



## **LANGUAGE INSTITUTE**

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**Subject: Invitation to A four-week Refresher Arabic Language Course (RALC)**

Date: 13Aug 2017

References: **A.** Euro Atlantic Partnership Work Plan 2011.  
**B.** Mediterranean Dialogue Work Program 2011.  
**C.** Istanbul Cooperation Initiative Menu of Practical Activities 2011.  
**D.** Military Cooperation Guidance for the Execution of 2011 outreach Programs, signed 13 Jan 2010.  
**E.** Po (2011) 0212, implementing guidance for the Partnership Cooperation Menu (PCM), 31 May 2011.

1. The HQ of JAF/ Language Institute as an action authority for the four-week Refresher Arabic language Course (**RALC**) is pleased to invite NATO (PFP), (MD) (ICI), CC to participate in this event that will take place in Jordan Armed Forces Language Institute (JAFLI) Zarqa, Jordan from 14 Oct – 8 Nov. 2018.
2. The goal is to give an opportunity for the participants –who will be possibly deployed in an Arabic speaking environment- to refresh their knowledge in Arabic language, culture and colloquialism through valid and real life practical audio - visual exercises side by side with accurately selected lessons and reading passages so as to achieve tangible enhancement in the individual's ability to understand normal pattern of formal and colloquial utterances;
3. The security classification for this event will be NATO UNCLASSIFIED RELEASABLE to PFP/MD/ICI.
4. A final schedule (agenda) for the course is attached at Annex A.
5. A description of the course content, Language skills, and total number of lessons for every language skill and mechanism of execution for RALC are attached at Annex B.

6. Administration instructions are included in Annex C to allow enough time for detailed planning. We kindly request NATO nations to return the application form (see Annex D) no later than 6 Oct 2018 to our point of contact (see Para. 8) and the partner (PFP/MD/ICI) nations return the application form to Military Cooperation Division (MCD) by e-mail or fax. The POC for the Military Cooperation Division is detailed in the MCD cover letter.
7. The course fee will be (1200) \$per individual. In addition to that every participant will pay for his accommodation, meals and flight e-tickets. Further details will be mentioned in the administration instructions in Annex "C" attached.
8. Other event details can be found in the partnership real-time information, management and Exchange system (ePRIME).
9. Points of contact:

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Commandant,  
JAF Language Institute  
Col.Khalefa N. Aledwan

## Annex “A”

### WEEKLY PROGRAM FOR THE REFRESHER ARABIC LANGUAGE COURSE

#### Week 1

	Class 1	Class 2	Class 3	Class 4	Class 5
<b>Sunday</b>	Focused Reading “Classroom”		Grammar Practice / Pronouns	Conversation/ Group work	Dictation
<b>Monday</b>	Focused Reading “Searching for an apartment”		Grammar Practice / Question Words	Conversation/ Group work	Learning Video/ “Al Manahel”
<b>Tuesday</b>	Focused Reading “Getting a Residence Permit”		Grammar Practice / Demonstratives	Military Terminology/ Army Ranks	Writing/ Short Sentences
<b>Wednesday</b>	Orientation tour in Amman				
<b>Thursday</b>	Focused Reading “In the Restaurant”		Grammar Practice / Pronouns	Conversation/ Group work	Writing/ Describing Pictures

#### Week 2

	Class 1	Class 2	Class 3	Class 4	Class 5
<b>Sunday</b>	Focused Reading “Downtown”		Grammar Practice / Negation	Conversation/ Group work	Listening Comprehension/ “Fatima is a Malaysian Student”
<b>Monday</b>	Focused Reading “At the clinic”		Grammar Practice / Plurals	Conversation/ Group work	Learning Video/ “Al Manahel”
<b>Tuesday</b>	Focused Reading “At the Department store”		Grammar Practice / Imperatives	Military Terminology/ Army Branches	Listening Comprehension/ “Downtown”
<b>Wednesday</b>	Orientation tour in Amman				
<b>Thursday</b>	Focused Reading “At the Bank”		Grammar Practice / Antonyms	Conversation/ Group work	Writing/ Describing Pictures

### Week 3

	Class 1	Class 2	Class 3	Class 4	Class 5
<b>Sunday</b>	Focused Reading “At the public library”		Grammar Practice / conjunctions	Conversation/ Group work	Listening Comprehension/ “Michael likes Reading”
<b>Monday</b>	Focused Reading “journey to Aqaba”		Grammar Practice / Relative Pronouns	Conversation/ Group work	Learning Video/ “Al Manahel”
<b>Tuesday</b>	Focused Reading “Tour IN University of Jordan”		Grammar Practice / Verbal sentence	Military Terminology/ Army units	Listening Comprehension/ “Students reception”
<b>Wednesday</b>	Orientation tour to Jerash				
<b>Thursday</b>	Focused Reading “visiting a friend”		Grammar Practice / Nominative sentence	Conversation/ Group work	Writing/ Describing Pictures

