

PREPOSITIOITA AJAN ILMAISUISSA

Kun kerrotaan, **milloin** jotakin tapahtuu, käytetään englannissa ajan ilmaisuissa useimmiten prepositioita.

AT

- Kun puhutaan juhla-ajoista, kellonajoista tai muista "täsmällisistä" ajoista, käytetään **at-prepositiota**.

at Midsummer	at four o'clock
at noon	at lunch
at Christmas	at the weekend

ON

- Kun kyseessä on päivämäärä, viikonpäivä tai yksittäinen juhlapäivä, käytetään **on-prepositiota**.

on 8th December	on Christmas Eve
on Wednesday	on Midsummer Eve

IN

- Kun puhutaan viikoista, kuukausista, vuodenaajoista, vuosista tai vuorokauden-ajoista, käytetään **in-prepositiota**.

in November	in the summer
in the afternoon	in week 32
in 2009	in the morning

ILMAN PREPOSITIOTA

- Seuraavissa ajanilmaisuissa ei tarvita prepositiota.

last Friday	Huomaa myös:
this year	today
next month	yesterday
that year	tomorrow
every morning	tonight

Huom! **the next** = seuraava
the last = viimeinen

SINCE (jostakin lähtien)

The Greshams have lived in Finland since 2007.

AGO (jokin aikaa sitten)

Mireille moved to Helsinki six months ago.

FROM ... TO (jostakin ... jonnekin saakka)

Roger is going to stay in London from Wednesday to Friday.

BEFORE (ennen)

Roger's secretary booked the flight tickets on the internet before his trip.

BY (johonkin mennessä)

The travel agency promised to send the tickets by Tuesday.

FOR (joksikin aikaa)

She also booked Roger a single room for two days.

AFTER (jälkeen)

Roger will fly back to Finland after his meeting at Suntech on Friday afternoon.

UNTIL (saakka)

Next Tuesday he'll travel to Poland and stay there until Thursday.

DURING (aikana)

He'll visit the new subsidiary during his stay there.

1. Täydennä sopiva aikaa ilmaiseva prepositio tarvittaessa.

It's 10 o'clock _____ Friday morning. Jarkko usually comes to his office
 _____ 9 o'clock _____ every day. But _____ this morning he
 slept _____ 8 o'clock. He came back from China _____ Wednesday
 and is suffering from jetlag. Jarkko will have two meetings _____ today.
 The first one starts _____ 10.30 and the other one is _____ the afternoon.
 _____ work Jarkko will drive with his wife to their summer cottage
 _____ the weekend. They usually stay there _____ Friday evening
 _____ Monday morning. Jarkko and his wife always have their summer holidays
 _____ July and they spend them at the cottage. _____ their holiday
 they swim, sunbathe and take it easy. They often invite guests there _____
 Midsummer. _____ this year they invited the participants of the Finland
 in Focus workshop _____ Midsummer Eve. The guests arrived
 _____ noon and stayed _____ Midsummer Day.
 They saw a lot of bonfires on the lake _____ night.

Good to know

DATES (PÄIVÄMÄÄRÄT)

2nd July, 2010 (BrE) the second of July, two thousand and ten
 2 July, 2010

July 2, 2010 (AmE) July second, two thousand ten
 Mireille started in her new job **on** 2nd of July.

- Kun päivämäärä luetaan, sanotaan määräinen artikkeli **the** ja **of**-genetiivi. Päivämäärän edessä käytetään **on**-prepositiota. Päivämäärää seuraavan vuosiluvun edessä ei ole prepositiota.
- Brittienglannissa kirjoitetaan ensin päivä ja sitten kuukausi, amerikanenglannissa ensin kuukausi ja sitten päivä. Amerikanenglannissa ei määräistä artikkelia yleensä lueta eikä käytetä **and**-sanaa vuosilukuja luettaessa.

