

Name :

Date:

1. I have been waiting here for more than one hour.

(He has) (Working/ cooking/ stirring).

So have I. Unfortunately, I had been waiting on the other side for a while. I have just come here thinking you would be waiting here. I should have come here in the first place. I forgot to mention a landmark where to meet in my email. Too many people are here today.

2. I am telling the truth. She is telling the truth. ( He is /they are)

You are not telling the truth. You are exaggerating, aren't you?

එමඟුණට්ටමින් - වැඩියෙන් / අතින් දාල කියනවා ( අතිශයෝක්තියෙන් )

3. I went on holiday last week. I have to catch up a lot of work. (must)

I am running behind the schedule. (අවශ්‍ය ජරමාණයට වඩා පරක්කයි)

So am I. I couldn't come to work for two days as my daughter ( son/ mother/brother/sister/wife/husband) was sick.

I had to stay at home to look after her ( him).

( She was admitted to the hospital).

4. So many staff members haven't come to work this week. This is why (මේ නිසයි) we all are running behind the schedule. We will have to work some extra hours to catch up the backlog.

5. What did you do before you joined ANZ Bank? (Can you please tell me what you did before you joined ANZ Bank?)

I was reading for my first degree at the Deakin University. (at the TAFE in Chadstone).

6. You mean the Deakin University that is on Burwood Highway in Burwood, don't you?  
No. that isn't the one. I mean the one in Geelong. The one in Burwood don't offer the course which I did. It is only offered by the one in Geelong.

7. I waited for you. You said you were coming at 7.00. ( on Monday)

I am sorry for not keeping the appointment. I were to come. (මම එන්නයි හිටියේ)

8. What happened to the job at the ATO ( Australian Tax Office)?

Still it didn't come right. I am waiting for the citizenship. ( for the PR)

The citizenship is required to get a government job. (PV)

9. When will you vacate the house that you are renting now?

I haven't decided a date yet. First of all, I have to wait for the new house to be completed. As soon as the occupancy certificate is issued, I am going to give them in writing to vacate the house. One month notice should be given to the landlord.

Otherwise, (නැතහොත්) we will have to pay for it. Fortunately, We had purchased the land and started building the house. The land prices in the area where we live, have been increasing over the past 3 years like nothing.

10. What is the house number?

I am sorry. I don't know what the house number is. The street is Winston Avenue. Shall I call them and find it out?

11. Can you please tell me who is waiting at the entrance?

I don't know who he is. He doesn't seem to be a customer.

12. What should I wear for the function? ( wedding/ceremony)

I think it is better if you wear a tie. Because it is a special occasion.

13. Which colour of a tie I should wear?

You had better wear a colour that is similar to your wife's saree/( Frock).

14. Today there is a lot of traffic.

No wonder. ((උ)වන්ඩර්) It is the first day after the school holidays.

15. Where is the patient , who was in this bed?

He was taken to the operating theatre. I think the operation is being done now.

16. What did you ask me?

I asked whether you took my keys (pen/calculator). I left the keys here.

17. How much is short here? ( How much is less here?)

\$ 200 is short (less) here. Why don't you go through the accounts again.

18. Who has come to see you? ( manager)

One of my relations has come to see me. I will speak to him and come. I will tell you what has to be done later. Until such time, please continue to do this.

19. Today I have to eat from out. ( must) I couldn't prepare my lunch as I was running late. We had a long night yesterday. One of my friends had come from Sri Lanka. We had to organise a dinner out for him. We didn't feel time passing. We kept talking and talking. By the time we got home it was after 2 am.

Those things happen here and there. You should have taken a leave.

20. G'day/ good morning doctor.

Good morning. What brings you here? ( why did you come) You don't look ill. What is the problem?

I am all right doctor. Thanks. ( I am good/fine. Thanks.) but my sister has been having high fever. We gave her some Panadol. It didn't answer.

21. Since when?

Since last evening. She is too weak now. She can't talk. That is why I had to come with her.

22. How did she get fever? Was she out in the rain? ( Did she get caught to the rain?)

Yes she seems to have got caught to the rain that was two days ago. When she was coming after uni, she was caught in a heavy shower.

