



مديرية التربية والتعليم بالدقهلية
التوجيه الفني التجاري
توجيه السكرتارية الإنجليزية

دفتر تحضير دروس السكرتارية باللغة الإنجليزية

الصف الثالث التجاري
للمدارس الفنية المتقدمة التجارية
نظام السنوات الخمس



إعداد

أ / محمد سعد صقر

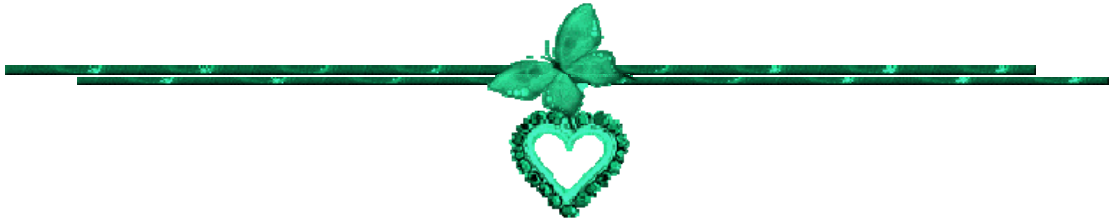


معلم خبير مواد تجارية

مدرسة الكندي الفنية المتقدمة التجارية

<https://www.facebook.com/mohamed.sakr382>





شكر وتقدير
أسرة توجيه المادة بالدقهلية

الموجه العام	الموجه الأول	موجه المادة
أ/ مسعد البحقيري	أ/ منى عنتر	أ/ محمود ذكي
مستشار المادة بالقاهرة		
أ/ عوني العراقي العراقي سلطان		





	المدرسة
	اسم المعلم
السكرتارية باللغة الانجليزية	المادة
الثالث	الصف
الإدارة والتسويق وسوق المال	الشعبة
	الفصول
٢٠١ / ٢٠١	العام الدراسي

جدول الحصص الأسبوعية

الثامنة	السابعة	السادسة	الخامسة	الرابعة	الثالثة	الثانية	الأولى	الحصص / اليوم
								السبت
								الأحد
								الاثنين
								الثلاثاء
								الأربعاء
								الخميس

ملاحظات:

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Date					
Period					
Class					

Secretarial Practice (third Year)

Syllabus (Two periods weekly)

مادة السكرتارية باللغة الإنجليزية للصف الثالث

بالمدراس الثانوية التجارية (نظام الخمس سنوات)

(شعبة الإدارة والتسويق وسوق المال) ، بواقع { حصتان أسبوعياً }

Subject	month
1- Accounting cycle: - Final accounts & Balance sheet.	2018 September + 1/2October
- The financial statement. - Income statement. - Position statement. - Owner's equity statement. - Cash flow statement.	1/2October November
2- Travel Service: - Duties of secretary before the boss leave. - Duties of secretary while the boss is away. - Duties of secretary when the boss come back 3- Report writing. - report definition - Kinds of Report - Essential of a good report - Different types of report. - Revision. - Examination.	December 2018
1- Banking: - Kinds of banking. - Commercial bank. - Kinds of account. - Statement of account	2019 February
2- Meeting and conference: - Duties of secretary before- during and after the meeting. - Preparing the notice, agenda, minute.	March
3- Application. - Letter of application. - Bio Data. - Curriculum vitae (C.V). - General revision. - Model of examination.	April

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Date					
Period					
Class					

فهرس التمارين الأسبوعية
بكراسة تدريبات – BUSINESS
الصف الثالث التجاري (نظام السنوات الخمس)
(شعبة الإدارة والتسويق وسوق المال) ، بواقع { حصتان أسبوعيا }

