Professional Skills Glossary

Formal correspondence (المراسلات الرسمية): Written professional communication used in official or business contexts.

Carbon copy (CC) (نسخة من البريد): Sending a copy of an email to another recipient for information.

Courtesy tone (نبرة المجاملة):A polite and respectful tone appropriate for professional writing.

Request email (رسالة طلب): A message asking for information, documents, or action.

Follow-up email (رسالة متابعة): A message sent to remind or confirm after no response.

Confidential communication (التواصل السري): Information shared only with authorized individuals.

Attachment (الملحق): A file added to an email for reference or documentation.

Tone of voice (نبرة الخطاب): The emotional quality expressed in written communication.

Acknowledgment letter (رسالة تأكيد): A letter confirming receipt of information or goods.

Enquiry letter (رسالة استفسار): A formal request for information or clarification.

Reply correspondence (الرد الرسمي): The written response to an email or letter.

Business report (تقرير تجاري): A formal document presenting data and analysis for decision-making.

Executive summary (الملخص التنفيذي): A short overview of a report's main points and conclusions.

Recommendations (التوصيات): Suggested actions based on analysis.

Financial performance (الأداء المالي): A company's profits, expenses, and growth over a period.

Quarterly report (تقرير فصلي): A summary of business results over three months.

Incident report (تقرير حادث) A document describing an unexpected issue or failure at work.

Technical failure (عطل فني) A malfunction or breakdown in systems or equipment.

Audit report (تقرير تدقيق): A detailed review of financial records and compliance.

Key indicators (المؤشرات الرئيسية): Statistical or measurable data showing performance levels.

Analysis section (قسم التحليل) The part of a report that interprets results and draws meaning.

Supporting data (البيانات الداعمة) Evidence or figures used to justify conclusions.

Discrepancies (التفاوتات) Differences between expected and actual financial data.

Profit-sharing ratio (نسبة تقاسم الأرباح) The percentage by which profits are divided between partners.

Eligibility criteria (معايير الأحقية) Conditions required to qualify for a financial or business service.

Cash-flow statement (قائمة التدفق النقدي) A report showing money inflows and outflows.

Risk evaluation (تقييم المخاطر) Analysis of potential losses or challenges before decision-making.

Internal audit (التدقيق الداخلي) A company's internal check of financial accuracy and compliance.

Interview panel (لجنة المقابلة) A group of professionals conducting a job interview.

Candidate profile (**الملف الشخصي** للمرشح) The combination of skills, experience, and education presented by a candidate.

Professional accuracy (الدقة المهنية) The ability to complete tasks carefully and without mistakes.

Behavioral question (سؤال سلوكي) A question about past behavior used to predict future performance.

Competency-based interview (مقابلة مبنية على الكفاءات) An interview focusing on specific skills needed for the role.

Follow-up question (سؤال متابعة) An additional question that digs deeper into a previous answer.

Communication competence (كفاءة التواصل) The ability to express ideas clearly and effectively.

Professional demeanor (السلوك المهني) The attitude and behavior expected in formal settings.

Interpersonal skills (المهارات الشخصية) Abilities for working well and communicating with others.

Time management (إدارة الوقت) Organizing one's schedule effectively to meet deadlines.

Analytical thinking (التفكير التحليلي) The ability to assess information critically and solve problems logically.

Career motivation (الدافع المهني) The reasons and ambitions behind pursuing a professional role.

Self-presentation (العرض الشخصي) The way a candidate introduces and represents themselves in an interview.

Work ethic (أخلاق العمل) The personal values that guide responsibility and professionalism.

Result-oriented mindset (عقلية متجهة للنتائج) A focus on achieving measurable outcomes in one's work.