



مديرية التربية والتعليم بالدقهلية
التوجيه الفني التجاري
توجيه السكرتارية الانجليزية

بوكلت تدريبات الإدارة باللغة الإنجليزية

الصف الخامس التجاري
للمدارس الفنية المتقدمة التجارية
نظام السنوات الخمس



إعداد

أ / محمد سعد صقر



معلم خبير مواد تجارية

مدرسة الكندي الفنية المتقدمة التجارية

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٢٠١ / ٢٠١			العام الدراسي



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بوكلت الادارة باللغة الإنجليزية الصف الخامس التجارى

أسرة التوجيه الفنى بالدقهلية

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الموجه العام

الموجه الأول

موجه المادة

مستشار المادة

أ/ عوني العراقى سلطان

Name:

Class:

No	Degree	Signature	No	Degree	Signature
1			13		
2			14		
3			15		
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6			18		
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11			23		
12			24		





First Term



Exercise NO: (1) managerial Function Book Pages

Question (1) Give the Arabic for the following:

English	Arabic
Planning	
Plans	
decision making	
future activity	
considered forecasts	

Questions 2: complete the following

- Planning is the most basic of all function. ٢٠٠١
-It concerns future activity. دبلوم ٢٠٠٦
- is deciding in advance what to do, how to do it, and who is to do. ٢٠٠١
- is that managerial function which consists of determining in advance what should be done. دبلوم ٢٠٠٤
- Planning means to before acting. دبلوم ٢٠٠٦/٢٠١٥/٢٠١٦

Questions 3: A- Complete the following: دبلوم ٢٠٠٣

The nature of planning can be highlighted by the four major aspects of planning: to and objectives
 Of planning of planning, and
 of plans.

B- Mention the managerial function: دبلوم ٢٠١١/٢٠١٥

1.
2.
3.
4.



Exercise No (2) planning Function Book Pages

Question (1) Give the English for the following:

English	Arabic
	افتراضات
	أهداف واضحة
	خطوات
	أداء
	عدم اليقين

Questions 2: mark true (✓) or false (X):

- 1- Planning maximize the chance of making hastily decision.
- 2- Planning helps in making provision for future contingencies. دبلوم ٢٠١١
- 3- Define the real problem is the first step of managerial planning.
- 4- Planning helps in minimizing the hazards of uncertainty.
- 5- Planning is a guess work and is based on facts. دبلوم ٢٠١٥
- 6- Planning provides a unifying frame work. دبلوم ٢٠١٧

Questions 3: Mention steps are necessary for effective managerial planning?

دبلوم ٢٠١٦

- 1-
- 2-
- 3-
- 4-
- 5-
- 6-



Exercise No (3) planning Function Book Pages

Question (1) Give the missing for the following:

English	Arabic
Strategies	
Procedures	
Budgets	
	تهديدات
	تسهيل الرقابة

Questions 3: Complete the following:

- A- or are the ends toward which activity is aimed. دبلوم ٢٠١٧/٢٠٠٨
- B- are general statements or understanding which guide or channel to thinking and action in decision making. دبلوم ٢٠٠٤ /
- C- Planning provides دبلوم ٢٠٠٢
- D- helps to reveal future opportunities and دبلوم ٢٠١١/٢٠٠٧
- E- Planning control. دبلوم ٢٠٠١

Questions 3:

A- writes short notes on: Importance of planning

- 1-
- 2-
- 3-
- 4-

B - Mention the types of plans? (5only) دبلوم ٢٠٠٦ / ٢٠٠٧ / ٢٠١٥

- 1 -
- 2-
- 3 -
- 4 -
- 5-
- 6 -
- 7-



Exercise No (4) planning Function Book Pages

Question (1) choose from (A) and (B):

A	B	A	B
1- accurate forecasts	A. تنبؤات استراتيجية		
2- acceptance	B. كفاءة		
3- effective	C. مشروع		
4- strategic forecast	D. تنبؤات دقيقة		
5- enterprise	E. القبول		

Questions 3: Do as shown:

