

Vocabulary Study

Install	<ul style="list-style-type: none"> • Install (v) To add new software to a computer so that it is ready to be used. • to make a device ready to be used • to put someone in a place or position • Installer (n): فني - technician, someone who installs things • Installation (n): عملية التركيب - process of installing • Installment (n): قسط شهري - monthly instalment <p>Syn : set up / fix / place / admit/ let in / place Ant: uninstall / remove / demolish</p>
Join	<ul style="list-style-type: none"> • Join (v) To become a member of a meeting or an organisation • to connect, to get involved in an activity, to share in, to participate, to take part
Software	<ul style="list-style-type: none"> • Software The sets of programs that tell a computer how to do a particular job برامج • Hardware: جهاز - device
Virtual	<ul style="list-style-type: none"> • Virtual made on the internet or on a computer , rather than in the real world • Virtually (adv): تقريباً - almost, approximately • Virtue (n): الخير - good, goodness • Vice (n): الشر - evil
Mute	<ul style="list-style-type: none"> • Mute To make a sound of something quieter or softer. • Mute (adj): أبكم - silent, unable to speak • Mute (v): to make the sound silent • Muted (adj): صامت - silent • Mutable (adj): متغير - changeable, capable of being changed
Share	<ul style="list-style-type: none"> • Share To give some of what you have to somebody else . • Share (in an activity): يشترك في = take part in / participate • Share with (divide): يشارك مع • Share (n): حصص / نصيب • Shared (adj): مشارك • Sharing (n): المشاركة
IT support	<ul style="list-style-type: none"> • IT support Technical help that a company gives to customers using the internet. • IT (information technology): The science and activity of using computers and other electronic equipment to store and send information.
Interpersonal	<ul style="list-style-type: none"> • Interpersonal Connecting with relationships between people. <p>Skills</p> <ul style="list-style-type: none"> • Soft skills: Personal qualities and talents. • Hard skills: Skills gained from work and experience. • Technical skills: Requires education and training. • Interpersonal skills: How to deal with people.

Trend	<ul style="list-style-type: none"> • Trend A general direction in which a situation is changing or developing. • Trend: General direction • Trendy (adj): On trend = in fashion • Tend to: يميل إلى
welfare-officer	<ul style="list-style-type: none"> • welfare officer A person who is in a position of authority in a large organisation • Welfare: Care, health, and happiness رعاية • Welfare : comfort or luxury رفاهية • Welfare : authority سلطة • Child welfare رعاية الطفل • Welfare officer: A person with authority موظف ذو سلطة
Highlight	<ul style="list-style-type: none"> • highlight To make part of a text with a special coloured pen. • To put focus on a topic • The highlights: The most important, most enjoyable part of something.
Look into	<ul style="list-style-type: none"> • Look into To try to find out the truth about a problem, crime etc in order to solve it • Look into : investigate a crime يحقق في جريمة • Look into : examine/ discover / find out يفحص • Look into : consider / think يفكر / يعتبر
Technique	<ul style="list-style-type: none"> • Technique A particular way of doing something (in which you have to learn special skills • Technique =approach • Technician (n) فني • Technical (adj) فني
Catch up	<ul style="list-style-type: none"> • Catch up To improve and reach the same standard as other people in your class, group • – keep up with يساير / يواكب
Mind map	<ul style="list-style-type: none"> • Mind map A diagram used to represent words , ideas , tasks or other items . خريطة ذهنية
artificial intelligence	<ul style="list-style-type: none"> • artificial intelligence (AI)The study of how to make computers do intelligent things that people can do , such as think and make decisions الذكاء الاصطناعي
Document	<ul style="list-style-type: none"> • document A piece of paper that has official information in it • document (n) مستند رسمي • document (v) verify يوثق • documented (adj) verified مؤثق • documentation (n) verification توثيق • documentary (n) فيلم وثائقي
slides	<ul style="list-style-type: none"> • slides A piece of a film in a frame that you shine a light through to show a picture on a screen • slide (v) ينزلق slid – slid • slide (n) land slide انهيار تربة • slide (n) power point شرائح باور بوينت • slide (n) film frame
Respond	<ul style="list-style-type: none"> • respond To do, say or write something as a reply or reaction to something. • Respond (v) يرد / يستجيب • Response (n) رد / استجابة • Responsive (adj) سريع الرد

