

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

ARABIC LANGUAGE STUDENT HANDBOOK

Al-Khair Secondary School



Academic Year 2016 - 2017

Prepared by

Abu Talhah Tahir أبو طلحة طاهر

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The Arabic Department

Head of Department:

Abu Talhah Tahir

Girls School Teacher:

Ustaatha Ladan Mohammed

Boys School Teacher:

Ustaath Abu Talhah Tahir

Introduction to the Arabic Department

GCSE Arabic Syllabus



Q: What will I study in my five years in Arabic Language?

Arabic Language is from the most important subjects Al-Khair Secondary school offers its students. Not only do the students have an opportunity to learn the language of the Qur'ān and Sunnah but they are also given the opportunity to achieve a GCSE in the language.

The Arabic department has created a unique syllabus that has been tailor made in order to cater for the learning of Classical Arabic and Modern Standard Arabic.

We use textbooks as well as custom-made booklets to aid the teaching and learning of the language. We have also integrated an online learning programme, which is used as a memorisation aid for the students.

This unique learning experience has produced successful students who have gained a love for the language as well as achieving an excellent grade in their GCSE examinations.

Yearly Overview

KS	Year	Term	Winter	Spring	Summer
KS3	Year 7	1	Introduction to Arabic Language Greetings and Acquaintance	Accommodation Daily Life/The Prayer	Food and Drink School
		2	Family Accommodation	Daily Life/The Prayer Food and Drink	School Work
	Year 8	1	Work Shopping	Weather People and Places	Leisure and Holidays
		2	Shopping Weather	Hobbies	Health
KS4 GCSE	Year 9	1	Myself & Others	Work and Routine	Travel and Tourism
		2	House & Home	Sport & Leisure	Food and Cooking
	Year 10	1	Review of Units 1-6 Clothes and Colours	News and Media	Health and Happiness
		2	Education and Training	Climate and the Environment	Arts and Cinema Review of Units 1-14
	Year 11	1	Completion of GCSE Topics GCSE Listening Past Papers GCSE Reading Papers	GCSE Speaking Preparation Task 1: Picture based Discussion & Presentation	Exam Preparation / Revision
		2	Writing Skills (Letters, Postcards and Emails) Writing Skills (Reports, Brochures, Speeches) GCSE Writing Past Papers	GCSE Speaking Preparation Task 2: General Conversation	GCSE Examinations

The above diagram details the topics the students will study throughout their 5 years.

Each year our students will have at their disposal specific textbooks and resources which will aid them in their learning experience.

These textbooks and resources are outlined on the next few pages.

Textbooks



Al-Khair Arabic Department use the Edexcel Examining Board and therefore make use of all the available textbooks produced for this GCSE. We also use the Arabiyya Bayna Yadayk textbook in KS3 which helps in the understanding of Classical Arabic.

