



مديرية التربية والتعليم بالدقهلية
التوجيه الفني التجاري
توجيه السكرتارية الانجليزية

بوكلت تدريبات السكرتارية باللغة الإنجليزية

الصف الثالث التجاري
للمدارس الفنية التجارية
نظام السنوات الثلاث



إعداد

أ / محمد سعد صقر



معلم خبير مواد تجارية

مدرسة الكندي الفنية المتقدمة التجارية

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

			اسم المدرسة
			اسم الطالب
١٣	الفصل	الثالث	الصف
الادارة - التسويق و سوق المال			الشعبة
٢٠١ / ٢٠١			العام الدراسي



مديرية التربية والتعليم بالدقهلية
التوجيه الفني التجاري
توجيه السكرتارية الانجليزية

بوكلت السكرتارية باللغة الإنجليزية الصف الثالث التجاري نظام السنوات الثلاث

أسرة التوجيه الفني بالدقهلية
أ/ محمود ذكي أ/ منى عنتر أ/ مسعد البحقيري
موجه المادة الموجه الأول الموجه العام
مستشار المادة
أ/ عوني العراقي العراقي سلطان

Name:

Class:

No	Degree	Signature	No	Degree	Signature
1			13		
2			14		
3			15		
4			16		
5			17		
6			18		
7			19		
8			20		
9			21		
10			22		
11			23		
12			24		

Exercise No (1) page Subject: final accounts

1- Translate the following into English:

English	عربي
	د/ المتاجرة
	د/ الأرباح والخسائر
	الميزانية العمومية
Trial Balance	
Liabilities	

2- Complete the following :

- a- ----- is a final account showing the gross profit or gross loss of a business.
- b- ----- is a final account showing the net profit or the net loss of a business.
- c- ----- is a statement of balances after preparing the P.&L.a/c.
- d- Dr. Means ----- .
- e- Cr. Means ----- .
- f- Assets = Liabilities + ----- .

4- The following balances are extracted from Ahmed Hamada stores on 31/12/2008 (Amounts in L.E.)

Stock (at start) 5000 – purchases 32000 – sales 54000 – returns in 300 – returns out 500 – purchases commissions 200 – bad debits 400 – discount allowed 900 – discount received 670 – rent 2400 – rent received 750 – salaries & wages 3000 – carriage out 100 – credit interest 1000 – purchases allowances 580 – fire insurance 500 – Stationery 200 – petty Expenses 300 – sundry Expenses 1400 – Advertising 1000 * Additional data : Stock at end was valued at 8000.

**Required :

1- Trading a/c. for the year ended 31st., Dec., 2007.

Exercise No (2) page Subject: final accounts

1- Translate the following into English:

English	عربي
	مسموحات المشتريات
	مسموحات المبيعات
	الأصول
Bills receivable	
Rent received	

3- Make sentences from " A " and " B " :

" A "	" B "
a- Trial Balance	1- Shows gross profit or gross loss.
b- Trading a/c.	2- Shows the financial position
c- Profit & Loss a/c	3- Is a book showing the balances of accounting?
d- Balance sheet	4- Is a list of balances as they appear in the ledger
	5- Shows net profit or net loss

2-

3-

4-

5-

6-

7-

4- The following balances are extracted from Ahmed Hamada stores on 31/12/2008 (Amounts in L.E.)

premises 25000 – furniture 4000 – cash 3500 – bank 5800 – bills receivable 2400 – bills payable 1600 – debtors 3600 – creditors 3900 – drawings 1000 – capital 29800

• Additional data :

Stock at end was valued at 8000.

Profit and loss a/c (Net profit) 18000

****Required :**

1- Balance sheet as at 31/12/2007.

Exercise No (3) page Subject: financial statement

1- Translate into Arabic:

English	عربي
Fixed Assets	
Liabilities	
accrued expenses	
	قائمة الدخل
	أوراق مالية

3- Mark right (√) or false (x) :

- Fixed assets are assets that are held for resale to the customers.
- The trading a/c prepared to show the gross profit or gross loss.
- The profit & loss a/c prepared to show the net profit or net loss.
- The balance sheet consists of assets, expenses and revenues.
- The income statement which declares assets, liabilities and owner's equity.

Question {5} [14 Marks] دبلوم ٢٠١٣ دور ثان

The following balances are extracted from the books of Salam stores As at 31/12/2013: (Sums in L.E.)

Debit balances:

Beginning inventory 6200 - Purchases 20500 - Salaries & wages 1800
- General expenses 550 - Sundry expenses 250 - Debit interest 450.

Credit balances :

Net sales 25000 - Purchases returns & Allowances 340 - Purchases discount 160 - Rent Received 810 - coupons 560 - Credit interest 380

Additional data : Ending inventory was valued at L.E 7000

Make out:1- The income statement as at 31/12/2012.

2-The profit and loss account.

..... Stores
The statement as at 31/12/2012 .

Net Sales		
Beginning	
		
	(.....)	+	-
	(.....)		
+ Net purchases		
Cost of goods available for sale		
-		
Cost of goods sold		
Gross Profit		
		
		
	+	-
	
	
		
		+
	+
Net Income			4500

Dr.

Profit and Loss a/c

Cr.

