

ADVANCED ENGLISH GRAMMAR FOR UNIVERSITY STUDENTS



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For Advanced Grammar

ENGLISH DEPARTMENT
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INTRODUCTION

'English Grammar for University Students' is teaching and learning handbook for English Department students of Widya Kartika University, UWIKA. This has nineteen units containing theory dan exercises. All are designed to concentrate on English language use in grammar.

The writer also presents the concept, formula, short-key, exercises commonly exists in grammar. These can help students in understanding the patterns and use of English language. So this book can be understood by any level of university students.

Deep gratitude is devoted to all UWIKA English lecturers for their suggestions and to all parties who have helped in accomplishing this book. Furthermore, guidance and suggestions are welcome for better improvement.

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Compiler

UNIT 1

TENSES

Tenses is a sentence that has verbs depending on the time signals. Tenses is very important to differentiate when we talk about something with specific time.

A. Generally there are three tenses based on their time signals and events namely:

1. PRESENT TENSES (present events)
2. PAST TENSES (past events)
3. FUTURE TENSES (future events)

1. SIMPLE PRESENT TENSES

PATTERN :

(+) Subyek + VI+ s/es *

(-) Subyek + do/does + not + VI + O

(?) Do/does + Subyek + VI + O

*s/es are added in the third-singular-pronoun She, He, It.

Example :

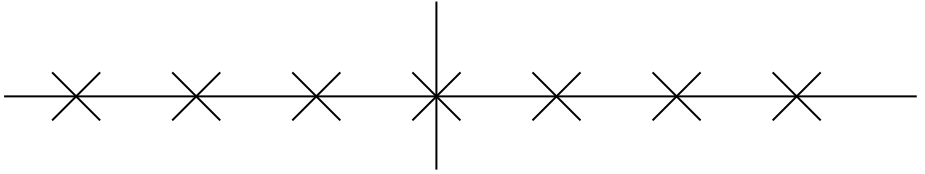
(+) She does the homework every week.

(-) She doesn't do the homework every week.

(?) Does she do the homework every week ?

Functions;

a. To show habitual actions.



E.g:

1. She always goes to school every day
2. They visit their uncle every month
3. We usually study English at night
4. He often plays chess at noon

b. To show general truth.

E.g.:

1. The sun rises in the east and sets in the west
2. The earth goes round the sun
3. A year has twelve months
4. The universe is ruled by god

c. To show an activity that must be happening in the future while we are talking now.

Contoh :

1. He goes to Surabaya tomorrow morning
2. I arrive in Japan on Sunday
3. The plane leaves tomorrow

d. To replace the function of Present Continuous Tense when the certain verbs cannot be used in present continuous tense.

Such as verbs related to mental activity, possession, emotional state, etc.

E.g. :

I have only dollar right now.

He needs a pen right now.

I don't remember the girl.

The Simple Present is used in Adverbial of Time (keterangan waktu), Adverbial of Place (keterangan waktu) dan Adverbial of Frequency (keterangan perulangan).

Examples:

Always : selalu

at night : pada malam hari

Usually : biasanya

on Sunday : di hari Minggu

Often : sering

(setiap hari Minggu)

Never : tidak pernah

Twice a week : dua kali

seminggu

Ever : pernah

Thrice a week : three times

a week

Seldom : jarang

generally : umumnya

Every week : setiap minggu

Every month : setiap bulan

Every year : setiap tahun

When the subject in the singular-third- person he, she, it) then the requiremnets will be as follows:

1. Verbs that end -ss, -sh, -ch, -x dan -o should be added *es*, while beyond that rules should be added *s*.

E.g. :

I kiss my baby

He kisses little brother

They box these pencils
pencils

She boxes these

You watch television

Rani watches television

2. Verbs end with Y preceded by consonants should be changed into *i* then followed by *es*.

E.g. :

I carry a big bag

She carries a big bag

They fly a kite

He flies a kite

We study English

Jack studies English

You hurry to go to office

She hurries to go to

office

3. Verbs end with Y preceded by vocals should be followed by *s*.

E.g.:

I play this game

Anis plays this game

We say "Get Out"

She says "Take care of

your self"

2. PRESENT CONTINUOUS TENSE

PATTERN :

(+) S + to be (is, am, are) + V ing + O

(-) S + to be (is, am, are) + not + V ing + O

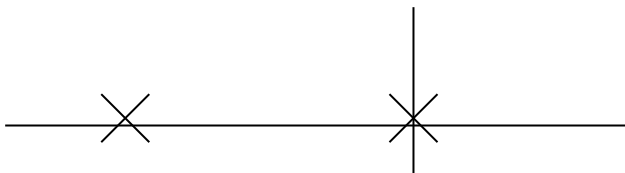
(?) To be + S + V ing + O + ?

Example :

1. I am studying the Chemistry now
2. It is raining hard
3. Is Jack watching the television at present ?
4. They aren't reading a newspaper

Functions:

- a. To show an activity that is happening now.



e.g. :

1. She is writing a letter now
2. They are playing card at present

- b. Used after imperative sentence.

e.g. :

1. Look! It is raining outside.
2. Listen! The baby is crying.

Time signals used:

This evening	now	
Tonight	this afternoon	etc.
Today	right now	
At present		

Exercises:

Put in the brackets into simple present or present continuous!

1. Cuckoos (not build) nests. They (use) the nests of other birds
2. You can't see Tom now; he (have) a bath
3. He usually (drink) coffee but today he (drink) tea
4. What she (do) in the evening?
5. I won't go out now as it (rain) and I (not have) an umbrella
6. He usually (speak) so quickly that I (not understand) him
7. Please be quiet! I (try) to concentrate
8. Excuse me, I (look) for a phone box. Is there one near here?
9. Listen to those people! What language (they speak)?
10. I want to lose weight. I (not eat) anything today

Read this conversation below between Brian and Steve. Put each verb into the correct form!

Brian and Steve meet at restaurant

Brian : hello, Steve I haven't seen you for ages. What (you, do).....?

Steve : company (train)me to be a shop manager

Brian : really/ (you, enjoy)it?

Steve : yes it's quite interesting. How about you?

Brian : I (not, do).....at the moment. But I always (help) my parents in our field

Steve : it (sound) very nice

3. PRESENT PERFECT TENSE

PATTERN :

(+) S + has/have + V3 + O

(-) S + has/have + not + V3 + O

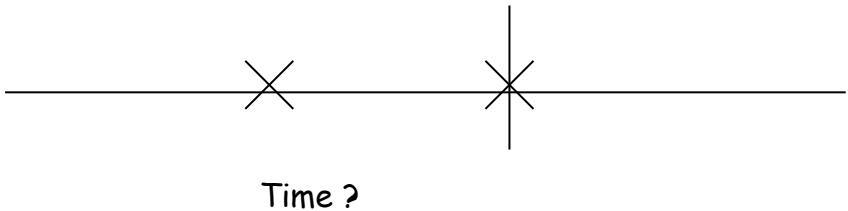
(?) Has/have + S + V3 + O

E.g. :

1. I have washed my hair
2. My mother hasn't gone to the market and now she is at home
3. Have they lost the key of their car ?

Functions:

- a. To show an activity that has happened in certain time. The activity is still relating or happening in the present events.



E.g.:

1. James has gone to Canada (= he is in Canada or on this way there now)

2. I have forgotten your name (= I can't remember your name now)

b. To show an activity that has just or already finished. It is marked by time signals *just* or *already*.

E.g.:

x : Would you like something to eat ?

y : No, thank, I have just had lunch or
I have already had lunch

Time signals used:

Up to now : sampai sekarang lately : akhir-akhir ini

Up to the present : sampai sekarang not...yet: belum

Just now : baru saja never : tidak pernah

Already : sudah for : selama

Since : sejak

Recently : baru-baru ini

4. PRESENT PERFECT CONTINUOUS TENSES

PATTERN :

(+) S + have/has + been + Ving + O

(-) S + have/has + not + been + Ving + O

(?) Have/has + S + been + Ving + O

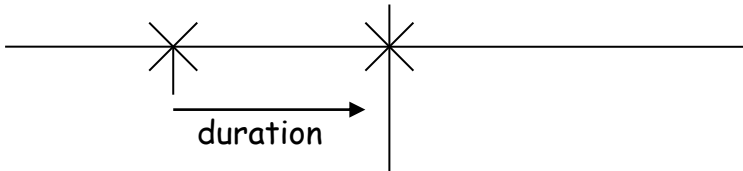
Example :

1. I have been studying English for a year

2. Sha has not been living in Solo since 1991
3. Have you been meeting her since six o'clock?

The functions:

- b. To show an activity that has been happening in certain time. The activity is still relating or happening in the present events.



E.g.:

1. I have been staying at Singapura for three months
2. You have been learning English for six months

- b. Time signals usually used: *how long, since, dan for*

E.g.:

1. How long have you been waiting for me, here?
2. I have been waiting for you for two hours.
3. She has been playing tennis since she was eight

Time signals:

For.....

Selama

Since.....

sejak

The whole day.....

sepanjang hari

All morning.....

sepanjang pagi

For over.....

selama.....

Exercises;

Put present perfect or present perfect continuous!

1. I (not, attend)..... any parties since I come here
2. I (know)..... Adam for ten years
3. I am tired. Because I (run)
4. How many class (you, miss)since the beginning of the semester?
5. So far this week, I (have).....two tests and a quiz
6. How many tests (she, take) since the beginning of this semester?
7. Since classes began, I (have, not)mush free time. I (have)several big tests to study for.
8. I am still taking a bath now. I (take).....a bath for almost 1.5 hours
9. (Be, you)able to reach Bob on the phone yet?
10. how long (be, you)at the university

5. SIMPLE PAST

PATTERN :

(+) S + V2 + O

(-) S + did + not + V1 + O

(?) Did + S + V1 + O

Examples:

1. I went to the campus with her yesterday
2. Ina did not accompany him last night
3. Did he smoke a cigarette an hour ago ?

Functions:

- a. To show an activity happened in the past.



E.g.:

1. Last week I went to a theatre
2. My mother got up very late last Sunday

- b. To show habitual actions happened in the past.

E.g.:

1. I always visited my uncle in Surabaya when he was still alive
2. When I was young I usually played this game
3. I used to call you my girl

Time signals used:

Yesterday.....	kemarin
Last..... yang lalu
Last week.....	minggu lalu
..... ago yang lalu
2 days ago	2 hari yang lalu
Every day last summer	setiap hari dimusim panas yang lalu

Exercises:

Put the following sentences into simple past tense. Use the verbs in parentheses!

1. I never(ask) them to leave this house last week.
2. He was in hurry because he(want) to take the first train.
3. They(use) this room to discuss their plans last night.
4. Mr. Big(return) from England last week.
5. They(finish) work at 5.50 yesterday afternoon.
6. I Use to) go to school on foot when I was in elementary school.
7. I was watering the flower when my fathercome)
8. Wehave to) finish the homework last summer.

6. PAST CONTINUOUS TENSE

PATTERN :

(+) S + was/were + Ving + O

(-) S + was/were + not + Ving + O

(?) Was/were + S + Ving + O

E.g. :

1. My mother was cooking rice in the kitchen
2. Your sister wasn't washing her dress
3. Were they having lunch with their family ?

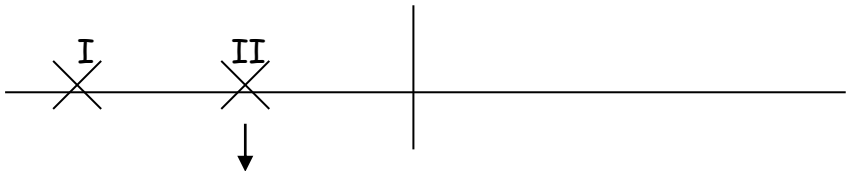
Funcios:

a. To show tan activity that was happening in the past.

E.g. :

Yesterday afternoon I was reading a magazine with my sister at veranda of my house

b. To show activity that was happening when another activity happned in the past.



E.g. :

1. When the teacher came the boys were playing chess
II I
2. We were sleeping when she visited us

3. While I was looking for my bag, the in keeper came in

Time signals used:

As.....

While.....

when.....

Exercises

Fill the blank sentence with correct one by using the verb in the bracket!

1. I (*have, almost*) _____ a car accident last night. I (*drive*) _____ down A.Yani Street, when suddenly I (*see*) _____ a car in my line. It (*come*) _____ right at my car. I (*step*) _____ on the brakes and (*swerve*) _____ to the right. The other car (*miss, just*) _____ my car about an inch.
2. Ten years ago, the government (*decide*) _____ to begin a food program. At that time, many people in the rural areas of the country (*starve*) _____ due to several years of drought.
3. It was my first day of class. I (*find, finally*) _____ the right room. The room (*be, already*) _____ full of students. On one side of the room, students (*talk, busily*) _____ to each other in Madurese. Other students (*speak*) _____ Javanese, and some (*converse*) _____ in Sundanese. It sounded like the United tribes. Some of the students, however, (*sit, just*) _____ quietly by themselves. I (*choose*) _____ an empty seat in the last row and (*sit*) _____ down. In a few minutes, the teacher (*walk*) _____ into the room and all the multilingual conversation (*stop*) _____.
4. A: (*Hear, you*) _____ what she just said?

B: No, I (*listen, not*) _____. I (*think*) _____ about something else.

5. A: Why weren't you at the meeting?

B: I (*wait*) _____ for an overseas call from my family.

7. PAST PERFECT TENSE

PATTERN :

(+) S + had + V3 + O

(-) S + had + not + V3 + O

(?) Had + S + V3 + O

E.g. :

1. We had had a beautiful memory when she was still alive
Aux V3
2. I hadn't had breakfast with my friend at this restaurant a year ago
3. Had she moved to a new house several months ago ?

The functions:

- a. To show activity that had already happened in the past. There is no relation with present activity.
- b. To show activity that had happened when another activity happened in the past.

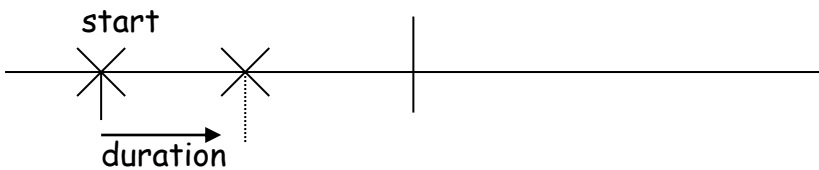
(?) Had + S + been + Ving + O

E.g.:

1. We had been playing this game since 9 o'clock this morning
2. Mary had been sleeping for two hours when I visited her last night
3. Everybody had just been talking about him

Functions:

- a. To show duration of activity tha had been happening when another activity happened in the past



Examples:

1. Everybody had been talking about him when he suddenly appeared
2. When she arrived, he had been waiting for an hour

9. SIMPLE FUTURE TENSE

PATTERN:

(+) S + will/shall + V1 + O

(-) S + will/shall + not + V1 + O

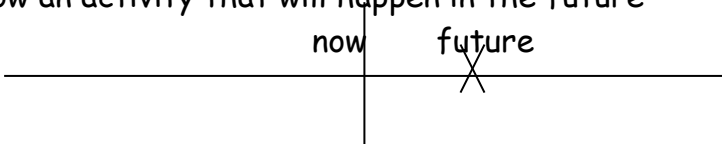
(?) Will/shall + S + V1 + O

Examples:

1. I will repair my car to the garage tomorrow
2. We shall not (shan't) meet to your sister "Ani" at her house
3. Will they look for a present for their mother's birthday ?

