

Unit 3

Maintaining Social Relations

الحفاظ على العلاقات الاجتماعية

التحيات والتهنيتات: Greetings and Congratulations:

Greetings and congratulations are ways in which we show our feelings نحو-تجاه towards مشاعرنا the people we deal with مع يتعامل for some purpose هدف-غرض or another.

Greetings give a sign of pleasure السرور or welcome الترحيب when we receive or meet someone. Greetings are sometimes accompanied by certain gestures إيماءات أو حركات.

Greetings are either made warmly بحرارة to people we admire يعجب or rather coldly ببرود or formally بطريفة to people for whom we have no warm دافئ feelings.

Greetings at Different Times:

Morning:

Bill: Good morning, Jack.

Jack: Good morning, Bill.

Afternoon:

Sam: Good afternoon, Dave.

Dave: Good afternoon, Sam.

Evening:

Ruth: Good evening, Diana.

Diana: Good evening, Ruth.

Leaving Someone at Night:

George: Good night, Philip.

Philip: Good night, George.

Seeing Someone off: توديع الأشخاص

Dan: Have a nice/safe flight. رحلة طيران

Smith: Thank you, Dan. That's very kind of you.

Henry: Have a nice trip.

Fred: Thank you, Henry.

Meeting Someone at an Airport Station محطة قطار etc.

Peter: Welcome back, Harry.

Harry: Thanks, Peter, It's very kind of you to come to meet me.

New Year: العام الجديد

John: Happy New Year.

Smith: Thanks very much. Same to you. أتمنى لك نفس الشيء.

Christmas: عيد الميلاد

Jane: Happy Christmas.

Rex: Thank you very much. Same to you.

Weekend: نهاية الأسبوع

Bob: Have a good weekend.

Jeff: Thanks. The same to you.

Introduction: التقديم

George: Sam, I'd like you to meet my friend Peter.

Sam: How do you do? كيف حالك?

Peter: How do you do?

Congratulations:

Birthday:

Robert: Many happy returns of the day. أتمنى لك عودة سعيدة.
لمثل هذا اليوم مرات كثيرة

Arthur: Thank you very much. It's very kind of you to come to the party. الحفلة

Marriage: الزواج

Bill: I wish you أتمنى both كلاهما a happy marriage.

Anne: Thank you, Bill.

Sam: Thanks, Bill.

Success: النجاح

Ivan: Congratulations, Jeff.

Jeff: Thank you, Ivan.

A New Job: وظيفة جديدة

Edward: Congratulations. I wish you أتمنى لك every success كل نجاح in your new job.

Joseph: Thanks, Edward. That's very kind of you.

Recovery from an Illness: الشفاء من مرض

Dick: Congratulations. You've made a quick recovery. شفاء

Sam: Yes, thank God. شكراً لله

Making Offers: العروض

- **Sam:** Would you like a cup of tea?

John: Yes, please. Or (No, thank you.)

- **Mark:** How do you like your tea?

David: Black with a little من قليل sugar, please.

- **Sam:** Would you like a lift توصيله to your place. محل سكنك.

Mike: Yes, please that's very kind of you.

- **Dan:** Would you like a lift to your office, Peter?

Peter: No, thank you. I have a car with me. معي سيارة

- **Margaret:** Are you in need of money Sheila?

Sheila: Yes, Margaret, I need a hundred pounds.

- **Margaret:** Here you are. هاهى النقود

Sheila: Thanks a lot.

- **Olivia:** I see you're quite tired. You can stay overnight
and go to a hotel tomorrow morning. نقضى الليلة

Lucy: That's very kind of you هذه رقة منك I appreciate this
very much. أقدر هذا

Asking a favour: طلب خدمة أو معروف

- **Edgar:** Would you kindly buy me a one-pound stamp since you're going to the post office?
هل تسمح لي اشترى لي ا one-pound stamp طابع قيمة جنية since you're going to the post office?

Gary: Yes, with pleasure. بكل سرور

- **Henry:** Would you give me a lift to the airport, please?
هل توصيله to the airport, please?

Derek: Definitely. It's my pleasure. هذا مما يسرني

- **Ivan:** Would you lend me 100 pounds till I get my salary?
هل تقترضني 100 pounds till I get my salary? مرتبي

Jerry: Sure. Here you are. هاهى

- **Edwin:** Would you lend me your camera for the weekend, please?
هل تقترضني your camera for the weekend, please?

Clark: With pleasure.

- **Eric:** Do you mind keeping your dictionary for a week, Clint?
هل يضايقتك if I use yours?

