

# Portfolio

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## About Me



Hi! My name is Muhammad Said, an English <> Arabic translation & localization professional, an editor, a copywriter, a liaison interpreter, a podcaster, a speaker, and a ProZ.com translation trainer & mentor.



*Muhammad Said*



# WITHOUT TRANSLATION WE WOULD BE LIVING IN PROVINCES BORDERING ON SILENCE

George Steiner

Hi! My name is Muhammad Said, an English <> Arabic translation & localization professional, an editor, a copywriter, a liaison interpreter, a podcaster, a speaker, and a ProZ.com translation trainer & mentor.

With over 11 years of experience in the translation and localization industry, I have an in-depth knowledge of a range of computer assisted translation (CAT) tools, stand-alone & cloud-based, and translated +4M words in many fields, with +1M words in medical and pharmaceutical translations over the course of my career.

In 2007, I started my language career as a teaching assistant at Helwan University, with a parallel career in translation. Then, in 2013, I started investing more time, and money, to learn every aspect of the translation and localization industry.


And finally, my teaching and training passion drove me to help translation peers and newbies understand every discipline in the industry. Since 2016, I am proud to serve as a ProZ.com mentor. Therefore, I will be happy to help my colleagues and translation. newbies start their career in translation and localization.

In 2016, I founded **L10n Academy**, a professional translation & localization training resource, run by me, to bridge the gap between academia and the translation and localization industry. The main content of the academy is the **L10n Academy Podcast**, the first Arabic podcast about translation, localization, and linguistics in Egypt and the MENA region.

# Language Services




Translation

The icon shows two overlapping speech bubbles, one blue with a white Chinese character and one grey with a white 'A', representing translation services.

Editing

The icon shows a pencil writing on a document, representing editing services.


Proofreading

The icon shows two crossed pencils, one red and one yellow, representing proofreading services.

Desktop Publishing

The icon shows the Adobe Creative Suite logos for Photoshop (Ps), Illustrator (Ai), and InDesign (Id), representing desktop publishing services.

Localization

The icon shows a globe with speech bubbles in different colors, representing localization services.


Subtitling

The icon shows a film strip with a yellow 'SUB' label, representing subtitling services.

Copywriting

The icon shows a document with a pencil, representing copywriting services.

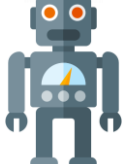
Transcription

The icon shows a document with a curved arrow, representing transcription services.

Voice Over

The icon shows a vintage microphone, representing voice over services.

Interpreting

The icon shows three stylized human figures in purple, representing interpreting services.

MTPE

The icon shows a robot, representing Machine Translation Post-Editing (MTPE) services.

Terminology Mgmt

The icon shows a green database cylinder and a pair of binoculars, representing terminology management services.

Project Mgmt

The icon shows a person inside a circle with dots, representing project management services.

Training

The icon shows a person speaking to a group of people, representing training services.

Consulting

The icon shows two people sitting at a table with speech bubbles, representing consulting services.

# Industries



## Medical



Over 12 years of hand-on experience, I provided my language services in many disciplines. My main fields of expertise are medical, pharmaceutical, and Forex. Also, my working fields include, but not limited to, legal documents, tourism and travel, education and e-learning, e-commerce, software & hardware, politics and marketing. Recently, I have been very interested in learning more about the blockchain technology and I translated a couple of projects into Arabic for key clients in the industry.

## Pharmaceutical



## Education



## E-commerce



## Software



## Hardware



## Tourism & Travel



## Blockchain



## Legal



## Marketing



## Financial



## Forex





# Education



## **B.A. in Linguistics & Translation Helwan University, Cairo, Egypt**

I am a graduate of the Faculty of Arts, Department of English Language, with double majors in linguistics and translation in 2006. I was also the first of my class. Among the disciplines I studied were translation theories, phonetics, phonology, discourse analysis, morphology, syntax, semantics, pragmatics, sociolinguistics, psycholinguistics, contrastive linguistics, schools of grammar, lexicography, research methodology, consecutive interpreting, simultaneous interpreting, stylistics, among others.



## **Post Graduate Studies in Linguistics & Translation, Helwan University, Cairo, Egypt**

Two years later, I started my post graduate studies in linguistics and translation at Helwan University, the Faculty of Arts, Department of English. I was also the first of my class. As for the disciplines, I studied translation theories, pragmatics, discourse analysis, contrastive linguistics, and research methodology.



# Why Me?

## SDL Trados Studio Certified



Technically speaking, I am an SDL Trados Studio Certified. Please check my SDL certificates by clicking the SDL Advanced Certificate above.

## SDL Post Editing Certified





MTPE is one of the language services I provide. I am an SDL Post-Editing Certified. Please check it by clicking the SDL Post Editing Certificate above.

## ProZ Certified



Member of the ProZ.com Certified PRO Network

In 2014, I became a member of the ProZ Certified PRO Network in English to Arabic & Arabic to English. Please check my certificates by clicking  


## Quality Guaranteed



Every single word really matters. Hence, I always use quality assurance software, such as ApSIC Xbench, QA Distiller, Linguistic Toolbox, etc., to maintain quality throughout

## Optimum Security



During my translation career, I am always keen to protect my clients' files and projects with cutting-edge software, hardware and best practices. Click 

## Native Speaker



I am a native speaker of Arabic. Also, I can provide language services in Modern Standard Arabic (MSA) and other variants, especially Egyptian.

