



The new ‘Arabic At Your Hands’ Series



ARABIC FOR ALL

- Levels & Materials
- Lessons
- Goals
- Required Time
- Features
- Details of the books

“Arabic At Your Hands Series” is one program in a collection of programs called “Arabic For All”. This series comprises a developed version of the book “Arabic At Your Hands”, which introduces a comprehensive curriculum for teaching Arabic for non-Arabic speakers, students and teachers. This curriculum is developed for educational entities, including schools, institutes and universities. It begins from the basic level and continues with the students until they master Arabic language, which enables them to join university and continue their Arabic studies in various majors. The developed series is designed by the authors of the original series, who are an academic team specialized in teaching Arabic for non-Arabic speakers.

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Here is a brief introduction to the developed series:



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• In its new version, the series consists of the following levels, books and materials:

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• **Textbooks** divided into four levels as follows:

1. The beginner (basic) level, which consists of the **first Student's Books (1 & 2)** and the **Teacher's Book (1)**
2. The intermediate level, which consists of the **second Student's Books (1 & 2)** and the **Teacher's Book (2)**
3. The advanced level, which consists of the **third Student's Books (1 & 2)** and the **Teacher's Book (3)**
4. The special level, which consists of the **fourth Student's Books (1 & 2)** and the **Teacher's Book (4)**

- **Arabic At Your Hands Dictionary** (Illustrated Arabic/Arabic Dictionary).
- **Arabic Letters Booklet** (Preparatory booklet for teaching Arabic letters).
- **Recorded Audio CDs**, one for each of the Student's eight Books.

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- **The Series Audience:**

The Series is designed for adult students.

- **The Series Language:**

The series is based on classical Arabic, without using other intermediate languages.

- **The series consists of 576 basic lessons divided as follows:**

- The first level (book 1 and book 2): **144** basic lessons, in 16 units
- The second level (book 1 and book 2): **208** basic lessons, in 16 units.
- The third level (book 1 and book 2): **112** basic lessons, in 16 units.
- The fourth level (book 1 and book 2): **112** basic lessons, in 16 units.

Total of basic lessons = **576** basic lessons + **24** lessons for tests = **600** lessons





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• The Series Goals:

■ Levels & Materials

■ Lessons

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■ Features

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The series aims at achieving the following competencies goals:

1. *Language competency*, including the following:

a) *The four language skills:*

1. *Listening* 2. *Speaking* 3. *Reading* 4. *Writing*

b) *The three language elements:*

1. *Sounds* 2. *Vocabularies* 3. *Grammar Structures*

2. *Communicative competency*

3. *Cultural competency*

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• Time required for teaching the series

Total time expected to teach the series is 600 hours, divided according to each program and its weekly hours as follows:

24 weeks, in a program of 25 hours per week.

30 weeks, in a program of 20 hours per week.

40 weeks, in a program of 15 hours per week.

60 weeks, in a program of 10 hours per week.

75 weeks, in a program of 8 hours per week.

120 weeks, in a program of 5 hours per week.

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The new 'Arabic At Your Hands' Series

• Features of the Series:

- Levels & Materials
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1. The latest series in teaching Arabic to non-Arabic speakers.
2. It is based on the latest methods and techniques in teaching foreign languages.
3. Exercises and Activates Books have been combined into the eight Students' Books for practical reasons.
4. Considering the integration between the three language competencies: Linguistic, communicative and cultural.
5. Adopting united-based system in the construction of the series.
6. Using an accurate number of vocabularies and structures in each unit.
7. Sound and phonetic phenomena have been treated using new and different methods.
8. The series provides different types of tests in the beginning, middle and end of each level.
9. The series focuses on the teacher, allotting an independent teacher's book for each level, which includes answers for tests, instructions, methods of teaching foreign languages and introducing skills and elements, which help the teacher achieves his goals easily and effectively.
10. Until now, the series has been approved by more than 1200 universities, institutes and schools worldwide.

