

اللغة الإنجليزية للأعمال - المستوى الأول

CV Vocabulary مفردات السيرة الذاتية

- Previous/Work Experience
- Achievements
- Education
- Skills
- Interests
- Character

Powerful Verbs will Make your CV Awesome! أفعال قوية ستجعل سيرتك الذاتية رائعة

- You Led a Project كنت تقود مشروع
- You Saved the Company Time or Money
- If you Increased Efficiency, Sales, Revenue, or Customer Satisfaction
- You Changed or Improved Something
- You Manage a Team
- You Brought in Partners, Funding, or Resources
- You Supported Customers
- You were a Research Machine
- You Wrote or communicated
- You Oversaw or Regulated
- You Achieved Something

- Built, Created, Designed, Developed
- Conserved, Consolidated, Decreased
- Accelerated, Achieved, Advanced
- Customized, Influenced, Integrated, Merged
- Instead of reciting your management duties, like "Led a team..." or "Managed employees..."
- Acquired, Navigated, Negotiated, Partnered, Secured

Describing your Job/Company تعبيرات لوصف وظيفتك / شركتك

- Describing your Job
  - I'm a (job)... / I work as a (job)... / I'm currently working as a (job)... / I just started at (company)... / I just started working as a (job)... / I've been with (company) since/for... / I've been a (job) since/for
- Describing your Company
  - We're based in (country/city)... / We're located in (country/city)... / Our headquarters is in (country/city)... / The company was founded in (year)... / We're in the \_\_\_ industry... / We produce/manufacture... / We sell... / We distribute... / We offer/provide

Human Resources (Pay) الموارد البشرية (الدفع)

- The time that the doctor signs you off for is the period of that you cannot work.
- To claim sick pay, you must provide a sick note from your doctor.
- When a woman is expecting a baby, she can have maternity leave & pay.

Working Hours ساعات العمل

- To work shifts = to work in teams at different times of the day and night
- To be on the night shift = to work with a group during the night
- Flexitime = a system where people can vary the start and end times

Jobs and Occupations وظائف ومهن

- محاسب، مدير، ممثل، رياضي، كاتب، خباز، مصرفي، خلاق، اختصاصي
- Accountant, administrator, actor, actress, athlete, author, baker, banker, barber
- تجميل، سمسار، لعي، جزائر، نجار، طاه، كاتب، مدرس، ترقو، مخرم، محال، مطور، سائق، طبيب أسنان، طبيب، محرر، مهندس، مزارع
- beautician, broker, burglar, butcher, carpenter, chef, clerk, coach, craftsman, criminal, crook, developer, driver, dentist, doctor, editor, engineer, farmer
- رجل المطافي، صياد، قاضي، محام، ساحر، مدير
- fire fighter, fisherman, judge, lawyer, magician, manager

Job Application طلب توظيف

- العنوان، العمر، يقدم، رمز المنطقة، الشهادة، الأطفال، الجنسية، المدينة، الكلية، الدولة، المسجل الجنائي، التاريخ، تاريخ الميلاد، المعالي، الدبلومة، مطلق، التعليم، الخلفية التعليمية
- Address, age, apply, area code, certification, children, citizenship, city, college, country, criminal record, date, date of birth, dependents, diploma, divorced, education, educational background
- المدرسة الابتدائية، الموظف، صاحب العمل، الخبرة، الاسم العائلي، السجل الجنائي، الأني، رقم الاسم الأول، الجنس، الكلية، الإعاقة، الطول، المدرسة الثانوية، اسم الزوج
- elementary school, employee, employer, experience, family name, felony record, female, fired, first name, gender, graduate school, handicap, height, high school, husband's name
- الاسم الأخير، الذكر، الحالة الاجتماعية، متزوج، الاسم الوسط، الأقرباء، الإختار، المهنة
- last name, male, marital status, married, middle name, next of kin, notify, occupation.

At the Interview في المقابلة

- What failures have you had? Have you had any negative experiences?
- Do you know how to manage a team? Are you capable of leading a team? Do you think you have the ability to be a team leader

Descriptive Words for People الكلمات الوصفية للناس

- Ambitious
- Attentive
- Calm
- Capable
- Competent

Dynamic Phrases to Describe Personal Characteristics جملة حيوية لوصف صفاتك الشخصية

- Ability to deal with ... Goal orientated....Adapt well to new situations
- Innovative approach to/thinker...Aggressive approach to problem solving

Jobs- Related Verbs الأفعال ذات الصلة بالوظائف

- If you 'apply for' a job, you ask a company for a job.
- If you 'are out of' a job, you do not have any work. If you are 'put out of a job', you are made redundant.
- If you 'find somebody' a job, you use your contacts to get them a job.

Changes at Work التغيير في العمل

- 'To promote' = to move someone up to a higher position in the organization.
- 'To lay off' = to make redundant, to stop employing someone
- 'To downsize' = to make a company smaller by reducing the number of people.

