

اللغة الانجليزية للاعمال
المستوى السادس

Questions on Leadership
أسئلة حول القيادة

- How do you monitor the performance of the people that you have to lead?
- Are you able to delegate responsibilities efficiently?
- How would you describe your leadership style?
- What can you do to motivate a team?
- What values are most important to you as a leader?
- Are you able to collaborate with others and accept new ideas?
- How do you handle disagreements with co-workers?
- Who is your favorite leader? Why?
- Are you more comfortable with verbal or written communication?
- How do you respond to criticism?
- What changes would you seek to make?
- How do you measure your own performance at work?

Idioms for Time Management
التعبيرات الاصطلاحية لإدارة الوقت

- Time Flies الوقت يمر بسرعة
 - It's High Time الوقت المناسب
 - Third Time's a Charm المرة الثالثة تنجح
 - Beat the Clock الانتهاء من شيء قبل الموعد
 - Better Late than Never أن تأتي متأخراً أفضل من ألا تأتي أبداً
 - Make up for the Lost Time تعويض الوقت الضائع
 - In the Nick of Time في آخر لحظة
 - Ship has Sailed فرصة ضائعة
 - Around the Clock على مدار الساعة
 - In One Stroke فوراً
 - Not Born Yesterday من ذوي الخبرة / ليس ساذج
 - On Someone's Watch خلال الوقت الذي يكون فيه شخص ما مسؤولاً / في الخدمة
 - Ahead Of the Curve مبتكرة
 - In the Dark غير مدرك / لشيء ما
 - Month of Sundays وقت طويل
- Meaning: Time passes extremely quickly
 - Meaning: It's the right time to do something, or past the appropriate time to do something.
 - Meaning: The third time you do something it will finally work.
 - Meaning: Finish something before time is up, before a deadline.
 - Meaning: Doing something late is better than not doing it at all. It can be used sarcastically if someone is very late.
 - Meaning: To catch up, to do something intensely to make up for a long period of not doing it.
 - Meaning: at the last possible moment, just before it's too late.
 - Meaning: A lost opportunity, missed shot.
 - Meaning: for 24 hours, without stopping.
 - Meaning: Immediately, at the same time.
 - Meaning: Experienced, not naïve or easily fooled.
 - Meaning: During the time that someone is in charge, while someone is on duty.
 - Meaning: Innovative, devising new ideas in advance of others.
 - Meaning: Unaware of something.
 - Meaning: A long time, many months.

Idioms about Marketing
التعبيرات الاصطلاحية حول التسويق

- Belt-Tightening التقشف
 - A Bitter Pill To Swallow أخبار سيئة
 - Blank Check حرية كاملة في طريقة العمل
 - Blew It All أنفقها جميعاً - أضاعها
 - Bounce Back يعود للتعافي
 - Bullish On متفائل لحالة السوق
 - Caught Red-Handed متلبساً
 - Can't Quite Get My Fingers On It يصعب فهمه
 - Compare Apples To Oranges مقارنة شئين متضادين
- Meaning: the introduction of rigorous reductions in spending
 - Meaning: bad news; something unpleasant to accept
 - Meaning: complete freedom of action or control
 - Meaning: to spoil your chance of achieving something because of what you say or do
 - Meaning: to return to a good condition; to recover from a blow or defeat
 - Meaning: optimistic about a market often used when describing investors
 - Meanings: seen doing something illegal or private; caught in the act
 - Meaning: I can't quite figure it out or it's difficult to understand
 - Meaning: compare two unlike things to make an invalid comparison

Idioms for Leadership
التعبيرات الاصطلاحية للقيادة

- (The) Man السُلطة بشكل عام
 - (To Be at Someone's) Beck and Call أن تجبر على الوفاء بأوامر أو نزوات شخص ما
 - (To) Cross All Your T's And Dot All Your I's الاهتمام بكافة التفاصيل
 - A Little from Column A, a Little from Column B الاعتماد على العديد من الأفكار
 - Ahead of the Curve تقديم أفكار مبدعة
 - Big Picture الصورة الكلية
 - Call the Shots اتخاذ القرارات الهامة
 - Changing of the Guard تغيير في القيادة
 - Movers and Shakers الأشخاص المؤثرون
 - On Point / On the Ball رائع
 - Put Someone on the Spot الإجابة على سؤال أو اتخاذ قرار على الفور
 - Rake Someone over the Coals تأنيب بشدة
 - The Powers that Be الأشخاص المسؤولون
 - Too Many Chiefs and not Enough Indians الكل يريد أن يكون قائد
- Meaning: The boss; authority in general.
 - Meaning: To be under someone's total command, to be forced to fulfill someone's orders or whims.
 - Meaning: To take care of every detail, including the minor ones
 - Meaning: A course of action drawing on several different ideas or possibilities.
 - Meaning: Offering ideas not yet in general circulation; highly creative.
 - Meaning: A wide perspective; a broad view of something.
 - Meaning: Make the important decisions in an organization
 - Meaning: A change in leadership at an organization
 - Meaning: Influential people, especially in a particular field.
 - Meaning: Good, well done, effective.
 - Meaning: Force someone to answer a question or make a decision immediately
 - Meaning: Scold severely.
 - Meaning: People in charge, often used when the speaker does not want to identify them.
 - Meaning: Everyone wants to be a leader, and no one wants to do the actual work.

5 Ways to Save your Middle Managers from Burnout
طرق لإنقاذ مديري الإدارة الوسطى من الإرهاق

- Start developing leaders earlier in their careers
- Recognize that the biggest hurdle you will face is time, not money
- Use technology to reach middle managers when and where they have time to learn
- Help managers learn a leadership mindset
- Broaden leadership training beyond classroom education

How to Get more Done by Doing Less
كيف تنجز أكثر بطريقة أقل

- Ditch unnecessary meetings
- Do one thing at a time
- Shed unnecessary decisions
- Streamline everyday tasks
- Automate everything you can
- Stop working all the time