- 1- Determine current strengths and weakness is the main steps of (strategic plan – planning). دبلوم ٢٠١٥
- 2-helps in making provision for future contingencies.. دبلوم ٢٠١٥
٢٠١٦
- 3- (Leading – Planning) helps to reveal future opportunities and threats. دبلوم
٢٠١١
- 4- Planning is a function of all دبلوم ٢٠٠٦
- 5- Planning is a function of all Subordinates (✓) (X) دبلوم ٢٠١٧
- 6- Managerial planning embraces objectives,, policies, procedures, rules and budgets. دبلوم ٢٠٠٦

Questions 3: Mention the principle of effective planning. (5 only) دبلوم ٢٠١٧/٢٠١٤

- 1-
- 2-
- 3-
- 4-
- 5-



Exercise No (5) Organizing Function Book Pages

Question (1) Give the missing for the following:

English	Arabic
effective performance	
organizing	
resources	
	هيكل قوي
	هيكل اجتماعي

Questions 3: A- Complete the following:

- 1- is a power structure designed to accomplish the company's goals ٢٠١٤/د
- 2- Organizations are classified on and دبلوم ٢٠٠٢
- 3- is a social structure designed to meet personal needs ٢٠١٤/٢٠٠٩/٢٠٠٨/ ٢٠٠٧/د

B- make true (✓) or false (X):

- 1- Organizing is the first managerial function. /دبلوم ٢٠٠٦/٢٠٠٤
- 2- Formal organization is based on delegated or vested authority. ٢٠١١/٢٠٠٥/د
- 3- Formal organization is a social structure designed to meet personal needs. ٢٠٠٩/د
- 4- Organization means arranging the resources of the enterprise. ٢٠١٧/د

C- choose between brackets:

- 1- (Formal – Informal) organization is based on earned authority. ٢٠١٦/د
- 2- (Organization – Directing) means arranging the resources of the enterprise.
- 3- (Formal – Informal) organization is a social structure designed to meet personal needs. ٢٠٠٨/د



Exercise No (6) Organizing Function Book Pages

Question (1) Give the missing for the following:

English	Arabic
job description	
chain of command	
Departmentalize	
	السلطة
	خريطة المنظمة

Questions 2: A- Complete the following:

1. The organization chart show the chain of دبلوم
٢٠١٤/٢٠٠٨/٢٠٠٧
2. Organization chart do not show of communication.
دبلوم ٢٠٠٩
3. is the number of subordinates reporting directly to the person
دبلوم ٢٠١٥/٢٠١٤
4. Organization charts (Show – don't show) titles of each manager's job.
دبلوم ٢٠١٧

B- make true (✓) or false (X):

1. Organization charts Show titles of each manager's job. دبلوم ٢٠٠٦
2. Organization charts show how closely employees are controlled. دبلوم ٢٠٠٧
3. The first step of organizing to determine what is to be done. دبلوم ٢٠٠٩

Questions 3: Mention the steps of the organizing process: دبلوم ٢٠١٥/٢٠٠٢/٢٠٠١

- 1-
- 2-
- 3-
- 4-
- 5-
- 6-



Exercise No (7) Organizing Function Book Pages

Question (1) Give the missing for the following:

English	Arabic
unity of action	
techniques	
unexpected problems	
	التنسيق
	قواعد

Questions 2: Complete the following:

- 1- is the process of grouping activities into units and sub units for purposes of administration. دبلوم ٢٠١٧/٢٠٠٦/٢٠٠٤/٢٠٠٢
- 2- Coordination is the process of Units of action among interdependent activities. دبلوم ٢٠١٧/٢٠٠٧
- 3- Is the process of achieving units of action among interdependent activities. دبلوم ٢٠١٦
- 4-: means arranging the of the enterprise. In such a way that its systematically contribute to the enterprise's goals. دبلوم ٢٠١٥/٢٠١١/٢٠٠٨/٢٠٠٥/٢٠٠٣/٢٠٠١

Questions 3: Mention the Patterns of departmentation:

- 1-
- 2-
- 3-
- 4-



Exercise No (8) Organizing Function Book Pages

Question (1) Give the missing for the following:

English	Arabic
Delegating authority	
Sources of Authority	
Elements	
	السلطة
	المسئولية

Questions 2: Complete the following:

- 1- is essential to managerial functions. دبلوم ٢٠١٦/٢٠٠٧/٢٠٠٦/٢٠٠٤
- 2- is referred to the obligation to perform a task or as the task itself. دبلوم ٢٠١٦
- 3- Responsibility is commensurate with دبلوم ٢٠١٥
- 4- is the process of entrusting part of the work by superior to his subordinates. دبلوم ٢٠٠٧
- 5- cannot be delegated or transferred; It is only which can delegated. دبلوم ٢٠١٤/٢٠١١

Questions 3: Mention Sources of Authority:

1.
2.
3.



