

* Computer related words :-

- * Disk drive → محرك الأقراص
- * Display → قائمة العرض / يعرض
- * Hard disk → القرص الصلب
- * Keyboard → لوحة المفاتيح
- * Menu → القائمة
- * RAM → الذاكرة العشوائية
- * ROM → ذاكرة القراءة فقط
- * Mouse → فأرة
- * Monitor → الشاشة
- * Operating system → نظام التشغيل

* Mention areas of business ??

- 1 Finance
- 2 Management
- 3 Marketing
- 4 Banking
- 5 Industries
- 6 Engineering
- 7 Transport
- 8 Retailing
- 9 Wholesale selling
- 10 Accounting

* Types or [Kinds] of Meetings :-

- 1 Formal meeting
- 2 Informal meeting
- 3 one to one meeting
- 4 Four to five meeting
- 5 Meeting about ten or more.
- 6 Meeting of everyone involved.

* Definitions:

- 1] Import → buying or bringing in goods or services from other countries.
- 2] Export → selling or sending goods or services to other countries
- 3] Industry → is the production of materials and goods.

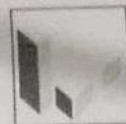
* There are some of the Manufacturing industries that make up the manufacturing sector:-

- 1] Food 2] Cars 3] Computers
- 4] Defence 5] Medicine 6] clothes
- 7] shoes 8] Electronics

* Here are some of the services that make up the service sector:-

- 1] Health 2] web service 3] shops
- 4] Media 5] Money 6] Education
- 7] Marketing (shopping) 8] nursing
- 9] housekeeping 10] personal Trainer.

2]



* The elements that the agenda for the meeting includes :-

- 1 Date
- 2 Time
- 3 Duration
- 4 Attendance
- 5 Topics
- 6 Catering
- 7 Transport

* What are the most important points that should be included in the reports :-

- 1 Summarize the discussion.
- 2 Include details of the time
- 3 Include details about the date and duration
- 4 people who will attend the meeting

* Types (Kinds) of meeting in business

- 1 Department meeting
- 2 project meeting
- 3 Meeting with customers
- 4 Meeting with the suppliers
- 5 Annual meeting
- 6 meeting to give or get information

3

* Expressions with the same meanings

↓ ((E ↔ E))

* ذبذب *

- 1 Arrange a meeting ↔ Organize a meeting
- 2 bring forward a meeting ↔ Make it earlier.
- 3 postpone a meeting ↔ Make it later
- 4 Cancel the meeting ↔ Not have a meeting
- 5 run the meeting ↔ be in charge of the meeting
- 6 Attend the meeting ↔ go the meeting
- 7 Miss the meeting ↔ not go to the meeting

* What are the most important points you should consider when looking after a visitor from an English speaking countries??

- 1 picking up the visitor from the airport.
- 2 going with the visitor to the hotel
- 3 Translating for the visitor
- 4 eating and drinking with visitor
- 5 Helping the visitor with problems.
- 6 Helping the visitor with shopping
- 7 seeing the visitor off the airport

41

* Helpful terms :-

- Administrative → إدارة
Commerce → تجارة
Corporate → شركات / شركات متحمة
Take over → استولى على
White collar phase → أصحاب الياقات البيضاء (الوظيفة)
→ مرحلة

* CV is an abbreviation for curriculum vitae.

* CV in US and Canada is called Resume.

* CV has a Latin origin.

* CV is the course of your life.

* CV is a document including a summary or listing of relating job experiences and education for the purpose of employment.

* Parts of CV :-

1 Personal information

2 Education

3 Experience

4 Languages

5 Interests

6 Skills

7 References.

5

* Pieces of advice (tips) that might be given before job interview :-

- 1 Research for the company and the position
- 2 Be prepared to give
- 3 Good professional Looking
- 4 arrive early

الذي يقوم به المرشح (المقابلة)

* Pieces of advice that might be give to interviewer

- 1 make sure you are not interrupted or phoned.
- 2 Read the candidate CV
- 3 Avoid talking about yourself
- 4 Avoid open questions

* When you are exchanging stories, What expressions you can use??

- 1 I'll never forget the day when I met you.
- 2 Really
- 3 That's interesting
- 4 what happened next
- 5 why did you do that
- 6 Did I tell you about the ... (e.g) party.

* What are the most important points you should consider when you are starting a new job ???

- 1 smile at everyone you meet
- 2 be puntual

6

- 3] wear your smartest clothes
- 4] Ask if you can start working soon

* What expressions, you can use in these situations??

1] Ask Mary for her opinion

- Do you agree Mary??

- What's your opinion Mary??

2] when you interrupt someone and put forward your opinion.

Could I make a suggestion?

3] Make sure that the group have understand your point of view.

- Do you understand me?

- As far as good?

4] If you don't understand what someone had said

Sorry, Could you say that again.

7

* Word combination with "Market" ?