January
1



2. Työskennelkää pareittain. Toinen kysyy ja toinen vastaa suluissa olevalla ajan ilmaisulla. Kysykää ja vastatkaa vuorotellen.

- | | |
|--|-----------------------|
| 1. When did Roger travel to Germany? | (maanantaina 29.8.) |
| 2. When was Fiona's birthday? | (30.1.) |
| 3. When did the Greshams have their summer holiday? | (1.–30.7.) |
| 4. When were Jane and Henry in Finland? | (kevääällä) |
| 5. When did the course participants meet for the first time? | (3.5.) |
| 6. When did Mireille visit Brussels? | (viikolla 41) |
| 7. When did Anna send an email to Tony? | (18.9.) |
| 8. When did Giovanni visit his girlfriend in Italy? | (4.11.) |
| 9. When did his girlfriend move to Milan? | (viime vuonna) |
| 10. When did Mireille and George go to the theatre? | (keskiviikkona 6.10.) |
| 11. When did George start a new project? | (5.2.) |
| 12. When did Jarkko's wife, Joan, meet the group? | (juhannusaattona) |

Ks. Muita ajan ilmaisuja s. 177–178

ON THE PHONE (PUHELIMESSA)

Telephone numbers (Puhelinnumerot)

Operator code: 990 (nine-nine-oh/zero (AmE))

Country code: +358 (plus three-five-eight)

Area code: 08 (oh/zero-eight)

7368801 (seven-three-six-double eight-oh/zero-one)

a cellphone (AmE)

a mobile (phone) (BrE)

a text message / an SMS

Answering the phone (Puhelimeen vastaaminen)

Hello.

George McDonald.

Olga Kovanen speaking.

Suntech Ltd, good morning. (How can I help you?)

Introducing yourself (Esittäytyminen)

Hello, this is Jarkko Saloviita (speaking).

Good afternoon. My name is Roger Gresham.

Good morning. This is George McDonald from MaxiSales in Finland.

Asking to connect the call (Pyyntö yhdistää puhelu)

Can/Could/May I speak to Mr McDonald, please?

Please, connect me to Ms Moreau.

Could you put me through to Mrs Gresham, please?

Is Mr Hakkinen in/available?

Connecting the phone call (Puhelun välittäminen)

Just a minute/moment, please. I'll connect you.
 I'll put you through to Mr Saloviita.
 I'm afraid this is the wrong number.
 I'm sorry. The number is busy.
 The line is busy/engaged/occupied.
 I'm sorry but he's already left for today.
 I'm sorry but he doesn't work for us any more.

Asking the caller to wait (Odottamaan pyytäminen)

Just a moment/minute, please.
 Hold the line, please.
 Could you hold the line / hold on / hang on, please?
 Who's calling, please?

Offering your help (Avun tarjoaminen)

Would you like to leave a message for Mrs Miller?
 Can I help you? I'm Mr Lewis's secretary.

I'm afraid Mrs Gresham is busy
 not available just now
 at/in a meeting
 on a business trip
 on holiday
 out for lunch
 on maternity leave.

She'll be back at two o'clock / in a few minutes.

Can she ring (you) back after two o'clock?

I'll ask him to call you when he's back.

I'll check when he's back.

I'll transfer your call to Mr Lewis.

Clarifying the name (Nimen selvennys)

Could you spell your name, please?
 How do you spell your name, please?
 Sorry, what was the name?
 I'm sorry, I didn't get/hear/catch your name.

Asking the caller to repeat (Toistamaan pyytäminen)

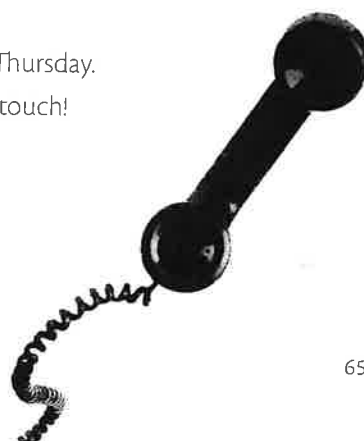
Pardon?
 I'm sorry, I didn't hear that.
 Sorry, I can't hear you. The line's bad.
 Could you repeat it / say it again, please?
 Could you speak a bit more slowly, please?