### Week 4

	Class 1	Class 2	Class 3	Class 4	Class 5
<b>Sunday</b>	Focused Reading “Traditional Wedding”		Grammar Practice / prepositions	Conversation/ Group work	Listening Comprehension/ “Lebanon”
<b>Monday</b>	Focused Reading “Jordan”		Grammar Practice / Verbs of volition	Conversation/ Group work	Learning Video/ “Al Manahel”
<b>Tuesday</b>	Focused Reading “Back to school”		Grammar Practice / Adverbs of Time and place	Military Terminology/ Weapons	Listening Comprehension/ “John lives in London”
<b>Wednesday</b>	Final Test				
<b>Thursday</b>	Graduation Ceremony				

## Annex “B”

### Description of course content / Language skills / Total number of lessons for every language skill / Mechanism of execution for RALC

Language Skill	Reading passages
Total Number of Classes/Course	30
Execution/Approach	Teacher provides students with typical pronunciation, normal speech language pattern: students read correction of mispronunciation, enhance their reading skills with respect to stress and intonation performance/final goal is to achieve meaningful reading and correct pronunciation of words, sentences and paragraphs.
Content of the Target Lesson	Contents of reading passages vary in topics and complexity and they cover wide range of subjects with relevant vocabulary and grammatical structures. Example: (Daily routine activity, bibliography, fossilized expressions, local values and rituals, global issues, science fiction and explorations.
Activity and Response Expected from Students	Students are expected to fully understand and comprehend the reading passage/become able to use the vocabulary they learn in their conversational skill as well as comprehend them when they hear/individual and pair interaction/ teacher makes sure that students can produce their own sentences using the expressions and vocabulary they acquire.
Assessment and Evaluation	Exams, quizzes, pop quizzes. Teaching staff are required to guarantee quality training and the objectives of training are fulfilled in the side of students.

Language Skill	Writing
Total Number of Classes/Course	18
Execution/Approach	Teacher guides students to perform effective writing starting from simplified, combined sentences with linking verbs/teacher interferes to correct / students present their writings before the class/language issues such as dictation and punctuation are to be observed.
Content of the Target Lesson	Students are expected to be able to write on familiar topics, subject related to their work, description, narration. As well as to be able to produce written forms on cluster of relevant pictures.
Activity and Response Expected from Students	Perform and produce written forms as instructed by the teaching staff/be able to improve their writing skill from roughly simplified into more combined and complex patterns.
Assessment and Evaluation	Exams, quizzes, pop quizzes. Teaching staff are required to guarantee quality training and the objectives of training are fulfilled on the side of students.

<b>Language Skill</b>	<b>Speaking</b>
<b>Total Number of Classes/Course</b>	<b>23</b>
<b>Execution/Approach</b>	Teacher performs and discusses with students guided topics and urges them to speak effectively and give opinions starting from simplified, combined sentences with linking verbs/teacher intervenes to correct / students' mistakes /language issues such as pronunciation and intonation are to be observed.
<b>Content of the Target Lesson</b>	Students are expected to be able to speak about familiar topics, subjects related to their work, description, narration. As well as be able to produce spoken utterances.
<b>Activity and Response Expected from Students</b>	Perform and produce spoken forms as instructed by the teaching staff/be able to improve their speaking skill from roughly simplified into more combined and complex patterns and utterances.
<b>Assessment and Evaluation</b>	Exams, quizzes, pop quizzes OPI's, presentations. Teaching staff are required to guarantee quality training and the objectives of training are fulfilled according given level to be reached.

<b>Language Skill</b>	<b>Listening</b>
<b>Total Number of Classes/Course</b>	<b>12</b>
<b>Execution/Approach</b>	Teachers provides students with audio patterns of typical pronunciation at normal speed / students listen / correction of misunderstanding / enhance their comprehension skills performance/final goal is to achieve good level of listening on the sentences, paragraph and text.
<b>Content of the Target Lesson</b>	Contents of listening material vary in topics and complexity and they cover wide range of subjects with relevant vocabulary and grammatical structures. - Examples:(Daily routine activity, bibliography, fossilized expressions, local values and rituals, global issues).
<b>Activity and Response Expected from Students</b>	Students are expected to fully understand and comprehend the listening patterns/become able to use the vocabulary they learn in their conversational skill as well as comprehend them when they hear/ teacher makes sure that students can understand the givensentences.
<b>Assessment and Evaluation</b>	Exams, quizzes, pop quizzes. Teaching staff are required to guarantee quality training and the objectives of training to be fulfilled.

