**ÜNİTE 4 – ON THE PHONE**

**Telefonu açtığımızda selamlaşmak ya da kendimizi tanıtmak için kullanabileceğimiz ifadeler:**

* Hello/Hi!
* Hello, it is Tom speaking.
* Hi, this is Tom calling.
* Hi John, Tom speaking.
* Hello, how can I help you?
* Hello, ABC company. May I help you?

**Telefonla görüşürken konuşmak istediğimiz kişiyi belirtmek için, o kişiyi telefona isterken kullanabileceğimiz ifadeler:**

* May I speak/talk to Tom?
* Can/Could I talk to Tom, please?
* Is Tom there?
* Is Tom in, please?

**Aranan kişinin müsait olmadığını ya da burada olup olmadığını belirtmek için kullanabileceğimiz ifadeler:**

* I’m sorry, he/she is not available now.
* I’m sorry but Tom is busy at the moment.
* I’m afraid he/she is not at home. Would you like to leave a message?
* Tom isn’t here/in. May I take a message?

**…**

**Arayan kişiyi başka birine bağlamak/aktarmak ya da o kişiyi telefonda/hatta bekletmek için kullanabileceğimiz ifadeler:**

* Hang on a minute, I’ll put you through to Mr. Brown.
* Could you hold on a moment , please?
* Hold the line, please.
* Just a second, please. I’ll get Tom.
* Wait a minute, please.

**Tekrar arayacağımızı, ulaşacağımızı belirtmek için kullanabileceğimiz ifadeler:**

* I’ll call back as soon as possible.
* I get (back) to you in five minutes.
* I’ll talk to you soon/later.
* I’ll contact with you in an hour.
* I will get in touch with you ten minutes later.

**Aradığmız kişiye mesaj bırakmak için kullanabileceğimiz ifadeler:**

* Can you please tell her that Tom called?
* Can/Could you tell him to call Tom as soon as possible, please?
* Can/Could you tell her that we’ll meet at Sun Cafe after school, please?
* Can/Could you ask him to call me back, please?
* Can/Could you tell him to get to me back as soon as possible?
* Can/Could you say her to contact me?
* You can say him Tom called, please.
* Please tell him that I’m waiting for his call.

**Telefon görüşmesi esnasında karşı tarafı anlamadığımız ya da söylediğini tekrar etmesini istediğimiz zaman kullanabileceğimiz ifadeler:**

* I’m sorry, I can’t hear you well.
* It’s a bad line. Could you speak loudly, please?
* I didn’t understand. Can/Could you repeat that, please?
* Repeat it, please.
* Say it again, please.
* Can you speak slower, please?
* Can you say it slowly, please?
* I’m sorry. What did you say?
* What?
* I beg your pardon?
* Pardon me/Excuse me?

**“WILL”**

*Konuşma anında alınan kararlarımızdan bahsederken***“will”***kalıbını kullanabiliriz.*

**Examples:**

I **will** call you. (Seni arayacağım.)

I **will** join you. (Size katılacağım.)

**Dialogue:**

***Tim:*** Tim speaking.

***Susan:*** Hi, Tim. This is Susan. Where are you?

***Tim:*** I’m in the cafe. I **will** eat something. What about you?

***Susan:*** Well, I don’t know. I guess I **will**go to the shopping mall.

***Tim:*** Good! Have a nice day! Bye!

***Susan:*** Thanks, enjoy your meal. See you.

**Eralp Teacher**