		Gross profit	
Net profit		27200

Exercise No (4) page Subject: financial statement

1- Match the terms from " A " and " B " :

A	B
a- Net cost of purchases	١- حقوق الملكية
b- Purchases discount	٢- خصم على المبيعات
c- Sales discount	٣- مردودات و مسموحات المبيعات
d- Cost of goods sold	٤- صافي تكلفة المشتريات
e- owner's equity	٥- خصم على المشتريات
f- sales returns & allowances	٦- تكلفة البضاعة المباعة

a- b- c- d- e- f-

2- Complete the following:

- a- Net sales = sales – (----- + -----)
- b- Net cost of purchases = (----- + -----) –
(purchases discount + -----).
- c- Gross profit = Net sales - ----- .
- d- Net profit = (-----) + -----

Question {5} دبلوم ٢٠١٦

The following balances are extracted from the books of **Mohamed Stores** as at 31/12/2015 (Sums in L.E.)

Debit balances:

Beginning inventory 8400 - Net purchases 38600 – sales discount 500 – sales returns & allowances 1000 – Salaries & wages 1200 – debit interest 800 - General expenses 1400 .

Credit balances:

Sales 70000 - Coupons 1200 – Credit interest 700 .

Additional data : Ending inventory was valued at L.E 5000

Make out:

1- The income statement as at 31/12/2015.

2- The owner's equity statement as at 31/12/2015 if you know .

Capital 80000 - Drawings 5000.

..... Stores
The statement as at 31/12/2015.

.....		
.....	
.....	
Net Sales			68500
.....		-
+ Net	
		
- Ending	
Cost of goods sold		
..... Profit		
.....		
.....		-
.....	
	
.....	
.....	
Net Income		

..... Stores
..... statement as at 31/12/2015

owner's equity		
.....	
+	
	
.....	
Capital at ending		96200 ₁₅

Exercise No (5) page Subject: financial statement

1- Translate the following into Arabic:

English	عربي
Inventory Adjustments	
financial statements	
net profit	
	مخزون أول المدة
	أصول ثابتة

2- Make sentences from (A) and (B) :

(A)	(B)
a- Income statement	1- shows assets liabilities and equity
b- owner's equity	2- shows net profit or net loss
c- financial position statement	3- shows sources and uses of funds
d- cash flows statement	4- shows ending capital at the end of the year
e- sales discount	5- shows discount received
f- purchases discount	6- shows discount allowed

a- b- c- d- e- f-

Question {4} دبلوم ٢٠١٢

The following balances are extracted from the books of **El-kamel stores** after preparing the income on 31/12/2011: (Sums in L.E.)

Debit balances:

Land and Buildings 20000 - Furniture 3000 - cars 35000 - End inventory 28000 - Debtors 5000 - Bills receivable 8000 - Securities 15000 - Drawings 1500 - Cash at bank 9000 - Cash at hand 7000.

Credit balances :

Capital 95000 - Loans 9000 - Creditors 7000 - Bills payable 5000
Net profit 15500.

Required : The financial position statement as at 31/12/2011.

2-Balance sheet at 31/12/2011

..... stores

The statement as at Dec., 31 , 2011

Assets		
.....	
.....	
.....	
.....	
.....	
.....	
.....	
.....	
.....	
Total Assets		130000
Liabilities and owner's equity		
Liabilities		
.....	
.....	
.....	21000
owner's equity		
.....	
.....	
.....	
.....	109000
Total of Liabilities	

Liabilities

Balance sheet

Assets

Owner's equity			Assets		
.....	
.....	
	
.....	
liabilities			
.....	
.....				
				
		52300		

Exercise No (6) page Subject: financial statement

1- Translate into English:

English	عربي
	مخزون آخر المدة
	استثمارات
	حسابات العملاء
	قائمة حقوق الملكية
	قائمة التدفق النقدي

2- Complete the following:

- a- Liabilities = ----- - owner's equity
b- (Beginning capital + Net income) - ----- = ending capital
c- Cost of goods sold = (----- + -----) -
Ending inventory

Question {3} [16 Marks] دبلوم ٢٠١٤ دور ثان

The following balances are extracted from the books of El-Eman stores as at 31/12/2013: (Sums in L.E.)

Debit balances:

Cost of goods sold 19200 - Wages 1800 – General expenses 1250 -
Furniture 8000 - Cash 25000 – Bills Receivable 6000 – Debtors
4000 - Drawings 1750.

Credit balances :

Net sales 25000 - Coupons 1370 - Credit interest 1480 - Creditors
4250 - Bills payable 5000 – Capital 40000

Additional data_: Ending inventory was valued at L.E 9000

Required :

- 1- The income statement as at 31/12/2013
- 2- The financial position statement as at 31/12/2013

..... stores
The statement as at 31/12/2013 .

.....	
- Cost of goods sold	
.....	
.....	
.....	-
- Total expenses	
	
.....	+
.....
Net Income	

..... stores
The statement as at Dec., 31 , 2013

Assets		
.....	
.....	
.....	
.....	
.....	
Total Assets	
Liabilities and owner's equity		
Liabilities		
.....	
.....	9250
owner's equity		
.....	
+	
	
-	
..... at ending		42750
Total of Liabilities	15

Exercise No (7) page Subject: financial statement

1- Translate into English:

English	عربي
	مجمّل الربح
	صافي الخسائر
	مخزون أول المدة
Financial position statement	
Distribution statement	

2- Mark true (√) or false (x) for each sentence:

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

Question {3} [16 Marks] دبلوم ٢٠١٥

The following balances are extracted from the books of Misr Transport Services as at 31/12/2014 (Sums in L.E.)

