

**T.C.
MİLLÎ EĞİTİM BAKANLIĞI**

MÜZİK ALETLERİ YAPIMI

YABANCI DİLDE İLETİŞİM VE YAZIŞMALAR

Ankara,2016

- Bu modül, mesleki ve teknik eğitim okul / kurumlarında uygulanan Çerçeve Öğretim Programlarında yer alan yeterlikleri kazandırmaya yönelik olarak öğrencilere rehberlik etmek amacıyla hazırlanmış bireysel öğrenme materyalidir.
- Millî Eğitim Bakanlığınca ücretsiz olarak verilmiştir.
- **PARA İLE SATILMAZ.**

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INSTRUCTIONS

ALAN	Müzik Aletleri Yapımı
DAL/MESLEK	Mızraplı Halk Müziği Enstrümanları Yapımı, Mızraplı Sanat Müziği Enstrümanları Yapımı, Mızraplı Batı Müziği Enstrümanları Yapımı, Yaylı Enstrüman Yapımı
MODÜLÜN ADI	Yabancı Dilde İletişim ve Yazışmalar
MODÜLÜN TANIMI	Müzik aletleri yapımında kullanılacak ağacın seçimi için gerekli bilgi ve becerilerin kazandırıldığı öğrenme materyalidir.
SÜRE	40/24
ÖN KOŞUL	
YETERLİK	Yabancı dilde mesleki ve teknik konular hakkında yazışma ve konuşma yapmak
MODÜLÜN AMACI	Genel Amaç Gerekli atölye ortamı ve donanımları sağlandığında tekniğine uygun olarak Yabancı dilde mesleki ve teknik konular hakkında yazışma ve konuşma yapabilmek. Amaçlar 1. Mesleki Yazışmaları yapabilecektir 2. Mesleki konuşmaları yapabilecektir
EĞİTİM ÖĞRETİM ORTAMLARI VE DONANIMLARI	Ortam: Ağaç işleri atölye ortamı, üst yüzey işlemleri atölyeleri Donanım: Çeşitli ağaç numuneleri, ağaç kitap ve katalogları
ÖLÇME VE DEĞERLENDİRME	Her faaliyet sonrasında o faaliyetle ilgili değerlendirme soruları ile kendi kendinizi değerlendireceksiniz. Öğretmen, modül sonunda size ölçme aracı (uygulama, soru-cevap)uygulayarak modül uygulamaları ile kazandığınız bilgi ve becerileri ölçerek değerlendirecektir.

INTRODUCTION

Dear Student,

We live in an information age. The information age has accelerated the development of technology. In addition, information age is changing rapidly and the validity of information is short-term. Therefore, the information obtained must be kept up to date in every field. As music is an international language for all the countries all around the world, the people in this field must communicate with different people in a common language. English has been adopted by the whole world and accepted as a common language.

Thanks to this module, you will learn how patterns, parts and types of baglama (instrument with three double strings), oud, guitar and violin are used in English. Therefore, you will refresh your knowledge and learn how these terms and information are used in accordance with written and oral communication in English. In addition, you will make business writing and professional conversation when needed.

LEARNING ACTIVITY-1

AIM

At the end of this activity, when necessary environment and equipment are provided, you will make business writing in accordance with its technique.

RESEARCH

Before starting this activity, you should make prior researches and they are:

- To visit baglama and oud construction workshops.
- To ask questions to the authorized people by taking notes in the course of your visits in order to raise your communicative competence.
- To prepare sample order texts by searching for types and patterns of baglama and oud.

It is required for you to make use of internet, furniture workshops and workshops where musical instruments are constructed for research. Please share your information and experiences by preparing reports.

