



◆ VOCABULARY ◆

اللغة الإنجليزية

المعاني والمفردات

◆ I2 ◆

للفصل الثاني عشر ◆ الفصل الثاني

الأستاذ سيف جمال

UNIT 6: FEELS GOOD

Word / Phrase	Meaning in English	Meaning in Arabic
inundated	flooded	منهال عليه / مغمور بـ
endeavour	try hard	يحاول جاهدا
suppress	hide (an emotion)	يسيطر على (مشاعر) / يكبت
wallow	indulge (in a feeling)	يستسلم لـ / يغرق في
mineral	a substance that is naturally present in the Earth and is important for health	معدن
thrive	be healthy, successful or growing in a particular situation	ينمو جيدا / يزدهر
infection	bacteria or a virus in a particular part of the body	إصابة بجراثيم أو عدوى / فيروس
sufficient	being enough for a particular situation	كاف / مناسب
exposure	a situation where there is no protection from something that is harmful	تعرض
filter	something which removes harmful or unpleasant elements from air or water	أداة تنقية (مصفاة)
nourish	give a plant, animal or human what it needs to be healthy and survive	يغذي
immerse	completely occupied with an activity	ينغمس
contemplate	think deeply about something	يفكر بعمق / يتأمل
revolution	a period where everything changes	ثورة
psyche	attitudes and feelings about something	وعي
engage	begin to use something	يشارك / ينخرط
abundance	a large amount of something	غزارة / كثرة
emit	to produce something such as gas, light or sound	يطلق / يصدر
stimulation	the encouragement of something to make it develop or be more active	تحفيز
ascribe something to something	attribute to	يعزو / ينسب شيئا إلى شيء
exacerbate	make worse	يفاقم / يزيد سوءا
expose	to leave something without protection from something harmful	تعرض
exposé	a report that reveals shocking information	كاشف / تقرير صحفي
exposed	not protected from something harmful	معرض
filtration	the process of filtering	عملية التنقية
infect	to give someone a disease	يصيب بعدوى
infectious	(of an illness) able to spread; (of a feeling) very likely to affect others	إصابة بجراثيم أو عدوى / فيروس

Word / Phrase	Meaning in English	Meaning in Arabic
infectiously	in a way that spreads easily to others	إصابة بجراثيم أو عدوى / فيروس
mineralise	to add minerals to something	معدن
demineralise	to remove minerals from something	إزالة المعادن / عملية نزع المعادن
demineralisation	the process of removing minerals	إزالة المعادن / عملية نزع المعادن
demineralised	having had the minerals removed	إزالة المعادن / عملية نزع المعادن
nourishment	food or care needed for health and growth	يغذي
nourishing	providing what is needed to be healthy	يغذي
suffice	to be enough	كاف / مناسب
sufficiency	the state of being enough	كاف / مناسب
sufficiently	in a sufficient way	كاف / مناسب
thriving	flourishing, very successful	ينمو جيدا / يزدهر
tilt your mouth	to smile slightly by curving your mouth	تميل فمك (تبتسم)
tilt your head	to lean your head to one side	تميل رأسك
tilt your chin	to lean your chin	تميل ذقنك
stick out your chin	to push your chin forward	تمد ذقنك للأمام
stroke your chin	to rub your chin gently	تفرك / تمرر يديك على ذقنك
drum your fingers	to tap your fingers repeatedly, showing impatience	تنقر / تطرق بأصابعك
tent your fingers	to join your fingertips together like a tent shape	تشبك أطراف أصابعك معا على شكل خيمة
purse your lips	to press your lips tightly together	تضم شفطيك
cross your ankles	to place one ankle over the other	تشبك كاحليك
fold your arms	to cross your arms over your chest	تطوي ذراعيك
clap your hands	to hit your hands together	تصفق يديك
rub your hands together	to move your hands back and forth against each other	تفرك يديك معا
furrow your brow	to wrinkle your forehead, showing worry or focus	تعقد حاجبيك
wrinkle your nose	to scrunch up your nose, showing dislike	تجعد أنفك
touch your nose	to put your finger on your nose	تلمس أنفك
attentive	paying close attention	منتبه / مصغ باهتمام
concentrating	focusing hard on something	مرکز
excited	feeling very happy and enthusiastic	متحمس
distasteful	unpleasant or offensive	مثير للاشمئزاز
defensive	behaving as if expecting criticism	دفاعي
impatient	not willing to wait calmly	متعجل / غير صبور
in control	able to manage a situation	متحكم / مسيطر

Word / Phrase	Meaning in English	Meaning in Arabic
indecisive	unable to make decisions easily	غير حاسم / متردد
irritated	slightly angry or annoyed	متهيج / منزعج
nervous	feeling worried or anxious	قلق / متوتر
clear your throat	to make a sound to prepare to speak	تنقي حلقك / تتنحج
grind your teeth	to rub your teeth together tightly	تصر / تصك على أسنانك
shrug your shoulders	to raise your shoulders to show you don't know or don't care	تهز كتفيك
twirl your hair in your fingers	to twist your hair around your fingers	تلف شعرك حول أصابعك
flick your hair back	to move your hair backwards quickly with your hand	تبعد / تعيد شعرك إلى الخلف بحركة سريعة
my lips are sealed	I won't tell the secret	لن أقول شيئاً / لن أفشي السر
off the top of one's head	without thinking carefully first	من غير تفكير طويل
get in over your head	to take on more than you can handle	تتحمل أكثر مما تستطيع
get cold feet	to become too nervous to do something	يتراجع بسبب الخوف / التوتر
get off someone's back	to stop bothering someone	يتوقف عن إزعاج شخص ما
turn up your nose (at something)	to refuse something because you think it isn't good enough	ترفض لأنه لا يعجبك / تترفع عنه
give somebody the cold shoulder	to ignore someone deliberately	يتجاهل شخصاً / يعامله ببرود
keep your chin up	to stay strong and not give up	تكون قويا / لا تستسلم
anticipation (strong)	expecting something to happen	ترقب / توقع لما سيحدث
expectation (weak)	thinking something will happen	توقع / انتظار
fear (strong)	feeling frightened	خوف
apprehension (weak)	slight fear about something coming	قلق / خوف خفيف من شيء قادم
awe (strong)	wonder mixed with respect	رهبة ممزوجة بإعجاب
admiration (weak)	respect and approval	إعجاب
contempt (strong)	strong disrespect	احتقار / ازدراء
disrespect (weak)	lack of respect	عدم احترام
hatred (strong)	very strong dislike	كراهية شديدة
loathing (slightly weak)	strong dislike	كراهية
rage (strong)	extreme anger	غضب شديد / سخط
anger (weak)	feeling annoyed or mad	غضب
regret (strong)	feeling sorry about something	ندم شديد
remorse (slightly weak)	guilt about something done	ندم (مع شعور بالذنب)
serenity (strong)	deep calmness	صفاء / هدوء نفسي
calmness (weak)	being calm	هدوء
I think this idea has legs.	I believe this idea can succeed	أعتقد أن هذه الفكرة قابلة للتطبيق / لها مستقبل

Word / Phrase	Meaning in English	Meaning in Arabic
It doesn't go far enough.	It isn't enough or complete	لا تذهب بعيدا بما فيه الكفاية / ليست كافية
It sounds good in theory.	It seems fine as an idea, but maybe not in practice	تبدو جيدة من الناحية النظرية
It has a lot going for it.	It has many strengths	لديها الكثير من النقاط الإيجابية / عناصر قوة واضحة
There's a lot to be said for...	There are many good reasons to support this	هناك الكثير مما يقال لصالح...
That's all very well, but what if...	That's fine, but consider this problem	هذا كله جيد، لكن ماذا لو...
It sounds a pretty half-baked theory to me.	It seems like an incomplete or poorly thought-out idea	تبدو لي نظرية غير ناضجة / غير مكتملة
I don't think they've thought this through.	I don't think they considered it carefully	لا أعتقد أنهم فكروا في الأمر بشكل كاف
It's a perfectly reasonable idea, but...	It's a sensible idea, but there's a problem	إنها فكرة معقولة تماما، لكن...
I take issue with some of the claims, namely...	I disagree with some of the statements, specifically	أعترض على بعض الادعاءات، وتحديدا...
children	young kids	أطفال
adolescents	teenagers	مراهقون
young adults	people in their late teens or twenties	الشباب البالغون
parents	mothers and fathers	الوالدان
middle-aged people	people around 45–65 years old	متوسطو العمر
retired and elderly	older people, often no longer working	المتقاعدون وكبار السن
Instead of seeing difficulties, see challenges.	View problems as opportunities rather than obstacles	بدلا من النظر إلى الصعوبات، انظر إليها على أنها تحديات.
Look for actions you can take to make a positive difference.	Find things you can do to improve the situation	ابحث عن إجراءات يمكنك اتخاذها لإحداث فرق إيجابي.
Find people who can help and support you. Be sure to help and support them, too.	Build relationships where support goes both ways	اعثر على أشخاص يمكنهم مساعدتك ودعمك، واحرص أنت أيضا على مساعدتهم ودعمهم.
Focus on the things you can do that you have control over. If you can't change a situation, don't spend too much time thinking about it.	Concentrate on what you can control and let go of what you can't	ركز على الأمور التي تستطيع التحكم فيها، وإذا لم تتمكن من تغيير موقف ما، فلا تقض وقتا طويلا في التفكير فيه.

