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[https://t.me/omcourse\\_bot](https://t.me/omcourse_bot)

|                       |                       |  |
|-----------------------|-----------------------|--|
| confident(adj)        | واثق                  | Sure you can do something                            |
| outgoing(adj)         | منطلق                 | Enjoying meeting and talking to people               |
| investigative         | استقصائي              | Curious and enjoy analyzing and solving situation    |
| curious(adj)          | فضولي                 | Wanting to know or learn about something             |
| analyse               | يحلل                  | Examine or think about something carefully           |
| social(adj)           | اجتماعي               | Friendly and enjoy working with others               |
| conventional          | تقليدي                | Careful and like to follow routines and laws         |
| Based in              | يقع في                | Located in – situated in                             |
| specifically          | خصوصاً                | Especially – for particular purpose                  |
| Weather forecaster    | مذيع الطقس            | A person who presents the weather forecast           |
| Weather presenter     |                       | Informs people about the weather on television       |
| Sports presenter      | مذيع الاخبار الرياضية | Informs people about sports news                     |
| Sports commentator(n) | معلق رياضي            | Someone who comments on sports events                |
| Put forward           | يرشح لوظيفة           | Suggest someone to be considered for a job           |
| meteorology           | الأرصاد الجوية        | Scientific study of weather conditions               |
| meteorologist         | عالم ارساد            | Studies weather and predicts what is going to happen |
| articulate(adj)       | فصيح                  | Able to talk easily and express yourself well        |
| autocue(n)            |                       | Machine shows the words a presenter says             |
| tornado(n)            | عصار                  | Strong wind that twists round quickly and violently  |
| Intellectual ability  | قدرة عقلية            | Mental ability                                       |
| Dull(adj)             | كئيب                  | boring   |
| Verbal ability        | قدرة لفظية            | Being good with words                                |
| Perceptual ability    |                       | Being good with diagrams and pictures                |
| Manual ability        | قدرة يدوية            | Working well with your hands                         |
| Inner conviction      | الثقة بالنفس          | Self-confidence, desire to succeed                   |
| decisiveness          | الحزم                 | Leading others , taking the initiative               |
| reasoning             | منطقي                 | Solving difficult abstract problems by using logic   |
| position(n)           | وظيفة                 | Job – post - function                                |
| predominantly         | اساسي                 | mainly   |
| interpersonal         | اجتماعي               | Connected with relationships between people          |
| Enclose(v)            | يضمن                  | Put something in the same envelope                   |
| Attach(v)             | يرفق                  | Join one thing to another                            |

|                         |             |   |
|-------------------------|-------------|---|
| select                  | يختار       | choose  |
| invest                  | يستثمر      | Buy or do sth in the hope of making profit              |
| sound                   | يبدو        | seem  |
| relevant                | متصل بـ     | Connected with  |
| marketing               | تسويق       | Deciding how something can be sold easily               |
| sufficient              | كاف         | enough  |
| abroad                  | الخارج      |   |
| Can't stand             | لا يحتمل    | Can't bear – can't endure                               |
| strength                | قوة         | Power , advantage - merit                               |
| weaknesses              | ضعف         | Drawbacks – defaults - disadvantages                    |
| employee                | موظف        | A person who is paid to work for somebody               |
| Employer =<br>recruiter | صاحب العمل  | A company or a person that pays people to work for them |
| conceited               | مغرور       | Having too much pride in yourself                       |
| modest                  | متواضع      | Not talking much about your abilities or possessions    |
| trumpet                 |             | Talk about yourself proudly                             |
| admit                   | يعترف       | Confess – agree – accept - allow to join – enter        |
| contribute              | يساهم بـ    | Take part in by giving money or goods to help           |
| contract                | عقد         | Written agreement between two parts                     |
| permanent               | دائم        | Lasting for a long time                                 |
| Campaign                | حملة        | A plan to do things to achieve a certain aim            |
| Proof read              | يراجع       | revise  |
| adhere                  | يلصق        | Stick firmly to something                               |
| Get in touch            | يتواصل مع   | Keep in contact   |
| Career manual           | وصف الوظيفة | A book shows the way things work                        |
| correspondent           | مراسل       | A person who provides news for newspapers               |
| tip                     | نصيحة       | advice  |
| Look up                 | يبحث عن     | Search for information                                  |
| neat                    | منظم        | Tidy , organised  |
| exaggerate              | يبالغ       | To make something seem larger or more important         |
| crowd                   | جمهور       | A large number of people in one place                   |
| broaden                 | يوسع        | Enlarge or increase                                     |