Functions:

- a. To show an activity that will happen in the future



E.g.:

1. I will see your performance on the stage
2. You will find the way out of your problem

- b. To show a sentence in Conditional Setences type 1 (pairing with Simple Present Tense as If Clause)

E.g.:

1. If I have much money, I will treat you all
2. She will accompany me to the party if she has a beautiful dress

c. To show imperative sentence

E.g.:

1. Will you help me?
2. Shall we going inside now?
3. Shall I beg him to come here?

Time signals usually used:

-Tomorrow

-the day after tomorrow

-Today

-two days later

-Next Monday

-Tonight

-Next.....

-This evening

-As soon as

Note: besides using will/shall, we can also use *to be + going to* (is, am, are + going to) to show activity in the future.

E.g. :

Helen's mother speaks to her husband

Mother : Can you repair Helen's bicycle, it has flat tyre

Father : Yes I know, she told me

I'm going to repair it tomorrow

WILL & BE GOING TO

Will & be going to	Used for prediction
a. According to the report, it is going to rain tomorrow b. According to the report, it will rain tomorrow	Prediction
Be going to	Having been planned
I bought salt, sugar, milk and eggs yesterday because tomorrow I am going to make a cake	
Will	
'I don't bring my dictionary ' I will lend you mine	Not planned

Exercises

Put *will* or *be going to*!

- The damage we do to our environment today (affect)the quality of life of future generations
- A: I've got a terrible headache
B: have you? Wait there and I (get)an aspirin
- why are you filling that bucket with water?
I (wash) the car
- Look! There is smoke coming out of that house. It's on fire!
Good heavens! I (call)the fire-brigade immediately
- what would you like to drink – tea or coffee?
I (have)tea, please!
- did you post that letter for me?
Oh, I am sorry. I completely forgot. I (do) itnow
- we need some bread for dinner
oh, do we? I (go)to the shop and get some
- where are you going? Are you going to shopping?

Yes, I (buy)something for dinner

10. FUTURE CONTINUOUS TENSE

PATTERN :

(+) S + will/shall + be + Ving + O

(-) S + will/shall + not + be + Ving + O

(?) Will/shall + S + be + Ving + O

Example :

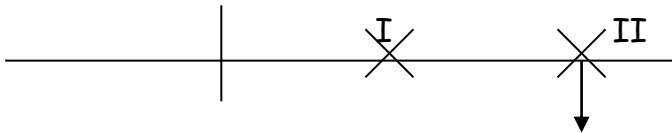
1. He will be watching the horror film on TV at seven o'clock tonight
2. She won't be coming here at six o'clock
3. Shall we be going home at ten o'clock?

Note : Will not: won't

Shall not : shan't

Functions:

- a. To show activity in the future by using certain time.



E.g.:

1. At the same time tomorrow, I will be sitting in the class
(It means "I am sitting in the class right now")

2. I will be studying English when you come

Time signals used:

- By this time, tomorrow pada waktu seperti ini
besok
- At the same time, tomorrow pada waktu yang
sama besok
- At 5.00 tomorrow..... etc

Exercises

Fill the blank sentence into correct verb by using verbs in the bracket!

1. I(study) at 4 tomorrow.
2. She(be) in Malang by this time the day after tomorrow.
3. There(be) debate competition by this time next week.
4. He(attend, not) the meeting at 5.00 next month.
5. At the same time tomorrow, we(have) a party.

11. FUTURE PERFECT TENSE

PATTERN:

(+) S + will/shall + have + V3 + O

(-) S + will/shall + not + have + V3 + O

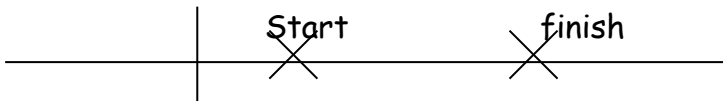
(?) Will/shall + S + have + V3 + O

Examples:

1. We shall finished our work by the end of this week
2. She won't have left Yogyakarta by this time next month

Functions:

- a. To show an activity that have finished before another activity happens in the future



Examples:

1. I will have read this book by the end of this week
2. They will have made many new friends before their vacation over
3. By this time next week I will have dine my exam

Time signals used:

-By this time next week

- By the end of this week

pada saat ini minggu depan

menjelang akhir minggu ini

- By

menjelang

Note :Future Prefect Tense usually pairs up with Simple Present Tense

E.g.:

I will have finished my homework by the time I go out on a date tonight

12. FUTURE PERFECT CONTINUOUS

PATTERN :

(+) S + will/shall + have + been + Ving + O

(-) S + will/shall + not + have + been Ving + O

(?) Will/shall + S + have + been +Ving + O

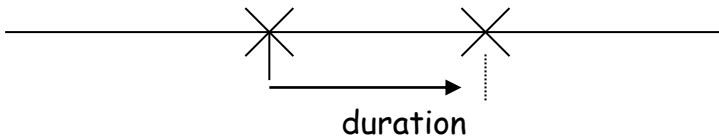
Examples:

1. The orchestra will have been practising for three hours before the soloist gets there
2. We won't have been living here for a month
3. Will Jack have been taking an exam by next week ?

Functions:

- a. To show activity that finish in certain time but the activity is still happening in the future

future



Examples:

1. On March 19, 1991 we shall have been living in this house for five years
2. We will have been making an experiment for a month by this week
3. How long will you have been making an experiment ?

Time signals used:

- By the end of menjelang akhir
- For..... selama
- By this time next week pada saat ini minggu
depan

Note :as " time clause" we can use simple present

Examples:

1. The orchestra will have been practicing for three hours before the soloist gets there
2. They will have been traveling for six months before they go to Japan

13. SIMPLE PAST FUTURE

PATTERNS:

(+) S + would/should + V1 + O

(-) S + would/should + not + V1 + O

(?) Would/should + S + V1 + O

Examples:

1. I would come to your party if it was not raining
2. He would not attend in the class last week
3. Would they visit our uncle ?

Functions:

a. To show an activity that will do in the past

Examples:

1. He would come here to help you, unfortunately his father was sick yesterday
2. My mother would buy some souvenirs last week if her money wasn't stolen by pick pocked at the market

b. To show conditional sentence type 2 to state activity which does not happen because of lacking of requirement

Examples:

1. If you studied hard, you would pass the exam
2. Your father wouldn't be angry of you, if you always obeyed him

Time signals used:

- Last.....

- Last month

- kalimat pengandaian tipe II

Past Future if Simple Past

- Two months ago
- A week ago
- Etc

14. PAST FUTURE CONTINUOUS TENSE

PATTERN :

(+) S + would/should + be + Ving + O

(-) S + would/should + not + be + Ving + O

(?) Would/should + S + be + Ving + O

Example :

1. I would be teaching him English in the afternoon yesterday
2. She wouldn't be staying at home at eight o'clock last night
3. Would he be watching a film on TV when I came to your house ?

Functions:

- a. To show activity that would be happening in the past

Examples:

1. I would be playing a tennis when you visited me yesterday afternoon
2. They wouldn't be making some cookies yesterday morning because their friend didn't come here

3. By this time yesterday she would be swimming in this swimmingpool, but unfortunately she got an accident

Time signals used:

- Last Sunday - by this time yesterday
- Last - the following day
- Yesterday

15. PAST FUTURE PERFECT TENSE

PATTERN :

(+) S + would/should + have + V3 + O

(-) S + would/should + not + have + V3 + O

(?) Would/should + S + have + V3 + O

Examples:

1. She would have finished her works yesterday morning, unfortunately she was disturbed by her little sister
2. They wouldn't have solved my problem last night
3. Would you have gone to abroad ?

Functions:

- a. To show activity that would have already finished in the past

Examples:

1. She would have done her jobs yesterday morning
2. You would have accompanied him last Sunday

- b. To show Conditional Sentence Type III to state impossible Condition

Examples:

1. I would have treat you if I had got money order
2. You would have graduate if you had studied hard

Time signals used:

- Last
- Two months ago
- Past future perfect if past perfect
- Etc

16. PAST FUTURE PERFECT CONTINUOUS TENSE

PATTERN:

(+) S + would/should + have + been + Ving + O

(-) S + would/should + not + have + been + Ving + O

(?) Would/should + S + have + been + Ving + O

Examples:

1. By last month I would have been working at that office for two years
2. Eva wouldn't have been studying medicine for four years by the end of this month last year
3. Would your have been finishing you studying for three months by last month ?

Fuctions:

- a. Menyatakan aktivitas yang akan sudah sedang berlangsung pada waktu lampau

Contoh :

1. By last year she would have been teaching at REC for five years
2. By last Christmas they could have been finishing their job at the big company in German for three years

Time signals used:

- by last month menjelang bulan yang lalu
- by last year menjelang tahun yang lalu
- by last Christmas menjelang natal yang lalu
- by the end of this month last year menjelang akhir bulan ini tahun lalu

Tips:

There are three steps in solving the problems in tenses:

1. Mastering the formula
2. Mastering the time signals
3. Finding the pairs (dependent clause or independent clause)

Finding the pair

A	Conjunction	B
Past Continuous (sedang terjadi)	<i>When, before, after</i>	Past Tense (telah terjadi)
Past perfect	<i>When, before, after</i>	Past Tense
Present perfect	<i>Since</i>	Past tense

Exercise 1

Complete the following blank sentences by using your own words!

4. The teacherat present
5. The mail carrier Every other day
6.since I was born
7.2 years ago
8.when I was watering the flower
9.for three years
10. Look!now
11. The clownslast week
12.next year
13.at this time tomorrow
14.since.....
15.for.....
16.while I was watching football
17.for 2 years before the war ended
18.before I lived here

Exercise 2

Choose the best answer from the multiple choices below!

1. 'Where is my dictionary? It was on my desk.
'Perhaps somebodyit
a. takes b. Had taken c. Has taken d. Would take e. is taking
2. 'Since when hasn't she been feeling well?'
Since shefrom Singapore
a. returned b. Has returned c. was returning
d. Returns e. Has been returning
3. 'When did the farmer find the ancient tool?'
'When hehis field'.
a. was ploughing b. Has ploughed c. Had ploughed
d. is ploughing e. ploughes
4. 'Can we postpone the class meeting until Friday?'
'I am afraid not. Ibasketball on Friday'.

- a. would play b. Always play c. Have been playing
d. Played e. Will play

5. Shewhen I called at her house

- a. has just gone b. had just gone c. just went
d. just gone e. has been gone

6. I have been trying to persuade her to join our business since she came back from the U.S.

But as you know until now she

- a. is working for us c. left her old job e. wants to change job
b. has kept her old job d. has taken my offer

7. When you arrive on that 6th floor, give my note to the secretary and sheyou to office

- a. directs b. to direct c. directing
d. will direct e. directed

8. Hari play chess very well by the time he passes his course

- a. had played b. Has played c. Will have played
d. Played e. Plays

9. The policefor the robbers for two years before they caught him

- a. had been looking b. have been looking c. were looked
d. looked e. looks

10. I didn't get front seat in the movie. when I got there the movie

- a. had started b. was starting c. were starting
d. started e. was started

11. I hope that by the time I back to the office, my secretary will have typed the letter

- a. comes b. has come c. would come
d. will have come e. come

12. Wefor 3 hours before the boss came

- a. have been working b. had been working c. were working
d. would work e. worked

13. Hea newspaper reporter before he became a businessman

- a. was b. were c. is

- d. has been e. had been
14. When we went to the cinema, the film
- a. will have started b. Had already started c. Started d. Have already started e. starts
15. “Did you see the children when you came home this afternoon?”
“No, theytheir teacher ion Priok
- a. visited b. had visited c. were visiting
d. to visit e. would have visited
16. I saw Anton this morning when Ifor the bus
- a. wait b. Am waiting c. Had waited
d. Was waiting e. Have been waiting
17. I didn’t hear the thunder during the storm last night because I
.....soundly
- a. was sleeping b. slept c. am sleeping
d. have been sleeping e. had slept
18. It was difficult to see the road clearly because itvery hard
- a. is raining b. was raining c. has rained
d. had been raining e. rains
19. “When you plan to get married?”
“After Ischool.”
- a. finish b. finished c. am finishing
d. had finished e. have been finishing
20. By this time next week sheher work
- a. finishes b. has finished c. will have finished
d. has been finishing e. would finish

Put the correct verb from the blank sentence by using the verbs provided in the baracket!

For many years some teachers(be) wary of CALL and (believe) that it (will) never become a mainstream activity. One of the reasons for this(be) the fact that, because of lack of adequate access to hardware, it(use) as a bolt-on, either to motivate the reluctant learner or to reward the fast learner. However, at present good medium and its content ...(be) never an intrinsically good resource. The determining factor for the

successful use of any resource in the classroom ...(be) the way it(be) used, in particular the way in which it is integrated into the teaching and learning process.

UNIT 2

QUESTION TAG

Question Tag : Pernyataan panegas yang digunakan untuk menegaskan pernyataan dengan membuat pernyataan pendek dalam bentuk kalimat interrogative

Tips:

- Question Tag should be in pronoun (kata ganti) I, they, she, he, it, we, etc
- If statement/pernyataan positif then, the question tag should be in negative (menyangkal)
- If statement (pernyataan) is negative then, the question tag should be in positive.

E.g. :

- We shall meet him at the harbour, shan't we ?
- It's a nice day, isn't it ?
- She will be at home, won't she ?

- They don't do it, do they ?
- Jack didn't like swimming, did he ?
- Rani feels hungry, doesn't she ?

Note :

- Pronoun *it* is shown in the following words:
 - Everything
 - Nothing
 - That
 - This
 - His
 - Your
- For plural should be replaced by *they*
 - Those
 - These
 - Your book
 - His boxes, etc
- The following words use *they*
 - Every one
 - Every body
 - No body
 - No one

Look the following examples!

His name is Jack, isn't it ?

Everything is ready now, isn't it ?

Nobody calls him on the phone, do they ?

Those books are nine, aren't they ?

No one know about him, do they ?

- In the sentence= ***I am*** its question tag is ***aren't*** (not ***Am not I***)

Contoh :

I am tired enough, aren't I ?

I am not ready, am I ?

- The following have negative forms:
 - never
 - seldom
 - hardly ever
 - barely
 - scarcely
 - few
 - no/none
 - not any, etc

Examples:

- She never tells it frankly, does she ?
- I seldom go to his house, do I ?
- They have no money, do they ?

- Question Tag that shows imperative, positif/negative of Question Tag: **Will you?**

Examples:

- Stop the noise, will you ?
- Do it by your single band, will you ?
- Don't take my bag, will you ?
- Don't be afraid, will you ?

