

VERBS

1. Hate (*Nafrat karna*) : Soni hates western culture.
Hated : Soni hated western culture.
Hated : Soni has hated western culture
2. Hide (*Chhipna*) : We hide her mistake.
Hid : We hid her mistake.
Hidden : We have hidden her mistake.
3. Include (*Shamil karna*) : He includes everyone.
Included : He included everyone.
Included : He has included everyone.
4. Laugh (*Hasna*) : I laugh at a joke.
Laughed : I laughed at a joke.
Laughed : I have laughed at a joke.
5. Submit (*Jama karna*) : She submits her reports.
Submitted : She submitted her reports.
Submitted : She has submitted her reports.

PHRASAL VERBS

1. **Round Off.** (*Purn ank mein likhna*) : Railway rounds off the amount while displaying on the screen.
2. **Run Into.** (*Takra jana*) : I ran into an old school-friend at the mall.
3. **Slip Up.** (*Galti karna*) : She slips up while giving interview at EASE.
4. **Take Off.** (*Utarna / Jahaz ka udan bharna*) : My plane takes off in five minutes.
5. **Tell Off.** (*Dantana / Phatkarna*) : Tell off them, we won't pay bill now.

PHRASES

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| 1. Think before act. | (<i>Karne se pahle socho.</i>) |
| 2. Think many times before making a friend. | (<i>Dost banane se pahle kai baar socho.</i>) |
| 3. We lack nothing. | (<i>Humen kisi cheez ki kami nahin hai.</i>) |
| 4. What harm / wrong have I done to you? | (<i>Maine tumhara kya bigada hai.</i>) |
| 5. Why are you losing your temper? | (<i>Aap aape se bahar kyo ho rahe ho?</i>) |
| 6. Why are you shouting at the top of your voice? | (<i>Kyon gala phad kar chilla rahe ho?</i>) |
| 7. Why do you quarrel with him unnecessarily? | (<i>Kyon isse vyarth mein jhagda mol lete ho?</i>) |
| 8. Write as neatly as you can. | (<i>Jitna ho sake saaf likho.</i>) |
| 9. You are very short-tempered. | (<i>Tum bade chidchide swabhav ke ho.</i>) |
| 10. You will have to mend your ways. | (<i>Tumhe apne aapko sudharna padega.</i>) |

CONVERSATION:

INTERVIEW

A: Hello Rose, thanks for coming today.

B: You're welcome.

A: Now, why don't you start by telling me about your employment background.

B: Sure. I have been a Marketing professional for the last ten years. I Studied Marketing at University and have worked in various marketing roles.

A: What would you say your strengths are?

B: My strengths are in creating systems and processes to get the job done quickly and manage contractors and staff efficiently. This helps save time and money for my employers.

A: What would you say are your weaknesses?

B: My weakness is using statistical software. I find it difficult to navigate.

A: Why do you think you would be a good addition to this team?

B: I am a very hard worker, and I am a team player. I believe in producing high-quality work and focusing on getting the job done. I have the technical skills and the experience required to work well with your team and deliver results.

A: Why did you leave your last job?

B: I decided to leave my last job because I wanted the opportunity to grow and excel with a high performing team, and I felt that I have gone as far as I could with my previous employer.

A: Where do you want to be in 3 years?

B: I want to be working for your company in a leadership role.

A: Would you like to ask anything about company?

B: What is the vision for the company for the next 12 months?

A: The company is in an aggressive growth phase. The focus is to increase market share by 20%.

B: That's very interesting. Those are all of the questions that I have.

A: Thanks, Rose. We are interviewing more candidates this week and will contact you by Friday to let you know the outcome of this interview.

B: Thank you for the opportunity to interview for the position.

A: You're welcome, Rose. See you again.