1. ORDER OF BAGLAMA AND OUD

1.1. Baglama



Picture:1.1. Baglama

1.1.1. Measures of the Baglama

NAME OF SAZ	LENGTH OF FORM	WIDTH OF FORM	LENGTH OF NECK	LENGTH OF WIRE
BAGLAMA	42 cm	25 cm	55 cm	88 cm

Table 1.1: Measures of the Baglama

1.1.2. The Parts of Baglama

- **Neck of the Baglama:** In construction of neck of the Baglama, trees which are hard or have middle hardness like Maple (Butterfly), White Beech, Beech, Juniper and Plum are used. In some cases, different trees like Lignum Dalbergine, Ebony, Mahogany, Rose and Olive Tree are poured in 3-3.5 mm thickness to the front face in order to provide visual harmony with the tube.
- **Bowl of the Baglama:** Trees like Mulberry Tree, Juniper, Beech, Chestnut, Elm, Walnut, Pterocarpus Echinatus, Rose and Lignum Dalbergine are trees which are used in the construction of the bowl.
- **Voice Table of the Baglama:** In general it is made by using Marsh Marigold or Fir Tree. Marsh Marigold is preferred in the construction of qualified instruments. If it is absent, Canada pine tree is used.
- **Baglama Bridge:** There are three different bridges in baglama. Bottom bridge (to be attached to wire); it is made of Boxwood, Ebony and Lignum Dalbergine trees. Lower bridge (Middle bridge, Voice bridge, the Bridge); they are made of Mahogany, Maple and Walnut trees. Head bridge (Neck bridge, upper bridge); they are made of Boxwood, Ebony and Lignum Dalbergine trees.
- **Baglama Peg:** Pegs are made of Lignum Dalbergine or Ebony trees.
- **Fret:** Frets are tied with two different techniques as built-in and winding on the neck.



Picture 1.2: Built-in fret



Picture 1.3: Winded fret

- Wires: In general, a special alloy wire known as “steel wire” is used. It is sold as magnet wire or packet wire in the market.

1.1.3. Dyes and Varnishes used in the construction of Baglama

Non-shutter dyes are used in the construction of Baglama. There are certain types of non-shutter dyes in the market and they are:

- Earth dyes
- Walnut dyes
- Aniline dyes
- Chemical dyes
- Crayons



Picture 1. 4: Color change of non-shutter dyes on surface

Varnishes used in upper level processes of Baglama family are stated below:

- Shellac varnish
- French varnish
- Cellulosic varnish
- Polyurathane varnish
- Polyester varnish

The most appropriate varnish among these varnishes used in the construction of baglama and musical instruments is Shellac varnish.

1.2. OUD



Picture 1. 5: Oud

1.2.1. Measures of Oud

Necessary Measures	Large sized Male's Lute (cm)
a- Length of form	48.75
b- Width of form	36.56
c- Depth of form	18.28
d- Length of neck	19.5
e- Bottom of neck e. Its place	39
f- Hole of voice	19.5
g- Place of bridge	9.75
h- Length of wire	58.5

Table 1. 2: Measures of Oud

1.2.2. Parts of Oud

- **Bowl:** Trees which are used in the bowl are Wenge, Pterocarpus Echinatus, Lignum Dalbergine , Bubinga, Guibourtia ehie, Mahogany, Sapelli, native Walnut, Maple (butterfly), Juniper, Elm, and Chestnut trees.



Picture 1.6: A simple bowl with one color



Picture 1.7: Assortment bowls made of two or three different trees



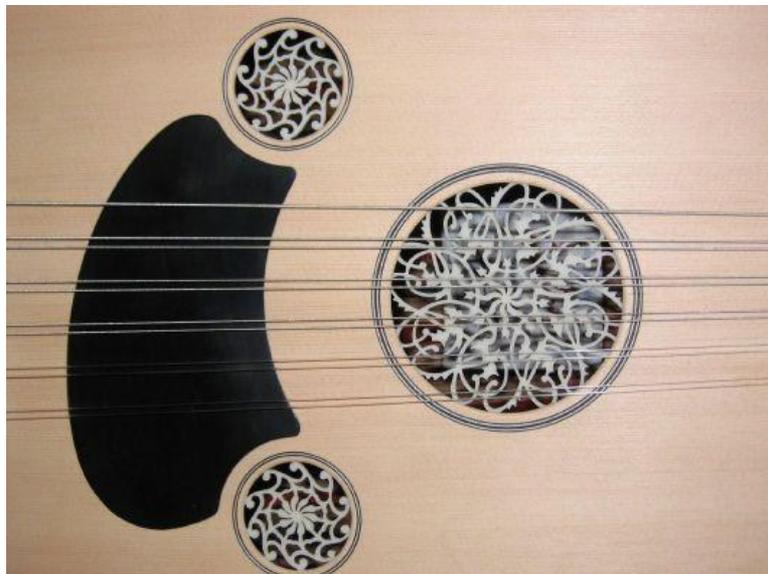
Picture 1.8: Contrast bowls

- **Voice table:** Marsh Marigold is preferred in its construction. If this tree is absent, Abies, Cedarwood or Calabrian Pine trees are used.