- *Let's* = Question Tag is **Shall we?**

Examples:

- Let's keep our discipline, shall we ?
- Let's speak English, shall we ?

- In compound sentence, the question tag is based on main sentence.

Examples:

- I think you are sick, aren't you ?
- I wish she understood what I want, didn't she ?
- They suppose he would come here, wouldn't he ?

Exercises 1:

Put tag questions in the blank sentences below!

1. They want to come,?
2. They won't be here,?
3. There aren't many problems,?
4. Something comes from the dark place,?
5. Nobody cheated on the examination,?
6. Everyone have the same right in law,?
7. These books are yours,?
8. She'll come to this house together,?
9. I am not a student,?
10. You've never been to John's house,?

Exercises 2:

Choose the best answer for the questions below!

1. The dishes we had for lunch were all delicious,.....?
a. didn't they b. had they c. hadn't they d. weren't they e. were they
2. This is the best film we have ever seen,?
a. is it b. isn't it c. haven't we d. aren't they e. don't we
3. Let's stay there,?
a. shall we b. do we c. will we d. aren't we e. won't we
4. Your sister always gets up late on Sunday,?

- a. isn't it b. should she c. will she d. doesn't she e. does it
5. she's living in this town for about two years,.....?
- a. isn't she b. wasn't she c. hasn't she d. doesn't she e. won't she
6. everybody cheated on the exam,?
- a. didn't he b. did they c. don't they d. do they e. didn't they
7. nothing went wrong while I was gone.....?
- a. did it b. doesn't it c. did they d. didn't they e. did it
8. those belong to Ani,?
- a. do those b. don't they c. don't those d. do they e. are they
9. shut the door,?
- a. do you b. don't you c. will you d. could you e. can't you
10. there are no girls now,.....?
- a. are there b. aren't there c. are they d. aren't they e. were they
11. read the novel,?
- a. don't you b. aren't you c. do you d. will you e. can you
12. somebody borrowed my coat yesterday,.....?
- a. did they b. do they c. didn't they d. don't they e. doesn't they
13. there was never any talk of such a thing,?
- a. was it b. was it not c. was there d. was not there e. there was not
14. nobody phoned while I was out,,.....?
- a. didn't they b. did he c. didn't he d. did they e. do they
15. don't make noise,?
- a. don't you b. do you c. will you d. are you e. shall we

UNIT 3

USED TO, BE USED TO, GET USED TO WILL GET USED TO

1. USED TO

PATTERN : S + used to + bare infinitive

Example : I used to call you my girl

Function: to show activity in the past that is not done at present. E.g.:

He used to smoke two cigarettes a day

It means: this activity express just in the past, in the present he doesn't smoke anymore.

2. BE USED TO

PATTERN : S + be + used to + Ving/noun

Example : She is be used to working hard

Penggunaan: to show the habit at present.

Contoh :

I am used to singing on the stage

It means : at present

Note :

Be used to is similar to *be accustomed to*. So the above sentence can be:

I am accustomed to singing on the stage

3. GET USED TO

PATTERN : S + get used to + Ving/noun

Example : I get used to speaking English

Penggunaan: to show the habit at present

E.g.:

We get used to swimming every day

It means : dari yang tidak biasa menjadi terbiasa berenang setiap hari

4. WILL GET USED TO

PATTERN : S + will get used to + Ving/noun

Example : You will get used to this job

Penggunaan: to show an activity that will be a habit.

E.g.:

You will get used to him

It means : in the future, you will be accustomed to be with him.

Exercises

Give the meaning for the sentences below!

1. My brother used to live in Bali.

Means

2. She used to be my assistant in the university.

Means

3. The man used to kick me when I was young.

Means

4. Mr. Manu gets used to be our English teacher.

Means

5. You will get used to staying here.

Means

UNIT 4

CONDITIONAL SENTENCES

Conditional Sentences are statements with *if* or *unless*. They are opinions about the conditions (circumstances) that influence results, and opinions about the results.

There are three types in conditional sentence

a. TIPE I (Future Conditional/factual conditional)

Main-Clause = Simple Future Tense

If Clause = Simple Present Tense

e.g.:

1. I will buy a book if I have money
2. She will come to the party if Rani invites her

b. TIPE II (Present Conditional)

It is used in contrary condition to the fact at present.

Main Clause = Past Future Tense

If Clause = Past Tense

(to be used: **were** for all pronouns)

E.g.:

1. I would come to your party if I were free
2. She would buy a new car if She had much money

c. TIPE III (Past Conditional)

It is used in contrary condition to the fact in the past.

Main Clause = Past Future Perfect Tense

If Clause = Past Perfect Tense

E.g.:

1. Dina would have passed the test if she had been diligent
2. I would have gone to Bali if I had much money

The words as replacing of If

Sub Clause in conditional sentence can be replaced by: *provided that* (asalkan), *on condition that* (dengan syarat) atau *unless* (kecuali jika)

e.g:

I will help your sister if you give me the money

I will help your sister on condition that you give me the money

I will help your sister provided that you give me the money

I will help your sister unless you give me the money

The inversion form can be used in Sub Clause (If Clause) that has (were) and helping verb (had)

Examples:

1. If I were you, I would buy a new car
Were I you, I would buy a new car
2. If she had much money, she would lent money to you
Had she much money, she would lent money to you

Tips in conditional sentence:

Tips:		
<i>Types</i>	<i>If clause</i>	<i>Main clause</i>
<i>I</i>	<i>If present</i>	<i>Present future</i>
<i>II</i>	<i>If past</i>	<i>Past future</i>
<i>III</i>	<i>If past perfect</i>	<i>Past future perfect</i>

Some models of exercises in conditional sentence

I. If clause is known, main clause ?

E.g.:

If she came early, heget a front seat

- a. would get b. will get c. had got d. gets e. would have got

II. Main clause is known, If clause?

E.g.:

If Iyou, I would accept him as partner

- a. was b. am c. will be d. were e. can be

III. main clause and if clause are known, fact

E.g.:

If I had studied in Malang, I would have taken Malang State University

The italic means

- a. I study in Malang
- b. I don't study in Malang
- c. I didn't study in Malang
- d. Malang is a beautiful city
- e. I took English Literature in Malang State University

IV. The fact is known, conditional sentence

E.g.:

Tony leaves his old company

- a. if Tony doesn't work at his old company, his salary will be increased
- b. if Tony didn't work at his old company, his salary would be increased
- c. if Tony worked at his old company, his salary would be increased
- d. if Tony had not worked at his old company, his salary will be increased
- e. if Tony is at his old company, his salary would be increased

Fact or meaning

Types	Conditional Sentence	Fact or meaning
	+	-
	-	+

I	Present	Future
II	Past	Present
III	Past perfect	Past

E.g.:

1. If I have money, I will buy a new car
(mean: I probably have money)
2. If I had money, I would buy a new car
(mean: I don't have money, so I can't buy a new car)
3. If I had had money, I would have bought a new car
(mean: I didn't have money, so I couldn't buy a new car)
4. If she is here, I will be happy
(mean: she is probably not here)
5. If she were here, I would be happy
(mean: she is not here, so I am not happy)
6. If she had been here, I would have been happy
(mean: she was not here, so I was not happy)

Exercise 1

Complete the blank sentences by putting the correct verbs!

1. If I(fail) in my present job, I would think about another career.
2. If Chandra(need) any advice, he could ask his uncle.
3. If she had had more time, she(do) the work carefully.
4. I would have given him your message if I(see) him.
5. Linda should put fork there back if she(take) it from the table.

Exercise 2

Complete the jokes by putting *would* or *wouldn't* in the gaps provided!

1. If you had 20 apples in your right hand and 30 in your left, whatyou have?

2. A doctor asked three men what they do if he told them they only had one month left to live.
 - Istop working and preparing to die, replied the first man.
 - I take all my money out of the bank and spend it, said the second man.
 - I get a second opinion, said the third man.
3. Whathappen if I cut off your left ear?
Ibe able to hear.
4. Tell me straight, doctor. Is it serious?
Well, ifstart watching any television serials if I were you
5. Don't you think I sing with feeling?
No. if you had any feeling yousing.

Exercises 3:

Choose the best answer from the following options!

1. The teacher would start the meeting if the headmaster were here now. It means.....
 - a. the meeting was not started yet
 - b. the headmaster is here to start the meeting
 - c. the headmaster is not here so the teachers start the meeting
 - d. the meeting was started without the headmaster
2. He would buy the car if the price were not too high. It means
 - a. the car was expensive so he didn't buy it
 - b. the car will be bought by him
 - c. It is too expensive for him to buy the car
 - d. the car is not for sale
 - e. the price is too cheap so he doesn't buy the car
3. His father will give prize if Ani passes the test. It means
 - a. Ani doesn't pass the test
 - b. Ani didn't pass the test

- c. there is possibility Ani passes
 - d. Ani passes the test
 - e. her father gets angry Ani doesn't pass the test
4. Had the company not raised Bambang's salary, he would have looked for another job
it means that Bambang
- a. doesn't like his job
 - b. didn't leave his present job
 - c. is still looking for another job
 - d. found a better paying job
 - e. couldn't find a good job
5. Rudi would have lost his way in London if he hadn't been able to speak English well
It means that
- a. Rudi got lost because his English was poor
 - b. Although Rudi's English good, he got lost
 - c. As Rudi could not communicate in English, he got lost
 - d. In spite of his poor English. Rudi didn't get lost
 - e. Rudi didn't get lost because his English was good
6. If I had known that you were coming, I you at the station
- a. will meet
 - b. will have met
 - c. will be meeting
 - d. would have met
 - e. meet
7. Why did you leave the job?
I..... if the pay had been better
- a. will stay
 - b. have stayed
 - c. have to stay
 - d. would stay
 - e. would have stayed
13. If I

- a. Had make a mistake, I'll apologize
 - b. make a mistake, I'd apologize
 - c. made a mistake, I'll apologize
 - d. made a mistake, I'd apologize
 - e. have made a mistake, I'd apologize
14. "Did you buy that book?"
"No, but I would have if my father
- a. had given me the money
 - b. would have given me the money
 - c. would give me the money
 - d. was giving me the money
 - e. gave me the money
15. He If I invited him
- a. will come
 - b. come
 - c. would come
 - d. comes
 - e. would have come
16. 'I am sure he will be successful in his job'
'Yes,
- | | |
|----------------------------------|---------------------------------|
| a. if he should work hard enough | c. if he work hard enough |
| b. if he works hard enough | d. if he had worked hard enough |

UNIT 5
PASSIVE VOICE

A. A passive changes the emphasis of a sentence. In passive, the event or result is more important than the person who causes it to happen.

Pattern : To be + V3 + (Past Participle)

B. The requirements in passive voice

1. The sentence should have *object (transitive)*
2. The verb used should be in V3 atau Past Participle preceded by *tobe*

Note : Perfect Continous is rarely used(has/have, been, being)

C.

TENSES	ACTIVE	PASSIVE
Simple Present	Do/does V1	Is, am, are V3
Present Continous	Is, am, are V1 ing	Is, am, are being V3
Present Perfect	Has/Have V3	Has/have been V3
Simple Past	Did V1	Was, were V3
Past Continous	Was, were V1 ing	Was, were being V3
Past Perfect	Had V3	Had been V3
Future	Will/shall V1	Will/shall be V3
Future Perfect	Will/shall have V3	Will/shall have been V3

E.g.:

Active : I do homework by my single hand

Passive : My homework is done by me by my single hand

Active : Who is cooking a rice in the kitchen

Passive : By whom is rice being cooked in the kitchen

Active : Some people have chosen him as chief of village

Passive : He has been chosen by some people as chief of village

Active : I didn't write a letter for him

Passive : A letter wasn't written by me for him

D. MODAL

PRESENT	PAST	PASSIVE
Will	Would	Will/would be
Can	Could	Can/could be
Shall	Should	Shall/should be
May	Might	May/might be
Must/have to	Had to	Must/had to be
Ought to	Ought to	Ought to be

E.g.:

Active : I can solve this problem now

Passive : This problem can be solve by me now

Active : Will you allow me to do these jobs ?

Passive : Will I be allowed by you to do these jobs ? etc

E. Passive form is also used to express uncoincidence action.

Example:

I was woken up by that noise

Saya terbangun oleh suara gaduh itu

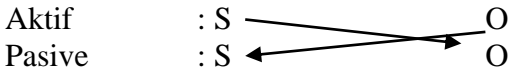
Tips:

There are three steps to do passive voice questions:

1. Knowing formula and time signals
2. Kata kerjanya berawalan di/ter- (sehingga umumnya subyeknya adalah benda mati, seperti; table, chair, book, dsb.)
3. The changing of sentence patterns:

Formula:	S	tobe		V ₃	
	S	tobe	being	V ₃	(continuous)
	S	will/can/should	be	V ₃	(modal)

The changing of sentence pattern



E.g.:

1. Even though the poverty spreads out in Indonesia, **the staple price**

.....

- a. is still increasing b. is still increased c. increases
d. is being increased e. are still increasing

(*staple rice* adalah subyek dan membutuhkan kata kerja. Staple rice adalah benda mati yang *di/ter*, jadi kata kerjanya membutuhkan bentuk *pasif* tobe+V3. jawabannya adalah **b. is still increased**)

2. The housesince I was 12 years old

- a. have been renovating b. has been renovating c. has been renovated

6. Santi *had opened* the the book. ----- The book.....*opened* by Santi.
7. Santi *will open* the the book. ----- The book.....*opened* by Santi.
8. Santi *will have opened* the the book. ----- The book.....*opened* by Santi.

Exercise 2

1. The parcelby the time they return from the study tour to Malang
 a. has been received b. will be received c. will have been received
 d. was received e. is received
2. "Is this your book? "
 "No. my bookby my cousin now
 a. is borrowed b. borrows c. is being borrowed
 d. was borrowed e. has been borrowed
3. "How long have you known Mrs. Riris?"
 "Well, weEnglish by him since we studied in the junior high school.
 a. had been taught b. have taught c. were taught
 d. have been taught e. teach
4. "Did you see the *Peter Pan* concert last night?"
 "No. The ticketswhen we got there. We had a flat tire on the way".
 a. were sold out b. have been sold out c. are sold out
 d. had been sold out e. were being sold out
5. "Have you delivered the parcels to the costumers?"
 "Not yet. Five of the parcelsby the workers now."

UNIT 6
THE DEGREE OF COMPARISON

There are three comparisons in English:

1. The Positive Degree
2. The Comparative Degree
3. The Superlative Degree

1. THE POSITIVE DEGREE

To show equality, we can use the formula

.....as.....(adj).....as.....