Word / Phrase	Meaning in English	Meaning in Arabic
Find healthy ways to deal with stress, such as exercising, getting plenty of sleep, writing a diary or practising breathing and meditation rituals.	Use healthy habits to manage stress	اعثر على طرق صحية للتعامل مع التوتر، مثل ممارسة الرياضة، والحصول على قدر كاف من النوم، وكتابة يوميات، أو ممارسة تمارين التنفس والتأمل.
Be kind to yourself.	Treat yourself with kindness	كن لطيفا مع نفسك.
Give your article an intriguing title to interest the reader.	Use an interesting title	امنح مقالك عنوانا مشوقا لجذب اهتمام القارئ.
Engage the reader immediately with an interesting opening sentence.	Start with a strong first sentence	اجذب القارئ فوراً باستخدام جملة افتتاحية مثيرة للاهتمام.
Speak directly to the reader to involve him/her.	Address the reader directly	تحدث إلى القارئ مباشرة لجعله يشعر بالمشاركة.
Organise your article by dividing it into clear paragraphs which connect to each other.	Use clear, connected paragraphs	نظم مقالك من خلال تقسيمه إلى فقرات واضحة ترتبط ببعضها البعض.
Use complex sentences which use a range of different structures and linking devices.	Use varied, complex sentence structures	استخدم جملاً مركبة تتضمن مجموعة متنوعة من التراكيب والروابط اللغوية المختلفة.
Use sentences which vary in length.	Mix short and long sentences	استخدم جملاً تختلف في طولها.
Conclude with a memorable ending, such as a question or personal comment.	End with something memorable	اختتم بنهاية لا تنسى، مثل سؤال أو تعليق شخصي.
Understand who your audience is and use an appropriate style for them.	Write in a style that suits your readers	افهم من هو جمهورك واستخدم الأسلوب المناسب لهم.
emission	the release of gas, light, heat, or sound	يطلق / يصدر
emissive	relating to the release of something (like light)	يطلق / يصدر
contemplation	the act of thinking deeply about something	يفكر بعمق / يتأمل
contemplative	thinking deeply	يفكر بعمق / يتأمل

Word / Phrase	Meaning in English	Meaning in Arabic
contemplatively	in a thoughtful way	يفكر بعمق / يتأمل
psych (someone/yourself)	to prepare mentally for something	يهيئ نفسيا
psychologist	an expert who studies the mind and behaviour	أخصائي نفسي
psychological	relating to the mind	نفسي
psychologically	in a way relating to the mind	نفسيا
engagement	the act of taking part in something	يشارك / ينخرط
engaged	actively taking part	مشارك / منخرط
engaging	interesting and attention-holding	جذاب / ممتع
engagingly	in an attractive, interesting way	بطريقة جذابة
immersion	the state of being completely involved in something	ينغمس
immersive	making you feel completely involved	غامر / يجعلك تنغمس
revolutionise	to change something completely	يحدث ثورة
revolutionary	involving great change	ثوري
revolutionarily	in a way that causes great change	بطريقة ثورية
abound	to exist in large numbers	غزارة / كثرة
abundant	existing in large quantities	وفير / كثير
abundantly	in large amounts	بكثرة / بوفرة
stimulate	to encourage activity or interest	يحفز
stimulative	encouraging activity	محفز
stimulating	interesting and exciting	محفز / مثير للاهتمام

UNIT 7: THE CREATIVE URGE

Word / Phrase	Meaning in English	Meaning in Arabic
silken	soft, smooth and shiny	ناعم ولامع كالحرير
dappled	marked with spots of colour	مَعْقَط / مَبْقَع
luminous	able to shine in the dark	مضيء / مشعّ
docile	quiet and easy to control	وديع / سهل التعامل معه
downy	soft and delicate to the touch	زغبي / ناعم ورقيق جدا
opalescent	reflects light and changes colour	أوبالي / متألئ متغير اللون
gilded	covered with a thin layer of gold	مذهب
tender	gentle and kind	لطيف / رقيق
avant-garde	modern ideas or new methods	حديث جدا / متقدم على زمانه
tongue-in-cheek	not intended to be serious	ساخر / غير جاد
jaw-dropping	so good or large that it is surprising	مذهل / مدهش جدا
gimmicky	doing something unusual to attract attention or sales	استعراضي / يعتمد على حيل لجذب الانتباه
soothing	making you feel calmer and more relaxed	مهدئ
overrated	considered to be better than it really is	مبالغ في تقديره
appealing	being very attractive or of interest	جذاب / ممتع للنظر
mediocre	being of a very average standard, not impressive	عادي جدا / دون المستوى
pastel	a pale, soft colour	لون فاتح وناعم
plaid	the kind of pattern you usually see on a Scottish kilt	مربعات / كاروهات
neon	a bright colour that seems to glow	فاقع جدا ومضيء
metallic	looks like polished metal	معدني
navy	dark blue	كحلي
scarlet	bright red	أحمر فاقع
clashing	two or more colours that look wrong together	غير متناسق
satin	smooth and shiny material	ساتان
flamboyant	brightly coloured and easily noticed	ملفت جدا / مبهرج
oversized	deliberately bigger than needed	أكبر من المقاس
pleated	with narrow folds of cloth	ذو طيات
cashmere	a soft, thin fabric	كشمير
suede	soft leather with a slightly rough surface	شمواه
velvet	expensive material with a soft, thick surface on one side	مخمل
dollop	a small amount of something soft, like cream	كمية صغيرة من شيء طري / ناعم
pulp	the solid bits of fruit in juice	لب الفاكهة
slurp	to drink noisily	يشرب بصوت مزعج (يرتشف)

Word / Phrase	Meaning in English	Meaning in Arabic
kerfuffle	noise and excitement	ضجة / فوضى
vivacious	full of life	مفعم بالحيوية
elegant	stylish and graceful	أنيق
garish	too bright and not tasteful	فاقع وغير متناسق
gigantic	extremely large	ضخم جدا
wide-leg	(of trousers) wide from the knee down	واسع الساق
flared	wider at the bottom	واسع من الأسفل
polo neck	a jumper with a high, round, folded collar	ياقة عالية
corduroy	a thick cotton fabric with raised parallel lines	قماش كوردروي (مخمل مخطط)
knitted	made by knitting wool or thread	صوفي
established	well known and respected, existing for a long time	راسخ / ثابت
full	(of clothing) wide and loose	واسع
burgundy	dark purplish-red	أحمر غامق (خمر)
blue	the colour of the sky on a clear day	أزرق
sparkly	shining with small points of light	لامع فيه بريق
checked	having a pattern of squares	نقشة مربعات
second-hand	previously owned by someone else	مستعمل
evening (adjective)	suitable for wearing at a formal evening event	مسنائي
baggy	loose-fitting	واسع / فضفاض
trendy	fashionable	رائج / عصري
Italian	from Italy	إيطالي
brand new	completely new	جديد تماما
greenish	slightly green in colour	مائل إلى الأخضر
biggish	fairly big	كبير نوعا ما / مائل للكبر
sort of	somewhat, a little	تقريبا / نوعا ما
kind of	somewhat, to some extent	إلى حد ما
somewhere in the region of	approximately	حوالي / بحدود
give or take	approximately more or less	تقريبا / زيادة أو نقصان
whatsername	used when you can't remember a woman's name	فلانة
whatsisname	used when you can't remember a man's name	فلان
stuff like that	things similar to what was just mentioned	أشياء من هذا القبيل
and stuff	and other similar things	وأشياء من هذا النوع / وأشياء أخرى
and so on	and other similar things (continuing a list)	وما إلى ذلك / وإلى آخره
and everything	and other related things	وأشياء مثل هذا القبيل

