



OPENCOURSEWARE

Beginner's Arabic(Elementary Level) BL 1112 Basic Conversation & Vocabulary

Mohd Helmi bin Omar¹

1mohdhelmi@utem.edu.my



LESSON 12

- OFFICE

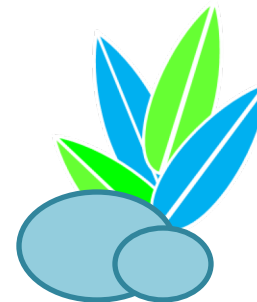
al-idārah **الإدارة**

OBJECTIVES

In this chapter, you will learn the following outcomes:



- ☐ Learn about ordinal numbers, new words and pronunciation of numbers 301-1000.
- ☐ Read, listen and understand conversation relating to 'Office'.
- ☐ Communicate with friends through written and practical exercises.



Vocabulary (المُفْرَدَاتُ *al-mufradāt*)

جَرَسٌ

jaras (jaros)

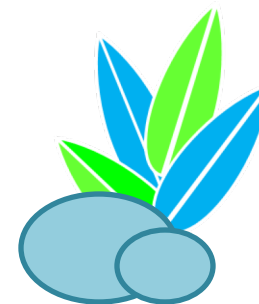
Bell

The bell is on the door.

الْجَرَسُ عَلَى الْبَابِ

Al-jaras 'ala al-bab

* With phonetic sign at the end, we pronounce it: ja-ras



Vocabulary (المُفْرَدَاتُ *al-mufradāt*)

malaff

مَلَفٌ

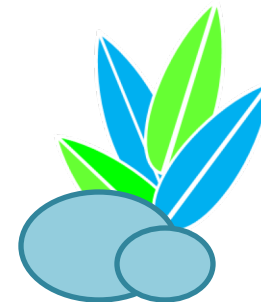
File

The file is on the table.

المَلَفُ عَلَى الْمَكْتَبِ

Al-malaff 'ala al-maktab

* With phonetic sign at the end, we pronounce it: *ma-laff*



Vocabulary (المُفْرَدَاتُ *al-mufradāt*)

تَوْقِيعٌ

tauqī'

Signature

This is my
signature.

هَذَا تَوْقِيعِي

Hadha tauqī'i

* With phonetic sign at the end, we pronounce it: *tau-qī-'un*



Vocabulary (المُفْرَدَاتُ *al-mufradāt*)

آلة

ālah nāsikhah (ālah nāsikhah)

Photocopy

Machine

I need photocopy machine.

أَنَا أُرِيدُ آلَةَ نَاسِخَةٍ

ana uridu ālah nāsikhah

* With phonetic sign at the end, we pronounce it: ā-la-tun nā-si-kha-tun



Vocabulary (المُفْرَدَاتُ *al-mufradāt*)

Ijtimā'

اجْتِمَاعٌ

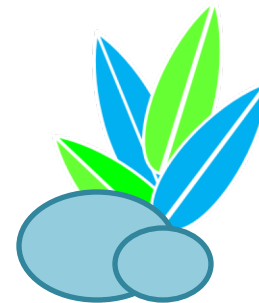
Meeting

The meeting is
starting now.

الاجْتِمَاعُ يَبْدَأُ الْآنَ

Al-ijtima' yabda' al-an

* With phonetic sign at the end, we pronounce it: *ij-ti-mā'-un*



Vocabulary (المُفْرَدَاتُ *al-mufradāt*)

dabbāсах

دَبَّاسَة

Stapler

I buy the stapler
yesterday.

أَشْتَرِي الدَبَّاسَة

أَمْسِ

* With phonetic sign at the end, we pronounce it: *dab-bā-sa-tun*

Ashtari ad-dabbasah amsi



Vocabulary (المُفْرَدَاتُ *al-mufradāt*)

tābi'ah (tōbi'ah)

طَابِعَةٌ

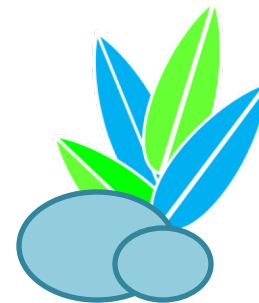
Printer

The printer is new.