## 24/7 Service



Thanks to task automation and my Gear S3 frontier Smartwatch, I can check my clients' emails and queries in a short time, no matter what time zone is.

## Affordable Costs



Enjoy my language services with affordable costs and the highest quality. Also, I provide discounts for big and sustainable projects.



# My Figures

## Years of Experience



**+11 years** of hands-on experience in translation & localization are ready to help you translate and localize your message with a high quality and as quickly as possible.

## Word Count



I translated over **4M words** in many fields. All my word count legacy is documented, whether as an in-house or a freelancer. Please visit my **Project History** by clicking

## Completed Projects



More than 1000 projects were delivered with the highest quality and in many fields, including but not limited to, medical, educational, legal, financial, among others.

## Satisfied Customers



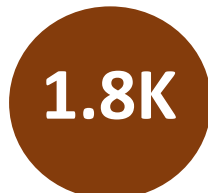
**30** customers are extremely satisfied with my language services, my high quality, responsiveness, proactivity, and hard working. Please check my Clients' Feedback Card and click

## Medical Industry



I translated **over 1M words** in the **medical & pharmaceutical** industries, especially for brands such as **GSK, Pfizer, Abbott, Life Pharma, Mundipharma, and Aspen.**

## KudoZ Points



I have more than **1800 KudoZ** points at ProZ, which rank me among the **top 15** in **EN>AR** language pair and among the **top 6** in **AR>EN** language pair.

## Forex Industry



I translated **over 1M words** in **Forex** Industry. Forex translations include, but not limited to technical and fundamental analysis. Also, I was a **trader** for a couple of years.

## Training Hours



During my journey in training, I delivered over **+1K** training hours for **+500** trainees in training sessions, courses, one-to-one mentoring programs, and live talks.





# My Main CAT Tools

## SDL Trados Studio

For more than 6 years, I have been using all SDL Trados Studio versions. Also, I have my own SDL Trados Studio Freelance license. Professionally speaking, I am an **SDL Trados Studio Certified** and a **trainer**. For more information, please click the **logo** on the left "I work with SDL Trados Studio 2015".

I work with



## memoQ 8.7



Not only SDL Trados Studio, I completed many projects on different versions of memoQ. Now, my main memoQ version is memoQ 8.7.

## Wordfast Pro



Wordfast Pro is among the computer-aided translation tools I usually use with my clients. Now, my main Wordfast version is Wordfast Pro.

## Memsorce



I work with other clients who manage their translation workflow through Memsorce. Also, I can use both the stand-alone and cloud-based platforms.

## Smartling



SMARTLING

I master many cloud-based translations management tools, including Smartling. Through Smartling, I managed to help a key client localize the Arabic content of one of the promising e-commerce platforms in the Middle East. Please click my **Project History** at ProZ

## Translation WorkSpace



I managed many translation and localization projects on Translation Workspace XLIFF Editor for many clients

## SDL MultiTerm 2015 Desktop



To maintain consistency throughout any project, I always use terminology management software, such as SDL MultiTerm, to create termbases and glossaries on the go.

## Other Tools & Platforms



# Clients' Feedback - 1



Muhammad is very efficient, adapts to our clients' needs and meets deadlines. Also, we have never received any complaint about the quality of his work.



Very grateful for your time in quickly and accurately translating medical information for pregnant women from English to Arabic through the charity translators without borders.



Muhammad did a great job on the translation project I posted. I am really pleased to have selected him, and would definitely work with him again. He is a very good communicator, and our time zone difference was never a problem. Highly recommended!



We recently worked with Muhammed on our first project involving transcription/translation. We found him to be professional, courteous, and timely in all his correspondence. We look forward to working with him again.



Muhammad is a wonderful translator. We are very impressed with his professional translation services.



Muhammad has been a pleasure to work with, he delivered on short notice. He's a professional and easy to work with. Great communication. Hope to work with him again.



Muhammad is very professional.  
Recommendable 100%



Very Muhammad is a pleasure to deal with and a highly experienced translator. I would certainly recommend working with him.





## Clients' Feedback - 2 (Continued)

Translation Volume: 100000 words Completed: Dec 2018 Languages: <b>English to Arabic</b>	<b>100K words, Surveying and Marketing</b> Projects in marketing researches, 100K words from English into Arabic. <i>Surveying, Marketing / Market Research</i>	+ positive Indira Izquierdo: No comment.
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Website localization Volume: 50000 words Completed: Dec 2018 Languages: <b>English to Arabic</b>	<b>50K words, website localization, marketing &amp; e-commerce</b> 50K words, website localization, marketing & e-commerce <i>Internet, e-Commerce, Marketing / Market Research, Retail</i>	+ positive Unlisted: For the last 3 years or so, Muhammad helped us in successfully supporting an important client as part of a long-term localization project.
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Translation Volume: 22000 words Completed: Jun 2018 Languages: <b>English to Arabic</b>	<b>Crypto ICO Proofreading &amp; DTP Project   22K words</b> Proofreading and Desktop Publishing of a project about Blockchain, cryptocurrency, and affiliate marketing. 22K words. <i>Finance (general), Marketing / Market Research</i>	+ positive AmaZix: No comment.
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Website localization Volume: 11500 words Completed: Apr 2018 Languages: <b>English to Arabic</b>	<b>Shivom: The Global Genomics Blockchain Ecosystem</b> A website localization project about Genomics Blockchain Ecosystem. 11K words. <i>IT (Information Technology), Medical (general)</i>	+ positive AmaZix: No comment.
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Translation Volume: 15000 words Completed: Jan 2015 Languages: <b>English to Arabic</b>	<b>15000-word project in Foreign Exchange market</b> A 15000-word project in foreign exchange market, fundamental and technical analysis of currencies from English into Arabic. <i>Investment / Securities</i>	+ positive WordInGame Solutions: Excellent translator
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## Clients' Feedback - 3 (Continued)