Debit balances:

Salaries 17600 – Rent 4000 – Truck 50000 – Cash 28000 – Bank 10000 – Bills receivable 5000 – Account receivable 7000 - Sundry expenses 5400.

Credit balances:

Service revenue 42000 - Bills payable 12000 - Account payable 8000 - Capital 65000.

Required: 1- The income statement as at 31/12/2014.

2- The financial position statement as at 31/12/2014

..... **Services**
The statement as at Dec., 31, 2014.

Service revenue.		42000
- Expenses		
Salaries	17600	
Rent	4000	-
Sundry expenses	5400	
Total expenses		27000
Net income		15000

..... **Services**
The statement as at Dec., 31 , 2014

Assets		
.....	
.....	
.....	
.....	
.....	
Total Assets		100000
Liabilities and owner's equity		
Liabilities		
.....	
.....
owner's equity		
.....	
.....
Total of Liabilities	

Exercise No (8) page Subject: financial statement

1- Translate into English:

English	عربي
increasing of capital	
credit interest	
Cash flows statement	
	صافي الربح
	أثاث

B- Choose the right answer between brackets:

- 1- (Trial balance - Balance Sheet) shows the financial position.
- 2- (Cash flows- Financial position) statement shows the assets, liabilities and owner's Equity.
- 3- (Trading a/c – Profit & Loss a/c) is a final account showing the net profit or the net loss of a business.
- 4- (Income Statement-Cash flow Statement) shows sources and uses of funds
- 5- Income statement shows (net income - ending capital).

Question 3 دبلوم ٢٠١٢ دور ثان

The following balances are extracted from the books of El-Nour stores as at 31/12/2011: (Sums in L.E.)

Debit balances:

Net profit 9000 - increasing of capital 7000 - coupons 1900 - Sales of furniture 4300 - Loans received 8000 - Sales of securities 5000 - Collection of bills receivable 6000 - credit interest 3000.

Credit balances :

Wages & salaries 15000 - Rent 2400 - Advertising 3600 - Purchases of investments 6000 - Debit interest 6200.

Balance of cash a/c at 1/1/2011 is L.E. 10000.

Required : Cash flows statement for the year ended 31/12/2011.

..... stores
 statement as at Dec., 31, 2011.

Cash at the beginning of the year	
(+) collection in cash		
.....	+
.....	
.....	
.....	
.....	
.....	
.....	
.....	
.....	44200
	
(-) payment in cash		
.....	-
.....	
.....	
.....	
.....	
.....	
		33200
Cash at the end of the year	

Exercise No (9) page Subject: Meetings

1- Translate the following into English:

English	عربي
	اخطار بالاجتماع
	جدول الأعمال
	اتخاذ القرارات
	مؤتمر
	اجتماع

2- Complete the following:

- a- ----- is a gathering of people for special purpose.
- b- The person who attends the meeting must informed of -----, -----, ----- and ----- of the meeting.
- c- The secretary sends ----- to members informing them by the date, time and place of the meeting.
- d- The secretary prepared ----- of items which will be discussed.
- e- The secretary must collect before the meeting following items -----, -----, -----, -----.

3- Mark right (√) or false (x):

- a- Before the meeting the secretary writes the minutes.
- b- Agenda must be sent to the member to invite him for the meeting.
- c- The quorum is the minimum number of persons required to hold the meeting.
- d- The minutes is a record of resolutions passed.
- e- After the meeting the secretary will have to count the members present.

Question {3}**[6 Marks]**

Mr. Mostafa Abbas the chairman of El-Shurok Co., 39 Azhar St., Cairo invited the director's team for a meeting on Jan., 20, 2013 at 10 am. In conferences room to discuss marketing report.

Required: the Notice to Mr. Mohamed Zoheery, director of marketing department dated Jan., 15, 2013

A Notice

..... Co.,

.....

Mr.,

Director of department

A meeting of directors team will be held

in on at

to discuss the

Vice president

Mr.

Exercise No (10) page Subject: Meetings

1- Translate the following into Arabic:

English	عربي
Taking decisions	
Organization	
Held	
meeting	
Attend	

2- Give one word (term) for each of the following:

- A gathering of people for special purpose.
- The minimum numbers of members present at a meeting.
- An invitation to attend a meeting.
- A record of discussions and decisions during the meeting.
- A list of items discussed during the meeting.

3- Make sentences from (A) and (B):

(A)	(B)
a- An agenda is a list of	1- The minimum number of members to start meeting
b- Notice is	2- The secretary must be count present members.
c- Minutes is	3- The secretary must be write down the minutes.
d- Quorum is	4- Items which will be discussed.
e- Before meeting	5- An invitation to attend a meeting.
f- After meeting	6- Record of all discussions and decisions.

Question {3}

Mr. Magdy khalil the chairman of National Co., 4 Abbasia. Cairo, asked his private secretary **Ahmed Sakr** to call for the monthly meeting of directors team which will be held **on Jan., 12,2016 at 9 a.m. in** conference room **to** discuss financial position report.

You are required to do an agenda for the meeting dated Jan., 1, 2016

..... Co.,

.....

.....

AGENDA

Meeting -

1- The approval

2- Discussing

3- Discussing the

4- Any

Vice president

Mr.