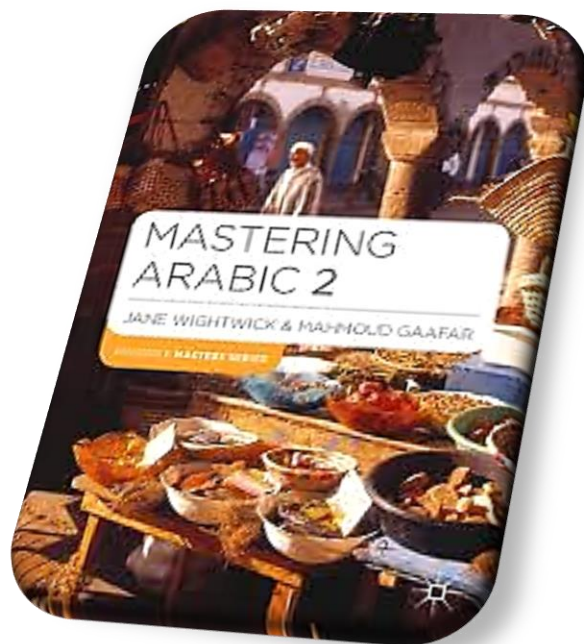
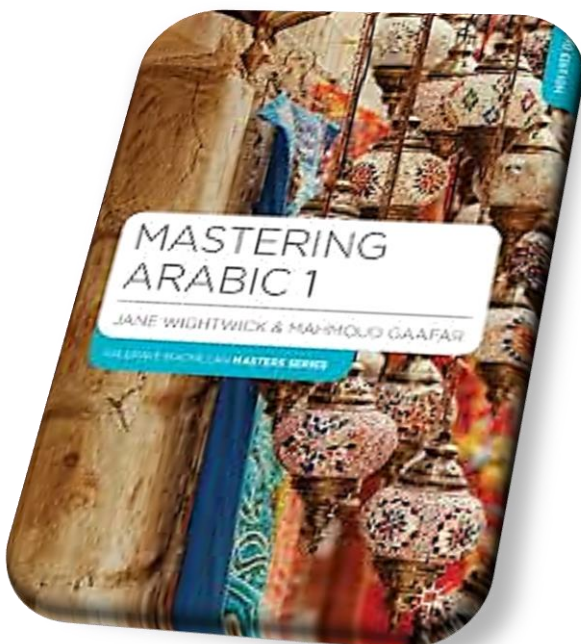
In the following pages, we would like to show you a breakdown of all the textbooks we use in our syllabus followed by a brief explanation of the reason they were chosen for our syllabus.

1) Arabic Between Your Hands / العربية بين يديك



In KS3 (Y7-Y8) the students use the Arabiyyan Bayna Yadayk textbook. This book was chosen for many reasons. Firstly, it was authored for beginners; therefore, it is suited for Y7 & Y8 students. Secondly, it is written in Classical Arabic which enables the students to get familiar with the language of the Qur'ān and Sunnah. Finally, the topics covered in this book are linked to topics that are studied in the GCSE Edexcel syllabus.

1) Mastering Arabic Series



In **KS4 (Y9-Y10)** the students move on to Mastering Arabic Series of books. These books have been tailored to the GCSE Syllabus as they cover all the topics needed for the GCSE Exams.

In **Y9**, the students cover certain chapters from **Mastering Arabic Book 1**. This is to ensure we cover all vocabulary and phrases which will enable our students to achieve a high grade in their GCSE's. The students will also cover the first six chapters of **Mastering Arabic 2**.

In **Y10**, the students complete the remainder of **Mastering Arabic 2**.

KS4 – Y11

2) Your Arabic Friend / صديقك العربي



In **Y11** we use the **Your Arabic Friend** textbook to help expand on what the students have covered in previous years.

This textbook has valuable words and phrases, which are not present in other textbooks.

The book also expands on other topics that may come in the GCSE examinations at the end of year 11.

3) GCSE Arabic Companion



In **Y11** we also use the **GCSE Arabic Companion** set of books to help facilitate the teaching of all vocabulary needed to achieve an A*-C in the GCSE examinations.

The Speaking Companion aids the students in preparing for their GCSE Speaking Assessment that usually takes place in May of each academic year.

The Arabic Language department are confident that the range of textbooks they cover will give all students every chance of achieving an excellent grade in their GCSE's InshaAllah.

V-Series



In order to help facilitate the memorisation of the core vocabulary of KS3, the Arabic Department developed the **V-Series Booklets (Vocabulary Series)**. Each V-Booklet covers the vocabulary needed for a particular topic.

Students receive a new V-Booklet at the beginning of each topic. There is 16 booklets in this series. These booklets are listed in the following page.