# اللغة الانجليزية للاعمال المستوى الاول

## Business idioms التعبير التجارية

- 24/7: Twenty-four hours a day, 7 days a week
- A tough break: bad luck, something unfortunate takes place
- Ahead of the curve: ahead of trends or current thinking
- Blue collar: someone who works physically rather than mentally or in an office
- Game plan: strategy
- On the same page: to be in agreement about something
- On top of something: to control the situation
- To go the extra mile: do more than expected
- To pull one's weight: to do your share of the task
- To see eye to eye: to agree with someone
- To touch base: to talk to someone

## Signposts for Presentations (Introduction) كلمات وحمل العروض التقديمية

- Introducing yourself**
  - Formal way  
Good morning/afternoon/evening
  - informal way  
Hi everyone, I'm (name and title). Thanks for coming.
- Expanding or elaborating**
  - Formal Way  
I'd like to expand on...  
I'd like to elaborate on
  - informal way  
Let me tell you a little more about...  
Let me give you some more
- Summarizing and concluding**
  - Formal Way  
Finally, let's summarize some of the main points
  - informal way  
Let's summarize/recap what we looked at today

## Meetings اجتماعات

- Absent - not present  
Absentee - someone who was expected to be present at a meeting but isn't
- To address - to deal with something  
To adjourn - to suspend a meeting to a future time
- To allocate - to assign (i.e. a task to someone)  
Alternative - another option

## Business English Nouns الاسماء في اللغة الإنجليزية للأعمال

- Advantage, advertisement, advice, agenda, apology, authorization, bill, brand, budget, commission, comparison, competition
- competitor, confirmation, costs, creditor, customer, deadline, debt, debtor, decision
- decrease, deficit, delivery, department, description, difference, disadvantage
- Growth, guarantee, improvement, increase, industry, instructions, interest, inventory
- invoice, knowledge, limit, loss, margin, market, message, mistake, objective, offer

## Expressions for Phone Calls at Work تعبيرات المكالمات الهاتفية في العمل

- Good morning/afternoon/evening. This is Mohamed at (company name)/ from (department name). Could I speak to (person you're calling for)?
- Can I leave a message for him/her?/Could you ask him/her to call me back, please?
- Thank you very much. Have a good day./Thanks for your help. Have a good day
- Can I put you on hold for a minute?/Do you mind holding while I check on that? or "handle that for you"
- I'm sorry, we have a bad connection. Could you give me your number and I'll call you right back?/I'm sorry, could you repeat that?

## General Vocabulary & Expressions in Business المعردات العامة والتعبيرات في الأعمال

- Being decisive - to be influential, conclusive, have the ability to make decisions
- Being competent - capable, having sufficient knowledge to do something
- To set an objective - to appoint a goal or choose a specific aim
- To supervise - to oversee the performance of employees
- To measure performance - to determine or estimate results and outcomes
- Executives - senior managers
- Expertise - knowledge or special skills
- Trainee - someone who is undergoing training
- To increase profits - generate greater income
- Salary - payment for professional work, or office work
- Recruitment - process of attraction and selection of candidates
- Teamwork - the act of cooperating with other people on a project
- Outsourcing - ordering work to be performed by another company

## HR & Corporate Management الموارد البشرية وإدارة الشركات

- The top people in a company can be called 'senior management' / 'top management'.
- Between 'senior' and 'junior' management is 'middle management'.
- Not surprisingly, the opposite of 'senior management' is 'junior management'.

## HR Legal Contracts العقود القانونية للموارد البشرية

- A 'binding contract' is one which cannot be legally avoided or stopped.
- An 'exclusive contract' prevents the person from working with other people
- A 'renewable contract' is one which can be continued after it has finished

## Business English Verbs أفعال اللغة الإنجليزية للأعمال

- Accept, add, admit, advertise, advise, afford, approve, authorize, avoid, borrow, build, buy, calculate, cancel
- change, charge, check, choose, complain, complete, confirm, consider, convince, count, decide, decrease, decrease
- Join, lend, lengthen, lower, maintain, manage, measure, mention, obtain
- order, organize, owe, own, pack, participate, pay, plan, present, prevent, process, produce, promise, promote

## Retail التجزئة

- Retail store  
Online retailer / brick-and-mortar retailer / bricks-and-clicks retailer
- Retail chain / independently owned retail store
- Big box retailer / mom and pop store

## Air Travel السفر جواً

- Airline / boarding pass / ticket / to book a flight
- Non-stop flight / direct flight - flight stops before arriving, but passengers do not have to change planes.
- Connecting flight - stops and passengers must change planes.
- Carry on bags/carry on luggage - the luggage passengers take on the plane with them.
- Check-in counter - where passengers go to get their boarding passes and check their bags.
- Jet lag: is tiredness travelers experience when they travel from one time zone to another.

## Negotiations المفاوضات

- Accept - to give an affirmative reply to an offer
- Alternative - another option
- Bargain - to negotiate the terms of an agreement
- Concession - the act of yielding, conceding, giving in
- Consensus - agreement by all parties