Word / Phrase	Meaning in English	Meaning in Arabic
thingy	used for an object whose name you can't remember	حاجة / شيء ما
scissors	a tool with two blades used for cutting	مقص
velvety	soft and smooth like velvet	ناعم كالحرير
alliteration	repetition of the same sound at the start of nearby words	جناس
metaphor	describing something as if it were something else	استعارة
onomatopoeia	a word that imitates the sound it describes	محاكاة صوتية
personification	giving human qualities to something non-human	تشخيص / تجسيد
sibilance	repetition of hissing 's' sounds	تكرار الأصوات الصفيرية
simile	comparing two things using 'like' or 'as'	تشبيه
ambiguous	not clear, having more than one possible meaning	غامض / غير واضح
commercial	made mainly to be sold and make a profit	تجاري
intimidating	making someone feel frightened or nervous	مخيف / مرهب
intricate	having many small, detailed parts	معقد / دقيق التفاصيل
profound	very deep or intense	عميق
tangible	real and able to be touched or clearly seen	لملموس / مادي
There's simply no other way to describe this film than to say ...	This is the only way to describe the film	لا توجد طريقة أخرى بسيطة لوصف هذا الفيلم سوى أن نقول...
It's impossible to sum up this story; there's just too much going on.	The story has too much happening to summarise easily	من المستحيل تلخيص هذه القصة؛ فهناك أحداث كثيرة تجري فيها.
It tells the superficially mundane story of ...	On the surface, it seems like an ordinary story about	تحكي القصة - في ظاهرها - حكاية عادية جدا عن...
The film kicks off with ...	The film begins with	يبدأ الفيلم بـ...
Just as it starts to look as if ...	Right when it seems like	وفجأة، عندما يبدأ الأمر وكأن...
An exciting element is introduced.	A new, exciting part is added to the story	يتم إدخال عنصر مشوق / مثير.
To her horror, ...	To her great fear or shock	ولشدة رعبها...
There's a parallel plot involving ...	There is another storyline happening at the same time about	هناك حبكة موازية تتعلق بـ...

Word / Phrase	Meaning in English	Meaning in Arabic
Our heroine finds herself on a journey ...	The main female character goes on a journey	تجد بطلتنا نفسها في رحلة...
I wasn't sure that I was really a fan of ...	I was not certain that I liked	لم أكن متأكدا إن كنت معجبا حقا بـ...
My expectations were low, and they were met.	I expected little, and that's what I got	كانت توقعاتي منخفضة، وقد تحققت.
It had me captivated from the very start.	It caught my full attention from the beginning	شدني الفيلم منذ اللحظة الأولى.
It wasn't on a par with ...	It wasn't as good as	لم يكن بمستوى / على قدر...
It was worth staying until the end.	The ending made it worth watching all the way through	كان يستحق المشاهدة حتى النهاية.
It's no great surprise that this ...	It's expected that this	ليس من المستغرب على الإطلاق أن هذا...
biopic	a film about a real person's life	فيلم سيرة ذاتية
disaster movie	a film about a catastrophic event	فيلم كوارث
musical	a film with singing and dancing	فيلم موسيقي / غنائي
courtroom drama	a film centred on a trial	دراما قضائية
period drama	a film set in a historical time	دراما تاريخية
genre	a category or type (of film, book, etc.)	نوع
setting	the time and place of a story	مكان وزمان
mystery	a story involving a puzzle to be solved	غموض
post-apocalyptic	set after a disaster that destroyed civilisation	ما بعد الفاجعة
3D/CGI animation	animation made using computer graphics in 3D	رسوم متحركة ثلاثية الأبعاد
traditional animation	animation drawn by hand	رسوم متحركة تقليدية
action	a film genre with exciting physical events, like fights or chases	حركي / أكشن
adventure	a film genre involving exciting journeys or experiences	مغامرة
The author mentions ...	The writer refers to	يشير الكاتب إلى...
The author puts forward the opinion that ...	The writer states/suggests the opinion that	يعبر الكاتب عن رأيه بأن...
Despite an outwardly persuasive argument, I felt that the ideas presented were ...	Even though the argument seemed convincing, I felt the ideas were	على الرغم من أن الحجة بدت مقنعة ظاهريا، إلا أنني شعرت أن الأفكار المطروحة كانت...

Word / Phrase	Meaning in English	Meaning in Arabic
While I would not dispute ... this actually...	I agree with this point, but actually	مع أنني لا أجادل في ذلك... هذا في الواقع...
I would also take issue with the notion that ...	I also disagree with the idea that	كما أعارض الفكرة القائلة بأن...
Nor can it be argued that ...	It also cannot be said that	ولا يمكن القول بأن...
On the contrary, ...	In fact, the opposite is true	على العكس من ذلك...
In point of fact ...	In fact / actually	في الواقع...
It is far from ...	It is definitely not	إنه بعيد كل البعد عن...
a vital role	a very important role	دور حيوي
a crucial component	a very important part	عنصر أساسي
hedging with verbs (believe, assume, suggest)	using cautious verbs to soften a statement	الأفعال مثل: يعتقد، يفترض، يقترح
hedging with modal verbs (will, would, might, could)	using modal verbs to show something is not certain	الأفعال الناقصة مثل: will, would, might, could
hedging with adverbs of frequency (often, sometimes)	using adverbs to show something isn't always true	ظروف التكرار مثل: غالباً، أحياناً
hedging with adverbs/adjectives (certainly, probably, perhaps, surely)	using words that show a degree of certainty	الظروف والصفات مثل: مؤكد/من المؤكد، محتمل/من المحتمل، ربما، من المؤكد
hedging with conditional structures (were this to be the case, it would)	using conditional sentences to soften a claim	تراكيب شرطية مثل: لو كان الأمر كذلك، لكان
hedging with softeners (somewhat, to some extent)	using softening words to make a statement less direct	أدوات التخفيف مثل: إلى حد ما، إلى درجة ما
at which point	at that moment in time	عند هذه النقطة
by which time	before a certain time had passed	بحلول ذلك الوقت
since when	from a particular time onward	منذ ذلك الحين
a period in which	a time during which something happens	فترة زمنية يتم فيها
in which case	if that situation happens	وفي هذه الحالة
the part where	the specific part in which something happens	الجزء الذي فيه
no reason why	no cause for something	لا سبب لـ
the reason why	the cause for something	السبب الذي

Word / Phrase	Meaning in English	Meaning in Arabic
the extent to which	how much something applies	إلى أي مدى
as a result of which	because of that	ونتيجة لذلك
You should open the letter with an appropriate salutation, e.g., Dear Editor/Dear Sir/Madam.	start the letter with a proper greeting	يجب أن تفتتح الرسالة بتحيةة مناسبة مثل: عزيزي المحرر، سيدي العزيز، سيدتي العزيزة.
Begin the letter by explaining what you are responding to and why you are writing.	open by stating what you're replying to and your reason for writing	ابدأ الرسالة بتوضيح ما الذي ترد عليه وسبب كتابتك للرسالة.
Take each point made by the original author and explain to what extent you agree and any reasons why you disagree.	respond to each of the author's points with your own view	تناول كل نقطة طرحها الكاتب الأصلي وبين إلى أي مدى تتفق معها، وأي أسباب تجعلك تختلف معها.
Conclude by reiterating and summarising your point of view.	end by restating your opinion briefly	اختتم بإعادة التأكيد على وجهة نظرك وتلخيصها.
Sign off appropriately, e.g., Yours faithfully/Yours sincerely.	end the letter with a proper closing phrase	اختتم الرسالة بتوقيع مناسب، مثل: مع فائق الاحترام / مع خالص التحية.