Exercise No (9) Organizing Function Book Pages

Question (1) Give the missing for the following:

English	Arabic
motivation	
Advisory	
co-operation	
	لامركزية
	اللجان

Questions 2: Complete the following:

- 1- Committee better understand among the different departmental heads. دبلوم ٢٠٠٩
- 2- means authority is delegated to the levels where the work is to be performed.
- 3- Complete is possible only a one-man enterprise.
- 4- Kind of committees:
 - 1- committee.
 - 2- committee.

(Advisory - Decentralization – Executives – centralization - promotes)

Questions 3: what are the benefits of committees?: دبلوم ٢٠١٧/٢٠١١/٢٠٠٧

- 1-
- 2-
- 3-
- 4-
- 5-



Exercise No (11) Directing Function Book Pages

Question (1) Give the missing for the following:

English	Arabic
willingness	
reward	
communication	
	الحاجة الذاتية
	الحاجة الى تحقيق الذات

Questions 2: A- Complete the following:

- is the process of passing information and understanding from one person to another. دبلوم ٢٠١٧/٢٠٠٧ /٢٠٠٥/٢٠٠١
- is a willingness to expend energy to achieve a goal or a reward. دبلوم ٢٠١٦
- is a function of [superior] دبلوم ٢٠١٥/ ٢٠٠٢
- Fulfillment needs includes needs for Self- esteem, self-confidence, independence. دبلوم ٢٠١٧ (v) (X)

B - Match the terms from (A) & (B)

(A)	(B)
1 - Safety or security needs	1 - include food, water, shelter, clothing, etc. دبلوم ٢٠١١ ٢٠١٤/
2 - Physical need	2 - include protection against danger, threat and deprivation . دبلوم ٢٠١١
3 - Self-actualization	3 - include love and affection, friendship, sociability. دبلوم ٢٠١١ /٢٠٠٦/٢٠٠٥
4 - Social needs	4 - include needs for self-team, self-confidence, independence,.etc. دبلوم ٢٠١٦/٢٠١١/٢٠٠٦
5 - Ego need	5 - Include needs for realizing one's own potentialities. دبلوم ٢٠١١

- 1 - 2 - 3 - 4- 5-

Questions 3: Mention the needs of human beings. دبلوم ٢٠١٧



Exercise No (12) Directing Function Book Pages

Question (1) Give the missing for the following:

English	Arabic
Leading	
common goals	
staffing	
	تابعين
	وكالات

Questions 2: A- Complete the following:

- 1- the task of getting other people to follow you. دبلوم ٢٠٠٥
- 2- Leading is an activity on the part of managers to get something done by others. ٢٠١١.
- 3- Leadership involves guiding and the members of the group.
- 4- Leading is another important tool of دبلوم ٢٠٠٤
- 5- involves guiding and directing the members of the group.
دبلوم ٢٠٠١ / ٢٠٠٣ / ٢٠٠٧ / ٢٠٠٨ /

Questions 3: Do as shown between brackets:

- 1- (Leading – Organizing) is an activity on the part of managers to get something done by others.
- 2- Directing and leading are (easy – difficult) function.
- 3- Leadership is a dynamic and continuing process. / دبلوم ٢٠١٤ (✓) or (X):
- 4- (Control – Leadership) is a dynamic and continuing process. دبلوم ٢٠١٧



Second Term



Exercise No (13) Control Function Book Pages

Question (1) Give the missing for the following:

English	Arabic
measuring performance	
corrective action	
setting a target	
	المعايير الموضوعية
	الأداء الحقيقي

Questions 2: Complete the following:

1. Controlling function involves setting a target, measuring , and taking corrective action. دبلوم ٢٠١٥/٢٠٠٤/٢٠٠١
2.: is the task of ensuring that activities are providing the desired results. / دبلوم ٢٠١٤ / ٢٠٠٩ / ٢٠٠٨ / ٢٠٠٧ / ٢٠٠٦ / ٢٠٠٥ / ٢٠٠٣ / ٢٠٠٢
3. merges into and overlaps with other functions of management. دبلوم ٢٠١٥
4. Control begins with دبلوم ٢٠٠٤/٢٠٠٣
5. exercised at all levels of management. دبلوم ٢٠٠٩/٢٠٠٧ / ٢٠٠٥ / ٢٠٠٣ / ٢٠٠٢
6. Control is a process. دبلوم ٢٠١٤

Questions 3: make true (✓) or false (X):

1. Control involves only setting a target and measuring performance.
2. Control not exercised at levels of management.
3. Control begins with the planning.
4. Control is exercised at the top level only of management.
5. Control process Establishment of standards or objectives. دبلوم ٢٠٠١



Exercise No (14) Control Function Book Pages

Question (1) Give the missing for the following:

English	Arabic
Requirement	
flexible	
reducing cost	
	مرن
	مراقبة التكاليف

Questions 2: Do as shown :

- 1- (Cost accounting – Cost control) is concerned with cost finding for a product or process. دبلوم ٢٠١٧/٢٠١٦
- 2- (Social – Ego) needs includes needs for self-esteem, self-confidence.
- 3- Control should be lead to corrective action. دبلوم (✓) or (X): ٢٠١٦/٢٠١١
- 4- Control should be flexible. دبلوم (✓) or (X): ٢٠١٦/٢٠١٤ / ٢٠٠٢
- 5- should be economical. دبلوم ٢٠٠٢

Questions 3: Mention requirement of an effective control system? دبلوم

٢٠١٦/٢٠١٤

- 1-
- 2-
- 3-
- 4-
- 5-
- 6-
- 7-



Exercise No (15) Organizations Function Book Pages

Question (1) Give the missing for the following:

English	Arabic
promotion	
Financing	
satisfy the needs	
	علاقات انسانية
	المزيج التسويقي

Questions 2: Do as shown :

- 1- (Controlling – marketing) activities include the need for the business to find out what the market want. دبلوم ٢٠١١
- 2- Organizations have many functions that must be done in order to achieve its main goals efficiently and effectively. دبلوم ٢٠٠٩ (✓) or (X):
- 3- function Include all activities of a business undertakes in order to satisfy the needs of the customer. دبلوم ٢٠١٤ / ٢٠٠٧ / ٢٠٠٤ / ٢٠٠٣ / ٢٠٠٢ / ٢٠٠١
- 4- Marketing Mix includes [4P's] are product, promotion, price, and place. دبلوم ٢٠١٧ / ٢٠١٥ (✓) or (X):

Questions 3:

Mark true (✓) or false (X) for each sentences:

- 1- Planning helps in making provision for future contingencies.
- 2- Formal organization is based on delegated or vasted authority.
- 3- Control should not lead to corrective action.
- 4- Directing and leading is an easy function.
- 5- Organizing means arranging the resources of the entrprise.



Exercise No (16) Organizations Function Book Pages

Question (1) Give the missing for the following:

English	Arabic
customers	
weaknesses	
internal audit	
	وظيفة الانتاج
	أنشطة تسويقية

Questions 2: Do as shown :

- 1-The need for the business to find out what the market wants. / دبلوم ٢٠٠٧ / ٢٠١١
- 2- Concentrate on existing product. دبلوم ٢٠١١ / ٢٠١٥ / ٢٠١٦
- 3- Concentrate on strengths, weakness, opportunities and threats (SWOT analysis) . دبلوم ٢٠١٥
- 4- Is the part of business activity which converts raw materials, components and finished goods into new goods and services. دبلوم ٢٠٠٥ / ٢٠٠٧ / ٢٠١١ / ٢٠١٤
- 5- function is that part of business which converts raw material into new goods. دبلوم ٢٠١٧

A- Choose the right words from brackets:

1. (Leading – Planning) helps to reveal future opportunities and threats. دبلوم ٢٠١٧
2. (Production – Financing) function is that part of business which converts raw material into new goods. دبلوم ٢٠١١
3. (Authority – Responsibility) cannot be delegated or transferred. دبلوم ٢٠١٧
4. (Controlling – marketing) activities include the need for the business to find out what the market want.
5. (Leading – Organizing) is an activity on the part of managers to get something done by others.