الطَّابِعَةُ جَدِيدَةٌ

At- tābi'ah jadidah

* With phonetic sign at the end, we pronounce it: *tā-bi-'a-tun*



Vocabulary (المُفْرَدَاتُ *al-mufradāt*)

lāsiq

لَاصِقٌ

Glue

The glue is strong.

الْلاصِقُ قَوِيٌّ

Al-lāsiq qawiyy

* With phonetic sign at the end, we pronounce it: *lā-si-qun*



Vocabulary (المُفْرَدَاتُ *al-mufradāt*)

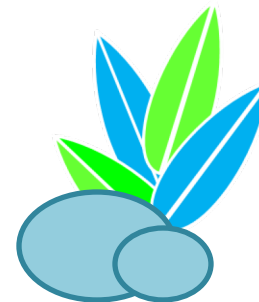
mimhāh

مِمْحَاةٌ

Eraser

The eraser is lost.

الْمِمْحَاةُ
غَائِبَةٌ



* With phonetic sign at the end, we pronounce it: *mim-hā-tun*

Al-mimhāh ghaibah

Vocabulary (المُفْرَدَاتُ *al-mufradāt*)

mighlaf

مِغْلَفٌ

Envelope

The letter is in the envelope.

الرَّسَالَةُ فِي مِغْلَفٍ

Ar-risalah fi mighlaf

* With phonetic sign at the end, we pronounce it: *migh-la-fun*



Number (الرَّقْمُ *ar-raqm*)

302

ثَلَاثُمِائَةٌ وَإِثْنَانِ

thalāthu miah wa ithnān

303

ثَلَاثُمِائَةٌ وَثَلَاثَةٌ

301

ثَلَاثُمِائَةٌ وَوَاحِدٌ

thalāthu miah wa thalāthah
thalathu miah wa wāhid

404

أَرْبَعُمِائَةٌ وَأَرْبَعَةٌ

arba'u miah wa arba'ah

505

خَمْسُمِائَةٌ وَخَمْسَةٌ

khamsu miah wa khamsah



Number (الرَّقْمُ *ar-raqm*)

707

سَبْعُمِائَةٍ وَسَبْعَةٌ

sab'u miah wa sab'ah

808

ثَمَانُمِائَةٍ وَثَمَانِيَةٌ

606 ثَمَانُمِائَةٍ وَسِتَّةٌ *thamānu miah wa thamāniah*
sittu miah wa sittah

909

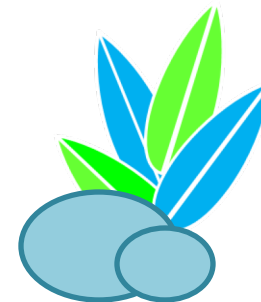
تِسْعُمِائَةٍ وَتِسْعَةٌ

tis'u miah wa tis'ah

1000

أَلْفٌ

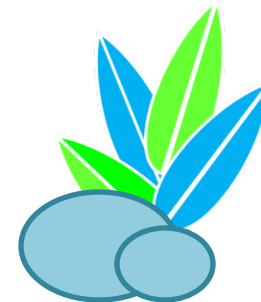
alfun



Grammar (النَّحْوُ *an-nahwu*)

ORDINAL NUMBERS

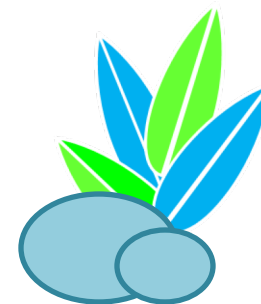
MASCULINE		TRANSLATION
WORD	SAY IT!	
الْأَوَّلُ	<i>al-awwal</i>	First
الثَّانِي	<i>ath-thāni</i>	Second
الثَّالِثُ	<i>ath-thālith</i>	Third
الرَّابِعُ	<i>ar-rābi'</i>	Fourth
الخَامِسُ	<i>al-khāmis</i>	Fifth
السَّادِسُ	<i>as-sādis</i>	Sixth
السَّابِعُ	<i>as-sābi'</i>	Seventh
الثَّامِنُ	<i>ath-thāmin</i>	Eighth
التَّاسِعُ	<i>at-tāsi'</i>	Nineth
الْعَاشِرُ	<i>al-'āshir</i>	Tenth