The same(Noun).....as

Contoh : You are as handsome as he (is)

Please drive as fast as you can

I have the same age as my cousin

2. THE COMPARATIVE DEGREE

Comparative degree can be seen as follows:

Formula :(Adj).....er + than +(for 1 or two syllables)

more.....(adj).....+than+ (for 3 or more syllables)

Contoh : My mother is more *beautiful* than his mother (3 syllables)

His wallet is more *interesting* than her wallet (3 syllables)

- he is older than me (1 syllable)
- She is older than I (am)

Tetapi kalau kata ganti digunakan dengan kata kerja, maka hanya subyek pronoun yang boleh digunakan

Contoh : Jhon works harder than I do

(Bukan.....than me do)

8. THE SUPERLATIVE DEGREE

The following is the pattern of superlative:

Formula : The(Adj).....est (for 1 or two syllables)

The most...(adj).... (for 3 or more syllables)

- E.g:
- This book is cheapest of all.
 - My mother is the most beautiful in the world.

Irregular comparison:

The followings are irregular comparisons:

Positive	Comparative	Superlative
Good (well)	better	best
Bad (ill)	worse	worst
Little	less (smaller)	least (smallest)
Old	older (elder)	oldest (eldest)
Near	nearer	nearest, next
Far	farther	farthest
Many (much)	more	most

Some adjective cannot be compared because those adjectives have high quality.

E.g: This bottle is empty
 (empty cannot be compared)

The other adjectives are:

Absolute	equal	perfect	supreme
Alone	overlasting	pregnant	square
Blind	fatal	primary	unique
Correct	final	round	universal
Dead	full	single	vertical
Empty	mortal	straight	wrong

* THE THE

Dalam bentuk comparative dengan menggunakan "the" dalam car khusus, kita dapat menyatakan bahwa dua perubahan terjadi bersama-sama.

Contoh :

- The older I get, the happier I am
(makin tua saya makin bahagia)
- The more beautiful you are, the more fans you will have
(semakin cantik kamu semakin banyak penggemar)

Notes:

Dalam kalimat-kalimat seperti ini jangan dipisahkan more/ er dari adjective, adverb atau noun

* Untuk menunjukkan gambaran tentang perubahan yang terus menerus, kita dapat menggunakan 'dua comparative'

Contoh :

- I am getting fatter and fatter
(saya makin lama makin gemuk)
- She is cleverer and cleverer
(dia makin lama makin pandai)

I. Using the same, the same as, similar and similar to, like and alike, quality nouns and adjective

A. the using of the same as and the same

- The same as is used between the two noun compared
- The same is used after the two nouns or a plural noun

Example:

<i>Noun</i>	<i>To Be</i>	<i>The same as</i>	<i>Noun</i>
This shoes	Is	The same as	That one

<i>Noun</i>		<i>Noun</i>		<i>The same</i>
This shoes	And	That one	Are	The same

B the using of similar to and similar

- similar to is used between the two nouns compared
- similar is used after the two nouns or a plural noun

Examples:

<i>Noun</i>		<i>Similar to</i>	<i>Noun</i>
This shoes	Is	Similar to	That one

<i>Noun</i>	<i>And</i>	<i>Noun</i>		<i>Similar</i>
This shoes	And	That one	are	similar

C. Like and Alike

- like is used between the two nouns compared
- alike is used after the nouns or a plural noun

Examples:

<i>Noun</i>		<i>Like</i>	<i>Noun</i>
-------------	--	-------------	-------------

This shoes	Is	Like	That
------------	----	------	------

<i>Noun</i>	<i>And</i>	<i>Noun</i>		<i>Alike</i>
This shoes	And	That one	Are	alike

B. Similarity – Quality Nouns

The using of the same..... as should be followed by Noun

The following examples of quality nouns

Age height price size
 color length weight style

<i>Noun</i>	<i>V</i>	<i>The same</i>	<i>Noun</i>	<i>As</i>	<i>Noun</i>
He	Is	The same	Height	As	Joko

C. Similarity – Quality Adjectives

As As should be followed by adjective

The following are examples of adjective:

big expensive heavy small
 clever hot tall easy

<i>Noun</i>	<i>V</i>	<i>As</i>	<i>Adjective</i>	<i>As</i>	<i>N</i>
He	Is	As	Old	As	Joko

II. The using of different from & different, and differ from

A. Different from & different

- Different from is used between the two nouns compared
- Different is used after the two nouns or a plural noun

<i>Noun</i>	<i>V</i>	<i>Different from</i>	<i>Noun</i>
The shoes	Is	different from	That one

<i>Noun</i>	<i>And</i>	<i>Noun</i>	<i>V</i>	<i>Different</i>
That shoes	And	That one	Are	Different

B. Differ

Differ is a verb and must change forms with the subject

<i>N</i>	<i>V</i>	<i>From</i>	<i>N</i>
This car	Differs	From	That one
These car	Differ	From	That one

III. The using comparative in the Multiple Numbers

The multiple numbers can be seen as followed:

Half once two times
 Three times seven times ten times

<i>N</i>	<i>V</i>	<i>Multiple</i>	<i>As</i>	<i>Much Many</i>	<i>As</i>	<i>N</i>
this book	Is	Twice	As	Many	As	That book

Using as many as before a specific number

	<i>As many as</i>	<i>Number</i>	
We should collect	As many as	One billion	Fund

Exercises:

Choose the best answers from the following options!

- My briefcase is exactly the same that yours
A B C D
- When two products are basically the same as,
advertising can influence
the public's choice
A B C D
- The medical problems of parents and their children tend to be very
similar to because of
A B
C D
heredity nature of many disease.
- My roommate's values are similar mine in spite of our being from
A B C
different countries
D
- The first living structures to appear on Earth thousands of years ago were
A B C
alike viruses
D
- Your recipe for chicken and a recipe that my mother has are like
A B C D
- The bodies of cold-blooded animals have the same temperature their
surrounding, but
A B C
those of warm-blooded animals do not
D

8. Despite its smaller size, the Indian Ocean is as deep the Atlantic Ocean
 A B C D
9. Although the name was not popularized until the Middle Ages,
 A B C
 Engineering is the same old as civilization
 D
10. Although business practices have been applied successfully to
 A B
 agriculture, farming is different other industries
 C D

Choose the best answer for the following options!

- We will have to be careful not to get our suitcase mixed up because yours is almost the samemine
 a. like b. to c. as d. that
- Although she is a popular, she is notas her sister
 a. pretty as b. as pretty c. prettier than d. more pretty than
- The new shop is not muchthe others that I've tried
 a. different b. different from
 c. different than d. different that
- The rooms in the Graduate Tower are.....Patterson Hall
 a. larger than b. larger than that of
 c. larger than those in d. larger than in
- The final test will bethe midterm
 a. like b. alike c. same d. similar
- They aremy other neighbors
 a. more friendlier than b. friendly than
 c. friendlier as d. friendlier than
- Tuition at an American University runs six thousands dollars a semester
 a. so high as b. as high to c. as high as d. as high than
-I get to know her, the more I like her

- a. for more b. more c. the more d. the most
9. My new glasses cost methe last pair that I bought
 a. times three b. three times more
 c. three times as much as d. as much as three times
10. His book isthis one
 a. similar b. similar to c. same as d. the same

UNIT 7

REPORTED SPEECH

Direct and Indirect Speech

(Kalimat langsung dan kalimat tak langsung)

E.g.:

Amir said, "I am fine" (Direct Speech = DS)

Amir said that he was fine (Indirect Speech = IS)

Direct speech is marked by *punctuation*

- Comma (,) before *say, ask, remark, etc.* and question marks or between quotation (".....")

A. 1. Some verbs used in introductory verbs

- Affirmative/negative statement
 Say, tell, answer,, reply, remark, dsb

- Interrogative statement
Ask, want to know, inquire, dsb
- Imperative sentences (kalimat perintah)
Order, command, ask, tell, advise, recommended, rewind, dsb

2. Some conjugative in indirect speech used:

- Affirmative = that
- Interrogative = if, wheter, atau dengan question word what, who, where, dsb
- Imperative = to, not to

3. The change of sentence

DIRECT	INDIRECT
Simple Present	Simple Past
Present continous	Past Continous
Present Perfect	Past Perfect
Present Perfect Continous	Past Perfect Continous
Past Tense	Past Perfect Tense
Future (1-4)	Future (1-4)

4. Modal

DIRECT	INDIRECT
Can	Could
Will	Would/should
Must	Had to
Would/should	Would/should
Ought to/should	Ought to/should
Needn't	Didn't have to

6. The change of time and place

D.S.	I.S.
- now	- then
- this morning	- that morning
- this	- that
- today	- that day
- tomorrow	- the next day/the following day
- next month	- the month after/the following month
- next	- the ... after/the following
- yesterday	- the day before/the previous day
- last week	- the week before/the previous day
- last	- the ... before/the previous day
- this	- that
- these	- those
- here	- there

Note :DS= Direct Speech

IS= indirect Speech

1. Present tense 2. Present perfect 3. Future Tense

E.g.:

1. D.S Ani says, "I am a student"
I.S Ani says that she is a student
2. D.S Ina has said, "I have taken a bath"
I.S Ina has said that she has taken a bath
3. D.S Keke will tell me, "I am ready to come with you"
I.S Keke will tell me that he is ready to come with you

B. The use in sentences

E.g.:

1. Affirmative

- DS She said to me, "I will do my work today".
IS She said to me that she would do her work that day.
DS He told me, "I have a found my bag".
IS He told me told that he has found his bag

2. Interrogative

- DS Ani asked him, "Do you know my dictionary ?"
IS Ani asked him if/whether he knew her dictionary.
DS My father wanted to know, "Where is my coat ?"
IS My fether wanted to know where his coat was
DS He asked me, "Can you help me to carry my bag ?"
IS He asked me if/whether I could help him to carry his bag

3. Imperative

- DS He advised her, "Don't come there alone tonight !"
 IS He advised her not to come there alone that night
 DS He asked me, "Please mail my letter today !"
 IS He asked me to mail his letter that day
 DS She asked you, "Don't be careless of driving a car !"
 IS She asked you not to be careless of driving a car
 DS You asked me, "Be sure of your self !"
 IS You asked me to be sure of my self

Note :

..... Where is my coat ? Interrogative

..... Where his coat was Affirmative

Question word dalam kalimat Indirect Speech (IS) menjadi conjunction dalam kalimatnya menjadi Affirmative Statement

Tips:

The steps to solve direct and indirect speech

1. Check *introductory verb* he said," ' .

If introductory verb in **present** form there is **only one changing** that is *Pronoun*.

If introductory verb is in **past** form, then there are two changings.

Namely: **Tenses and Pronoun**

a. The change of pronoun

I : the person who is speaking

You : is the person as opponent of speaking

E.g.:

She told me," I will tell you the truth".
↓ ↓
She me

b. the changing of tenses

Present - Past - past perfect

Examples:

She told me," I finish your work on time
↓ ↓ ↓
she finished my work

WH+H Question = WH+HQ + S + P/Verb

Example:

Direct : I asked her," where do you live?"

Indirect : I asked where she lived

Yes/no Question = Whether/If + S + P/Verb

Exercise

Change into indirect speech!

1. Bob said, "I will help you."
2. Sid asked, "are you hungry?"
3. "I want a sandwich," Jennifer said
4. "did you enjoy your trip?" Conny asked me
5. Dick asked her, "what are you talking about?"
6. Nancy asked me, "have you seen my lost dog?"

7. Sam asked her, "where is Amanda?"
8. Mike said, "I may be late to the party."
9. She ordered, "Open the window now!"
10. My mother asked, "Why are you tired?"
11. The teacher suggested, "Students, don't waste your money with useless things!"
12. Ali tells me, "The sun rises in the east."
13. Mr. Adams wants to know, "Will you be in class tomorrow?"
14. My daughter often asks me, "Why is the sky blue?"
15. Susan said, "I don't want to go."

Exercise 2

Choose the best answer from the following options!

1. Rita asked me, "Can you give this letter to your uncle?"
The direct form is: Rita asked me
 a. that I could give that letter to my uncle b. if you could give this letter to your uncle
 c. whether I could give that letter to my uncle d. if I could give this letter to her uncle
2. "What time will you call me tomorrow?"
She asked him
 a. what time would he call her the following day b. what time he would call her tomorrow
 c. what time he would call her the following day d. what time you would call me the following day
3. Joko: do you see my ruler?
Ani : What? What did Joko said?
Andre : he said
 a. if I saw his ruler b. if he saw your ruler c. whether you saw his ruler
 d. that you saw the ruler
4. "Your aunt came here with my sister yesterday." He said to her
 a. that her aunt had come there with his sister the previous day
 b. that her aunt came there with his sister the previous day

- c. whether her aunt had come there with his sister the previous day
 d. if her aunt had come there with his sister the previous day
5. “why didn’t you come to my birthday party last week?”
 She asked me
- a. why I didn’t come to her birthday party last week
 b. why I hadn’t come to her birthday party the previous week
 c. why you hadn’t come to my birthday party the previous week
 d. why you didn’t come to her birthday the previous last week
6. Farah: Anang, can you take my bag?
 Indra: hi Anang. Do you hear what Farah asked you
 Anang: yes, she asked
- a. if I could take my bag
 b. if I could take her bag
 c. if I could take your bag
 d. if you could take my bag
7. the tourist asked me
- a. where the nearest bank is
 b. where the nearest bank was
 c. where was the nearest bank
 d. the nearest bank is
8. he asked me whether hemy car to go to the party
 a. can borrow b. might borrow c. may borrow d. will borrow
9. Aprilia said,” your problem is my problem”. Aprilia said to us that
- a. your problem is her problem
 b. our problem is her problem
 b. our problem was her problem
 d. your problem was her problem
10. “I wish I were a millionaire:, she said
 She said that
- a. she wishes she were a millionaire
 b. she wishes I were a millionaire
 c. she wishes she ad been a millionaire
 d. she wished she had been a millionaire

UNIT 8

AUXILIARY VERB

Auxiliary verb is helping verbs used together with other verbs to express the meaning.

Kinds of Auxiliary Verb

1. To be : am, is, are, was, were, been, being
2. To do : does, did (in negative and interrogative sentence)
3. To have: has, had
4. Modal : can, could, will, would, shall, should, had, better, may, might, must, ought to

The verbs above are included in special verbs, so they have some features:

- a. To form negative sentence, add *not*, while in interrogative sentence. They are put in the beginning of a sentence.

Example : - I have not studied English for a week
- Has she been reading a book for an hour ?

- b. *To be* is followed by V-ing, *to have* is followed by Past Participle (V3), and modal is followed by bare infinitive (V1).

Example : - He is reading a magazine
- She have invited my mother
- I will go to Jakarta tomorrow

- c. Avoid using more than one modal in one sentence. Instead, use the following expressions:

Modal	Similar Expressions
Can	be able to
Must	have to
Will	be going to
May	be allowed to

B. The use of Auxiliary Verb

1. *To be* as Auxiliary Verb is used:
- a. To form tenses (continuous tense)
Example : - Rhima is reading the Holy Qur'an
- He has been teaching here for a year
- b. To make passive sentence
Example : - English is studied by us Every day
- Jonh was punished by his teacher

Note :

To be usually functions as Linking Verb

Example : - I am a student
- She is very clever

2. To do, does, did

Used to form negative dan interrogative, or in question tag

Example : - Did you visit Yuniar last night ? Yes, I do
- He doesn't live in Jombang, does he ?