UNIT 8: FOLLOW THE CROWD

Word / Phrase	Meaning in English	Meaning in Arabic
credit (somebody with something)	to say that someone is responsible for an achievement	يعزو إلى / ينسب الفضل إلى
form	to create or start something	يشكل / يكون / ينشئ
originate	to begin or come from a particular place or situation	ينشأ / يكون أصله / يبدأ
continue to work	to keep working without stopping	يواصل في العمل
determine	to find out or decide something exactly	يحدد / يحسب / يتوصل
construct	to build something	يبني / يشيّد
convert	to change something from one form to another	يجول (عملة / شيء الى شيء)
impact	a strong effect	تأثير
come up with something	to think of an idea or plan	يبتكر / يخرج بـ (فكرة / حل)
come out with something	to say something	يأتي بـ / يطرح / يقول شيئاً
come down hard on somebody	to criticise or punish someone severely	يقسو على شخص / يوبخه بشدة
come across something/somebody	to find or meet by chance	يصادف شيئاً / شخصاً
hold off on (doing) something	to delay doing something	يؤجل / يتوقف مؤقتاً عن عمل شيء
hold (somebody) back from doing something	to prevent someone from doing something	يمنع شخصاً من عمل شيء / يعيقه
hold something against somebody	to blame or resent someone for something	يحقّد على شخص / يلومه / يحمل ضغينة تجاهه
hold on to doing something	to continue doing something without giving up	يتمسك بفعل شيء / يواصل عمل شيء
go on to do something	to do something next, especially after finishing another thing	يستمر / يواصل
set about doing something/a task	to begin working on a task	يبدأ / يشرع بعمل شيء / مهمة
set out to do something	to start with the intention of doing something	ينطلق / يعزم على فعل شيء
set/turn somebody against somebody else	to cause people to oppose each other	يوقع بين الناس / يحرض بعضهم على بعض
set out something/a plan	to present or explain a plan clearly	يضع / يعرض شيئاً / خطة
set up something	to create or establish something	ينشئ / يؤسس / يرتب شيئاً
build (up)	to increase gradually	يبني

Word / Phrase	Meaning in English	Meaning in Arabic
take (something) in	to understand or absorb information	يستوعب / يفهم شيئاً
take to (doing) something	to start doing something as a habit and enjoy it	يألف / يعتاد عمل شيء
lucrative industry	a business that makes a lot of money	صناعة مربحة
clothing industry	the business of making and selling clothes	صناعة الملابس
global industry	a business that operates worldwide	صناعة عالمية
global significance	importance on a worldwide scale	أهمية عالمية
great significance	very great importance	أهمية كبيرة
high significance	a high level of importance	أهمية عالية
high-end	expensive and of very good quality	فاخر / راقى
high quality	very good in quality	جودة عالية
great quality	excellent quality	جودة ممتازة
(the) finest quality	the best possible quality	أعلى مستوى من الجودة
absolute essentials	things that are completely necessary	ضروريات مطلقة / قصوى
bare essentials	only the most basic necessary things	الحد الأدنى من الضروريات
latest style	the newest fashion	أحدث طراز
clothing style	a particular way of dressing	أسلوب / نمط الملابس
expressive style	a style that shows personality or feeling	أسلوب تعبيرى / معبر
traditional style	a style based on custom, not modern	أسلوب تقليدى
practical clothes	clothes that are useful and functional	ملابس عملية
durable clothes	clothes that last a long time	ملابس متينة
finest clothes	the best-quality clothes	أرقى ملابس / أفخر
excruciating pain	extremely severe pain	ألم شديد جداً
great pain	very strong pain	ألم كبير
cultural tradition	a custom belonging to a culture	تقليد ثقافى
great tradition	a long-established, respected custom	تقليد عريق
proud tradition	a tradition people feel proud of	تقليد نفتخر به
sociable	friendly and enjoying being with others	اجتماعى / محب للاختلاط
(a) social butterfly	a very sociable person who talks to everyone	شخص اجتماعى جداً
(a) team player	someone who works well with others	شخص يحب العمل / التعاون مع فريق
extrovert	an outgoing, sociable person	شخص منفتح / اجتماعى
gregarious	very sociable, liking company	اجتماعى جداً / يألف الناس ويحب صحبتهم
outgoing	friendly and open with people	ودود ومنفتح
solitary	preferring to be alone	انعزالي / يفضل الوحدة
(a) loner	a person who prefers being alone	شخص وحيد / يفضل أن يكون لوحده

Word / Phrase	Meaning in English	Meaning in Arabic
antisocial	avoiding the company of others	غير اجتماعي / يتجنب الناس
enjoying your own company	feeling happy being alone	تستمتع بالجلوس مع نفسك / تستمتع بصحبة نفسك
introspective	thinking deeply about your own thoughts and feelings	تأملي / يميل للتفكير في نفسه ومشاعره
reserved	quiet and not open about your feelings	متحفظ / قليل الكلام وغير منفتح
self-sufficient	able to manage without help from others	مكتف ذاتيا
stand-offish	unfriendly and distant with others	متحفظ بيروء / يتعامل بجفاء / غير ودود
I've spent about a million years wearing school uniform.	an exaggerated way of saying 'a very long time'	لقد قضيت حوالي مليون سنة وأنا أرتدي الزي المدرسي.
This thick jacket weighs a ton!	an exaggerated way of saying something is very heavy	هذه السترة السميكة تزن طنا!
I've been there tons of times!	an exaggerated way of saying 'many times'	لقد كنت هناك مرات كثيرة جدا!
It cost my parents a small fortune.	an exaggerated way of saying something was very expensive	كلّفت والدي ثروة صغيرة.
gigantic (rather than big)	extremely big	عملاق (بدلا من كبير)
ancient (rather than old)	extremely old	عتيق (بدلا من قديم)
ravenous (rather than hungry)	extremely hungry	جائع جدا / مفترس (بدلا من جائع)
soaked (rather than wet)	extremely wet	مبلل تماما / غارق (بدلا من مبلل)
incinerated (rather than burnt)	completely burnt	متفحم (بدلا من محترق)
the tiniest diamond you've ever seen	an exaggerated superlative expression	أصغر ماسة رأيته في حياتك
It's literally the most ridiculous thing I've ever heard!	using 'literally' for emphasis, not meant literally	إنه حرفيا أكثر شيء سخيف سمعته على الإطلاق!
a bit/slightly/kind of/rather...	words used to soften a statement (understatement)	قليلا / نوعا ما / إلى حد ما / إلى حد كبير
not exactly/terribly/entirely	a way of softening a negative statement	ليس تماما / ليس سيئا جدا / ليس بالكامل
not the most/not the ...-est	a way of avoiding a strong superlative claim	ليس الأكثر / ليس ال (صيغة تفضيل)...
no big deal	a way of saying something isn't important	ليس بالأمر الكبير

Word / Phrase	Meaning in English	Meaning in Arabic
do the same thing	to act in the same way	يفعل الشيء نفسه
be a pain in the neck	to be very annoying	يكون مزعجا للغاية
be under the impression	to believe something, often mistakenly	يكون تحت الانطباع / يعتقد
For the record, ...	said when stating something officially or clearly	للتوثيق / للعلم...
on the way to...	travelling toward	في الطريق إلى...
the best thing in the world	something excellent	أفضل شيء في العالم
make the effort	to try hard	يبذل جهدا
need the time	to require enough time	يحتاج إلى الوقت
for the first time	on an occasion happening for the very first time	لأول مرة
be the type of person	to have a particular character	يكون ذلك النوع من الأشخاص
feel the need	to sense that something is necessary	يشعر بالحاجة
in the way...	according to how	على النحو الذي / بالطريقة التي...
on the face of ...	based on how something appears at first	على ظاهر الأمر...
Always listen to what others have to say and respect their viewpoints.	pay attention to others' opinions and respect them	احرص دائما على الاستماع إلى ما يقوله الآخرون واحترم وجهات نظرهم.
Make sure you are clear about your role, and that this is suited to your skills and experience.	understand your role clearly and check it fits your abilities	تأكد من أنك واضح بشأن دورك، وأن هذا الدور مناسب لمهاراتك وخبرتك.
Be reliable and take responsibility for your part in the team effort.	be dependable and own your part of the teamwork	كن موثوقا وتحمل مسؤولية دورك في عمل الفريق.
Communicate with other team members, and make sure everyone is on the same page.	talk with teammates so everyone understands the same thing	تواصل مع بقية أعضاء الفريق، وتأكد من أن الجميع يفهمون الأمور بالطريقة نفسها.
Be flexible and willing to try something new.	stay open-minded and willing to change	كن مرنا ومستعدا لتجربة شيء جديد.
Remember that good teamwork is about the success of the team.	keep in mind that teamwork means the whole team succeeding	تذكر أن العمل الجماعي الجيد يهدف إلى نجاح الفريق ككل.

