



**Activity 07**

Fill in the blanks in the following dialogue between the receptionist and the caller. Write the correct letter in the blank. *The first one is done for you.*

- Receptionist : Good morning! Smart Apparels Ltd. (1) e
- Mr. Tharanga : May I speak to the sales manager, Mr. Rohan, please?
- Receptionist : (2) \_\_\_\_\_
- Mr. Tharanga : Sure.
- Receptionist : I'm sorry sir, (3) \_\_\_\_\_. May I take a message?
- Mr. Tharanga : (4) I'm Tharanga from Gulf Travels and my number is 23445789
- Receptionist : Certainly, (5) \_\_\_\_\_
- Mr. Tharanga : Thank you.
- Receptionist : (6) \_\_\_\_\_

a) Please hold on, I'll see if he's available.	b) I'll deliver the message as soon as he gets is.	c). You are welcome. Have a nice day.
d). Could you ask him to call me back?	e). How may I help you?	f) Mr. Rohan is in a meeting.

**Activity 08**

Given below are some utterances spoken by members of the annual general meeting of Past Pupils' Association. Match the utterances with the items in the agenda. There are three extra items. Write the item number in the space provided. *One is done for you.*

**Agenda**

**Item**

1. Welcome speech
2. Reading of minutes
3. Confirmation of minutes
4. Tabling of letters
5. Annual accounts
6. Guest speeches
7. Suggestions
8. Chairman's speech
9. Vote of thanks

(1) Let me present you the financial report for the year 2016 (.....)

2) Chairman, the members, I propose that the minutes are in order. (.....)



- 3) First, let me extend a warm welcome to all of you. (...1...)
- 4) I'm going to present the minutes of the previous meeting. (.....)
- 5) The committee member Mr. Perera has informed that he would not be able to attend the meeting today. (.....)
- 6) I take great pleasure in thanking all members for participating at the meeting (....)

### Activity 09

Read the following dialogue and fill in the blanks. Use the words in the box. There is **one** extra word. *The first one is done for you.*

in front of	in the middle	behind	in	on	between	next to
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Malan : I want to come to your place during vacation.

Hasitha : I love it.

Malan : I heard that your village is very beautiful.

Hasitha : It is! There is a small stream (1) behind my house. (2) \_\_\_\_\_ it is a paddy field.

Malan : Are there any historical places (3) \_\_\_\_\_ your village?

Hasitha : Yes. There is an ancient temple (4) \_\_\_\_\_ of my village.

There is a big pond (5) \_\_\_\_\_ the temple. You can see some ruins (6) \_\_\_\_\_ the temple and the paddy field.

### Activity 10

Select the correct phrase from the box and complete the notices. Write the correct letter in the space given. *The first one is done for you.*

Sinharaja Rain Forest. Our heritage. (1) <u>b</u>	Mahaweli Our life blood. (2) _____	Yala Sanctuary. (3) _____ Reduce speed now.
Public Library (4) _____ Switch off mobile phones	The sea is deep here. Beware of big waves. (5) _____	Central Park (6) _____ They look prettier on trees.

- a. Do not pick flowers.
- b. Leave only your foot prints
- c. Do not disturb.
- d. Keep the river clean.
- e. Elephant crossing ahe
- f. Swimming is not safe