

Talking In the office

التحدث في المكتب

(Al-tahaddus fi al-maktab)

Class objective: In this lesson we will learn how to talk in any office.

Concept A: Some vocabularies related to office

English	Transliteration	Arabic
Office	Maktabun	مكتب
Stapler	Dabbasah	دباسة
Clip	Mushabbikun lil auraqi	مشبك للأوراق
File	Milaffun	ملف
Calculator	Alatun Hasibah	آلة حاسبة
Company	Sharikah	شركة
Fectory	Masnaun	مصنع
Printer	Mitabaun	مطبعة
shift	Daurun/Naubatun	دور. نوبة
salary	Ratibun	راتب
timetable	Jadwalu Mawaeed	جدول مواعيد
Appointment	Maudun	موعد
Clients	Zaboonun	زبون
Meeting	Ijtimaun	اجتماع
Document	Mustanadun	مستند
Presentation	Arzun	عرض
Workflow	Sairul Al-amal	سير العمل
Conference	Mutamarun	مؤتمر
Mail	Al-bareedu al-iktruni	البريد الإلكتروني
CEO()Chief Executive Officer	Al-raeesu al-tanfeezi	الرئيس التنفيذي
Computer	Hasoobun	حاسوب

1. **Introduction**

2. **Background**

3. **Method**

- 1. **Study Design**
- 2. **Participants**
- 3. **Intervention**

4. **Results**

- 1. **Primary Outcome**
- 2. **Secondary Outcome**
- 3. **Subgroup Analysis**

5. **Conclusion**

- 1. **Summary**

6. **Discussion**

7. **Conclusion**

8. **References**

9. **Appendix**

- 1. **Table 1**
- 2. **Table 2**
- 3. **Table 3**

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