**Unit 1 – Preview Terminology:**

1. **Greetings**: a salutation a t meeting- an expression of good wishes:
2. **Customs**: traditions and habits
3. **Bow**: bend
4. **Exchange**: interchange- trade
5. **Business cards**: cards which convey important contact information such as name, title, e-mail, website, address, phone number.
6. **Formal**: official **(opposite: informal, casual, unofficial)**
7. **Informal**: unofficial, casual
8. **Pocket**: جيب
9. **Accept**: agree to **(opposite: refuse/ reject)**
10. **Carefully**: attentively (**opposite: carelessly)**
11. **Polite**: courteous **(opposite: rude)**
12. **Salary**: the money that someone is paid each month by their employer\ regular amount of money someone receives for doing a job
13. **Rude**: impolite (**opposite: polite)**
14. **Considered**: regarded
15. **Familiar**: recognized- well known **(opposite: strange/ uncommon)**
16. **Conference**: public meeting for academic issues
17. **Keep in touch**: stay connected, to continue to talk or write to someone
18. **Hotel lobby**: hotel hall
19. **Avoid**: escape/ stay away from
20. **Quickly**: **(opposite: slowly)**