3. To have, has, and had

Used to form tense (Perfect Tense)

Example : They have killed that snake

4. Modal Auxiliary

a. Can is used to show:

- Ability

Example : Hana can speak English Fluently

- Possibility

Ali is absent today, he can be sick

- Asking permission (non-formal)

Example : You can use my car if you want

- Asking Politely (non-formal)

Example : Can I borrow your book ?

- Impossibility

Example : Hary has just eaten, he can't be hungry

b. Could is used to show

- Ability (in the past)

Example : Madonna could sing beautifully when she was young

- Asking politely

Example : Could you Explain Passive Vouce to me, Sir ?

- Advice/suggestion

Example : X : I am dizzy

Z : You could drink medicine

- Certainty less than 50 %

Example : X : Where is Jack ?

Z : He could be in Jakarta

c. Will is used to show

- Asking politely

Example : Will you please close the door ?

- Availability

Example : X : Oh ... God ! My watch is broken

Z : OK! Don't worry I will repair it

- Certainty 100%

Example : Our President will be here at 09.00 AM tomorrow

d. Would is used to show

- Asking politely

Example : Would you mind opening the window

- If it is combined with *like* has meaning: willingness

Example : I would like to visit her

- If it is combined with *rather* will show preference

Example : I would rather go to Pare than stay at home

e. Shall is used to show

- Future Tense form with subyek I dan We
Example : We shall go to Bali next week
- Offering a help
Example : Shall I open the door ?

f. Should is used to show

- Suggestion
Example : You look pale, you should see the doctor
- Strong advice
Example : You should study hard everyday

g. Had better is used to show

- Very strong suggestion
Exampe: You had better be on time, or I will send you out of the class

h. May is used to show

- Asking permission
Exampe: May I borrow your shoes ?
- Probability
Exampe: He may be at home

i. Might is used to show

- Asking permission (seldom used)
Exampe: Might I borrow you dictionary ?
- Possibility
Exampe: He might be at home

- j. **Must** is used to show
- Very Strongly suggestion/strong order
Example: We must obey our parent
 - Prohibition
Example: You must not open the book
 - Must cannot be change into past. Instead, we can use *had to*
Example: Yesterday, I had to memorize new concept English

Exercises

Choose the best answer from the options below!

1. I need more data about this topic.’
 “Rawina might be able to help you. The underlined sentence means:
 - a. Perhaps Rawina could help you
 - b. Rawina can help you right now
 - c. Rawina will ceratainly help you right now
 - d. Rawina was able to help you
 - e. Rawina is helping you

2. All her friends believe that she can do her job well.
 It means that: shedo her job well

a. may	b. is able to	c. could
d. will	e. might	

3. It is possible that there will be another rise in the price of petrol soon.
 We can also say:” there another rise in the price of petrol soon.”

a. must be	b. should be	c. had better be
d. may be	e. has to be	

4. “I may have to go to Malang next week.” Means:
 1. perhaps I will have to go to Malang next week

2. I'm sure I will have to go to Malang next week
3. it is possible that perhaps I will have to go to Malang next week
4. I know I will be allowed to go to Malang next week

5. "We could have eaten the ice cream yesterday, means:"
 - a. we didn't eat the ice cream
 - b. we had to eat the ice cream
 - c. we have eaten the ice cream
 - d. we would eat the ice cream
 - e. we don't eat the ice cream

6. I could have somebody else to carry that box' means:
 - a. I carried the box
 - b. I will ask somebody to carry the box
 - c. somebody else carried the box
 - d. I asked somebody to carry the box
 - e. I don't want to carry that box

7. They should have got out of their house when the fire was spreading to their neighbor's
We may conclude that"
 - a. they got trapped in the fire
 - b. they succeeded in escaping from the fire
 - c. the fire didn't reach the house
 - d. their neighbor's house was not on fire
 - e. they got out of their house

8. "He must have seen me eat the fish." Means:.....
 - a. I must eat the fish
 - b. I am sure that he saw me eat the fish
 - c. he must eat the fish
 - d. I guess that he saw me eat the fish
 - e. he could see me eat the fish

9. "Your son will be operated tomorrow. Hehave a good rest tonight.
 a. might b. can c. must
 d. would rather e. rather
10. John was absent yesterday. Hesick again
 a. must be b. had to be c. ought to be
 d. must have been e. would have been
11. When we got home, we found the front door open. Somebodyentered the house
 a. could b. would have c. should have
 d. must have e. ought to have
12. "Toni got 'A' for math"
 "That's great! Heabout it."
 a. can be happy b. had to be happy c. could have been happy
 d. should have been happy e. must have been happy
13. The doctorarrive late because of the traffic jam
 a. has to b. ought to c. should
 d. may e. rather
14. "May I play outside with my friends?"
 "No, youstay in bed until the fever is gone."
 a. can b. might c. may
 d. could e. must
15. The whole kitchen was still dirty, sheforgotten to clean it
 a. should have b. would have c. might have been
 d. can be e. might be
16. There is no one outside the theatre; the performance
 a. must have started
 b. ought to have started
 c. would rather have started
 d. was started
 e. could have started
17. "Have you informed Mira about the accident?"

“Not yet, she right after she came back from Medan.”

- a. must have given
- b. could have been given
- c. should have given
- d. should have been given
- e. must give

18. “I didn’t know there was a test yesterday.”

“Youme about it

- a. would have told
- b. should have told
- c. might have told
- d. would tell
- e. must tell

19. ‘Rita has just missed the plane to Jakarta.’

“Sheat the airport at least two hours before departure’.

- a. was
- b. should be
- c. should have been
- d. has to be
- e. must have been

20. You can book the ticket in advance, so that youqueue up for it

- a. mustn’t
- b. cannot
- c. shouldn’t
- d. don’t have to
- e. may not

UNIT 9

PREPOSITION (IN, ON, AT)

Preposition is words attaching on Noun or pronoun

Preposition showing place or position:

1. ON : (di, di atas)

To show street (address) without number

- On jalan Dr. Wahidin atau on Dr. Wahidin street
- On jalan Anyelir atau on Anyelir street

b. To show that the things are attaching

- On the table
- On the cupboard

2. IN : (di, didalam)

- a. In a room, building, house, or certain places.
 - In the classroom
 - In the kitchen
- b. The name of city, country, and village
 - In Surabaya
 - In Indonesia
 - In Singapura

3. AT : di

- a. To show the street (address) followed by the its number
 - At jalan Dr. Wahidin 2A atau at Dr. Wahidin street 2A
 - At jalan Anyelir 12 atau at Anyelir street 12
- b. To show special place
 - At the library - At IEC
 - At BEC

IN, ON, AT as preposition of time

1. AT : pada

- a. To show the time (clock)
 - At 7 a.m
 - At about half past seven
- b. To show a certain time
 - At night
 - At dawn

2. IN : pada

- a. To show month/year without date
 - In September, 1977

In August, 1945

- b. To show a certain time
In the evening
In the morning

3. ON : pada

- a. Followed the name of day
On Sunday
On Wednesday
- b. To show the month/year followed by the date
On September 27, 1977
On August 17, 1945

Error analysis

Find the wrong words from the sentences below!

1. The choice is between a vanilla, chocolate, and strawberry ice cream cone
2. Gloria has a part time job in night
3. Is Dominos' Pizza in tenth street?
4. Beside merge, three couples are invited
5. All of group exception Ali went to the lake
6. Accountants are always busiest on April because both federal and state taxes are due on the fifteenth
7. There are no pouched animals in the United States but only the opossum
8. Although it is difficult to distinguish among a frog and a toad, a frog is more likely to be smooth and wet, and a toad rough and dry
9. Many of the government offices in Surabaya are located in Jl. Pahlawan
10. We are going to stay overnight on Singapore
11. The graduation is in August 2008

12. We came to Surabaya on 1999
13. Janet has a lot of friends beside her roommate
14. Everyone except to Lary wants sugar in the tea
15. Many stores in Surabaya close in 5 o'clock a.m.

UNIT 10
RELATIVE PRONOUNS

Relative Pronouns are combination of two sentences that have the same person or thing.

Examples:

1. Della is my sister
2. She comes from Surabaya
3. Della who comes from Surabaya is my sister

Kata yang lainnya adalah *which, whom, whose, that, and what*

a. **Who = S (people)**

The boys always calls you

He is my friend

The boy who is my friend always calls you

b. **Which = S/O (thing)**

The flower is a rose

I planted **it** yesterday

I am looking for **my book**

It was put on the table

The flower which I planted yesterday is a rose

I am looking for my book which was put on the table

c. **That = yang**

To describe people, animal, or thing. It is used to replace *who*, *whom*, or *which* but not *whose*

1. The song that she sang last night is Dangdut
2. This is the book that I bought in London

d. Whom = O (people)

She is a **woman**

I like **her** very much

She is a woman whom I like very much

e. Whose = possessive

The man is my uncle

His wife died yesterday

The man whose wife died yesterday is my uncle

Tips:

Smart formula:

Person (orang)	tobe, verb, modal	: who
Person (orang)	pronoun (kata ganti)	: whom
Thing (benda)	tobe, verb, modal	: which
Thing (benda)	pronoun (kata ganti)	: which
Person (orang)	noun <i>or</i> thing	: whose
Place (tempat)	Pronoun	: where
Time (waktu)	pronoun	: when

E.g.:

2. **Mr. Rini** **teaches** English is my neighbor

a. who

b. where

c. whom

d. which

e. whose

(personverb, the correct answer is **a. who**)

2. I am looking for **my book****I** left yesterday
a. who b. where c. whom d. which e. whose
(thingpronoun, the correct answer is **d. which**)

Execption

For **whom dan which** as replacing of object should be checked whteher thre is preposition or not.

Preposition: *in, on, at, with, without, to etc..*

1. This is **Mr. Anton****I** always discuss my problem
a. whom b. who c. with whom d. whose
e. which
(personpronoun, it supposes to be *whom*,but there are 2 whom)

Way 1: the sentences are divided into two:

1. This is **Mr Anton**
2. I always discuss my problem with **him**
Mr. Anton and **him** is same then *him* is replaced by *whom*
Therefore: *this is Mr. Anton with whom I discuss my problem*

Way 2: take sentence after the blank sentence

- *I always discuss my problemMr. Anton(whom)*
(After my problem needs preposition or not)
(Therefore the correct answer is **c. with whom**)

Using quantity in adjective clause

<i>Some of</i>	<i>many of</i>	<i>most of</i>	<i>none of</i>	<i>two of both</i>
<i>ofAll of</i>	<i>a number of</i>	<i>several off</i>	<i>neither of</i>	<i>each of</i>

Examples:

1. There are 20 students in my class
Most of *them* are from the Far East
There are 20 students in my class, most of *whom* are from the Far East
2. He gave several reasons
Only a few of *them* were valid
He gave several reasons, only a few of *which* were valid
3. The teachers discussed Jim
One of *his* problems was poor study habit
The teachers discussed Jim, one of *whose* problems was poor study habit

Exercises:

Change into adjective clauses!

1. The girl is happy. She won the race
2. The students are from China. They sit in the front row
3. I liked the woman. we met her at the party last night
4. The people are very nice. We visited them yesterday
5. I apologized to the woman. I spilled her coffee
6. I met my old friend. His parents passed a way
7. I am looking for my book. I put it on the table
8. I will never forget the year. we get married that year
9. The building is very big and large. We work in there
10. Monday is the day. We will come then

Exercises 2

Choose the best answer from the options below!

1. I have just been introduced to the ladylives Next door.
a. who b. whom c. which d. whose e. where
2. The father health hasn't been so good lately is in hospital now.
a. who b. whom c. which d. whose e. of which

3. This is Mr. Sarminto I told you
 a. who b. about whom c. whom d. whose e. to which
4. The victims of the flood we have collected money and clothes are now in barracks outside the town
 a. which b. whose c. for whom d. of which e. who
5. This is the lady I discussed my problem
 a. who b. with whom c. with her d. with that e. whom
6. Teenager delinquency, People are now complaining, has become a popular topic discussed among psychologist.
 a. whom that b. in which c. about which d. which e. who
7. The students are collecting money, food and clothes for the people houses were destroyed in the fire yesterday.
 a. whose b. to which c. whom d. for which e. who
8. This is a house I was born
 a. who b. which c. where d. whom e. whose
9. I've met the boy You have borrowed
 a. from whom the bicycle b. which bicycle c. the bicycle which
 d. the bicycle of which e. whose bicycle
10. The books,are story book, belong to my mother
 a. which b. most of which c. most of them
 d. which of most e. to which

UNIT 11

CAUSATIVE FORM

Causative verbs: a sentence used to ask someone else to do something or the thing done.

Causative verbs: *Have, Get, Make, Ask, Help, etc*

1. The from of causative in active form

A. Active Causative

S	have make Let	+ O + V1 + O2
S	get ask	+ O + to V1 + O2

Examples:

I will have my brother fix my motor tomorrow

Ani got her friend take her book

B. Passive Causative

S	have	+ O + V3
	Make	
	Let	
	Get	
	Ask	

Examples:

I will have my motor fixed

Ani got her book taken

1. WANT

Pattern :

S + want + pronoun + verb past participle

Examples:

- I want this chair painted

Saya mengizinkan kursi ini dicat

- She wants his typewriter returned to its place

Dia (pr) minta mesin ketik ini dikembalikan ke tempatnya

- He wanted this document signed yesterday

Dia mengizinkan dokumen ini ditandan tangani besok

Exercises:

Complete the following blank sentence with the correct verbs!

1. The doctor made the patientin bed (stay)

2. Mrs. Crane had her house(paint)
3. The teacher had the classa 2000-word research paper. (write)
4. I got my sonhis dirty clothes. (wash)
5. I went to the bank to have a check (cash)
6. I asked Maryme some money (lend)
7. I need to get my breakfast(prepare)
8. I got my friendthat letter for me. (translate)
9. we had a professional photographerpictures of my family (take)
10. Peeling onions always makes me(cry)

Exercise 2

Choose the best answer from the options below!

1. My little brother had scattered all his toys on my bed, so I had him to bed before night fell
 a. clear b. To clear c. Clearing d. Be clearing e. To be cleared
2. ‘I fixed the light in the bathroom yesterday, but it went out again today’.
 ‘why don’t you have an electricianit’.
 a. checking b. Checked c. Check d. To check e. To be checked
3. ‘This cake is delicious, is it home-made?’
 ‘You know it isn’t
 a. I baked it myself b. Lucy asked me to bake it c. It was I who baked it
 d. I had Lucy bake it e. I had to bake it
4. We are going on a long trip, so we must
 a. have checked the car
 b. Have had the car checked
 c. To have the car checked
 d. have the car checked
 e. Had the car checked it

UNIT 12

GERUND

Gerund : verb modified into noun by adding -Ving is called *Gerund*.

A. The uses of gerund

1. as a subject

Examples:

- Diving is one of his favourite sports
- Crossing the desert is very tiresome
- Running is very good for our health

2. as an object

Examples:

- He loves hunting
- She doesn't like smoking
- They finish working

Note : Gerund as an object is gerund used after verbs.