Exercise	page	Subject	month
Exercise No: (1)	4	Final accounts	2018
Exercise No: (2)	7		September
Exercise No: (3)	10	Financial statement	October + November
Exercise No: (4)	13		
Exercise No: (5)	16		
Exercise No: (6)	19		
Exercise No: (7)	22		
Exercise No: (8)	25		
Exercise No: (9)	28	Travel Service	December 2018
Exercise No: (10)	31		
Exercise No: (11)	34	The reports	
Exercise No: (12)	37		
Exercise No: (1)	4	Banking	2019 February + 1/2 March
Exercise No: (2)	7		
Exercise No: (3)	10		
Exercise No: (4)	13		
Exercise No: (5)	16	Meeting	1/2 March
Exercise No: (6)	19		
Exercise No: (7)	22		
Exercise No: (8)	25	Letter of application	April
Exercise No: (9)	28		
Exercise No: (10)	32		

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Date					
Period					
Class					

First Term





Date					
Period					
Class					

Subject	The Final accounts
Aims	To define student what is The Final accounts.
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
Trading account	ح/ المتاجرة	gross loss	مجممل الخسارة
profit and loss account	ح/ ارباح و خسائر	net profit	صافى الربح
gross profit	مجممل الربح	net loss	صافى الخسارة

The Final accounts

1- The Trading account:

is a final account showing the gross profit or gross loss of a business.

2- The profit and loss account: (P. & L. a/c)

Is a final account showing the net profit or the net loss of a business.

1- The Trading account:

DR.

for the year ending ---/---/٢٠١--

CR.

Stock at first a/c	XX	Sales a/c	XX
Purchases a/c	XX	Purchases returns a/c	XX
Sales returns a/c	XX	Purchases allowances a/c	XX
Sales allowances a/c	XX	Discount received a/c	XX
Carriage inwards a/c	XX	Stock at end a/c	XX
Discount allowed a/c	XX		
Profit & Loss a/c (Gross Profit)	XX	Or profit & Loss a/c (Gross Loss)	XX
	XXX		XXX

Dr. = Debit side Cr. = Credit side

Net Sales = Sales – (sales returns and allowances + discount allowed)

Net purchases = purchases + purchases expenses – (purchases returns and allowances + discount received)





Date					
Period					
Class					

2- The profit and loss account: (P. & L. a/c)

DR.		for the year ending ---/---/٢٠١٠	CR.
Or Trading a/c (Gross loss)	XX	Trading a/c (Gross profit)	XX
Rent a/c	XX	Rent received a/c	XX
Wages a/c	XX	Credit interest a/c	XX
Water & Lighting a/c	XX	Coupons a/c	XX
Carriage out a/c	XX		
Fire insurance a/c	XX		
Advertising a/c	XX		
General expenses a/c	XX		
Bad debts a/c	XX		
Debit interest a/c	XX		
Capital a/c (Net profit)	XX	Or capital a/c (Net Loss)	XX
	XXX		XXX

- **Net profit** = (Gross profit – Current expenses) + other revenue

Exercise No (1)

Training Note book كراسة التدريبات

Page no : 4





Date					
Period					
Class					

Subject	The balance sheet
Aims	To define student what is The balance sheet.
Aids	Set book - Black board

Items: *New words*

English	Arabic	English	Arabic
Fixed assets	أصول ثابتة	Furniture	أثاث
Capital	رأس المال	Depreciation	مخصص اهلاك
Drawings	المسحوبات	Debtors	مدينون

The balance sheet

The balance sheet is a statement of the assets, liabilities and capital of a business firm at a specific moment and specific date.