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The new 'Arabic At Your Hands' Series



ARABIC FOR ALL

The following are the content of each level in the series:

Click on the book
for more details

- Levels & Materials
- Lessons
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First Level



Second Level



Third Level



Fourth Level

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Arabic Letters
At Your Hands
Booklet



Arabic Dictionary
At Your Hands



Teachers' books



The new `Arabic At Your Hands` Series



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First Level

- **Level's units, books and lessons:**

The first level consists of two parts, each of which includes 8 units (total of 16 units). Each unit consists of 9 lessons, constituting a total of 144 basic lessons in this level.

The lessons of each unit are organized as follows:

- Levels & Materials
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First lesson: First dialogue, its vocabularies and exercises	2 pages
Second lesson: Second dialogue, its vocabularies and exercises	2 pages
Third lesson: Third dialogue, its vocabularies and exercises	2 pages
Fourth lesson: Vocabularies exercises and additional vocabularies.	2 pages
Fifth Lesson: Grammar structures and exercises.	4 pages
Sixth lesson: Sounds	3 pages
Seventh lesson: Speaking and exercises	3 pages
Eighth lesson: Reading and exercises	3 pages
Ninth lesson: Writing and exercises	4 pages

Total of 25 pages per unit

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- Levels & Materials
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• Tests and Evaluations:

Two types of tests are included in the first level:

1. Short tests: 8 tests in each two units
2. Two comprehensive tests for determining level :
 - Midlevel comprehensive test (at the end of the first book)
 - Final comprehensive test (at the end of the second book)

At its end, the first level includes a group of vocabularies with illustrated pictures. It also comprises lists for vocabularies used in each unit and another list for all vocabularies used in the level arranged alphabetically. It also contains listening texts along with an audio CD (8 hours) covering all texts and some of the exercises included. There is also a preparatory booklet for teaching Arabic letters.

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Second Level

• Level's units, books and lessons:

The second level consists of two parts, each of which includes 8 units (total of 16 units). Each unit consists of 13 lessons, constituting a total of 208 basic lessons in this level.

The lessons of each unit are organized as follows:

Dialogue (1), exercises and vocabularies	2 pages
Sounds and exercises	1 page
Grammatical notes (1)	1 page
Speaking and listening (1)	1 page
Comprehension text and vocabularies (1)	2 pages
Grammatical notes (2)	2 pages
Dialogue (2), exercises and vocabularies	2 pages
Grammatical notes (3)	1 page
Speaking and listening (2)	1 page
Comprehension text and vocabularies (2)	2 pages
Grammatical notes (4)	2 pages
Expression	2 pages
Dictation and handwriting	1 page

Total of 20 pages per unit

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• Tests and Evaluations:

- Levels & Materials
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The second level comprises two types of tests

- 1) Short tests: 8 tests after each 2 units.
- 2) Extended tests for determining level :

1. Level test at the beginning of this level to determine the student level and measure his ability to begin the second level.
2. Midlevel test (at the end of the first book in this level)
3. Final comprehensive test (at the end of the second book in this level)

At the end of the second level, there are lists of vocabulary used in each unit and another list of all the vocabularies of the level arranged alphabetically. It also includes comprehension texts and an audio CD (8 hours) for all text and some exercises used in this level.

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Third Level

- Levels & Materials
- Lessons
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• Level's units, books and lessons:

The third level consists of two parts, each of which includes 8 units (total of 16 units). Each unit consists of 7 lessons, constituting a total of 112 basic lessons in this level.

The lessons of each unit are organized as follows:

Rich comprehension text and exercises	3 pages
Vocabularies and expression	3 pages
Language rules (1) and exercises	3 pages
Listening exercises	2 pages
Oral and writing expression exercises	2 pages
Dictation	2 pages
Language rules (2) and exercises	3 pages

Total of 18 pages per unit

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- Levels & Materials
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• Tests and evaluations:

The third level comprises 5 tests as follows:

1. Level determining test at the beginning of the first book to determining the student's level and his ability to begin the third level.
2. Small test at the middle of the first book.
3. Midlevel test at the end of the first book.
4. Small test at the middle of the second book.
5. Final comprehensive test at the end of the second book.

At the end of the third level, there are lists of vocabulary used in each unit and another list of all the vocabularies of the level arranged alphabetically. It also includes comprehension texts and an audio CD (8 hours) for all text and some exercises used in this level.

