Guidance for PDOT Language Skills (Arabic) 80 Hours

1. The complete PDOT module consists of Country specific Orientation skill (40 hours) + Digital Literacy (40 Hours) + Language Skill – Arabic (80 Hours) = 160 Hours
The three modules should be taught in 20 days

A typical learning day should include 2 hours of country specific orientation skill + 2 hours of digital literacy skill + 4 hours of Language skill = 8 Hours / day

(8hrs x 20 days = 160 Hours)

2. Component - The content consists of Video content + Ready Reckoner (workbook) + Exercise

3. Training Design - Each lesson is equivalent to 1 video. Though the videos are 20-30mins each, 1 hour is allotted per video for candidates to replay, grasp and make sense of the content. This should be followed by workbook lesson for 1 hour, followed by workbook exercise for 30mins. After every lesson, the trainer must conduct group discussion or presentation to improve the speaking skills of the candidates. The approximate duration for speaking session is 45mins.

20-25 such videos are incorporated as part of lesson plan.

Training flow

Lesson 1 (video 1) – 1 hour

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Ready Reckoner (Workbook) – 1 hour

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Exercise (Workbook) – 30 mins

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Speaking lesson – 45mins

* Please note the video content is under production. Kindly use workbook as the primary learning resource
4. **Total Duration** - Typically each lesson plan (consisting of video, workbook learning and workbook exercise) takes around 3.20 hours, as mentioned in point 3

The complete duration to finish all lesson plans (video + workbook + exercise) will take approximately 50 – 60 hours

Appx. 20-30 hours must be allotted to improve the speaking skills of the candidates in the form of group discussion, presentations etc.

5. **Training Centre must conduct internal assessment of the candidates** post the completion of Language skill module. This is a mandatory requirement for the release of payment. The evidence of assessment must be shared with IISC team, when requested

6. The bifurcation of hours mentioned below to be used only as guidance. Trainer to use his / her discretion depending on the learning capacity of batch

<table>
<thead>
<tr>
<th>Video Content*</th>
<th>Ready Reckoner (Workbook)</th>
<th>Workbook Exercise</th>
<th>Speaking lesson / presentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 hour</td>
<td>1hour</td>
<td>30mins</td>
<td>Appx 45mins</td>
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