Translating for Humanity

14 August 2016

This is to confirm that Muhammad Said is a volunteer translator for Translators without Borders (TWB). He translates from English into Arabic and has so far translated 20 texts, amounting to a total of 23,952 words. He has received very good feedback from NGOs, including a comment from Hilary Swales, Obstetric Anaesthetists' Association (OAA), saying: "Quickly translated document and kept to original formatting as requested. Very happy"

He has worked for the NGOs listed below:

- DisasterReady.org
- Obstetric Anaesthetists' Association (OAA)
- North Helpline
- Infectious Diseases of Poverty
- Danish Refugee Council
- Oxfam International

and he has helped with a large proofreading project for:

- World Health Organization (WHO), 18,210 words

More information about TWB is available on our website: <http://translatorswithoutborders.org/>

Aimée Ansari  
Executive Director



Date: 16/01/2014

To Whom It May Concern:

We are pleased to recommend the work performed by **Mohamed Said** as an interpreter / Fixer for Democracy International's international observation witnessing mission in Egypt (January 2014). He served as the primary link of communication between Democracy International's election witnesses and key stakeholders in the electoral process. Mohamed interpreted questions and responses from witnesses to senior election and security officials, political representatives, domestic observers, Civil Society players, and voters. Mohamed was always professional in his work, despite any challenges that arose, and demonstrated a strong level of English.

Mohamed also responded to the needs of the team in an efficient manner and quickly adjusted to changing situations. Mohamed displayed a strong ability to multi-task and followed through on assignments, regularly acting on his own initiative to identify and tackle outstanding tasks essential to the success of the team.

Mohamed worked long hours in a challenging, high stress, and fast-paced environment. Despite these challenges, Mohamed undertook the job with a positive and respectful attitude. Mohamed displayed great and impressive initiative while working long hours in the field without complaint. We strongly endorse the work completed by Mohamed for Democracy International in Egypt and recommend her for any future commitments.

Sincerely,

Morgan Simpson  
Observer Liaison  
Egyptian Election Observation

# Clients' Feedback - 4



**Date:** 10/06/2014

**To Whom It May Concern:**

We are pleased to recommend the work performed by **Muhammad Said** as an Interpreter / Fixer for Democracy International's international observation witnessing mission in Egypt for the Presidential Elections (May 2014). After having already collaborated with Democracy International for the Referendum in January, Muhammad returned to again serve as the primary link of communication between Democracy International's short-term election witnesses and key stakeholders in the electoral process. Muhammad interpreted questions and responses between the witnesses and senior election and security officials, political representatives, domestic observers, Civil Society players, and voters. Muhammad was always professional in his work, despite any challenges that arose, and demonstrated command of the English language.

Muhammad also served as a troubleshooter for logistical issues that arose throughout the course of mission. He responded to the needs of the team in an efficient manner. Indeed, Muhammad displayed a strong ability to multi-task and followed through on assignments, regularly acting on his own initiative to identify and tackle outstanding tasks essential to the success of the team.

Muhammad worked extremely long hours in a challenging, high stress, and fast-paced environment. Despite these challenges, Muhammad undertook the job with a positive attitude. He displayed great initiative and keen interpreting ability while working long hours in the field without complaint. We strongly endorse the work completed by Muhammad for Democracy International in Egypt and recommend him for any future commitments.

Sincerely,

Morgan Simpson  
Operations Officer  
Egyptian Election Observation

Scott R. Lansell

June 6, 2014

To whom it may concern,

I am quite pleased to highly recommend the work performed by **Muhammad Said** as my interpreter/fixer under Democracy International's international election observation witnessing mission conducted in May 2014 in Cairo and Minya, Egypt. He served as my team's primary link of communication between my team and key stakeholders in the electoral process during election week.

Muhammad Said interpreted questions and responses that included local witnesses, senior election and security officials, political representatives, domestic observers, members of civil society and when appropriate, voters. Muhammad Said maintained a level of professionalism in his role amidst numerous challenges that arose throughout each day, and demonstrated a strong level of English. Muhammad Said also responded to the needs of our team in an efficient manner and quickly adjusted to changing situations in a way that displayed maturity and eloquence. Muhammad Said displayed a strong ability to multi-task and followed through on each assignment and after discussing the needs of the team in advance, took on a key role on the team that required his initiative to identify and tackle outstanding tasks essential to our success doing so in a manner that strengthened our ability to navigate the situations we faced.

During election week, Muhammad Said worked more than 14 hours per day in a challenging, high stress, and fast-paced environment. Despite these challenges, Muhammad Said undertook the job with a positive and respectful attitude and made the mission not only impactful, but enjoyable.

Muhammad Said displayed notable and impressive initiative while working very long hours across the Minya district without any complaint. As such, I strongly endorse and deeply appreciate the work completed by Muhammad Said in his role as an interpreter/fixer on the Democracy International in Egypt mission and recommend him for any future commitments.

