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  - e) Asking someone to repeat his/her words (birisinden söylediklerini tekrar etmesini istemek)

## 1: Important Expressions

<ol style="list-style-type: none"> <li>1. Keep in touch:</li> <li>2. Send message:</li> <li>3. Make a phone call:</li> <li>4. Meeting up:</li> <li>5. Face to face:</li> <li>6. Social networks:</li> <li>7. Technological developments:</li> <li>8. Make a complaint:</li> <li>9. Booking a ticket:</li> <li>10. Booking a hotel room:</li> <li>11. Reserve, reservation:</li> <li>12. At the moment:</li> <li>13. Now:</li> <li>14. Right now:</li> <li>15. Percentage:</li> <li>16. Put sb through:</li> <li>17. Available:</li> <li>18. probably:</li> <li>19. Application:</li> <li>20. Text message:</li> <li>21. Post:</li> <li>22. Share:</li> <li>23. Comment:</li> <li>24. The best way:</li> <li>25. Contact with someone:</li> <li>26. Leave a message:</li> <li>27. Dial:</li> <li>28. Answer the phone:</li> <li>29. Line:</li> <li>30. Memo:</li> <li>31. Engaged:</li> <li>32. Download:</li> <li>33. Upload:</li> <li>34. Voicemail:</li> <li>35. Rotary dial phone:</li> <li>36. Touch tone telephone:</li> <li>37. Smartphone:</li> </ol>	<ol style="list-style-type: none"> <li>38. Get back, call back:</li> <li>39. Call center:</li> <li>40. Voluntary:</li> <li>41. Details:</li> <li>42. Donate:</li> <li>43. Old fashioned:</li> <li>44. Repeat it:</li> <li>45. Say it again:</li> <li>46. Spell it:</li> <li>47. Invent:</li> <li>48. More information:</li> <li>49. Single ticket:</li> <li>50. The most:</li> <li>51. The least:</li> <li>52. Result:</li> <li>53. Reason:</li> <li>54. Hold on:</li> <li>55. Hang on:</li> <li>56. Pick up:</li> <li>57. Hang up:</li> <li>58. Arrival time:</li> <li>59. The flight date:</li> <li>60. The airline company:</li> <li>61. Ring:</li> <li>62. Doorbell:</li> <li>63. Press:</li> <li>64. Municipality:</li> <li>65. Talk:</li> <li>66. Say:</li> <li>67. Speak:</li> <li>68. Abbreviation:</li> <li>69. Letter:</li> <li>70. Landline:</li> <li>71. Bad line:</li> <li>72. Excuse me, Pardon me:</li> <li>73. Cell phones:</li> <li>74. Messenger birds:</li> </ol>
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**2: Asking Personal Opinions and Stating Personal opinions (kişisel fikirleri sorma ve belirtme)**

Asking Personal Opinions	Stating Personal opinions
<ol style="list-style-type: none"> <li>1. Do you believe.....? (...ya inanıyormusun?)</li> <li>2. What about you? (Ya sen...?)</li> <li>3. What do you think about .....? = ....hakkında ne düşünüyorsun?</li> <li>4. What's your opinion on ... ? = ....konusunda fikrin ne?</li> <li>5. Please tell me your view on ... = Lütfen bana .... konusunda fikrini söyle.</li> <li>6. Do you think ....? = Sence .....?</li> <li>7. Would you agree that .....? = .....konusunda hemfikir misin?</li> </ol>	<ol style="list-style-type: none"> <li>1. I think...: Bence...</li> <li>2. According to me: Bana göre</li> <li>3. In my view/opinion : Benim görüşüm</li> <li>4. If you ask me...: Eğer bana sorarsanız...</li> <li>5. I believe that...: İnanıyorum ki...</li> <li>6. To me: Bana göre</li> <li>7. It seems to me that...: Bana öyle geliyor ki...</li> <li>8. I guess: sanırım</li> </ol>

\*aynı fikirde yada farklı fikirde olduğumuzu belirtmek için;

1. You're right. ( haklısın.)
2. Yes, I agree. (Evet, aynı fikirdeyim.)
3. I think so. (Ben de öyle düşünüyorum.)
4. I don't think so. (Ben de öyle düşünmüyorum.)
5. So do I. (Ben de) – olumlu anlamda kullanılır.
6. Neither do I. (Ben de) – olumsuz anlamda kullanılır.
7. That's true. (Bu doğru.)
8. I don't think that's true. (Bunun doğru olduğunu sanmıyorum.)
9. I agree with you. (Seninle aynı fikirdeyim.)
10. I don't agree with you. (Seninle aynı fikirde değilim.)