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Fourth Level

- Levels & Materials
- Lessons
- Goals
- Required Time
- Features
- Details of the books

• Level's units, books and lessons:

The fourth level consists of two parts, each of which includes 8 units (total of 16 units). Each unit consists of 7 lessons, constituting a total of 112 basic lessons in this level. The lessons of each unit are organized as follows:

Comprehension text and exercises	4 pages
Language rules (1) and exercises	3 pages
Listening exercises	2 pages
Advanced expression	1 page
Language rules (2) and exercises	3 pages
Writing and Research	2 pages
Comprehensive Reading	6 pages

Total of **21** pages per unit

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• Tests and evaluations:

The fourth level comprises four tests (after each 4 units) as follows:

- 1. First test: for units 1:4 (at the middle of the first book in this level)*
- 2. Second test: for units 5:8 (at the end of the first book in this level)*
- 3. Third test: for units 9:12 (at the middle of the second book in this level)*
- 4. Fourth test: fro units 13:16 (at the end of the second book in this level)*

At the end of the fourth level, there are lists of vocabulary used n each unit and another list of all the vocabularies of the level arranged alphabetically. It also includes comprehension texts and an audio CD (8 hours) for all text and some exercises used in this level.





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Teachers' books

Teacher's books are identical to student's book and aim at providing the teacher with a collection of techniques and procedures to help him teach every page in student's book effectively in a way that achieves the best results. Teacher's book includes key answers for all exercises used in student's books. Each teacher's book includes the student's book of the same level (the two parts) with smaller page size to make it easy for the teacher to follow the educational material of the student without the need to have the student's book itself.



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There are four teacher's books, one for each level as follows:

1. First teacher's book for the first level.
2. Second teacher's book for the second level.
3. Third teacher's book for the third level.
4. Fourth teacher's book for the fourth level.





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Each teacher's books have many advantages, including:

- *General guidelines to the teachers for teaching language for non-native speakers along with techniques for presenting different language skills and elements.*
- *Suggestions about performing the exercises of each level along with suggestion for additional exercises.*
- *Answers for the exercises of the student's books (except for communicative and expression exercises), along with comprehension text.*
- *Answers for the questions of comprehensive tests in student's books (standard, midlevel and final).*
- *Summary about the structures, vocabularies and sounds included in each unit and a suggestion for presenting different types of vocabularies.*
- *Summary about the goal of each unit and the way of presenting text.*
- *Description of units structure and the way of introducing the structures.*

- *Levels & Materials*
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Other advantages included in teacher's books:

- *35 general guideline for teacher.*
- *24 guideline on managing classroom.*
- *67 instructions and tips about teaching language, its skills and elements and how to deal with language tests.*

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Arabic Letters At Your Hands Booklet

It is a preparatory booklet for the beginner before the first level of Arabic At Your Hands series, and it serves as approach for teaching mechanical reading and writing and how to spell and draw letters. This book is presented in coincidence with dialogue approach.



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Features of this Letters Booklet:

- It teaches separate and connected forms of Arabic letters and contains exercises on how to connect letters.
- Letters are arranged based on the way they are written (letters that need less changes to be connected come first).
- Exercising on writing, starting from passing the pen on the targeted letter with its various forms, writing the letter, passing the pen on the word, and at last writing the word.
- Words are chosen from famous nouns so that the student does not think in their meaning.
- This approach avoids the negatives of traditional approach.
- *Time suitable for teaching letters booklet: Two weeks.*

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Arabic Dictionary At Your Hands

- Levels & Materials
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- An illustrated Arabic/Arabic Dictionary, 1600 colored pictures are used for more illustration.
- It contains all the vocabularies of the series in addition to more than 7000 Arabic common terms .
- It is arranged alphabetically and terms are chosen based on its importance for the student.
- Various source of terms, Holly Quran, Holly Hadith, poetry, proverbs, and daily language.
- Its terms have been fully explained using different ways, including: synonymy and antinomy.
- Benefit has been made of other techniques used in making other dictionaries.
- It contains appendices that comprise a collection of language information in grammar, dictation and punctuation.

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For more details



*Please do not hesitate to contact us for
any inquiries or suggestions.*

We like to hear from you

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