Grammar (النَّحْوُ) *(an-nahwu)*

ORDINAL NUMBERS

FEMININE		TRANSLATION
WORD	SAY IT!	
الْأُولَى	<i>al-ūlā</i>	First
الثَّانِيَّةُ	<i>ath-thāniah</i>	Second
الثَّالِثَةُ	<i>ath-thālithah</i>	Third
الرَّابِعَةُ	<i>ar-rābi'ah</i>	Fourth
الْخَامِسَةُ	<i>al-khāmisah</i>	Fifth
السَّادِسَةُ	<i>as-sādisah</i>	Sixth
السَّابِعَةُ	<i>as-sābi'ah</i>	Seventh
الثَّامِنَةُ	<i>ath-thāminah</i>	Eighth
التَّاسِعَةُ	<i>at-tāsi'ah</i>	Nineth
الْعَاشِرَةُ	<i>al-'āshirah</i>	Tenth



Phrases (الْعِبَارَاتُ *al-‘ibārāt*)

	PRONUNCIATION	ARABIC PHRASES
Help! Help!	<i>an-najdah! an-najdah!</i>	النَّجْدَةُ ! النَّجْدَةُ !
Can you help me?	<i>hal yumkin an tusā‘idanī?</i>	هَلْ يُمَكِّنُ أَنْ تُسَاعِدَنِي؟
Yes. What is the problem?	<i>na’am, mā hiya al-mushkilah?</i>	نَعَمْ، مَا هِيَ الْمُسْكَلَةُ؟
Help me now.	<i>sā‘idnī al-ān</i>	سَاعِدْنِي الْآنَ.



Conversation (الْحَوَارُ *al-hiwār*)

OFFICE – Phone Conversation

مَسَاءَ النُّورِ، أَنَا فَائِزٌ، أَنَا مِنْ
لُنْدُنْ

*masā' an-nūr, ana Fāiz, ana min
Lundun*

(2) Good evening. I am Faiz. I am from
London.

مَسَاءَ الْخَيْرِ، مَنْ
مَعِي؟

masā' al-khair, man ma'ī?

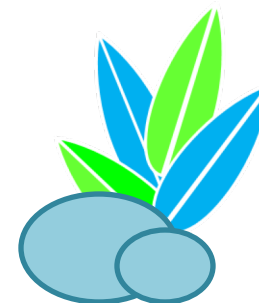
(1) Good evening, who is
(speaking) with me?



Faiz



Clerk



Conversation (الحوار *al-hiwār*)

عِنْدِي سُّؤَالٌ، أَيْنَ آخُذُ
الِإِسْتِمَارَةَ لِطَلَبِ الْعَمَلِ؟

*indī suāl, aina ākhudhu al-
istimārah li ṭalab al-‘amal?*
(2) I have a question. Where
can I get the job application
form?

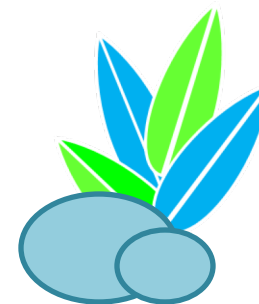
Faiz

OFFICE – Phone Conversation

لِمَاذَا تَتَّصِلُ بِي؟

limādhā tattasilu bī?
(1) Why are you contacting me?

Clerk



Conversation (الحوار *al-hiwār*)

OFFICE – Phone Conversation

حَسَنًا، سَأَذْهَبُ إِلَى
هُنَاكَ بَعْدَ غَدٍ

*hasanan, sa adhhab ilā
hunāka ba'da ghadin*

(2) All right. I will go there
after tomorrow.

