



ORTAÖĞRETİM
GENEL MÜDÜRLÜĞÜ

ACTIVITY BOOK



ENGLISH 12

Unit 10

MANNERS

Functions

- Talking about wishes and regrets
- Apologizing
- Giving explanations

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8th
VOLUME

PREFACE

Dear Students,

In this activity book, there are activities at various levels and structures that will allow you to use the knowledge and skills you have gained during the teaching processes. With these activities, you will have the opportunity to both revise the subjects you have studied at school and monitor your academic progress. The activities in this activity book prepared for this purpose were structured to include cognitive domain steps.

In the activity book, besides gap filling, matching, multiple-choice, open-ended, short-answer item type activities, there are some other activities which allow you to have a pleasant time with content such as crossword, wordsearch puzzles, skill-based activity, structured grid, and fun time activities. Also, in the “Do I remember?” section, you will be able to self-evaluate academically and you will have the opportunity to revise the missing topics through the data matrix.

We aim to contribute to your academic development with this activity book, which has been meticulously prepared by experts in the field. Hope to see the positive reflections of this study in your education life.



Do I remember?

How much do you remember? Tick the correct option for you. Add up your points and evaluate your performance according to the scale.

1

Past Simple Tense or Past Continuous Tense is used in wish clauses to express regret or wish about a present state.

I remember
2 Points

☐

I partly remember
1 Point

☐

I don't remember
0 Point

☐

2

Past Perfect Tense is used in wish clauses to express regret or wish about a past state.

I remember
2 Points

☐

I partly remember
1 Point

☐

I don't remember
0 Point

☐

3

"If only" has the same meaning as "I wish", and the same grammar rules given above are applied while forming a sentence with "If only", as well.

I remember
2 Points

☐

I partly remember
1 Point

☐

I don't remember
0 Point

☐

4

"Should have V₃" is used to express regrets about actions in the past.

I remember
2 Points

☐

I partly remember
1 Point

☐

I don't remember
0 Point

☐

5

"Something I have always wanted is ...", "What I'd like more than anything else ...", and "I wish that Judy had told ..." are some of the phrases for wishes.

I remember
2 Points

☐

I partly remember
1 Point

☐

I don't remember
0 Point

☐

6

"If only I hadn't been ...", "it wasn't my intention ...", and "I didn't mean to hurt ..." are some of the phrases for regrets.

I remember
2 Points

☐

I partly remember
1 Point

☐

I don't remember
0 Point

☐



Do I remember?

7

"I just want to apologize for ...", "It was my fault ...", and "Please accept my apology ..." are some of the phrases for apologies.

I remember
2 Points

☐

I partly remember
1 Point

☐

I don't remember
0 Point

☐

8

Body language and eating manners vary in China, Brazil, and India.

I remember
2 Points

☐

I partly remember
1 Point

☐

I don't remember
0 Point

☐

9

Giving seat to the old, saying 'thank you', and covering your mouth when sneezing or yawning are considered good behaviors in my culture.

I remember
2 Points

☐

I partly remember
1 Point

☐

I don't remember
0 Point

☐

10

Interrupting one's speech, whispering among others, and spitting are considered bad behaviors in my culture.

I remember
2 Points

☐

I partly remember
1 Point

☐

I don't remember
0 Point

☐

EVALUATION SCALE

Points

0-12

Revise the theme!

Points

13-15

Study harder!

Points

16-20

Well done!

Your Total Points



The summary of statements
1, 2, 3, 4, 5, 6 and 7



The summary of
statement 8



The summary of
statements 9 and 10



Matching

A Read the situations below, and match the statements with the appropriate expressions of regrets.

1

You haven't visited your grandmother for a long time. She didn't return your calls because you forgot to celebrate her birthday last week. You took your sister to her home with a bouquet and a present. Express your regret.



2

You met your friends at an expensive restaurant to have dinner. You realised you left your wallet at home when you wanted the check. Talk to your friends and express your apology.



3

Your friends are throwing a party at the weekend, and you want to attend so badly. Thus, you lied to your parents and said that you would study for the exam with your friends at the weekend. However, your parents found out the truth, so you feel ashamed and want to apologise.



4

You told one of your friends a secret and learned that s/he shared it with your classmates. You feel edgy and want to express your regret.



5

You were ill and couldn't attend the lessons for a while. When you go to school, you learn you have a critical exam. You express your wishes.