Exercise No (17) Organizations Function Book Pages

1. Question (1) Give the missing for the following:

English	Arabic
Analytic methods	
Synthetic methods	
equipment	
	وظيفة التمويل
	أنفاق

Questions 2: A – Complete :

- The function of describes the sources of finance available to a business. دبلوم ٢٠٠٨
- (marketing- production) activities include coordinating between production and distribution of product. دبلوم ٢٠١٥

B- Mark true (√) or false (X) for each sentences: دبلوم ٢٠٠٨

1. Coordination is the process of achieving unity of action among interdependent activities. دبلوم ٢٠١٧
2. A budget as a plan is a statement of expected results.
3. Formal organization is based on earned or accepted authority.
4. Planning involves in advance what is to be done.
5. Directing is the task of ensuring that activities are providing the desired results.

Questions 3: Mention (Five only) of the factors that affect production activity. دبلوم ٢٠٠٦

- 1-
- 2-
- 3-
- 4-
- 5-
- 6-



Exercise No (18) Scientific Management Function Book Pages

Question (1) Give the missing for the following:

English	Arabic
Motion study	
Mental revolution	
Improvement	
	الإدارة العلمية
	تحديد خط سير العمليات

Questions 2: A – Complete

- 1- study should be conducted before making motion and time studies. / دبلوم ٢٠٠٧ / ٢٠٠٩
- 2- is prepared indicating the exact route for each task.
- 3- is an examination of methods and movements of the operation. / دبلوم ٢٠٠٢ / ٢٠٠٣ / ٢٠١٤ / ٢٠١٦
- 4- Is the art of knowing exactly what to be done and the best way of doing it. / دبلوم ٢٠٠٣ / ٢٠٠٤ / ٢٠٠٦ / ٢٠٠٨ / ٢٠١٥

Questions 3:

Mention (Five only) of elements of scientific management: دبلوم

/ ٢٠٠٩ / ٢٠٠٦ / ٢٠٠٤

- 1-
- 2-
- 3-
- 4-
- 5-
- 6-



Exercise No (19) Scientific Management Function Book Pages

Question (1) Give the missing for the following:

English	Arabic
Time study	
Fatigue study	
Rate setting	
	كاتب خط سير العمليات
	رئيس مجموعة

Questions 2: Make good sentences fro (A) and (B): دبلوم ٢٠٠٢

(A)	(B)
1- Control is the task of ensuring	1- Determines the standard time for each task
2- Control is exercised	2- Of methods and movements of the operation in determination.
3- Improvement in methods of work.	2- At all levels of management of the task
4- Motion study is an examination	3- That activities are providing the desired results.
5- Time study leads to	3- From elements of scientific management.

1 - 2- 3- 4- 5-

Questions 3:

Fill in the spaces using the following words: دبلوم ٢٠٠٣

{ management – employer – money – movement – department }

- 1-.....is a resource and it obeys market forces, it is borrowed and lent.
- 2-Scientific is the art of knowing exactly what is to be done and the best way of doing it.
- 3-Motion study is an examination of methods and of the operation.
- 4-The central personal has to take the responsibility for selecting the workers.
- 5-The scientific management has developed a healthily Co-operation between the worker and the



Exercise No (20) Scientific Management Function Book Pages

Question (1) Give the missing for the following:

English	Arabic
Command	
Division of work	
Equity	
	تدرج السلطة
	وحدة التوجيه

Questions 2: Complete :

- 1-is the principle of specialization through which higher norms of efficiency and standardization are attained. دبلوم ٢٠٠٤
- 2- The principles of Is a directing and leading, as well as an organizing principle. دبلوم ٢٠١٦/٢٠٠٤/٢٠٠٢
- 3- provides security. دبلوم ٢٠٠٥
- 4- (Motion study – Method study) should be conducted before making motion and time studies. دبلوم ٢٠١٧

Questions 3:

Mention five elements Fayol saw management as a scientific.

