسرى
- رقبتى
- يدي
- ركبتى
- ساقى

الحوار الثاني مع الطبيب

- الطبيب: بماذا تشعر؟
المريض: أشعر بالألم شديد في رقبتى وظهري
الطبيب: متى بدأ الألم.
مريض: منذ أسبوع
الطبيب: متى شعرت بالألم الشديد؟
مريض: اليوم في الصباح
الطبيب: هل تناولت الدواء؟
المريض: نعم، تناولت قرصًا ليخفف الألم فقط.
الطبيب: حسنًا، تفضل، ارقد على السرير. اكشف
صدرك وظهرك.
المريض: هل عرفتَ السبب؟
الطبيب: لا سأعرف بعد أن أفحص جسمك من
فضلك.
المريض: الألم هنا يادكتور
الطبيب: تنفس بعمق
المريض: وأحسُّ هنا أيضًا
الطبيب: اطمئن: ظهرك سليم، بعض الآلام في
رقبتك.
المريض: هل الحرارة مرتفعة يا دكتور.
الطبيب: نعم، هناك ارتفاع قليل في الحرارة، ولكن
لا بأس، اطمئن.
المريض: شكرًا
الطبيب: تناول هذا الدواء بانتظام. تناول قرصًا ثلاث مرات
قبل الطعام، وخذقنّة كل مساء. وتناول ملعقة
صغيرة من هذا الشراب بعد أكل الطعام.



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	<p>المريض: هل أتناول كل ألوان الطعام. ماذا أتبع من الحمية؟</p> <p>الطبيب: أطعمة خفيفة وفواكه ومشروبات، وحبياً دافئاً وامتنع عن اللحوم والأملاح.</p> <p>المريض: كم يوماً 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: شكراً يادكتور.</p>	
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8.4.6: الجو (The Weather)

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 الفصول الأربعة</u></p> <p>أحمد: السَّلَامُ عليكم ورحمة الله وبركاته.</p> <p>حسن: وعليكم السلام ورحمة الله وبركاته.</p> <p>أحمد: كيف الجو في الخارج؟</p> <p>حسن: الجو حارٌّ في الخارج، هذا فصلُ الصيفِ.</p> <p>أحمد: كم كان الحر شديدًا في هذه السنة؟</p> <p>حسن: لقد بلغتْ درجة الحرارة فوقَ خمسين درجةً أو أكثر من ذلك.</p> <p>أحمد: ليت الصيفَ ينتهي بسرعة.</p> <p>حسن: ولكن الحرارة مفيدةٌ للزَّرْعِ والثَّمَارِ والفواكه.</p> <p>أحمد: هذا صحيحٌ، ففي الصيفِ تنضج الثَّمَارُ ويكثُرُ الزرعُ.</p> <p>حسن: لو لا الصيفُ لما وجدنا الطعامَ.</p> <p>أحمد: لاشكَّ في ذلك، إن في اختلافِ الفصولِ رحمةً.</p> <p>حسن: طبعًا، ففي فصلِ الشتاءِ بردٌ وفي الخريفِ مطرٌ، وفي الصيفِ حرٌّ وفي الربيعِ معتدلٌ. وفي كل فصلٍ فاكهةٌ لذيذةٌ.</p> <p>أحمد: حقًا، ما أجملَ هذه الفصولَ!</p> <p>حسن: ما أروع حِكَمِ الله فيها!</p> <p><u>الحوار عن فصل الربيع وجماله</u></p> <p>عصام: ما أجمل الطقس هذه الأيام؟</p>	<p>Theory:35 min Practical:135min. Total: 2.83hr.</p>



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	<p>ياسر: هذا فصلُ الربيعِ يا صديقي. الجو معتدل هذه الأيام، ليس حارًا ولا باردًا.</p> <p>عصام: الجو لطيف، والزهور متفتحة في كل مكان، وكل شيء أخضر حولنا.</p> <p>ياسر: ما أجمل ألوان هذه الزهور، وما أطيب رائحتها؟</p> <p>عصام: طبعًا، فصل الربيع فصلُ الجمال والخُصرة.</p> <p>ياسر: فصل الربيع الفصل الذي يحبه الجميع.</p> <p>عصام: لماذا تفضل هذا الفصل؟</p> <p>ياسر: لأن فيه جو لطيف، وطقس رائع. وفيه تهبط الطيور على أغصان الأشجار. وتغرد أخلى الألبان. تزهر الأشجار وتورق، وتلبس الأرض لباساً أخضر.</p> <p>عصام: تخضب الأرض وتخضر الحدائق.</p> <p>ياسر: سبحان الذي صنع كل هذا الجمال.</p> <p>عصام: هيا يا صديقي، نستمتع بجمال هذا الجو الرائع، والمناظر الساحرية.</p> <p>الحوار عن فصل الخريف والأمطار</p> <p>سالم: ما أكثر الأمطار هذه السنة؟</p> <p>غانم: هذا فصلُ الخريفِ، تسقط فيه أمطارٌ غزيرةٌ ويعقبها حيسٌ شديدٌ.</p> <p>سالم: الجو حارٌّ جدًّا، ودرجةُ الرطوبة عاليةٌ.</p> <p>غانم: ارتفعتِ الحدةُ واشتدَّت درجةُ الحرارة.</p> <p>سالم: ما اشتدَّ الحرُّ في هذا الفصلِ.</p> <p>غانم: تسقط أوراقُ الأشجارِ وتذبلُ.</p> <p>سالم: ماذا تلبسُ في هذه الأيام؟</p> <p>غانم: ألبسُ الملابس الخفيفةَ وهي مصنوعةٌ من القطنِ.</p> <p>سالم: ماذا تُفضِّل من المشروبات؟</p> <p>غانم: أفضِّل المشروبات الباردة مثل عصير الليمون والأناس والرمان والخوخ.</p> <p>سالم: ماذا تستخدمُ عند نزولِ المطرِ؟</p> <p>غانم: أستخدمُ المظلةَ عند نزولِ المطرِ.</p> <p>سالم: هل تُحبُّ هذا الفصلُ؟</p>	
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	<p>غانم: لآ، أأبُّ هذآ الفصْلَ لِأَن فِيهِ حَبْسٌ شَدِيدٌ، وَالجَوُّ مرطوبٌ فِيهِ كَذَلِكَ.</p> <p>سالم: لكَتَنِي أَفْضَلَ هذآ الفصْلَ لِأَن الأمطارَ تَجْعَلُ السَّمَاءَ صَافِيَةً.</p> <p>غانم: حَقًّا، مَا أَجْمَلُ هذآ الفصْلَ!</p>	
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8.4.7: العمل (The Work/Job)