6

You borrowed your father's watch and lost it. Your father is nervous because it was a gift of your grandparents. Apologise for your recklessness.



A

I wish I knew that before. I didn't know there would be an exam today. If only I studied and passed the exam.

B

I shouldn't have lied to you. If only I hadn't made that up. I'm terribly sorry; I won't go there and never do this again.

C

I wish we could spend more time with you, but we were in a rush. You are the most precious person in our lives. We are truly sorry, please forgive us. I promise we'll visit often.

D

I'm truly sorry dad, if only I hadn't taken your watch. I wish I hadn't lost it.

E

Excuse me for my carelessness. I wish I had checked my bag before I went out. Next time, the check will be on me.

F

I shouldn't have talked about my personal life with anybody. It was my bad to trust everyone. I am almost at my wit's end trying to deal with this chaos.

A Read the dialogue and fill in the blanks with the given words in the box.

- | | | | | |
|----------|------------|---------|----------|-----------------|
| a) rude | c) ditched | e) saw | g) heart | i) overreacting |
| b) plate | d) truly | f) talk | h) lose | j) line |



- Chandler:** Hi, it's Chandler speaking. May I _____ (1) to Lisa, please?
- Lisa:** Hello, Chandler! It's me, Lisa. How are you doing?
- Chandler:** I don't feel good, actually. I'm _____ (2) sorry and very embarrassed about lying to you.
- Lisa:** You must be! I wish you had told me the truth even if you thought that would break my _____ (3). I suppose you were my best friend. We could have been honest with each other.
- Chandler:** We're still best friends, Lisa. I hadn't meant to offend you, but I didn't want to go to that boring concert. You know rap is not very me.
- Lisa:** Words can be deceiving. I bought the tickets weeks ago, and you said nothing. It would be best if you had told me that you didn't want to go. You said that you had a lot on your plate and _____ (4) me, but guess what? I _____ (5) you at the cinema with Eric on the same day.
- Chandler:** I know, Lisa, it was _____ (6) and inexcusable, but I had to lie, or you would be sad.
- Lisa:** But, I'm now. I felt disappointed when I saw you two there.
- Chandler:** Come on, we're as thick as thieves. I don't want to _____ (7) our friendship. How can I make it up to you?
- Lisa:** I don't know. Lying is my bottom _____ (8); I don't know if I can trust you anymore. Our friendship was built on honesty and loyalty, but you ruined it.
- Chandler:** Don't you think you are _____ (9)? Please just calm down and accept my apology. I won't do this again; let's give our friendship a shot.
- Lisa:** I don't know; we'll talk later; I have a lot on my _____ (10) now! See you.
- Chandler:** OK, Lisa. Take care and call me when you need me.



B Complete the sentences using the verbs in brackets in Past Perfect Tense or Past Tense.

1. As soon as she _____ (hear) the news, she _____ (faint).
2. Since Rachel moved to Italy, we _____ (not-speak) for ages.
3. I wish he _____ (try) to understand me more, then maybe we didn't divorce.
4. Sybil was late to the meeting; I wish she _____ (be) more punctual.
5. Marianne _____ (not-join) us at the concert yesterday because she can't bear listening to rock music.
6. My brother is a bookworm; he _____ (read) one hundred books last year.
7. When the electricity came, he _____ yet. (not-sleep)
8. I wish we _____ (spend) our holiday at a deluxe hotel. Our camping was totally a disaster and _____ (ruin) my summer break.
9. When Jackie _____ (see) Anne, he _____ (not-recognize) her; because she got her hair dyed.
10. Monalisa had never seen her mother. Mrs Black _____ (pass away) when she gave birth to her.
11. After the tourists _____ (visit) Atatürk's Mausoleum, they also wanted to see other museums.
12. I _____ (drink) three cups of coffee this morning. I wish I _____ (not-wake) up that early.
13. My classmates _____ (drop) by yesterday, we _____ (study) for the French exam.
14. Gilbert _____ (work) as a sales manager for twenty years before he got promoted.
15. Mrs Luck _____ (give) the assignments long ago, but nobody _____ (hand) in still.
16. The boss felt disappointed when he saw nobody _____ (come) to work on time.
17. Bob _____ (have) a black eye yesterday, I wish he _____ (get) into trouble.
18. I had already sent the location on WhatsApp, but I forgot to send the exact address. If only I _____ (remember) it then.
19. Everybody _____ (fell) the tension within the room, and nobody dared to say even a word.
20. I _____ (know) my fiance for nearly ten years before we got engaged.



