



THE RIGHT CAREER

1. Fill in the blanks with these prepositions.

of	on	with	to	Before
----	----	------	----	--------

Please forward your application 1. _____ copies of certificates under registered cover 2. _____ reach the address on or 3. _____ 23rd November 2020. The post applied should be marked 4. _____ the top left hand corner 5. _____ the envelope.

2. Read the advertisement and answer the questions given below.

Firm of chartered accountants requires the service of a lady secretary. Excellent command of English, handle correspondence independently, having, computer literacy in Ms Office are the necessary qualifications. We invite you to send in your curriculum vitae including phone numbers and details of two non-related referees, with the post applied for marked on the top left corner of the envelope, to reach us within seven days of this advertisement.

Gajaba and company. P. O. Box 842, Colombo 10.

1. Name the professional who required the service?
2. Whose service is required?
3. Competency in which literacy do they ask for?
4. What is the duration they have given to send the application?
5. Find words from the text which have the same meaning
 1. Very good _____
 2. Writing letters _____

3. Read the description of Kavindu Perera and prepare a bio-data for him.

N. J. Kavindu Perera has got through his Advanced Level examination. He has got 2 'B' passes for chemistry and physics he has got a 'C' pass for Combined Maths. He was born in 1998. He always says that everyone celebrates his birthday because it falls on 14th of April. He attended Nalanda College in Maradana which is very closed to his house at 19, flower road in Rajagiriya. He was a brilliant student and won school colours by being the best water polo player. He obtained 9 'A' passes for ordinary level examination. He was lucky enough to be the Head Prefect of the college. He held the captaincy of the college water polo team.



4. You have started a small restaurant of your own and the business has improved quite well in the recent past. Now you want to employ a chef to assist you.

Write an advertisement to be published in the news paper

Include- a. Educational and professional qualifications your

Employee should have

b. Qualities you expect from him/her

c. Salary you wish to offer

d. Other facilities you wish to give

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5. You saw a job vacancy published in a newspaper. Write a note to your uncle informing of it. Include- where you saw it, the job advertised, ask your uncle to apply for it. (write 30-40 words)

6. You want to apply for the youth training programme at the Youth National Council. You are telephoning Mr. Hewage, the programme officer to get some information. Complete your part of the dialogue.

You - 1. _____

Mr. Hewage - Yes speaking, how can I help you?

You - 2. _____

Mr. Hewage - The next training programme starts in next December. Have you sent in an application?

You - 3. _____

Mr. Hewage - Oh! But you still have time. The closing date for application is on 5th December.

You - 4. _____

Mr. Hewage - You can get an application from our Maharagama office.

You - 5. _____

Mr. Hewage - No, there's nothing else for you to do. Just fill the application form and send it to us.

You - Thanks a lot.

Mr. Hewage - You are welcome.

7. **Past perfect tense (passive)**

Write the following sentences and questions in passive voice.

Ex- He had taken lunch.

Lunch had been taken by him.

- 1. Senith had repaired many cars. -----
- 2. Had he helped her? -----
- 3. They had not called the police. -----
- 4. Had I helped you? -----
- 5. They had not written a letter. -----
- 6. Had she done the evening walk? -----
- 7. Nimal had made a house. -----
- 8. Had she spoken the truth? -----

8. Write an essay under the topic "The job that I like to do"

Write - Why you like it

- The benefits you gain
 - Service that you can do to the society
- (Use about 75-100 words)

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