Picture 1.9: Voice table and balconies

- **Neck:** It should be made of hard and dry tree because its neck part will be subject to tension. Most appropriate tree is Hornbeam. The neck is attached to front mount which is in the bowl with dovetail joint.
- **Keyboard: Ebony tree is preferred because it has a hard structure.**
- **Lower and Upper Bridges:** Lower bridge is made of hard and dry tree. Hard tree like Ebony is preferred in the construction of upper bridge.
- **Cage:** It is made of formica or ivory. Diameter of big cage is 9 cm and diameter of small cage is 4 cm.



Picture 1.10: Cages

APPLICATION ACTIVITY

Sample Petition

	<p><i>8 lines blank</i></p> <p style="text-align: right;">İstanbul, 05 Feb. 2006</p> <p><i>At least 2 lines blank</i></p> <p style="text-align: center;">MICHIGAN UNIVERSITY The DEPARTMENT of MUSICAL INSTRUMENTS USA</p> <p><i>2 lines blank</i></p> <p>I have graduated from Haydarpaşa Technical and Vocational High School, the Department of Musical Instruments Production.</p> <p>I want to apply to your university to get my bachelor's degree at the Department of Musical Instruments.</p> <p>I present it to you due to the necessity.</p> <p><i>1 line blank</i></p> <p>Yours Truly, (signature)</p> <p><i>3 lines blank</i></p> <p><i>1-3 lines blank</i></p> <p>FERDA KARAGÖL APPENDIX: The document of membership</p> <p><i>1 line blank</i></p> <p>FERDA KARAGÖL Adnan Kahveci Bulvarı HAYDARPAŞA MESLEK LİSESİ PK.61267 KADIKÖY, İSTANBUL</p>	
2,5 cm		1,5 cm

Process steps	Suggestions
Pay Attention To The Difference Between The Heading And The Part Of Number	Realize the differences between formal writing and petition about the part of heading and number. Because of not writing this part, leave 8 lines blank from the top of the paper and then write the date to the right side as the first part of petition.
Write The Address Of The Person Who Will Take It	Read the information about this part. Define the address and type of writing. Check how it looks at the scheme or chart.
Write The Text	Read the explanation carefully. In the first paragraph, write your knowledge and in the second paragraph, write your demand. Finish the text using some respect words as in the example. "I present ...". Discuss with your partners and your teachers.
Write The Part Of Signature	Read the explanation about this part carefully. After the word of respect, leave 3 lines blank and write your name in the same line. Do not forget to sign the petition. Check it on the scheme.
Write The Sender's Address	Read this part again. Write the address (the first letters of the words are capital letters), leaving 3-5 lines blank from the signature.

*Now, it is your turn, by looking at the sample petition above, please write **a mail** to a company which sells the pieces of musical instruments to give an order or purchase the oud's gimlet (screw).

- Do not forget to use formal language as used in the petition.
- Define your intention and order clearly.

MEASURING AND EVALUATION

A- OBJECTIVE TESTS (ASSESSMENT QUESTIONS)

If the information given in the sentences is true, put an “X” under TRUE column and if it is false, put an “X” under FALSE column:

QUESTIONS	TRUE	FALSE
1. Baglama voice table is made by using Marsh Marigold and Abies trees.		
2. Frets are tied with two different techniques on the neck.		
3. Shellac varnish is not preferred in polishing baglama in general.		
4. Cage is one of parts of oud.		
5. Abies tree is used in the construction of oud keyboard.		
6. Hornbeam is used in the construction of the neck.		
7. Form length of oud is 45 cm.		

EVALUATION

Compare your answers using the answer key. Repeat the subjects related to the questions you answered false or you were not sure when answering by going back to the activity. If all your answers are true, go on with the next learning activity.

LEARNING ACTIVITY-2

AIM

At the end of this activity, when necessary environment and equipment are provided, you will be able to make professional speaking.

RESEARCH

Before starting this activity, you should make prior researches and they are:

- To visit guitar and violin construction workshops.
- To ask questions to authorized people by taking notes in the course of your visits in order to raise your communicational competence.
- To prepare sample order texts by searching for types and patterns of guitar and violin.