Liabilities as at ---/---/٢٠١- Assets

Liabilities			Assets		
Capital	XX		Fixed assets		
(Less) – Drawings	XX		Buildings	XX	
Add + Net profit	XX	XX	- Depreciation	XX	XX
Fixed Liabilities			Furniture	XX	
Long-term loans		XX	- Depreciation	XX	XX
Current liabilities			Machines	XX	
Creditors	XX		- Depreciation	XX	XX
Bills payable	XX	XX	Current Assets		
			Stock at end	XX	
			Debtors	XX	
			Bills receivable	XX	
			Securities	XX	XX
			Liquid Assets		
			Bank	XX	
			Cash	XX	XX
Other credit balances			Other debit balances		
Income received in advance	XX		Expenses paid in advance	XX	
Accrued expenses	XX	XX	Accrued income	XX	XX
Total Liabilities & O.E		XX	Total Assets		XX

The balance sheet shows the financial position

Trial Balance is a list of balances as they appear in the ledger

Exercise No (2)

Training Note book كراسة التدريبات

Page no : 7





Date					
Period					
Class					

Subject	The financial statements
Aims	To define student what is The financial statements.
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
income statement	قائمة الدخل	owner's equity	حقوق الملكية
financial position	المركز المالي	partnership	شركة أشخاص
Distribution statement	قائمة التوزيع	cash flows	التدفقات النقدية

The financial statements

The main financial statements of a firm are:

- 1- **The income statement**, it is the summary of the final accounts
- 2- **The financial position statement**, which declares assets, liabilities and owner's equity.
- 3- **Distribution statement**, using at a partnership and a corporation.
- **owner's equity statement** using in a proprietorship .
- 4- **The cash flows statement** (the funds flows statement), which declares the sources and uses of funds during a certain period of time.

Current assets are assets that are held for resale to the customers

- **Net sales** = sales – (sales discount + sales returns and allowances)
- **Net cost of purchases** = (purchases at the invoice price + purchases expenses) – (purchases discount + purchases returns and allowances.)
- **Cost of goods sold** = Beginning inventory
+Net cost of purchases
=Cost of goods available for sale
-Ending inventory
=Cost of goods sold
- **Gross profit** = Net sales – cost of goods sold
- **Net profit** = (Gross profit – Current expenses) + other revenue





Date					
Period					
Class					

..... Stores قائمة الدخل لنشأة تجارية
The income statement as at 31/12/..... .

Sales		****	
sales discount	+	****	-
sales returns & allowances		****	****
Net Sales			****
Beginning inventory		****	
purchases		****	
+ carriage in		****	
		****	+
purchases discount		(****)	
purchases returns & allowances		(****)	
+ Net purchases		****	
Cost of goods available for sale		****	
- Ending inventory		****	
Cost of goods sold			****
Gross Profit			****
Salaries & wages		****	
debit interest	+	****	-
General expenses		****	****

Coupons		****	+
Credit interest	+	****	****
Net Income			****

Exercise No (3)

كراسة التدريبات Training Note book

Page no : 10





Date					
Period					
Class					

Subject	owner's equity statement
Aims	To define student what is the owner's equity statement.
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
owner's equity	حقوق الملكية	Capital at ending	راس مال آخر الفترة
Capital at beginning	راس مال اول الفترة	Sales discount	خصم على المبيعات
Drawings	المسحوبات	Cost of goods sold	تكلفة البضاعة المباعة

Owner's equity statement

- (Beginning capital + Net income) - Drawings = ending capital

..... Stores قائمة حقوق الملكية
owner's Equity statement as at 31/12/.....

owner's equity		
Capital at beginning	****	
+ Net income	****	
OR	****	
- Drawings	****	
Capital at ending		****

Exercise No (4)

Training Note book كراسة التدريبات

Page no : 13





Date					
Period					
Class					

Subject	financial position statement
Aims	To define student what is the financial position statement.
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
assets	أصول	Current assets	أصول متداولة
liabilities	خصوم	Fixed assets	أصول ثابتة
owner's equity	حقوق الملكية	Bills Receivable	أوراق قبض

Financial position statement

- **The financial position statement**, which declares assets, liabilities and owner's equity.