\*fikir belirtme sorularında boşluktan öncesini ve sonrasını iyice okuyup karşıdaki kişinin verdiği cevaba dikkat etmeliyiz. Aynı fikirde olup olmadığını iyice anlamalıyız.

**3: Stating decisions taken at the time of speaking (konuşma anında kararlar verme)**

**"Will/Won't"** Konuşma anında verilen kararlarda ani kararlar olduğu ve bir plan belirlemediği için bu kalıp kullanılır. (planlardan bahsederken "be going to yapısını kullanırız.)

**Examples:** A: Your phone's ringing!

B:- Ok, I'll take it, but where is it?

A: Somebody knocked on the door.

B: I'll see who it is

A: Oh, sorry, I dropped all the soup.

B: Don't worry, I'll clean it

**4: Following phone conversations;**

**LESSON – 1:** How do you usually **keep in touch** with your friends ? ( Arkadaşlarınla genellikle nasıl bağlantı/iletişim kurarsın? Bağlantını nasıl sürdürürsün?)

<p>**Write a letter: mektup yazmak</p> <p>**Text a message: mesaj yazmak (fast and cheap)</p> <p>**Leave a voicemail : sesli mesaj bırakmak</p> <p>**Make a phone call :telefon görüşmesi yapmak</p>	<p>**Send an email : eposta göndermek</p> <p>**Use social networks: sosyal paylaşım ağlarını kullanmak</p> <p>**Speak / talk face-to face yüz yüze konuşmak</p> <p>**Send a fax : faks çekmek</p>
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**Examples:** -I usually **send text messages**.

-We sometimes **use social networks**.

-I also like **talking face-to-face**.

-Teenagers never **write a letter** or **send a postcard** nowadays.

**Caller: arayan**

## UNIT 4 ON THE PHONE

Meryem ÇELEBİ

<p><b>1. Making a phone call (telefon etmek), Introducing yourself (kendini tanıtmak), Answering a phone call (telefona cevap vermek)</b></p>	<p>a) Hello, Tina speaking. b) Hi, Mary calling. c) Hi, this is Jane. d) Call center, how may I help you? e) Who's calling? f) Could I / May I ask who's calling?</p>
<p><b>2. Asking for someone you want to talk (konuşmak istediğin birisini istemek)</b></p>	<p>a. Is Mete in? b. Is Mete there? c. Could I /Can I speak to Mete,please? d. Could /Can you put me through to Mr. Üstüner, please.</p>
<p><b>3. Asking someone to wait for a while (birisinden bir süre beklemesini istemek)</b></p>	<p>a. Hang on a minute, I'll get him. b. Hang on/ Hold on a moment,please c. Can you/Could you hold on a moment,please? d. Let me try to connect you. e. Hold the line please. f. Don't hang up the phone, please. I'll put you through to the headmaster.</p>
<p><b>4. When s/he is not available (aradığın kişi müsait değilse) and leave message (mesaj bırakma)</b></p> <p><b>Not bırakma:</b></p> <p><b>Not alma:</b></p>	<p>a) I'm afraid/ I'm sorry but... b) He is not available at the moment. c) He is busy now. d) He has gone out. e) She is out of the office now. f) Would you like to leave a message? g) May I take a message?</p> <p>1. Could you ask him to call me? 2. I'll call back later. 3. Could you tell him to contact with... ?</p> <p>1) Would you like to leave a message? 2) Could I / Can I take your name and number, please? 3) Could you please repeat that? 4) Thanks for calling.</p>
<p><b>5. Asking someone to repeat or spell his/her words (birisinden söylediklerini tekrar etmesini istemek)</b></p>	<p>a. It is a bad line. Could you repeat it, please? b. I beg your pardon. Excuse me. Pardon me. c. Can you say it slowly? d. Sorry, what did you say? e. Say it again please. f. Could you spell the name of café, please?</p>

