

Name :

Date:

1. G'day Sam. (Hello Sam)

G'Day Andrew (Andy). Did you send for me? (Did you ask me to come?)

First thing in the morning, I have to attend to a very urgent matter. (must)

2. Yes Andrew, if you kindly tell me, what it is, I will do my best.

Can you please tell me, where the loan records are kept? (PV)

They are with the accounts officer.

Oh. I see. (Is it so?) Do you know what action has been taken regarding the car loans for employees? (workers)

The loan documents in this connection are being typed. (PV) The loan documents in this connection are in the process of typing. (In this connection)

3. The contract will have to be signed at the end of this month.

(We will have to sign the contract at the end of this month)

No problems. I can come and sign it. (It can be signed)

4. In case of a breach of the contract, there may be a penalty to be paid.

What is the penalty? How much is it? Can you please tell me what the penalty is? Can you please let me know how much the penalty will be?

5. There is an exemption. Please read our website for the terms and conditions when a fee penalty waiver is requested.

Sure thing. I will read and apply for it accordingly.

6. There is a late payment fee charged on to my credit card last month. I want to get it reversed.

Being the first time, we will waive it. (reverse) It will be waived.

7. Can you please reconcile this account?

Sure, I will reconcile it. (It will be reconciled/ It can be reconciled)

8. I suggest a new system should be implemented to avoid doing corruptions in the future.

Sure. We will revamp the existing system.

9. I bought some office stationary this week when I am out for shopping. I need to claim it back from the office.

No problems. It can be reimbursed. Please fill up a form which can be obtained from the accounts department and handover it for processing. Similarly it can be downloaded from our intranet. (website /extranet)

10. Do you have a hard copy that I can take a photo copy?

I am sorry I don't have a hard copy. I am afraid you can download the soft copy and print it.

11. We are moving rather slowly. We are already behind the schedule. We are always late. That report should be submitted at the next board meeting. How far is it done?
It is half done.

12. If we go at this rate, we won't be able to finish it by 18 of this month.

We have to expedite this matter.

We have to hurry up this matter.

13. What could be the reason for the delay?

(What is the reason for the delay?)

During the last week, we have worked for only 2 days, due to Easter holidays (break).

(Because of the Christmas holidays.)

14. When was it given for typing?

It was given for typing on the last 10th, if I am not mistaken.

(If I am not mistaken/I think/ I suppose.)

15. It could have been completed by now. The time was given more than enough.

Can you see, why it is getting delayed?

Certainly Paul, I will see to it right away.

16. That alone is not enough.

You must push this work.

You must make them to work on a target.

Some workers, should be motivated, to deliver goods.

I understand Paul, I will work on it from today.

I will see to work on it.

17. The shirt you are wearing is crumpled.

(Your shirt is crushed.)

Is it not ironed?

18. I couldn't get it ironed.

This is a tetron shirt. (ටෙට්රන්)

It doesn't have to be ironed.

It needn't be ironed.

This is a wash and wear shirt.

19. Still it is better if the shirt is ironed, if you are going to office.

You must be prim and proper when you come to office.

ජර්මී ඇන්ඩ් ජරොපර් - පිළිවෙලකට

You must not show, you are disorganised.

20. What happened was, I got up late today.

And I had no time to iron my shirt.

(I didn't have time.) To iron my shirt.

If I had time, I would have ironed it.

21. You are wearing a nice shirt today.

Thank you, I am very particular about my appearance, when I come to work.

22. Did you buy it ready made or get it stitched by a tailor.

(Get it stitched.)

I got it stitched. (I got it sewn.)

23. From where did you get it stitched?

I get it stitched by Ranjanas.

24. How does it look?

It is well tailored.

25. From where did you buy the shirt length? It looks elegant.

I bought it at the shop on High Street.

26. How much did it cost you?

It cost \$ 50.00 for the shirt length. I had to pay \$50.00 as tailor's fee.

(As tailoring charges.) That means it cost me \$100.00 in all. It's a reasonable price.

27. Is it too much for the shirt?

It is not too much for the shirt.

This shirt is worthy of that amount. (This shirt is worth for that amount.)

28. Here labour charges (tailoring charges) are very high.

They charge exorbitant prices for tailoring.

(එඟ්සෝබිටන්ට් - ලොකු ගණන්)

29. Is this a local material?

No it is an imported material. It is an Italian material.

30. How is the colour? How about the colour?

Oh, it is very nice. This is a very sober colour. (සෝබර් - චාර්ම් පාට)

This colour suits you very well.

The colour combination is very good.

31. Have you washed this?

I have washed it not once, but many times.

32. But the colour has not faded.

The colour is still intact. (ඉන්ටැක්ට් පාට තාමත් තියෙනවා)

33. This shirt is a little loose at the sides.

No it doesn't. how.

34. When you are wearing this shirt you look smart.

Oh Navin you are flattering me. (you are putting me on air.)

35. I don't flatter you.

I don't put you on air.

I don't cajole you. කැජොල් - බොරුවට වර්ණනා කරනවා

I meant what I say.

Home work

1-55 Clothes- iron. I iron clothes. (Iron/ironed/ ironed/ ironing)

