

Name :

Date:

1. Shall I ask Michelle to sign the purchase order?

She doesn't have the authority to sign it. It has to be signed by someone who has the authority to sign. The operations manager and above can sign it. Why don't you go to Simon and get it signed please?

2. These invoices have to be entered for payments.

They have not yet been approved. How can I enter them without the approval?
Can you please tell me who can approve them/these invoices?

3. Were you called for the meeting that is going on in the room?

No, I wasn't called for that meeting. I think it is only for the marketing staff at the moment. There will be another meeting after this. I guess we have all been called for that meeting. I remember an email was circulated about it.

4. How much are you paid for a year? How much is his package if I am not curious / inquisitive?

I am paid \$ 60 k plus super. They said they would add bonus depending on how I go/ perform.

5. How does your manager know about it? (Can you please tell me how you know about this?)

My manager would have been informed by Shane. I don't have any other clue about anyone else.

6. There is a visitor for you. Shall I send him in?

Sorry please don't send him now. I am on a phone hook-up (tele- conference) now with a manager in Sydney. Once this is finished I will be free. Please ask him to take a seat for the time being.

7. For how much was your house sold?

My house was sold for \$ 500 k. I didn't expect that much. Luckily it is a sellers' market these days. (buyers' market). All of a sudden, an Asian buyer's agent came and bid (offered) a higher amount that couldn't be matched by the local buyers/participants. The sales agent is also very good. He has contacts with the Asian buyers.

8. Was the agreement signed subject to finance?

No way! At an auction, no agreement can be signed subject to finance. It has to be unconditional purchase. All the buyers before coming to an auction should get their finance approved before bidding.

9. Could you please come to work little early today?

I am sorry Tania, I have to drop my daughter to school in the morning. If you had told me yesterday, I would have arranged something.

10. Is the cupboard locked?

It is locked. If you want, I have the key.

11. Can you please open the cupboard for me?

Can you please hold this parcel till I open the cupboard?

12. She is very playful. That is why she lost the job.

When you are in an office, you should be disciplined.

13. I don't understand what you are talking.

You are not listening to me. That is why you can't understand.

14. Does this bus turn from the colour lights?

This doesn't turn from the colour lights.

15. Have you lodged your tax return yet?

Oops I totally forgot it this time. It should be lodged asap. I haven't done it yet.

16. How long will you be away? (will he)

I will be away for one hour. Not more than that.

17. Can you please see to my work till I come back? (Till he comes)

Can you please come before I go home? (Before he goes home)

18. Can you please turn into channel 9? (Can you please turn into channel 10?)

If you don't mind, I like to listen to this programme.

19. If you don't mind can I please have a glass of water?

Certainly, do you want a cool or warm water? (luke warm water)

20. Like walking because it is a good exercise.

I like reading. It makes me intelligent.

21. Have you finished using the computer/ browsing internet? (reading the newspaper)

Yes. If you want, you take the computer/ paper.

22. What are you going through? What are you browsing/ reading?

I am going through the vacancies. I am reading the vacancies.

23. What do you always read the vacancies? You have a good job.

The best job for me is yet to come.

24. You have to enclose a self-addressed envelope with the letter.

I will enclose a self-addressed envelope.

25. Where did she work earlier? Where was she employed earlier?

I don't know where she worked earlier. (Where she was employed)

26. We are going out for dinner. Will you join? / Will you come?

I had my dinner. You proceed/ you carry on/ you go ahead.

27. Which is better out of the two shirts? (out of the two alternatives)

This shirt is better than that.

28. What are you writing in a piece of paper?

I am writing what I have to do tomorrow.

29. Do you always write like that? (Does he always)

Of course. I always plan my tomorrow.

30. Will you be able to do all tomorrow?

I won't be able to do all. Next day I start from where I stopped.

31. Why did you adopt that system?

Because of this system, I don't miss the work, I have to do.

32. If we miss, what we have to do, we can't achieve our ambition.

Building and houses are built according to a plan.

Our lives also should be planned daily like that.(pv)

33. Are you ironing now?

I have already finished ironing.

34. Why is the work (crowd) more today?

So many people are absent today. Only 15 people are working.

35. How can we manage the work with few people?

We will have to disappoint the customers.