Beginning the phone call (Puhelun aloittaminen)

How are you, Mr McDonald?
 Fine thank you. / Ok thanks.
 Not bad. / Can't complain.
 I'm ringing/calling/phoning/ (you) about...

Finishing the call (Puhelun päättäminen)

Thanks for calling, Ms Kovanen.
 (It was) nice talking to you, Mr Gresham.
 Thanks for your help.
 I'll send you more information by email/post.
 I look forward to hearing from you soon.
 Good-bye, have a nice day/weekend
 Mr Hakkinen.
 Bye, see you on Thursday.
 Bye, let's keep in touch!



Finn Lectura: At Work

Other useful phrases**(Muita hyödyllisiä sanontoja)**

Excuse me, my phone is ringing.

Can I take this call, please?

Dial the country code first.

There's a phone call for you.

I didn't answer because my phone wasn't on.

Could you switch your mobile off, please?

I have to make a phone call first.

My battery is low.

There's no signal/reception.

Could you please give me a ring tomorrow afternoon?

Could you send me a text message / an SMS, please?

Answering machine**(Puhelinvastaaja)**

This is Welltech Ltd's answering machine.

Our office hours are from 8 o'clock to 4 o'clock.

Please leave your message after the tone and we will call you back as soon as possible.

Thank you for calling.

Puhelintilanteissa keskustelun osapuolet käyttävät mm. seuraavia täytesanoja ja -sanontoja osoittamaan esim. kiinnostusta, hyväksyntää ja kuuntelemista.

Well...

...you know...

You see...

Oh, yes.

That's right.

Ok.

I see.

Right...

Of course (not).

Not really.

Oh no.

Really?

Is that right?

Go on.

..., isn't it?

I mean...

operator code

[ˈɒpəreɪtə kəʊd]

operaattoritunnus

area code

[ˈeəriə kəʊd]

suuntanumero

text message / SMS

[ˈtekst məsɪdʒ /
esɪmˈes]

tekstiviesti

put through to

[put ˈθruː tu]

yhdistää

occupied

[ˈɒkjʊpɪd]

varattu

hold on

[ˈhəʊld ɒn]

odottaa

message

[ˈmesɪdʒ]

soittopyyntö, viesti

maternity leave

[məˈtɜːnɪti liːv]

äitiysvapaa

transfer to

[trænsˈfɜː tu]

siirtää

spell

[ˈspel]

tavata (sana), luetella
kirjain kirjaimelta

repeat

[riˈpiːt]

toistaa

complain

[kəmˈpleɪn]

valittaa

look forward to

[lʊk ˈfɔːwəd tu]

odottaa innolla

switch off

[swɪtʃ ˈɒf]

sulkea (laite)

battery

[ˈbætəri]

akku

signal/reception

[ˈsiɡnəl/riˈsepʃən]

kenttä (matka-
puhelimessa)

① Tee englanniksi:

② Lue keskustelut parin kanssa muille.

3. ~~Keskustele~~ neljä lyhyttä puhelinkeskustelua. Täydennä tiedot kuulemasi perusteella.

③

1. Kuka soittaa? _____

Mitä asia koskee? _____

Mikä on soittajan puhelinnumero? _____

2. Kuka soittaa? _____

Millaisen viestin soittaja jättää? _____

3. Kuka soittaa? _____

Miksi hän soittaa? _____

Mitä päivämääriä hän ehdottaa? _____

Mikä paikka mainitaan? _____

4. Kuka soittaa? _____

Mitä asia koskee? _____

Mikä päivämäärä ja kellonaika mainitaan? _____

FinnLectura: At Work