3. Gerund as complement (pelengkap kalimat pokok)

- On of this worst habits is telling lies
- Her hobby is painting
- My favourite past time is singging

4. Gerund as noun compound/modifier (kalimat majemuk) than means tool or place.

- I find a diving board
- She takes a drawing pen

Examples:

- | | |
|-------------------|------------------|
| - swimming pool | - living room |
| - meeting room | - dining room |
| - meeting hold | - parking area |
| - shooping centre | - sewing machine |
| - swimming suit | - reading book |
| - walking stick | - etc |

5. Gerund is used to show prohibition or warning

- | | |
|----------------|--------------------------|
| - No parking | : dilarang parkir |
| - No smoking | : dilarang merokok |
| - No hunting | : dilarang berburu |
| - No climbing | : dilarang naik |
| - No loitering | : dilarang mondar-mandir |

6. Gerund is placed after preposition (kata depan)

In, at, with, about, of, for, in spit of, instead of, about, by, dsb

Contoh:

- Are you very interested in working for us ?
- I am not very good at learning languages
- I'm fed up with studying
- I bought a new bicycle instead of going a way on holiday

- That difficult work, sawing hard wood makes her exhausted

Note :

A. Some verbs follwed by gerund:

Admit	: mengakui	keep	: continue
Anticipate	: merasakan, mengetahui	mean	:
maksud	lebih dulu	mind	: keberatan
avoid	: menghindari	miss	: rindu
Consider	: mempertimbangkan	postpone	: menunda
Defer	: mengundurkan	prevent	: mencegah
Delay	: menunda	propose	:
mengusulkan			
Deny	: menghindari	recollect	:
mengumpulkan			
Defest	: jijik, benci		kembali
Dislike	: tidak suka	remember	: mengingat
Dread	: takut pada	resent	: marah, benci
Enjoy	: menikmati	risk	: resiko
Excape	: melarikan diri	save	: menyimpan
Excuse	: memaafkan	stop	: berhenti
Fancy	: berkhayal	suggest	: menyarankan
Finish	: menyelesaikan	understand	: mengerti
Imagine	: membayangkan		
involve	: terlibat		

Examples:

- He admitted taking the money
- Would you consider selling the property ?
- He detest writing a letter
- She dreads getting dd
- Do you enjoy teaching ?
- Fancy meeting you !
- He didn't want to risk getting wet

The word "mind" followed by gerund can be used in interrogative dan negative sentence

Examples:

- Would you mind waiting a moment ?
- I don't mind his living here

Some verbs can be followed by gerund and infinitive namely:

Advice	: menasehati	like	: suka
Agree	: menyetujui	start	: memulai
Allow	: mengizinkan	stop	: berhenti
Begin	: mulai	want	: ingin
Cease	: berhenti/mengakhiri	remember	: mengingat
Continue	: melanjutkan	regret	: menyesal
Forget	: melupakan	need	: mengingat
Hate	: benci		
Intend	: bermaksud		

Verbs followed by gerund or to infinitive have different meaning

Examples:

- I regret spending so much money

It means : spending is the first action and regret is the second

- I regret to say that you have failed your exam

It means : regret is the first action and to say is the second

- I intend to sell it (more usual than gerund)/biasa dipakai daripada gerund
- I intend selling it
-

Gerund is used after *adjective + preposition*

- accustomed to
- afraid of
- fond of
- capable of
- intent of
- interested in
- successful in
- sorry for
- tired of, etc

Examples:

- I am afraid of walking alone in the night
- They are fond of swimming
- We aren't tired of walking
- She is interested in fishing

Exercises of Gerund and to Infinitive

1.clothes can often be very time consuming
 - a. they buy
 - b. to be buying
 - c. man buying
 - d. buying
 - e. in buying
2. At new year's eve,continued until early in the morning
 - a. to sing and to dance
 - b. they sing and dance
 - c. singing and dancing
 - d. song and dance
 - e. they're singing and dancing
3. I don't liketo another school
 - a. Mira moves
 - b. Mira she is moving
 - c. Mira's moving
 - d. Mira move
 - e. they moving
4. "I am sorry foryou all this trouble."
 - a. doing
 - b. making
 - c. causing
 - d. creating
 - e. affecting
5. She was very sad because her father didn't approve ofto often
 - a. I saw her
 - b. me to see her
 - c. my seeing her
 - d. that I see her
 - e. me seeing her
6. Don't put offthe application form
 - a. to fill in
 - b. fill in
 - c. filling in
 - d. you fill in
 - e. for filling in
7. "We are sorry foryou inconvenience"
 - a. make
 - b. making
 - c. made
 - d. to make
 - e. has making
8. Beforehis essay he read books on the subject
 - a. he writes
 - b. he has writing
 - c. writing

19. My brother, who was not used to share a room with someone else, was quite unhappy when he couldn't have his own room in the dormitory
20. We decided to stay at home because Sita wasn't very keen on go out in the rain

UNIT 13

PRESENT & PAST PARTICIPLE

Present Participle is used as an adjective which is put before or after noun that has active sentence meaning.

The formula can be:

Ving + Noun

Noun + Ving

The use of present participle

A. As verbs of Present Progressive (Continuous) Tense

Examples:

- I am having a lunch with my friend
- She is watching TV now

B. As an adjective, used before/after noun.

- I opened the envelope with **trembling hand**
- At the last we come at **small village lying** to the north of the river Brantas
- We saw a **running horse**
- He enters into a **missing room**

C. After object of certain verbs

The verbs: *Catch, find, leave, go, come, waste, spend, be busy, etc*

Examples:

- I catch them stealing my apples (I found them doing this)
- They are going skiing this afternoon
- I leave him talking to Bob
- He doesn't spend much time preparing his lesson

After object of certain verbs related to sense

The verbs: *See, hear, feel, smell, listen to, notice, watch, etc*

Examples:

- I see him passing my house every day
- Didn't you hear to clock striking ?
- I felt the car skidding
- She smelt something burning and saw smoke rising
- They listen to our discussing in the meeting room
- My sister notice the picture hanging at the wall

Note : *notice, listen to, watch, feel*, can be followed O + bare infinitive, but they are often used in present participle

Examples:

- I saw him leave the house
- I heard him make arrangement for his journey

D. Used as adverbial clause to replace "because/as/since + S

Examples:

- Knowing that he wouldn't be able to buy food on his journey, he took large supplies with him
- Fearing that the police would recognise him, he never went out in day light
- Being a student, he was naturally interested in museums
- Putting down my newspaper, I walk over to the window and looked out

E. When two events/clauses have the same subjects in the same time, one of the clause can be formed in present participle

Examples:

- He rode a way, he whistled as he went
Menjadi He rode a way whistling
- She is going to Jakarta, she visits her uncle
Menjadi Going to Jakarta she visits her uncle

F. If the second event/clause is a part of the first event/clause, we can use present participle

Examples:

- She went out slamming the door
- They come here showing all their goods
- He fired, wounding one of the bandits

PAST PARTICIPLE

Past Participle: verbs marked by V3 that consist of regular and irregular that can be placed before/after noun.

Past Participle:

Noun + V3
V3 + N

The use of past participle

A. It is placed before Noun as adjective to show condition

Examples:

- Rice must be grown on flooded field
(*Padi harus ditanam di tanah berair*)
- She is mixed blood girl, her father is Indonesian and her mother is England.
(*Dia gadis Indo, bapaknya Indonesia ibunya Inggris*)
- After the eath of his widowed sister kept the house for him.
(*Setelah kematian istrinya, adinya (pr) yang janda menjaga rumahnya*)
- Some of her relative want to take the inherited land a way from her. (*Beberapa saudaranya (pr) ingin mngambil tanah warisannya*)
- The farmers are working on ploughed fields.
(*Petani-petani itu bekerja di sawah-sawah yang telah dibajak*)

- * stolen bag = tas yang dicuri
- * broken glass= gelas yang pecah
- * fallen trees = pohon-pohon yang tumbang
- * blocked road = jalan yang diblokir
- * a written report= laporan yang ditulis
- * tired driver = pengemudi yang capek

B. It is placed after Noun as adjective to show action

Examples:

I bought care made in Indonesia
(*Saya membeli mobil buatan Indonesia*)

- She finds the man killed in the road
(Dia (pr) melihat lelaki yang terbunuh di jalan)
- They don't meet people questioned in this village
(Mereka tidak bertemu dengan orang-orang yang ditanyai didesa ini)
- She asked for a receipt for the sum paid
(Dia (pr) minta kwitansi untuk jumlah uang yang dibayar)

c. It is used after the following verbs:

See, like, want, wish, feel, hear, prefer, get, find, watch, etc

Examples:

- I see the dress ironed
- He wants the door locked
- They don't feel the picture noticed by the child
- She didn't find the bag stolen
- They wish all the dresses washed

d. Past Participle is used as an adjective (kata sifat) function as (predicate) by using tobe

Examples:

- They are pleased to come to Indonesia
- I am very excited about going to abroad next month
- We are annoyed by the way she spoke to him
- He is very tired of walking along the street

Exercise

Choose the best answer from the options below!

1. The children are very ... when my uncle tells them a funny folktale
a. amusing b. being amused c. to amuse
d. amuses e. amused
2. The man ... by the policeman is a pickpocket
a. arresting b. arrested c. arrest
d. arrests e. to be arrested
3. The people don't listen to the speaker because his speech is
a. boring b. bored c. to bore
d. bores e. bores
4. The cute girl... in the kitchen is Dita
a. cooked b. cooking c. cooks
d. to cook e. to be cooked
5. Bagus doesn't want to enter the dark cave, he is
a. frightens b. frightening c. frighten
d. frightened e. to be frightened
6. All of us know that Gimani is To Ginem
a. attracting b. attracted c. to attract
d. attract e. to attracting
7. A few days after the interview, I received a letter ... me the job
a. offering b. offer c. offered
d. to offer e. has offered
8. The patient By the doctor is Dian's uncle
a. examining b. examined c. to examine
d. examines e. examine
9. The referee's decision was ... to both he players and the spectators
a. disappointed b. to disappoint c. disappoint
d. disappointing e. disappoints
10. Mr. Waras found the window ... by the boys
a. breaking b. break c. to break
d. broken e. has broken
11. We enjoy watching the children ... football in the school yard yesterday
a. play b. playing c. played
d. plays e. to play

Some patterns in preference:

- Prefer

Prefer + noun + to + noun
Prefer + Ving + to + Ving

Examples: David prefers listening to the radio to watching TV
We prefer tea to coffee

- Like

Like + noun + better than + Noun
Like + Ving + better than + Ving

Examples :

Children like fried-rice better than some bread for breakfast
I like swimming better than staying at home

- Would Rather

Would rather + V1 + than + V1

Example:

I would rather watch TV than listen to the radio

- Would Prefer

Would prefer + (to) V1 + rather than + (to) V1

Example :

I would prefer to study rather than see the movie

Choose the best answer from the options below!

1. The lazy students prefers
a. sleep than study

- b. sleeping than studying
 - c. to sleep rather than study
 - d. sleeping to studying
 - e. sleeping better than studying
2. I would rather
- a. hot milk than iced-tea
 - b. having hot milk to iced-tea
 - c. have hot milk than iced-tea
 - d. to have hot milk better than iced-tea
 - e. to have hot milk rather than iced-tea
3. The old man would prefervegetables rather than flowers
- a. to grow
 - b. growing
 - c. grows
 - d. grow
 - e. grew
4. Mr. Eddi prefersto.....
- a. swim-cycle
 - b. to swimming-cycling
 - c. to swim-cycle
 - d. swimming-cycling
 - e. swims-cycles
5. We would ratherthan
- a. study – play
 - b. studying – playing
 - c. to study – play
 - d. studying – play
 - e. to studying – to playing

UNIT 15
DERIVATIVE

Derivative is the changing of words based on their part of speech by modifying those words.

Examples:

Creation (noun)	: creative (adjective) Creatively (adverb) Create (verb)
Produce (verb)	: product (noun) : production (noun) : productive (adjective) : productively (adverb)

A. Way 1

Explaining	Explained
Adjective (kata sifat)	Noun (kata benda)
Adverb of manner (Keterangan cara)	Verb
Keterangan derajat	Adjective/adverb

B. the features of adjective, verb, noun and adverb

1. The features of adjective

- Preceded	: very, so, quite, too, more, most
- -able, -ible	: valuable, sensible
- ish	: reddish, boyish, childish
- ed	: tired, interested
- ing	: interesting, exciting
- ous	: famous, anxious
- ive	: creative, productive
- al	: additional, regional
- ful	: beautiful, useful
- less	: careless, useless
- ic	: scientific, economic
- nt	: important, different
- ry	: imaginary, hairy, primary

2. The features of verb (kata kerja)

diakhiri –en	: broaden, widen, frighten
diawali -en	: enjoy, enlarge, encircle
diakhiri –fy	: beautify, classify
diakhiri –ize	: nationalize, standardize, memorize

3. The features of noun (kata benda)

- al	: arrival, dismissal, refusal
- ness	: business, illness, laziness
- dom	: freedom, boredom, wisdom
- -y/ery/ary	: discovery, recovery, bribery
- ity	: popularity, electricity
- er/or	: lecturer, inventor
- age	: marriage, package
- ment	: advertisement, announcement
- ion, - tion	: information, production
- ation, - cation	: invitation, classification
- ance, - ence	: evidence, entrance
- ure	: departure, failure, mixture

4. The features of adverb (kata keterangan)

a. Adverb of manner (keterangan cara)

Adjective + ly : happily, slowly, loudly etc.

Pengecualian

tanpa –ly : hard, fast, late, well.

b. keterangan derajat

very, too, rather, enough, dan only.

*Fill the blank sentences by using **strong, strength, strengthen, atau strongly!***

1. Bill is Boy. He has greatin his arms
2. Theof Tyson’s body is amazing
3. He showed hismuscles to the spectators
4. Can weour feet by running?