Exercise No (11) page Subject: Meetings

1- Match (A) and (B):

(A)	(B)
A - Vice	١ - العدد القانوني
B - spare copies	٢ - الحد الأدنى
C - Treasurer	٣ - نائب
D - Absent	٤ - نسخ اضافية
E - Quorum	٥ - وثيق الصلة بالموضوع
F - Minimum	٦ - أمين الصندوق
G - Relevent	٧ - غائب

2- b- c- d- e- f- g-

2- Re-arrange the following sentences in the right order:

- Make sure that the quorum is correct.
- Provide the requirements of the meeting.
- Send the notice and agenda to members.
- Prepare the notice and agenda of meeting.
- Record the minute of a meeting.
- Read the minutes of prior meeting.

Question {5} دبلوم ٢٠١٢ دور ثان

You are given the following Agenda:

Cairo Trading co.,
3 Adly St., Cairo.

May, 3, 2011

AGENDA

Meeting May, 15, 2011- conference room.

- 1- The approval for the prior minutes
- 2- Discussing unfinished business.
- 3- Discussing the report offered by the director of sales department.
- 4- Any other business.

Vice president
Hamed Gad

Required: Required: prepare the notice to Mr.Ali Amr director of purchases department. .

A Notice

..... Co.,

.....

.....

Mr.,

Director of department

A meeting of directors team will be held

in on at

to discuss the

Vice president

Mr.

الفصل الدراسي الثاني

الفصل الدراسي الثاني

Exercise No (12) page Subject: Banking

1- Translate the following into English:

English	عربي
	البنك المركزي
	بنوك زراعية
	بنوك اجتماعية
Commercial bank	
Industrial bank	

3- Complete the following:

- a- Banks are businesses that _____ many different services.
- b- Banks helping us use _____, save _____ and borrow _____.
- c- Banker is _____.
- d- Industrial banks meet the requirements of _____.
- e- Agricultural bank have been set up to assist the _____.

Question {4} دبلوم ٢٠١٦

You have the following data:

- Bank's Name: Alexandria Bank, Tanta.
- Statement of account No.: 550.
- Customer's Name: Mohamed Ibrahim, 3 Salama St., Tanta.
- Current a/c No.:4490.
- The current accounts department responsible is: S. Mustafa.
- The general accounts department responsible is: M. Salah.

Jan., 31, 2016	Credit balance	L.E. 10000
Feb., 5, 2016	Coupons collected	L.E. 4300
Feb., 9, 2016	Purchases of investments	L.E. 4100
Feb., 15, 2016	Sales of investments	L.E. 1700
Feb., 20, 2016	Payment by credit card	L.E. 1600
Feb., 24, 2016	Cash deposit (deposit slip No.58)	L.E. 1500
Feb., 29, 2016	Wages paid by credit card	L.E. 300

Required: The bank statement of account.

..... Bank,

Stamp

.....

The bank Statement No.

Customer name:, current a/c no:

.....

For the period: To:

Date	Details	Debit	Credit	Balance
			
Feb.,29, 2016	Total	6000	17500	11500

Your balance as at is L.E.

P.P. Current Account Dept.

P.P. General Accounts Dept.

.....

.....

Exercise No (13) page Subject: Banking

1- Translate into Arabic:

English	عربي
Financial institution	
Customers	
Revenues	
	استثمارات
	الاقتصاد القومي

3- Mark true (√) or false (x):

- a- Banks try to make profit on their activities.
 c- Commercial banks guarantee long term loans to buying houses.
 d- Social banks accepting gifts and heritage funds.
 f- Saving Banks is the bank of issue.
 g- Central bank acts as the banker's bank.

Question {4} [14 Marks] دبلوم ٢٠١٥**You have the following data:**

- **Bank's Name:** National bank of Egypt - Cairo.
- **Statement of account No.:** 888
- **Customer's Name:** Sayed Hassan, 3 Akkad St., Cairo.
- **Current a/c No.:**445
- **The current accounts department responsible is:** Aly Omar.
- **The general accounts department responsible is:** Magdy Azz.

Credits:

Mar., 1, 2015	Credit balance	L.E. 8000
Mar., 15, 2015	Sales of investments	L.E. 5000
Mar., 22, 2015	Cash deposit (deposit slip No.55)	L.E. 3500
Mar., 28, 2015	Coupons collected	L.E. 1500

Debits

Mar., 9, 2015	Purchases of investments	L.E. 3600
Mar., 27, 2015	Payment by plastic card	L.E. 3400
Mar., 30, 2015	Commission and charges	L.E. 1000

Required: The bank statement of account.

15

Date	Details	Debit	Credit	Balance
Mar., 1 , 2015				
	Cash deposit (deposit slip No.55)			
	Total			
.....			

Exercise No (14) page Subject: Banking

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

(A)	(B)
a- Government.	١ - حسابات توفير
b- Small savings	٢ - فائدة دائنة
c- Hiring	٣ - فائدة مدينة
d- Saving accounts	٤ - حكومة
e- Debit interest	٥ - ودائع لأجل
f- Credit interest	٦ - تأجير
g- Time deposit	٧ - مدخرات صغيرة

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

4- Choose the right word from brackets:

- a- The amount and kind of money is written on
(specimen signature form – deposit slip).
- b- The bank does not offer an interest on
(Current a/c – time deposit a/c – notice deposit a/c).
- c- The money paid in a current a/c is withdrawn
(after a certain period – on demand).
- d- Function of commercial banks
(giving loans – accepted gifts - Banker's bank).
- e- In deposit accounts (customer can be withdraw on demand – Banks give interest to their customer).

