

ENGLISH for PROFESSIONAL USE



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INTRODUCTION

English For Professional Use is a handbook for UWIKA students, who are taking English as basic subject. This book is designed to learn English language use in real situation. It contains skills in English language namely Reading, Grammar, Writing and Speaking. The texts taken from some articles and other sources.

This book is divided into 8 units containing some activities in English classroom. They are discussion, problem solving, simulation and exercises, etc.. So both lecturers and students can use this book step by step and get full understanding for the content of the book.

Surabaya, 22 July 2014

Compiler

TABLE OF CONTENT

UNIT 1 COMPANY PROFILE	4
UNIT 2 MARKETING AND SALES	8
UNIT 3 RECRUITMENT	15
UNIT 4 PART TIME JOB	22
UNIT 5 COSTUMER SATISFACTION	29
UNIT 6 THE IDEAL SECRETARY	33
UNIT 7 OPPOSITE ATTRACT	43
UNIT 8 BUSINESS LETTER	57
REFERENCES	

UNIT 1

COMPANY PROFILE



PERTAMINA is a State Owned oil & gas company (National Oil Company), _____(1) on December 10, 1957 under the name PT PERMINA. In 1961 the company _____(2) its name to PN PERMINA and after the merger with PN PERTAMIN in 1968 it became PN PERTAMINA. With the _____(3) of Law 8 of 1971 the company became PERTAMINA. This name _____(4) until after

PERTAMINA changed its legal status to PT PERTAMINA (PERSERO) on October 9, 2003.

PERTAMINA's scope of business _____(5) the upstream and downstream sectors. The upstream sector covers oil, gas and geothermal energy exploration and production both domestically and overseas. The foregoing is pursued through own operations and through partnerships in the form of joint operations with JOBs (Joint Operating Bodies), TACs (Technical Assistance Contracts) and JOCs (Joint Operating Contracts), whereas the downstream sector _____(6) processing, marketing, trading and shipping. Commodities produced range from Fuel (BBM) and Non Fuel (Non BBM), LPG, LNG, petrochemicals to Lube Base oil.

With the enactment of the Law of the Republic of Indonesia No. 22 of 2001 on November 23, 2001 relating to Oil and Gas, Law No. 8 of 1971 relating to the State Oil and Gas Mining Company was declared void. In accordance with the provisions of Law No. 22 of 2001, PERTAMINA was _____(7) into a Public Liability Company (Persero) designated PT. PERTAMINA (PERSERO) under Government Regulation No. 31 of 2003. All existing PERTAMINA provisions including its structural organization, employment guidelines and procedures as well as other matters associated with its duties and responsibilities, unless such matters are in contravention of the said Government Regulation, are declared to continue in force until the Company provides otherwise.

PT PERTAMINA (PERSERO) was established under Notarial Deed of Lanny Janis Ishak, SH No. 20 of September 17, 2003, and _____(8) by the Minister for Law & Human Rights under Decision No. C-24026 HT.01.01 on October 9, 2003. The above proceeded in accordance with the provisions set forth in Law No. 1 of 1995 relating to Limited Liability Companies, Government Regulation No. 12 of 1998 relating to Public Companies (Persero), and Government Regulation No. 45 of 2001 relating to Amendment to Government Regulation No. 12 of 1998.

Consistent with its deed of establishment, the objective of the PERSERO is to _____(9) in oil and gas exploitation, domestically and overseas, as well as in other exploitation associated with or supporting oil and gas operation.

<http://www.pertaminaracing.com/profile/2/Company+Profile>

A. Fill the blank sentences with the words provided!

- | | | |
|-------------|----------------|-----------------|
| a. Includes | d. transformed | g. Persisted |
| b. Changed | e. ratified | h. Incorporates |
| c. Engage | f. Established | i. Enactment |

B. WHAT DOES SHE LOOK LIKE?

Description people

- Mr. Priyo : Hello. How are you Mrs. Kristin
 Mrs Kristin : I am fine, thank you. And you
 Mr. Priyo : I am fine too thanks. Did you see “Peterpan” concert last night
 Mrs Kristin : off course I did. Because I like the vocalist very much
 Mr. priyo : what does he look like?
 Mrs Kristin : oh. He is handsome. He has a straight black hair. His nose is pointed.
 Mr Priyo : is he tall with glasses?
 Mrs Kristin : no. he is not tall. He is about average. He does not wear glasses
 Mr Priyo : ok Mrs Kris. I have to teach now. See you later
 Mrs Kristin : see you