|                   |                |   |
|-------------------|----------------|---|
| Psychologist(n)   | عالم نفس       | A person who studies how people's minds work  |
| Career advisor    | مستشار مهني    | Someone who helps young people choose and educational and career path in line with their interests and abilities. |
| career(n)         | مهنة           | Job or profession that you do for a long time   |
| rapidly           | بسرعة          | quickly   |
| Aptitude test     | اختبار قدرات   | Tests that find out how suitable your abilities are do a particular job   |
| talents(n)        | مواهب          | Natural abilities to do something well.   |
| criteria(n)       | معايير         | Standards used for judging something  |
| CV                | سيرة ذاتية     | Curriculum vitae  |
| flexibility(n)    | مرونة          | The ability to adapt to well to do something  |
| Application form  | استمارة طلب    | Document you fill in when applying for something such as a job or a course at university or college.              |
| Covering letter   | خطاب مرافقات   | Letter giving an overview about yourself, and the documents you are attaching or enclosing such as a              |
| perform(n)        | يؤدي           | Carry out   |
| Confused about    | مرتبك          | Unable to think clearly of something  |
| Job scene(n)      | المشهد الوظيفي | The world of work in general  |
| administration    | ادارة          | management  |
| acting(n)         | تمثيل          | Taking role in a film or a play   |
| creative(adj)     | مبدع           | Innovative , thinking and making new things   |
| Fond of(adj)      | مغرم بـ        | Love strongly   |
| gap(n)            | فجوة           | A space between two things  |
| perception(n)     | قوة الملاحظة   | The way you notice things   |
| appropriate       | مناسب          | suitable  |
| requirements      | متطلبات        | needs   |
| realistic(adj)    | واقعي          | Someone who likes working with hands using tools  |
| practical(adj)    | عملي           | A person who likes working with hands using machines  |
| artistic(adj)     | فني            | A person who likes to express himself through art   |
| enterprising(adj) | مغامر          | Confident and good at leading and persuading others   |
| persuade          | يقنع           | convince  |
| leading(adj)      | قيادي          | Guide and direct  |

|                       |                |              |           |
|-----------------------|----------------|--------------|-----------|
| airhost               | مضيف جوي       | Web designer | مصمم شبكة |
| cook                  | طباخ           | plumber      | سباك      |
| Insurance underwriter | مُتدرب التامين | hairdresser  | حلاق      |
| Marketing executive   | مدير تسويق     | accountant   | محاسب     |
| Tax advisor           | سائق تاكسي     | politician   | سياسي     |
| Aid worker            | عامل الغثة     | musician     | موسيقي    |
| rescuer               | منقذ           | guard        | حارس      |
| Tour guide            | مرشد سياحي     | mechanic     | ميكانيكي  |