Question {4} [14 Marks] دبلوم ٢٠١٥ دور ثان**You have the following data:**

- Bank's Name: **Alexandria Bank, Giza.** Statement of account No.: 700
- Customer's Name: **Gamal Saeid, 3 Haram St., Giza-** Current a/c No.:4500-
- The current accounts department responsible is: Aly Zorkany.
- The general accounts department responsible is: Samir Sherif.

Transactions during May, 2015

Apr., 30, 2015	Credit balance	L.E. 9000
May, 4, 2015	Purchases of investments	L.E. 4000
May, 12, 2015	Sales of investments	L.E. 5800
May, 18, 2015	Cash deposit (deposit slip No.66)	L.E. 5200
May, 25, 2015	Payment by plastic card	L.E. 7200
May, 27, 2015	Collection of bills receivable No.45	L.E. 1400
May, 30, 2015	Bank Commission and charges	L.E. 200

Required: The bank statement of account.

.....,

....._

Stamp

The bank Statement No.

Customer name:, current a/c no:

.....

For the period: To:

Date	Details	Debit	Credit	Balance
	Collection of bills receivable No.45			
Mar.,30, 2015				
	Total	11400	21400	10000

Your balance as at is L.E.

P.P. Current Account Dept.

P.P. General Accounts Dept.

.....

.....

Exercise No (15) page Subject: Banking

2- Translate the following into English:

English	عربي
	وثائق الملكية
	وصايا
	أوراق مالية
Saving certificate	شهادات إيداع
Safe custody	

3- Complete the following sentences:

- a- Commercial banks offer many types of accounts as _____, _____, _____, _____.
- b- The balance of current account can be _____ by _____ on demand.
- c- The balance of saving account can be withdrawn on _____.
- d- The balance of notice deposit account can _____ be withdrawn except _____ has been given to the bank.
- e- The balance of the time deposit account can _____ be withdraw except after _____ of an agreed upon _____.
- f- The customer applies a _____ for drawing money required.

Question {4} [13 Marks] دبلوم ٢٠١٤**You have the following data:**

- Bank's Name: **Cairo Bank, Banha.** - Statement of account No.: **508**
- Customer's Name: **Mohamed Naguib**, 3 Nile St., Banha.
- **Current a/c No.:**7800
- **The current account department responsible is:** Hassan Emam.
- **The general accounts department responsible is:** Fouad Mohamed.

May, 1 2013	Credit balance	L.E. 7000
May, 5, 2013	Payment by plastic card	L.E. 2000
May, 10, 2013	Cash deposit (deposit slip No.8)	L.E.
4500		
May, 17, 2013	Sales of investments	L.E. 2500
May, 22, 2013	Purchases of investments	L.E. 4700
May, 25, 2013	Collection of bills receivable No.90	L.E. 2000
May, 30, 2013	Bank commission and charges	L.E. 100

Required: The bank statement of account.

Date	Details	Debit	Credit	Balance
May,10, 2015	Cash deposit(deposit ... slip No.8)			
May,31, 2015	Total			

1- Give the English meaning for :

English	عربي
	خدمات السفر
	جدول الرحلة
	الرئيس
secretary	
The health certificate	

2- Fill in the spaces using the following words:

(Trip schedule – Vaccines – Valid – The secretary)

- a- Before the boss leaves, the secretary must be sure that his boss's passport is still
- b- Trip schedule is mainly prepared by
- c- indicates names, addresses, times and places that the boss has to go to.
- d- The health certificate is obtained after the boss receives the necessary

Complete :

You are as a secretary, when your boss has to leave, you must prepare:

- a- of the country (City) to visit.
- b- A list of numbers & of people needed on the trip.

4- Form sentences from (A) & (B)

(A)	(B)
1- The secretary is responsible for preparing	a-The boss's
2- While the boss is a way the secretary should carry out	instruction
	b-The trip schedule

1-

2-

Question {5} [5 Marks] دبلوم ٢٠١٥

Rewrite the following Trip Schedule by filling in the missing data.

..... schedule to France

From : Sunday 17/5/2015

To : Tuesday 19/5/2015

Sunday 17/5/2015

- Departure -Cairo Airport hrs.8

- hrs.19

- hrs.20

..... 18/5/2015

- Attend the Economical conference hrs.10

- hrs.14

Tuesday 19/5/2015

- hrs.8

- Departure Paris Airport hrs.9

- hrs.20

Exercise No (17) page Subject: Travel Services

1- Translate into Arabic :

English	عربي
Take part	
Travel Department	
Arrangements	
currency required	
A map	

2- Choose the correct words from brackets :

- a) The trip schedule is prepared by the (boss – secretary)
- b) A health certificate is (important – un important)
- c) You should book a hotel (nearly – faraway) the place of business.

3- Rearrange the following statements:

- a) Duties of the secretary before the boss leaves.
- b) Duties of the secretary after the boss returns back
- c) Duties of the secretary while the boss is a way .

4- Form sentences from (A) & (B)

(A)	(B)
1-Before your boss leaves 2-While your boss is a way 3-When your boss comes back 4-While your boss absence 5-Treat with mail of the office	a- according to the limits of your authority. b- offer him the new matters appeared. c- you must follow his instructions. d- cancel or rearrange his appointments. e- necessary arrangements must be prepared.