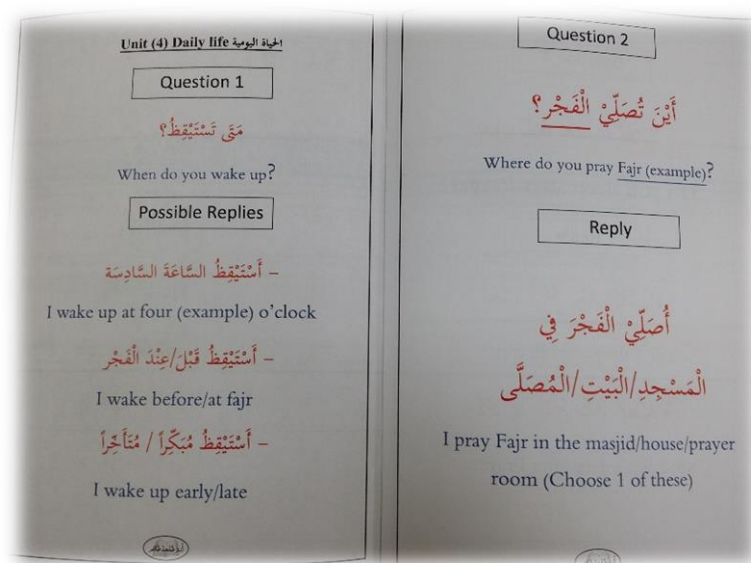
List of V-Series Topics

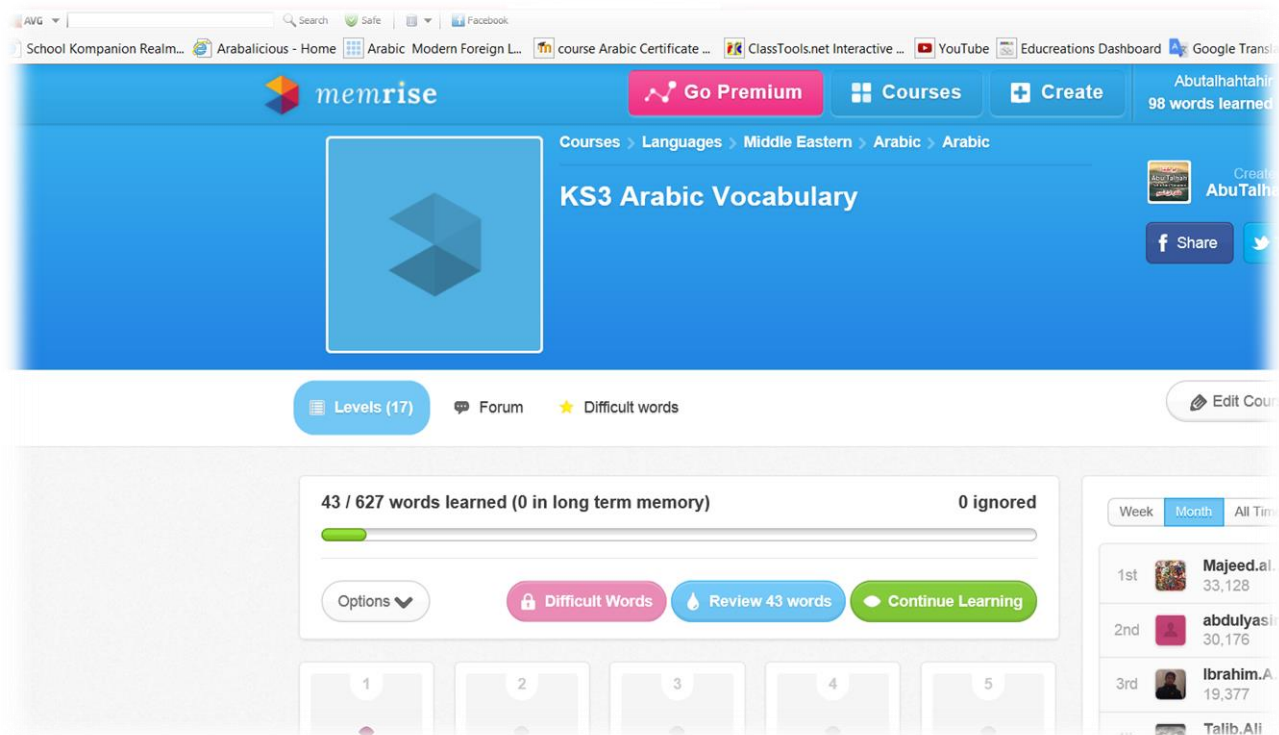
	TOPICS
V1	Greetings & Acquaintance / التحية والتعارف
V2	Family / الأسرة
V3	Accommodation / السكن
V4	Daily Life / الحياة اليومية
V5	Food & Drink / الطعام والشراب
V6	The Prayer / الصلاة
V7	Study / الدراسة
V8	Work / العمل
V9	Shopping / التسوق
V10	The Weather / الجو
V11	People & Places / الناس والأماكن
V12	Hobbies / الهوايات
V13	Travel / السفر
V14	Hajj & Umrah / الحج والعمرة
V15	Health / الصحة
V16	Holidays / العطلة

