A. FIRST TERM
1. GRAMMER: Topics are as follows-
   a) Vowels (Erab)       b) Hurufil Hija
   c) Ajza-e-Kalemah (Ism, Fel, Harf)   d) Zamair
   e) Marefa – Nakrah      f) Huruful Jaar
   g) Asma-e-Isharah       h) Mausuf-Sifat
   i) Al-Mubtada-Wal-Khabar j) Fele Mazi
2. Translation: Simple Sentences based on the above mentioned grammer.
   (Arabic – English – Arabic)
   Prescribed Book: The Essential Arabic
      By- Prof. Rafi’el Imad Faynan
   Lessons: 1 to 07 (Only Exercises)
3. Terminology: Fifty commercial terminology in Arabic (Selected)
   (days, Months, Bank, Office and related words)

B. SECOND TERM
1. PROSE & POETRY
   Prescribed Book: Al – Qira – atur – Rashidah
      By Abdul Fattah sabri & Ali Umer Misry
   Lessons: 1 to 05, 8, 9, 10, 17, 18, 24, 26, 27, 28, 33, 42, 44, 48, 49, 57.
2. LETTER WRITING:
   Commercial & Business concerned letter writing in Arabic.
PORTION FOR THE TERM END EXAMINATION
F.Y.B.Com. – ARABIC – GENERAL – I.

1. GRAMMER – Topics as mentioned above.
2. Translation: Into English & Arabic from prescribed lessons above.
3. Terminology in Arabic.
   Total Marks: 60
   Time: 2:00 Hours
   No. of Questions: 04   (With internal Choice)

PATTERN OF THE QUESTION PAPER & DISTRIBUTION OF MARKS FOR
THE TERM END EXAMINATION (F.Y.B.Com. – ARABIC – GENERAL – I.)

1. Translation into Arabic                          20
2. Translation into English                18
3. Questions on Grammer:                           14
4. General Questions (Terminology & Vocabulary)            08
   Total Marks:          60
PORTION FOR THE ANNUAL EXAMINATION
F.Y.B.Com. – ARABIC – GENERAL – I.

1. PROSE & Poetry – Lessons prescribed as above
2. GRAMMER – Topics as mentioned above.
3. TRANSLATION: Into English & Arabic from prescribed lessons above.
3. Terminology & letter writing in Arabic.

Total Marks: 80
Time: 3:00 Hours
No. of Questions: 04  (With internal choice)

PATTERN OF THE QUESTION PAPER & DISTRIBUTION OF MARKS FOR
THE ANNUAL EXAMINATION (F.Y.B.Com. – ARABIC – GENERAL – I.)

1. Translation into English or Urdu or Marathi (Explanation) 20
2. Translation into English or Arabic 20
3. Question from Grammer 10
4. General Questions (Summary of Lessons, Terminology, Letter writing in Arabic etc) 30

Total marks: 80