**Dikkat! Telefon konuşmaları ile ilgili bazı önemli ifadeler;**

- 1.**Call me at my mobile:** Beni cepten ara.
- 2.**Do you need anything?:** Bir şeye ihtiyacın var mı?
- 3.**Pardon? = Excuse me? :** Afedersin?
- 4.**Talk to you soon:** Sonra konuşuruz.
- 5.**I can't hear you very well:** Seni pek iyi duyamıyorum.
- 6.**It's a bad line.:** Hat bozuk / cızırtılı

**Dikkat! Empati bildiren ifadeler diyalog soruları açısından çok önemlidir.**

1. **I'm sorry to hear that.** (Bunu duyduğuma üzüldüm.)
2. **I hope you feel better soon.** (Umarım kendini daha iyi hissedersin)
3. **I hope you get well soon.** (Umarım hemen iyileşirsin.)
4. **We will meet up later, then.** (Öyleyse sonra buluşuruz.)
5. **See you later, then.** (Öyleyse sonra görüşürüz.)
6. **That's so bad.** (Çok kötü)

## Örnek sorular;

1: Annie : Annie Speaking. Who's calling?

Barbara : Hi Annie. This is Barbara. \_\_\_\_\_

Annie : Hang on a minute, please. I'll get him.

A: Would you like to leave a message?

B: Is your brother in?

C: Can I take your name and number please?

D: Could I ask who is calling ?

2: Nick : Is Mr. Jackson in his office ?

Marta : .....

Nick : Is Mr. Jackson in ?

Marta : I'm sorry. He has gone out.

- a. I guess it is a bad line.
- b. Can I ask who's calling?
- c. Hang on a minute, please.
- d. Can I take your name, please?

3: Daniel : .....

Mark : I usually text message or make a phone call.

Sometimes , I send e-mails ,too.

- a) How many text messages do you send a day?
- b) How do you keep in touch with your friends?
- c) How often do you contact to your friends?
- d) Why do you text messages to your friends?

4: Amanda : .....

Joe : 3-5. I don't like it. I think it is boring.

- a) Do you use social networking sites?
- b) How often do you send text messages?
- c) How many online friends do you have now?
- d) How many text messages do you send a day?

5: Katie : .....

Mr. Genius : I think it is bad for us. I always prefer speaking face to face .

- a) Do you prefer socializing in person with your friends?
- b) When do you usually chat with your friends?
- c) How do you usually contact to your friends?
- d) Why don't you prefer social networking sites?

6: Brad : What are the technical specifications of a smartphone?

Jane : It has a /an .....

Boşluğa **uygun olmayan** ifadenin bulunduğu seçeneği işaretleyiniz.

- a) touchscreen
- b) keyboard
- c) remote control
- d) camera

7 ve 8. Soruları diyaloga göre cevaplayınız.

Danny : We are going to have a picnic on next Sunday with Jane and Sarah. .... (1)

Sarah : Yeah! I 'd love to . Can we go early in the morning?

Danny : ..... (2) We are meeting at my house at 9.00 am, then. See you , bye.

7. Konuşmada geçen (1) numaralı boşluğa uygun ifadenin bulunduğu seçeneği işaretleyiniz.

- a) Why don't you join us?
- b) Do you have any plans?
- c) Are you busy with your project?
- d) Do we have another choice?

8. Konuşmada geçen (2) numaralı boşluğa uygun ifadenin bulunduğu seçeneği işaretleyiniz.

- a) I'm sorry to hear that
- b) That's so bad
- c) I hope you feel better soon
- d) I'm glad to hear that

9. Mike : What does " SMS" mean ?

Dad : It means .....

- a) Sending Mails Slowly
- b) Sending Message Slowly
- c) Shopping Malls Service
- d) Short Message Service

10 .My grandma says she misses the old days. So, she sometimes reads the old ..... of her friends. She keeps them in her old-fashioned schoolbag.

- a) letters
- b) photos
- c) e-mails
- d) short messages

11. Pam : Hi. Sam .....

Sam : Nothing special. I'm studying for the Maths exam. And you?

Pam : Me, too.

- a) What about studying together ?
- b) When do you study for Maths?
- c) How is it going?
- d) What do you think about Maths?

12. Mom: Jane! You're late . It's getting dark outside. I' am ..... about you. Please call me in a few minutes.

- a) crazy
- b) terrific
- c) worried
- d) interested