5. He is a veryman in my village
6. We mustthe building to protect from destruction caused by the earthquake
7. He shouts sothat I can hear him
8. The wind blowsnobody can't stop thewave but God'scan
9. Be careful with the enemy, the have much
10. He isenough for me to against

Choose the best answer below

1. The students like their teacher very much; hermakes the other teachers envy her
 - a. popular
 - b. popularize
 - c. popularity
 - d. populous
 - e. popularly
2. The old lady doesn't have enough ...to walk upstairs
 - a. strong
 - b. strength
 - c. strengthen
 - d. strengthening
 - e. strongly
3. Since the street is to narrow, the workers are going toit
 - a. wide
 - b. width
 - c. widely
 - d. widening
 - e. widen
4. The history of ancient Suku has been revealed only throughremains
 - a. archeological
 - b. archeologically
 - c. archeology
 - d. archeologist
 - e. archeologist's
5. When he saw the advertisement offering a job, he immediately sent aletter
 - a. apply
 - b. applicant
 - c. application
 - d. applicable
 - e. applying
6. Transmigration helps people from denselyareas to start a new life
 - a. populating
 - b. populated
 - c. to be populated
 - d. population
 - e. to populate
7. An actor has to use histo play his role well
 - a. image
 - b. imagine
 - c. imagination
 - d. imaginative
 - e. imaginary

8. In order to accommodate bigger aircraft's they need to the runway
- a. lengthen b. length c. prolong
d. longer e. long
9. My uncleadvised me to take English lesson
- a. strong b. strength c. strongly
d. strengthening e. strengthened
10. Indonesian's Batik isrecognized
- a. international b. internationalized c. internationalization
d. internationally e. internationalizing

UNIT 16

NOUN CLAUSE

The following are some words used in noun clause

When	= kapan	who/whom	
Where	= dimana	what	= apa
Which	= yang mana	whether	= apakah
How	= bagaimana	that	= bahwa (fakta)
How + kata sifat (adjective)	= berapa	Why	= kenapa (

Functions of Noun Clause

1. As subyek
What she said was interesting
When they will arrive is still not known
2. As object
I know *where she lives*
I couldn't hear *what he said*
3. As complement
The question is *when the chaos will end*

Noun Clause Vs Question

Question	Noun clause
Where <u>does</u> she live? What <u>did</u> he sai	I don't know <i>where she lives</i> I couldn't hear <i>what he said</i>

Who lives there? What happened?	I don't know <i>who lives there</i> Please tell me <i>what happened</i>
Who <u>is</u> she? Who <u>are</u> those men?	I don't know <i>who she is</i> I don't know <i>who those men are</i>

Exercise 1

Change into parentheses into *Noun Clause!*

- (How old is she?). I don't know
- (Do you live here)is still confusing
- (Where do you live?). please tell me
- (What did she say?)wasn't true
- (Who is coming to the party?). I don't know
- (Who are those photos?). we want to know
- (Why did they leave the country?).is still mysterious
- (Did he find his father?) was still confusing
- (Where did she go?).....is none of your business
- (How old does a person have to be to get a driver's license?). I need to find out

Exercise 2

Choose the best answer from the following options below!

- I wanted to know
 - from whom did Ari hear the news
 - the news Ari heard from whom
 - who did Ari hear the news from?
 - From whom Ari heard the news
 - Ari heard the news from whom?
- The reason why I am here isyou fill in the forms for the scholarship
 - help
 - to help
 - I will help
 - I am helping

- a. why his sister have left the house
 - b. why his sister leaves the house
 - c. why has his sister left the house
 - d. why had his sister left the house
 - e. why his sister had left the house
10.is not yet known
- a. can be involved in the trade of narcotics
 - b. he is involved in the trade of narcotics
 - c. whether he is involved in the trade of narcotics
 - d. when he is involved in the trade of narcotics
 - e. why is he involved in the trade of narcotics

UNIT 17 CONJUNCTION

a. Conjunction in pair

Bothand.....	= baik.....maupun.....
Not only.....but also.....	= tidak hanyatapi juga.....
Neither.....Nor.....	= baik.....ataupun.....tidak.....
Either.....Or.....	= baik.....atau.....

b. Konjungsi bertingkat

Because = as = since = for	= karena (di ikuti oleh kalimat)
Because of = due to	=karena (di ikuti oleh frase)
Although = even though = though	= meskipun (di ikuti oleh kalimat)
Despite = in spite of	= meskipun (di ikuti oleh frase)
Nevertheless = however = all the same	= namun demikian
Consequently = as a result	= akibatnya
In the meantime = meanwhile	= sementara itu
In order that = so that	= agar supaya
Hence = therefore	=oleh karena itu
Accordingly	= karena itu
Otherwise	= jika tidak
Incase	= kalau-kalau
Namely	= yaitu
So + ...Adjective.....+ that Adverb	= begitu sehingga
Such + adjective + noun + that	= sehingga

Exercise

Choose the best answer from the multiple choices below!

1.his good performance, he is always nervous in doing something
- unless
 - although
 - instead of
 - even though
 - despite

2. Mr. Sapto has a good position in his companyhe has a good salary
 a. therefore b. although c. but
 d. otherwise e. when
3. My mother was very angry I came lateshe listen carefully my explanation
 a. since b. so c. because
 d. however e. as soon as
4.she likes him very much, she always pretends to ignore him
 a. since b. because c. whereas
 d. even though e. however
5. The murder suspects wanted to tell the police the truth;they were afraid
 a. so b. nevertheless c. otherwise
 d. moreover e. therefore
6. my uncle doesn't earn much;he can send his children to college
 a. and b. so c. however
 d. hence e. therefore
7.I can drive, I often ask my brother to drive me to city
 a. since b. when c. whether
 d. because e. although
8. I told Tommy to take the test seriouslyhe would fail
 a. for b. so c. and
 d. or e. but
9. A lunar eclipse occursthe earth passes between the sun and the moon, causing the moon to become dark
 a. after b. even though c. so that
 d. in order that e. when
10. Come at 7 tomorrowwe will leave without you
 a. and b. but c. therefore
 d. or e. so

Exercise 2

Complete the following sentences by using your own words!

1. I had a cold but I..... anyway

2. Although I didn't study I
3. I didn't pass the test because
4. I studied; however
5. If I study for the test I
6. Even if I study
7. I have to study so that
8. I will have a test tomorrow, hence
9. I ride my motor fast; consequently
10. I was studying in my room; in the meantime my sister

UNIT 18
PRONOUN

Personal pronoun	Possessive	Reflexive pronoun
------------------	------------	-------------------

S	O	Adjective	Pronoun	
I	Me	My	Mine	Myself
You	You	Your	Yours	Yourself/your
They	Them	Their	Theirs	selves
We	Us	Our	Ours	Themselves
He	Him	His	His	Ourselves
She	Her	Her	Hers	Himself
It	It	Its	-	Herself itself

SUBJECT PRONOUN

Rule 1:

Subject pronoun as subject

They are wearing a good shirt

She walks to school everyday

Rule 2:

Use subject pronoun in compound subject

My sister and I visited my grandparents yesterday

She and he decide to get married early

Rule 3:

Use subject pronoun after (to be): is, am, are, was, were, be, been)

It was I who came or I was the one who came

It is she or she is here

Rule 4:

Use subject pronoun after *than* or *as*:

I play the music better than he (play)

She is happy as I (am)

OBJECT PRONOUN

She met me at mall last week

I saw her in front of my house

POSSESSIVE PRONOUNS

- To show possession function as adjective followed by noun

I borrow his book to make a small note

She takes my bag

- Possessive pronouns as adverb

This book is mine

The card is hers (bukan: the card is hers')

1. Demonstrative Pronouns (kata penunjuk)

Singular	Plural
This book	These books
That book	Those books

Examples:

- This book is mine
- These books are mine
- That book belongs to my sister
- Those books belong to my sister
- Those books have been borrowed by Amir for three weeks

2. Indefinite Pronoun (kata ganti tak tentu)

- one (orang), someone (seseorang), no one (tak seorangpun), none (tak ada orang/benda), every one (setiap orang)
- something (sesuatu), nothing (tak satupun), anything (apa saja), everything (segalanya).
- Each, every, either (keduanya), neither (tidak keduanya)

3. The use of *other*

Another = masih ada pilihan

The other = pilihan terakhir (tahu pasti jumlahnya)

Other = tidak tahu jumlahnya

Each other = saling

Examples:

Look at your hand. There is a total of five fingers. One is your thumb another is your index finger another one is your middle finger another Finger is your ring finger the other finger is your little finger

Exercises:

Answer these questions below!

1. Did you bring (any, some) cooking oil?
2. My grandfather has five cows. (both, all, each) of them are fat and clean
3. I don't remember where I am. But I am sure it is ... (somewhere, anywhere, every time) here
4. Ani, can you ask your brother here?. Because I want to meet ... (he, his, him, her)
5. Here is ... (any, some) books for your reading.
6. I don't need your help. I can do it by ... (yourself, myself, himself, mine)
7. The building is very high. ... (it, he, its, they) looks wonderful
8. I don't bring my pen. Would you lend me ... (mine, yours, your, his)
9. I have a book. This is(mine, my, her, his, myself) best book
10. Tono and I are students. ... (we, he, you, I) go to school together

II. Error Analysis

1. People in Madura plant tobacco. He plant it every year
2. We can do this work by us
3. Ali's grandfather is a farmer. They usually take fruit, vegetables to his house
4. After getting medicine from a doctor. Him finally can see clearly
5. I am really glad to meet he in this wonderful party. I can't imagine before

Mr. Broke adalah seorang pemberani. Dia menyeberangi lautan yang luas sendiri. Anak buahnya selalu menemaninya. Ada 3 orang anak buahnya. Seorang berumur 20 tahun, satunya 30 tahun dan yang terakhir berumur 35 tahun. Tak seorangpun menolak perintah Mr. Broke. Mereka selalu sibuk dengan tugas mereka sendiri. Mr. Broke memiliki seorang putri dan dua anak laki-laki. Mereka selalu menemani ayah mereka kemanapun pergi. Istri Mr. Broke sudah beberapa tahun yang lalu. Dia sangat mencintai istrinya

UNIT 19

ADVERB

Adverb is a word function as explaining verb. The following are some examples of adverb:

1. Manner (cara) : fast, hard, well, happily, easily etc.
2. Place (tempat) : by, down, here, there etc.
3. Time (waktu) : now, then, today, yesterday etc.
4. Frequency (kekerapan) : always, often, twice, never etc.
5. Sentence : actually, definitely, apparently, obviously etc.
6. Degree (tingkat) : fairly, quite, hardly etc.
7. Interrogative : when, where etc.
8. Relative : which, that, who etc.

The position of adverb

- a. In the middle of sentence (before verb)
 - He suddenly fall of
 - We have never met again
- b. In the ending of sentence (pada akhir kalimat)
 - He cried loudly
 - He can do that well
- c. In the beginning of sentence
 - Quickly he ran a way
 - Yesterday I had a bad cold

Exercises:

Error analysis:

1. After only six months in the United States, Jack Understood every one perfectly
2. Please do exact job for me
3. Fastly he ran in the competition
4. A symbol of the ancient competition, the Olympic game flame burns continuous throughout the games
5. Passengers travel comfortable and safe in the Garuda Air Lines
6. The medication relieves headaches fastly
7. The team is hard player

8. Although he tried as hard as he could, he couldn't win the race
9. My family visits my uncle's village sometimes
10. Broad speaking, curriculum includes all experiences which the students may have within the environment of the school

Choose the correct answer from the options in the bracket!

1. George is (careless, carelessly) writer. He writes (careless, carelessly)
2. Frank asked me an (easy, easily) question. I answered it (easy, easily)
3. Sally speaks (soft, softly). She has a (soft, softly) voice
4. I entered the room (quiet, quietly) because I was late
5. He can run (fast, fastly). So everyone calls him (fast, fastly) runner
6. He can catch the mouse (easy, easily)
7. She is able to finish the job (well, goodly)
8. Andi is a (good, well) student at his school
9. She tried to be a (professional, professionally) actor
10. It is a (hard, hardly) time for Indonesian because the increase of oil prices

Translate into English!

1. mereka bekerja dengan giat setiap hari
2. saya terkenal sebagai siswa yang pandai di sekolah
3. Ani memiliki suara yang sangat merdu
4. Kepala Sekolah adalah orang yang bijaksana dalam memberikan keputusan
5. kami menerima dengan senang hati untuk belajar di SMA Alfalah
6. kami mengerjakan soal itu dengan hati-hati
7. andi adalah anak pemalas dan ceroboh

UNIT 20
SINGULAR PLURAL

-S/-ES

Noun + -S Noun + -ES	Friend= singular friends= plural Class= singular classes= plural
Spelling -s/es Sing sings Song songs	
Wash washes Watch watches Class classes Buzz buzzes Box boxes	-es can be added to the words ending -sh, -ch, -s, -z, dan -x
a. Toy toys Buy buys b. Baby babies Cry cries	Words ended -y: 9. if -y preceded by vocal, add - s 10. if -y preceded by consonant,- y is changed into -i dan -es

Irregular plural

- | | |
|---------------|------------------|
| a. man – men | child – children |
| mouse – mice | foot - feet |
| woman-women | ox – oxen |
| goose - geese | tooth – teeth |

Some nouns that can be *singular or plural* are:

deer fish means series sheep species

Countable noun

	Singular	Plural	
Count noun	A chair One chair	Chairs Two chairs some chairs many chairs	A count noun: 1. Preceded by <i>a/an</i> to show singular 2. Use -s/es in plural

Non count	Furniture Salt, rice, money, water, meat etc.		A noncount noun: 1. cannot be precede by a/an 2. doesnot have plural form
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Adverb of quantity

Expression of quantity	Used with count nouns	Used with noncount nouns
One Each Every	One apple Each apple Every apple	
Two Both A couple of A few Several A number of Many	Two apples Both apples A couple of apples A few apples Several apples A number of apples Many apples	
A little Much A great deal of		A little rice Much rice A great deal of rice
Not any/no Some A lot of Lots of Plenty of Most All	Not any/no apples Some apples A lot of apples Lots apples Plenty of apples Most apples All apples	Not any/no rice Some rice A lot of rice Lots rice Plenty of rice Most rice All rice

Choose the correct answer below!

1. There (*isn't, aren't*) any letters in the mail for you today.
2. There (*isn't, aren't*) any mail for you today.
3. There (*is, are*) a lot of problems in the world.
4. There (*is, are*) a fly in this room. Where's the flyswatter?
5. There (*is, are*) over 600,000 kinds of insects in the world.
6. How many kinds of birds (*is, are*) there in the world?
7. Why (*isn't, aren't*) there a hospital close to those villages?
8. There (*is, are*) a green pen on Tom's desk.
9. There (*is, are*) a blue pen and a yellow notebook on Sue's desk.
10. There (*is, are*) some pens and notebooks on Jack's desk.

Choose the correct answer from the options below!

1. There is many people come to visit her house which is burnt
 A B C D
 2. Look! There are so many mouses over there. they are looking for
 A B C D
- cheese
3. She always washes her dress every day
 A B C D
 4. We are very glad because we can see many the beautiful beach where
 many child play
 A B
 C D

5. There are a lot of moneys which we can see in the Bank
 A B C D
6. I saw a women walking alone yesterday
 A B C D
7. Because she is left by her husband, she always crys every day
 A B C D
8. We got a lot of fishes in that lake yesterday
 A B C D
9. I have two pen which I put in my bag
 A B C D
10. Ani always watches TV every night in her room
 A B C D

UNIT 21

TRANSITIVE AND INTRANSITIVE

Transitive verb is a verb that needs object. While, Intransitive Verb is verbs that have no object.

Transitive			Intransitive		
Raise	Raised	Raised	Rise	rose	risen
Tom raised his head			The sun rises in the east		
Set	set	set	Sit	sat	sat
I will set the book on the desk			I sit in the front row		
Lay	laid	laid	Lie	lay	lain
I am laying the book on the desk			He is lying on his bed		
Hang	hung	hung			
I hung my clothes in the closet					
Hang	hanged	hanged			
They hanged the criminal by the neck until he was dead					

Choose the best answer in the bracket!