Theory	Practical	Duration
<p>شرح الكلمات الجديدة بالأردية تدريب الحوار بين الطالبين تدريب الطلاب على استخدام الكلمات تدريب على الاستماع مشاهدة فيديو للحوار</p>	<p><u>الحوار عن المهن المختلفة</u> خالد: السَّلَامُ عَلَيْكُمْ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ أَيُّهَا الزَّمَلَاءُ الكِرَامِ وَ عَلَيْكُمْ السَّلَامُ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ الأَخِ الجَمِيعِ الكَرِيمِ</p> <p>خالد: اسْمِي خَالِدٌ أَنَا مُهَنْدِسٌ فِي الشَّرْكَةِ الحُكُومِيَّةِ. عمر: اسْمِي عَمْرٌ وَأَنَا طَبِيبٌ فِي المَسْتَشْفَى الكَبِيرِ. بدر: اسْمِي بَدْرٌ أَنَا مُدْرِسٌ فِي المَدْرَسَةِ الحُكُومِيَّةِ. قاسم: اسْمِي قَاسِمٌ وَأَنَا طَيَّارٌ فِي شَرْكَةِ الطَّيْرَانِ. فهد: وَأَنَا فَهْدٌ أَعْمَلُ فِي المَكْتَبِ الحُكُومِي كَمَوْظِفٍ. خالد: أَهلاً وَسَهْلاً، كَمْ سَاعَةً تَعْمَلُ أَنْتَ يَا عَمْرُ؟ عمر: أَنَا أَعْمَلُ فِي المَسْتَشْفَى ثَمَانِ سَاعَاتٍ تَقْرِيباً خالد: يَا بَدْرُ مَاذَا تُدْرِسُ فِي المَدْرَسَةِ الحُكُومِيَّةِ؟ بدر: أَنَا أُدْرِسُ مَادَةَ العُلُومِ. خالد: يَا قَاسِمُ فِي أَيِّ شَرْكَةٍ تَعْمَلُ؟ قاسم: أَنَا أَعْمَلُ فِي شَرْكَةِ الخَطُوطِ الجَوِّيَّةِ السُّعُودِيَّةِ. خالد: يَا فَهْدُ مَتَى تَذْهَبُ إِلَى مَكْتَبِكَ صَبَاحًا ؟ فهد: أَنَا أُخْرَجُ مِنَ السَّاعَةِ السَّابِعَةِ وَالنِّصْفِ خالد: شُكْرًا أَيُّهَا الزَّمَلَاءُ. مَعَ السَّلَامَةِ <u>أكمل الجملة بالكلمة المناسبة:</u> الشَّخْصُ الَّذِي يَبْنِي المَبَانِي فَهُوَ الشَّخْصُ الَّذِي يَصْنَعُ الأَشْيَاءَ مِنَ الحَدِيدِ فَهُوَ الشَّخْصُ الَّذِي يَصْنَعُ الأَشْيَاءَ مِنَ الخَشَبِ فَهُوَ الشَّخْصُ الَّذِي يُصَلِّحُ الأَتَابِيبَ فَهُوَ الشَّخْصُ الَّذِي يَقْصُ شَعْرَ الإنسانِ فَهُوَ</p>	<p>Theory:30 min Practical:135min. Total: 2.75hr</p>



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	<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>حوار بين المشرف والعامل حول الراتب</p> <p>صباح الخير، أستاذ خالد: العامل</p> <p>صباح النور، حسن. كيف حالك اليوم؟: المشرف خالد</p> <p>بخير، شكراً. أردت التحدث معك بشأن: العامل حسن</p> <p>راتبي، إذا كان لديك بعض الوقت</p> <p>بالطبع، تفضل بالجلوس. ما الأمر؟: المشرف</p> <p>لقد لاحظت أن راتبي لم يتغير منذ فترة طويلة،: العامل</p> <p>وأشعر بأنني أعمل بجد وأقدم أفضل ما لدي. هل هناك</p> <p>إمكانية لزيادة الراتب أو تقديم مكافآت؟</p> <p>أفهم شعورك يا حسن. دعني أشرح لك الأمر.: المشرف</p> <p>نحن في الوقت الحالي نواجه بعض التحديات المالية في</p> <p>المصنع، ولكن دعني أرى ماذا يمكننا أن نفعل. هل لديك</p> <p>أمثلة على ما قدمته من إنجازات أو تحسينات في عملك؟</p> <p>نعم، لقد قمت بتحسين كفاءة الإنتاج في خط: العامل</p> <p>التجميع بنسبة 20% من خلال اقتراح بعض التعديلات. كما</p> <p>أنني ساعدت في تدريب العمال الجدد وأشرفت على تنفيذ</p> <p>بعض الإجراءات 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</p> <p>البشرية؟</p> <p>نعم، قمت بإرسال تقرير مفصل عن هذه الإنجازات: العامل</p> <p>الشهر الماضي</p> <p>جيد. سأتابع مع قسم الموارد البشرية بشأن: المشرف</p> <p>تقريرك وسناقش إمكانية زيادة راتبك بناءً على مساهماتك.</p> <p>أيضاً، هل هناك أي تفاصيل أخرى تود مناقشتها؟</p> <p>نعم، كنت أتساءل إذا كان هناك نظام مكافآت: العامل</p> <p>للموظفين الذين يحققون أداءً متميزاً؟</p> <p>في الواقع، نحن نفكر في وضع نظام مكافآت: المشرف</p> <p>جديد لتحفيز الموظفين على الأداء المتميز. سأؤكد من أن</p>	
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	<p>مساهماتك وطلباتك تؤخذ بعين الاعتبار عند وضع هذا النظام.</p> <p>شكراً لك، أستاذ خالد. هذا يعني لي الكثير. هل العامل هناك أي 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. أطلع إلى العامل سماع الأخبار الجيدة قريباً</p> <p>لا شكر على واجب، حسن. نحن نقدر جهودك: المشرف ونسعى دائماً لدعم موظفينا. أتمنى لك يوماً موفقاً في العمل</p> <p>شكراً لك، أستاذ خالد. يومك سعيد: العامل</p>	
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8.4.8: ورشة السيارات/ الحادث على الشارع (Car Workshop/ Car Accident on the Road)