Current assets are assets that are held for resale to the customers

a- Income statement	shows net profit or net loss
b- owner's equity	shows ending capital at the end of the year
c- financial position statement	shows assets liabilities and equity





Date					
Period					
Class					

..... Stores قائمة المركز المالي
The financial position statement as at Dec., 31 ,

Assets		
Cars	***	
Furniture	***	
Buildings	***	
Equipment	***	
Stock at end		
Cash	***	
Bank	***	
Debtors	***	
Bills Receivable	***	
Ending inventory	***	
Total Assets		***
Liabilities and owner's equity		
Liabilities		
Loans	***	
Creditors	***	
Bills payable	***	***
owner's equity		
Capital at beginning	***	
+ Net Income	***	

- Drawings	***	
Capital at ending		***
Total of Liabilities		***

Exercise No (5)

Training Note book كراسة التدريبات

Page no : 16





Date					
Period					
Class					

Subject	financial statement
Aims	To define student what is the financial statement.
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
Buildings	مباني	Loans	قروض
Equipment	معدات	Creditors	دائنون
Stock at end	بضاعة آخر المدة	Bills payable	أوراق دفع

Financial statement

- d- cash flows statement	shows sources and uses of funds
- e- sales discount	shows discount allowed
- f- purchases discount	shows discount received

- Assets = Liabilities + owner's equity
- Liabilities = Assets - owner's equity
- Cost of goods sold = (Beginning inventory + Net purchases) – Ending inventory

Exercise No (6)
Training Note book كراسة التدريبات
Page no : 19





Date					
Period					
Class					

Subject	Income statement at service firm
Aims	To define student what is the Income statement at service firm.
Aids	Set book - Black board

Items: *New words*

English	Arabic	English	Arabic
Taxes	ضرائب	Please send	من فضلك ارسل
Shipping documents	مستندات الشحن	Marks & Numbers	أرقام و علامات
Dear sir	عزيزي	Terms of payment	شروط الدفع

Financial statement

- Gross profit = Net sales – net purchases.
- The income statement is a summary of the final accounts.
- Financial position is a statement shows assets, liabilities and owner's equity

Income statement at service firm

For the year ended 31/12/20.....

Service revenue		XX
Expenses		
Wages Rent	X	
Gaz & oil	X	(-)
	X	
Total expenses		XX
Net income		XX

Exercise No (7)

Training Note book كراسة التدريبات

Page no : 22





Date					
Period					
Class					

Subject	cash flows statement
Aims	To define student what is the cash flows statement.
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
Increase in liabilities	الزيادة فى الخصوم	Decrease in assets	النقص فى الأصول
financing activities	الأنشطة المالية	collection	متحصلات
Cash flows	التدفقات المالية	payment	مدفوعات

Cash flows statement

- **Cash flow Statement** shows sources and uses of funds

قائمة التدفقات النقدية..... Stores

Cash flows statement as at Dec., 31,201.

Cash at the beginning of the year		***
+ Add: Cash flows		
Net profit	***	
Increase in liabilities	***	+
Decrease in assets	***	
Net cash flows provided by financing activities	***	***
-Less: cash out flows		
Net losses	***	
Decrease in liabilities	***	-
Increase in assets	***	
Net cash flows paid for financing activities	***	

Cash at the end of the year		***





Date					
Period					
Class					

قائمة التدفقات النقدية البسيطة..... stores

Cash flows statement as at Dec., 31,201.

Cash at the beginning of the year		***
(+) collection in cash		
	***	+
	***	***
(-) payment in cash		
	***	-

Cash at the end of the year		***

Exercise No (8)

كراسة التدريبات Training Note book

Page no : 25





Date					
Period					
Class					

Subject	Travel Service
Aims	To define student what is the Travel Service.
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
boss	الرئيس	trip schedule	جدول الرحلة
secretary	السكرتير	leaves	مغادرة
duties	واجبات	health certificate	شهادة صحية

Duties of the secretary

Duties of a secretary before the boss leaves:

- 1- He must get the necessary information about the trip.
- 2- He must reserve the tickets of travel and return back and a suitable Hotel near by the business he is leaving to.
- 3- When travelling abroad, he must: → Get a visa on his passport
→ Obtaining the health certificate
- 4- Converting money into foreign currency 5- Preparing the trip schedule

Trip schedule to

From : Saturday 7th Dec., 2013 **To :** Monday 9th Dec., 2013

Saturday 7th Dec., 2013

- Departure from airport hrs.8
- Arrival Airport hrs.15
- Check in Hilton Hotel hrs.16

Sunday 8th Dec., 2013

- Attend the international Exhibition hrs.9
- Lunch at the restaurant hrs.12

Monday 9th Dec., 2013

- . Leave Hilton Hotel hrs.9
- Departure from air port .. hrs.11
- ArrivalAirport hrs.18

Exercise No (9)

Training Note book كراسة التدريبات

Page no : 28





Date					
Period					
Class					

Subject	Duties of the secretary
Aims	To define student what is the Duties of the secretary.
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
instructions	تعليمات	incoming mail	البريد الوارد
appointments	مواعيد	Arrangements	ترتيبات
apologize	اعتذار	A map	خريطة

Duties of the secretary

Duties of the secretary while the boss is absent:

- 1- The secretary must follow his boss's instructions carefully
- 2- He must treat with the mail according to his boss's instructions.
- 3- He must cancel or change all appointments of his boss & apologize on behalf of his boss.
- 4- He must record the incoming mail and calls

Duties of the secretary when the boss returns back:

- 1- He must inform his boss of the results of the outstanding matters discussed before.
- 2- He must tell him about the new matters appeared during his absence.
- 3- He must offer him a summary of the mail answered.
- 4- He must present him all papers & documents need his attention & Signature.
- 5- He must present him a list of telephone calls and office callers and a dairy with new changes.

Exercise No (10)

Training Note book كراسة التدريبات

Page no : 31





Date					
Period					
Class					

Subject	Report Writing
Aims	To define student what is the Report Writing.
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
Report Writing	كتابة التقرير	observation	ملاحظة
correspondents	مراسلات	recommendations	توصيات
interviews	مقابلات	Appendices	ملاحق

Report Writing

A report means an account or statement which **describes** an opinion, situation, which is the result of observation or enquiry.

- **Methods of collection of data:**
 - a- By direct personal observation.
 - b- By interviews.
 - c- By receiving estimated from correspondents.
 - d- By questionnaires.
- **Parts of report:**
 - a- Title and date.
 - b- Introduction.
 - c- Body of the report.
 - d- Conclusions of recommendations.
 - e- Signature.
 - f- Appendices.

Exercise No (11)

Training Note book كراسة التدريبات

Page no : 34





Date					
Period					
Class					

Subject	Report Writing
Aims	To define student what is the Report Writing
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
individual	فردى	Adapted	معتمد
meeting	اجتماع	Clear	واضح
Concise	موجز	confidential report	تقرير سري

Report Writing

- **Kinds of reports:**
 - a- An individual report.
 - b- A meeting report.
- **Essential of a good report:**
 - a- Accurate.
 - b- Clear.
 - c- Concise.
 - d- Logically arranged.

Exercise No (12)

Training Note book كراسة التدريبات

Page no : 36





Date					
Period					
Class					

Subject	Revision
Aims	To training student on general examination
Aids	Set book - Black board

Exercise No (13)
Training Note book الكتاب المدرسي
نماذج الامتحانات





Date					
Period					
Class					

Second Term





Date					
Period					
Class					

Secretarial Practice (third Year)

Syllabus (Two periods weekly)

مادة السكرتارية باللغة الإنجليزية للصف الثالث

بالمدراس الثانوية التجارية (نظام الخمس سنوات)