Grammatical focus

Describing people

What does she/he look like? He is quite tall
 He has long black hair

What is she like? He is nice person
 He is patient

Here are some of the features we commonly mention

Height : *quite tall, quite short, average height, tall*

Hair color : *light brown dark brown, blonde, red, auburn, black*

Hair style : *short, long, straight, curly, wavy, bald*

Face : *small eyes, large eyes, round eyes, round face, oval face*

Pointed nose, flat nose, thin lips, thick lips, beard, moustache

Skin : *Dark complexion, fair complexion, scar*

Discussion

1. Divide class in to five groups in pairs
2. Make a description of a famous person for each group
3. When a group presents the description, the others will guess who he/she is.

GRAMMATICAL CONSTRUCTION

C. PRONOUN

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

1. SUBJECT PRONOUN

Rule 1:

subject pronoun as subject

They are wearing a good shirt

She walks to school everyday

Rule 2:

use subyek pronoun as compound subject

My sister and I visited my grandparents yesterday

She and he decide to get married early

Rule 3:

Use subject pronoun after be (tobe): 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)

2. OBJECT PRONOUN

She met me at mall last week
I saw her in front of my house

3. POSSESSIVE PRONOUNS

- function as an adjective followed by Noun
I borrow **his** book to make a small note
She takes **my** bag
- function as adverb
This book is **mine**
The card is **hers**

4. Demonstrative Pronouns

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

5. Indefinite Pronoun

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

6. The use of other

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
6. she can't find her book everything
7. I come to this show late, so you can't get front seat
8. Ali fells that he can't meet her parents after trying to look for them for a long time
9. I have been looking for you something
10. we have two pencils. One is red and other is blue



UNIT 2

MARKETING & SALES

Once you've completed the Service or Product Line section of your plan, the next part of your business plan should focus on your marketing and sales management strategy for your business.

Marketing is the process of creating customers, and customers are the lifeblood of your business. In this section, the first thing you want to do is define your marketing strategy. There is no single way to approach a marketing strategy; your strategy should be part of an ongoing business-evaluation process and unique to your company. However, there are common steps you can follow which will help you think through the direction and tactics you would like to use to drive sales and sustain customer loyalty.

An **overall marketing strategy** should include four different strategies:

- A market penetration strategy.
- A growth strategy. This strategy for building your business might include: an internal strategy such as how to increase your human resources, an acquisition strategy such as buying another business, a franchise strategy for branching out, a horizontal strategy where you would provide the same type of products to different users, or a vertical strategy where you would continue providing the same products but would offer them at different levels of the distribution chain.
- Channels of distribution strategy. Choices for distribution channels could include original equipment manufacturers (OEMs), an internal sales force, distributors, or retailers.
- Communication strategy. How are you going to reach your customers? Usually a combination of the following tactics works the best: promotions, advertising, public relations, personal selling, and printed materials such as brochures, catalogs, flyers, etc.

After you have developed a comprehensive marketing strategy, you can then define your sales strategy. This covers how you plan to actually sell your product.

Your **overall sales strategy** should include two primary elements:

- A sales force strategy. If you are going to have a sales force, do you plan to use internal or independent representatives? How many salespeople will you recruit for your sales force? What type of recruitment strategies will you use? How will you train your sales force? What about compensation for your sales force?
- Your sales activities. When you are defining your sales strategy, it is important that you break it down into activities. For instance, you need to identify your prospects. Once you have made a list of your prospects, you need to prioritize the contacts, selecting the leads with the highest potential to buy first. Next, identify the number of sales calls you will make over a certain period of time. From there, you need to determine the average number of sales calls you will need to make per sale, the average dollar size per sale, and the average dollar size per vendor.

<https://www.sba.gov/content/marketing-sales-management>

A. Answer the questions below based on the text above!

1. What is the main information of the text above?
2. What is marketing? Clarify your answer and give examples if necessary!

3. What are differences between marketing and sales?
4. What are four marketing strategies mentioned above?
5. What are sales strategies?

The difference between marketing, advertising and sales

Marketing is the activity, set of institutions, and processes for creating, communicating, delivering, and exchanging offerings that have value for customers, clients, partners, and society at large.” – American Marketing Association.

