

# 1. YAYGIN OLAN KISALTMALAR

➤ Genel olarak yazı dilinde de kullanılan kısaltmalar:

Contraction	Full form	Example
Aren't	Are not	They aren't coming with us to the store
Can't	Cannot	They can't come with us to the store
Didn't	Did not	She didn't want to come with us
Don't	Do not	Don't you want to come with us?
Doesn't	Does not	He doesn't have time to come along
Hadn't	Had not	They hadn't been to this store before today
Hasn't	Has not	She hasn't made up her mind yet
Haven't	Have not	I haven't decided whether I will go or not
Isn't	Is not	He isn't planning to come along
Mustn't	Must not	You mustn't stay up past your bedtime
Needn't	Need not	You needn't worry about your friend
Shouldn't	Should not	Children shouldn't walk to the store alone
Wasn't	Was not	Tom wasn't planning to go with us
Weren't	Were not	You weren't at the store when we got there
Won't	Will not	Barbara won't miss us while we are gone.
Wouldn't	Would not	Grandpa wouldn't let us walk to the store alone
Let's	Let us	Let's go to the store
I'm	I am	I'm ready to go now
I'll	I will	I'll go to the store tomorrow
I've	I have	I've been to the store already
I'd	I had or I would	I'd already been by the time she came or I'd like to go
She'll/He'll	She/He will	She'll go, too
She's/He's	She/He is or has	He's going to come or She's been gone for a while
She'd/He'd	She/He had or would	She'd like to come or He'd been gone for a long time
You're	You are	You're welcome to come along
You'll	You will	You'll see her when we go to the store
You'd	You had or would	You'd been there before, right? or You'd better leave
You've	You have	You've been a blessing throughout this
We're	We are	We're leaving now
We'll	We will	We'll go to the store later
We'd	We had or would	We'd been down that road before or We'd love to come!
We've	We have	We've enjoyed your company
They'll	They will	They'll enjoy going along
They're	They are	They're planning to make the trip
They'd	They had or would	They'd been there before or They'd enjoy seeing it again

They've	They have	They've enjoyed the trip so far
It's	It is	It's a joy to travel with my kids
It'll	It will	It'll be a nice experience for them
It'd	It had or would	It'd been the fastest trip yet or It'd be nice to go along
There'll	There will	There'll be great joy when it is over
There's	There is or has	There's my mom or There's been a feeling of joy with this trip
There've	There have	There've been a few problems along the way
That's	That is	That's my son!
That'd	That had or would	That'd been the focus of the trip or That'd be my answer, too
That'll	That will	That'll be the day

## 2. SADECE KONUŞMADA KULLANILAN KISALTMALAR

➤ Genel olarak sözlü ifadede kullanılan kısaltmalar:

Contraction	Full form	Example
Ain't	Am not/are not/is not	I ain't sure
Ain't	Has not/have not	He ain't finished yet
Wanna	Want to	I wanna go home
Wanna	Want a	I wanna coffee
Whatcha	What have you	Whatcha got there?
Kinda	Kind of	She's kinda cute
Sorta	Sort of	I'm sorta tired
Outta	Out of	I'm outta money
Alotta	A lot of	I eat alotta cake
Lotsa	Lots of	I have lotsa money
Mucha	Much of	It's not mucha a surprise, is it?
Cuppa	Cup of	Would you like a cuppa coffee
Dunno	Don't know	I dunno
Lemme	Let me	Lemme go!
Gimme	Give me	Gimme the pen!
Tell'em	Tell them	I don't wanna tell'em
Cos	Because	I don't like this house cos it's too big
Innit?	Isn't it?	It's green, innit?
I'mma	I'm going to	I'mma talk to her
Gonna	Going to	I'm not gonna tell you
Needa	Need to	You needa know about him
Oughta	Ought to	You oughta phone your sister
Hafta	Have to	You hafta go
Hasta	Has to	She hasta work today
Usta	Used to	She usta live in London
Supposta	Supposed to	I'm supposta start a new job on Tuesday

Cmon	Come on	Cmon, do it!
Ya	You/ you are	Who saw ya?
Gotta	(have) got a	Have you gotta phone?
Shoulda	Should have	I shoulda called yesterday
Shouldna	Shouldn't have	He shouldna told you that
Wouldna	Wouldn't have	I wouldna done that if I were you
She'da	She would	She'da liked to be at the meeting today
Coulda	Could have	She coulda been here by 3:00
Woulda	Would have	He woulda arrived earlier
Mighta	Might have	You mighta left the phone at the airport
Mightna	Mightn't have	He mightna caught his train
Musta	Must have	You musta been in a hurry
Mussna	Must not have	She mussna stolen the money
Dontcha	Don't you	Dontcha like it?
Wontcha	Won't you	Wontcha drive the car?
Whatcha	What are you	Whatcha doing?
Betcha	Bet you	Betcha can't guess the answer!
Gotcha	Got you	Gotcha!
D'you	Do you	D'you like it?
Didntcha	Didn't you	Didntcha like it?
S'more	Some more	We will need s'more time

### 3. GÜN VE AY ADLARININ KISALTMALARI

➤ Genel olarak ismin ilk üç harfi kısaltma olarak alınır:

MONDAY : MON  
TEUSDAY : TEU  
WEDNESDAY : WED  
THURSDAY : THU  
FRIDAY : FRI  
SATURDAY : SAT  
SUNDAY : SUN

JANUARY : JAN  
FEBRUARY : FEB  
MARC : MAR  
APRIL : APR  
MAY : MAY  
JUNE : JUN  
JULY : JUL  
AUGUST : AGU  
SEPTEMBER : SEP  
OCTOBER : OCT  
NOVENBER : NOV  
DECEMBER : DEC

#### 4. İŞ YERİ BÖLÜM ADI KISALTMALARI

➤ Genel olarak ismin ilk üç harfi kısaltma olarak alınır:

Department	: Dept.
Division	: Div.
Production	: Üretim
Marketing	: Satış
Sales	: Satış
Finans	: Finans
Customer Relation Dept.	: Müşteri İlişkileri
Quality Control Dept.	: Kalite Kontrol
Information Technology DepT. (IT)	: Bilgi İşlem
Purchasing Dept.	: Paketleme
After Sales Dept.	: Satış Sonrası İşlemler
Puclic Realation Dept. (PR)	: Halkla İlişkiler
Industrial Relation Dept.	: Endüstri İlişkileri
Accounts Dept.	: Muhasebe
Resarch and Development Dept. (R&D)	: ARGE
Dispatch Dept.	: Sevk Etme
Project Dept.	: Projeler
Human Resource Dept.(HR)	: İnsan Kaynakları