- the students (raised, rose) his hand in class
- hot air (raises, rises)
- Ann (set, sat) in a chair because she was tired
- I (set, sat) your dictionary on the table
- Hens (lay, lie) eggs
- Ali is (laying, lying) on the grass in the park right now
- Jan (laid, lay) the comb on top of the dresser a few minutes ago
- if you are tired, you should (lay, lie) down and take a nap
- San Francisco (lay, lies) to the North of Los Angeles
- We (hanged, hung) the picture on the wall

UNIT 22
CAPITAL LETTER

The main function of capital letter

- The first word in a sentence or direct quotation

2. The name of person and word *I*
3. The name of certain place and institution
4. The name of month, day, dan holiday
5. The name of commercial product
6. Title of book, magazine, newspaper, article, story, poem, movie, television show, and song
7. The name of company, club or organization, polotical and religious group, etc..

THE FIRST WORD IN A SENTENCE OR DIRECT QUOTATION

The driver said, "Take him to the car."

"If you come early," said Ani, "call me. I'll meet you there."

Note: in the second example, *If* and *I'll* use capital letter because starting a new sentence. While *call* does not use capital letter, because it is not a part of the first sentence.

THE NAME OF PERSON AND WORD *I*

Last week, I saw a movie which was very interesting
Robin is my best friend at school

THE NAME OF CERTAIN PLACE AND INSTITUTION

Andi was dropped out of Al Falah Senior High School, now he is
working
at Royal Plaza Hypermarket

But: use small letter if it is not mentioning certain or specific name

Andi was dropped out of senior high school, now he is working
at hypermarket

THE NAME OF MONTH, DAY, DAN HOLIDAY

I took my holiday on Sunday in August, the day before Independence Day.

But: use small letter to the name of season: spring, fall, summer, winter, wet, and rainy

Many farmers plant the crop in the rainy season

THE NAME OF COMMERCIAL PRODUCT

My brother knows everything about Diet Pepsi and McDonald's hamburger

But: use small letter to show the types of the product (hot dogs, cat food, hamburger, etc.)

TITLE OF BOOK, MAGAZINE, NEWSPAPER, ARTICLE, STORY, POEM, MOVIE, TELEVISION SHOW, AND SONG

I read the book The Davinci Code, by Dan Brown
In the lobby, i read Jakarta Post and Times
I like to listen Jablai, which is sung by Titi Kamal

THE NAME OF COMPANY, CLUB OR ORGANIZATION, POLITICAL AND RELIGIOUS GROUP, AND OTHER ORGANIZATION

Ahmad is a Moslem, but his wife is Catholic
The Al Falah Debate Club always wins the competition

Error Analysis

Find the wrong words and rewrite the right answer!

1. In our class, every students must submit the article in the nurani
2. When i went to malang, I saw a lot of Beautiful places
3. We watched lake house at royal plaza last night
4. I was born in jauary 12, 1983
5. I drink coca cola to fresh my throat
6. Most of students are from al falah junior high school
7. Al Falah Senior High School is located on Jl. Ketintang Madya Surabaya
8. "when you will come,"asked Andik. i can pick you up
9. I know that tamara is an expensive actress in Indonesia
10. Joe Naples is a roman catholic, but his wife is jewish

B. Capital Letters is also used in the following

1. Nama yang menunjukkan hubungan kekeluargaan
2. Titel/gelar seseorang dengan mengikutkan namanya
3. Nama mata kuliah khusus
4. Bahasa
5. Lokasi geografis
6. Periode dan kejadian bersejarah
7. Ras, negara, dan kebangsaan
8. Pembuka dan penutup surat

NAMA YANG MENUNJUKKAN HUBUNGAN KEKELUARGAAN

All his life, Father has been addicted to drugs

Aunt Anna and Uncle Didin bought a new car yesterday

Tetapi: jangan menggunakan mother, father, grandmother, uncle, aunt dsb.

Ketika diawali oleh

(possessive) kepunyaan. Seperti: my, your, his, her dsb.

All his life, my father has been addicted to drugs
my aunt and my uncle bought a new car yesterday

GELAR SESEORANG YANG DIKUTI NAMA

I sent a letter to Senator Mc Chatty last Friday
Dr. Handoko is a specialist of eyes

Tetapi: gunakan huruf kecil ketika tidak diikuti nama

I sent a letter to senator last Friday
I go to the doctor to check my eyes

NAMA MATA KULIAH KHUSUS

The college offers evening sections of Introductory Psychology I,
Abnormal Psychology,
Psychology and Statistics, and Educational Psychology.

Tetapi: gunakan huruf kecil untuk mata kuliah atau pelajaran secara umum
The college offers evening sections of many psychology courses

LANGUAGES

My grandfather can speak Japanese well

LOKASI GEOGRAFIS

He grew up in the Midwest but moved to the South

Tetapi: gunakan huruf kecil untuk menunjukkan arah

Walk along this street and turn south on Jl. A. Yani

PERIODE ATAU PERISTIWA BERSEJARAH

During Imperialism, most of Indonesian were killed

RAS, NEGARA, dan KEBANGSAAN

Tita has lived on army basis in Indonesia, Japan, and Germany
The cruel is often identified to Madurese

PEMBUKA dan PENUTUP SURAT

Dear Sir:

Dear Ms. Hertati

Sincerely yours:

Truly yours:

Tetapi: huruf besar dipakai hanya pada kata pertama dalam surat penutup

Error Analysis:

1. During world war II, many americans were afraid that the japanese would invade California
2. On their job site in korea, the french, swiss, and chinese coworkers used English to communicate
3. When uncle hans got the bill from his doctor, he called the American Medical Association to complain
4. dr. Tambuan is one of specialist of ears
5. A new restaurant featuring indonesian cuisine has just opened on the south side of the city
6. For her fortieth birthday, my Uncle got a special prize from aunt diana
7. Saul Rubin tells about various Unusual Museum in his book
8. The course provides more about Science Subjects
9. I am interested in studying tenses and quotation mark in English
10. You can walk three blocks of South

UNIT 23

NUMBER

Step 1: number that is not more than two digits should be spelled out. While number that has more than two digits is written in number

I have **twenty two** cookbooks at home

She takes **thirty five** days for holiday
Nearly **175** students attended the lecture

Step 2: consistent to use number and spelling

After the storm, the maintenance workers unclogged 45, removed 234 broken tree limbs, and rescued 4 kittens who were stuck in a drainpipe

Step 3: use number to show date, clock, address, percentage, page and chapter of a book.

The celebration will be held on September 28, 2007

I usually go to the bed at 9:00 p.m. (but: when use o'clock, it should be spelled out.(I usually go to the bed at 9:00 o'clock)

The school is located at 23 West 52d Street

Almost 93 percent pass the test

The teacher asks me to open page 235

Error analysis

Cross out the mistakes in numbers and write the corrections

1. We expect to have fifty percent of the work completed by March tenth
2. Lecturer asked me to review his explanation on page twenty
3. There were twenty two men wounded, 3 cars broken, and 12 women dead in the accident yesterday
4. I always get up at 5:00 o'clock every day
5. The supermarket will be located at twenty five A. Yani Street
6. Nearly five thousands and fifty two students fail final examination
7. The name of the murderer is revealed in Chapter 8 on page 236
8. When you take the skin off a piece of chicken, you remove about 40 percent of the fat
9. The burglary was committed on October 30, 1995
10. Before I went to bed, I set my alarm for 6:45 A.M

UNIT 25 PARARRELISM

Pararrel structure shows the similarity of forms in a sentence

PARARREL - IN SERIES

Jean is smart, diligent, and talented
Mr. Hadi enjoys teaching and writing

PARARREL - AFTER CORRELATIVE CONJUNCTION

bothand
Not onlybut also
Eitheror
Neither.....nor

Error Analysis

1. We are indebted to the Arabs not only for reviving Greek works but also they introduced useful ideas from India
2. George Kaufman distinguished himself as a newspaperman, a drama critic, and he was a successful playwright
3. Both plants and animals have digestive systems, respiratory systems, and reproduce
4. The kidneys both eliminate water and salt
5. A century ago in America, all postal rates were determined not by weighing the mail but measuring the distance that the mail had to travel
6. She is not only famous in the United States but also abroad
7. The exam tested both listening and to read
8. Both historically and geographical, Ontario is the heartland of Canada

9. Tobacco was considered a sacred plant, and it was used to indicate friendship and concluded peace negotiations between Native Americans and whites
10. To apply for a passport, fill out the application form, attach two recent photograph, and taking it to your local passport office
11. Microwaves are used for cooking, for telecommunications, and also medical diagnosis is made from them
12. A person who purchases a gun for protection is six times more likely to kill a friend or relative than killing an intruder

PARARELLISM

1. The committee decided to cancel its law suit, to approve the contract, and that it would adjourn the meeting.
A B C
D
2. Air travel is fast, safe, and it is convenient.
A B C D
3. To control quality and making decisions about production are among the many responsibilities of an industrial engineer.
A B C D
4. Dr. Riris, the first woman elected president at the university, was intelligent, capable, and awareness of the problems to be solved.
A B
C D
5. The insurance program used to include not only employees but their families.
A B C
D

AGREEMENT

1. If one doesn't respect for himself, you can not expect others to respect him.
A B C D
2. Those of us who belong to the National Association for Foreign Student Affairs shouldhave their memberships renewed in September.
A B C D
3. Both Andi and I is required to attend the meeting at the school.
A B C D
4. There have been little rain in the last twenty-four-hour period because of a high pressure- area over most of the state.
A B C D
5. Everyone who takes the examination will receive their score reports in six weeks.
A B C D
6. The popularity of MU players were increasing significantly by playing of the World Cup in cities throughout the country in 1994.
A B C D
7. Benjamin Franklin strongly objected to the eagle's being chosen as the national bird because of their predatory nature.
A B CD
9. Neither of the two alternatives that had been outlined at the last meeting were acceptable to the executive committee.
A B C D

VERB

Choose the best answer from the following options!

1. Ali's doctor insistsfor a few days.
 - a. That he is resting
 - b. His resting
 - c. Him to rest
 - d. That he rest
2. I don't like iced tea, and
 - a. He doesn't too
 - b. Either doesn't he
 - c. Neither does he
 - d. He doesn't neither
3. Since your roommmate is visiting her family this weekend,you like to have dinner with us tonight?
 - a. Will
 - b. Won't
 - c. Do
 - d. Would't
4. If itso late, we could have coffee
 - a. Wasn't
 - b. Isn't
 - c. Weren't
 - d. Not be
5. Tommy had his big brotherhis shoes for him
 - a. To tie
 - b. Tie
 - c. Tied
 - d. Tying
6. His english teacher recommends that hea regular degree program.
 - a. Begin
 - b. Begins
 - c. Will begin
 - d. Is beginning

7. Your mother and I are looking forwardyou
 - a. Of seeing
 - b. For seeing
 - c. To see
 - d. To seeing
8. The brakes need
 - a. Adjusted
 - b. To adjustment
 - c. To adjust
 - d. Adjusting
9. Are you sure Mss. Jamilahuse the new equipment?
 - a. Knows to
 - b. Knows the
 - c. Knows how to
 - d. Knows how
10. Mary and John to the parties at the Student Union every Friday.
 - a. Used to go
 - b. Use to go
 - c. Are used to go
 - d. Were used to go
11.you rather sit by the window?
 - a. Don't
 - b. Will
 - c. Wouldn't
 - d. Won't
12. After he had researched andhis paper, he found some additional materials that he should have included.
 - a. Wrote
 - b. Written
 - c. Writing
 - d. Have written
13. Almost everyone failsthe driver's test on the first try.
 - a. Passing
 - b. To have passed

- c. To pass
 - d. In passing
14. Mike had hopedhis letter.
- a. Her to answer
 - b. That she answer
 - c. That she would answer
 - d. Her answering
15. Excuse me, but it time tyo have your temperature
- a. Taking
 - b. To take
 - c. Taken
 - d. Take

PRONOUN

1. Tio is the only foreignerI saw at he convention.
- a. Whom
 - b. Which
 - c. Who
 - d. What
2. They forgot aboutthem to join us for lunch.
- a. Us to ask
 - b. Us asking
 - c. Our asking
 - d. We asking
3. our host family always invites my roommate andto their house on Sundays.
- a. me
 - b. my
 - c. I
 - d. Mine
4. Do you know the womanwas hurt in the accidents?
- a. Which
 - b. Whom
 - c. Who

- d. Whose
5. A few ofare planning to drive to Florida during spring break.
- We girls
 - Us girls
 - Girls we
 - Girls

NOUN

- Please go toto pick up your ID card.
 - Third window
 - The window three
 - Window third
 - The third window
- May I have twoinstead of beans, please?
 - Corn's ear
 - Ear of corns
 - Corn ears
 - Ears of corn
- If you want to find good information about graduate programs in the United States, look inof the *College Blue Books*.
 - volume two
 - volume second
 - the volume two
 - second volume
- Let's buy our tickets while I still haveleft.
 - a few money
 - a little moneys
 - a few dollars
 - a few dollar
- The assignment for Monday was to read in your textbooks.
 - chapter tenth

- b. the chapter ten
 - c. chapter the tenth
 - d. the tenth chapter
6. I always put my bestin a safe-deposit box.
- a. jewelries
 - b. jewelry's pieces
 - c. pieces of jewelry
 - d. piece of jewelries
7. John F. Kennedy wasof the United States.
- a. the thirty-five president
 - b. the thirty-fifth president
 - c. the president thirty-fifth
 - d. president the thirty-five
8. I will needabout the climate before I make a final decision.
- a. a few informations
 - b. a few information
 - c. a little informations
 - d. a little information
9. We don't havetonight
- a. many homeworks
 - b. much homeworks
 - c. many homework
 - d. much homework
10. It's a shame that you havetime in New York on the hour.
- a. so few
 - b. so little
 - c. a few
 - d. a little

MODIFIERS

1. She hasn't seen her familythree years ago.
 - a. since
 - b. for
 - c. from
 - d. before

2. Just put your coat in.....
 - a. the hall closet
 - b. the closet of the hall
 - c. the hall's closet
 - d. hall closet

3. This drink tastes a littleto me.
 - a. strongly
 - b. so strong
 - c. strong
 - d. too much strong

4. I like these dishes, butis a little too small.
 - a. the tea cup
 - b. the cup of tea
 - c. the tea's cup
 - d. the cup for the tea

5. My sister has ababy.
 - a. two-months-old
 - b. two-month-olds
 - c. two-months-olds
 - d. two-month-old

6. Our reservations are for
 - a. sixth June
 - b. six June
 - c. the sixth of June

- d. the six of June
7. They listenedwhile the examiner gave them the directions for Part I.
- attentive
 - attentively
 - attentiveness
 - attention
8. The cookies that you sent over werethat I ate them all.
- very good
 - too good
 - so good
 - good
9. You can give me a receipt if you want to, but your word isfor me.
- enough good
 - good as enough
 - good enough
 - good than enough
10. I don't understand how John could have madein Judgement.
- such big mistake
 - such a big mistake
 - so a big mistake
 - so big mistake