Answer the questions 1-3 according to the passage given below.

In life, people make lots of mistakes and regret these mistakes in later phases of their lives, whether they are related to their private lives, school lives or careers. I have also made a lot of mistakes or decisions which I regret a lot. For example, when I was a high school student, I always wanted to become an actor, but because of my parents' pressure on me, I studied law at university. I like my profession now, yet I can't keep myself from thinking about what my life would be like now if I had taken an education in acting. If I had a second chance, I would certainly choose the path that I want to **pursue** this time, not my parents. After my graduation from university, I started working with one of the most famous lawyers in my hometown. However, I wish I had established my own law office after gaining some experience so that I could earn much more money than I do now. Since my childhood, I have always been against marriage and therefore I didn't get married, but these days I feel so lonely and have come to understand that not letting anyone walk into my life was not a wise decision.

1. It can be understood from the passage that the writer _____.

- A) has more regrets about his private life than his school life
- B) wonders what kind of lifestyle he would be leading if he had realized his dream of becoming an actor
- C) closed his ears to his parents' advice and recommendations during his high school years
- D) couldn't get married as he was unable to find his soulmate
- E) regrets the decisions he made in his school life the most

2. Which of the following can replace the red bold verb "**pursue**" in the passage?

- A) follow
- B) alter
- C) combine
- D) express
- E) cover

3. Considering the underlined sentence in the passage, which of the following statements can belong to the writer himself?

- A) "I wish I had made the decisions about my career by myself."
- B) "I should have got married by now because I don't like being alone anymore."
- C) "I should have resisted my parents' pressure on me and chosen the job I wanted."
- D) "I wish I had my own law office so that I could make more money compared to the amount that I do now."
- E) "I wish I had listened to my parents' advice as parents always know better than their children."

4. Some people strictly adhere to customs and try to practice them as much as possible, whereas some others think that they hardly mean anything, and therefore it is normal to behave in today's culture as your inner voice says as long as you do not violate the rights of others or disturb them.

According to the information given above, which of the following statements cannot be made by a person who doesn't favour customs?

- A) "The youth don't have to behave in the same way that their parents do."
- B) "Whether people like the customs in this country or not, they need to maintain them as they are part of our culture."
- C) "Not only in our country but also in other countries in the world, people don't practise old customs as much as they used to do in the past."
- D) "Some customs are essentially good, yet they still need evolving as they don't fit in today's world."
- E) "No pressure from society should be on those who don't practise old customs in their lives. People should behave as they wish."



Multiple Choice

Find the most suitable answer that can be given in the questions 5 and 6.

5. You will sit an exam that will allow you to study abroad next weekend, yet while studying for it, you realize that no matter what you do, it's impossible for you to revise all the subjects that will be included in the exam until the weekend, so you say regrettably:

- A) The exam shouldn't have included so many topics.
- B) I wish the exam would be put off to another day.
- C) I wish I had started studying for this exam much earlier.
- D) I shouldn't have missed the final application date.
- E) I wish my parents wouldn't be making so much noise and distracting me.

6. You and one of your colleagues are having dinner and talking business with one of your foreign investors. You notice that your colleague, who believes in the sincerity of the investor, is sometimes touching his arm and shoulder while telling something, which is an unacceptable behaviour in his country. When he leaves the table for a restroom break, you warn your colleague politely by saying:

- A) Touching the person you are talking to is considered a rude behaviour in his country. Don't do that again.
- B) You should not make physical contact with him while talking because it is regarded as an unacceptable behaviour in his country.
- C) You hate being touched by another person, so he had better avoid making physical contact with you.
- D) The investor excessively uses his body language, and it distracts me. I wish he stopped doing that.
- E) Although touching is OK in daily life in his country, in business meetings like this, you shouldn't make a physical contact with him.

7. Which of the following statements is not an expression of apology?

- A) It was your fault not to tell him.
- B) Excuse me for leaving you alone today.
- C) I'm terribly sorry to break your heart.
- D) I just want to apologize for being late.
- E) I didn't mean to hurt your feelings.

8. Which of the following is a statement of regret about an action in the past?

- A) I wish my friends would organize a surprise birthday party for me.
- B) You should have told the bad news to your mother much earlier.
- C) If only my father could find a job and start working soon.
- D) I wish my bestie were not so sentimental.
- E) You shouldn't behave like that in the classroom.

