



Bachelor of Tarjamah (Arabic Translation)
Faculty of Adab and Humanities
Islamic State University Syarif Hidayatullah Jakarta

MODULE HANDBOOK

Module Name	Arabic Writing Proficiency
Module Level	Undergraduate
Abbreviation, if applicable	-
Sub-heading, if applicable	-
Code	FAH 6023110
Subtitle, if applicable	-
Courses, if applicable	-
Semester/term	4 th / Second Year
Module Coordinator(s)	Prof. Dr. Darsita S, M.Hum
Lecturer(s)	Muhammad Anas, Lc., MA
Language	Arabic and Indonesia
Relation to Curriculum	Compulsory Course
Teaching Methods	Lecture, classroom discussion, and participated
Workloads	1 SKS equivalent to: Class Lectures: 50 minutes per week Independent Assignment: 50 minutes per week Structured Assignment: 50 minutes per week
Credit Point	3 SKS or 4.5 ECTS
Required and recommended prerequisites for joining the module	-
Module objectives/intended learning outcomes	The module objectives or intended learning outcomes for a course on "Arabic writing skills" are designed to help students develop proficiency in written Arabic communication. These outcomes may vary depending on the course level and specific goals, but here are common module objectives for such a course: Arabic Script Mastery: Students can achieve fluency in reading and writing Arabic script, including recognition and correct formation of Arabic letters and diacritical marks. Basic Arabic Handwriting: Students can develop legible and consistent handwriting in Arabic script, both in standard and cursive forms. Arabic Alphabet Knowledge: Acquire a strong foundation in the Arabic alphabet, including knowledge of letter names, sounds, and their various forms in different positions within words. Vocabulary Expansion: Expand Arabic

	vocabulary and demonstrate the ability to use a wide range of words and phrases in written communication. (S8). 3. Composition Skills: students can develop the ability to compose well-structured and coherent paragraphs and essays in Arabic, with clear introductions, body paragraphs, and conclusions (C5). 4. Interdisciplinary Knowledge of "Arabic writing skill" is inherently interdisciplinary because it combines knowledge and principles from multiple fields and areas of study. Business and Professional Communication principles are relevant for teaching students how to write effectively in professional settings, including business reports, emails, and proposals. Translation Studies Mastering students in understanding translation theory and practice is important for students who may need to translate written content between Arabic and other languages. Media Studies introduce students to the role of written communication in various media, such as newspapers, magazines, and online journalism. (A5).
Content	1. The urgency and principles of the Arabic Writing Proficiency course; Effective Communication: The ability to write effectively in Arabic is crucial for clear communication in academic, professional, and personal contexts. Effective writing ensures that ideas and messages are conveyed accurately. 2. Definition, purpose, assortment, dimensions and procedure of punctuation in Arabic; Employability: Arabic writing proficiency is an asset in various career fields, including translation, journalism, international relations, and academia. It enhances employability in these sectors. 3. Digital Communication: As digital communication becomes prevalent, there is an urgency to adapt Arabic writing skills to digital platforms, including social media, websites, and email 4. Rules of Imla' in Arabic; 5. Arrangement of sentences and phrases in Arabic; 6. Details of the use of verbs in Arabic; 7. Collocation in Arabic; 8. Taxation in the structure of the Arabic language; 9. Composing Arabic discourse; 10. Important uslubs in Arabic; 11. Preparation of Arabic paragraphs; 12.Kitabah wadhifiyyah; 13.Kitabah ibda'iyah; 14.Grammar and Syntax: Adherence to Arabic grammar and syntax rules is essential for clarity and accuracy in writing. Students should understand and apply these rules effectively.
Examination forms	1. Final Exams: Standard final exams in Arabic language courses typically include a writing component, where students are asked to demonstrate their ability to compose essays or responses in Arabic 2. Arabic Writing Portfolios: Some courses may require students to compile a portfolio of their written work throughout the semester or academic year. This portfolio can include essays, reports, and other writing assignments