It is required for you to make use of internet, furniture workshops and workshops where musical instruments are constructed for research. Please share your information and experiences by preparing reports.

2. GUITAR AND VIOLIN ORDER

2.1. Guitar



Picture 2. 1: Guitar

2.1.1. Measures of guitar

NAME OF THE INSTRUMENT	ACOUSTIC GUITAR
LENGTH OF FORM	51 CM
WIDTH OF UPPER FORM	28 CM
WIDTH OF MIDDLE FORM	22 CM
WIDTH OF LOWER FORM	37,5 CM
DEPTH OF FORM	UPPER = 10 CM LOWER = 12,5 CM
PLACE OF ROSE (HOLE OF VOICE)	16 CM
PLACE OF BRIDGE	18 CM
PLACE OF NECK BRIDGE	31,5 CM
LENGTH OF NECK	31,5 CM
LENGTH OF WIRE	64,5 CM

Table: 2.1 Standard form measures in acoustic guitar

Name Of instrument	Length of Form	Width of upper form	Width of middle form	Width of lower form	Depth of form	Place of hole of voice	Place of bridge	Place of neck bridge	Length of neck	Length of wire
Classic guitar	50 cm	30 cm	25 cm	37,5cm	10 cm	15cm	17,5cm	32,5cm	32.5cm	65 cm

Table 2.2. Standard form measures in classic guitar

2.1.2. Parts of Guitar

- Voice tray; German Marsh Marigold or Cedarwood tree is preferred.
- Neck; Mahogany, butterfly or Cedarwood tree is used.
- Keyboard; Ebony, Lignum Dalbergine or butterfly trees are preferred because they are hard and in dark colors.
- Side protector; The most preferred trees are Cypress, Lignum Dalbergine, Butterfly, Ebony, Wenge and Pterocarpus Echinatust.



Picture 2.2: Spinning side protector

- **Mount:** Lime tree which is one of the lightest trees is used in the construction of mount.
- **Balcony:** Light and dry tree is used.
- **The Bridge:** In general, Ebony and Lignum Dalbergine are used.
- **Bridge:** Ebony tree can be used in the construction of upper and lower bridges. However, in general it is made of bone.

2.1.3. Glues used in construction of guitar

Hot glue is used in instrument construction when it can or cannot be taken cold glue is used in instrument construction. Fast bonds can be used in side filato construction.

2.2. Violin



Picture 2.3: Violin

2.2.1. Measures of Violin

Length of harmonic box	352 mm
Length of middle part	88 mm
Height of middle form	11 mm
Width of middle form	110 mm
Width of lower C	176 mm
Height of upper form	121 mm
Width of upper form	161 mm
Width of lower form	202mm

Table: 2.3. Form measures in violin

- 13 ages and over:4/4
- Between 10-13 ages:3/4
- Between 7-10 ages:1/2

2.2.2. Parts of Violin

- Upper table: In general, Marsh Marigold tree is used.
- Neck: Maple is used in neck construction.
- The Bridge: Maple is used in the bridge construction.
- Pegs: Ebony, Lignum Dalbergine or rose tree is used.
- Side protectors and rear table: Maple is used.
- Soundpost and bass roof: Marsh Marigold tree is used.
- Touch and head bridge: In general, Ebony tree is used.
- Keyboard: It is generally made of darkened rose tree.

APPLICATION ACTIVITY

Sample Dialogue

- A:** Good morning. Acoustic company, Dilara is talking, How can I help you?
B: Hello. I am Derya Derin. I want to give an electronic guitar order.
A: Wait a minute Ms. Derin, I'm putting you through to the order line. Mr. Çelik is in charge.
C: Hello Ms. Derin. Could you give me the details about your order?
B: I want a Kawai brand electronic guitar. Its item number is 203 in your catalogue.
C: Which color do you prefer?
B: Red please, by the way. When will the warranty expire?
C: We give two year of warranty for our each product.
B: Will I also have the stamped warranty card along with the user manual in my shipment?
C: Yes Ms. Derin, don't worry after completing the details about your order, I will tell you all the things. Could you please give me a full address where you would like to have your product sent?
B: It's Main Road, 8th Street, Atatürk Avenue 2/33 Beyoğlu/İstanbul
C: How do you want to pay? Transferring money or by credit card?
B: Credit card please.
C: Visa or Master?
B: Visa
C: Your telephone number please?
B: 0589 363 90 63
C: Your full name please?
B: Derya Derin
C: Let me clarify one more time, you ask for a Kawai electronic guitar from our catalogue with 203 item number. Its color is red, made of Indian rosewood. Stamped warrant card, guitar's protective case and user manual will be in your shipment.
B: When will I get my shipment?
C: In three business days Ms. Derin, do you have any question?
B: No, thank you.
C: If you have any problem or question, please call 444 0 666. Line is open 24 hours a day.
B: Thank you very much, bye.