Advertising is the paid, public, non-personal announcement of a persuasive message by an identified sponsor; the non-personal presentation or promotion by a firm of its products to its existing and potential customers.” – About Money

A sale is the act of selling a product or service in return for money or other compensation. Signaling completion of the prospective stage, it is the beginning of an engagement between customer and vendor or the extension of that engagement.” – Dictionary.com

B. TALKING ABOUT DAILY LIFE

Dialogue

- Ani : hi Ali, good morning
 Ali : good morning
 Ani : you always come early. What time do you get up?
 Ali : I usually get up at 4.15 o'clock. Then I take a bath and prepare to school
 Ani : what about your little sister?
 Ali : she sometimes gets up at 5 o'clock. And what about you?
 Ani : I sometimes get up at 4 then I pray subuh after that I help my Mom to prepare our breakfast and take a bath then. How do you get school, Ali?
 Ali : I go to school on foot. And you
 Ani : my father always take me to school
 Ali : ok Ani. It is time to have a class. Have a nice day
 Ani : thanks you. And have a nice day too

Grammatical focus

- What time do you get up | I get up at
- Have breakfast
- Go to school
- How do you go to school? | I go to school by
- What do you do in the afternoon? | I usually

C. TENSES

1. SIMPLE PRESENT TENSES

PATTERN :

- (+) Subyek + VI+ s/es *
- (-) Subyek + do/does + not + VI + O
- (?) Do/does + Subyek + VI + O

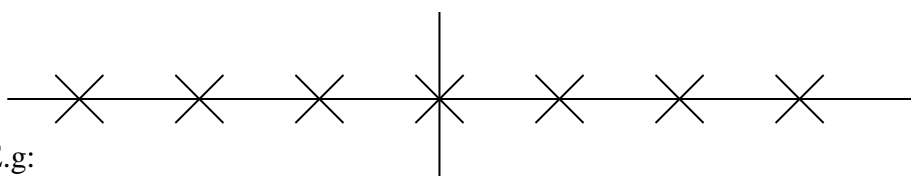
*s/es are added in the third-singular-pronoun She, He, It.

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 requirements 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 | She boxes these pencils |
| 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

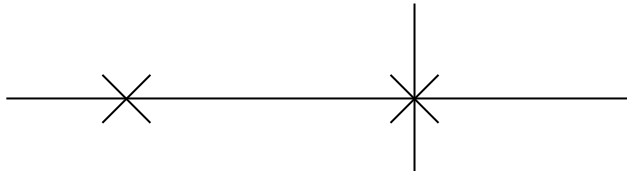
(?) To be + S + V ing + O + ?

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 quite! 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

a. 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.

b. 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*)

_____.

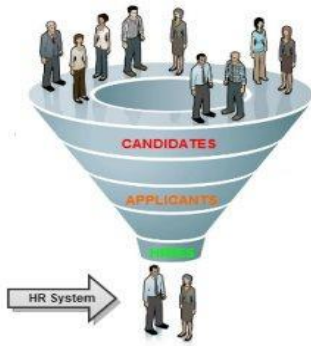
4. A: (*Hear, you*) _____ what she just said?

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.

UNIT 3 RECRUITMENT



B. Warming Up

1. READ THE FOLLOWING STATEMENTS ABOUT PREPARING A RESUME AND WRITE WHETHER YOU AGREE OR DISAGREE WITH EACH ONE. THEN NUMBER THEM IN THE BEST ORDER.

- Always give a current address and phone number.
- tell your friends as references.
- Tell your age and marital status.
- resume all employment experiences.
- Takes reference of personal references.
- Include a brief outline of your interest and hobbies
- outline name and current address, email address, and telephone numbers.
- Outline educational background
- Write down training and courses that you have joined in.

2. Complete the text using words or phrases from the box.

Curriculum vitae (CV) / résumé	interview
Application form	psychometric
Probationary period	covering letter

These days many applicants submit their _____¹ speculatively to companies they would like to work for. In other words, they do not apply for an advertised job but hope the employer will be interested enough to keep their CV on file and contact them when they have a vacancy. When replying to an advertisement, candidates often fill in a / an _____² and write a / an _____³. The employer will then invite the best candidates to attend a / an _____⁴. Sometimes candidates will take a / an _____⁵ before the interview assess their mental ability and reasoning skills. These days it is normal for successful candidates to have a / an _____⁶ in a company. This is usually three or six months; after that they are offered a permanent post.

C. COULD YOU TELL ME THE WAY

Dialogue

Man : Excuse me, how do I get to the ECC, please?
 You : English Conversation Club?
 Man : yes, that's right. I want to register as student in this club
 You : from Plaza Tunjungan you turn right. Turn right in the second turning. You will find post office in the corner. Go straight on. It's about 200 metres.
 Man : thanks a lot.