Theory	Practical	Duration
<ul style="list-style-type: none">• شرح الكلمات الجديدة بالأردية• تدريب الحوار بين الطالبين• تدريب الطلاب على استخدام الكلمات• تدريب على الاستماع• مشاهدة فيديو للحوار	<p><u>الحوار في ورشة السيارات</u></p> <p>العميل: مرحباً، صباح الخير.</p> <p>الфني: 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>الфني: 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>الфني: حسناً، هل لاحظت أي مشاكل أخرى مثل اهتزازات أو نقص في الأداء؟</p> <p>العميل: نعم، هناك اهتزازات خفيفة عندما أقوم بالتسارع.</p> <p>الфني: شكراً على التوضيح. سأقوم بفحص السيارة الآن. يرجى الانتظار لبضع دقائق.</p> <p>(بعد فترة من الفحص)</p> <p>الфني: يبدو أن المشكلة تتعلق بحزام المحرك. إنه مهترئ ويحتاج إلى استبدال. بالإضافة إلى ذلك، هناك بعض الأجزاء في نظام الإشعال تحتاج إلى فحص شامل.</p>	<p>Theory:30 min Practical:135min. Total: 2.75hr</p>



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	<p>العميل: كم سيستغرق إصلاح هذه المشكلة؟ الغني: استبدال الحزام لن يستغرق وقتاً طويلاً، حوالي ساعة. ولكن الفحص الشامل لنظام الإشعال قد يستغرق بضع ساعات إضافية للتأكد من عدم وجود مشاكل أخرى.</p> <p>العميل: حسناً، وما التكلفة المتوقعة لهذه الإصلاحات؟ الغني: تكلفة استبدال الحزام ستكون حوالي 100 دولار، والفحص الشامل لنظام الإشعال قد يكلف حوالي 150 دولاراً إضافياً، بناءً على النتائج والإصلاحات المطلوبة. العميل: يبدو معقولاً. من فضلك، قم بالإصلاحات اللازمة. الغني: بالطبع، سنبدأ العمل على الفور. يمكنك الانتظار في غرفة الانتظار أو ترك السيارة والعودة لاحقاً.</p> <p>العميل: سأنتظر هنا، شكراً لك. الغني: لا شكر على واجب. سنخبرك عندما تكون السيارة جاهزة.</p>	
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8.4.9: الطعام والشراب (Food & Drinks)		
Theory	Practical	Duration
<ul style="list-style-type: none">• شرح الكلمات الجديدة بالأردية• تدريب الحوار بين الطالبين• تدريب الطلاب على استخدام الكلمات• تدريب على الاستماع• مشاهدة فيديو للحوار	<p><u>الحوار في المطعم</u></p> <p>عمر: السَّلَامُ عَلَيْكُمْ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ فهد: وَعَلَيْكُمْ السَّلَامُ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ عمر: أَشْعُرُ بِالْجُوعِ هَيَّا نَذْهَبْ إِلَى الْمَطْعَمِ فهد: أَنَا كَذَلِكَ أَشْعُرُ بِالْجُوعِ. عمر: إِلَى أَيِّ مَطْعَمٍ نَأْكُلُ الطَّعَامَ؟ فهد: الْمَطْعَمُ عَلَى شَارِعِ الْقُدْسِ جَيِّدٌ عمر: حَسَنًا، هَيَّا نَذْهَبْ إِلَيْهِ. (في المعظم) نادِلُ الْمَطْعَمِ: أَهْلًا وَسَهْلًا - أَيُّ خِدْمَةٍ ؟ عمر: هَاتِ قَائِمَةَ الطَّعَامِ نادِلُ الْمَطْعَمِ: تَفَضَّلْ ، هَذِهِ قَائِمَةُ الطَّعَامِ عمر: يَا فَهْدُ مَاذَا تَفْضَلُ مِنَ الطَّعَامِ؟ فهد: أَفْضَلُ السَّمَكِ وَبَعْضُ الْأَرْزِ عمر: وَأَنَا أَفْضَلُ الدَّجَاجِ الْمَشْوِيِّ عمر: وَمَاذَا تَفْضَلُ مِنَ الشَّرَابِ</p>	<p>Theory: 30 min Practical: 2hr. Total: 2.5hr</p>



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	<p>فهد: أَفْضَلُ الْمَاءِ فَقَطَّ 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>الحوار عن الوجبات اليومية</p> <p>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 وَأَسْتُ مَرِيضَةً بَلْ أُرِيدُ أَنْ أَنْقِصَ وَزَنِي. زينب: وَمَاذَا تَفْعَلِينَ لِأَجْلِ ذَلِكَ؟ مريم: أَكَلْتُ طَعَامًا قَلِيلًا زينب: كَمْ وَجِبَةً تَأْكُلِينَ فِي الْيَوْمِ؟ مريم: أَكَلْتُ وَجِبَتَيْنِ: الْفُطُورَ وَالْعِشَاءَ زينب: وَمَاذَا تَأْكُلِينَ فِي الْفُطُورِ؟ مريم: أَكَلْتُ السَّلْطَةَ وَالْفَاكِهَةَ وَأَشْرَبْتُ الْعَصِيرَ. زينب: وَمَاذَا تَأْكُلِينَ فِي الْعِشَاءِ؟ مريم: أَكَلْتُ الْخَضِرَوَاتِ وَالْأُرْزَ وَأَشْرَبْتُ الْمَاءَ زينب: وَلَكِنْ أَكَلْتُ ثَلَاثَ وَجِبَاتٍ فِي الْيَوْمِ وَأَجِبُ الطَّعَامَ الكثيرَ مريم: وَمَاذَا تَأْكُلِينَ فِي الْفُطُورِ؟ زينب: أَكَلْتُ الْخُبْزَ وَالْبَيْضَ وَالزُّبْدَةَ وَأَكَلْتُ فِي الغداء: اللَّحْمَ وَالذَّجَاجَ وَالْخُبْزَ وَأَكَلْتُ فِي العشاء: السَّمَكَ وَالْأُرْزَ وَالْفَاكِهَةَ وَأَشْرَبْتُ الماءَ مريم: هَذَا كَثِيرٌ جَدًّا يَا زَيْنَبُ أَصْبَحْتُ سَمِينَةً جَدًّا. زينب: وَأَنْتِ تَأْكُلِينَ قَلِيلًا جَدًّا وَأَصْبَحْتُ نَحِيفَةً جَدًّا. مريم: مَعَ السَّلَامَةِ زينب: مَعَ السَّلَامَةِ</p>	
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8.5: Basic Language Proficiency (English)