9. Choose the odd one out.

- A) Picking nose in public
- B) Whispering in your friend's ear in public
- C) Crossing legs when sitting with the elderly
- D) Thanking for the meal
- E) Yawning a lot during a meeting

10. Which of them shows an example of good manner among elders?

- A) Calling them with their first names
- B) Shaking hands
- C) Using slang words
- D) Asking for advice
- E) Crossing legs while sitting



Different Manners Across The World

Travelling across the world and discovering new cultures or traditions are exciting experiences that everyone seeks to have. However, these experiences may leave some bad memories behind unless you know how to behave in the country that you are visiting. Therefore, learning about the etiquette of the country that you are going to visit beforehand can be a lifesaver during your visit. Let's learn some specific etiquette that exists around the world.

Respect Sacred Places in Nepal

If you decide to visit Nepal, you need to learn that you should take your shoes off before entering a Hindu or Buddhist temple. Also, taking photos is prohibited in these places unless special permission is taken. You should avoid touching offerings or shrines, as well.



Don't Eat Food with Your Left Hand in India

India is one of the countries in Asia that attract visitors from all around the world most. One of the reasons behind that is its tasty spicy dishes. However, there is one thing that visitors should pay attention to while tasting these dishes and it is avoiding using the left hand while eating. It's because the left hand is considered unclean and dirty as it is commonly used for personal hygiene.

Burp During Dinner In China

How would you feel if one of your friends burped at one of your friends' gatherings? Most probably, you would be disgusted by this behavior. However, in China, burping during dinner is a sign that you are eating a satisfying meal. Talking when your mouth is full is also acceptable. Therefore, if you happen to visit China and eat dinner, don't forget to burp, even if once, in order to fit in the society that you are visiting.



Don't give any tips in Japan

In some countries in the world, people leave some money into tip boxes as a sign of thanking the waiter or waitress that served them. However, in Japan, it's considered rude and unacceptable, so while in Japan, refrain from giving any tips to the waiter or waitress.

No eye contact in Mexico

Most books on body language state that looking directly in the eyes of an interlocutor is necessary in a conversation, but not in all the countries in the world. During your visit to Mexico, try to avoid looking someone in the eyes and keep a fair distance between you and the person you are talking to. Otherwise, local people could blame you for being rude.





Reading Activity

A Match the words with their definitions.

1 Permission ☐

A to state someone is responsible for something bad

2 Commonly ☐

B physically or psychologically disturbed by something unpleasant

3 Disgusted ☐

C to stop yourself from doing something, particularly something that you want to do

4 Refrain ☐

D usually, very often, by most people

5 Blame ☐

E an official written statement allowing somebody to do something

B Read the statements below and decide whether they are True or False. Write True (T) or False (F) for the statements.

1 Taking photos in sacred places without getting any permission from the authorities is forbidden in India.

2 During a visit to India, tourists eat delicious meals from Indian cuisine, but they shouldn't eat with their right hands.

3 Burping isn't considered an acceptable behavior in every country in the world.

4 After the meal, you can give some money to thank the person that has served you at a restaurant in some other countries, but not in Japan.

5 As most books stated, you should look in the eyes of the person you are talking to and try not to lose eye contact with him or her in Mexico.

6 It can be inferred from the passage that a manner that is acceptable in a country is surely welcomed in other countries, as well.

7 One can conclude from the passage that learning the manners of countries that we plan to visit may save us from being misunderstood.

C Write two manners that tourists that plan to visit your country should know.

1

2



Skill-based Activity

A Read the statements below and rewrite the sentences by using the prompts given.



Example:

I regret shouting at my sister just because she wore my favourite t-shirt. **(shouldn't)**

I shouldn't have shouted at my little sister just because she wore my favourite t-shirt.

1 My father doesn't let me go to the concert with my friends. **(I wish)**

2 I didn't tell my father that I would be late tonight, so he is angry now. **(should)**

3 My sister is living in the USA, so I don't see her very often and miss her a lot. **(If only)**

4 I can't drive, so I have to use public transportation all the time. **(I wish)**

5 No sooner did I leave the concert hall than the band started to play my favourite song. **(shouldn't)**

6 My dream car is so expensive that it is impossible for me to buy it. **(If only)**

B Look at the manners below and tick the ones related to good manners in our society. Have you been taught any of these manners?