S-Series



The S-Series of booklets were created in order to help the students to prepare for their speaking assessments for each unit. These booklets provide questions and possible answers related to each topic in KS3. This is illustrated below:





Al-Khair Arabic Department are always looking at ways in which we can make the learning experience for the students more enjoyable. Therefore, we introduced a new online memorisation course called Memrise.

Students learn all the core vocabulary in the whole five-year Arabic programme via Memrise.com. This is a fun and interactive method of learning. Memrise is also available for mobiles and tablets.



Department Policies



Termly Assessments in the Arabic Department

The Al-Khair Arabic Department assesses students in various ways. This is ensuring that literacy and oral skills are tested on a regular basis. It also prepares and develops the necessary skills to pass and flourish in their GCSE's.

We have different number of summative assessments during the academic year. This is outlined in the table below:

Assessment	Details of Termly Assessments.
Listening	<u>Once a term</u> students are given a Listening Test. The student listens to a recording, after which they are expected to answer multiple-choice and open ended questions based on the recording.
Speaking	<u>Three times each term</u> students sit a Speaking Test. Students have to answer questions in Arabic related to the topics they have covered in the term.
Reading	<u>During exam week</u> , students sit a Reading and Comprehension Test. Students are expected to recollect vocabulary they have covered in previous terms as well as testing their general comprehension. The test has both multiple-choice and open ended questions.
Writing	<u>Three times each term</u> students sit a Writing Test. Under timed conditions students are expected to write an essay on the topics they have covered in the term. Students are permitted to use a dictionary.
Translation/ Spelling	<u>Once a week</u> there is a Spelling/Translation test. Students are tested on their spelling and translation skills including words, phrases and sentences.

GCSE Arabic Language Exams

The following table shows outlines of the Units covered in the GCSE Arabic Exams of Year 11 Summer. Please note these dates are provisional

Unit	Percentage	Marks	Date
Unit 1: Listening	23%	/50	2 nd Week of June
Details: 45 Minute recording followed by both Multi-Choice and Open-Ended Questions.			
Unit 2: Speaking	27%	/50	1 st week of May
Details: 10 Minute Oral Exam is recorded. Task 1: Picture based discussion or Presentation. Duration: 3-5 Minutes. Task 2: General Conversation. Duration: 3-5 Minutes.			
Unit 3: Reading	23%	/50	2 nd Week of June
Details: 55 Minute Paper testing reading comprehension via both multi-choice and open-ended questions.			
Unit 4: Writing	27%	/50	2 nd Week of June
Details: 1 Hour Paper where student produces two essays. Task 1: Short Writing Task. Maximum of 70 Words. Task 2: Long Writing Task. 120+ Words.			