Sincerely,

Scott Lansell  
Egyptian Election Observer  
May 2014  
[slansell@hotmail.com](mailto:slansell@hotmail.com)



# Memberships

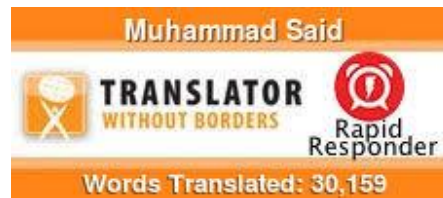
## Member of the ProZ.com Certified PRO Network



Member of the ProZ.com Certified PRO Network

I am a member of the ProZ.com Certified PRO Network in English to Arabic & Arabic to English. This means that I have Translation Ability, Business Reliability, and Good Citizenship. I am also a ProZ certified mentor. For more information, please click the logo above and from [here](#).

## Member of Translators Without Borders



I am a member of Translators Without Borders. So far, I completed 28 projects and 30,159 words. I was also part of the Rapid Response Team and a medical translation reviewer in many voluntary projects.

## Member of the ATN-APTS



Arab Professional Translators Society (APTS), based in Beirut, Lebanon, is a non-profit association founded in the year 2000. I am a member of the ATN-APTS and a certified translator in English <> Arabic language pairs.



# Proof of Experience - 1



Address: 10 Abd Al-Rahman Al-Rafi Street, Giza, Egypt  
Tel: +2 02 7625021  
Fax: +2 02 7608966  
Email: info@future-group.com

### Certificate of Experience

Future Group Co., which is one of the Middle East's largest Translation and Localization companies, hereby certifies that **Mr. Muhammad Said Kamel** worked for the company from **July 2013 till Jan 2019** as a **Reviewer (5 years and 6 months)**.

During that period, **Mr. Muhammad** proved himself reliable and hardworking. He has very good communication skills and has shown enthusiasm and innovation in accomplishing his assigned tasks and duties.

This certificate has been issued upon his request to be presented To Whom It May Concern, with no liability whatsoever on the part of **Future Group Co.** and/or its affiliates.

 HR Manager  


10 Abd El Rahman El Rafei Dokki, Giza, Egypt  
+202 37625021

info@f-g.com  
www.f-g.com



Address: 10 Abd Al-Rahman Al-Rafi Street, Giza, Egypt  
Tel: +2 02 7625021  
Fax: +2 02 7608966  
Email: info@future-group.com

### Certificate of Word Count/Projects

Future Group Co., which is one of the Middle East's largest Translation and Localization companies, hereby certifies that **Mr. Muhammad Said Kamel** has translated **2800000 words (Two Million and Eight Hundred Thousand Words)** and delivered **1100 projects (One Thousand and One Hundred Projects)** as a **Reviewer**.

During that period, **Mr. Muhammad** proved himself reliable, hardworking and proactive. He has very good communication skills and has shown enthusiasm and innovation in accomplishing his assigned projects/tasks and duties.

This certificate has been issued upon his request to be presented To Whom It May Concern, with no liability whatsoever on the part of **Future Group Co.** and/or its affiliates.

 HR Manager  


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www.f-g.com



# Proof of Experience – 2 (Continued)



Address: 10 Abd Al-Rahman Al-Rafi  
Street, Giza, Egypt  
Tel: +2 02 7625021  
Fax: +2 02 7608966  
Email: info@future-group.com

## Certificate of Experience in Life Science Translations

Future Group Co., which is one of the Middle East's largest Translation and Localization companies, hereby certifies that **Mr. Muhammad Said Kamel** has translated **about 1M words (One Million Words)** in **Life Science Translations**.

During that period, **Mr. Muhammad** proved himself reliable, hardworking and proactive. He has very good communication skills and has shown enthusiasm and innovation in accomplishing his assigned projects/tasks and duties.

This certificate has been issued upon his request to be presented To Whom It May Concern, with no liability whatsoever on the part of **Future Group Co.** and/or its affiliates.



HR Manager

10 Abd El Rahman El Rafei Dokki, Giza, Egypt  
+202 37625021

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www.f-g.com



Address: 10 Abd Al-Rahman Al-Rafi  
Street, Giza, Egypt  
Tel: +2 02 7625021  
Fax: +2 02 7608966  
Email: info@future-group.com

## Certificate of Experience in Training

Future Group Co., which is one of the Middle East's largest Translation and Localization companies, hereby certifies that **Mr. Muhammad Said Kamel** has delivered **Four Training Sessions** as follows:

- A Training Course in SDL Trados Studio
- An Introduction to Medical Translation
- An Introduction to Pharmaceutical Translation
- The Internet Searching Skills for Translators

During that period, **Mr. Muhammad** proved himself reliable, hardworking and proactive. He has very good communication skills and has shown enthusiasm and innovation in accomplishing his training.

This certificate has been issued upon his request to be presented To Whom It May Concern, with no liability whatsoever on the part of **Future Group Co.** and/or its affiliates.



