

Lecture 4.2

Meetings

Omar

ENGLISH trainer and entertainer



Meetings

Word	English - English	التّرجمة
A.G.M.	Annual general meeting	الاجتماع العام السنوي
Absentee	Person not at the meeting, not present.	متغيّب
Agenda	Written list of points to be discussed at a meeting.	جدول أعمال
Alternative	Choice of two or more possibilities.	بديل
Attendee	Participant or person attending a meeting.	حضور
Ballot	System of secret voting; voters place their ballot-papers in a ballot-box;	اقتراع سري - صندوق اقتراع
Casting vote	Deciding vote, usually by the chairman, when votes are in equal number.	الصوت الحاسم في التصويت عندما تكون الأصوات متساوية
Chairman / chairperson	The person who conducts the meeting.	رئيس المجلس - مدير الاجتماع
Clarify	Make something clearer by giving more information.	يوضح
Conference	Formal meeting for discussion or exchange of views.	مؤتمر
Conference call	Telephone call between three or more people in different places.	مكالمة جماعية عبر الهاتف
Consensus	General agreement.	توافق الآراء، اتفاق بالإجماع
Deadline	Future date at which something must be done.	موعد نهائي
Decision	Reach a conclusion or resolution concerning future action.	قرار
I-conference	A meeting or discussion between two or more people via the internet.	مؤتمر عبر الإنترنت
Interrupt	Stop a person who is speaking in order to say or do something.	يقاطع حديثاً
Item	A separate point for discussion on an agenda.	بند



Main point	What is most essential.	النقطة الرئيسية (الأهم)
Minutes	A written summary of the proceedings at a meeting.	محضر / مقدمة الجلسة
Objective	What is aimed at, what one wants to achieve or obtain.	هدف
Point out	Draw attention to something e.g. Point out an increase in demand.	ينوه - يشير إلى
Proposal	A course of action put forward for consideration; to make a proposal.	اقتراح
Proxy vote	A vote cast by one person for another.	التصويت بالنيابة
Recommend	Advise a course of action; make a recommendation.	يوصي - ينصح
Show of hands	Raised hands to express agreement or disagreement in a vote.	تصويت برفع الأيدي
Summary	A brief statement of the main points.	ملخص - خلاصة
Task	A piece of work to be done; to assign a task to someone.	مهمة
Unanimous	In complete agreement.	اتفاق بالإجماع
Video conference	Conference linking people in different locations by satellite, tv, etc.	مؤتمر عبر الفيديو
Vote	Express one's agreement or disagreement; to cast a vote.	التصويت - الإدلاء بصوت