- 1 Market Growth نمو السوق
- 2 Market Share الحصة السوقية
- 3 Market Leader الشركات الرائدة في السوق
- 4 Market segment شريحة سوقية

* Companies and market. E ← E منظرة

- 1 A company enters the market ↔ It starts selling there دخلت السوق
- 2 A company dominates a market ↔ It is the most important. المسيطر على السوق
- 3 A company Leaves the market ↔ It stops selling there مغادرة السوق
- 4 A company corners a market ↔ It is the only company selling there الوحيد في السوق
- 5 A company drives a market ↔ it makes the other companies Leave the market شركة أخرى

* Skill → is the ability to do something well because you have learned how to do it and practiced it.

"Learning how to learn is life's most important skill"

[8]



* Jobs and people who do these jobs can be divided into :-

- 1] highly skilled [car designer]
- 2] Skilled person [car production manager]
- 3] semi-skilled [taxi driver]
- 4] unskilled [car cleaner]

Definitions :-

- * Economics :- it is the study of the production and consumption of goods and services. (n)
- * product :- goods or services that a company makes available. (n)
- * Produce :- (v/n) → (v) To make or manufacture from raw materials.
(n) Something made to be sold.

* A product can be divided into :-

- 1] something natural
- 2] something made to be sold.
- 3] Services
- 4] Ideas
- 5] Information
- 6] Methods.

9

* Definitions :-

Producer :- A country or a Company that produces something.

Manufacturer :- A company or country that manufactures something.

* A word combinations with "Product"

- 1] product mix
- 2] product Line
- 3] product lifecycle
- 4] product positioning
- 5] product placement
- 6] product price list
- 7] product catalogue

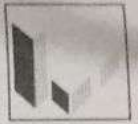
* Expressions You can use in these situations??

1] Calling to speak to the manager of the company.

Good morning, I'd like to speak to the manager.

2] Introduce yourself on the phone for the first time.

Hello, This is Salam from Jawwal Company, how can I help you.



* **Business** :- is an activity of buying, selling and producing goods and services.

* Business Vary in **size** and could be divided into :-

[1] self-employed person

[2] small firms (enterprise)

[3] Medium enterprise

[4] Large multinational with activities in several countries

* A Company may be called an **Enterprise** especially to emphasize its risk-taking nature.

* A company \leftrightarrow Firm \leftrightarrow enterprise \leftrightarrow corporation \leftrightarrow holding

* A Large Company in the US is **Corporation**

* The adjective is **Corporate** and often used with these combinations ↓

Word combinations with "Corporate"

[1] Corporate culture

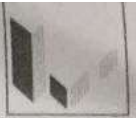
[3] Corporate Leader

[2] Corporate logo

[4] Corporate image

[5] Corporate headquarters

[6] Corporate profits.



* Commerce :- is an activity or system that affects business and it includes different activities and functions such as export and import

* The adjective of commerce is **Commercial**

* Word combinations with Commercial

- 1] Commercial airline
- 2] Commercial Land
- 3] Commercial disaster
- 4] Commercial artist
- 5] Commercial TV
- 6] Commercial banking.

* Commerce is used to refer to business :-

- 1] In relation to other fields **Literature and politics**
- 2] In relation to government department **[department of commerce]** ^{دائرة التجارة}
- 3] In relation to names of organizations **[chamber of commerce]** ^{الغرفة التجارية}
- 4] In relation to the internet **[e-Commerce]** ^{التجارة الإلكترونية}

12



5] You will come to the party, Won't you?

6] The boys were playing, weren't they?

7] Saly is doing the dishes, isn't she?

8] They love each other, don't they?

9] Ahmad posted a story, didn't he?

10] Ahmad rides his motorbike, doesn't he?

11] Ahmad won't be here, will he?

12] we can't see the light, can we?

13] I have never read this book, have I?

14] I would be there soon, wouldn't I?

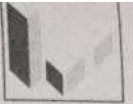
15] It would be best to send them a memo, wouldn't it?

16] Haya has a pain, doesn't she?

17] Your name is Areen, isn't it?

18] You have a car, don't you?

19] She shouldn't smoke here, should she?



* Tag Questions :-

المثبتة تُبنى والتنفية تُنفي *

تتصل مع (S + V) *

* Verbs \rightarrow [1] be \rightarrow is (he, she, it) *

(they, we, you) \leftarrow are

am (I)

Present

be \rightarrow was

were

Past

[2] have (I, we, they, you)

has (he, she, it)

had (will all pronouns)

[3] Do \rightarrow Love \rightarrow I, we, they, you

Does \rightarrow Loves \rightarrow she, he, it

Did \rightarrow Loved \rightarrow all pronouns

[4] Modals \rightarrow will, would, can, could

shall, should, may, might

[1] Mr Green is very upset, isn't he?

[2] Ahmad was sad, wasn't he?

[3] You haven't been there, have you?

[4] she has seen the film, hasn't she?

[3]