HR Manager

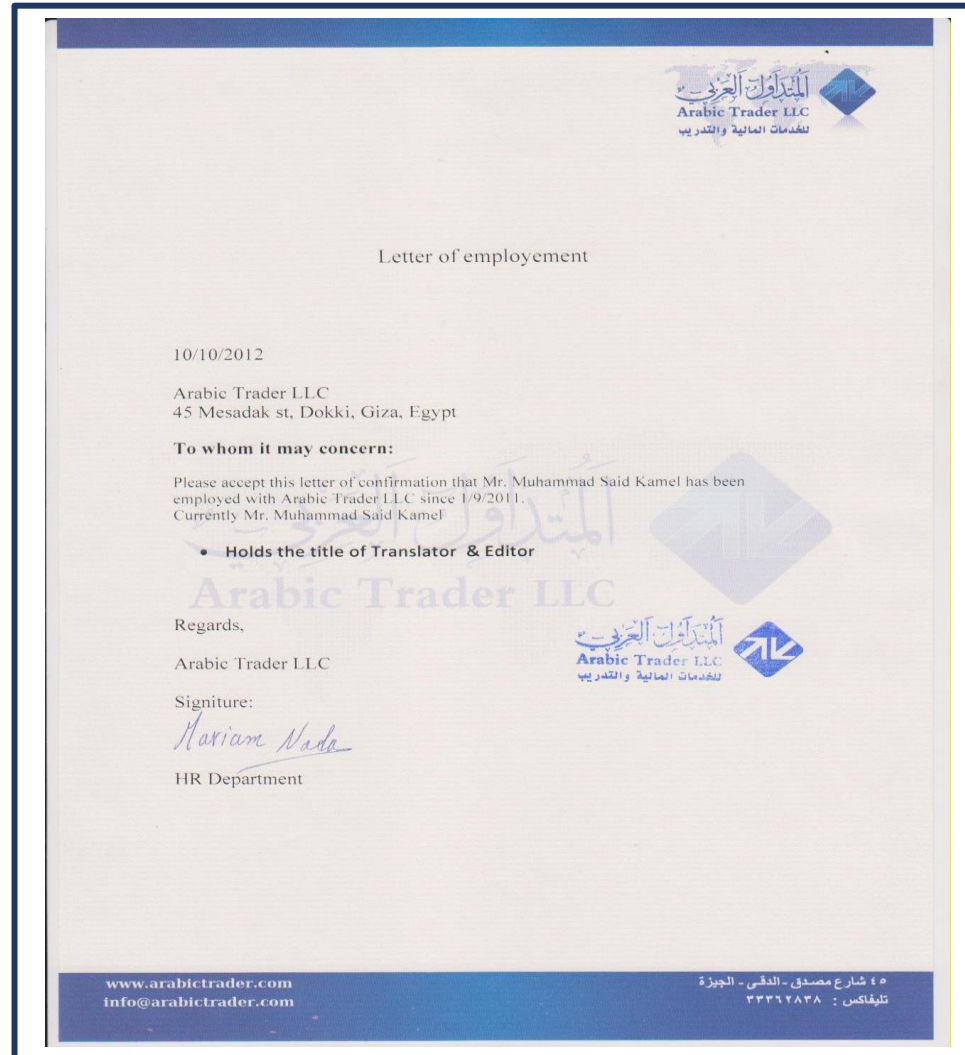
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www.f-g.com

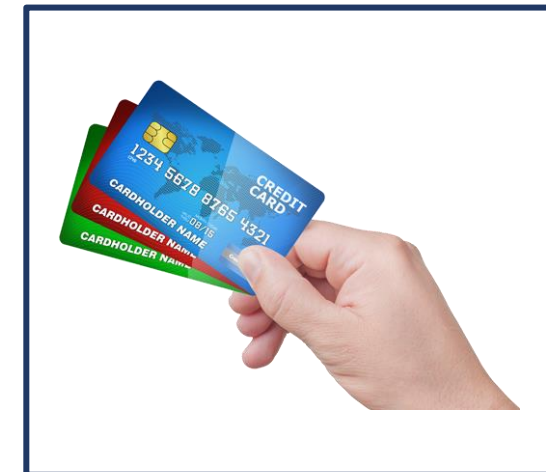




## Proof of Experience – 3 (Continued)



## Payment Methods





# Data Security

## Password-protected folders



I understand how to, and am willing to agree to, password-protect file folders. Therefore, I have my own licenses of **Folder Lock & Cloud Secure**, two software from NewSoftwares.net which is committed to providing strong, effective solutions in information security to clients.

## Antivirus Software



I have a **Kaspersky Internet Security** license. This software protects me from any potential ransomware, attacks, and more. Also, I protect my smartphone with all my accounts with this license. It also protects my privacy and personal information.

## Remote Backup



I have a WD MyCloud Device on which I regularly store all my data. This device is protected by a password and a two-step verification. Any attempt to access my data, I am notified with their pictures, IP, location, and their mobile phone numbers if they are trying to log in from their smartphones.

## 2-step verification



I always use two-step verification procedures whenever possible and my smartphone is also secured by Kaspersky Internet Security with a full license. Not only this, but I always use authentication apps as a second layer of data security.

## GDPR-Compliant



All my language services and data protection procedures are GDPR-compliant.

## Non-disclosure Agreement



I am ready to sign Non-Disclosure Agreements (NDA) and/or Confidentiality Agreements before starting any project. These agreements can be signed digitally or manually after printing them out.



# Quality Assurance

## Quality Management Tools



SnellSpell



Verifika



QA Distiller



ApSIC Xbench

No deliverables are sent before running one of the above QA software to check any missing translations, terminology errors, inconsistencies, numeric issues, if required. I always use ApSIC Xbench, QA Distiller, SnellSpell and/or Verifika, to maintain quality throughout translation projects.

## Terminology Management



One of the best practices I always follow is to create a translation memory and a termbase for big and long-term projects. I have my own SDL MultiTerm Desktop license and Glossary Converter that enable me managing projects' terminology.

