

English Correspondence (İngilizce Yazışma)

Yrd. Doç. Dr. Ahmet Arif AYDIN

CONTENT

● Söz Bölükleri (Parts of Speech)

- İsimler (**nouns**)
- Tanım edatları (**articles**)
- Zamir (**pronouns**)
- Sıfat (**adjectives**)
- Fiiller (**verbs**)
- Zarflar (**adverbs**)
- Edatlar (**prepositions**)
- Bağlaçlar (**conjunctions**)

● Zamanlar (tenses)

● Cümle Yapıları ve Noktalama (Sentence Structure and Punctuation)

- Simple
- Complex
- Compound

● Yazışma Örnekleri

● Örnek CV yazımı

● Tercüme

İsimler (Nouns)

A noun is a word that names a person, place, or thing

Varlıklara ad olan sözcüklerdir

1. **Proper** (özel)

● people, countries, cities, rivers, languages, places, buildings, schools, months, days of week

2. **Collective** (topluluk)

● class, family, audience, crowd

3. **Compound** (birleşik)

● time capsule, great-uncle, basketball

4. **Common** (cins)

a. **Countable** (have singular and plural forms)

b. **Uncountable** (have only one form)

İsimler (Nouns)

4. Common (cins)

- a. **Countable** (have singular and plural forms)
- b. **Uncountable** (have only one form)
 - a. **Liquids:** milk, coffee, tea, water, juice, cream, oil, **soup**, gasoline, shampoo, honey
 - b. **Gases:** air, fog, oxygen, pollution, smog, smoke, steam
 - c. **Natural phenomena:** weather, rain, snow, lightning, thunder, **humidity**, darkness, light, sunshine
 - d. **Abstractions:** anger, beauty, confidence, courage, education, enjoyment, entertainment, experience, fun, **generosity**, **greed**, happiness, hate, health, help, honesty, hospitality, ignorance, intelligence, justice, knowledge, laughter, luck, patience, peace, poverty, pride, progress, stupidity, time, violence, wealth
 - e. **Whole groups made of individual parts:** clothing, equipment, food, fruit, furniture, garbage, jewelry, machinery, mail, money, cash, stuff, traffic, homework, housework, work, advice, information, news, , history, literature, music, poetry, grammar; slang, vocabulary, corn, grass, hair, pepper, rice, salt, sand, sugar, wheat.

Plural Nouns

1. Add **s** to form the plural of most nouns.

- cats, computers

2. Add **es** if the noun ends in **s**, **ss**, **sh**, **ch**, or **x**.

- wishes, inches, boxes

3. If a noun ends in consonant **-y**, change the **y** to **i** and add **es**.

- city → cities, lady → ladies, apology → apologies,

4. If a noun ends in vowel **-y**, add **s**.

- essay → essays, monkey → monkeys

plural: sheep, fish, aircraft, **deer**

Possesive Nouns (sahibiyet-mulkiyet)

In grammar, *possession* shows ownership. Following rules helps to create possessive nouns.

- 🕒 **with singular nouns**, add an apostrophe and an s.
singer → singer's voice
- 🕒 **with plural nouns ending in s**, add an apostrophe after the s.
singers → singers' voices
- 🕒 **with plural nouns not ending in s**, add an apostrophe and an s.
men → men's books

Reading: Tech Support

Tech Support: "I need you to right-click on the Open Desktop."

Customer: "Ok."

Tech Support: "Did you get a pop-up menu?"

Customer: "No."

Tech Support: "Ok. Right click again. Do you see a pop-up menu?"

Customer: "No."

Tech Support: "Ok, sir. Can you tell me what you have done up until this point?"

Customer: "Sure, you told me to write 'click' and I wrote 'click'."

(At this point I had to put the caller on hold to tell the rest of the tech support staff what had happened. I couldn't, however, stop from giggling when I got back to the call.)

Tech Support: "Ok, did you type 'click' with the keyboard?"

Customer: "I have done something dumb, right?"

Tech Support: "Ok, in the bottom left hand side of the screen, can you see the 'OK' button displayed?"

Customer: "Wow. How can you see my screen from there?"