36. It is very easy to get workers.

But it is not easy to get customers. (but it is not easy to get the market)

37. When customers are disappointed they go to other places.

We must not lose customers. We must win customers.

38. In the morning, I am in tension.

Everything is planned and started in the morning.

39. I like him. Because he encourages me to come up in life.

Yes he gives useful advices. He is not jealous of others.

40. I am too tired to do this, (work/study/ wash)

Why don't you do it later?

41. What is her illness/sickness?

She has got chicken pox/ flu. (Infected with flu) It is infectious.

42. She has to be indoors for 2 weeks.

How can we manage the work without her?

43. Is he coming definitely to work?

If he is not coming, everything will go wrong/ upset.

44. I will get the tooth extracted. (the tooth filled)

There is a good dentist that I know in our area.

45. Have you consulted that dentist? (doctor/specialist)

I haven't not consulted him. My sister has consulted.

46. How are you feeling now?

I feel a lot better now. However, Doctor asked me to relax.

47. I think you have enough sick leave. Don't you?

I hope so. I haven't taken any for this year yet.

Convert the following into English

1. මම දැක්කේ නැහැ ඔයා කකා ඉන්නවා . (eat)

සමාවෙන් මට . ඔයා කකා ඉන්න බව දැක්ක නම් මම එක කරන්නේ නැහැ . (do)

ඒකට කමක් නැහැ . මම දැන් කාල ඉවර වෙන්නයි යන්නේ .

2. ඔයා දන්නවද මැනේජර් කොහෙද ගියේ කියල ? (go)

මම දන්නේ නැහැ එයා කොහේ ගියද කියලා . මම හිතන්නේ එයා ලන්ඩ් වලට යන්න ඇති කියල .

3. ඔයාට පුලුවන්ද ඔහුට කියන්න මට කෝල් එකක් දෙන්න කියලා එයා ආව ගමන්ම . (give a call)

මට පුළුවනි . ඔහු ආවත් නැත්ත් මම ඔයාට කෝල් එකක් දෙන්නම් .

4. ඔයාට මේපාර කියක් පඩි වැඩි වුනාද මම ඇහැව්වට කමක් නැත් නම් ?

මට හම්බ වුණේ සී පී අයි විතරයි . මට පඩි වැඩිකිරීමක් ඉල්ලන්න තිබුණා . මට හිතෙනවා ඒක ඉල්ලුවානම් , මට ලැබෙනවා .

5. දැන් ඉතින් ඔයා මොනවාද කරන්නද යන්නේ ?

මම කාලයක් තිස්සේ හිත හිත හිටියේ මගේම කියලා වියාපාරයක් දාන්න . මම හදන්නේ ඒක රෙජිස්ටර් කරවන්න . ඊට පස්සේ මම ඒක පොඩියට පටන් ගන්නවා .

6. ඒකනම් හොඳ අදහස . ඔයාට ගොඩක් බෙනිච්ට්ස් ගන්නත් පුළුවන් ගවර්මන්ට එකෙන් ඒ සදහා .

මොනවාගේ බෙනිච්ට්ස් ඔයා කියන්නේ ?

විශේෂයෙන්ම බදු අඩුකරගන්නත් පුළුවන්නේ .

7. බැන්ක් ලෝන් එකකුත් ගන්න වෙනවා .

ඒකටනම් අවුරුදු දෙකක අකවුන්ට්ස් ඉල්ලනවා . ඒක නැත්නම් ගරන්ටර් කෙනෙක්ව හොයාගන්න වෙනවා .

8. මට කියල තියෙනවා , මගේ ළඟ අවුරුදු දෙකක අකවුන්ට්ස් තිබ්බානම් , ලෝං එක දෙනවා කියලා .

හැමෝම එහෙම තමයි කියන්නේ . ගරන්ටර් කෙනෙක්ව හොයාගන්න එකත් ලේසි නැහැ . නේද ?

9. ඔයාගේ පුතා විභාගේ හොඳට පාස් ද ?

අපොයි ඔව් . එයාට හොඳ රිසල්ට් එකක් ලැබුණා .

Homework : 1-55 Dengue eradicate (PV). We eradicate dengue (AV)
(eradicate/eradicated/eradicated/eradicating)