|                         |            |   |
|-------------------------|------------|---|
| Well paid               | مجزى       | rewarding   |
| challenging             | تحدي       | Difficult and interesting                             |
| stressful               | ضاغط       | Causing a lot of anxiety and worry                    |
| Work shifts             | مناوبة عمل | Time of work when you finish                          |
| routine                 | نظام يومي  | Things that are done regularly                        |
| creative                | مبدع       | Having the skill of producing new things or ideas     |
| variety                 | تنوع       | several   |
| accurate                | دقيق       | Correct and true in every detail                      |
| persuasive              | مقنع       | Able to persuade sb to do sth                         |
| courageous              | شجاع       | brave   |
| fit                     | لائق بدنيا | Healthy and strong                                    |
| imaginative             | مبتكر      | Having or showing new exciting ideas                  |
| polite                  | مؤدب       | Having good manners and respect for others            |
| friendly                | ودود       | Behaving in a pleasant way                            |
| articulate              | فصيح       | Good at expressing ideas or feelings clearly in words |
| patient                 | صبور       | Able to wait for a long time                          |
| efficient               | كفاء       | Doing something well                                  |
| talented                | موهوب      | Having natural ability to do something                |
| vessel                  | سفينة      | Large ship or boat                                    |
| <b>Personality type</b> |            | <b>Related jobs</b>                                   |
| realistic               |            | a- paramedic b- technician                            |
| investigative           |            | a- detective b- journalist                            |
| artistic                |            | a- scriptwriter b- web designer                       |
| conventional            |            | a- accountant b- data processor                       |
| social                  |            | a- teacher b- nurse                                   |
| enterprising            |            | a- sales director b- politician                       |

## Theme 2 Unit 3 • - More about Jobs

|                     |                   |                  |                |
|---------------------|-------------------|------------------|----------------|
| journalist          | صحفي              | nurse            | ممرضة          |
| lawyer              | محامي             | Football coach   | مدرب كرة قدم   |
| pilot               | طيار              | diplomat         | دبلوماسي       |
| vet                 | طبيب بيطري        | photographer     | مصور           |
| scientist           | عالم              | detective        | تحري           |
| Actor               | ممثل              | surgeon          | جراح           |
| actress             | ممثلة             | chef             | رئيس الطهاة    |
| presenter           | مقدم برامج        | dentist          | طبيب اسنان     |
| Diving instructor   | مدرب سباحة        | therapist        | معالج نفسي     |
| director            | مدير              | psychiatrist     | طبيب           |
| Press officer       | مسؤول اعلامي      | chemist          | صيدلي          |
| editor              | محرر              | paramedic        | مسعف           |
| librarian           | موظف مكتبة        | sailor           | بحار           |
| stuntman            | توليز             | doctor           | طبيب           |
| broadcaster         | مذيع              | nutritionist     | اخصائي تغذية   |
| News reader         | قاري نشرة الاخبار | herbalist        | اعشاب اخصائي   |
| interpreter         | مترجم فوري        | biologist        | عالم احياء     |
| painter             | رسام              | referee          | حكم            |
| Travel agent        | مندوب شركة سياحة  | trainer          | مدرب           |
| lecturer            | محاضر             | Sports coach     | مدرب رياضي     |
| playwright          | كاتب مسرحي        | Booking clerk    | موظف حجز       |
| usher               | تلول في السينما   | Zoo keeper       | حارس الحديقة   |
| clown               | مهرج              | apprentice       | صبي            |
| Marketing assistant | مندوب تسويق       | Flight attendant | مضيفة جوية     |
| handler             | مدرب الحيوانات    | meteorologist    | عالم ارماد     |
| designer            | مصمم              | technician       | فني            |
| cashier             | صراف              | Social worker    | اخصائي اجتماعي |
| advocate            | محامي             | novelist         | روائي          |
| judge               | قاضي              | tutor            | مدرس خصوصي     |
| Civil engineer      | مهندس مدني        | diver            | غواص           |
| architect           | مهندس معماري      | cartographer     | رسام خرائط     |
| Sports commentator  | معلق رياضي        | engineer         | مهندس          |
| astronomer          | عالم فلك          | counsellor       | مرشد           |
| Traffic controller  | منظم حركة الطيران | consultant       | استشاري        |
| accountant          | محاسب             | tailor           | خياط           |

