



مديرية التربية والتعليم بالدقهلية
التوجيه الفني التجاري
توجيه السكرتارية الانجليزية

بوكلت تدريبات السكرتارية باللغة الإنجليزية

الصف الثالث التجاري – ترم ثان
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>

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



مديرية التربية والتعليم بالدقهلية
التوجيه الفني التجاري
توجيه السكرتارية الإنجليزية

بوكلت السكرتارية باللغة الإنجليزية الصف الثالث التجاري المتقدم (الترم الثاني)

أسرة التوجيه الفني بالدقهلية

أ/ مسعد البحقيري

أ/ منى عنتر

أ/ محمود ذكي

الموجه العام

الموجه الأول

موجه المادة

مستشار المادة

أ/ عوني العراقي العراقي سلطان

Name:

Class:

No	Degree	Signature	No	Degree	Signature
1			8		
2			9		
3			10		
4			11		
5			12		
6			13		
7			14		



Exercise No (1) 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 ٢٠١٦You 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.

Exercise No (2) 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.

.....

.....

The bank Statement No.

Customer name:, current a/c no:

.....

For the period: To:

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

Your balance as at Mar.,, 2015 is L.E.

P.P. Current Account Dept.

P.P. General Accounts Dept.

.....

.....



Exercise No (3) 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 (4) 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.

.....,

Stamp

The bank Statement No.

Customer name:, current a/c no:

.....

For the period: To:

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

Your balance as at is L.E.

P.P. Current Account Dept.

P.P. General Accounts Dept.

.....

.....



Exercise No (5) 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 (6) 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 b- Notice is c- Minutes is d- Quorum is e- Before meeting f- After meeting	1- The minimum number of members to start meeting 2- The secretary must be count present members. 3- The secretary must be write down the minutes. 4- Items which will be discussed. 5- An invitation to attend a 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 (7) page Subject: Meetings

1- Match (A) and (B):

(A)	(B)
A - Vice	١ - العدد القانونى
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

a- 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.



Exercise No (8) 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)

- a) The most usual method of applying for ----- is by letter.
- b) ----- 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) :

- a) In a sense, an application is not a test of your intelligence.
- b) Before you can apply for any post, it would be well to review your appearance, your health and your personality.
- c) An advertisement dose not answers all your questions about the job.
- d) 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 (9) 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 (10) 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 ----- .

2- 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.

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

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.

.....

.....



A Notice دعوة الاجتماع

,الشركة الداعية للاجتماع.....

Jan., 15,2013

العنوان, Cairo.

Mr. المدعو,

Director of department وظيفته

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

Vice president

Mr. توقيع نائب الرئيس

agenda

,الشركة الداعية للاجتماع

Jan., 1,2016

عنوانها, Cairo.

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 -----



السيرة الذاتية – البيانات الشخصية: Bio-data and information:**Personal Data**Personal
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





أبنائى 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 :

يشترط 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

. و حكم 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