

**The English Content of First Year Master Degree (Financial Transactions) –  
Jurisprudence Melkite Department-**

**LESSON 01 :**

**TRANSLATION OF SURAH AL MUTAFFIFIN (AYAH 1-6)**

<p style="font-size: 1.2em; margin: 0;"><b>المُطَفِّفِينَ AlMutaffifin</b></p> <p style="font-size: 1.2em; margin: 0;">بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ</p> <p style="font-size: 1.1em; margin: 0; color: #e91e63;"><b>In the name of Allah, Most Gracious, Most Merciful</b></p>	
<p style="font-size: 0.9em; margin: 0; color: #e91e63;"><b>1. Woe to those who give less in weight.</b></p>	<p style="font-size: 1.1em; margin: 0; color: #e91e63;">وَيْلٌ لِّلْمُطَفِّفِينَ ﴿١﴾</p>
<p style="font-size: 0.9em; margin: 0; color: #e91e63;"><b>2. Those who, when they take by measure from people, take in full.</b></p>	<p style="font-size: 1.1em; margin: 0; color: #e91e63;">الَّذِينَ إِذَا ائْتَالُوا عَلَى النَّاسِ يَسْتَوْفُونَ ﴿٢﴾</p>
<p style="font-size: 0.9em; margin: 0; color: #e91e63;"><b>3. And when they give by measure or weigh for them, they cause loss.</b></p>	<p style="font-size: 1.1em; margin: 0; color: #e91e63;">وَإِذَا كَالُوهُمْ أَوْ وَزَنُوهُمْ يُخْسِرُونَ ﴿٣﴾</p>
<p style="font-size: 0.9em; margin: 0; color: #e91e63;"><b>4. Do such (people) not think that they will be raised again.</b></p>	<p style="font-size: 1.1em; margin: 0; color: #e91e63;">أَلَا يَتُوبُونَ أُولَٰئِكَ أَنَّهُمْ مَبْعُوثُونَ ﴿٤﴾</p>
<p style="font-size: 0.9em; margin: 0; color: #e91e63;"><b>5. On a Great Day.</b></p>	<p style="font-size: 1.1em; margin: 0; color: #e91e63;">لِيَوْمٍ عَظِيمٍ ﴿٥﴾</p>
<p style="font-size: 0.9em; margin: 0; color: #e91e63;"><b>6. The Day when mankind shall stand before the Lord of the worlds.</b></p>	<p style="font-size: 1.1em; margin: 0; color: #e91e63;">يَوْمَ يَقُومُ النَّاسُ لِرَبِّ الْعَالَمِينَ ﴿٦﴾</p>

**LESSON 02 :**

**How to write an email**

**At a minimum, a formal email should contain all of the following elements:**

1. Subject line. Be specific, but concise. ...
2. Salutation. Address the recipient by name, if possible. ...
3. Body text. This section explains the main message of the **email**. ...
4. Signature. Your **email** closing should be formal, not informal.

## Professional Email Message Guidelines

**Subject Line:**  
Concisely convey your purpose for writing

**Greeting**  
Always include a greeting

**Font Style**  
~~Aa~~ ~~AA~~ Aa  
Avoid ornate, playful or colored fonts

Subject: Thank You-Assistant Account Executive Interview

Dear Ms. Doe:

I enjoyed speaking with you today about the assistant account executive position at the Smith Agency. The job seems to be an excellent match for my skills and interests.

The creative approach to account management that you described confirmed my desire to work with you.

In addition to my enthusiasm, I will bring to the position strongwriting skills, assertiveness, and the ability to encourage others to work cooperatively with the department.

I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you regarding this position.

Sincerely,  
John Smith

Send

**Length**  
Keep it as concise as possible

**Emoticons**  
~~☹~~ ~~☹~~ Avoid in professional emails

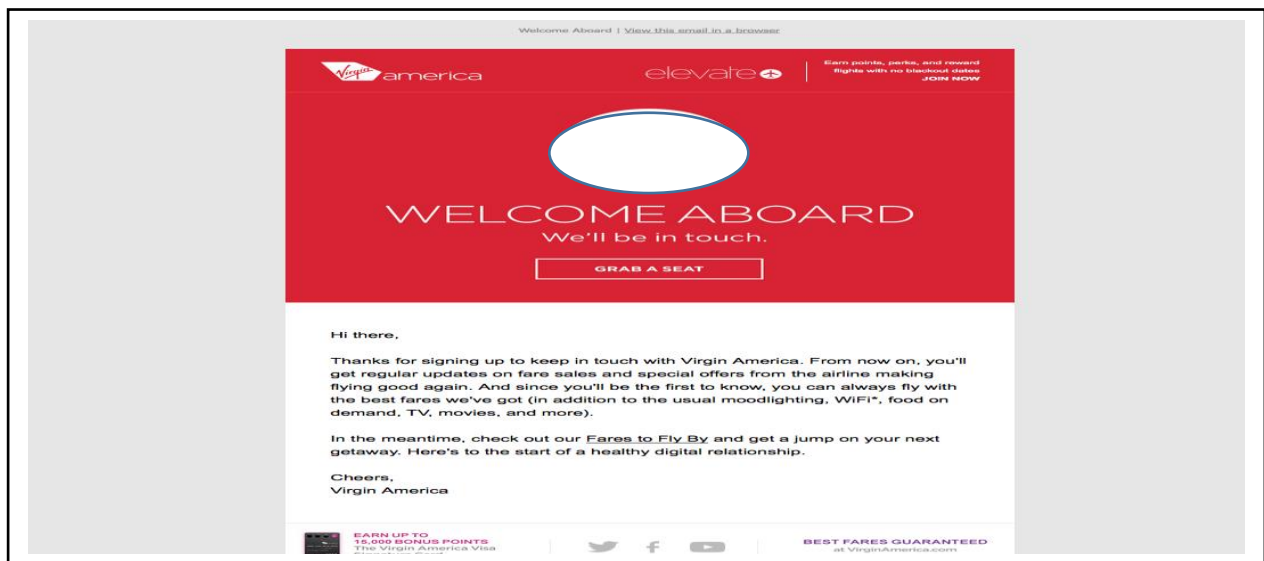
**Spelling & Grammar**  
Edit carefully before sending

the balance

## LESSON 03:

### 1 WELCOME EMAIL

A welcome email is the first impression a company makes with a new customer, blog subscriber, or newsletter subscriber via email. Welcome emails can deliver videos, special offers, a sign-up form, or just a friendly hello to establish a relationship with a new contact.



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