Word / Phrase	Meaning in English	Meaning in Arabic
Don't use contractions or abbreviations.	avoid shortened word forms in formal writing	لا تستخدم الصيغ المختصرة أو الاختصارات.
Don't use colloquialisms.	avoid casual, everyday expressions in formal writing	لا تستخدم اللغة العامية / التعابير العامية.
Be objective.	present facts without personal bias	كن موضوعيا.
Use more formal vocabulary choices.	choose more formal words instead of casual ones	استخدم مفردات لغوية أكثر رسمية.
Use more complex sentences, rather than always joining clauses with and, but or so.	vary sentence structure instead of relying on simple connectors	استخدم جملا أكثر تعقيدا، بدلا من ربط الجمل دائما بـ and أو but أو so.

UNIT 9: UNBELIEVABLE

Word / Phrase	Meaning in English	Meaning in Arabic
baffling	you can't explain or believe it	محيّر
mind-boggling	you can't explain or believe it	يذهل العقل / لا يصدق
mystifying	you can't explain or believe it	غامض ومربك / محيّر
mesmerising	you can't look away	آسر / ساحر
riveting	you can't look away	مشوق جدا / يشد الانتباه
breathtaking	you can't move; very exciting	يخطف الأنفاس
electrifying	you can't move; very exciting	مثير للغاية / مشحون بالحماس
heart-stopping	you can't move; very exciting	يوقف القلب من شدة الإثارة
hyperphantasia	a condition where some people experience extreme mental imagery, visualising images, smells, sounds, etc.	فرط التخيل البصري
aphantasia	a condition where some people cannot voluntarily visualise images	انعدام التخيل البصري
get/have someone scratching their heads	to leave someone very confused	يجعل شخصا في حيرة شديدة
it beats me	I don't understand it at all	لا أفهمه
go against something	to be contrary or opposed to something	يخالف / يتعارض مع
be taken in by something	to be deceived by something	ينخدع بشيء
be taken aback	to be very surprised or shocked	يصدم / يفاجأ بشدة
be something else	to be truly unusual or amazing	يكون شيئا غير عادي / مدهشا تماما
pull something off	to succeed at doing something difficult	ينجح في فعل شيء صعب
blow somebody away	to impress someone completely	يبهر شخصا تماما
bowl somebody over	to amaze someone completely	يذهل شخصا تماما
defy belief	to be so extreme that it's hard to believe	لا يصدق
It might involve / have involved imagining ...	expressing a possibility about the past or present	قد يتضمن / قد يكون قد تضمن تخيّل...
She must be / have been extremely busy ...	expressing strong certainty about someone's state	لا بد أنها مشغولة جدا / لا بد أنها كانت مشغولة جدا...
It can't make / have made things any worse ...	expressing strong certainty that something isn't true	لن يجعل الأمور أسوأ / لا يمكن أن يكون قد جعل الأمور أسوأ...

Word / Phrase	Meaning in English	Meaning in Arabic
I would imagine they'll decide to / they have decided to ...	expressing a guess about a decision	أظن أنهم سيقروا أن / أظن أنهم قد قرروا أن...
There's always the chance that they'll / they have ...	expressing a possibility	هناك دائما احتمال أنهم سوف / أنهم قد...
It's highly likely that they'll / they've ...	expressing strong probability	من المرجح جدا أنهم سوف / أنهم قد...
They may well decide / have decided that ...	expressing a strong possibility about a decision	من المحتمل جدا أن يقرروا / أن يكونوا قد قرروا أن...
I'd say it's pretty certain that they'll / they have ...	expressing near certainty	أقول إنه من المؤكد تقريبا أنهم سوف / أنهم قد...
It's my guess that they'll / they have ...	expressing a personal guess	أعتقد / أرجح أنهم سوف / أنهم قد...
It could be / have been that ...	expressing a possible explanation	ربما يكون السبب أن / ربما كان السبب أن...
I'm guessing they must put / have put you in ...	expressing a confident guess	أخمن أنهم لا بد أن يضعوك في / أنهم لا بد أن يكونوا قد وضعوك في...
It could well be / have been out of his control ...	expressing a strong possibility of something being uncontrollable	قد يكون بالفعل / قد كان خارج سيطرته...
My gut feeling is that ...	expressing an instinctive feeling or guess	شعوري الداخلي هو أن / إحساسي الداخلي يقول إن...
I presume that would involve ...	expressing an assumption	أفترض أن ذلك سيتضمن...
broken night's sleep	sleep that is interrupted several times	نوم منقطع
deep sleep	a state of sleeping very heavily	نوم عميق
light sleeper	a person who wakes up easily	شخص نومه خفيف
recurring dreams	dreams that happen again and again	أحلام متكررة
vivid dreams	dreams that feel very clear and real	أحلام واضحة جدا
graphic description	a very detailed and vivid description	وصف تفصيلي جدا
cease	to stop	يتوقف
linger	to stay or remain longer than expected	يبقى / يستمر وجوده
override	to take control over and dominate something	يطغى على
rectify	to correct or fix something	يصحح / يصلح
retrieve	to get something back	يسترجع / يعيد
well up	(of tears) to fill and rise up	تفيض / تمتلئ (بالدموع)
lay to rest	to put an end to something completely, e.g. a rumour	يضع حدا نهائيا لـ

Word / Phrase	Meaning in English	Meaning in Arabic
have an open mind	to be willing to consider new ideas	يتحلى بعقل منفتح
open an investigation into something	to officially start looking into something	يفتح تحقيقا في
disregard the possibility	to ignore or not consider a possibility	يتجاهل احتمال
ridicule someone's ideas	to mock or make fun of someone's ideas	يسخر من أفكار شخص
make detailed mention of	to describe something in detail	يذكر بالتفصيل
put forward the theory	to suggest or propose a theory	يطرح / يقدم النظرية
raise questions about	to cause people to have questions about something	يثير تساؤلات حول
raise doubts about	to cause people to doubt something	يثير شكوكا حول
raise awareness of	to help people know more about something	يرفع الوعي بـ
raise eyebrows	to cause surprise or mild disapproval	يثير الدهشة / الاستغراب
raise hopes	to make people feel more hopeful	يرفع الآمال
raise somebody's voice	to speak more loudly, often in anger	يرفع صوته
intriguing	very interesting; making you curious	مثير للاهتمام / محيّر
compelling	very interesting and convincing	مشوق جدا / جذاب
reputable	having a good reputation; trustworthy	موثوق / ذو سمعة جيدة
single-minded	very determined to achieve one goal	مصرّ / مثابر على هدف واحد
elaborate	very detailed and complicated	مفصل جدا / معقد
detailed	having a lot of information about something	مفصّل / تفصيلي
far-fetched	difficult to believe; unlikely	غير منطقي / بعيد الاحتمال
reluctant	unwilling to do something	متردد
patronising	treating someone as if they are less intelligent	متعال
underwhelmed	less impressed than expected	مخيب للآمال
The aim of this proposal is to ...	stating the purpose of a proposal	الهدف من هذا المقترح هو أن...
The purpose of this proposal is to evaluate/outline/recommend/suggest ...	stating what the proposal will do	الغرض من هذا المقترح هو تقييم / توضيح / التوصية بـ / اقتراح...
I shall explain how ...	introducing an explanation	سأشرح كيف...
One of our main priorities is ...	stating an important current goal	إحدى أولوياتنا الرئيسية هي...
A key aspect of what we do is ...	describing an important part of current work	أحد الجوانب الأساسية في ما نقوم به هو...

