



UNIVERSITI TEKNOLOGI MARA

BAP600: ARABIC FOR THE WORKPLACE II

Course Name (English)	ARABIC FOR THE WORKPLACE II APPROVED
Course Code	BAP600
MQF Credit	3
Course Description	This course focuses on business writing or writing in the workplace. Students will be introduced to the principles of effective business writing. They will learn how to write resume, letters, e-mail, notices, memos, brochures, minutes of meetings and proposals. Emphasis is placed on appropriate organization, clarity and conciseness in informative and persuasive business writing.
Transferable Skills	Effective communicator Expert in the field
Teaching Methodologies	Blended Learning, Tutorial, Reading Into Writing Task
CLO	CLO1 Explain the principle of writing in the workplace/ business writing CLO2 Identify the different types of writing in the workplace and the format CLO3 Apply the correct format and writing techniques for job purposes CLO4 Prepare documentations for job purposes effectively
Pre-Requisite Courses	No course recommendations
Topics	
1. Principles of business writing 1.1) Definition of Business Writing 1.2) Elements to Consider Before Writing A Business Document 1.3) Grammar and Language in Business Writing 1.4) Different Types of Business Communication	
2. Techniques and writing format I 2.1) Memo/Email	
3. Techniques and writing format II 3.1) Letter writing & Resume writing	
4. Techniques and writing format III 4.1) Minutes of meeting writing	
5. Techniques and writing format IV 5.1) Brochures writing	
6. Techniques and writing format V 6.1) Proposal writing	

Assessment Breakdown	%
Continuous Assessment	100.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	Group Assignment (brochure writing)	20%	CLO2
	Online Quiz	ePortfolio	60%	CLO3
	Test	Writing test (E-mail/Memo)	20%	CLO1

Reading List	Reference Book Resources	<ul style="list-style-type: none"> • Dhiy?b al-badaniyyatt. 2006, <i>al-Tawthiq al-'ilmiyy</i>, Dar al-man?hij Amm?n • 'Abd al-Hakim Ahmad 2000, <i>al-Murasal?t – al-tij?riyyatt</i>, Majmu'att al-nayl al-'arabiyyatt. Q?hiratt • Khubar?'al-majmu'att 2012, <i>al-Mah?r?t al-l?zimatt li i'd?d la-taq?r?r wa kit?batt.</i>, al-Majmu'att al-arabiyyatt li al tadr?b wa al-nasyr Q?hiratt • Akram Mu'min 2005, <i>al-Ras?il al-tij?riyyatt wa al-wadiyyatt</i>, D?r al-Tal?'i' Q?hiratt • 'Abd al-Hakim Ahmad al-Khuzamiyy 2001, <i>al-Kit?batt al-mihniyyatt al-muqnia'tt</i>, Maktabatt Ibn Sina Q?hiratt • Ahmad Uthm?n 2012, <i>Fa'iliyyatt istr?tijiyatt fi Dhau Nadzariyyatt Al-nadzm 'inda abd al-Qadir al-Jurjaniuu fi tanmiyyatt maharat al-ta'bir al-kitabiyy lad? tullab al-marhalatt al-i'd?diyyatt</i>, D?r al-waf?' li dunya? Q?hiratt • Abd. al-Q?dir al-Shaykhul? 2008, <i>Fan kit?batt al-taq?r?r – al-taq?r?r al-id?riyyatt wa al-m?liyyatt wa ghayruh?</i>, D?r '?lam al-thaq?fatt lil nashr wa tawz?' Q?hiratt • Ahmad Bin Sulaym?n ibni Kam?l B?sh? 2002, <i>al-Ras?'il al-'aqdiyyatt</i>, D?r al-Mid?r al-lsl?miyy Q?hiratt • Jam?l Gh?nim Zid?n 1997, <i>I'd?d wa kit?batt al-taq?r?r al-id?riyyatt</i>, D?r al-Jil lil tib?'att wa nashr Q?hiratt • Jam?l Ab? Nasr?, Adw?r Markis, Bah?' al-D?n Muhamad Hasan 2003, <i>Mawsu'?tt ras?'iln? f? insh? wa kit?batt al-ras?'il al-nam?zajiyatt.</i>, D?r al-R?tib al-J?mi'att Q?hiratt. • Kath?rin Haribtaj 1997, <i>Tahdir al-taq?r?r al-n?jihatt</i>, Q?hiratt al-D?r al-'arabiyyatt li al-'ulum nashr?n • Khudir Kazim Ham?d 2006, <i>Id?ratt al-a' m?l bi al-lughatt al-injiliziyatt wa kit?batt al-ras?'il.</i>, D?r al-mus?ratt li-al tib?'att wa nashr. 'Amman • Mahir Sya'ban 'Abdul Bari 2010, <i>Al-Kitabah Al-Wadzifiyah Wa Al-lbda'iyah</i>, Dar al-Masirah Amman.
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	