(شعبة الإدارة والتسويق وسوق المال) ، بواقع { حصتان أسبوعياً }

Subject	month
4- Banking: - Kinds of banking. - Commercial bank. - Kinds of account. - Statement of account	2018 February
5- Meeting and conference: - Duties of secretary before- during and after the meeting. - Preparing the notice, agenda, minute.	March
6- Application. - Letter of application. - Bio Data. - Curriculum vitae (C.V). - General revision. - Model of examination.	April

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مشرف المادة

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مدرس المادة

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Date					
Period					
Class					

Subject	Banking
Aims	To define student what is the Banking
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
intermediate	وسيط	Agriculture bank	بنوك زراعية
money	نقود	Industrial bank	بنوك صناعية
borrow	يقترض	Social bank	بنوك صناعية

Banking

Banking, Banker and Bank these words are use as a part of their name of Banks.

Definition:

- **Banks** are **businesses** that sell many different services,
- **Bank** is a **dealer** in money, he is an **intermediate** party between the borrower and the lender
- **Banks** try to make a **profit** on their activities.
- **Without banks**, buying and selling products (goods and services) be very **difficult**.
- **Banks** helping us **use** money, **save** money and **borrow** money.

The Bank statement of Account

A **bank statement of account** that shows **additions** to and **subtractions** from an account during a specific period according to the bank's records.

Debit Operation	Credit Operation
	Balance
Withdraws	Deposit
Purchases	Selling
Payment	Collect
Bank commissions and charges	Bills discounted





Date					
Period					
Class					

The bank Statement of account كشف حساب البنك

..... Bank,				
....._				Stamp
The bank Statement No.				
Customer name:		Current a/c no:		
.....				
For the period:		To:		
Date	Details	Debit	Credit	Balance
May, 1, 2015	Credit balance		XX	XX
May,4, 2015	Purchases of investments	XX		XX
May,12, 2015	Sales of investments.		XX	XX
May,18, 2015	Cash deposit (deposit slip No.55)		XX	XX
May,25, 2015	Payment by plastic card	XX		XX
May,27, 2015	Collection of bills receivable No.45		XX	XX
Mar.,30, 2015	Bank Commission and charges	XX		XX
May,31, 2015	Total	XX	XX	XX
Your balance as at is L.E. XX				
P.P. Current Account Dept.		P.P. General Accounts Dept.		
.....			

Exercise No (1)

Training Note book كراسة التدريبات

Page no : 4





Date					
Period					
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Subject	Kinds of Banks
Aims	To define student what is the Kinds of Banks
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
controller of credit	مراقب الائتمان	Nations economic	الاقتصاد القومي
Nation's Reserves	الاحتياطي القومي	Investment	استثمارات
Lender	مقرض	Financial institution	مؤسسة مالية

Kinds of Banks

- 1- Commercial Banks:-
- 2- Central Bank:-
- 3- Industrial Banks :-
- 4- Agricultural Banks:-
- 5- Saving Banks:-
- 6- Housing & Development Banks :-
- 7- Social Banks :-

Functions of central Bank:-

- 1- Bank of issue :-
- 2- Banker to the government :-
- 3- Banker's bank :-
- 4- Lender of the last resort :-
- 5- Custodian of Nation's Reserves of International Currencies:-
- 6- Clearing functions :-
- 7- The controller of credit :-

Exercise No (2)

Training Note book كراسة التدريبات

Page no : 7





Date					
Period					
Class					

Subject	Commercial Banks
Aims	To define student what is the Commercial Banks
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
Accepting of deposits	قبول الودائع	agents	وكلاء
credit facilities	تسهيلات ائتمانية	trustees	أمناء استثمار
securities	أوراق مالية	Safe custody	حفظ الأمانات

Commercial Banks

The commercial banks are **financial institution** that **receives deposits** from natural and legal persons and **lends out loans** and **credit facilities** to borrowers.