### **Culture Awareness and Orientation Tours / 17 lessons**

Annex “C”

**COURSE INFORMATION FORM**

**COURSE TITLE:** Refresher Arabic Language Course

**CODE:** RALC

1. Course Information

• Type of course:

Name:

Refresher Arabic Language Course (RALC). This course is usually conducted during Aug, Oct, or Nov. every year for participants from UK, Austria and Italy ...etc. The start dates can be coordinated with the sending nation and as requested.

Type of Accreditation:

Type of accreditation requested is “NATO selected”. The intention is to make the above-mentioned course NATO accredited so as to attract participants from NATO members to participate in this course.

Equivalent Type A (NATO Approved) Course(s):

*Unknown*

OPR Action Officer in NATO:

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**Training Facility:**

JAF language Institute  
Address: Jordan /Zarqa  
Website : [www.jafli.mil.jo](http://www.jafli.mil.jo)  
Commandant: Col. Khalefa N. Aledwan  
Work phone : +962 53901893  
Work fax : +96253901864  
Mobile phone : +962777414798  
E- mail: [commandant.jafli@jaf.mil.jo](mailto:commandant.jafli@jaf.mil.jo)  
Language Institute website:[www.jafli.mil.jo](http://www.jafli.mil.jo)

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**Arabic Language Teacher**

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**Length:**

The course lasts for four weeks / each week is 5 working days / Sun to Thurs. / five hours per day / 0800-1300.

**How many students per iteration:**

(12-15) students can join the course in one single classroom. The possibility of increasing the number of students from NATO countries is available and we can manage to run another single class for participants from NATO countries up to 10 slots.

**How many iterations per year:**

(2 - 3) Iterations per year usually during Aug-Nov and the exact dates can be coordinated with the requesting nation;however, there is a possibility to increase the number of iterations up to (4) in case more participants from NATO countries need to join this course.

**Open to:**

All participants from NATO, PFP, MD, ICI, CC can join the course



### **Language:**

The course is taught in Arabic as it is intended to enhance the participants' skills in Arabic language. However, English can be used for more clarification when needed specially for participants whose level is very low,

### **Pre requisites:**

Students who would like to join this course must have basic knowledge of Arabic language skills. They must be able to communicate at the FORTE basic level. They must know how to read and write and able to understand basic and simplified spoken and written Arabic forms.

## **2. Requirement for the Creation of the Course:**

The course was created to facilitate the participants' need to enhance their Arabic language skills within a relatively short period of time through a series of well organized lectures combined with lessons of cultural nature.

### **• Aim:**

The course was created to give an opportunity for the participants - who will be possibly deployed in an Arabic speaking environment - to refresh their knowledge in Arabic Language, culture and colloquialism through valid and real life practical audio-visual exercises side by side with accurately selected lessons and reading passages so as to achieve tangible enhancement in the individual's ability to understand normal pattern of formal and colloquial utterances.

### **• Learning Objectives:**

Learning objectives are defined as follows :

- **Writing Skills:** Students are expected to be able to express their ideas in a more understandable way with almost no critical semantic and grammatical errors. Hopefully, they will be able to write simple and routine correspondences, short briefings and other simplified and relatively complex functional language performances.
- **Reading Skills:** Students are expected to be able to read and pronounce words, expressions, sentences and texts correctly as well as comprehend what they read sensibly. They are expected also to be able to understand simple written material on common and familiar subjects
- **Speaking Skills:** Students are expected to be able to communicate appropriately with others and be able also to produce responses accordingly at the basic level. They are expected also to be able to describe people, things ....etc narrate simple, past and future events in simple paragraphs.
- **Listening Skills:** students are expected to be able to understand the spoken patterns and respond accordingly on every day social and routine topics. Can actually understand face to face speech delivered at normal rate with some repetition and rewording.

**Note:** Achieving the above language levels depends on how long the student has learned Arabic previously and how much he is willing to enhance his language skills.

- **Depth of Knowledge Level**

- Level 1 – Recall
- Level 2 – Understanding of basic application and concepts

- **NATO standards and doctrine :**

Teaching mechanism is highly updated and meets with international standards. Suitable training aids are available. Qualified teaching staff members perform the training and they are highly motivated to do their job. Interactive multimedia is being used extensively. Bi-SC Directive 75-7, Education and Individual Training, Chapter 4 and Annex J will be considered as a guideline toward better fulfillment to NATO standards.

- **Target Audience:**

Students attending the course are preferably those who are expected to be deployed in an Arabic speaking environment or whose work requires, in one way or another, some knowledge in Arabic language and culture. They can also be those who are language talented and have the desire to be qualified in Arabic Language. No limitations on ranks, field of expertise or education. Participants should "preferably" know some knowledge about Arabic language and have had training in Arabic language before they join the course.