Arabic Language Homework Policy

The Arabic Department regularly gives homework to students on a weekly basis. The homework is focused in 3 key areas which is shown in the table below:

Vocabulary	<p><u>On a daily basis</u> students are asked to revise vocabulary for homework. The Vocabulary can be revised from three sources:</p> <ol style="list-style-type: none"> 1) Memorise (essential weekly homework) 2) V-Series (hardcopy of topic-vocabulary) 3) Student Exercise Books (additional vocabulary gleaned from class time) <p>Students are tested during the Starter at the beginning of each lesson on a selection basis. Merits and demerits are given accordingly (see merits/demerits policy).</p>
Speaking	<p><u>Once a week</u> students are given Arabic Questions related to the topic they are studying. Answers to these questions are provided during lesson at 3 different levels:</p> <ol style="list-style-type: none"> 1) Grade C Answer 2) Grade B Answer 3) Grade A/A* Answer <p>Please refer to the marking guidelines.</p>
Writing	<p><u>Once a week</u> students are asked to devise a range of phrases and sentences based on the topics studied in class. This will build towards their topic writing assessment (see assessments section).</p>

Marking/Grading Guidelines

The Arabic Language Department has devised a set of guidelines to ensure that all marking and feedback is clear and understandable. The department follows the letter grading scale when giving out final grades for pieces of work. An explanation on how to move up the scale is provided in the table below:

Writing Grading Scale	
Grade	Explanation
A*	Robust piece of writing which must include detailed elaboration, various connectives, varied vocabulary, use of all three tenses and a high word count. Spelling/grammar mistakes are rare. *
A	Good detailed piece of writing which must include some connectives, varied vocabulary, use of more than one tense and good word count. A few spelling/grammar mistakes are common. *
B	Developed piece of writing which includes connectives, correct tenses and an average word count. Spelling/grammar mistakes tend to be found more often in these pieces of work. *
C	Basic minimal piece of writing with a lower than average word count. Regular spelling/grammar mistakes are common. *
D - G	A poor piece of writing with unstructured sentences and numerous spelling/grammar mistakes.
U	Student did not write anything.

Written answers must be relevant to the essay question.

Speaking Grading Scale	
Grade	Explanation
A*	Robust response which must include detailed elaboration, various connectives, varied vocabulary, use of all three tenses and natural fluency. Pronunciation/grammar mistakes are rare. *
A	Good detailed response which must include some connectives, varied vocabulary, use of more than one tense and good fluency. A few pronunciation/grammar mistakes are common. *
B	Developed answer which includes connectives, correct tenses and some hesitation. Pronunciation/grammar mistakes tend to be found more often in these responses. *
C	Basic minimal response with a regular pauses and hesitation. Regular Pronunciation/grammar mistakes are common. *
D - G	A poor response with unstructured sentences and numerous Pronunciation/grammar mistakes. Fluency is poor due to continuous pauses and hesitation.
U	Student did not say anything.

SIT Marking

When marking written work, The Arabic Department uses the school's **SIT** marking system. After every completed written homework, we inform the student what **Strengths** he showed in this work, possible **Improvements** and **Targets** that must be met for the next writing piece.

Once the students have read their **SIT** feedback, they also have a place to write their feedback for the teacher. Please look at the example below:

Strengths

Improvement

Targets

Student Comments

Handwritten Arabic text on lined paper, including a student's name 'Grade B' and a grade 'B'. The text is written in Arabic with some corrections and annotations. The feedback is written in English and Arabic, with arrows pointing to the corresponding sections of the feedback.

Handwritten Arabic text on lined paper, including a student's name 'Grade B' and a grade 'B'. The text is written in Arabic with some corrections and annotations. The feedback is written in English and Arabic, with arrows pointing to the corresponding sections of the feedback.

Merits and Demerits

The Arabic Language Department rewards students with merits for good work and demerits for incomplete work. The two tables below show possible ways to receive merits and demerits.