Literary



## Samples – 1 (Cont.)



A theme of the age, at least in the developed world, is that people crave silence and can find none. The roar of traffic, the ceaseless beep of phones, digital announcements in buses and trains, TV sets blaring even in empty offices, are an endless battery and distraction. The human race is exhausting itself with noise and longs for its opposite—whether in the wilds, on the wide ocean or in some retreat dedicated to stillness and concentration. Alain Corbin, a history professor, writes from his refuge in the Sorbonne, and Erling Kagge, a Norwegian explorer, from his memories of the wastes of Antarctica, where both have tried to escape.

And yet, as Mr Corbin points out in "A History of Silence", there is probably no more noise than there used to be. Before pneumatic tyres, city streets were full of the deafening clang of metal-rimmed wheels and horseshoes on stone. Before voluntary isolation on mobile phones, buses and trains rang with conversation. Newspaper-sellers did not leave their wares in a mute pile, but advertised them at top volume, as did vendors of cherries, violets and fresh mackerel. The theatre and the opera were a chaos of huzzahs and barracking. Even in the countryside, peasants sang as they drudged. They don't sing now.

What has changed is not so much the level of noise, which previous centuries also complained about, but the level of distraction, which occupies the space that silence might invade. There looms another paradox, because when it does invade—in the depths of a pine forest, in the naked desert, in a suddenly vacated room—it often proves unnerving rather than welcome. Dread creeps in; the ear instinctively fastens on anything, whether fire-hiss or bird call or susurrus of leaves, that will save it from this unknown emptiness. People want silence, but not that much.

Source: *People crave silence, yet are unnerved by it*, *The Economist*

بات الجميع يحملون بهجرة شرعية إلى أحضان الصمت، لا سيما شعوب الدول المتقدمة؛ ولم لا وقد أضحى هذا الحلم سمة هذا العصر، لكن ما كل ما يتمناه المرء يدركه. فإذا بهم ترتطم سفنهم برياح محملة بصخب المرور، وصراخ الهواتف الذي لا ينتهي، والإعلانات الرقمية داخل الحافلات والقطارات، وأصوات أجهزة التلفاز المزعجة حتى داخل المكاتب الخاوية، وكأنه ليل بهيم من شرود الأذهان لن تشرق شمسها أبدًا. وإذ بأموج الضجيج تلطم طاقات الجنس البشري، حتى صاروا يتشوقون إلى حظ رحالهم على شاطئ يكسوه الهدوء، ولم تطأه قدمٌ، أو أن ترسى أمانهم على محيطٍ واسع، أو أن يطلبوا لجوءًا سلميًا إلى مكان تُعنون السكينة وصفاء الذهن شوارعه. تلك هي الكلمات التي سطرها أليان كوربن، أستاذ التاريخ، من معتكفه في جامعة السوربون، وإيرلينج كاج، المستكشف النرويجي، من واقع مذكراته التي دوّنها في أراضي القطب الجنوبي الجرداء؛ حيث حاول الاثنان الفرار من صخب الحياة.

رغم ذلك، وحسبما أشار السيد كوربن في كتابه "تاريخ الصمت"، ربما لم تتجاوز الضوضاء ما كانت عليه فيما مضى. إذ كانت شوارع المدينة، قبل ظهور الإطارات الهوائية، تُصاب بالصمم من ضجيج الرنين الصادر عن العجلات المعدنية وحدوات الأحصنة على الأحجار. وكانت الحافلات والقطارات تطنّ أصواتها بأحاديث الناس، قبل عزلة ارتضوها على أنفسهم من هواتفهم المحمولة. ولم يكن بائعو الصحف ليفوتوا فرصة بيع بضاعتهم في هدوء، بل ضجّوا بأصواتهم يعلنون عنها، هم وبائعو الكرز وزهور البنفسج وأسماك الماكريل الطازجة. واجتاحت المسرح والأوبرا فوضى الهتافات والصراخ. حتى الريف لم يسلم، فقد شدا الفلاحون أغانيهم وقت كدحهم، لكنهم عزفوا عن الغناء الآن.

ليس مستوى الضوضاء هو ما تغرّ كثيرًا، تلك الضوضاء التي اشتكت منها القرون الماضية أيضًا، بل مستوى شرود الأذهان، الذي بات يشغل مساحةً كان يغزوها الصمت. وإذ بمفارقة أخرى تلوح في الأفق؛ لأنه في الوقت الذي يحتاج فيه الصمت أعماق غابات الصنوبر، والصحراء الجرداء، وغرفة خلت فجأة، كثيرًا ما يثبت الصمت أن وجوده أضحى مثيرًا للغضب أكثر مما كان مرحّبًا به. حينئذ يتحسس الفزع أولى خطواته، لتدفع الغريزة أذاننا إلى الإنصات إلى أي شيء، سواء كان حسيس النيران، أو شقشقة العصافير، أو حفيف أوراق الشجر، لتتقدّها من هذا الخلاء المجهول. فالناس يريدون الصمت، ولكن ليس بهذا القدر.