Chewing food

☐

Waiting your turn

☐

Using eye contact while speaking

☐

Playing with the phone at a meeting

☐

Apologizing

☐

Misspelling simple words

☐

Whispering among others

☐

Holding the door open for others

☐

Talking on the phone on the bus

☐

C Now tell me about yourself.

- Do you remember your biggest regret?
- When did it happen?
- What happened afterward?
- What did you learn via this?



Read the etiquette rules below and tick (✓) the ones that you try to abide by. Next, count your ticks and read the related comment to learn what others think about you.

How Much Do You Know about Etiquette?

1. At a dinner table, I always pass the salt and the pepper together even if I am asked for only the salt. ☐
2. During dinner, when I am supposed to pass the meal, I pass it in a counterclockwise direction. ☐
3. When I take the breadbasket, I first offer to the person on my right and then the one on my left before I take a piece of bread for myself. ☐
4. While stirring my tea to dissolve sugar or honey, I don't stir it in a clockwise direction. The motion should be from 6 to 12. ☐
5. Having dinner with my friends, I never put my elbows on the table as it may rock the table, and speak my mouth full. ☐
6. I always carry my bag on my left shoulder or arm or mobile phone in my left hand to leave my right hand free for handshakes. ☐
7. When one of my friends invites me over to his or her house, I never go there empty-handed, and always try to take a gift with me. ☐
8. Unless I expect an urgent call, I never talk on the phone on buses, trains, and planes in order not to disturb others. Instead, I prefer texting. ☐
9. When the bus reaches the bus stop, I always let people get off first and then I get on. ☐
10. When talking to a stranger, I avoid saying 'yeah' or 'yep' and address them as 'madam' or 'sir'. ☐

1-3 Ticks

Your friends may be thinking that you are not thoughtful enough. You had better try to be more polite and considerate towards others.

4-7 Ticks

It seems that you try to be polite and considerate towards your friends and others, but some of your behaviours may be still disturbing them. Try to get rid of these rude behaviours!

8-10 Ticks

In the eyes of your friends, you are a true gentleman or gentlewoman. Go on treating people with such a courtesy!

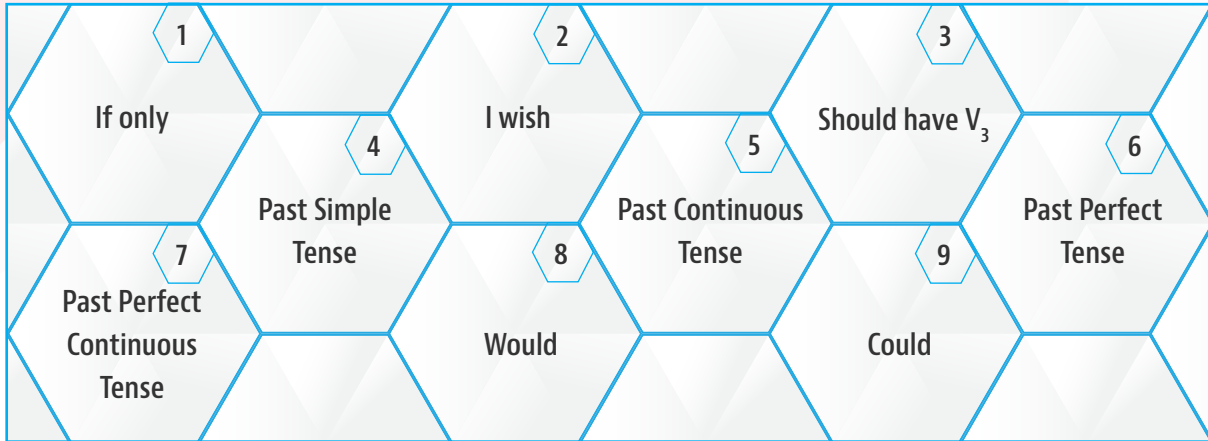


Structured Grid

Examine the grid. Tick the correct boxes below accordingly.