Clint: No, I don't. Keep it as long as you like.
يمكنك الاحتفاظ به المدة التي تعجبك

- **Bill:** My calculator is out of order. Do you mind if I use yours?
هل يضايقتك if I use yours?

Allan: No, of course not.

- **Philip:** May I borrow your paper?
هل يقترض your paper جريدة?

Dan: Certainly. Here it is. هاهى بكل تأكيد

Asking after Health: السؤال عن الحالة الصحية

- **Dick:** How are you Bob?

Bob: I've undergone a surgical operation. أجريت عملية جراحية

Dick: Oh, God. I wish you a speedy recovery. أتمنى لك الشفاء العاجل

- **Mark:** How are you today, Paul?

Paul: I still have a temperature عندى ارتفاع فى درجة الحرارة and a bad headache صداع.

Mark: I hope you'll soon become well.

- **Richard:** How is your father, Jack?

Jack: He's not feeling well.

- **Frank:** How is your brother these days?

Chuck: He's been off work متغيب عن العمل for a week now.

- **Barbra:** How are you Eliza?

Eliza: I have a tummy upset اضطرابات فى المعدة

Apologizing: الاعتذار

- **Roger:** I'm sorry I spilt coffee أسقطت القهوة on your table cloth مفرش السفرة.

Sandy: Oh, never mind about that.

- **James:** I'm dreadfully sorry, I've broken your vase.

Barbra: Oh, that doesn't matter at all. هذا لا يهم على الإطلاق.

- **Dan:** I'm sorry, Mark. I came late. It's always the traffic jam. زحمة المرور.

Mark: That's all right. I understand the matter very well.

- **Frank:** I regret that I forgot نسيت your birthday.

Jim: Never mind, I know you have a bad memory.

- **Jim:** I'm sorry. I've parked my car سيارتي in a "No-Parking" area.

Policeman: Any way. You've to pay the fine الغرامة

Complimenting: الإطراء

- **Lora:** What a nice dress, Liz.

Liz: Is it a good fit? هل المقاس مناسب لي-مناسب لمقاسي

- **Marian:** That's a very nice necklace. عقد

Joan: Do you really like it?

- **Roger:** You look very smart أنيق in your new overcoat.
معطف

Rex: Does it suit me well?

- **Martha:** Your hair-style تسريحة الشعر is very attractive.
جذابة

Freda: Really. Thank you Martha.

- **Dan:** What do you think of my sunglasses? نظارة الشمس

Jim: They look fabulous.

- **Agnes:** Your new flat is fantastic شىء خيالى-خيالية Della.

Della: Thanks, Agnes. The design التصميم and the furniture الأثاث are very good but they cost us كلفتنا a fortune.
مبلغاً كبيراً

Sympathizing: المواساة

- **Dora:** I'm sorry your mother is dead. I offer my deepest condolences. أعمق التعازى

Sarah: Thank you, Dora.

- **Jim:** I'm sorry your son is seriously ill. I wish him a speedy recovery. الشفاء العاجل

John: Thank you, Jim.

- **Anna:** I'm sorry Beatrice, your daughter's been divorced. طلقت

Glenda: She suffered a lot. عانت كثيراً We couldn't help it.

- **Pauline:** I'm awfully sorry but I heard you've lost فقدت your job.

Mabel: That's true. Thanks for your feelings for me.

- **Marsha:** I've kept off ابتعدت عن the subject of your divorce طلاق to spare your feelings.

Brenda: Thank you Marsha. It's been a really bitter تجربة مريرة experience.

Asking People to Repeat: طلب تكرار الكلام

- **Sam:** That would be too much for you.

Dick: I beg your pardon. عفواً ماذا قلت

Sam: I said that would be too much for you.

- **Jim:** Would you like me to give you a lift?

Jack: Sorry but I missed that ما أسف فانتى سماع هذا-لم أسمع ما قلت

Jim: I asked if you wanted a lift.

- **Dan:** I can't tolerate such silly behaviour. لا يمكننى تحمل هذا السلوك السخيف

Robert: Sorry, I missed that.

Dan: I said I can't tolerate such silly behaviour.

- **Herbert:** Do you agree to such a plan?

Mark: Sorry, I didn't catch that. أسف لم أسمع ذلك

Herbert: I asked if you agreed to such a plan.

- **Helga:** I think I'll get caught سأنحشر in the rush hour traffic.

Rose: I'm sorry I didn't hear what you said.

Helga: I said I'd get caught in the rush hour traffic.