

Name :

Date:

10 unique skills that will get you hired

Being dependable

Employers value workers they can rely on to get the job done. There's nothing better than an employee who is available at the drop of a dime (instantly, without hesitation), arrives to work on time and delivers quality results. During the interview process, hiring managers should ask candidates about their work ethic. Dependable employees are individuals who meet deadlines, are team players and stay focused at work.

Pulling together a presentation

Regardless of their position, most employees are expected to make presentations to management, co-workers, customers and clients in some fashion. For example, an in-house graphic designer might receive an email from the head of the marketing department about a new client. Although this employee isn't a communications professional, she might be asked to pull together branding ideas in a presentation for the client.

Solving problems

Especially for fast-paced organisations, strong employees can think critically and effectively solve problems. During the job interview, hiring managers should ask candidates about a time when they had to overcome a challenge in the workplace. This will help a hiring manager gauge (ଗେଜିଂ - ମନିଆର, ଚିଂଚିତ) the candidate's ability to solve problems, be resourceful and face obstacles at work.

Coaching co-workers

According to Millennial Branding report, 92 percent of employers value strong teamwork skills. Strong employees are individuals willing to help co-workers and coach them along the way. Let's say a new employee has been hired and added to a group project. The new

employee probably doesn't have a clue about what's going on yet. In this scenario, an employee who's been on the team a while should take the new worker under his wing and coach the person through the new project.

Fitting into the company's culture

The Millennial Branding survey also revealed that 43 per cent of employers want to hire employees who are a great cultural fit. Cultural fit refers to when a candidate's values align with the employer's. If an employer values a balance between work and fun in the office, say, then hiring managers should search for candidates who share this outlook.

Voicing opinions while being open to feedback

Employees who are confident in their ideas but open to feedback can play influential roles in a workplace. During a brainstorming session, for example, such an employee would not only share ideas but also challenge others' by asking thoughtful questions. This can create a stimulating discussion and even spark innovation.

Being flexible and focused

Deadlines and projects can change at a moment's notice. Employees need to quickly adapt while remaining focused on meeting deadlines. For example, an employee may have just received an assignment and deadlines for the week. But Wednesday arrives and the manager decides everything needs to be shifted to arrive a day earlier. A flexible employee would be able to quickly adapt to these changes and focus on projects with top priority.

Being creative and innovative

Whether the employee is an accountant or art director, creativity is what sparks change in the workplace. During an interview, the hiring manager should ask the candidate about a time when he or she was assigned a new project. The candidate should respond highlighting personal examples of thinking outside of the box to achieve results.

Developing new work processes

Employees with the ability to analyse work processes and discover new ways to complete them efficiently are valuable to employers. Not only does this save employers time, but it can also add to the bottom line.

Taking initiative

An employee demonstrates initiative by coming up with an idea and putting it into action. For example, an employee might develop an idea for social-media marketing campaign that will build awareness for the organisation. After a company hires an employee, managers will want to gauge whether the employee will follow through in exhibiting (එශ්ඨිබ්විත්) soft skills. Some HR technology products let employers detect who has certain skills on the job. Talentoday is a skills assessment platform that helps employers measure soft skills and personalities through a variety of tests.

Practise the following daily.

1. Can you please show me where the tools section is? (singular - timber/ / paint workshop /stationary /bread/fresh milk) - plural - garden items are / laundry products are/ vegetables are)

It is on the aisle number 8 (අයිලේ) . Keep waling you will see onto your left.

2. What are the parts you want for the repair?

Until we remove the parts, I can't say that. I have to wait for the technician to come.

3. I hope this will not cause any inconvenience to you.

No, it is not an inconvenience to me.

4. Some people have moved into the place/vacated house without any permission.

They have to be evicted.

It is true. Can you please put up a board saying no hawkers/ no trespassers?

Illegal access will be prosecuted.