Theory: 5 hours

Practical: 29 hours

Total: 25 hours

8.5.1: Basic Introduction & Greetings		
Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students- • Video presentation to connect with actual scenario • Role play {Pair/ group activity) 	<p>Kamal: Assalam-o-Alaikum! Samir: Waalaikum Assalam! Kamal: How are you? Samir: I'm good Alhamdulillah and what about you? Kamal: I'm fine too! Kamal: I am Kamal Ibrahim and what's your name? Samir: I am Samir Muhammad/ My name is Samir Muhammad. Kamal: Who is she? Samir: She is Laila Ahmed. Kamal: Welcome, how are you, Laila? Laila: Fine, Alhamdulillah, and how are you? Kamal: Fine, Alhamdulillah. What is your nationality, Laila? Laila: I am Lebanese/ I am from Lebanon. Samir: I am from Egypt, Laila is from Lebanon, and where are you from, Kamal? Kamal: I am Sudanese/ I am from Sudan. Samir: I am an engineer, Laila is a teacher, and you, Kamal, what do you do? Kamal: I am a doctor at the university. Samir: What do you like to do in your spare time? / What are your interests? / What is your hobby? Kamal: I love gardening and enjoy morning walk. / I love reading books and watching movies. / I socialize/ hangout with my friends/ family / I love cooking/ baking/ dress designing Samir: Good to meet you. / Nice meeting you Kamal: Same here. See you again.</p>	<p>Theory:20min Practical:100mi Total: 2hrs</p>



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	Samir: Yes sure! / Why not! Have a good day. Kamal: Good day to you too. Bye!	
8.5.2: Conversation about weather- Hot and humid		
Theory	Practical	Duration
Listening and speaking <ul style="list-style-type: none"> • Demo by teacher/ pair of students- • Video presentation to connect with actual scenario • Role play {Pair/ group activity} 	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!	Theory:10mins Practical:50min Total: 1hr
8.5.3: Conversation about weather-Spring season		
Theory	Practical	Duration
Listening and speaking <ul style="list-style-type: none"> • Demo by teacher/ pair of students- • Video presentation to connect with actual scenario • Role play {Pair/ group activity} 	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	Theory: 10mins Practical:50min Total: 1hr



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8.5.4: Conversation about weather-Summer season		
Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students- • Video presentation to connect with actual scenario • Role play {Pair/ group activity} 	<p>Ahmed: Assalam-o-Alaikum Hassan: Waalaikum Assalam! Ahmed: How is the weather outside? Hassan: It's hot outside, it's summer. 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>	<p>Theory: 10mins Practical:50min Total: 1hr</p>
8.5.5: Dialogues of a person at airport while check-in / check-out		
Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students- • Video presentation to connect with actual scenario • Role play {Pair/ group activity} 	<p>Check-In Hamad: Assalam-o-Alaikum! Employee: Waalaikum Assalam! Plane ticket and passport, please. Hamad: take this. Employee: How many bags do you have? Hamad: I have one bag. Employee: Give me the passport, please. Hamad: Have a look. The employee: Hassan. Happy trip. Hamad: Thank you.</p> <p>Check-out. Youssef: Good morning! Passport Officer: Good morning! Passport Officer: Arrival card, please! Youssef: Here it is.</p>	<p>Theory: 10mins Practical:50min Total: 1hr</p>



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	<p>Passport Officer: Passport, please!</p> <p>Youssef: Take this.</p> <p>Passport Officer: What is the reason for the visit?</p> <p>Youssef: Studying/ visiting/ for job/ on business trip.</p> <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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8.5.6: 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>

8.5.7: 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 	<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>Theory:15min Practical:45min Total: 1hr</p>



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<ul style="list-style-type: none"> • Role play {Pair/ group activity} 	<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>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!</p> <p>Baggage Handler: You're welcome. Have a nice day!</p>	
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8.5.8: Residence- Dialogues with hostel owner for booking a room.

Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students- • Video presentation to connect with actual scenario • Role play {Pair/ group activity} 	<p>At the reception</p> <p>Hostel Owner: Good evening! How can I help you?</p> <p>Person: I'm interested in staying at your hostel. Please tell me about the facilities you offer?</p> <p>Hostel Owner: We have a dining hall that serves meals, a common room with TV, a laundry room available for use and free Wi-Fi throughout the hostel.</p> <p>Person: Looks good! May I know about the rest area?</p> <p>Hostel Owner: We have comfortable bedrooms with bunk beds, shared bathrooms on each floor, and a kitchen where one can cook meal.</p> <p>Person: Are there any specific rules I should know about?</p> <p>Hostel Owner: Yes, guests need to be back by 11 PM for security reasons. If you need to arrive outside these hours, just let us know in advance.</p>	<p>Theory: 10min Practical:50min Total:1hr</p>



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	<p>Person: Alright, that's good to know. I'll now want to book a room. Kindly share the monthly rent.</p> <p>Hostel Owner: You're welcome! It is only _____ Dirham/Riyale.</p> <p>Person: Thanks again, have a good day!</p> <p>Receptionist: You too!</p>	
8.5.9: Dialogue with a person while hiring a residence		
Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students- • Video presentation to connect with actual scenario • Role play {Pair/ group activity} 	<p>Renter: Assalam-o-Alaikum!</p> <p>Owner: Waalaikum Assalam!</p> <p>Renter: I want an apartment, please.</p> <p>Owner: We have a beautiful apartment.</p> <p>Renter: How many rooms are in the apartment?</p> <p>Owner: The apartment has five rooms.</p> <p>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/Riyal.</p>	<p>Theory: 10min Practical:50min Total:1hr</p>
8.5.10: Dialogue with a person asking him about his residence		
Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students • Video presentation to connect with actual scenario • Role play {Pair/ group activity} 	<p>Ahmed: Assalam-o-Alaikum!</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>