2

3

4

5

Question {5} [6 Marks] دبلوم ٢٠١٥ دور ثان

Rewrite the following Trip Schedule by filling in the missing data

..... schedule to London

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

Saturday 7th Dec., 2013

- | | |
|--------------------------|--------|
| - | hrs.8 |
| - Arrival London Airport | hrs.15 |
| - | hrs.16 |

..... 8th Dec., 2013

- | | |
|---------------------------------------|--------|
| - Attend the international Exhibition | hrs.9 |
| - | hrs.12 |

..... 9th Dec., 2013

- | | |
|-------------------------|--------|
| - | hrs.9 |
| - | hrs.11 |
| - Arrival Cairo Airport | hrs.18 |

Exercise No (18) page Subject: Letter of application

1- Write the following in English:

English	عربي
	طالب الوظيفة
	صحيفة بيانات شخصية
	الذكاء
	مهارات فنية
	استمارة طلب وظيفة

2- Fill in the spaces using the following words:

(Candidate – positions – suitable – Before – Ask)

- The most usual method of applying for ----- is by letter.
- you can apply for any position, you must -----
----- yourself some questions: - Are you ----- as a -----
----- for the job in both personality and qualifications .

4- Mark right (√) or false (x) :

- In a sense, an application is not a test of your intelligence.
- Before you can apply for any post, it would be well to review your appearance, your health and your personality.
- An advertisement dose not answers all your questions about the job.
- Your personal details are not necessary in an application.

Question {5} [5 Marks] دبلوم ٢٠١٣**You Are given the following Bio-data and information:****Personal Data**Personal
Photo

Name: Age:

Address: Marital Status:

Nationality:

Telephone: E. mail:

Education:

Work Experience

References:

Name: Fouad Mohamed Hasan**Age :** 25 Years old**Address:** 5 Roxy St., Cairo**Marital Status :** Single.**Nationality:** Egyptian.**Telephone :** 0226677889**E. mail :** FouadMH@Yahoo.com.**Education :** Secretarial Institute Diploma 2005**Work Experience:** (5 years) Accountant in Helton Hotel.**References:** Dr. M. Salem, Dean, Higher Institute of commercial Studies.**Required :** Rewrite the prior Bio-data by filling in the missing data.

Exercise No (19) page Subject: Letter of application

1- Translate into Arabic :

English	عربي
Experience	
the opportunity	
consult	
determine	
an employee	

2- What is a personal data sheet ?

.....

.....

.....

.....

.....

.....

.....

3- What are the kinds of an application letter?

.....

.....

.....

.....

.....

.....

.....

Question {5} [5 Marks]**You Are given the following Curriculum Vitae and information:****Personal Data****Name:** **E. mail:****Address:** **Mobile:****Nationality:** **Religion:****Marital Status:** **National Number:****Education :****Work Experience :****References:****E. mail:** MMSA @ Yahoo .com**Address:** 7 Nile St.,**Mobile:**01227077422**Nationality:** Egyptian.**Religion:** Muslim**Marital Status:** Single**National Number:** 29505170101544**Education :** Diploma of the Institute for Commercial Technicians.
2009.**Work Experience :** (5years) Secretary in Misr Insurance Company.**References:** Mr. Adel Sabry, The Manager of Misr Insurance
Company.**Required :** Rewrite the prior **C.V.** by filling in the missing data.

Exercise No (20) page Subject: Letter of application

1- Give the English meaning for :

English	عربي
	استقالة
	الحالة الاجتماعية
	خطاب موعد المقابلة
	مهارات
	مرتب

2- Fill in the spaces using the following words :

(agreement – employee – Resignation – regret – time testimonials – certificates – date)

1. The candidate may be asked to bring the original ----- and ----- with him for the interview.
2. The letter of appointment should state the ----- and ----- on which the candidate is to report for duty.
3. The letter of appointment is a kind of ----- for service between the employer and the ----- .
4. The Expression of ----- may be shown, while resigning .
5. The date on which the employee wishes to be relieved should be stated in the letter of ----- .

3- Mark true (√) or false (x) for each sentence:

- 1- Advertisement does not answer all your questions about the job.
- 2- After the meeting the secretary sends a notice to the members.
- 3- Meeting is a gathering of people for special purpose.
- 4- Bio date is a personal date sheet giving full name, address, age.... etc.
- 5- Notice must be sent to the member to invite him for the meeting.
- 6- Your personal details are necessary in an application.

Question {5}

You Are given the following C.V and information:

Name:

Photo

Nationality:

Age:

Education:

References:

.....

Previous Experience:

Remarks: I have

.....

Age : 22 Years old.

Nationality: Egyptian.

Education : Diploma of advanced commercial schools.

References: Mr. Ahmed Hasan, principal advanced schools of commerce Cairo.

Previous Experience: (4 years) Book-Keeper in Misr Travel Co.

Remarks : Good knowledge of English, Computer and Book-Keeping .

Required : Rewrite the prior C.V by filling in the missing data.

Exercise No (21) page Subject: Report Writing

1- Write the following in English:

English	عربي
	فعال وكفاء
	المناقشات
	فحص
	حاضر
	المركز الرئيسي

2- Complete the following statements :

- a) A report is ----- .
- b) A report must be -----, -----, ----- and logically arranged
- c) The ----- should be able to prepare a report of meeting, a -----, an interviewer or even on a ----- .
- d) The writer of a report should avoid using unimportant -----.