You : excuse me. Can I get to the Central Department Store this way?
 Man : ah Yes. Turn right, then take the second turning on your left.
 You : is it far?
 Man : it is about 15 minutes walk, that's all
 You : and do you know where the National Bank is?
 Man : yes it is on this street. Keep walking for two blocks and it is on the corner, on the right
 You : thanks you very much
 Man : you're welcome

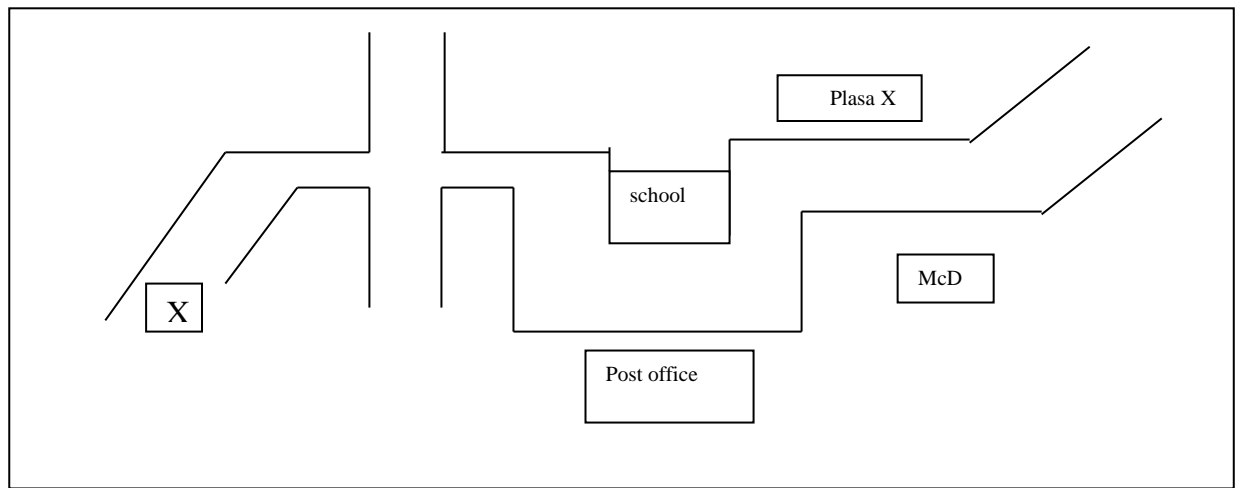
Grammatical focus

Ask the direction
 How do I get to | bus station?
 | ACC?

Do you know where | the nearest bank | is?
 | The post office |

Is it far?
 Near from Plasa Marina?

Your position is in mark X, describe how to get to some places in the map below!



D. TENSES

1. PRESENT PERFECT TENSE

PATTERN :

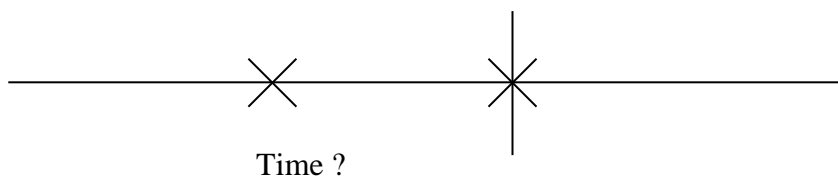
- (+) S + has/have + V3 + O
- (-) S + has/have + not + V3 + O
- (?) Has/have + S + V3 + O

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		

2. PRESENT PERFECT CONTINUOUS TENSES

PATTERN :

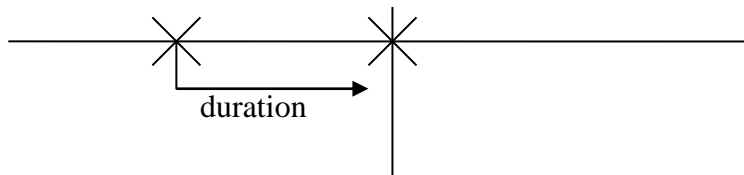
- (+) S + have/has + been + Ving + O
- (-) S + have/has + not + been + Ving + O
- (?) Have/has + S + been + Ving + O

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

E. WHICH DO YOU PREFER?

Conversation 1

Roger : are you doing anything tomorrow night?

Julie : no, nothing. Why

Roger : there will be music concert of Peterpan. Will you enjoy it?