Faiz

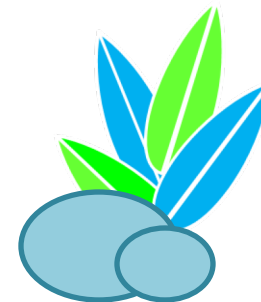


تَأْخُذُهَا فِي قِسْمِ الْمَوَارِدِ الْبَشَرِيَّةِ

*ta'khudhuhā fī qismi al-mawārid al-
bashariyyah*

(1) You can get take it at Human Resource
Department.

Clerk



Conversation (الْحَوَارُ *al-hiwār*)

OFFICE – at Human Resource Department

مِنْ فَضْلِكَ، أُرِيدُ اسْتِمَارَةَ لِطَلَبِ
الْعَمَلِ

min fadlik, urīdu istimārah li ṭalab al-ʿamal
(2) Excuse me. I want job application form.

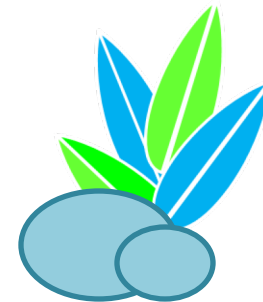
Faiz



أَيُّ خِدْمَةٍ يَا سَيِّدِي؟

ayyu khidmah yā sayyidī?
(1) Can I help you sir?

Clerk



Conversation (الحوار *al-hiwār*)

OFFICE – at Human Resource Department

إنتَظِرْ دَقِيقَةً، هَا هِيَ الْإِسْتِمَارَةُ

intazir daqīqah, hā hiya al-istimārah

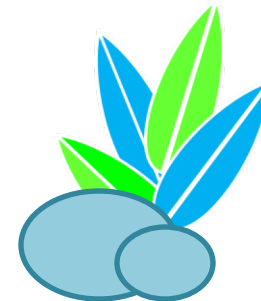
(1) Wait a minute. This is the form.



Faiz



Clerk



Conversation (الحوار *al-hiwār*)

OFFICE – at Human Resource Department

هَلْ أُمْلِيُ الْإِسْتِمَارَةَ الْآنَ؟

hal umli' al-istimārah al-ān?
(1) Should I fill the form right now?



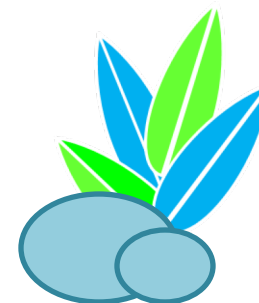
Faiz

لَا، تُقَدِّمُهَا هُنَا فِي الْأُسْبُوعِ الْقَادِمِ

lā, tuqāddimuhā hunā fil-usbū' al-qādim
(2) No. You can submit it here next week.



Clerk

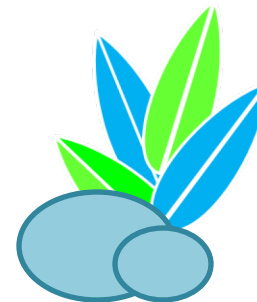


Conversation (الْحِوَارُ *al-hiwār*)

OFFICE – at Human Resource Department

شُكْرًا عَلَى خِدْمَتِكَ
shukran 'alā khidmatika
(1) Thank you for your help.

عَفْوًا
'afwan
(2) You are welcome.



Alphabet (الْحُرُوفُ *al-hurūf*)



(ب ت ث) have same shape when you write them but their dots are not the same to differentiate each of them. The letter (ت) also has other shape when located at the end of words which is like this (ة) or this (ة) and normally this shape is used to indicate feminine words or *muannath* (مُؤَنَّث).

Find the letter (ب) within the words below and write the words nicely.

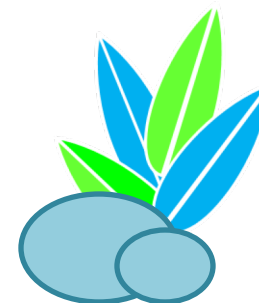
صَبَاحًا	ثَمَانِيَّة	بَاب
<i>sabāhan</i>	<i>thamāniyah</i>	<i>ism</i>
(pagi)	(lapan)	(nama)

Find the letter (ت) within the words below and write the words nicely.