numbers in a logical or functional order for each question



1. What structure(s) can you use to express your wishes?

1	2	3	4	5	6	7	8	9	10	11	12
---	---	---	---	---	---	---	---	---	----	----	----

2. What structure(s) can you use to express your regrets?

1	2	3	4	5	6	7	8	9	10	11	12
---	---	---	---	---	---	---	---	---	----	----	----

3. What tense(s) or modal verb(s) can you use after wish structures to express your wishes about now and future?

1	2	3	4	5	6	7	8	9	10	11	12
---	---	---	---	---	---	---	---	---	----	----	----

4. What tense(s) can you use after wish structures to express your regrets about the actions that happened in the past?

1	2	3	4	5	6	7	8	9	10	11	12
---	---	---	---	---	---	---	---	---	----	----	----

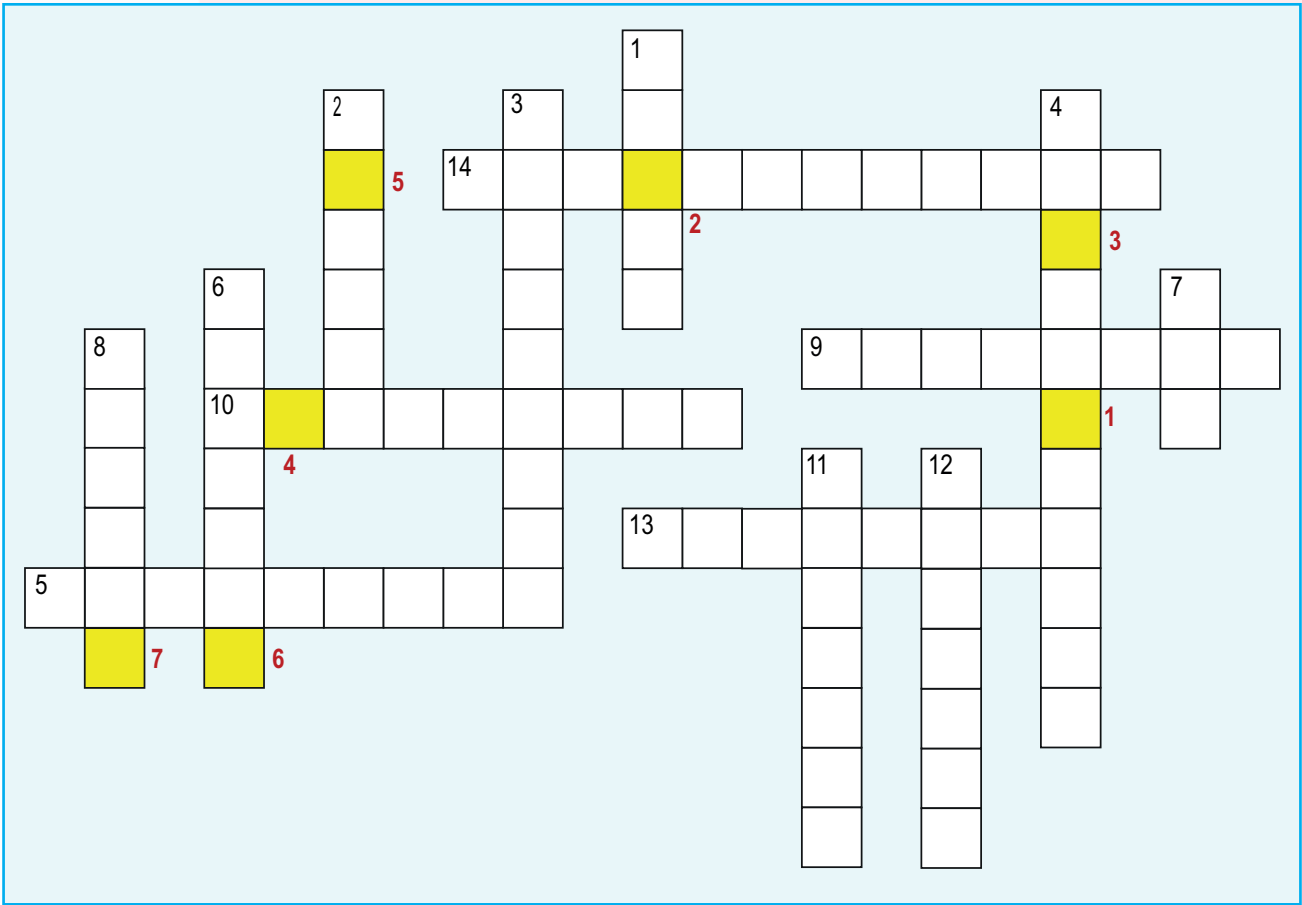
5. What modal verb can you not use in wish structures in which the action is under your control?