Julie : I'm sorry. I dislike Peterpan.

Roger : which do you prefer? Dangdut or pop?

Julie : I prefer dangdut to pop. And what about you?

Roger : I prefer pop to dangdut. Where will you go anyway?

Julie : I will go to the supermarket.

Roger : well Julie. Thank you and have a nice day

Julie : same on you Roger.

Conversation 2

Joko : what do you prefer living in a boarding house to own house

Ani : I prefer living in my house to boarding house

Joko : why do you choose living in your house?

Ani : because I don't have to wash my dress by myself. I can have my own room, television etc.

Grammatical focus

Asking about likes

Do you like dangdut or pop?
Do you enjoy sinetron programme?
Rock music is pleasant isn't it?

Response

I prefer pop to dangdut
Yes, I do very much
I'm keen on it
It's very enjoyable

I'm sorry I dislike it
No. I am not keen on it
No I think it is awful

Pair up and practice

- talk with your partner about television and the programs you watch.
- ask them how she/he feels it

Types of programme

Films

cowboy	romantic	japanese
sinetron	comedies	hongkong
horror	documentary	French

Music

dangdut	rock	classical	folk
campur Sari	pop	jazz	country and western

Food

Rujak Cingur	soto	rawon
Meatball	pecel	krengsengan

Leisure Activities

Watching TV	cooking and making clothes
Going to the cinema	playing sport
Listening to the radio	visiting art galleries

Pair up and practice

Make group and conversation with the other by using like and dislike

Living In A Flat

- Have to do your own washing
- Have to do your own cooking
- Have to do the house work
- Have to buy household supplies
- Can have a single room
- Can come and go when you wish
- Can have visitors when you wish

Living In A Hostel

- have to share a room
- have to obey the hostel room
- have to eat in the canteen
- can meet many other students
- can have a TV in Living room

F. PREFERENCE

Preference shows choice that someone likes one thing more than the other.

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

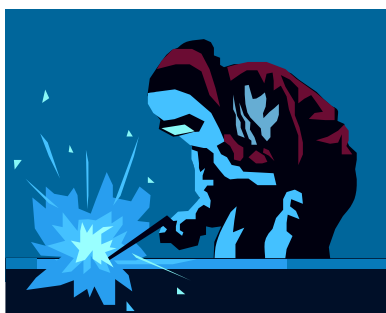
Example :
I would prefer to study rather than see the movie

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 4 PART TIME JOB



Cedric is a 16-year-old junior high school. He is very interested in cars. He just loves 1966 Ford Mustangs, and he wants to buy one and fix it up. His parents do not money, so he decides to get a job after school. He sees in the newspaper that a local-car parts store is looking for a stock boy. He goes to the interview and gets the job. So he works from Monday to Saturday after school. He has a lot of money now but his school has taken a back seat.

Discuss the below question

1. what do you think of Cedric choice?
2. is it ok for the students getting work?
3. what is your action if you are cedric's parents?

Interview the other students and ask the questionnaire below.

Education survey

Circle A (AGREE) or D (DISAGREE) for the following statements

- | | | |
|---|---|--|
| A | D | 1. is it ok for young people with part-time job |
| A | D | 2. if a person has a lot money education is not so important |
| A | D | 3. it is a good Idea to let the students work while they are in junior high school |
| A | D | 4. is it ok to let the students wile they are in the university |
| A | D | 5. parents are responsible for their children future |
| A | D | 6. it is important to use a second language in the school |
| A | D | 7. schools and university should be free |
| A | D | 8. the best way to study is study in a group |

A. CONJUNCTION

1. Conjunction in pair

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

2. 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!

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

PROBLEM SOLVING

STRANDED IN THE DESERT

When you were making an adventure with your friends, you stranded in a desert. You did not know the way to go home. There were no telephone and hand phone. You calculate that you have driven about one hour and fifteen minutes at an average speed of eighty kilometers per hour. You really did not where you must step. Luckily there was some equipment left by your friends.