## Theme 2 Unit 4 • Working In A Team

|               |                |   |
|---------------|----------------|---|
| persuade      | يقنع           | convince  |
| produce       | يبتج           | make  |
| proposal      | عرض            | A formal suggestion or plan                         |
| target        | هدف            | Aim, goal , objective                               |
| slogan        | شعار           | A word or phrase used to attract attention          |
| logo          | رمز            | A printed symbol to represent a company             |
| ingredients   | مكونات الطعام  | Things from which something is made                 |
| recipe        | وصفة الطعام    | Instructions that tell you how to cook something    |
| advertise     | يعن            | Tell the public about a product                     |
| campaign      | حملة           | A series of planned activities                      |
| brochure      | نشرة دعوية     | A small book containing information about something |
| In charge     | مسئول          | Responsible for                                     |
| Sales figures | ارقام المبيعات | Sales numbers                                       |
| share         | نسبة - حصة     | part  |
| increase      | يزيد           | Go up   |
| budget        | ميزانية        | Money available to be spent over a period of time   |
| competitor    | منافس          | A person or company that competes another           |
| claim         | يدعي           | To say something is true                            |
| quench        | يطفى           | Stop being thirsty by drinking something            |
| boost         | يشجع           | To make something increase or more successful       |
| prospects     | فرص            | Chances of success                                  |
| particularly  | خصوصاً         | especially  |
| Dependent on  | معتمد على      | Relied on   |
| chief         | رئيس الطهاة    | Main – basic- fundamental                           |
| vary          | يتنوع          | differ  |
| supervise     | يشرف           | Monitor and check                                   |
| vital         | ضروري          | Essential and necessary                             |
| illustrate    | يشرح           | Explain – show                                      |
| promotional   | ترويجي         | Connected with advertising                          |
| hinder        | يعوق           | Delay or stop doing something                       |
| Global        | عالمي          | Covering or affecting the whole world               |

## Theme 2 Unit 5 • Applying for a Job

|                         |                  |   |
|-------------------------|------------------|---|
| showroom                | معرض             | A large store in which goods for sale are displayed |
| expand                  | يوسع             | Make something cover a bigger area                  |
| expatriate              | مغترب            | A person living in a country that is not their own  |
| Based in                | تقع في           | Located in – situated in                            |
| Based on                | يعتمد على        | Dependent on  |
| Bachelor's degree ( BA) | درجة البكالوريوس | The first university degree                         |
| competent               | كفء              | Having enough knowledge or skill to do something    |
| correspondence          | مراسلات          | Letters, faxes and emails                           |
| correspondent           | مراسل            | a person who sends reports to the news agencies     |
| run                     | يدير             | manage  |
| Retail                  | تجزئة            | selling goods to the public through shops, stores   |
| wholesale               | جملة             | Goods that are bought and sold in large quantities  |
| seek                    | يطلب             | Require – need – want – ask                         |
| commission              | عمولة            | An amount of money that is paid for selling goods   |
| insurance               | تأمين            | Something you pay or do to protect yourself against |
| client                  | عميل             | A person who uses the services of an organisation   |
| venture                 | يغامر            | To risk , go somewhere dangerous or unpleasant      |
| energetic               | نشط              | Active , full of energy                             |
| Stand for               | يرمز الى         | Short for – represent – symbol -                    |
| certificate             | شهادة            | Document to prove that you passed an exam or course |
| referee                 | مرجع             | A person who gives information about you            |
| interpersonal           | اجتماعي          | Relating to relationships between people            |
| salary                  | مركب شهري        | Money that a person gets monthly                    |
| Pay                     | مقابل مادي       | Total money or payment a person gets                |
| predominately           | اساسي            | mainly  |
| flexibility             | مرونة            | Ability to adapt to change                          |
| motivated               | يحفز             | Having a strong desire to do something              |
| Vocational              | مهني             | Related to preparing people for crafts and jobs     |
| Vocational schools      | مدارس مهنية      |   |