5- Make good sentences from " A " & " B " .

" A "	" B "
a- A report of an individual	- Should be written wholly (in the
b- A report of an event or a document	third person)
c- A report of a meeting	- Should be a narrative written (in the
	first person)
	- Should be in the past tense

3- Your employer is a buyer of clothes for a chain store and asked you to attend on his behalf, an exhibition of clothes. You are asked to write a report of the exhibition. Your employer chiefly wants to know your opinion "on what average woman wants and what she is likely to buy in his stores called star Co., London"

Exercise No (22) page Subject: Report Writing**1- Translate the following into Arabic:**

English	عربي
Adapted	
financial statements	
affairs	
involved	
confidential report	

2- Fill in the spaces using the following words below:

(pleasing – signed – presented – heading – title – paragraphed – recommendations – date.)

- Every report must bear ----- on which it was written .
- The report should be short but clear, ----- and ----- .
- A report generally makes some ----- which are written at the end.
- The report should be ----- that must be numbered.
- A report must be ----- by the person entitled for it.
- The general appearance of the report should be ----- .

4- Write a report for your office manager of a visit to an office

Machinery Exhibition held in your town.

- Make recommendations for the acquisition of new machine for your office.

ملخص الكلمات الهامة

English	Arabic
Central bank	البنك المركزي
Commercial bank	بنوك تجارية
Agriculture bank	بنوك زراعية
Industrial bank	بنوك صناعية
Saving bank	بنوك ادخار
Social bank	بنوك اجتماعية
deposits	ودائع
Sales	مبيعات
Coupons Collected	كوبونات محصلة
Purchases of investments	شراء استثمارات
Payments	مدفوعات
Protest & bank charges	البروتستو و مصاريف البنك
Institutions	مؤسسات
Financial	مالية
Small saving	مدخرات صغيرة
Current accounts	حسابات جارية
Saving certificates	شهادات ادخار
Saving accounts	حسابات ادخار
Time deposits	ودائع لأجل
Notice deposits	ودائع بإخطار سابق
Safe custody	حفظ الأمانات
Hiring	تأجير
Bank of issue	بنك الاصدار
Banker of government	بنك الحكومة
banker's Bank	بنك البنوك
Lender to the last resort	مقرض الملاذ الأخير
Controller of credit	مراقب الإئتمان
Meeting and conferences	الاجتماعات و المؤتمرات
Gathering	تجمع
Taking decisions	اتخاذ القرارات
Improve Organization	تحسين المنظمة
Held	يعقد
To Book	حجز
Attend	حضور

ملخص الكلمات الهامة

English	Arabic
Members	أعضاء
Notice	دعوة اجتماع
Agenda	جدول أعمال
Chairman (Boss)	الرئيس
Vice	نائب
Adopted	صدق على (أقر)
Minute	محضر اجتماع
Quorum	العدد القانوني
Minimum	الحد الأدنى
Ministry	وزارة
Department	ادارة
Present	حاضر
Absent	غائب
Accurate	دقيق
curriculum vitae(C.V.)	السيرة الذاتية
Submit	تأكيد
assistant	مساعد
Job Application	طلب وظيفة
Interview	مقابلة
Appointment	موعد
Resignation	استقالة
Letter of resignation	طلب استقالة
Letter of application	رسالة طلب وظيفة
Letter for interview	خطاب مقابلة
Letter of appointment	خطاب التعيين
intelligence	الذكاء
E. mail	البريد الالكتروني
Place of Birth	مكان الميلاد
Age	العمر
Religion	الديانة
Nationality	الجنسية
National number	الرقم القومي
Marital Status	الحالة الاجتماعية

ملخص الكلمات الهامة

English	Arabic
Trading account	ح/ المتاجرة
Profit and loss account	ح/ الأرباح والخسائر
Sales	المبيعات
sales discount	خصم المبيعات
sales returns & allowances	مسموحات و مردودات المبيعات
Net Sales	صافي المبيعات
Beginning inventory	مخزون أول المدة
purchases	المشتريات
carriage in	مصاريف نقل للداخل
purchases discount	خصم المشتريات
purchases returns & allowances	مسموحات و مردودات المشتريات
Net purchases	صافي المشتريات
Cost of goods available for sale	تكلفة البضاعة المتاحة للبيع
Ending inventory	مخزون آخر المدة
Cost of goods sold	تكلفة البضاعة المباعة
Gross Profit	مجمعل الربح
Salaries & wages	مرتبات و أجور
debit interest	فوائد مدينة
General expenses	مصاريف عمومية
Coupons	كوبونات
Credit interest	فوائد دائنة
Net Income	صافي الدخل
Assets	الأصول
Cars	سيارات
Furniture	أثاث
Buildings	مبانئ
Equipment	معدات
Cash	نقدية
Bank	بنك
Debtors	مدينون
Bills Receivable	أوراق قبض
Ending inventory	مخزون آخر المدة
Liabilities	الخصوم
owner's equity	حقوق الملكية
Loans	قروض