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8.5.11: Shopping- Buying things for residence		
Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students- • Video presentation to connect with actual scenario • Role play {Pair/ group activity) 	<p>Buyer: Assalam-o-Alaikum!</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>Buyer: I want a heater and a mirror.</p> <p>Buyer: I want to see the furniture.</p> <p>Seller: Please.</p>	<p>Theory: 10min Practical:50min Total:1hr</p>
8.5.12: Shopping- Buying dresses		
Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students • Video presentation to connect with actual scenario • Role play {Pair/ group activity) 	<p>Seller: What do you want to buy sir?</p> <p>Buyer: I would like a shirt/ pair of trousers/ shoes please.</p> <p>Seller: Come here, this is the T-shirts/ trousers/ shoes section. This is white shirt/ trousers, this is yellow, this is blue, this is red, and this is black/ these are different styles and colour of shoes</p> <p>Buyer: How much is this shirt/ pair of trousers/ shoes?</p> <p>Seller: The shirt/ pair of trousers/ shoes costs twenty dinars.</p> <p>Seller: Which shirt/ pair of trousers/ shoes do you want?</p> <p>Buyer: I want the blue shirt / pair of trousers/ shoes.</p> <p>Seller: This is the blue shirt / pair of trousers/ shoes.</p> <p>Seller: We have beautiful dresses/ shirt / pair of trousers/ shoes.</p>	<p>Theory: 15min Practical:45min Total:1hr</p>



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	<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>	
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8.5.13: Shopping- Buying grocery

Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students • Video presentation to connect with actual scenario • Role play {Pair/ group activity} 	<p>Seller: How may I help you sir?</p> <p>Buyer: I want fish, meat, and chicken.</p> <p>Seller: Enjoy the fish, meat, and chicken. What else do you want?</p> <p>Buyer: I want cucumbers, onions, and tomatoes/ potatoes/ ginger/ garlic/ green chilies.</p> <p>Seller: Here are the things. What else do you want?</p> <p>Buyer: I want sugar, tea, and coffee.</p> <p>Seller: Bring sugar, tea, and coffee. What else do you want?</p> <p>Buyer: A tray of eggs, and a box of salt, pack of milk/bottle of milk</p> <p>Seller: Here is the dozen of eggs/ tray of eggs, and this is the box of salt.</p> <p>Buyer: What is the total cost?</p> <p>Seller: It is eighty dinars.</p>	<p>Theory: 15min Practical:45min Total:1hr</p>

8.5.14: Conversation between manager and employee about being absent due to illness

Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students • Video presentation to connect with actual scenario • Role play {Pair/ group activity} 	<p>Manager: Assalam-o-Alaikum</p> <p>Employee: Waalaikum Assalam</p> <p>Manager: Why were you absent yesterday?</p> <p>Employee: I had a severe cold and cough/ high fever/ headache/ stomach ache/ stomach upset /dizziness.</p> <p>Manager: Have you seen the doctor?</p> <p>Employee: Yes, I did.</p>	<p>Theory: 15min Practical:45min Total:1hr</p>



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	<p>Manager: What did he tell you?</p> <p>Employee: He told me that I'll be fine soon and he wrote a prescription for the treatment and advised me to take medicine and to eat healthy diet.</p> <p>Manager: Have you bring the medical report?</p> <p>Employee: Here it is.</p> <p>Manager: You can apply for medical leave.</p>	
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8.5.15: Conversation between the Doctor and the patient about illness

Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students • Video presentation to connect with actual scenario • Role play {Pair/ group activity} 	<p>Doctor: What do you feel/ What is the problem?</p> <p>Muhammad: I have severe pain in my stomach.</p> <p>Doctor: Do you have a headache?</p> <p>Muhammad: No/ yes</p> <p>Doctor: Do you feel nausea/ vomiting?</p> <p>Muhammad: No/ yes.</p> <p>Doctor: Do you have diarrhea?</p> <p>Muhammad: Yes, a little</p> <p>Doctor: Please put the thermometer in your mouth.</p> <p>Muhammad: What is the illness?</p> <p>Doctor: You have a mild fever.</p> <p>Muhammad: For how many days do I have to take the medicine?</p> <p>Doctor: At least three days</p> <p>Muhammad: I will visit you in three days</p> <p>Doctor: May God heal you</p>	<p>Theory: 15min Practical:45min Total:1hr</p>

8.5.16: Conversation between the Doctor and the patient about illness

Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students • Video presentation to connect with actual scenario • Role play {Pair/ group activity} 	<p>Doctor: How do you feel?</p> <p>Patient: I feel severe pain in my neck and back.</p> <p>Doctor: When did the pain start?</p> <p>Patient: Since last week/ yesterday/ today/ in the morning/ last night</p> <p>Doctor: Have you taken the medicine?</p> <p>Patient: Yes, I took a pill just to relieve the pain. Do you know the reason?</p> <p>Doctor: No, I will know after I examination.</p>	<p>Theory:20min Practical:100min Total:2hrs</p>



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	<p>Patient: I feel pain here.</p> <p>Doctor: Breathe deeply</p> <p>Patient: And I feel it here too. Doctor, is the temperature high?</p> <p>Doctor: Yes, there is slight increase in temperature, but that's okay, rest assured.</p> <p>Patient: Thank you</p> <p>Doctor: Take this medicine regularly. Take one tablet three times before food, and take an injection every evening. Drink a teaspoon of this drink after eating food.</p> <p>Patient: What diet should I follow?</p> <p>Doctor: Light foods, fruits, drinks, warm milk, and abstain from meat and salt.</p> <p>Patient: How many days does the treatment last?</p> <p>Doctor: Four days, visit me after that.</p> <p>Patient: God willing.</p> <p>Doctor: Goodbye. Get well soon.</p> <p>Patient: Thank you, Doctor.</p>	
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8.5.17: 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>Theory: 15min Practical:45min Total:1hr</p>



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	<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>	
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8.5.18: Dialogue between Supervisor and Worker in a Factory about specific issues