Forum	<ul style="list-style-type: none"> • Forum An organization, meeting etc where people have a chance to publicly discuss an important subject. منتدى
Switch off	<ul style="list-style-type: none"> • Switch off To turn off a machine , light , radio using a switch. • A machine : = turn off يقفل الجهاز • A person : = disappoint يحبط • Take a break يفصل
Switch on	<ul style="list-style-type: none"> • Switch on To turn on a machine , light , radio using a switch • A machine = turn on يشغل : • A person = motivate / activate / encourage يحفز / ينشط
Turn down	<ul style="list-style-type: none"> • Turn down To make a machine like an oven, radio produce less heat or sound. • A machine : reduce يقلل • A person : disappoint يحبط • A request : reject يرفض
Turn up	<ul style="list-style-type: none"> • Turn up To make a machine like an oven, radio produce more heat or sound. • A machine : increase يزيد • A person : show up يظهر
Phrasal verb	<ul style="list-style-type: none"> • Phrasal verb : a verb followed by one or two prepositions that changes the original verb meaning
Transitive verb	<ul style="list-style-type: none"> • Transitive verb: a verb followed by one or two objects • Intransitive verb : a verb which is not followed by an object

Vocabulary

clarify	يوضح	forum	منتدى	efficiently	بكفاءة	session	جلسة
clarification	توضيح	headphone	سماعة	spaces	أماكن	clip	مقطع
virtual	افتراضي	plug in	يوصل بالكهرباء	employ	يوظف	recent	حديث
look into	يفحص	conference	مؤتمر	employer	صاحب عمل	attach	يربط / يرفق
IT support	دعم	solve	يحل	employees	موظف	replace	يحل محل
document	وثيقة	delay	تأخير	interviewer	محاوّر	risk	يجازف
microphone	مايكروفون	keep up with	علي تواصل	interviewee	مستجوب	respond	يستجيب
turn on	يفتح جهاز	catch up with	يلحق بـ	give up	يقلع عن	consider	يعتبر
turn off	يغلق جهاز	presentation	تقديم	colleague	زميل عمل	arrow	سهم
switch on	يفتح	interpersonal	شخصي	highlight	يلقي الضوء	record	يسجل
instant	فوري	Human beings	البشر	trend	توجه / اتجاه	details	تفاصيل
in touch	علي اتصال	consequences	نتائج	logical	منطقي	certain	معين
apply for	يتقدم	destroy	يدمر	in advance	مقدماً	conclude	يستنتج
turn up	يعلي جهاز	destruction	دمار	creative	مبدع	technique	اسلوب
turn down	يخفض	decline	ينحدر	topic	موضوع	quite	الي حد ما
mute	يكتم الصوت	welfare	رعاية	effective	فعال	set	يعد
by accident	بالصدفة	suit	يناسب	explanation	تفسير	settings	أعدادات
technical	فني	solution	حل				

Expressions and prepositions

Install the software	يثبت البرنامج	Turn / switch on	يشغل / يفتح جهاز
Join the meeting	ينضم للاجتماع	Turn / switch off	بفصل / يغلق جهاز
Share the screen	يشارك الشاشة	turn the sound up	يعلي الصوت
Internet connection	وصلة انترنت	Turn the sound down	يخفض الصوت
Stay / keep in touch	يبقي علي اتصال	Respond to / react to	يستجيب لـ
Instant messaging	مراسلة فورية	Look into	يفحص / يفكر في
IT support worker	عامل الدعم الفني	Catch up with	يلحق / يواصل
Draw mind maps	يرسم خرائط ذهنية	Solution to	حل لـ
Make notes	يدون ملاحظات	Work from home	يعمل من البيت
Give presentation	يقدم / يعرض	Give an explanation	يفسر / يوضح

Synonyms

• install	• fasten	• يركب / يثبت	• consequences	• results	• نتائج
• join / link	• connect	• يوصل	• creative	• innovative	• مبدع
• Look into	• investigate	• يفحص / يحقق	• spaces	• places	• أماكن
• clarification	• explanation	• توضيح	• logical	• rational	• منطقي
• instant	• immediate	• فوري	• risk	• danger	• خطر
• presentation	• show	• عرض	• consider	• Think about	• يفكر في
• By accident	• By chance	• بالصدفة	• set	• prepare	• يعد

Antonym

• install	• يثبت	• uninstall	• يزيل
• virtual	• افتراضي	• real	• حقيقي
• join / connect	• يوصل	• disconnect	• يفصل
• By accident	• بالصدفة	• Deliberately / on purpose	• عمداً
• Logical / rational	• منطقي	• Illogical / irrational	• غير منطقي
• destroy	• يدمر	• construct	• يبني / يشيد