ملخص الكلمات الهامة

English	Arabic
Creditors	الدائنون
Bills payable	أوراق الدفع
Capital	راس المال
Drawings	المسحوبات
Travel services	خدمات السفر
Trip schedule	جدول الرحلة
Approval	موافقة
Travel department	ادارة السفريات
Arrangements	ترتيبات
A health certificate	شهادة صحية
A map	خريطة
Discuss	يناقش
Attend	حضور
International exhibition	المعرض الدولي
Departure	القيام
Arrival	الوصول
Resturant	مطعم
Duties of secretary	واجبات السكرتير
Individual report	تقارير فردية
Meeting report	تقارير اجتماعات
Accurate	دقيق
Clear	واضح
Concise	موجز
Logically arranged	ترتيب منطقي
interviews.	مقابلات
opinion	رأي
situation,	موقف
Adapted	اعتماد
financial statements	قوائم مالية
affairs	شئون
involved	يتضمن
confidential report	تقارير سرية
Main centr	المركز الرئيسي

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		9000	9000
May,4, 2015	Purchases of investments	4000		5000
May,12, 2015	Sales of investments.		5800	10800
May,18, 2015	Cash deposit (deposit slip No.55)		5200	16000
May,25, 2015	Payment by plastic card	7200		8800
May,27, 2015	Collection of bills receivable No.45		1400	10200
Mar.,30, 2015	Bank Commission and charges	200		10000
May,31, 2015	Total	11400	21400	10000

Your balance as at is L.E. 10000

P.P. Current Account Dept.

P.P. General Accounts Dept.

.....

.....

..... 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			****

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

owner's equity		
Capital at begining	****	
+ Net income	****	

- Drawings	****	
Capital at ending		****

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

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

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

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		***

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		***

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 am to discuss the الاجتماع at الاجتماع

Vice president

Mr. توقيع نائب الرئيس

agenda

.....الشركة الداعية للاجتماع
عنوانها, Cairo.

Jan., 1,2016

AGENDA

Meeting مكان الاجتماع – تاريخ الاجتماع

- 1- The approval for the prior minutes
- 2- Discussing unfinished business.
- 3- Discussing the ما يتم مناقشته فى الاجتماع .
- 4- Any other business.

Vice president

Mr. توقيع نائب الرئيس

محضر الاجتماع The Minute

 اسم الوزارة الادارة -----
 عنوانها -----

Minute of the meeting

Held in ----- مكان الاجتماع ----- at ----- تاريخ الاجتماع -----

Present : الحضور

Mr. -----

Chairman (Boss)

Mr. -----

Miss -----

Mr. -----

Secretary

Mr. -----

Treasurer

Absent: الغياب

Mr. -----

Minutes of the last meeting: محضر الاجتماع الأخير (السابق)

The minutes of the last meeting were read, adopted and signed by the Chairman.

Matters Arising: ملخص الأمور المستجدة -----

Any other business: ما يستجد من أعمال

The date of the next meeting:

The date of the next meeting was fixed on ----- موعد الاجتماع القادم -----

Trip schedule جدول الرحلة

Trip schedule to London

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

Saturday 7th Dec., 2013

- Departur from cairo air port hrs.8
- Arrival London Airport hrs.15
- check in Hilton Hotel hrs.16

Sunday 8th Dec., 2013

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

Monday 9th Dec., 2013

- . Leave Hilton Hotel hrs.9
- Departur from London air port .. hrs.11
- Arrival Cairo Airport hrs.18

Bio-data and information: السيرة الذاتية – البيانات الشخصيةPersonal DataPersonal
Photo

Name: الاسم

Age : العمر

Address: العنوان

Marital Status : الحالة الاجتماعية

Nationality: الجنسية

Telephone : رقم التليفون E. mail : البريد الالكتروني.

Education : التعليم

Work Experience : الخبرات السابقة

References: المراجع / المراسل

C.V and information: صحيفة أحوال

Name: الاسم

Photo

Nationality: الجنسية

Age: العمر

Education: التعليم.

References: المراجع / المراسل

Previous Experience: الخبرات السابقة.

Remarks: I have ملاحظة



أبنائي الطلبة و الطالبات انتبهوا :

قانون التعليم رقم ١٣٩ لسنة ١٩٨١ م

مادة ٢٤ : يجوز للطالب الراسب أن يعيد الدراسة مرة واحدة في الصف .

مادة ٢٥ :

يجوز فصل الطالب من المدرسة إذا تغيب بغير عذر تقبله لجنة إدارة المدرسة خلال السنة الدراسية مدة تزيد على خمسة عشر يوماً متصلة أو ثلاثون يوماً منفصلة ، ويعتبر التغيب في أي وقت أثناء اليوم الدراسي تغيباً عن اليوم بأكمله . ولا يجوز إعادة القيد أكثر من مرة واحدة في ذات السنة الدراسية ، وأكثر من مرتين في المرحلة كلها . ويشترط لدخول الطالب الامتحان حضوره ٨٥ ٪ على الأقل من عدد أيام الدراسة .

مادة ٣٧ :

يُشترط لدخول امتحانات النقل والامتحانات العامة ألا تقل نسبة حضور الطالب عن ٧٥ ٪ من مجموع الدروس المقررة للتدريبات المهنية بصرف النظر عن سبب الغياب .

مادة ٤٤ : (خاص بنظام السنوات الخمس)

يطبق في شأن المدارس الفنية نظام السنوات الخمس حكم المادة (٢٥) من هذا القانون فيما يتعلق بالتغيب عن الدراسة . وحكم المادة (٣٧) في شأن نسبة الحضور .

مادة ٤٥ : (خاص بنظام السنوات الخمس)

يجوز للطالب أن يعيد الدراسة مرة واحدة في الصف وبما لا يجاوز ثلاث مرات في المرحلة كلها .



ENGLISH