

Name:

Date:

1. What you said, can't be accepted at this stage. (pv) (Is not acceptable.)  
Let me explain with reasons. You will accept it then.
2. Have you filled the application form? (AV)  
Has the application form been filled? (PV)  
Is the application form filled? (PV)  
I have filled the application except the inner back page. I have to get it verified/ (clarified).
3. Has the accountant signed the cheques?  
Have the cheques been signed by the accountant? (PV)  
Are the cheques signed by the accountant? (PV)  
Not yet. The cheques are being signed now. (PV)  
The accountant is signing the cheques now.
4. She admitted doing the mistake. We will have to excuse her being the first time.  
No problems. We will do. No problems she can be excused.
5. I have a highly confidential matter which has to be discussed with you. Please give me a time I can come and see you.  
At the moment I have an urgent job to be finished. As soon as I complete this I will get back to you.
6. Boss wants me to finish this as soon as possible. Mr Perera wants me to finish his work by 12 o'clock. I don't know how I can attend to both of these?  
Don't rush. These things are very common at the work place. Just evaluate which is urgent. You had better explain both of them the situation you are facing. Clear communication between the parties will help you to make everybody happy. If you keep quiet others will misunderstand you. You have to speak up regarding this with the relevant parties.
7. I have applied for the job you had advertised on the website recently. However, I haven't got a reply yet.  
You may anticipate getting a reply from us by next week. Our manager has gone on annual leave. As soon as he returns from annual leave, he will go through all the applications for the position. I have received a lot of applications at this stage.
8. What do you like eating for dinner/lunch today?  
I prefer rice and curry. Rice and curry is better. If rice and curry is not available anything convenient to you is fine by me.
9. Today, Andrew hasn't come to work.  
He said he would come today. He should be on his way in. We will give him another 10 minutes.
10. I don't know how to cope up with work if he doesn't come today. (manage with)  
We have to cope up somehow.
11. Has he got late prior like this without informing?  
Not at all. Today is the first time.
12. How many days will Sandra be on leave?  
She will be on leave for one week. We will have to share her work load during this time.

13. My manager wanted me to get the order confirmed by the client.  
That is good. It has to be approved by the client before proceeding. Otherwise the client may refuse to pay.
14. How much did you pay for that house?  
We paid \$ half a million. The land itself is worth \$ half a million. However the house is not new. It is an old house and dilapidated. dilapidate ජරාවාස වෙනවා (sordid- dirty and untidy)
15. Is it 8.30 pm now?  
It is not yet 8.30. When it is 8.30 do you want me to let you know?  
Yes please. I have a good tele drama ( a reality show) today to watch at 8.30 on the tele.
16. Have you finished writing the essay?  
Yes I have.
17. Have you finished counting the stocks?  
Has he finished counting the stocks?  
(serving the customer/ typing the email/reading the newspaper/browsing internet/ checking emails/calling the customer)  
Yes I have. Yes he has.
18. Wat is the problem you were saying before?  
Well there is a system error. Earlier when I checked the system it showed a balance. However when I went and checked the stores no stocks whatsoever. The system has not been updated properly. It had to be double checked. (the system needs to be double checked.)
19. Someone may have forgotten to update the system when an item is taken out.  
True. We have to add a note every time when an item is moved the system is to be updated.
20. Did you write down what the customer wants?  
Yes I did. However, I forgot to write down when he wants it. The customer will have to be contacted again to get this confirmed.
21. Next time please make sure that you ask all the questions from the customer before you hang up the phone.  
The customers may not appreciate when they are disturbed on and off.
22. Did you read the email the manager sent?  
No I didn't. There was a problem with internet that is why I couldn't check my emails. Was it something urgent?
23. It is some sort of important. He wouldn't send any if it is not important would he? You had better first get your internet problem fixed by the IT guy. Then you can check it.  
Sure I will do it.
24. Did you get you loan approved by the bank?  
Not yet. They are asking some more documents to finalise it. I have to send them two current pay slips. I will email those to them tomorrow. I will get an outcome thereafter.
25. Mortgage industry is highly competitive these days. I encourage you to negotiate the best interest rate available in the market. I have seen some borrowers have been ripped off by the leading banks.  
I will keep an eye on it. Many thanks for advising me.

26. Are they still repairing the car? What is the repair?  
They say it is an engine problem. ( he says)
27. What is being done for that?  
It is being investigated. (PV)
28. How long will it take to complete the job?  
It will take another two days.
29. How can we travel without the car?  
We have to use public transport these days until the car is fixed.
30. How far do we have to travel more?  
We have to travel about 100 km.
31. What made you to ask that?  
I am hungry. How can we travel without having some food?
32. Okay. If you are hungry we will stop nearby and have something. Can you please check whether there is a restaurant close by?
33. There is a hotel at the junction. We have to drive few more kms for that.  
It sounds good. We will have something there then.

Further examples for verb plus verb's "ing" form

1. Admit

He admitted doing the mistake.

They admitted stealing the money.

2. Advise

She advised waiting until tomorrow.

Anticipate

Acknowledge

Appreciate

Avoid

Bear

Begin

Complete

Consider

Defer

Delay

Deny

Discuss

Dislike

Enjoy

Entail (අවශ්‍යයෙන් උපදවනවා)

Finish

Forget

Hate

Intend

Involve

Justify

Keep

Like

Love

Mention

Mind

Miss

Postpone

Practise

Prefer

Quit

Recall

Recollect

Recommend

Regret

Risk

Sanction (එකඟ වෙනවා / දඬුවම)

Start

Stop

Suggest

Tolerate

Try