Theory	Practical	Duration
<p>Listening and speaking</p> <ul style="list-style-type: none"> • Demo by teacher/ pair of students • Video presentation to connect with actual scenario • Role play {Pair/ group activity} 	<p>Worker: Good morning, supervisor. I'd like to discuss a few important matters with you today.</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 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>Theory:20min Practical:40min Total:1hrs</p>



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	<p>Supervisor: Certainly. Let's sit down and discuss your performance during this period and any areas where improvement is needed. This will help us understand the cause of this extension.</p> <p>Worker: Thank you for addressing the concerns, supervisor. I appreciate your guidance in resolving these issues.</p> <p>Supervisor: You're welcome. It's important to keep communication open and find solutions together. Let's ensure we address these matters effectively for a better work environment</p>	
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8.5.19: Dialogue between Supervisor and Worker in a Factory about routine performance

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



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	<p>Worker: That would be great. Also, I was wondering if there's any chance of getting some training on the new machinery. I feel that I'm not fully confident in using it efficiently.</p> <p>Supervisor: Absolutely. Training is crucial for both safety and efficiency. I'll arrange a training session for you and any other workers who might need it. Is there anything else you'd like to discuss?</p> <p>Worker: Actually, yes. I've been with the company for over three years now, and I haven't had a review or a raise. I wanted to know if we could discuss that as well.</p> <p>Supervisor: I appreciate your dedication and hard work, John. Let's schedule a performance review for next week. We can discuss your progress, set goals, and talk about potential raises at that time.</p> <p>Worker: Thank you. I really appreciate it.</p> <p>Supervisor: No problem. We value your contributions to the team, and we want to ensure you have the support you need. Anything else?</p> <p>Worker: That's all for now. Thanks for listening and for your support.</p> <p>Supervisor: My pleasure. Have a great day, and keep up the good work.</p> <p>Worker: Thanks. You too.</p>	
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8.5.20: Conversation of a driver making an emergency call after an accident		
Theory	Practical	Duration
Listening and speaking <ul style="list-style-type: none"> • Demo by teacher/ pair of students • Video presentation to connect with actual scenario • Role play {Pair/ group activity} 	<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>	Theory:20min Practical:100min Total:2hrs



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	<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>	
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8.5.21: 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</p> <p>Fahd: Waalaikum Assalam</p> <p>Omar: I feel hungry. Let's go to the restaurant.</p> <p>Fahd: I feel hungry too.</p> <p>Omar: Where do we eat?</p> <p>Fahd: The restaurant on Al-Quds Street is good</p> <p>Omar: Okay, let's go to it.</p> <p>(in restaurant)</p> <p>Restaurant waiter: Welcome sir</p> <p>Omar: Bring me the menu</p>	<p>Theory:20min Practical:100min Total:2hrs</p>



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	<p>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 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, Machines and Consumable

Name of Trade		Road Roller and Fork Lifter Operator
Duration of Course		3 Months
Sr. #	Description	Quantity
1.	Steel-toed footwear,	30
2.	hard hat,	30
3.	safety gloves,	30
4.	appropriate safety glasses,	30
5.	high visibility vest,	30
6.	hearing protection,	30
7.	breathing apparatus,	04
8.	De-electric boots and gloves for protection from electrical shock.	10
9.	fall protection, and other applicable PPE	30
10.	Site emergency response plan,	30
11.	fire extinguishers,	04
12.	fire blankets,	04
13.	respirators, masks,	30
14.	fire hoses,	08
15.	first aid kits, stretchers and medicine	04 sets
16.	basic tools, such as grease gun, air pump	25 sets
17.	hammer,	05 each size
18.	screwdrivers,	05 each size
19.	pliers,	05 each size
20.	self-locking pliers,	05 each size
21.	adjustable wrench,	05 each size
22.	assorted other wrenches, measuring tape(100m)	05 each size
	Consumable	
23.	Basic supplies, such as grease, oil, window cleaner, rags, ice scraper, whisk broom.	05 each
24.	Color-code cards, utility documentation. Logbooks Service Manuals, OHS Regulation,	10 sets
25.	MACHINES	
	(A) Roar Roller	01 each
	(B) Fork Lifter	01 each



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10. Members of Curriculum Development Committee

The following members participated in the Curriculum development Committee:

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



11. Multi Choice Questions.

(A). Maintain Health and Safety at the Workplace

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



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



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



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



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



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



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



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



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(B) Operate Road Roller

- 1. What is the primary function of a road roller?**
 - A. Excavating soil
 - B. Mixing concrete
 - C. Compacting surfaces
 - D. Lifting heavy loads
- 2. Which component of a road roller provides the compacting force?**
 - A. Engine
 - B. Drum
 - C. Cab
 - D. Wheels
- 3. What type of power source do road rollers typically use?**
 - A. Electric
 - B. Solar
 - C. Diesel
 - D. Gasoline
- 4. Which part of the road roller helps in maintaining traction and stability?**
 - A. Blade
 - B. Tracks
 - C. Wheels or drums
 - D. Hydraulic system
- 5. What is the purpose of the vibratory feature in a road roller?**
 - A. To lift heavy loads
 - B. To break up hard ground
 - C. To enhance compaction by adding vibration to the drum
 - D. To steer the machine
- 6. Which type of road roller is best suited for compacting asphalt?**
 - A. Smooth drum roller
 - B. Padfoot roller
 - C. Pneumatic roller
 - D. Sheepsfoot roller
- 7. What is a common application of a road roller in construction?**
 - A. Digging trenches
 - B. Compacting soil, gravel, and asphalt
 - C. Lifting heavy objects
 - D. Mixing concrete



