



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
بُونَيْسِيْتِي اِسْلَامِيَّة اِنْتَارَا اِبْحْسِيَا مَلَيْسِيَا

(Company No 101067-P)

INTERNATIONAL INSTITUTE FOR MUSLIM UNITY

Reference No : IIUM/212/19/4/2
Date : 25 November 2015

Assoc. Prof. Dr. Abdul Rahman Chik
Department of Arabic Language & Literature
IRKHS

Assalamualaikum wrt wbt

Dear Dr. Abdul Rahman.

JAWI LETTER WORKSHOP - APPOINTMENT AS LECTURER

May this letter reach you in the best of health and highest Islamic esteem by the Grace of Allah S.W.T.

The International Institute for Muslim Unity (IIMU) in collaboration with ISESCO and Qatar Charity Organization are organizing the Jawi letter workshop. The workshop will be held from 30 November – 31 December 2015.

Pursuant to the above, we would like to appoint you as the lecturer for the subject on traditional means of teaching. The class schedule is enclosed herewith for your attention and action.

May Allah S.W.T. bless you for your cooperation and continuous support.

Thank you. Wassalam.

PROF. DR. WALEED FEKRY FARIS
Director

Encl.

Garden of Knowledge and Virtue

**JAWI LETTER WORKSHOP
30 NOVEMBER – 31 DECEMBER 2015**

1ND WEEK

30 NOVEMBER 2015 (MONDAY)		
9.00 am – 10.30 am	:	Assoc. Prof. Dr. Abdul Rahman Chik - Traditional means of teaching
10.30 am	:	Break
11.00 am – 12.30 pm	:	Assoc. Prof. Dr. Muhammad Sabri Sahrir - Practical training in the use of computer
12.30 pm	:	End of day 1

1 DECEMBER 2015 (TUESDAY)		
9.00 am – 10.30 am	:	Assoc. Prof. Dr. Abdul Wahab Zakaria - Introduction to curriculum
10.30 am	:	Break
11.00 am – 12.30 pm	:	Assoc. Prof. Dr. Abdul Wahab Zakaria - Introduction to curriculum
12.30 pm	:	End of day 2

2 DECEMBER 2015 (WEDNESDAY)		
9.00 am – 10.30 am	:	Assoc. Prof. Dr. Muhammad Sabri Sahrir - Practical training in the use of computer
10.30 am	:	Break
11.00 am – 12.30 pm	:	Assoc. Prof. Dr. Abdul Rahman Chik - Traditional means of teaching
12.30 pm	:	End of day 3

3 DECEMBER 2015 (THURSDAY)		
9.00 am – 10.30 am	:	Assoc. Prof. Dr. Muhamadul Bakir Yaakob - Introduction to education and psychology
10.30 am	:	Break
11.00 am – 12.30 pm	:	Assoc. Prof. Dr. Ahmed Ragheb Ahmed - Introduction to phonetics
12.30 pm	:	End of day 4

4 DECEMBER 2015 (FRIDAY)		
9.00 am – 10.30 am	:	Assoc. Prof. Dr. Saupi Man - Methods of teaching
10.30 am	:	Break
11.00 am – 12.30 pm	:	Assoc. Prof. Dr. Abdul Rahman Chik - Traditional means of teaching
12.30 pm	:	End of day 5

2RD WEEK

7 DECEMBER 2015 (MONDAY)		
9.00 am – 10.30 am	:	Assoc. Prof. Dr. Mohd Feham Mohd Ghalib - Industrial training and the means used in teaching Arabic
10.30 am	:	Break
11.00 am – 12.30 pm	:	Assoc. Prof. Dr. Mohammad Sabri Sahrir - Practical training in the use of computer
12.30 pm	:	End of day 6

8 DECEMBER 2015 (TUESDAY)		
9.00 am – 10.30 am	:	Assoc. Prof. Dr. Muhamadul Bakir Yaakob - Introduction to education and psychology
10.30 am	:	Break
11.00 am – 12.30 pm	:	Assoc. Prof. Dr. Abdul Wahab Zakaria - Introduction to curriculum
12.30 pm	:	End of day 7

9 DECEMBER 2015 (WEDNESDAY)		
9.00 am – 10.30 am	:	Assoc. Prof. Dr. Ahmed Ragheb Ahmed - Introduction to phonetics
10.30 am	:	Break
11.00 am – 12.30 pm	:	Assoc. Prof. Dr. Mohammad Sabri Sahrir - Practical training in the use of computer
12.30 pm	:	End of day 8

10 DECEMBER 2015 (THURSDAY)		
9.00 am – 10.30 am	:	Assoc. Prof. Dr. Muhamadul Bakir Yaakob - Introduction to education and psychology
10.30 am	:	Break

11.00 am – 12.30 pm	:	Assoc. Prof. Dr. Abdul Rahman Chik - Traditional means of teaching
12.30 pm	:	End of day 9

