

COMPLEMENTARY COURSE

AFU3006

COMMERCIAL ARABIC

إختر من القوسية الفظ الموافق.

1 مدير الفرع

[Branch Manager, Manager, Project, Director]

2 المذكورة أعلاه

[Copy Of Driving, Certificate, As Above, Original]

3 الملف العام

[Another Method, Adopted, Master Life, Purpose]

4 مع التحيات

[Best Wishes, Grant Success, Widely Used, Fax Message]

5 مدير قسم المبيعات

[Publication, Dealing, Salesman, Earlist]

6 ملف

[Punch, Stapper, Gum, File]

7 المنح الدراسية

[Literature, Scholer Ship, Stationery, Education]

8 فرامة

[Punch, Stapler, Gum, Pen,]

9 دباسة

[Punch, Stapler, Gum, Pen,]

10 تحبة طسبة وبعء

[Your Faithfully ,Dear Sir ,Your Exelency ,Your Respect Fully]

11 لقق ءلقبء ءءابءم

I Sent Hear With ,Received Your Letter ,I Am Also Happy ,I Would Like To Join

12 رءصءة السءءراء

[Register No ,Important Linces ,Urgently ,Corperetion]

13 ءساب ءوفءر

[Opening Balance, Maintain ,Saving Account Lcurrent Account]

14 رصءء اققءاءء

[Opening Balance, Maintain ,Saving Account Lcurrent Account]

15 فقء المساب

[Balance , Account, Open The Account]

16 ءساب عفرمقم

[Opening Balance, Current Account,Non Resident Accont]

17 ءواءة

[Draft, Debit ,Account ,Cost]

18 ءساب المءارء

[Saving Accont ,Current Accont, Non Resident Account]

19 ءشفءءء المساب

[Saving Accont ,Current Accont, Statement Of Accont, Draft]

20 ءفالة

[Statement, Period ,Sponcership, Prodection]

21 شءءاءء سءاءءة

[Travel Cheque, Statement Cheque , Schudle]

22 السءراءء

[Iform, Request, Surrender, Maximum]

23 تغيير طريقة الدفع

[Recive This Details, Policy Date , Day Of Policy , Due Date Of Premium]

24 النأمند علي الحياة

[Life Inshurence, Policy, Remmitence Life]

25 تاريخ السحقات القسط

[Non Payment, Policy Date,Dte Of Policy, Due Date Of Premium]

26 القسط الشهرية

[Monthly Salary Monthly Monthly Premium ,Non Payment,Monthly Report]

27 موثق العقود

[Policy Value, Life Insurance, Surrender, Notary Public]

28 اجراء التكم العاجلة

[Attested Copy, Policy Value ,Prompt Action, Surrender]

29 بنءل التجاري

[State Bank, National Bank, Commercial Bank]

30 المسفيد

[Policy, Notary , Surrender ,Beneficiary,]

31 المبلغ

[Credit, Cheque, Amount, Cash]

32علامات الشكن

[Shipping Marks ,Validity, Policy ,Guarantee,]

33 تاريخ الاصدار

[Place Of Issue ,Date Of Expiry, Date Of Salary, Date Of Issue]

34 مكان الاصدار

Date Of Issue ,Place Of Issue, Date Of Expiry ,Place Of Birth]

35 تاريخ التعاء الصلاحية

[Date Of Birth , Place Of Birth ,Date Of Issue, Date Of Expiry]

36 الوضع العائلي

[Marital Status , Nationality ,Religion, Experience]

37 الجيرة

Birth , Passport, Experience Nationality]

38 أشخاص يمكن الرجوع إليهم

[Marital Status, Reference ,Qualifications, Personality]

39 المؤهلات العلمية

[Educational Status, Personality, Educational Qualification, Religion]

40 طباع مغنزل

[Manager, Teacher, Visa Card, Steno Typist]

41 الجرائد المكلية

[Application, Advertisement, Candidate, Local News Pepper]

42 مهندس بسكانيكي

[Civil Engineer, Engineer, Electrical Engineer]

43 الراتب الاساسي

[Accommodation , Stay Per Annum ,Basic Salary, Expenses,]

44 السكن سجنا

[Basic Salary, Accommodation,Free Accommodation, Equivalent Salary]

45 عناية طبية

[Basic Salary, , Medical Care, Medical Doctor, Medical College]

46 مستشار التحندي

[Engineer, Civil Engineer, Doctor, Recruitment Conseltent]

47 اعلانات

[Advertisement ,Applications, Recruitment, Departure]

48 محكمة العمل

[Labour Court, Holiday, Sponsorship, Humbly Request]

49 بنلاء الوطني

[Labour Court, Commercial Bank, State Bank, National Bank]

50 عرض حضر

[Falcon Bird, Falcon Offer, Exhibition, Nearest Branch]

ANSWER KEY

1. BRANCH MANAGER
2. AS ABOVE
3. MASTER FILE
4. BEST WISHES
5. SALES MANAGER
6. FILE
7. SCHOLARSHIP
8. PUNCH
9. STAPLER
10. DEAR SIR
11. RECEIVED YOUR LETTER
12. IMPORT LICENCE
13. SAVING ACCOUNT
14. OPENING BALANCE
15. OPEN THE ACCOUNT
16. NON RESIDENT ACCOUNT
17. DRAFT
18. CURRENT ACCOUNT
19. STATEMENT OF ACCOUNT
20. SPONSORSHIP
21. TRAVELLERS CHEQUE
22. SURRENSDER
23. CHANG OF MODE OF REMITTANCE
24. LIFE INSURANCE
25. DUE DATE OF PREMIUM
26. MONTHLY PREMIUM
27. NOTARY PUBLIC

28. PROMPT ACTION
29. COMMERCIAL BANK
30. BENEFICIARY
31. AMOUNT
32. SHIPPING MARKS
33. DATE OF ISSUE
34. PLACE OF ISSUE
35. DATE OF EXPIRY
36. MARITAL STATUS
37. EXPERICNCE
38. REFERANCE
39. EDUCATIONAL QULAFICATIONS
40. STENO – TYPIST
41. LOCAL NEWS PAPERS
42. MECHANICAL ENGINEER
43. BASIC SALRY
44. FREE ACCOMADATION
45. MEDICAL CARE
46. RECRUTENT CONSULTANT
47. ADVERTISMENT
48. LABOUR COURT
49. NATIONAL BANK
50. FALCON OFFER