*Now, it is your turn, by looking at the sample dialogue above, please give an order on the telephone with the details below:

Product : Guitar
Width : 55 mm
Scale Length : 666 mm
Brand : German Spruce
Type of Tree : Indian Rosewood

* Please consider the steps below.

Process Steps	Suggestions
➤ Dial the telephone number.	<ul style="list-style-type: none">➤ Dial the number paying attention if it is inner line or outer line.➤ Examine the steps of the telephone conversations.➤ Be careful if the telephone number is true or not.
➤ After greetings, introduce yourself	<ul style="list-style-type: none">➤ First, you should say “ Have a nice day” and introduce yourself.➤ You should be respectful.
➤ Report the subject.	<ul style="list-style-type: none">➤ You should report the subject in a short, clear and understandable way.
➤ Report it to the related person.	<ul style="list-style-type: none">➤ You should be sure that the person is the right one.➤ You should be a good speaker.
➤ Leave a message.	<ul style="list-style-type: none">➤ If you cannot reach the person, leave a message by giving your name and telephone number.
➤ End the conversation in a formal manner	<ul style="list-style-type: none">➤ Remember that you inform the listener about your purpose or intention.➤ To ensure that you are understood, ask questions about the information you gave.

MEASURING AND EVALUATION

B- OBJECTIVE TESTS (ASSESSMENT QUESTIONS)

If the information given in the sentences is true, put an “X” under the TRUE column and if it is false, put an “X” under the FALSE column:

QUESTIONS	TRUE	FALSE
1. Width of the upper form of guitar should be 28cm.		
2. Guitar consists of 6 main parts.		
3. Ebony and Lignum Dalbergine are used in the bridge construction of guitar.		
4. Touch and head bridge are parts of violin.		
5. Maple is used in upper table construction of violin.		

EVALUATION

Compare your answers with the answer key. Repeat the subjects related to the questions which you answered false or you were not sure when answering by going back to the activity. If all your answers are true, go on with “Module Evaluation”.

MODULE EVALUATION

PERFORMANCE TEST (PROFICIENCY)

Evaluate the proficiency you have got through this module according to the criteria stated below.

EVALUATION CRITERIA	YES	NO
A-BAGLAMA AND OUD		
1) Have you learnt the measures of baglama and oud?		
2) Have you learnt the names of “baglama” and “ud” in English?		
3) Do you know the varnishes and dyes used in baglama and oud construction?		
4) Have you learnt the points to which you should pay attention when giving baglama and oud order?		
5) Have you learnt the writing rules and how you will write petition in English?		
6) Have you formed the sample order text?		
B-GUITAR AND VIOLIN		
1) Have you learnt the measures of guitar and violin?		
2) Have you learnt the names of “gitar” and “keman” in English?		
3) Have you learnt the varnishes and dyes used in guitar and violin construction?		
4) Have you formed the sample order text by perceiving all features of violin and guitar?		
5) Have you animated the text as sample telephone dialogue?		
6) Have you made the pronunciation work by learning all corresponding words of terms you use in English?		

EVALUATION

Compare your answers with the answer key. Repeat the subjects related to the questions which you answered false or you were not sure when answering by going back the activity. If all your answers are true, consult to your instructor in order to go on with the next module.

ANSWER KEY

LEARNING ACTIVITY ANSWER KEY

1	True
2	True
3	False
4	True
5	False
6	True
7	False

LEARNING ACTIVITY 2 ANSWER KEY

1	True
2	False
3	True
4	True
5	False

Evaluate yourself by comparing your answers with answer key.

REFERENCES

- Ellen, Marry & Seeger , Carolyn M. Seeger , Business English, 2000.
Batell, Karen H., American Business English, 1998.
Digner, Bob, Communicating Business English, 2003.