5. What is the amount in the cheque?

The amount in the cheque is \$ 5000.00 That amount is incorrect/ wrong.

6. How should I write the cheque? How should I print the cheque?

The cheque should be written in the company name. (pv) (in favour of the company name)

7. The bill is paid. Can I collect the items? (take)

Your voucher was sent to the stores to bring the goods. (PV)

8. I want to check the balance in my savings account. I want to find out the balance in my savings account.

I will put you through to the officer who is dealing /handling with savings account.

9. There is arrears in your water bill.

Today I didn't bring my card to pay the arrears.

10.If you don't pay the arrears, the file will be passed to the debt collectors.

Then, I will bring the card and pay. Please don't pass to the debt collectors. I don't want to pay further fees.

11.If the stock is over, can you inform me as soon as possible?

Certainly. We can manage till Monday.

12.Did you fill up the forms? Can I see the form please?

I will fill up for you.

13.Can you send a reply at your earliest convenience?

I will send at your earliest convenience.

14.Shall I ask them to load the goods to the lorry?

Still the goods are not brought from the stores. (pv)

15.These items are not priced. (pv)

Some items are not priced. (pv) These items should be priced.

16.Is there anything for me to sign?

No, everything is signed. (pv) Can you get the approval from Boss?

17.Can I get an overdraft on my account?

How do you want as overdraft?

18.Shall I enclose the cheque?

A cheque for \$ 1500 should be enclosed. (pv)

19.I lost my DL. Can you please advise me what I should do now?

You should let the Vic Roads know about it. They will issue a new one. A new one will be issued by them. (pv) If you have lost the whole wallet/hand bag, you had better make a complaint at the police. You had better lodge a complaint at the police.

20.You need a copy of that complaint to claim any valuables you had from insurance.

They will reimburse the value of the loss.

Thanks you very much/ many thanks for advising me. I will follow that.

21.What is the reason for the delay?

That item is not available at Chadstone. So they have gone to Dandenong.

22.I am in need of an air conditioner. I want an air conditioner.

It is better to buy it from a reputed dealer.

23.Do you have a split air conditioner?

We have split air conditioner and single cooler also.

24.Can you please show me the once you have?

Our show room is up. You can take the lift.

25.Do you have an after sale service?

We have a very good after sales service.

26.What is the guarantee you give for the air conditioner?

We give you one year that is included in the basic price. Also you have the option to get it extended to two more years by paying extra \$ 100.00

27.Is there anything else I should buy with the air conditioner?

There are some items; you should buy from the installation department. Or you can contact an electrician to get it fixed/installed.

28. What did you do all this time?

I had to arrange all the files. All the files were in a mess.

29. Shall we have our lunch from an Indian restaurant in Carnegie?

Not necessary to have lunch at an Indian restaurant. Lunch is ready at Gnana's place. She can cook /make delicious Sri Lankan dishes.

30. Is it okay to bother her/ them?

It is okay. They will be hurt if we don't have lunch there.

31. What shall we buy for them?

We can buy a cake or a bottle of red/white wine or a tin of biscuits for them.

32. A bottle of white wine is better.

If we can't find it, let's buy a cake from the cheese cake shop.

33. Do you know how to go to Gnana's place?

I have her phone number. Let's give her a call and find out.

34. It won't be difficult to find the place. I have a GPS.

It is okay then. Let's go.

35. What time are they expecting us? (is he/ are you/ is Boss)

There is no particular time. They are expecting us for lunch.

36. Who is at Gnana's place?

Her parents, a brother and a sister (two siblings) are there.

37. Is her house close to the Carnegie railway station? Is her place close to the Carnegie railway station?

No, it is a little far from the station.

38. How long will it take to go to the city?

How long will it take to be in the city?

It takes at least 45 minutes to be in the city.

39. It is very cold without the heater. It is very hot without the air conditioner.

They have not switched on the heater by mistake.

Homework 1-55 Self-talk is practised. We practise self-talk.