## Samples – 2 (Cont.)



- All patients with IBD should be assessed for the presence of iron deficiency/anaemia by their gastroenterologist. However, many patients with undiagnosed IBD will first present to GP following iron deficiency/anaemia symptoms, resulting in an IBD diagnosis.
- Choice between Intravenous and oral routes for iron therapy depends on the factors listed to the left according to the guidelines. Still most patients will usually begin on oral iron therapy.
- IBD-associated Iron Deficiency/anaemia recur even after treatment with Intravenous iron therapy, therefore patients with IBD should be monitored every 3 months for 1 year after correction, and between 6-12 months thereafter
- Hb should be measured when clinically indicated and every 3-12 months (depending on CKD type/stage)
- Balance the potential benefits of avoiding or minimizing blood transfusions, ESA therapy, and anaemia-related symptoms against the risks of harm in individual patients
- Intravenous iron therapy should be considered as 1st Line therapy for patients already undergoing dialysis for CKD
- For patients with Non dialysis-CKD, selection of the route of iron administration should be based on the severity of iron deficiency, availability of venous access, response to prior oral iron therapy, side effects with prior oral or IV iron therapy, patient compliance, and cost
- Estimated 41.8% of pregnant women worldwide are anaemic, at least half of which is due to iron deficiency. Iron Deficiency Anaemia may affect child in utero and long term; anaemia has been associated with risk of premature delivery, postpartum haemorrhage, child mortality, and infectious diseases.

- ينبغي أن يُقيّم طبيب الجهاز الهضمي جميع المرضى المصابين بمرض التهاب الأمعاء بشأن ظهور الإصابة بنقص الحديد/فقر الدم. ومع ذلك، سيجري كثيرٌ من المرضى الذين لم يتم تشخيص إصابتهم بمرض التهاب الأمعاء زيارةً للممارس العام بعد إصابتهم بأعراض بنقص الحديد/فقر الدم، والذي يؤدي بدوره إلى تشخيص إصابتهم بمرض التهاب الأمعاء.
- يتوقف الاختيار بين المسار الوريدي أو مسار الفم للعلاج بالحديد على العوامل المذكورة في يمين الشريحة وفقاً للمبادئ التوجيهية. سيظل أغلب المرضى يبدأون عادةً علاجهم بالحديد عن طريق الفم.
- تتكرر الإصابة بنقص الحديد/فقر الدم المصاحب لمرض التهاب الأمعاء حتى بعد العلاج بالحديد عن طريق الوريد؛ لذا ينبغي مراقبة المرضى المصابين بمرض التهاب الأمعاء كل 3 أشهر لمدة عامٍ بعد عملية التصحيح، وفترة تتراوح ما بين 6 أشهر-12 شهرًا بعد ذلك.
- ينبغي قياس الهيموغلوبين عند تحديده سريريًا وكل 3 أشهر-12 شهرًا (حسب نوع/مرحلة الإصابة بالمرض الكلوي المزمن).
- وازن بين المزايا الممكنة لتجنّب عمليات نقل الدم أو الحد منها، والعلاج بمحفز تكوين كرات الدم الحمراء، فضلاً عن الأعراض المرتبطة بفقر الدم، في مقابل أخطار تعرّض المرضى لأضرار
- ينبغي التفكير في العلاج بالحديد عن طريق الوريد كمرحلة علاجية أولى للمرضى الذين يخضعون بالفعل للغسيل الكلوي بسبب مرض كلوي مزمن
- أما عن الذين يعانون مرضًا مزمنًا في الكلى ولا يخضعون للغسيل الكلوي، فينبغي أن يعتمد اختيار مسار العلاج بالحديد على مدى شدة نقصه، وتوافر الوصول إلى الوريد، والاستجابة إلى العلاج بالحديد عن طريق الفم من قبل، والآثار الجانبية المصاحبة للعلاج بالحديد عن طريق الفم أو الوريد فيما مضى، والتزام المريض، فضلاً عن التكلفة
- تعاني نحو 41.8% من السيدات الحوامل من فقر الدم في جميع أنحاء العالم، ويرجع السبب في نصف تلك الحالات على الأقل إلى نقص الحديد. قد تؤثر الإصابة بفقر الدم الناتج عن نقص الحديد في الطفل داخل الرحم وعلى المدى الطويل؛ إذا صاحب فقر الدم خطورة التعرّض للولادة المبكرة، والزيغ بعد الولادة، ووفاة الطفل، فضلاً عن الأمراض المعدية.



Pharmaceutical

## Samples – 3 (Cont.)



### Adults

The recommended dose is 100 mg daily. Treatment will be started at a dose of mg or 100 mg, as a single dose in the evening. The dose should be 50 ,reviewed and adjusted if necessary within the first 3 to 4 weeks of treatment and thereafter, if it is clinically justified. Although there may be a higher risk of undesirable effects at higher doses, and if after several weeks on the recommended dose insufficient response is seen, some patients may benefit from a gradual dose increase up to a maximum of 300 mg per day .Doses up .to 150 mg may be administered as one single dose, preferably in the evening If the total daily dose is greater than 150 mg, division in two or three doses is recommended. Dosage adjustments should be made carefully on a case-by-case basis, to maintain the patient at the lowest effective dosage.

Patients with depression should be treated for a sufficient period of at least 6 months to ensure that they are free of symptoms.

### Children/Adolescents

XXX® is not recommended in children and adolescents less than 18 years for the treatment of major depressive episode.

### Obsessive-compulsive disorders

#### *Adults*

The recommended dose is between 100 and 300 mg daily. Treatment will be started at a dose of 50 mg daily. Although there may be a higher risk of undesirable effects at higher doses, and if after several weeks on the recommended dose insufficient response is seen, some patients may benefit from a gradual dose increase up to a maximum of 300 mg per day. Doses up to 150 mg may be administered as one single dose, preferably in the evening.