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- 8. How is the compaction capacity of a road roller determined?**
- A. Engine size
 - B. Drum weight and vibration amplitude
 - C. Track size
 - D. Cab design
- 9. Which component allows a road roller to move large amounts of material quickly?**
- A. Transmission
 - B. Drum
 - C. Blade
 - D. Counterweight
- 10. What is the purpose of the road roller's cab?**
- A. To store tools
 - B. To house the engine
 - C. To provide a safe and comfortable space for the operator
 - D. To balance the machine
- 11. What is the function of the road roller's drum?**
- A. To steer the machine
 - B. To lift and push material
 - C. To balance the machine
 - D. To compact material
- 12. Which maintenance task is essential for ensuring road roller safety?**
- A. Replacing drums regularly
 - B. Checking and maintaining hydraulic fluid levels
 - C. Cleaning the cab interior
 - D. Painting the exterior
- 13. What is the purpose of the road roller's padfoot drum?**
- A. To lift heavier loads
 - B. To break up hard surfaces
 - C. To provide better compaction on cohesive soils
 - D. To increase speed
- 14. Which feature enhances the stability of a road roller when compacting a load?**
- A. Rear-wheel drive
 - B. Wider drum
 - C. Longer wheelbase
 - D. Lower center of gravity
- 15. What is a common use of road rollers in landscaping?**



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- A. Plowing fields
- B. Harvesting crops
- C. Compacting soil and gravel
- D. Irrigating soil

16. Which factor most significantly impacts the fuel efficiency of a road roller?

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

17. What is the benefit of using a road roller with a split drum?

- A. Increased lifting capacity
- B. Ability to compact corners and curves more effectively
- C. Faster operation
- D. Enhanced visibility

18. How often should a road roller's drums be inspected for wear and damage?

- A. Annually
- B. Monthly
- C. Weekly
- D. Daily

19. What does the term "operating weight" refer to in road roller operation?

- A. The speed of the machine
- B. The weight of the machine with a full tank of fuel and operator
- C. The height of the drum lift
- D. The pressure in the hydraulic system

20. Which type of road roller is best suited for compacting granular soils?

- A. Padfoot roller
- B. Smooth drum roller
- C. Pneumatic roller
- D. Grid roller

21. What is the function of the road roller's ROPS?

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

22. Which safety measure is important when operating a road roller on an incline?

- A. Increasing speed



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- B. Reducing track pressure
- C. Operating with the drum downhill
- D. Using stabilizers

23. What is the typical lifespan of a well-maintained road roller?

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

24. Which type of road roller is most commonly used for material handling in construction?

- A. Padfoot roller
- B. Standard roller
- C. Pneumatic roller
- D. Sheepsfoot roller

25. Which technology is increasingly being used in modern road rollers to enhance safety?

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

26. What is the purpose of the road roller's drive wheels?

- A. To increase lifting capacity
- B. To steer the machine
- C. To provide traction and support
- D. To enhance visibility

27. Which maintenance practice is crucial for the road roller's hydraulic system?

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

28. What is the benefit of using a road roller with a vibratory drum?

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

29. Which feature of a road roller helps in maintaining a straight-line during operation?



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- A. GPS system
- B. Drum alignment
- C. Wheel control
- D. Vibration control

30. What is the role of the road roller's drum?

- A. To balance the machine
- B. To steer the machine
- C. To compact materials
- D. To enhance engine performance

31. Which operational practice can extend the life of a road roller?

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

32. What is the purpose of the road roller's scraper bars?

- A. To lift heavier loads
- B. To clean the drum from debris
- C. To steer the machine
- D. To increase speed

33. Which safety feature is essential for road rollers operating in busy areas?

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



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(C.) Operate Fork Lifter

- 1. What is the primary purpose of a forklift?**
 - A. Digging holes
 - B. Lifting and moving heavy loads
 - C. Towing vehicles
 - D. Mixing concrete
- 2. What type of power sources do forklifts commonly use?**
 - A. Solar power
 - B. Gasoline, diesel, electric, and propane
 - C. Wind power
 - D. Human power
- 3. Which of the following is a critical safety feature on a forklift?**
 - A. Sunroof
 - B. Radio
 - C. Roll cage or overhead guard
 - D. Air conditioning
- 4. What should you always do before operating a forklift?**
 - A. Check your phone for messages
 - B. Perform a pre-operation inspection
 - C. Watch a forklift video
 - D. Call your supervisor
- 5. Which part of the forklift is used to lift and lower loads?**
 - A. Wheels
 - B. Forks
 - C. Counterweight
 - D. Mast
- 6. What is the maximum speed most forklifts can travel?**
 - A. 5 mph
 - B. 10-15 mph
 - C. 20-25 mph
 - D. 30-35 mph
- 7. What is the purpose of the counterweight on a forklift?**
 - A. Increase speed
 - B. Enhance maneuverability
 - C. Balance the load
 - D. Improve fuel efficiency



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- 8. When should you use the horn on a forklift?**
- A. To greet coworkers
 - B. When approaching intersections and blind spots
 - C. Only when necessary
 - D. Never
- 9. What type of load is unsafe to lift with a forklift?**
- A. Evenly distributed load
 - B. Overloaded and unbalanced load
 - C. Wrapped load
 - D. Boxed load
- 10. What should you do if your forklift starts to tip over?**
- A. Jump out of the forklift
 - B. Hold on and stay in the seat
 - C. Call for help
 - D. Try to stabilize the forklift
- 11. Which of the following should you not do while driving a forklift?**
- A. Keep the load low to the ground
 - B. Exceed the speed limit
 - C. Wear a seatbelt
 - D. Use the forklift's horn when necessary
- 12. How should you drive a forklift on a ramp?**
- A. Forward going up, backward going down
 - B. Sideways
 - C. Backward going up, forward going down
 - D. Forward in both directions
- 13. What is the first thing you should check before lifting a load?**
- A. Weather conditions
 - B. Stability and weight of the load
 - C. How fast you can lift it
 - D. The supervisor's approval
- 14. Which of these is not a type of forklift?**
- A. Counterbalance forklift
 - B. Reach truck
 - C. Excavator
 - D. Pallet jack
- 15. What should you do if you see a leak in the hydraulic system?**



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- A. Ignore it
- B. Report it immediately and do not operate the forklift
- C. Continue to operate until it gets worse
- D. Try to fix it yourself

16. What is the recommended method for lifting a load?

- A. Lift the load at an angle
- B. Center the load and lift it straight up
- C. Lift the load as fast as possible
- D. Tilt the forks forward while lifting

17. How often should a forklift be inspected?

- A. Annually
- B. Monthly
- C. Weekly
- D. Before each use

18. What is the purpose of the mast on a forklift?

- A. To control steering
- B. To lift and lower the load
- C. To provide power
- D. To counterbalance the load