- 1-
- 2-
- 3-
- 4-
- 5-



Exercise No (21) Scientific Management Function Book Pages

Question (1) Give the missing for the following:

English	Arabic
Objections	
healthy co-operation	
aptitude	
	مكاسب
	أجور

Questions 2: Complete :

- 1- The has developed a healthy co-operation between the workers and employer. دبلوم ٢٠٠٣
- 2- Objections to Scientific Management: دبلوم ٢٠٠٥
 - 1-
 - 2-

Questions 2: choosing the right answer:

1. (Figure study – Motion study) under this study it will be found out how long a period of rest should be.
2. (Objectives – Policies) are the ends toward which activity is aimed.
3. (Formal – Informal) organization is a social structure designed to meet personal needs.
4. (Supervision – Motivation) means to observe the work performance of the operating people.
5. (Organizing – Directing) means arranging the resources of enterprise.



Exercise No (22) Revision Examination 2016

ARAB REPUBLIC OF EGYPT

MINISTRY OF EDUCATION & TECHNICAL EDUCATION

Advanced Technical Studies of commerce Diploma Examination (5-year course)

(For: Management and Secretarial) First Session. 2016

Management

Time: 2.5 Hours

إدارة باللغة الانجليزية فنى تجارى : إدارة وسكرتارية الدور الأول ٢٠١٦

Answer the following questions:

Question {1}

{10Marks}

A- Translate into English (five only) of the following:

برامج - تنسيق - فرص - إشراف - المرونة - الترويج

B- Match the terms from (A) & (B)

(A)	(B)
1. Safety needs	أ - خريطة التنظيم
2. Accurate forecasts	ب - رقابة مباشرة
3. Organization chart	ج - تقديرات دقيقة
4. Scalar chain	د - حاجات الأمن
5. Direct control	هـ - تدرج السلطة

Question {2}

{10Marks}

A- Mark true (v) or false (X) for each sentences:

1. Objectives means to think before acting.
2. Supervision is exercised at all levels of management.
3. Selling concentrate on the customer and on existing products.
4. Control should lead to corrective action. دبلوم ٢٠١٧
5. Directing and leading is difficult action.

B- What are the different aspects of function of directing? (5only)



Question {3}**{10Marks}****Choose the correct words from brackets.**

- 4- (Social – Ego) needs includes needs for self-teem, self-confidence.
- 5- (Cost accounting – Cost control) is concerned with cost finding for a product or process.
- 6- (Formal – Informal) organization is based on earned authority.
- 7- (Organization – Directing) means arranging the resources of the enterprise.
- 8- (Motion study – Method study) is an examination of methods and movement of the operation.

Question {4}**{10Marks}****A- Match the terms from (A) & (B)**

(A)	(B)
1. Authority	A – is frequently referred to the obligation to perform a task.
2. Responsibility	B – is a willingness to expand energy to achieve a goal or reward..
3. Objectives	C – is essential to discharge managerial functions.
4. Motivation	D – should be flexible.
5. Control	E – are the ends toward which activity is aimed.

B- Mention steps are necessary for effective managerial planning?**Question {5}****{10Marks}****A- Fill in the spaces with the words from the list:****Job descriptions – supervision – unity of command – coordination – planning**

- 1-helps in making provision for future contingencies.
- 2- Is the process of achieving units of action among interdependent activities. دبلوم ٢٠١٧



- 3- The principles of Is a directing and leading, as well as an organizing principle. دبلوم ٢٠١٧
- 4- The organization chart don't show or specific day to day duties and responsibilities.
- 5- The top management the work of middle management.

B- Mention requirement of an effective control system?

إنتهت الأسئلة

Chapter (1)

Managerial Functions الوظائف الادارية

English	Arabic
Planning	وظيفة التخطيط
Plans	خطط
Planner	المخطط
Coordinated effort	جهود منسقة
Marketing department	ادارة التسويق
Total market	السوق الكلي
Unifying framework	اطار موحد للعمل
Subordinates	المرؤوسين
Competitors	المنافسين
Forecasts	تنبؤات
Strategic planning	التخطيط طويل الأجل
Directing	التوجيه
Controlling	الرقابة
Procedures	اجراءات
Mental work	عمل عقلي
Results	نتائج
Decision making	اتخاذ القرار
Invested capital	راس المال المستثمر
Competitive environment	بيئة تنافسية
Forecast preparers	القائمين بالتنبؤات