**11 DECEMBER 2015 (FRIDAY) – PUBLIC HOLIDAY
BIRTHDAY OF SULTAN SELANGOR**

3rd WEEK

14 DECEMBER 2015 (MONDAY)		
9.00 am – 10.30 am	:	Assoc. Prof. Dr. Ahmed Ragheb Ahmed - Introduction to phonetics
10.30 am	:	Break
11.00 am – 12.30 pm	:	Assoc. Prof. Dr. Saupi Man - Methods of teaching
12.30 pm	:	End of day 10

15 DECEMBER 2015 (TUESDAY)		
9.00 am – 10.30 am	:	Assoc. Prof. Dr. Abdul Wahab Zakari - Introduction to curriculum
10.30 am	:	Break
11.00 am – 12.30 pm	:	Assoc. Prof. Dr. Mohd Feham Mohd Ghalib - Industrial training and the means used in teaching Arabic
12.30 pm	:	End of day 11

16 DECEMBER 2015 (WEDNESDAY)		
9.00 am – 10.30 am	:	Assoc. Prof. Dr. Hanafi Dollah - Basis of preparation literacy materials for adults
10.30 am	:	Break
11.00 am – 12.30 pm	:	Assoc. Prof. Dr. Saupi Man - Methods of teaching
12.30 pm	:	End of day 12

17 DECEMBER 2015 (THURSDAY)		
9.00 am – 10.30 am	:	Assoc. Prof. Dr. Abdul Rahman Chik - Traditional means of teaching
10.30 am	:	Break
11.00 am – 12.30 pm	:	Assoc. Prof. Dr. Muhamadul Bakir Yaakob - Introduction to education and psychology

12.30 pm	:	End of day 13
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18 DECEMBER 2015 (FRIDAY)		
9.00 am – 10.30 am	:	Assoc. Prof. Dr. Muhammad Sabri Sahrir - Practical training in the use of computer
10.30 am	:	Break
11.00 am – 12.30 pm	:	Assoc. Prof. Dr. Muhamadul Bakir Yaakob - Introduction to education and psychology
12.30 pm	:	End of day 14

4TH WEEK

21 DECEMBER 2015 (MONDAY)		
9.00 am – 10.30 am	:	Assoc. Prof. Dr. Mohd Feham Mohd Ghalib - Industrial training and the means used in teaching Arabic
10.30 am	:	Break
11.00 am – 12.30 pm	:	Assoc. Prof. Dr. Ahmed Ragheb Ahmed - Introduction to phonetics
12.30 pm	:	End of day 15

22 DECEMBER 2015 (TUESDAY)		
9.00 am – 10.30 am	:	Assoc. Prof. Dr. Saupi Man - Methods of teaching
10.30 am	:	Break
11.00 am – 12.30 pm	:	Assoc. Prof. Dr. Abdul Wahab Zakaria - Introduction to curriculum
12.30 pm	:	End of day 16

23 DECEMBER 2015 (WEDNESDAY)		
9.00 am – 10.30 am	:	Assoc. Prof. Dr. Mohd Feham Mohd Ghalib - Industrial training and the means used in teaching Arabic
10.30 am	:	Break
11.00 am – 12.30 pm	:	Assoc. Prof. Dr. Hanafi Dollah - Basis of preparation literacy materials for adults
12.30 pm	:	End of day 17

24 DECEMBER 2015 (THURSDAY) – PUBLIC HOLIDAY (PROPHET MUHAMMAD'S BIRTHDAY)		
25 DECEMBER 2015 (FRIDAY) – PUBLIC HOLIDAY (CHRISTMAS DAY)		

5TH WEEK

28 DECEMBER 2015 (MONDAY)		
9.00 am – 10.30 am	:	Assoc. Prof. Dr. Hanafi Dollah - Basis of preparation literacy materials for adults
10.30 am	:	Break
11.00 am – 12.30 pm	:	Assoc. Prof. Dr. Saupi Man - Methods of teaching
12.30 pm	:	End of day 18

29 DECEMBER 2015 (TUESDAY)		
9.00 am – 10.30 am	:	Assoc. Prof. Dr. Hanafi Dollah - Basis of preparation literacy materials for adults
10.30 am	:	Break
11.00 am – 12.30 pm	:	Assoc. Prof. Dr. Mohd Feham Mohd Ghalib - Industrial training and the means used in teaching Arabic
12.30 pm	:	End of day 19

30 DECEMBER 2015 (WEDNESDAY)		
9.00 am – 10.30 am	:	Dr. Nik Hanan Mustapha - Theories of teaching reading and writing for both the young and adult
10.30 am	:	Break
11.00 am – 12.30 pm	:	Dr. Nik Hanan Mustapha - Theories of teaching reading and writing for both the young and adult
12.30 pm	:	End of day 20

31 DECEMBER 2015 (THURSDAY)		
9.00 am – 10.30 am	:	Dr. Nik Hanan Mustapha - Theories of teaching reading and writing for both the young and adult
10.30 am	:	Break
11.00 am – 12.30 pm	:	Dr. Nik Hanan Mustapha - Theories of teaching reading and writing for both the young and adult
12.30 pm	:	End of day 21