

مذكرة الإدارة المكتبية أدر 213



تم تحميل هذا الملف من موقع المناهج البحرينية

موقع المناهج ⇨ المناهج البحرينية ⇨ الصف الثاني الثانوي ⇨ تربية اقتصادية ⇨ الفصل الثاني ⇨ ملفات متنوعة ⇨ الملف

تاريخ إضافة الملف على موقع المناهج: 2025-03-25 13:52:27

ملفات اكتب للمعلم اكتب للطالب ا اختبارات الكترونية ا اختبارات ا حلول ا عروض بوربوينت ا أوراق عمل
منهج انجليزي ا ملخصات وتقارير ا مذكرات وبنوك ا الامتحان النهائي للمدرس

المزيد من مادة
تربية اقتصادية:

التواصل الاجتماعي بحسب الصف الثاني الثانوي



صفحة المناهج
البحرينية على
فيسبوك

الرياضيات

اللغة الانجليزية

اللغة العربية

التربية الاسلامية

المواد على تلغرام

المزيد من الملفات بحسب الصف الثاني الثانوي والمادة تربية اقتصادية في الفصل الثاني

مذكرة الإدارة المكتبية أدر 213

1

مذكرة مقرر أدر 213

2

مذكرة أدر 213

3

المذكرة الشاملة إدارة مكتبية أدر 213 المنهج الجديد

4

ملف مساند قانون العمل قان 322

5

1. Business Letter

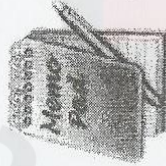
- **Business setting:** Involve written communication between internal and external receivers which create a lasting and positive impression.
- Important for: future reference.
- **business letter:** letter are written message to communication individual companies outside an organization.
- It's the widely.
- **Advantage:**
 - 1- They can be used carefully planned , revised.
 - 2- Cheap to produce.
 - 3- Enclosure can be sent with it.
 - 4- Postal delivery is quickly.
 - 5- Formal record.
 - 6- Have legal value.
- **Business letter can be:-**
 1. An enquiry.
 2. An quotation.
 3. An circular.
 4. An complain.
 5. An apology.
 6. An recommendation.
 7. An price list.
 8. An reference.
 9. An order.

1	• LETTERHEAD: NAME OF ORGNIZATION, ADDRESS, PHONR NO. , E-mail, LOGO.
2	• REFERENCE: FILE NO. OF THE BUSINESS LETTER.
3	• DATE: 5 TH September 20-- / September, 5 – 20--
4	• NAME & ADDREDD OF RECEIVER (ADDRESSEE): RECEIVER'S NAME AND ADDRESS.
5	• SALUTATION: GRETING THAT BEGINS THE LETTER (DEAR MUNA, / DEAR SIR)
6	• SUBJECT: IDENTIFIES.
7	• BODY: (OPENING "REASON" / MIDDLE"DETAIL" / CLOSING" ACTION, SUGGESTS")
8	• COMPLIMENTARY CLOSE: (YOUR SINCERELY / YOUR FAITHFULLY)
9	• SIGNATURE
10	• NAME AND JOB: WRITER'S
11	• ENCLOSURE: (ENC / LABEL WITH ENC / THREE DOT)
12	• CARBON COPY CC : COPY OF LETTER SENT TO SOMEONE



2. Memorandum (Memo)

- Memo is **something to be remembered**, it is used to **pass information or instructions** to **someone within your organization**.
- Memo is **short** and used for **internal communication**.
- They can be sent **by internal mail or messenger service**.
- In some business E-mail take place of memo.
- They are **not suitable** for confidential messages, in some organization they may be sent in envelopes and marked "confidential".