Study and examination requirements	The final mark will be weighted as follows: 1. Final Examination 40% 2. Mid-Term Examination 30% 3. Class Activities: Quiz, Homework, etc. 30%
Media employed	Board, LCD Projector, Laptop/Computer
Reading list	1. Afifuddin Dimyathi (2016), Panduan Praktis Menulis Arab; 2. Isham Mahmud, Maharat Al-Kitabah Al-Arabiyyah; Qawaid wa Tadribat wa Nushush 3. Ahmad Fuad Alyan, Al-Maharat Al-Lughawiyyah; Mahiyatuha wa Tharaiqu Tadrishiha 4. Pendukung: 5. Ali Ridha, Al-Insya' As-Sahl (Dar Asy-Syarq Al-Arabi) 6. Dezerah As-Saqqal, Shina'atul Insya', (Dar Ash-Shadaqah Al-Arabiyyah) 7. Nayf Khurma, dkk., Maharatul Kitabah Al-Arabiyyah Kitabatul Faqrah. (Amman: Dar Al-Usrah). 8. Sumaiys Ali, At-Tahrir Al-Idaari. 9. Bayoumi Samir, al-Dalil al-Tafa'uliy: Tathbiqat Maharat al-Lughah al-'Arabiyyah, 10. Riyadh: Mamlakah al-Arabiyyah al-Su'udiyah 11. Dr. Abd al-Lathif al-Shufiy, Fann al-Kitabah: Anwa'uha wa Maharatuha wa Ushul 12. Ta'limiha li al-Nasyi'ah, Dimasyq: Dar al-Fikr, 2007. 13. Dr. Abdurrahman ibn Ibrahim al-Fauzan, dkk, al-'Arabiya Baina Yadaik, Riyadh: 14. Muassasah al-Waqf al-Islamiy, 2002 15. Suparno, Darsita. 2023. "The influence of financial literacy, digital literacy, digital marketing, brand image, and word of mouth on the z generation's interest in Islamic banks" DOI: 10.5267/j.ijdns.2023.6.015 International Journal of Data and Network Science, 2023, 7(4), pp. 1975–1982 https://growing-science.com/ijds/ijds.html https://www.scimagojr.com/journalsearch.php?q=21100970247&tip=sid&exact=no ISSN 25618148, 25618156 ijdnseditorial@gmail.com 16. Suparno, Darsita. 2023. "Redefining politeness: Power and status in the digital age" https://doi.org/10.1080/23311983.2023.2218195 Cogent Arts and Humanities, 2023, 10(1), 2218195 https://www.tandfonline.com/doi/full/10.1080/23311983.2023.2218195 https://www.scopus.com/authid/detail.uri?authorId=58315103500 17. Suparno, Darsita. 2012. Komposisi Bahasa Indonesia. Jakarta: Adabia Press. http://repository.uinjkt.ac.id/dspace/handle/123456789/39317 18. Suparno, Darsita. 2015. Morfologi Bahasa Indonesia. Jakarta: UIN Press http://repository.uinjkt.ac.id/dspace/handle/123456789/39317 19. Suwanto Raharjo. Detecting proper nouns in indonesian-language translation of the quran using a guided method. Journal of King Saud University - Computer and Information Sciences Volume 32, Issue 5, June 2020, Pages 583-591 https://doi.org/10.1016/j.jksuci.2018.06.009

	20. Yassir Matrane. 2023. A systematic literature review of Arabic dialect sentiment analysis “Journal of King Saud University - Computer and Information Sciences Volume 35, Issue 6, June 2023, 101570. https://doi.org/10.1016/j.jksuci.2023.101570 21. Elie Fabiani. Writing letters in two graphic systems: Behavioral and neural correlates in Latin-Arabic biscripters. Neuropsychologia Volume 185, 4 July 2023, 108567 https://doi.org/10.1016/j.neuropsychologia.2023.108567
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