Chapter (2) The Organization Function

English	Arabic
Formal organization	تنظيمات رسمية
Informal organization	تنظيمات غير رسمية
Centralization	المركزية
Decentralization	اللامركزية
Delegating authority	تفويض السلطة
Vice president	نائب الرئيس
Departmentation by function	التقسيم الاداري حسب الوظائف
Control system	نظام الرقابة
Forman	ملاحظ - كبير عمال
Supervisor	مشرف
Job description	وصف الوظيفة
Coordination	التنسيق
Subordinates	المرؤوسين
Delegating authority	تفويض السلطة
Organization chart	خريطة المنظمة (التنظيم)
Span of control	نطاق الرقابة
Control system	نظام الرقابة
Managerial hierarchy	التدرج الوظيفي
Chief executives	المدير العام
Senior executive	كبير المعاونين التنفيذيين

Chapter (3) The Directing Function

English	Arabic
Man power	أيدي عاملة
Instruction	تعليمات
Military organization	منظمات عسكرية
Delegating authority	تفويض السلطة
Social needs	الحاجات الاجتماعية
Channels communication	قنوات الاتصال
Supervision	مشرفين
Productivity	الانتاجية
Directing	التوجيه
Leading	القيادة
Orientation	توجيه - تهيئة
Supervision	الإشراف
Motivation	التحفيز
Leader	قائد

Environment	بيئة
Unity of command	وحدة الأمر
Scalar chain	تدرج السلطة
Personal department	ادارة الأفراد
Physical conditions	الأحوال المادية
Mutual benefit	المنفعة المشتركة

Chapter (4) The Control Function

English	Arabic
Control function	وظيفة الرقابة
Appraising performance	تقييم الأداء
Corrective action	اجراء تصحيحي
Organization structure	هيكل تنظيمي
Feed forward control	رقابة سابقة
Feedback control	رقابة لاحقة
Managerial plans	خطط ادارية
Budgetary control	الرقابة بواسطة الموازنة
Managerial control	رقابة ادارية
Potential deviations	انحرافات محتملة
Effective control	رقابة فعالة
Cost control	مراقبة التكاليف
Cost accounting	محاسبة التكاليف
Control techniques	أساليب الرقابة
Production plan	خطة الانتاج
Training program	برنامج التدريب
Navigation charts	الخرائط الملاحية
Key workers	العاملين الاساسيين
Delegation of authority	تفويض السلطة
Stockholders' earning	أرباح المساهمين

Chapter (5)

The Organizations Functions وظائف المنظمة

English	Arabic
Financing function	وظيفة التمويل
Marketing function	وظيفة التسويق
Human relations	علاقات انسانية
Promotion	الترويج
Final customer	المستهلك النهائي
Internal audit	مراجعة داخلية
Asset structure	هيكل الأصول

National wealth	ثروة قومية
Capital equipment	معدات رأسمالية
Tax concessions	امتيازات ضريبية
Organization's functions	وظائف المنظمة
Production function	وظيفة الإنتاج
Marketing mix	المزيج التسويقي
Target market	السوق المستهدفة
Improvements	تحسينات
Senior management	الادارة العليا
Profitability	الربحية
Analytic methods	طرق تحليلية
Synthetic methods	طرق التركيب الصناعي
Interest rate	معدل الفائدة

Chapter (6) Scientific Management الادارة العلمية

English	Arabic
Scientific management	الادارة العلمية
Motion study	دراسة طرق العمل
Time study	الوقت المعياري
Scientific investigation	فحص علمي
Rest periods	فترات الراحة
Working hours	ساعات العمل
Piece-wages system	نظام الأجر بالقطعة
Work environment	بيئة العمل
Financial management	الادارة المالية
Scalar chain	تدرج السلطة
Sprit de corps	روح الفريق
Collective bargaining	مفاوضة (مساومة) جماعية
Methods of work	طرق العمل
Mental revolution	ثورة عقلية
Fatigue study	دراسة الاجهاد
Motion study	دراسة الحركة
Working hours	ساعات العمل
Stipulated period	فترة متفق عليها
Financial management	الادارة المالية
Unity of command	وحدة الأمر
Capital investment	استثمارات رأسمالية
Extra wages	أجور إضافية
Team work	فريق العمل
Cheaper price	سعر أرخص