19. Which of the following is a proper way to park a forklift?

- A. On an incline
- B. With the forks raised
- C. In a designated parking area with the forks lowered
- D. In front of emergency exits

20. What should you check for in the operator's compartment before using a forklift?

- A. Proper ventilation
- B. Cleanliness and functionality of controls
- C. A place to store personal items
- D. Spare parts

21. Which part of the forklift provides power to the machine?

- A. Mast
- B. Forks
- C. Engine or battery
- D. Wheels

22. What should you do if a forklift's load blocks your view?

- A. Drive faster to get to the destination quicker



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- B. Drive backwards carefully
- C. Move the load to one side
- D. Rely on coworkers to guide you

23. How should you position the forks when approaching a load?

- A. At an angle
- B. Level and low
- C. High and tilted back
- D. Spread as wide as possible

24. What type of tires are commonly used on forklifts for indoor use?

- A. Pneumatic tires
- B. Solid rubber tires
- C. Steel wheels
- D. Foam-filled tires

25. What is the function of the tilt control on a forklift?

- A. To steer the forklift
- B. To adjust the angle of the load
- C. To speed up or slow down the forklift
- D. To control the lights

26. What should you do if you need to leave the forklift unattended?

- A. Leave it running
- B. Lower the forks, set the brake, and turn off the engine
- C. Park it in an aisle
- D. Leave the key in the ignition

27. What is the first step in performing a forklift pre-operation inspection?

- A. Check the fuel level
- B. Inspect the tires
- C. Check the operator's manual
- D. Ensure the load is secure

28. Which of the following is a common cause of forklift accidents?

- A. Overloading
- B. Driving slowly
- C. Following all safety guidelines
- D. Using seatbelts

29. How should you secure a load before lifting it?

- A. By placing it at an angle
- B. By centering it on the forks



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- C. By placing it on top of another load
- D. By lifting it quickly

30. What is the safest way to travel down a ramp with a load?

- A. Forward with the load facing downhill
- B. Backward with the load facing uphill
- C. Sideways
- D. Quickly to avoid losing control

31. What should you do if the forklift loses power while carrying a load?

- A. Jump off the forklift
- B. Try to restart the engine
- C. Lower the load and safely stop
- D. Continue operating as usual

32. What is the recommended way to handle a forklift in wet or slippery conditions?

- A. Increase speed for better traction
- B. Use caution and reduce speed
- C. Avoid using the forklift altogether
- D. Use the horn continuously

33. What should you do if the load you need to move is too heavy?

- A. Attempt to move it anyway
- B. Break the load into smaller parts
- C. Ask a coworker for help
- D. Use a larger forklift

34. What type of forklift is best suited for rough terrain?

- A. Electric forklift
- B. Reach truck
- C. Rough terrain forklift
- D. Pallet jack

35. What is the correct position for the forks when traveling without a load?

- A. Raised high
- B. Tilted forward
- C. Low and tilted back
- D. Parallel to the ground

36. Which of the following is true about forklift maintenance?

- A. It can be skipped if the forklift is new
- B. It should be performed regularly as per manufacturer guidelines
- C. Only the operator needs to be aware of maintenance schedules



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D. It is not necessary for electric forklifts

37. How can you ensure that a load is stable before lifting?

- A. By lifting it quickly
- B. By performing a trial lift
- C. By checking its balance and weight distribution
- D. By asking a coworker to check

38. What should you do if you are unsure about the load capacity of your forklift?

- A. Guess based on previous loads
- B. Refer to the forklift's data plate
- C. Ask a coworker
- D. Attempt to lift the load slowly

39. What is the most common cause of forklift rollovers?

- A. Turning too quickly or sharply
- B. Driving in a straight line
- C. Properly balancing loads
- D. Using the horn

40. Which of the following is not a safety rule for forklift operation?

- A. Never leave the forklift running unattended
- B. Always drive with the load elevated
- C. Do not exceed the rated load capacity
- D. Keep a safe distance from the edge of loading docks

41. What should you check for in the hydraulic system during a pre-operation inspection?

- A. Tire pressure
- B. Fluid leaks and hose condition
- C. Engine oil level
- D. Seatbelt condition

42. How should you transport a tall load?

- A. Slowly and carefully
- B. Quickly to avoid tipping
- C. Without any special precautions
- D. With the load tilted forward

43. What is the purpose of a forklift's overhead guard?

- A. To improve aerodynamics
- B. To protect the operator from falling objects
- C. To provide shade



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D. To enhance visibility

44. What should you do if you notice a mechanical issue while operating a forklift?

- A. Ignore it and continue working
- B. Report it immediately and stop using the forklift
- C. Attempt to fix it yourself
- D. Wait until the end of your shift to report it

45. What is the main function of the forklift's mast?

- A. To provide power
- B. To control the direction
- C. To lift and lower the load
- D. To balance the load

46. How can you improve visibility when carrying a bulky load?

- A. Drive faster
- B. Drive backwards
- C. Tilt the load forward
- D. Use additional lights

47. What should you do if the forklift starts to slide on a slippery surface?

- A. Steer sharply
- B. Brake immediately
- C. Reduce speed and steer gently
- D. Accelerate to gain traction

48. What is the recommended way to refuel a gasoline-powered forklift?

- A. Inside the warehouse
- B. While the engine is running
- C. In a well-ventilated area with the engine off
- D. During operation

49. What should you do if you need to move a load that exceeds the forklift's capacity?

- A. Break the load into smaller parts
- B. Try to move it carefully
- C. Increase the counterweight
- D. Ask another operator to help

50. Why is it important to lower the forks to the ground when parking the forklift?

- A. To avoid tripping hazards
- B. To save fuel
- C. To reduce wear on the forklift
- D. To prevent unauthorized use



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12. Answer to MCQs

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

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

(B) Multiple Choice Questions on Operate Road Roller

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
C	B	C	C	C	A	B	B	B	C
11.	12.	13.	14.	15.	16.	17.	18.	19.	20.
D	B	C	D	C	B	B	D	B	B
21.	22.	23.	24.	25.	26.	27.	28.	29.	30.
B	C	B	B	B	C	B	C	C	C
31.	32.	33.	34.	35.	36.	37.	38.	39.	40.
C	B	A							

(C) Multiple Choice Questions on Operate Fork Lifter

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