حُلْو	بُومَة	وِلَايَة
<i>hulw</i>	<i>būmah</i>	<i>wilāyah</i>
(manis)	(burung hantu)	(wilayah)

Find the letter (ث) within the words below and write the words nicely.

كِتَابِي	جَمِيلَة	يَذْهَبُ
<i>kitābī</i>	<i>jamīlah</i>	<i>yadhhab</i>
(buku saya)	(cantik)	(dia pergi)



Exercises / تمارين

Quiz

Welcome to the Beginner's Arabic
(Lesson12) Exercises
COMPREHENSION
SPEAK & WRITE
GRAMMAR

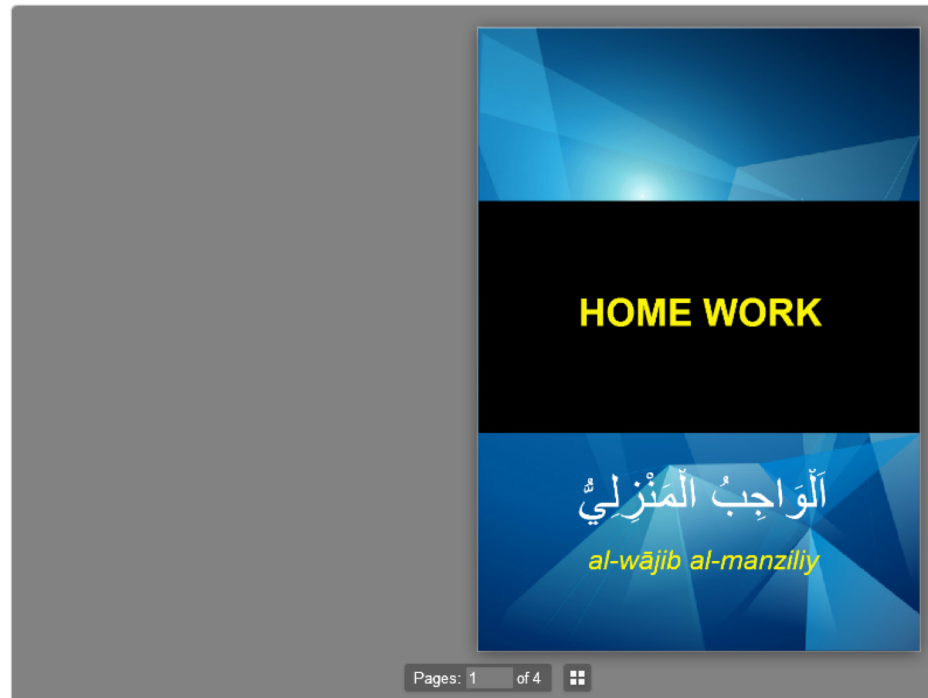
For full exercises in Arabic script,
please refer to the attachment
(Exercises Handout) in Resources.

