12. Sınıf İngilizce Manners Çalışma Kâğıdı

WORKSHEET

12. Sınıf · Ünite 10: Manners · Seviye B1–B2 · dersimizingilizce.com

Name: _____ Class: _____ Date: _____

A Manners

Match the words with their definitions. *(Kelimeleri tanımlarıyla eşleştirin.)*

1. polite	a) not polite; offensive
2. rude	b) arriving at the right time
3. interrupt	c) start talking while someone else is speaking
4. queue	d) wait in a line for your turn
5. punctual	e) thinking about other people’s feelings and needs
6. considerate	f) having good manners and showing respect to others

B Good manners

Complete the sentences with the words in the box. *(Cümleleri kutudaki kelimelerle tamamlayın.)*

interrupt • queue • punctual • apologize • offer • chew

1. It’s rude to _____ people while they are talking.
2. You should _____ your seat to elderly people on the bus.
3. In Britain, people _____ patiently at bus stops.
4. Try to be _____ for job interviews; being late makes a bad impression.
5. Don’t _____ with your mouth open.
6. If you bump into someone, you should _____ .

C Language in use

Choose the correct option. *(Doğru seçeneği işaretleyin.)*

1. It is considered impolite ____ your phone during a meal with others.

   a) checked b) to check c) checking d) check

2. You ____ have brought a gift — it wasn't necessary, but thank you!

   a) mustn't b) can't c) couldn't d) needn't

3. Guests are ____ to arrive on time for dinner.

   a) expected b) expecting c) expect d) expectation

4. Excuse me, ____ you mind lowering your voice? The baby is sleeping.

   a) are b) have c) would d) will

D Digital manners

Read the text and answer the questions. *(Metni okuyun ve soruları cevaplayın.)*

> Good manners are not only for face-to-face situations. As we spend more time online, "netiquette" — internet etiquette — has become just as important. Writing in capital letters, for example, looks like shouting and can seem aggressive. Replying to a group chat late at night may disturb people who are sleeping. Before sharing a photo of someone, it is polite to ask for their permission. In emails to teachers or employers, using a greeting and a clear subject line shows respect. Finally, remember that tone is easily misunderstood in writing; a short message like "OK." may sound cold, even if you didn't mean it to.

1. What does writing in capital letters look like?

   a) Shouting. b) Whispering. c) Joking. d) Thanking.

2. What should you do before sharing someone's photo?

   a) Add a caption. b) Send it at night.

   c) Ask for their permission. d) Edit it.

3. Why might the message "OK." be a problem?

   a) It may sound cold. b) It is too long.

   c) It is a spelling mistake. d) It is too formal.

4. What is the main idea of the text?

a) Emails are out of date.

b) Group chats are dangerous.

c) Teachers dislike emails.

d) Good manners also matter online.

E YDT Practice

Choose the best option for each question. *(YDT tarzı sorular: her soru için en uygun seçeneği işaretleyin.)*

1. In many cultures, it is regarded as bad manners ____.

a) unless you are hungry

b) to start eating before the host sits down

c) that the host sat down

d) when the food is delicious

e) because people eat together

2. He apologized for being late; ____, he didn't explain why he hadn't called.

a) as a result

b) for this reason

c) likewise

d) however

e) therefore

3. Choose the best option to complete the paragraph: In Japan, giving and receiving business cards is an important ritual. The card is offered with both hands and a slight bow. ____. Putting it straight into your pocket without looking at it may be seen as disrespectful.

a) Japan consists of thousands of islands

b) Business cards are usually printed on thick paper

c) Many Japanese companies export cars

d) Bowing is also common in martial arts

e) The person receiving it is expected to read it carefully

F Manners in my culture

Write your answer. *(Cevabınızı yazın. Örnek cevap, cevap anahtarındadır.)*

1. Write about good manners in your culture: at the table, on public transport and online. (100–120 words)