

6- Medicine :

الدواء :

- One tea spoon everyday. ملعقة صغيرة يوميًا.
- One tea spoon three times daily. ملعقة ثلاث مرات يوميًا.
- Take three times daily. خذ ثلاث مرات يوميًا.
- Take in the morning. خذ كل صباح.
- Take as needed. خذ عند اللزوم.
- take after / before eating. خذ بعد / قبل الأكل.
- The medication should be taken with meals. يجب أن يؤخذ الدواء مع الوجبات.
- Don't drive after taking the medication. لا تقود السيارة بعد تناولك الدواء.

25) Business & Jobs

التجارة والوظائف



1- Questions Found on forms :

الأسئلة التي توجد في استمارات طلب الوظائف :

- Name :
- Address :
- Phone :
- Previous Occupation :
- Income Level :
- Education Level :
- Sex : (Gender)
- Religion :
- Age :
- DOB. : (Date of birth)

- SSN. : (Social Security Number)
- Marital Status :
- Account number :
- Comments :

2- Questions an employee may ask during an interview: الأسئلة التي يطرحها المتقدم لوظيفة في إحدى المقابلات

- What's the salary ?
- Is it salaried or hourly ?
- Is it part - time or full - time ?
- What are the hours ?
- What are the benefits ?
- Do I get insurance ?
- What would be expected of me ?
- What are you looking for in an employee ?

3- Questions an employer may ask during an interview : الأسئلة التي يطرحها صاحب العمل على المتقدم لوظيفة في أحد المقابلات :

- What are your qualifications ?
- What is your degree in ?
- Where did you go to school ?
- What sort of salary do you expect ?
- Let me see your resume ?
- = Let me see your dossier.
- a dossier = a resume = a list of one's accomplishments
- Let me see your references.
- Do you have a portfolio ?

a portfolio = a collection of samples of one's work.

- When can you start ?
- We will call you if we need you.
- Don't call us, we'll call you.

4- An employee to a human resources or personnel director :

من موظف إلى قسم شؤون العاملين أو مدير شؤون العاملين :

- I want to fill out an insurance form.
I want = I need , I would like
- I want to change my insurance coverage.
- I want to change my withholding (tax).
- I want to schedule my vacation days for this year.
- I'd like to set up a training session of my department.
I'd like = I need, I want, I have, I would have
- I want to book the audio / visual room for today.
- I'd like to schedule a meeting in the conference room.
- I'd like some information on the smoking awareness program.
- I'd like to take a leave of absence.
- Here is my expense report.
- I think there was a mistake in my last paycheck.
- I'd like to file a complaint.
- I'm not getting along with one of my co-workers.
- My boss has been harassing me.
- I'm being discriminated against.

5- Describing a lack of work experience :

وصف الافتقار إلى الخبرة :

- You haven't had much experience (in this line of work).
- You are still a little new to all this.
- You're a little green.

green = new, fresh to the job.

- You're still wet behind the ears.

wet behind the ears = new to this

- You're still young.
- You're still new.
- You'll catch on.
- Give it time.

6- Concerning an easy task : فيما يتعلق بمهمة سهلة :

- I can do that.
- No, sweat. (slang) = No difficult.
- Simple
- Simplicity itself.
- Nothing to it.
- It's a piece of cake (slang)

إنها مهمة سهلة .

A piece of cake = easy

- I can do that with my eyes closed.

أستطيع عمل ذلك وأنا مغمض العينين .

- It's easy as A.B.C.

7- Reprimanding an employee : تأنيب موظف :

- May I have a word with you ? (informal)
- Might I have a word with you ? (formal)

- Could I see you in my office ?
- You're late.
- You're late again.
- Try to be on time next time.
- Let's try to get here on time.

8- Praising an employee :

توجيه المدح لموظف :

- Good work.
- Keep up the good work.
- Nice work.
- Nice job.
- Very impressive.
- I've been hearing some good things about you.
- You keep this up and you are going things to get a raise.
- We're very pleased with your work.

9- Approaching a deadline :

اقتراب الموعد الأخير :

- I have a deadline to meet.
- I'm under the gun. (informal)

under the gun = under pressure

- This deadline is looming large on the horizon.
- It's getting down to the wire.
down to the wire = close to the finish, as in a horse race.
- I'm running out of time.
- I'm going to need an extension (of the deadline).

9- Expressions used under parliamentary procedure :

تعبيرات تستخدم في إجراءات عقد الاجتماعات

- I'd like to call the meeting to order.
- This meeting is called to order .
- Will the clerk please read the minutes of the last meeting.
the minutes = the official record of previous meeting.
- You have not been recognized.

recognized = called on, gives the floor.

- Mrs. Jones has the floor.

has the floor = is officially and exclusively permitted to address the group for a piece of business.

The chair = the presiding officer of a meeting.

- please address the chairman.

The chairman = the chairperson, the chair, the chairwoman

- Point of order.
- Will the secretary please strike that last remark from the record.
- I'd like to make a motion.

A motion = a formal proposal to be voted on.

- I'd like to move that we accept the proposal.
- A motion has been made. Is there a second ? جبان

A second = an endorsement from an additional person.

- All those opposed, say nay.

nay = no

- Abstention = I choose not to vote.
- Question = let's vote on the motion
- The meeting is adjourned

10- Expressions heard in negotiation sessions :

تعبيرات تستخدم في جلسات التفاوض :

- Hear me out.
- I'm willing to hear you out.
- Try to avoid mo- win situation.
a no - win situation = a situation where there no one wins.
Let's try for a win - win situation
- Win - win situation = a situation where there are no losers.
- We're ready to deal. - We're willing to compromise.
- We have a proposal. - Let's talk Turkey.
- to talk Turkey = to get serious.
- Let's cut to the chase.
= Let's get to the serious matters.
- What's the bottom line.
The bottom line = the end result, the final cost or profit.
- That item is not negotiable. هذه النقطة ليست محل مفاوضة.
- That is unacceptable. - Negotiations have broken down.

11- Begining a new project or activity :

بدء مشروع أو نشاط جديد :

- Where do we begin ?
- How should we go about doing this ?
- What's first on the agenda ?
- Let's organize a task force ?
- Who will be in charge ?
- We're on our way.
- We're off to a good start.
- We're headed in the right direction.
- We've laid a good foundation.
- We're just getting our feet wet.

getting our feet wet = just getting started

- It's a start.
- I'd like to lay down a few ground rules.

12- Concerning the impossible work :

فيما يتعلق بالعمل المستحيل :

- That won't work.
- That'll never hold water. = that will never be operable.
- Never happen. (informal) - That's no way.(informal)
- No can do. (informal) - You're wasting your time.
- You're wasting your energy.
- When hell freezes over. = never.

13- Ending a project :

إنهاء مشروع :

- Get rid of it. - Finish it off.
- Nip it in the bud. - Do it in (informal)
- 86 it. (slang) = nix = to negate, to destroy
- Kill it. (informal) - Kill it off (informal)
- Wipe it out. (informal) - Wipe it off the map. (informal)
- Pull the plug on it (slang)
- Pull the rug out from under it. (informal)
- Nuke it. (slang) = destroy it with a nuclear bomb.
- Throw it away. - Throw it out.
- Pitch it. (informal) - Toss it. (informal)
- Junk it (informal) - Trash it (informal)
- Dump it (informal)
- Put it in the circular file. (informal)

The circular file = a (round) waste basket.

- File it in the circular bin = the circular file, around waste basket.