

**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	Maidun	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

**QUESTION 1**

Which of the following is NOT a characteristic of a good leader?

**ANSWER**

- 1.  Charismatic
- 2.  Visionary
- 3.  Authoritative

**QUESTION 2**

- 1.  A leader should be someone who is naturally charismatic and confident.
- 2.  A leader should be someone who is naturally confident and charismatic.
- 3.  A leader should be someone who is naturally confident and charismatic.

**QUESTION 3**

- 1.  A leader should be someone who is naturally confident and charismatic.

**QUESTION 4**

Which of the following is NOT a characteristic of a good leader?

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**ANSWER**

- 1.  Charismatic
- 2.  Visionary
- 3.  Authoritative

**QUESTION 5**

**QUESTION 1**

Which of the following is NOT a characteristic of a good research question?

**ANSWER**

- 1. It is too broad
- 2. It is too narrow
- 3. It is too specific

**QUESTION 2**

- 1. The research question should be clear, concise, and specific.
- 2. The research question should be broad and general.
- 3. The research question should be complex and difficult to answer.

**QUESTION 3**

- 1. The research question should be clear, concise, and specific.

**QUESTION 4**

Which of the following is NOT a characteristic of a good research question?

It is too broad

**ANSWER**

- 1. It is too broad
- 2. It is too narrow
- 3. It is too specific

**QUESTION 5**

**QUESTION 1**

Which of the following is NOT a characteristic of a good leader?

**ANSWER**

- 1. Selfish
- 2. Humane
- 3. Fair

**QUESTION 2**

- 1. A leader should be able to inspire and motivate others to achieve their best performance.
- 2. A leader should be able to delegate tasks and responsibilities to others.
- 3. A leader should be able to communicate effectively with others.

**QUESTION 3**

- 1. A leader should be able to set a clear vision and direction for the organization.

**QUESTION 4**

Which of the following is NOT a characteristic of a good leader?

Which of the following is NOT a characteristic of a good leader?

**ANSWER**

- 1. Selfish
- 2. Humane
- 3. Fair

**QUESTION 5**