- **Instructors:**

Instructors are highly motivated and qualified to do the job. Most of them have worked for a long time in training non-native students and have worked also in Arabic language programs in UK, Turkey, Romania and Austria. B.A in Arabic language is the minimum certificate required for all staff members who will be teaching non-native students; however some of them have master and PHD in teaching Arabic language for non-native speakers.

- **Security Clearance:**

No limitations for NATO members, however national clearance like Visas have to be obtained through national agencies abroad or they can be obtained upon arrival at the airport.

- **Instructional System Design:**

The following measures are being taken and observed continually to guarantee quality assurance and quality control:

- a) Teaching techniques to be revised periodically to make sure they are compatible with most updated teaching mechanism internationally.
- b) Audio-visual interactive multimedia used extensively side by side with the syllabi to help create an atmosphere of variety in the

Teaching process.

- c) Orientation program and face-to-face interaction with native speakers to ensure involvement with real life situation.
- d) Questioner and student feedback.

- **Instructional Sequencing:**

See Annexes "attached"

## Annex “D“

### ADMINISTRATIVEINSTRUCTIONS

1. Accommodation for all participants will be arranged at the 3-Star Officers Club at Zarqa which is located 4Km away from the JAF Language Institute. The price of the lodging at the Zarqa Officers Club is (62) \$ for single rooms including three meals, whereas, Amman \*Jordan Armed Forces 5-Star Hotel<sup>1</sup> is (78) \$ including breakfast only. You will be additionally charged for every meal other than breakfast. For those who would like to be accommodated in hotels or furnished apartments in Amman, the possibility is available. In this case transportation and accommodation are to be arranged by participants on their own.
2. This course fee will be (1000) \$per participant, and paid by cash at the JAF Language Institute.
3. Visa can be obtained free of charge upon arrival at Queen Alia International Airport in Amman. A representative from the Language Institute will be available at the airport to welcome the coming participants and provide any assistance needed. Transportation from the airport to the Officers' Club in Zarqa will be provided by JAF language Institute.
4. Medical and dental expenses must be paid by the participants. All participants are strongly advised to have appropriate medical insurance. Daily routine medical sick calls can be arranged to participants at military medical facilities free of charge.
5. The maximum number of participants who can join the course is 12 participants. The minimum number required to hold the course is 6 participants. (First come first served). The language institute has the right to cancel the course in case the number of participants is less than 6.
6. Target audience is military and civilian (*No rank limitations*)
7. The course will be conducted in Arabic. Translation into other languages will not be provided, however some teachers may use English for further clarification when they find that necessary.
8. The sending nation should provide the participant with tickets back and forth.

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<sup>1</sup>Jordan Armed Forces Hotel :Tabarbour, Tareq | 11947Amman | Jordan  
+962 65633050 | [armedforceshotel@afh.jo](mailto:armedforceshotel@afh.jo)

**Annex “E“**

**REFRESHER ARABIC LANGUAGE COURSE**  
**Application Form**

All participants who have the will to join the course including participants from NATO countries must fill the application form and return it by mail, e-mail or fax no later than 6 Oct 2018.

1. **Subject:**
  - a. Course Title:**Refresher Arabic Language Course**
  - b. Date: **14 Oct - 8 Nov 2018.**
  - c. Place:**JAF Language Institute / Zarqa - Jordan**
2. **Personal Information:**
  - a.  **Male**                       **Female**
  - b. Nationality: .....
  - c. Last Name: .....
  - d. First Name: .....
  - e. Rank:.....
  - f. Branch of Service: .....
  - g. Duty:.....
  - h. Passport No.:.....
  - i. Date of Birth: .....
  - j. Accompanied by: .....
  - Spouse Name: .....
  - Spouse Participation: .....
  - CULTURAL VISIT**                       **TOUR**
  - k. Mailing Address (work): .....
  - l. Mailing Address (home):.....
  - m. Telephone (work): .....
  - n. Telephone (home): .....
  - o. Fax (work): .....
  - p. E-mail (work):.....
3. **Travel Arrangement** ( participant is kindly requested to reply for this paragraph only no later than 6 Oct 2018)
  - a. City of Departure: .....
  - b. Airport of Arrival: ..... Flight No.: .....
  - Date: ..... Time: .....
  - c. Airport of Departure: ..... Flight No.: .....
  - Date: ..... Time: .....

4. **Accommodation:**

- a. I agree to stay in the selected Club: .....  
From (Arrival day): ..... To (Departure Day): .....
- b. I will stay at (name of the hotel): .....
- c. I don't need hotel accommodation as I will stay at:

<p><b>Address:</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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5. **Remarks:**