

اللغة الانجليزية للاعمال
المستوى الخامس

Idioms for Negotiation
التعبيرات الاصطلاحية للتفاوض

- Agreement in Principle
اتفاق من حيث المبدأ
Meaning: In a negotiation, an agreement in which not all details have been worked out
- An Offer One Can't Refuse
عرض لا يمكن رفضه
Meaning: An extremely attractive offer
- Back and Forth
ذهاباً وإياباً
Meaning: Dialogue, negotiations
- Come to Terms with (Something)
القبول بوضع غير جيد
Meaning: Feel acceptance toward something bad that has happened
- Draw a Line in the Sand
إصدار تحذير
Meaning: Issue an ultimatum; specify an absolute limit in a conflict
- Drive a Hard Bargain
التفاوض بفاعلية
Meaning: To negotiate effectively
- Drive a Wedge Between
دق إسفين بين الناس - يجعل الناس تنقسم
Meaning: Try to split factions of a united group by introducing an issue on which they disagree
- Give and Take
اعط وخذ
Meaning: Negotiations, the process of compromise
- Stand One's Ground
يصر على موقف واحد
Meaning: Refuse to back down; insist on one's position
- Sweeten the Deal
تحلية الصفقة
Meaning: Add something to an offer during a negotiation
- Sweetheart Deal
صفقة رائعة
Meaning: A very favorable arrangement given because of friendship or close connections
- Trial Balloon
اختبار رد فعل شخص ما أو الجمهور
Meaning: A test of someone's or the public's reaction

Negotiation Tips on How to Get a Head Start
نصائح لتكون سباق في المفاوضات

- 1- Gather information
- 2- Set your goals in the negotiation
- 3- Find out about the interests of the other party to drive a hard bargain
- 4- Present written documentation

Questions on Negotiation
أسئلة حول المفاوضات

- Would you explain the reasons for your position?
- Is there any reason you can't?
- What alternatives have you looked at?
- Why do you think this is a fair and reasonable term or condition?
- What else do you think I should know?

Idioms for Schedules & Planning
التعبيرات الاصطلاحية للتشغيل والتخطيط

- (Do Something) By the Book
وفقاً للأجراء المتبع
Meaning: According to the established procedure
- (In the) Fullness of Time
في نهاية المطاف
Meaning: Eventually, when appropriate; after you wait patiently
- After the Fact
بعد فوات الأوان
Meaning: Too late; after something is completed or finalized.
- Against the Clock
على مدار الساعة
Meaning: Forced to hurry to meet a deadline
- Ahead of the Game
إحراز تقدم أسرع من المتوقع
Meaning: Making faster progress than anticipated; ahead of schedule
- Back to the Drawing Board
اضطر لبدء شيء من جديد
Meaning: Forced to begin something again
- Back to the Salt Mines
لقد حان الوقت للعودة إلى العمل
Meaning: It's time for me (us) to go back to work.
- Burn the Midnight Oil
العمل لوقت متأخر من الليل
Meaning: Working late into the night
- Business as Usual
الرجوع للوضع الطبيعي
Meaning: A normal situation, typically restored after some change.
- Busman's Holiday
عطلة العمل
Meaning: A working vacation
- Call it a Day
توقف عن العمل
Meaning: Decide that one has worked enough on something for the day
- Crunch Time
وقت الذروة
Meaning: A period of high pressure when one has to work hard to finish something
- Cut it Fine
أن تفعل شيئاً في اللحظة الأخيرة
Meaning: To do something at the last moment
- Eleventh Hour
اللحظة الأخيرة
Meaning: The last minute

Idioms for Problems & Difficulties
التعبيرات الاصطلاحية للمشاكل والصعوبات

- Above Water
أحسن من غيرنا - الحمد لله إننا عابثين
Meaning: Not in extreme difficulty. Especially said of finances.
- Come out in the Wash
كل شيء سيكون على ما يرام
Meaning: To be resolved with no lasting negative effect
- Cut Corners
اخفض جودة المنتج
Meaning: Economize by reducing quality; take shortcuts
- Cut the Gordian Knot
حل مشكلة معقدة بطريقة بسيطة
Meaning: To solve a complex problem in a simple way.
- Get to Grips with
فهم شيء ما والتعامل معه
Meaning: To begin to understand and deal with something
- Head (Go) South
يزداد الأمور سوء
Meaning: Decline, get worse
- In a Jam
في موقف صعب
Meaning: In need of help, in a difficult spot
- In Hot Water
في مشكلة
Meaning: In need of help; in trouble
- Red Tape
المتطلبات البيروقراطية أو الحكومية الصعبة
Meaning: Bureaucracy; difficult bureaucratic or governmental requirements
- Start with a Clean Slate
بداية جديدة
Meaning: To start (something) again with a fresh beginning; to work on a problem without thinking about what has been done before
- Stumbling Block
Meaning: An obstacle, physical or abstract
- Think outside the Box
فكر بطريقة خلاقة
Meaning: Try to solve a problem in an original way; think creatively

Questions on Problems & Difficulties
أسئلة حول المشاكل والصعوبات

- Did you play any part in creating this problem?
- Are you doing anything now that might be making things worse?
- Are you waiting for someone else to step in and fix things for you?
- Have you successfully addressed similar problems in the past?
- Can you visualize yourself getting through this?

10 Questions to Ask Yourself to Stay Positive when Facing Difficulties
أسئلة أسألكها لنفسك لتبقى إيجابياً عند مواجهة الصعوبات

- Am I still breathing? What is my part in this? What is in my control?
- What is out of my control? What is my emotional state? What is the most important thing I can do right now?
- What can I learn from this? Am I taking care of myself? What are my choices?

Questions on Schedules & Planning
أسئلة حول التشغيل والتخطيط

- How do you organize, plan, and prioritize your work?
- Does this task align with our goals?
- Who are all the parties involved?
- Who are all the parties involved?
- What is our backup plan?
- How is our scheduling done - manually or automatically?
- How will we know what we accomplished?
- How often should we review progress on our plan?