Word / Phrase	Meaning in English	Meaning in Arabic
What is lacking at the moment is ...	describing something currently missing	ما نفتقر إليه في الوقت الحالي هو...
In addition to this, we ...	adding further information	إضافة إلى ذلك، نحن...
This would ensure that ...	stating a guaranteed result	سيضمن ذلك أن...
Providing additional space would address the issue of ...	explaining how a solution solves a problem	توفير مساحة إضافية من شأنه أن يعالج مشكلة...
Extra investment would enable us to ...	explaining what more funding would allow	الاستثمار الإضافي سيمكننا من...
There is no doubt that ...	expressing certainty	لا شك أن...
An attempt must be made to ...	stating that action is needed	لا بد من محاولة...
There is a real need for ...	expressing that something is genuinely necessary	هناك حاجة حقيقية إلى...
To maintain the current ... it is essential that ...	explaining what's essential to keep something going	للحفاظ على... الحالي، من الضروري أن...
I would urge you to consider ...	strongly encouraging the reader to think about something	أحثكم على النظر في...
I feel confident that you will consider this proposal favourably.	expressing hope that the proposal will be well received	أشعر بالثقة بأنكم ستنظرون إلى هذا المقترح بعين الاعتبار.
I would hope that you will give this proposal your full consideration.	politely asking for careful consideration	آمل أن تولوا هذا المقترح كامل اهتمامكم.
We believe that we should ...	stating a recommendation the writer believes in	نحن نؤمن بأنه ينبغي علينا...
deceive	to make someone believe something false	يخدع
deception	the act of deceiving	خداع / عملية التضليل
deceit	dishonest behaviour meant to mislead	خداع / مراوغة
deceptive	misleading; not what it appears	خادع / مضلل
deceitful	dishonest and misleading	مخادع / غير صادق
deceptively	in a misleading way	بشكل خادع / على نحو مضلل
deceitfully	in a dishonest, misleading way	بخداع / بشكل غير صادق
believe	to accept something as true	يصدق
belief	a feeling of certainty that something is true	اعتقاد
believability	the quality of being believable	مصدقية
disbelief	the inability or refusal to believe something	عدم التصديق
believable	possible or easy to believe	قابل للتصديق
unbelievable	impossible or very hard to believe	غير قابل للتصديق
unbelievably	in a way that is hard to believe	بشكل لا يصدق

Word / Phrase	Meaning in English	Meaning in Arabic
assume	to think something is true without proof	يفترض / يعتقد
assumption	something believed to be true without proof	افتراض / اعتقاد
assuming	supposing something to be true	افتراض / اعتقاد
explain	to make something clear	يفسر
explanation	a statement that makes something clear	تفسير
explaining	making something clear	تفسير
explicable	able to be explained	قابل للتفسير
inexplicable	impossible to explain	غير قابل للتفسير
inexplicably	in a way that cannot be explained	بشكل غير قابل للتفسير
imagine	to form a picture or idea in your mind	يتخيل / يتصور
imagination	the ability to form new ideas or images in the mind	خيال / تصور
imaginable	possible to imagine	يمكن تصوره
unimaginable	impossible to imagine	لا يمكن تصوره
imaginative	having original, creative ideas	مبدع
unimaginative	lacking original ideas	غير مبدع
imaginary	existing only in the mind; not real	خيالي
unimaginably	in a way that is impossible to imagine	بشكل لا يمكن تصوره
imaginatively	in a creative, original way	بشكل إبداعي
convince	to make someone believe something	يقنع
convincing	able to make someone believe something	مقنع
convincingly	in a way that convinces	بشكل مقنع
illusion	a false idea or belief; something that isn't real	وهم
illusory	not real, though it seems to be	وهمي / غير حقيقي
disillusioned	disappointed that something isn't as good as believed	محبط
realise	to become fully aware of something	يدرك
reality	the true situation; what actually exists	الحقيقة / الواقع
realism	showing things as they really are	الواقعية
unreal	not real; hard to believe	غير حقيقي / أشبه بالحلم
realistic	showing things as they really are or could be	واقعي
unrealistic	not sensible or practical; not likely to happen	غير واقعي
really	in fact; truly	حقا
realistically	in a practical, sensible way	بشكل واقعي

Word / Phrase	Meaning in English	Meaning in Arabic
unrealistically	in a way that isn't practical or sensible	بشكل غير واقعي
incredible	impossible or very hard to believe; amazing	مذهل
incredibly	extremely; in an amazing way	بشكل مذهل
mystify	to confuse someone completely	يحيّر
reveal	to make known; to show something hidden	يكشف / يظهر
revelation	a surprising fact made known	كشف
revealing	showing something not previously known	كاشف
revealingly	in a way that reveals something	بشكل كاشف
intrigue	to make someone very interested or curious	يثير الاهتمام
intriguingly	in a way that arouses curiosity	بشكل مثير للاهتمام
recur	to happen again	يتكرر
recurrence	the fact of happening again	تكرار
recurring	happening repeatedly	متكرر
graph	a diagram showing the relation between numbers	مخطط / رسم توضيحي
graphic	described in a very clear and detailed way	تفصيلي وواضح
electrify	to fill someone with excitement	يثير الحماس
electricity	the form of energy that powers lights and machines	كهرباء
electrification	the process of supplying something with electricity	عملية الكهرباء / إدخال الكهرباء
ridicule	to mock or make fun of someone	يسخر من
ridiculousness	the quality of being silly or absurd	سخف / لا معقولية
ridiculous	very silly or unreasonable	سخيف
ridiculously	in a silly or unreasonable way	بشكل سخيف
honesty	the quality of telling the truth	الصدق
dishonesty	the quality of not telling the truth	عدم الصدق
honest	telling the truth; not lying or cheating	صادق
dishonest	not telling the truth; likely to lie or cheat	غير صادق
honestly	in a truthful way	بشكل صادق
dishonestly	in an untruthful way	بشكل غير صادق
mistake	an action or decision that is wrong	خطأ
mistaken	wrong in an opinion or judgment	مخطئ
mistakenly	in a way that is based on a mistake	عن طريق الخطأ

UNIT 10: UP THE LADDER

Word / Phrase	Meaning in English	Meaning in Arabic
constant connectivity	being 'on call', always present and ready to respond online	الاتصال الدائم / البقاء متصلا طوال الوقت
draw a line (between something)	being able to divide your time appropriately between work and private life	يفصل بين شيئين
juggle (all) the unremitting demands	multi-tasking	يوفق بين كل المطالب المستمرة التي لا تتوقف
strike the right balance	spending the right amount of time on work compared with personal life	يحقق التوازن الصحيح / يجد التوازن المناسب
maintain a healthy work/life balance	keeping your work and personal life separate	يحافظ على توازن صحي بين العمل والحياة الشخصية
strive for something	making a great effort to achieve something	يسعى جاهدا لتحقيق شيء ما
grasp the significance	understanding the importance of certain tasks	يدرك الأهمية / يستوعب أهمية الشيء
pay dividends	be very useful and valuable, especially for the future	يؤتي ثماره / يعود بفائدة كبيرة
pop down	quickly go down (somewhere)	يذهب بسرعة لمكان ما
meet (someone's) work demands	do everything that is asked of someone at work	يلبي متطلبات العمل
be a given	be obvious	شيء مؤكد / مفروغ منه
upfront	honest	صريح بشأن شيء
have somebody's say	give an opinion	يعبر عن رأيه
throw it all in	resign	يستقيل
be a one-off	happen only once	يحدث مرة واحدة فقط
real taste for the job	really positive feeling about what the work was like	يعطي إحساسا حقيقيا بطبيعة العمل
juggle unrealistic demands	to try to manage demands that aren't reasonable to meet all at once	يوفق بين مطالب مستمرة
learn the ropes	to learn the basics of how to do something new	يتعلم أساسيات / طريقة القيام بشيء جديد
sign up for something	to agree to something, which may turn out different than expected	لم يكن الشيء الذي توقعته / قبلت به
call it a day	to stop working, often because tired or finished enough	يتوقف عن العمل (غالبا لأن الشخص تعب أو أنجز ما يكفي)
throw a sickie	to take a day off work pretending to be ill	يتغيب عن العمل بحجة المرض
intrude on something	to disturb or interfere with something, like personal life	يتدخل في / يؤثر بشكل مزعج على الحياة الشخصية

