



SS146: Certificate in Arabic Writing Skills

Training Description:

Professional writing skills are among the most important requirements for successfully climbing the career ladder. Proper business writing ability, like writing in a simple, clear and professional manner, is essential for effective organizational communication, and is therefore one of the criteria used to assess an employee's readiness for a higher position.

This course aims to train participants in the most important elements of professional Arabic writing skills.

Training Objectives:

By the end of the training, participants will be able to:

- ✓ Apply professional business writing skills in all their written communication
- ✓ Create an Arabic business writing manual for use in their organizations
- ✓ Write in the style most appropriate for the type of report needed
- ✓ Write in a clear, specific and positive manner
- ✓ Avoid common business writing mistakes
- ✓ Proofread and edit reports and documents

Training Designed for:

This course is intended to meet the needs of all levels of employees, in different departments of public or private sector organizations, whose work require professional business and report writing skills.

Target Competencies

- Written communication
- Abiding by the business writing rules
- Organized thinking
- Report writing
- Proofreading

Training Requirement:

"Hand's on practical sessions, equipment and software will be applied during the course if required and as per the client's request."

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

FIVE DAYS:

- ❖ Introduction
- ❖ Definition of professional writing
 - History of professional writing
 - Types of writing
 - Professional Writing
 - Creative Writing
 - Effective elements of professional writing
 - Emails and other electronic media
- ❖ Common mistakes in Arabic writing

- The impact of mistakes
- Common mistakes in professional writing
 - Grammatical errors
 - Morphological errors
 - Stylistic errors
 - Spelling mistakes
- How to classify common mistakes in professional writing
- How to avoid common mistakes in professional writing
 - Rules for writing 'hamza'
 - Adding or deleting letters
 - Not distinguishing between confusing Arabic letters
 - Adding unnecessary letters
 - Mistakes in writing Arabic numbers
 - Deleting letters where we shouldn't

❖ The rules of professional writing

- Types of reports
- Categorizing according to the nature of the report
 - News report
 - Analytical report
- Categorizing according to the status of reports
 - Official reports
 - Unofficial report
- Categorizing according to recurrence of the reports
 - Periodic report
 - Non-periodic report
- Professional reporting structure
- Writing e-mail professionally
- Writing minutes of meetings
 - Deliberation
 - Resolution

❖ Punctuation

- Mastering punctuation
- Use of attachments and graphs
- The benefits of proper punctuation
- Summary steps

❖ Different writing strategies

- Types of editing
- Checking the grammar
- Linguistic verification and review
- Linguistic editing
- Proofreading
 - Deleting
 - Adding
 - Replacing

- The esthetics of Arabic writing
- Continuous development in professional business writing
- ❖ **Course Conclusion**
- ❖ **POST-TEST and EVALUATION**

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

TBA as per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:

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