### البالغون

الجرعة الموصى بها هي 100 ملجم يوميًا. وسيبدأ العلاج بجرعة مكونة من 50 ملجم أو 100 ملجم، كجرعة واحدة في المساء. ويجب مراجعة الجرعة وتعديلها عند الضرورة خلال الأسابيع الثلاثة إلى الأربعة الأولى من العلاج؛ وبعد ذلك، إذا كان هناك مبرر علاجي لذلك. وعلى الرغم من احتمالية التعرض لمخاطرة عالية من الآثار الجانبية غير المرغوبة مع الجرعات العالية، وإذا لم تكن هناك استجابة كافية بعد تناول الجرعة الموصى بها على مدار عدة أسابيع، فقد يستفيد بعض المرضى من الزيادة التدريجية للجرعة إلى 300 ملجم بحد أقصى يوميًا. وقد تُؤخذ الجرعات حتى 150 ملجم كجرعة واحدة، ويُفضّل أن تكون الجرعة في المساء. إذا كانت الجرعة الكلية اليومية أكبر من 150 ملجم، فيوصى بتقسيمها على جرعتين أو ثلاث جرعات. ويجب الانتباه لتعديلات الجرعة وإجراء بذلك بعناية أولاً بأول للمحافظة على صحة المريض بأدنى جرعة فعالة.

ينبغي علاج المرضى المصابين بالاكتئاب لفترة زمنية كافية مدتها 6 أشهر على الأقل لضمان تعافهم من الأعراض.

### الأطفال/المراهقون

لا يوصى بتناول الأطفال والمراهقين الأقل من 18 عامًا لعقار XXX® لعلاج نوبة الاكتئاب الرئيسية. فلم تثبت فعالية فافرين® وأمانه في هذه الفئة العمرية لعلاج نوبة الاكتئاب الرئيسية.

### اضطرابات الوسواس القهري

#### *البالغون*

تتراوح الجرعة الموصى بها ما بين 100 ملجم إلى 300 ملجم يوميًا. وينبغي بدء العلاج بجرعة تبلغ 50 ملجم يوميًا. وعلى الرغم من احتمالية التعرض لمخاطرة عالية من الآثار الجانبية غير المرغوبة مع الجرعات العالية، وإذا لم تكن هناك استجابة كافية بعد تناول الجرعة الموصى بها على مدار عدة أسابيع، فقد يستفيد بعض المرضى من الزيادة التدريجية للجرعة إلى 300 ملجم بحد أقصى يوميًا. ويمكن تناول الجرعات التي تصل إلى 150 ملجم كجرعة واحدة، ويفضل في المساء.



## Samples – 4 (Cont.)

Preparing to Manage Human Resources.

One way or another, all employees are managed. But approaches to managing employees varying from employee-to-employee, job-to-job, manager-to-manager, organization-to-organization, and country-to-country. This course provides a foundation for developing your own approach to skillfully managing employees by illustrating alternative human resource management (HRM) strategies, introducing the importance of the legal context, and thinking about what motivates employees. This will then give you the factual and conceptual basis for developing specific, critical HRM skills in subsequent courses on hiring employees, managing performance, and rewarding employees.

Don't know anything about HRM? That's OK!

Leave this course with a new-found understanding of the range of options available for managing employees, a grasp of what makes workers tick, and the readiness to develop your own HRM skills.

The People Manager as Part of a Complex System

Welcome to the fourth and final module of this course!

In this section, we'll finish laying a foundation for managing human resources by looking at the constraints faced by managers, especially the legal environment. After completing this module, you will be able to...

- Explain at least four constraints that influence how human resources are managed in a particular organization.
- Compare the ways in which the law does and does not see employment as a typical contractual relationship.

التحضير لإدارة الموارد البشرية.

يُدار جميع الموظفين بطريقة أو بأخرى. ولكن تختلف المناهج المُتبعة لإدارة الموظفين من موظف لآخر، ومن وظيفة لأخرى، ومن مدير لآخر، ومن مؤسسة لأخرى، وحتى من بلد لبلد آخر. تقدم هذه الدورة التدريبية الأساس لتطوير منهجك في إدارة الموظفين بمهارة من خلال إيضاح الإستراتيجيات البديلة لإدارة الموارد البشرية، وطرح أهمية السياق القانوني، والتفكير فيما يحفز الموظفين. وهذا سيوضّح لكم الأساس الواقعي والإدراكي لتطوير مهارات محددة ودقيقة في إدارة موارد بشرية في الدورات التدريبية التالية المتعلقة بتعيين الموظفين وإدارة الأداء ومكافأة الموظفين.

ألا تعرفون أي شيء عن إدارة الموارد البشرية؟ لا بأس!

ستنهون هذه الدورة التدريبية وأنتم تفهمون كل ما هو جديد بشأن مجموعة من الخيارات المتاحة لإدارة الموظفين، وإدراك ما يحفز العاملين، والاستعداد لتطوير مهارات إدارة الموارد البشرية لديكم.

مدير الأشخاص بصفته جزءاً من أحد الأنظمة المعقدة

مرحباً بكم في الوحدة الرابعة والأخيرة من هذه الدورة التدريبية!

في هذا القسم، سنهي وضع أساس لإدارة الموارد البشرية من خلال النظر في المعوقات التي يواجهها المديرون، خاصةً البيئة القانونية.

بعد الانتهاء من هذه الوحدة، ستتمكنون من ...

- شرح أربعة معوقات على الأقل تؤثر في كيفية إدارة الموارد البشرية في مؤسسة معينة.
- مقارنة الأساليب التي يتعامل فيها القانون مع أمر التوظيف كعلاقة تعاقدية نموذجية والأمر التي لا تندرج تحت هذا الأمر.



## Contact Me