Word / Phrase	Meaning in English	Meaning in Arabic
meet targets	to achieve required goals	يحقق الأهداف المطلوبة
work your socks off	to work extremely hard	تعمل بجد / تبذل جهدا كبيرا
on the cards	likely to happen	متوقع حدوثه
covet	to desire something strongly	يرغب بشدة في
a pipe dream	impossible to realise	حلم بعيد المنال / غير واقعي
calling	a dream profession	المهنة التي يشعر أنها رسالته الحقيقية / شغفه
envisage	to imagine	يتصور / يتخيل
a lot of scope (for something)	a lot of opportunities	مجال لـ / فرصة لـ
apt to	likely to	معرض لـ / من المحتمل أن
destined to	certain to happen in the future	من المحتم أن
set your mind to	to decide firmly to do something	يعزم على / يضع هدفا في ذهنه ويصمم عليه
succeed at	to do well at something	ينجح في
roll back the years	to bring back memories of the past	يعيد ذكريات الماضي
supportive of	encouraging and helpful towards	داعم لـ / مؤيد لـ
play something down	to make something seem less important	يقلل من أهمية شيء
realise your dreams	to make your dreams come true	تحقق أحلامك
shape your future	to influence what your future will be like	تشكل مستقبلك
spark one's interest	to make someone interested in something	يثير اهتمام الشخص
top your list	to be your first priority	يكون على رأس قائمتك / يكون أولويتك الأولى
committed	dedicated to a job or cause	ملتزم / مخلص في عمله
confident	sure of yourself	واثق من نفسه
decisive	able to make decisions quickly and clearly	حاسم / قادر على اتخاذ القرارات
emphatic	firm and clear in what you say	حازم وواضح في كلامه
optimistic	hopeful and positive about the future	متفائل
problem solver	a person who is good at solving problems	شخص يحل المشكلات
self-aware	knowing your own strengths and weaknesses	واع بنفسه / يعرف نقاط قوته وضعفه
upfront (personality)	honest and direct	صريح ومباشر
dedicated	devoted to a task or purpose	متفان
supportive (personality)	helpful and encouraging	مساند / داعم

Word / Phrase	Meaning in English	Meaning in Arabic
creative	having original ideas; imaginative	مبدع
passionate	having strong feelings and enthusiasm	شغوف
inspirational	causing others to feel encouraged	ملهم
communicative	good at expressing and sharing ideas	متواصل جيد
respectful	showing respect to others	محترم
selfless	caring about others more than yourself	غير أناني
determined	having a firm intention to achieve something	مصمم / صاحب عزيمة
empathetic	able to understand and share others' feelings	متعاطف
take a back seat	to let others make the decisions or lead	يترك القيادة أو اتخاذ القرار للآخرين
hold/set somebody in good stead	to be useful to someone in the future	ينفع / يفيد / يساعد شخصا في موقف أو عمل
land in one's lap	for an opportunity to come easily and suddenly	تأتي الفرصة بسهولة أو فجأة دون مجهود كبير
be cut out to/for be something	to be naturally suited for something	مناسب لـ / عنده القدرة المناسبة لشيء
the buck stops with somebody	the final responsibility belongs to that person	المسؤولية النهائية تقع على شخص ما
blow a fuse	to become very angry suddenly	يغضب جدا / ينفجر غضبا
work your way up	to gradually progress from a low to a high position	تبدأ من الأسفل وتتدرج حتى تصل لمنصب أعلى
be stuck in a rut	to be stuck doing the same boring routine	عالق في روتين ممل
in my book	in my opinion	من وجهة نظري
controlling	liking to control or dominate others	متسلط / يحب السيطرة
confident (toned-down)	a softer way of describing someone controlling	واثق من نفسه
loudmouthed	talking too much and too loudly, in an annoying way	ثرثار بصوت عال / كثير الكلام بطريقة مزعجة
vocal	expressing your opinions clearly and openly	صريح في التعبير عن رأيه
opinionated	having and expressing strong opinions	صاحب آراء قوية
gullible	too trusting; easily deceived	ساذج / يصدق بسهولة
trusting	having faith in others easily	يثق بالآخرين بسهولة
abrasive	rude or harsh in manner	فظ / خشن في التعامل
straightforward	honest and direct	مباشر / صريح

Word / Phrase	Meaning in English	Meaning in Arabic
sincere	honest and genuine	صادق / مخلص
adamant	refusing to change your mind; very insistent	مصر / عنيد في رأيه
resolute	firm and determined	حازم / ثابت على موقفه
assertive	confident and direct in expressing opinions	واثق وحازم في التعبير عن رأيه
confrontational	tending to cause arguments or disputes	تصادمي / يحب المواجهة
likes to face problems	willing to deal with difficulties directly	يحب مواجهة المشكلات
aloof	distant and not friendly	منعزل / متحفظ / غير ودود
shy (toned-down)	a softer way of describing someone aloof	خجول
oversensitive	reacting too strongly to small things	حساس جدا
insecure	not feeling confident about yourself	غير واثق بنفسه / يشعر بعدم الأمان
inconsiderate	not thinking about the feelings of others	غير مراع للآخرين
unkind (toned-down)	a softer way of describing someone inconsiderate	غير لطيف
speak your mind	to say honestly what you think	تقول / تعبر عن رأيك بصراحة
(not) mince (your) words	to (not) speak bluntly and directly	(لا) تتكلم بصراحة شديدة / (لا) تجامل في كلامك
beat around the bush	to avoid saying something directly	يدور حول الموضوع / يتجنب قول الشيء مباشرة
you know where you stand with somebody	you clearly understand someone's opinion of you	تعرف موقف هذا الشخص منك
tone down your language	to make your language softer or less harsh	تخفف حدة كلامك / تجعل أسلوبك ألطف
be brutally honest	to be extremely honest, even if it hurts	يكون صريحا جدا لدرجة قد تكون جارحة
get/put somebody's back up	to annoy or irritate someone	يزعج شخصا / يستفزه
I wouldn't say that. I think it's more a case of them taking time to evaluate your work.	a polite way to disagree with a negative comment	لن أقول ذلك. أعتقد أن الأمر أقرب إلى أنهم يأخذون وقتا لتقييم عملك.
I'd be more inclined to say that it's a challenge.	a softer way to rephrase a negative comment as neutral	سأكون أكثر ميلا إلى القول إن الأمر تحديّ.

Word / Phrase	Meaning in English	Meaning in Arabic
That's one way of putting it.	a phrase used to gently disagree with how something was said	هذه طريقة من طرق التعبير عن الأمر.
Surely that's an exaggeration. He's just getting up to speed.	disagreeing that a comment is too extreme	بالتأكيد هذا مبالغة. هو فقط يحاول أن يواكب الأمر.
I don't think that's particularly helpful. It might be better ...	politely disagreeing and offering an alternative	لا أعتقد أن ذلك مفيد جدا. ربما من الأفضل...
That's a bit harsh, don't you think?	suggesting a comment was too critical	هذا قاس قليلا، ألا تعتقد؟
It might be a little challenging at times, but generally...	softening a negative comment about difficulty	قد يكون الأمر صعبا قليلا في بعض الأحيان، لكن بشكل عام...
I admit it seems rather complex, but ...	softening a negative comment about complexity	أعترف أن الأمر يبدو معقدا نوعا ما، لكن...
to add emphasis to key points	pausing before saying something important	إضافة تأكيد للنقاط المهمة، أي التوقف قبل قول شيء مهم
to indicate a change in topic or tone	pausing to signal a shift in subject or tone of voice	الإشارة إلى تغيير في الموضوع أو نبرة الكلام
to clarify the meaning	using pauses instead of punctuation to make speech clearer	لتوضيح المعنى، حيث تحل الوقفات محل علامات الترقيم في الكلام
after words or phrases used to order discourse	pausing after connecting words that organise speech	بعد الكلمات أو العبارات المستخدمة لترتيب الحديث
as a mental filler	using a pause instead of filler words like 'um' or 'er'	كوسيلة ذهنية لملء الفراغ أثناء التفكير بدلا من كلمات حشو مثل um أو er
clearly state the topic of the report in an introduction	begin a report by clearly explaining its subject	أن تذكر موضوع التقرير بوضوح في المقدمة
outline what will be included in the report	explain what the report will cover	أن توضح ما سيتم تضمينه في التقرير
use formal and objective language throughout	write the whole report in a formal, unbiased way	أن تستخدم لغة رسمية وموضوعية طوال التقرير
give headings to the individual sections	use titles for each section of the report	أن تضع عناوين للأقسام المختلفة
describe events succinctly	describe events briefly and clearly	أن تصف الأحداث بإيجاز