Type of Merit	Number of merits
Excellent Homework	1-2
Classwork	1
Work placed on display	3
Achieved an A* in Assessment	2
Achieved an A in Assessment	1
1 st place in Memrise (End of Week)	2
2 nd place in Memrise (End of Week)	1
3 rd place in Memrise (End of Week)	1
1 st place in Memrise (End of Month)	3

Type of Demerit	Number of Demerits
Homework incomplete	2
Classwork incomplete	1
Achieved an E or below in Assessment	1
Did not achieve 3000 points or above in Memrise (End of Week)	1
Unprepared for lesson	1


Certificates for Achievements



Students receive certificates for all subjects at the end of the academic year. One certificate is given for **Overall Achievement** and another for **Effort**.


The Arabic Language Department also gives certificates for **Student of the Month in Memrise**. This is given to the student who achieved the most amount of points by the end of each academic month.

We also give one final certificate for the **Student of the Year in Memrise**. This is given to the student who achieved the most amount of points at the end of the academic year. The pictures below illustrate how we monitor student progress on memrise.

Student of the Year

 **memrise** [Home](#) [Courses](#) [Create](#) [Go Premium](#)

 **KS3 Arabic Vocabulary**  Created by **Abu Talhan**

 Levels (17)

 Forum








 Edit Course

Leaderboard

Week

Month

All Time

Rank		User		Points
1st		.Usman.	Following	1,209,885
2nd		HassanALI	Following	944,870
3rd		ahmed.ali	Following	759,006
4th		Danish.ali	Following	655,031
5th		abdulyasir	Following	641,774
6th		MasiPayman	Following	596,001
7th		Aahad.riaz1	Following	531,808

Department Trips



The Arabic Department is in the process of organising some exciting trips for this academic year.

We will inform parents and students of possible places we will like to visit during the academic year.

In the past, our students have visited Arab Restaurants, listened to lectures in Mosques and journeyed to Saudi Arabia for Umrah.

We hope our trips will give the students enough exposure to the Arabic Language in order they are motivated to continue their studies after they leave the school.

مطاعم / Restaurants



مساجد / Masjids



عمرة / Umrah



Reading Lists

	Title	Author
1	Arabic Between Your Hands / العربية بين يديك	Group of Authors
2	Mastering Arabic Series	Jane Wightwick & Mahmoud Gaafar
3	Your Arabic Friend / صديقك العربي	Ghassan Nu'maan Maahir
4	GCSE Arabic Companion	Chawki Nacef
5	The Grammar and Writing Guide GCSE	Ghassan Nu'maan Maahir
6	Madinah Books 1,2 & 3	Islamic University of Madianh
7	Gateway To Arabic Series	Dr. Imran Hamza Alawiye
8	Talk With Me / تحدث معي	Group of Authors
9	Carnival Books / مهرجان	Mariam Mahir

Frequently Asked Questioned Answered

Q1) What type of Arabic will I study?

At Al-Khair Secondary School, students will have the benefit of studying both Classical and Modern Standard Arabic.

Q2) How often will I study Arabic?

In KS3, students will study Arabic three times a week, whereas in KS4, students will have 4 periods of Arabic a week.

Q3) Will the school provide all the equipment needed for the subject?

The Arabic Department provide subject specific exercise book at the beginning of the year. All students must purchase their own stationary. Please note that students must purchase their own Arabic to English dictionary.

Q4) What do I do if I lose my exercise book?

Students who lose or damage their exercise books must pay a small charge for a replacement book. We advise all students to carry a spare notebook with them if this does occur.

Q5) Am I allowed to write with a pencil?

All students must use a black or blue pen. Students may use a red pen in order to highlight important points.

Q6) Can I use Google Translate to help me with my homework?

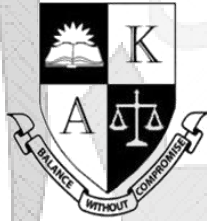
Due to the huge amount of mistakes found on Google Translate, we advise students to avoid Google Translate.

Notes

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*** النهاية ***



Al-Khair Primary & Secondary School

Arabic Department

قسم اللغة العربية