Start Quiz

Click the  **Quiz** button to edit this quiz

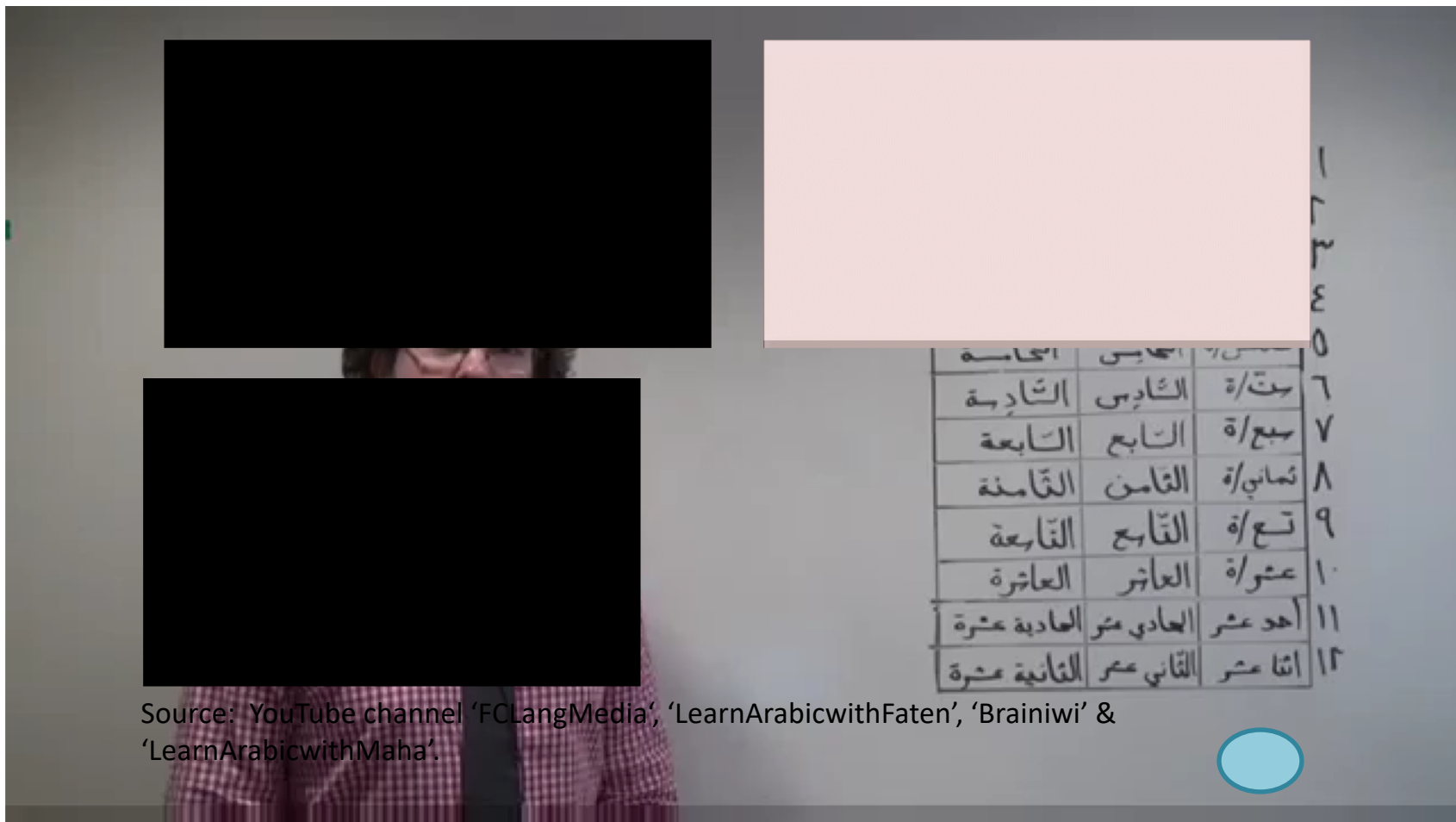
Home Work / الأَواجِبُ المَنْزِلِيّ

Book Interaction



Click the  **Interaction** button to edit this interaction

Revision Video (فِيْدِيُو الْمُرَاجَعَةُ *fīdiyū al-murāja'ah*)



١	أحَدٌ	واحد
٢	اِثْنَانِ	اثنان
٣	ثَلَاثَةٌ	ثلاثة
٤	أَرْبَعَةٌ	اربعة
٥	خَمْسَةٌ	خمسة
٦	سِتَّةٌ	ستة
٧	سَبْعَةٌ	سبعة
٨	ثَمَانِيَةٌ	ثمانية
٩	تِسْعَةٌ	تسعة
١٠	عَشْرَةٌ	عشرة
١١	أَحَدُ عَشَرَ	احد عشر
١٢	اِثْنَا عَشَرَ	اثنان عشر

Source: YouTube channel 'FCLangMedia', 'LearnArabicwithFaten', 'Brainiwi' & 'LearnArabicwithMaha'.