23. Ok. Let me check her temperature first. Yes she seems to be having high fever. May I get you to open the mouth please? She seems to be having swollen tonsils (tonsillitis). This is why she can't talk. She needs to take antibiotics. I will prescribe some more medicine for her. You may purchase it from the nearest pharmacy. Have you got a Medicare card?

Unfortunately not. Doctor. She has just arrived from Sri Lanka. However she has private medical insurance.

24. Okay. That is good then. If there is no improvement please bring her in again. We will have to do some more tests on her.

Thank you very much doctor.

25. My son is very lazy to study. What should I do?

So is my son. The boys are like that. Let them relax a little bit. We will slowly encourage them to study from next week.

26. I haven't taken the flu shot for this season.

Neither have I. I heard if you start taking it you have to continue to take it.

27. My parents are coming to see us in December.

So are my parents. When they come we will go on a trip.

28. You were saying you would be going to Sri Lanka this December, weren't you?

Yes we were. However, at the end, my parents also wanted to come as they are aging now they said they would come this year.

29. Our fridge (refrigerator) has started giving us troubles. It generates a big noise at times. We have to get it repaired soon.

You had better get it repaired now itself if that is the case. If you wait you won't be able to get it repaired. It will have to be replaced.

30. Our microwave is too old now. A new one has to be bought. (PV)

That is a good idea. I heard the old microwaves shouldn't be used for too long. (PV)

## **The 10 most asked interview questions and how to answer them**

Recruiters, like most humans, are creatures of habit and tend to stick to the tried and true methods of selecting an ideal candidate.

By practicing these common interview questions, not only will you grow in confidence, but you'll also have the inside track in landing the job of your dreams.

- 1. Tell me about yourself?** This is typically the first question you'll be asked, so be prepared. This is your opportunity to tout your qualifications and experience and how they make you ideally suited to the role. Keep it concise and job specific (usually about 2-3 minutes) and make sure you don't get side tracked.
- 2. What's your biggest strength?** Pick an attribute that makes you uniquely qualified for the specific role – preferably something that will make you stand out from the crowd and run with it.

3. **What's your biggest weakness?** No one is perfect, so don't try and pass yourself off as without fault – it won't fly. Likewise, portraying a strength as a weakness also rarely works. Instead focus on an “area for improvement” (ensuring it is a minor issue which won't impinge on your ability to perform the role) and show how you've taken steps to overcome the issue, to learn and evolve.
4. **Why are you leaving, or did you leave, your last job?** The biggest rule here is to be positive, diplomatic and stick to the facts. Negativity will only count against you. Try talking about your long-term career goals and how the job you're interviewing for now will take you in the direction you wish to go.
5. **Describe a difficult situation you've faced and how you overcame it?** This question is pretty self-explanatory, but you'll need to plan in advance by documenting concrete examples complete with specifics. Then explain the lessons you learned from the experience and how it will help in the new role.
6. **Where do you see yourself in 5 years?** Talk about your motivations, both now and into the future. Don't talk about taking over as the managing director, or slotting into the interviewer's job. They won't find it amusing.
7. **What do you know about us?** Try to describe the company's aim or mission in one line, why you believe in the mission and why you're ideally placed to make it happen.
8. **Why should we hire you?** You need to sell three points: how you can do the job, why you'll get great results and how you'd fit right in with the company.
9. **How well do you handle pressure?** Theory won't cut it. You need to give an example of a stressful situation you've found yourself in from the past and how you handled it.
10. **What is your greatest accomplishment?** Try to pick something that's relative to the position and, if applicable, had a wide-reaching effect on the company. If you can show how it quantifiably improved productivity – even better!

**Don't forget:**

- A personal description should be pre-prepared
- Stick to work facts
- Asking your own questions is essential
- Make sure you research the company
- Every answer needs to relate back to the new job

## Home Work

1-55

PV The problem is investigated. (ඉන් වෙස් ටි ගේ ටඩ්)

AV The government investigates the problem.