1	2	3	4	5	6	7	8	9	10	11	12
---	---	---	---	---	---	---	---	---	----	----	----



Crossword Puzzle

Do the crossword puzzle. Then, find the keyword.



ACROSS DOWN

5. the fact that something must happen or be done
9. valuable or worth a lot of money
10. to say or do something that causes someone to pause in their speech or action
13. to say you are not satisfied with a situation
14. a person who is upset because something he or she hoped for has not happened or been so good or successful as expected

1. to look at someone/something for an extended period of time
2. a sad feeling because of something that has happened or something that you have done or not done
3. in a manner that demonstrates how you really feel or think about someone/something
4. a person who feels love, sadness, empathy too much
6. to talk too quietly to someone in order not to be heard by others
7. to put your arms around somebody and hold them tightly
8. the moral principles and beliefs that they think are important
11. a word or statement saying sorry for something that has been done wrong or that causes a problem
12. extremely large, giant

Keyword:





Wordsearch

Find and circle all of the words that are hidden in the grid. The words may be hidden in any direction. The unused letters in the first four lines of the grid will give you the "hidden message".



BEHAVE
EXPLORE
NOD
SOCIETY

COMMUNICATION
IMMEDIATELY
NORM
VIRTUE

EXPECTATION
INTENTION
SNEEZE
WISH

HIDDEN MESSAGE: _____

Matching

A — 1. C 2. E 3. B 4. F 5. A 6. D

Gap Filling

A — 1. **f)** talk 2. **d)** truly 3. **g)** heart 4. **c)** ditched 5. **e)** saw
6. **a)** rude 7. **h)** lose 8. **j)** line 9. **i)** overreacting 10. **b)** plate

B — 1. heard / fainted 2. hadn't spoken 3. had tried 4. had been
5. didn't join 6. read 7. hadn't slept 8. had spent / ruined
9. saw / didn't recognize 10. passed away 11. had visited 12. drank/ hadn't woken
13. dropped/ studied 14. had worked 15. had given/ handed 16. had come
17. had/ hadn't gotten 18. had remembered 19. felt 20. had known

Multiple Choice

1. B 2. A 3. B 4. B 5. C
6. B 7. A 8. B 9. D 10. D

Reading Activity

A — 1. E 2. D 3. B 4. C 5. A

B — 1. F 2. F 3. F 4. T 5. F 6. F 7. T

C — Students' own answers

Skill-based Activity

Suggested Answers:

A — 1. I wish my father let me go to the concert with my friends
2. I should have told my father that I would be late.
3. If only my sister weren't living in the USA so that I could see her more often and wouldn't miss her so much.

Skill-based Activity

Suggested Answers:

A

4. I wish I could drive so that I wouldn't have to use public transportation all the time.

5. I shouldn't have left the concert hall so early.

6. If only I could afford to buy my dream car.

B

Students' own answers

C

Students' own answers

Fun Time

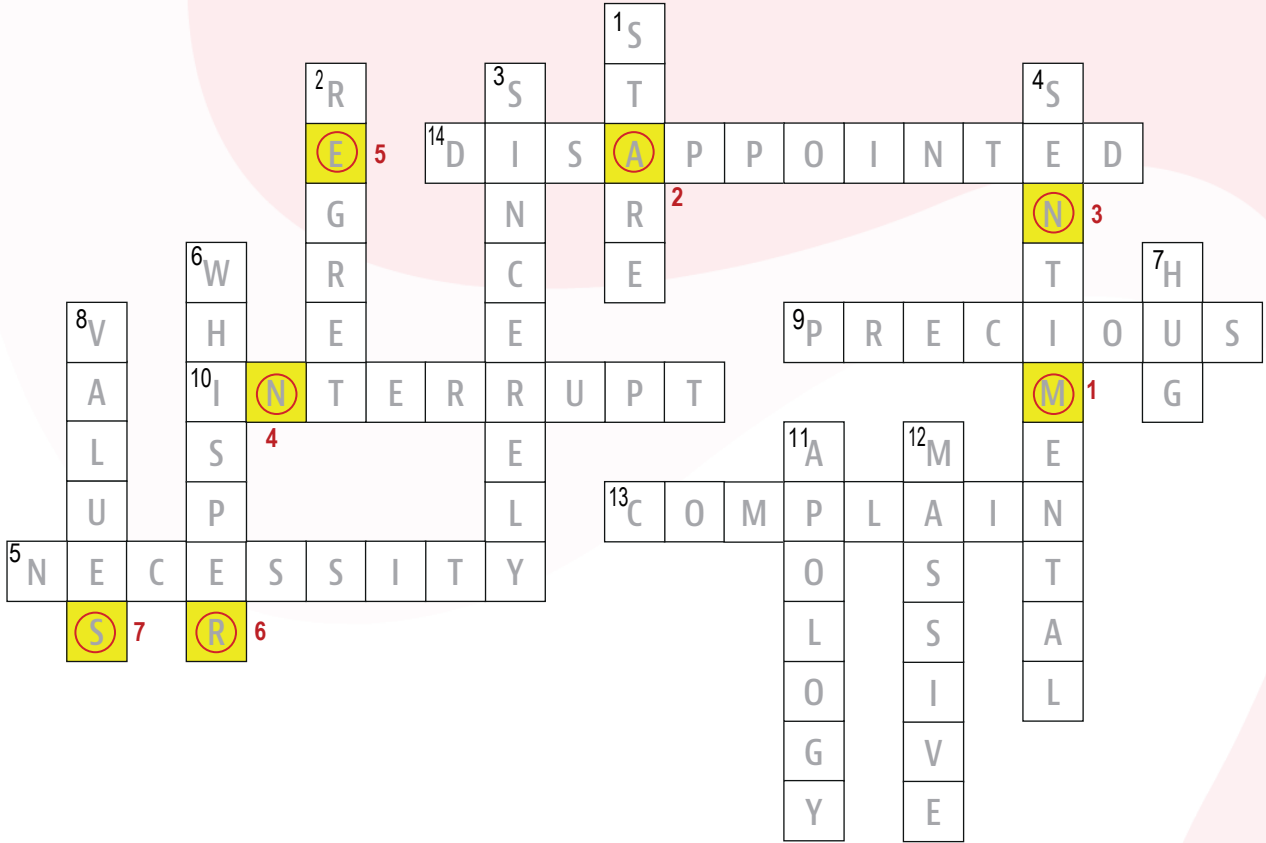
Students' own answers

Structured Grid

1	1	2	3	4	5	6	7	8	9	10	11	12
	✓	✓										
2	1	2	3	4	5	6	7	8	9	10	11	12
	✓	✓	✓									
3	1	2	3	4	5	6	7	8	9	10	11	12
				✓	✓			✓				
4	1	2	3	4	5	6	7	8	9	10	11	12
			✓			✓	✓					
5	1	2	3	4	5	6	7	8	9	10	11	12
								✓				

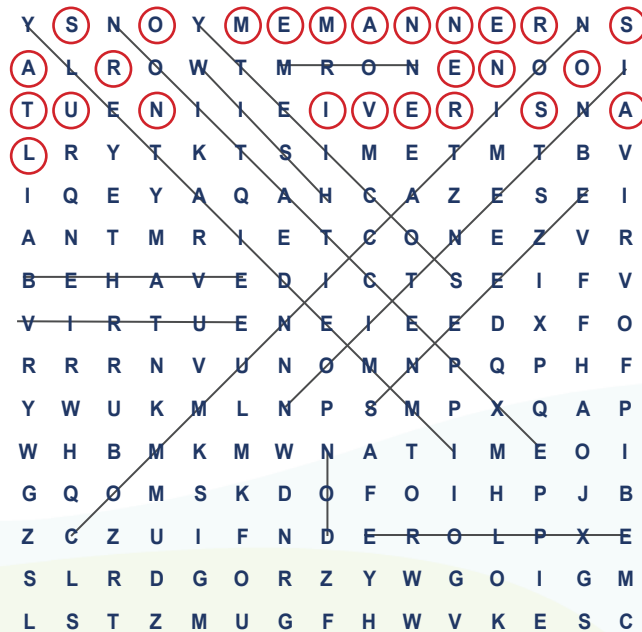
Answer Key

Crossword Puzzle



KEYWORD: M A N N E R S

Wordsearch



HIDDEN MESSAGE: S O M E M A N N E R S A R E N O T U N I V E R S A L

Etkileşimli Kitaplar

Beceri Temelli Kitaplar

Soru Bankası

Mobil Soru Bankası

Dinamik Uygulamalar

3B Modeller

YKS Kampı

TRT EBA TV Lise

OGM
MATERYAL



<http://ogmmateryal.eba.gov.tr>