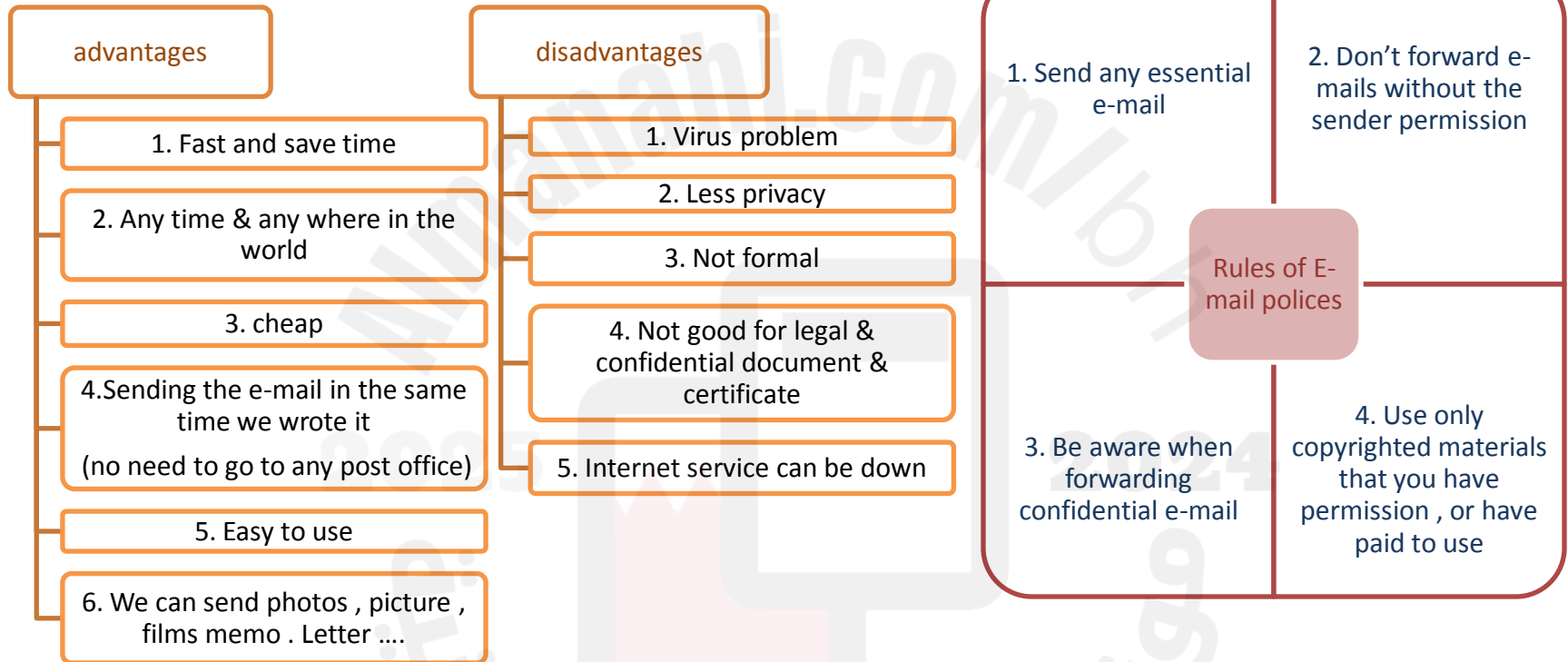


Memo VS Letter

الخصائص Criteria	Letter الرسالة	Memo المذكرة
Usage	Formal , External	Informal , Internal
Length طول الرسالة	Long , Details	Short , Brief
Letterhead	Yes Organization Information	No MEMO
Salutation	Yes Dear Sir Dear Mr. Ali	No No need
Complimentary Close	Yes Your Sincerely Your Faithfully	No No need
Signature	Yes Sender Sign	No Not Necessary
Envelope	Yes Essential الغلاف	No Depended الغلاف
Stamp	Yes Essential	No Depended

3.E – mail

- Is the most frequently used service on the internet.
- **E-mail:** it is the faster method of exchanging digital messages with one person or more. (sending and receiving of electronic message)
- It's the newest and faster.



4. report

- **Report:** It's a fact-based piece of writing which sets out a problem and the possible solutions to that problem.
- It's verbal communication between 2 or more :
- It's use to report about a problem or complain about an events or situation for whom in higher managerial level .
- **Some report are:**
 - 1- short [informal report – ex. Accident , small problem].
 - 2- long [formal report – ex. Investigate problem , evaluation , proposal].
- **The format of a report is usually determined by :**
 1. Audience.
 2. information.
 3. purpose.