- The main functions of commercial banks:-

- 1 - Accepting of deposits :
- 2 - Advancing of loans :
- 3 - Granting of credit facilities
- 4 - Transfer of cash at home and abroad:
- 5 - Providing of foreign currencies :
- 6 - Safe custody :
- 7 - Facilitaing foreign trade operation :
- 8 - Receiving of cheques and bills under collection.
- 9 - Purchase and sale of securities
- 10 - Acting as agents and trustees :

Exercise No (3)

Training Note book كراسة التدريبات

Page no : 10





Date					
Period					
Class					

Subject	Kinds of account
Aims	To define student what is the Kinds of account
Aids	Set book - Black board

Items: *New words*

English	Arabic	English	Arabic
current account	حساب جاري	notice deposit	ودائع بإخطار سابق
time deposit	ودائع لأجل	cheque book	دفتر شيكات
Saving accounts	حسابات ادخار	expiry	نهاية الفترة

Kinds of account

- 1 - The current account:
 - 2 - The time deposit account:
 - 3 - The notice deposit account:
 - 4 - Saving accounts:
- a- The balance of **current** account can be **withdraw** by **cheques** on demand.
 - b- The balance of **saving** account can be **withdrawn** on **demand**.
 - c- The balance of **notice** deposit account **cannot** be withdrawn except **notice** has been given to the bank.
 - d- The balance of the **time** deposit account **cannot** be withdraw except after **expiry** of an agreed upon **period of time**
 - e- The customer applies a **cheque book** for drawing money required.

Exercise No (4)

Training Note book كراسة التدريبات

Page no : 13





Date					
Period					
Class					

Subject	Meeting and conferences
Aims	To define student what is the Meeting and conferences
Aids	Set book - Black board

Items: *New words*

English	Arabic	English	Arabic
Meeting	اجتماع	A Notice	دعوة الاجتماع
conferences	مؤتمرات	Duties of a secretary	واجبات السكرتير
gathering	تجمع	members	أعضاء

Meeting and conferences

A meeting is a gathering of people for special purpose.

Duties of a secretary before the meeting:

- 1- **Send** a notice to the members.
- 2- **Prepare** the agenda.
- 3- **Book** a suitable and prepared place for the meeting.
- 4- **Collect** any papers or document from the members who cannot present.
- 5- **Collect** the items required for the meeting.

1- The notice:

It is an **invitation** to attend the **meeting** and must be informed of the **date**, the **time**, **purpose** and **place** of the meeting.





Date					
Period					
Class					

A Notice دعوة الاجتماع

....., الشركة الداعية للاجتماع.
العنوان, Cairo.

Jan., 15, 2013

Mr. المدعو,

Director of department وظيفته

A meeting of directors team will be held in مكان الاجتماع on تاريخ
ما يتم مناقشته فى الاجتماع at وقت الاجتماع am to discuss the الاجتماع

Vice president

Mr. توقيع نائب الرئيس

Exercise No (5)

Training Note book كراسة التدريبات

Page no : 16





Date					
Period					
Class					

Subject	2- The agenda:
Aims	To define student what is the The agenda:
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
The agenda:	جدول الأعمال	the quorum	العدد القانوني
discussed	تناقش	absent	غائب
seating arrangements	ترتيبات المقاعد	decisions	قرارات

2- The agenda:

It is a **list of items** of business issues which are to be **discussed** at the meeting.

agenda

الشركة الداعية للاجتماع عنوانها , Cairo.	Jan., 1,2016
AGENDA	
مكان الاجتماع – تاريخ الاجتماع Meeting	
1- The approval for the prior minutes	
2- Discussing unfinished business.	
3- Discussing the ما يتم مناقشته في الاجتماع	
4- Any other business.	
Vice president توقيع نائب الرئيس Mr.	





Date					
Period					
Class					

Duties of a secretary during the meeting

- 1- Go early to prepare and arrange the papers, files and documents needed.
- 2- Arrange for direction signs.
- 3- Make sure that the seating arrangements are in order.
- 4- Record names of present and absent members.
- 5- Ensure that the quorum of members is correct.
- 6- Read the minutes and decisions of the last meeting.
- 7- Record any decisions taken on the meeting.

