

Workplace Vocabulary Pack

Everyday office and professional language

Tip: The fastest way to remember a word is to use it in a complete sentence.

Free download for learners of Somali, Swahili and English.

Core vocabulary and phrases

English	Somali	Swahili
job	shaqo	kazi
worker	shaqaale	mfanyakazi
manager	maamule	meneja
office	xafiis	ofisi
meeting	kulan	mkutano
email	iimayl	barua pepe
report	warbixin	ripoti
project	mashruuc	mradi
deadline	waqtiga kama dambaysta	muda wa mwisho
salary	mushahar	mshahara
leave	fasax	likizo
application	codsi	maombi
interview	wareysi	mahojiano
customer	macmiil	mteja
team	koox	timu
manager	maamule	meneja

Useful sentence patterns

English pattern: I have a meeting.

English pattern: Please send the report.

English pattern: The project is ready.

Practice

Translate the sentence patterns into Somali and Swahili, then personalise them with your own words.