

# **DEPARTMENT OF ARABIC**

## **VALUE ADDED COURSE**

<b>Semester</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Hours</b>
III	22UARVAC1	BUSINESS COMMUNICATION	30

### **Course Outcomes:**

At the end of the course, the student will be able to:

CO1. Analyze the functions and various styles of Business Communication.

CO2. Demonstrate the right way of laying out the documents and constructing the sentences.

CO3. Prepare reports, presentations, requests etc using the correct words.

CO4. Appraise the common grammatical mistakes and aspects of punctuation.

CO5. Evaluate the commonly misspelt and confused words.

### **UNIT: I**

**6 hrs**

#### **Lesson 1 – Communicating in Business&Lesson 2 – Planning what you are going to say**

The Functions of Business Communication – Business and other styles of Communication – Reasons For writing and speaking – Getting the right reaction – Assembling & ordering information and Arguments.

### **UNIT: II**

**6 hrs**

#### **Lesson 3 – Laying out Documents& Lesson 4 – Constructing Sentences and Paragraphs**

Letters – Memos and Emails – Reports – Incorporating Tables and Charts –What is a sentence – Building sentences into paragraphs – How sentences and paragraphs affect the way you speak.

### **UNIT: III**

**6 hrs**

#### **Lesson 5 – Good Business Style & Lesson 6 – Techniques for Different Occasions**

Using the right tone – Choosing the right words – Speaking clearly – Making Requests – Answering Requests – Writing Sales letters – Conducting Meetings – Making Complaints – Answering Complaints – Clarifying complex problems – Writing Reports – Making Presentations.

### **UNIT: IV**

**6 hrs**

#### **Lesson 7 – Common Grammatical Mistakes& Lesson 8 – Punctuation**

Nouns and Pronouns – Verbs – Adjectives and Adverbs – Prepositions – Conjunctions – Phrases and Clauses – Full Stops – Commas – Semicolons – Colons – Brackets – Dashes – Apostrophes – Quotation Marks – Exclamation Marks – Question marks – Hyphens.

### **UNIT: V**

**6 hrs**

#### **Lesson 9 – Spelling and Vocabulary&Answers to Exercises**

Commonly Misspelt Words – Commonly Confused Words – Answers to Exercises – Glossary.

### **Text Book:**

T.B. – 1: Michael Bennie, A Guide to Good Business Communication, 5<sup>th</sup> Edition, How to books Ltd, Oxford, United Kingdom, 2009.

<b>Semester</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Hours</b>
V	22UARVAC2	ARABIC FOR MEDICAL TOURISM	30

**Course Outcomes:**

At the end of the course, the student will be able to:

- CO1. Identify the medical terminologies in Arabic.
- CO2. Analyze the various medical terminologies.
- CO3. Dramatize the consultation with a doctor, enquiry about the diseases etc.
- CO4. Construct the dialogues which is to be used in labs, drugstores etc.
- CO5. Apply the known medical terminologies by doing field work.

**UNIT: I** **6 hrs**

**Medical Terminology in Arabic**

**UNIT: II** **6 hrs**

**Medical Terminology in Arabic**

**UNIT: III** **6 hrs**

**Arabic Conversation**

Introduction, About the Hospital, Consulting the Doctor, the Diseases, the Surgery

**UNIT: IV** **6 hrs**

**Arabic Conversation**

In the Lab, At a Chemist Shop, the Drugs

**UNIT: V** **6 hrs**

**Field Work**

**Text Book:**

**T.B. – 1 : Collections from various Books.**

**Compiled by: Department of Arabic, Jamal Mohamed college, Trichy- 626 020**

<b>Semester</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Hours</b>
III	22PARVAC1	JOURNAL ARABIC	30

**Course Outcomes:**

At the end of the course, the student will be able to:

- CO1. Demonstrate the Journalistic expressions and usages in Arabic.
- CO2. Analyze the various political terminologies used in Arabic Magazines & Journals.
- CO3. Appraise the different terms related to economics in Arabic.
- CO4. Practice the social and science terminologies available in social media platforms.
- CO5. Illustrate the usages relevant to sports news.

**UNIT: I** **6 hrs**

**Introduction of Journals**

**UNIT: II** **6 hrs**

**Political Terminology**

**UNIT: III** **6 hrs**

**Economical Terminology.**

**UNIT: IV** **6 hrs**

**Social & Science Terminology**

**UNIT: V** **6 hrs**

**Sports Terminology**

**Text Book:**

T.B. – 1: Compiled by Dr. M.Abdul Khadar, **Collections from Various Arabic Journals**, Department of Arabic, Jamal Mohamed College, Tiruchirappalli.