Duties of a secretary after the meeting:

- 1- Return all documents to the office.
- 2- Type the minutes in its final form.

Exercise No (6)

Training Note book كراسة التدريبات

Page no : 19





Date					
Period					
Class					

Subject	3- The minute:
Aims	To define student what is the minute:
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
spare copies	نسخ اضافية	Held	عقد
Relevant	وثيق الصلة	resolution passed	القرارات المصدرة
Treasurer	أمين الصندوق	business transacted	الأعمال المتداولة

3- The minute:

It is a **record** of business transacted and the resolution passed.

4- The quorum:

Is the **minimum** number of members needed to **start** a meeting.





Date					
Period					
Class					

The Minute محضر الاجتماع

Exercise No (7)

كراسة التدريبات Training Note book

Page no : 22





Date					
Period					
Class					

Subject	Letter of Application
Aims	To define student what is the Letter of Application:
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
Job Application	خالب وظيفة	Resignation	استقالة
Interview	مقابلة	applicant	خالب الوظيفة
Appointment	تعيين	intelligence	ذكاء

Letter of Application

Kinds:

- Job Application (Letter of application)
- Interview (letter for interview)
- Appointment (Letter of appointment)
- Resignation (Letter of resignation)
- Before you can apply for any position, you must **ask** yourself some questions: - Are you **suitable** as a **Candidate** for the job in both **personality** and **qualifications**.
- The most usual way of applying for a job is by sending a letter

Job Application (Letter of application)

- " Is a letter written by an **applicant** requesting a post in response to a news paper's advertisement "
- **An application** is "a test of your intelligence "

Bio Data:

It is a personal data sheet giving full name, address telephone Number, social security number, age, height, weight, marital status, dependents or children, references education, work experience and interests.





Date					
Period					
Class					

Bio Data:

Exercise No (8)

Training Note book كراسة التدريبات

Page no : 25





Date					
Period					
Class					

Subject	Letter of Application
Aims	To define student what is the Letter of Application:
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
Experience	خبرة	Bio Data	صحيفة بيانات شخصية
opportunity	فرصة	employer	صاحب العمل
curriculum vitae	السيرة الذاتية	an employee	الموظف

Bio-data – Data sheet - C.V.:

Is a statement showing the name of applicant, his age, academic and other qualifications, experience and references.

Parts of an application letter:

- A personal record sheet (**Data sheet**) or "curriculum vitae" "C.V" it shows the details of the applicant.
- A short letter addressed to the employer showing the chief points of the applicant he wishes to make stress on

Exercise No (9)
Training Note book كراسة التدريبات
Page no : 28





Date					
Period					
Class					

Subject	Letter of Application
Aims	To define student what is the Letter of Application:
Aids	Set book - Black board

Items: New words

English	Arabic	English	Arabic
Social statue	الحالة الاجتماعية	References	المراجع
Skills	مهارات	Age	العمر
Nationality	الجنسية	Education	التعليم

C.V and information:

Name:
Nationality:
Age:
Education:
References:
Previous Experience:
Remarks: I have

Exercise No (10)

Training Note book كراسة التدريبات

Page no : 32





Date					
Period					
Class					

Subject	Revision
Aims	To Prepare student about the examination:
Aids	Set book - Black board

Examination
حل امتحانات الأعوام السابقة
Page no :





Date					
Period					
Class					

Subject	Revision
Aims	To Prepare student about the examination:
Aids	Set book - Black board

Examination
حل امتحانات الأعوام السابقة
Page no :





Date					
Period					
Class					

Subject	Revision
Aims	To Prepare student about the examination:
Aids	Set book - Black board

Examination
حل امتحانات الأعوام السابقة
Page no :





ENGLISH

في حفظ الله ورعايته