Word / Phrase	Meaning in English	Meaning in Arabic
avoid repetition by using rephrasing, reference devices or substitution	use varied language to avoid repeating the same words	أن تتجنب التكرار من خلال إعادة الصياغة أو استخدام أدوات الإحالة أو الاستبدال
make clear recommendations with justification and anticipated outcomes	give clear suggestions along with reasons and expected results	أن تقدم توصيات واضحة مع تبريرها والنتائج المتوقعة منها
link the conclusion to the rest of the report	make sure the ending connects logically to the report's content	أن تربط الخاتمة ببقية أجزاء التقرير
This report is intended to ...	stating the purpose of a report	يهدف هذا التقرير إلى...
The purpose of this report is to ...	stating the purpose of a report	الغرض من هذا التقرير هو...
This report sets out to ...	stating the aim of a report	يسعى هذا التقرير إلى...
The report will comment on ...	stating what topic the report discusses	سيتناول هذا التقرير...
This report will serve as a record of ...	stating that the report documents something	سيكون هذا التقرير بمثابة سجل ل...
All in all, ...	summarising overall, in conclusion	بشكل عام...
Overall, this experience ...	summarising an overall experience	بشكل عام، هذه التجربة...
If these recommendations are implemented ...	introducing the expected result of following suggestions	إذا تم تنفيذ هذه التوصيات...
punchline	the part of the joke that explains the meaning	النكتة الحاسمة
sitcom	a comedy TV programme with a story based around a funny situation	كوميديا الموقف
deadpan	sounding completely serious when you are saying something funny	وجه جامد / خال من المشاعر
irony	saying the opposite of what you mean in order to be humorous	تهكم / مفارقة
sarcasm	saying the opposite of what you mean in order to make fun of someone	سخرية
slapstick	humorous acting in which the performers fall over, throw things, etc.	كوميديا جسدية
banter	friendly conversation in which people make a lot of jokes about each other	مزاح

Word / Phrase	Meaning in English	Meaning in Arabic
grab an opportunity	to take a chance when it appears	يغتتم الفرصة
a world of opportunities	many chances or possibilities	عالم من الفرص
get the punchline	to understand the point of a joke	يفهم النكتة الحاسمة
keep a straight face	to avoid smiling or laughing	يحافظ على وجه جاد
howls of laughter	loud, uncontrolled laughter	ضحك هستيري
(be) (not) in the mood	(not) feeling like doing something	(لا) يكون في المزاج
put a smile on someone's face	to make someone happy	يرسم الابتسامة على وجه شخص ما
bring tears to someone's eyes	to make someone cry, from sadness or laughter	تُبكي شخصا ما
lighten up	to relax and not take things too seriously	يهدأ / يأخذ الأمور ببساطة
conceited	excessively proud and vain	مغرور جدا
deserted	without people, empty	مهجور
recluse	a person who lives alone and avoids other people	منعزل
vile	extremely unpleasant	قبيح
weary	tired	متعب
eccentric	strange and unusual	غريب الأطوار
dismal	sad, dark	كئيب
unkempt	messy and untidy	مهمل / غير مرتب
perished	died	مات
scornfully	laughingly and cruelly	بازدراء / بسخرية
crumbling	falling apart into small pieces	متهاالك
humble	of low social position	متواضع / بسيط
doing sports or a hobby	spending time on physical activity or a hobby	ممارسة الرياضة أو هواية
multi-tasking	doing several things at the same time	القيام بعدة مهام في الوقت نفسه
sleeping	resting with your eyes closed at night	النوم
relaxing with friends or family	spending calm, enjoyable time with loved ones	الاسترخاء مع الأصدقاء أو العائلة
studying	spending time learning, often for school	الدراسة
using social media	spending time on apps like Instagram or Snapchat	استخدام وسائل التواصل الاجتماعي
travelling	moving from one place to another, e.g. commuting	السفر / التنقل
salaries	the money people are paid regularly for work	الرواتب

Word / Phrase	Meaning in English	Meaning in Arabic
distractions	things that take your attention away from work	المشتتات
social activities	activities involving spending time with others	الأنشطة الاجتماعية
efficiency	the ability to do something well without wasting time	الكفاءة
meetings	gatherings where people discuss work matters	الاجتماعات
self-discipline	the ability to control yourself and stay focused	الانضباط الذاتي
taking breaks	stopping work for a short rest	أخذ فترات استراحة
admit (to)	to confess to something	يعترف بـ
appreciate (+ gerund)	to be grateful for something	يقدر
avoid (+ gerund)	to keep away from doing something	يتجنب
can't bear (+ gerund)	to be unable to tolerate something	لا يطيق
envisage (+ gerund)	to imagine something as a future possibility	يتخيل / يتصور
decide against (+ gerund)	to choose not to do something	يقرر عدم فعل شيء ما
have difficulty (+ gerund)	to find something hard to do	يجد صعوبة بـ
can't help (+ gerund)	to be unable to stop yourself doing something	لا يستطيع منع نفسه من
get used to (+ gerund)	to become familiar with a new situation	يعتاد على
risk (+ gerund)	to do something even though it might have a bad result	يخطر
mention (+ gerund)	to refer to something briefly	يذكر
contemplate (+ gerund)	to think seriously about doing something	يفكر في
forget (+ gerund/infinitive)	to lose a memory of something / to fail to do something because it slips your mind	نسيان شيء قد قمت به بالفعل / لم تقم بشيء ما لأنك نسيت
go on (+ gerund/infinitive)	to continue an activity / to start a new activity after finishing another	الاستمرار بنفس النشاط / البدء بنشاط ما بعد الانتهاء من شيء آخر
like (+ gerund/infinitive)	to enjoy something / to do something because it's a good idea	الاستمتاع بالقيام بشيء ما / القيام بشيء ما لأنه فكرة جيدة
mean (+ gerund/infinitive)	to involve or result in something / to intend to do something	يستلزم، يؤدي إلى شيء ما / ينوي القيام بشيء ما

Word / Phrase	Meaning in English	Meaning in Arabic
propose (+ gerund/infinitive)	to suggest a plan / to intend to do something	يقترح خطة ما / ينوي القيام بشيء ما
regret (+ gerund/infinitive)	to feel bad about something already done / to feel bad about something you're about to say	يشعر بالخجل بسبب قيامه بشيء ما حدث في الماضي / يشعر بالذنب حيال شيء يقوله الآن
remember (+ gerund/infinitive)	to have a memory of doing something / to keep something in mind in order to do it	تتذكر أنك قمت بأمر ما / تتذكر شيئاً لتقوم به
stop (+ gerund/infinitive)	to no longer do something / to pause in order to do something else	التوقف عن القيام بشيء ما / التوقف من أجل القيام بشيء آخر
try (+ gerund/infinitive)	to do something to see what it's like / to make an effort to do something	يفعل شيئاً ليرى كيف هو / يبذل قصارى جهده لفعل شيء ما
Even if you don't think you have a calling to be a leader, give it a go – you may surprise yourself. Learn about well-known leaders and study which of their attributes made them good leaders.	try leading even if you don't feel like a natural leader, and study what makes leaders effective	حتى لو كنت لا تعتقد أن لديك شغفاً لأن تكون قائداً، جرب الأمر، فقد تفاجئ نفسك. تعلّم عن القادة المعروفين وادرس أي صفاتهم جعلتهم قادة جيدين.
Think about people around you who are leaders – observe them and analyse how they are able to win people over and why people listen to them.	study leaders around you to see how they influence and are listened to	فكّر في الأشخاص من حولك الذين يعدون قادة؛ راقبهم وحلّل كيف يستطيعون كسب الناس إلى صفهم، ولماذا يستمع الناس إليهم.
Learn about different leadership styles and try to identify your own.	study leadership styles and figure out your own style	تعلّم عن أساليب القيادة المختلفة، وحاول أن تحدد أسلوبك الخاص.
If there is an opportunity to step up and lead, don't shy away from it, but try to take it on with enthusiasm and think about how much you can learn from this experience.	embrace leadership opportunities enthusiastically as learning experiences	إذا كانت هناك فرصة لأن تتقدم وتتولى القيادة، فلا تبتعد عنها، بل حاول أن تقبلها بحماس، وفكّر في مقدار ما يمكنك تعلمه من هذه التجربة.