Because you were just alone you just could take five-equipment provided. Imagine tat in the jungle there are a lot of danger like wild animal. So you must pick appropriate equipment. The equipment is in the below:

- | | | |
|------------------------|-----------------|---------------------|
| - roll of toilet paper | - canned food | - can of gas |
| - dozen eggs | - camping stove | - large knife |
| - book of matches | - flare gun | - gun |
| - first-aid-kit | - compass | - flash light |
| - sleeping bag | - fresh fruit | - torch |
| - tent | - can opener | - beach umbrella |
| - insect repellent | - powder milk | - sun screen lotion |

Words	Meaning English	Meaning Indonesia
Stranded	Left in an area with no way out	Tersesat/terdampar di suatu tempat
Desert	Large, hot, and open area without waters or tress	Padang pasir
Camper	Cars, trucks. etc. traveling on road	Kendaraan untuk bepergian
To break down	Stop working, in need of repair	Rusak, , macet, tidak berfungsi
Traffic	Van or truck equipped for sleeping	
Solution	Answer the problem	Solusi
(to) calculate	Estimate to find out by working with numbers	Mengkalkulasi, menghitung
Intense	High in degree, as heat	Panas
Mess kit	Utensil for cooking and eating in a small pack	Perlengkapan masak untuk acara piknik dsb.
Powdered milk	Dried milk to which water is added for drinking	Susu bubuk
Canteen	Special container to keep liquids hot or cold	Tempat menyimpan barang panas atau dingin

Flare	Device for making fro making a flaming light, used as a signal at night	Bahan dibuat untuk membuat kembang api
Firs-aid-kit	Small box containing emergency medical items	Kotak P3K
Insect repellent	Chemical used to keep insect away	Penolak serangga
Flare gun	Instrument to shoot a flare into the air	Alat untuk menembakkan kembang api
Flashlight	Battery-powered light	Senter
Thermos	Meal container for water	Termos
Compass	Instrument for finding direction	Kompas
Equipment	Utensils, tools needed for a purpose	Perlengkapan atau peralatan dugunakan untuk tujuan tertentu
Sun screen lotion	Liquid to protect the skin from the sun	Losion untuk merawat kulit dari sinar matahari

Class activities

I. Discussion

1. Divide class in to some groups
2. ask a group to represent their choices the others can make question, rebuttal, objection or suggestion
 - calculate the distance and approximate amount of time needed to walk that distance
 - Because of the limitations of space and weight, you can carry only five items
 - Alternative than walking back

3. Review the vocabulary
Memorize the vocabularies and tell your friend

D. 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.:

1. **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

Some of many of most of none of two of both of All of a number of
several off neither of each of

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 5 COSTUMER SATISFACTION



A. Warming Up

1. What makes the difference between good and bad customer service?
2. Have you ever experienced in bad and good customer services? What are they? Mention how to solve them!
3. What should the customer services do to satisfy the customer?
4. Answer the questionnaire. Then discuss your answer with your partner.

Making a customer's choice

- 1** Every month you visit a customer. He works in the centre of a big city, 400 km from you. Options:
a take the train (4 hours)
b go in your car (5 hours)
c take the bus (6 hours)
d hire a car (5 hours).
- 2** You want some new furniture for your office. Options:
a order from a catalogue
b buy it in an office furniture store
c order over the Internet
d ask your assistant to order it for you.
- 3** You are on a business trip for a week. You eat alone every evening. Options:
a order room service
b eat in the hotel restaurant
c eat in a fast-food restaurant
d eat in a local restaurant.
- 4** You are organizing a holiday for a group of Japanese customers. Options:
a a sunshine holiday in the Seychelles
b a holiday in France, visiting castles and eating in good restaurants
c a golfing weekend near the city where you work
d ask the Japanese customers to choose.
- 5** You are organizing a training week for your sales reps. Options:
a a 5-star city centre hotel, two minutes from your company
b a 3-star country hotel, three hours from your company
c two training rooms in your company
d a conference centre in the city centre.
- 6** You invite an American client to dinner. Options:
a a small restaurant with local food and local music
b a big restaurant with international (including American) food
c your home
d the client's hotel.

Customer service and the Internet

TO BUY OR NOT TO BUY ONLINE?

A lot of people think that internet security is the main reason for not buying online. In fact, what stops most people from buying immediately is the desire to compare prices with other websites and problems with Internet connections. There are the results of a survey conducted by *The Times* with Kana, which makes customer service software for business.

PROBLEMS WITH ONLINE SHOPPING

59% percent of shoppers said they had to use a phone to complete a purchase. Almost a half said that the Internet site didn't have their personal details every time the revisited a site. This made ordering much slower. Three-fifths of shoppers said in the future they would stop buying online after a bad service experience. A high number of respondents – one third – said they had 'particularly bad customer service online'.

THE TOP SITES

The most popular online products were books, CDs, and videos (77%), followed by software and computers (56%). Travel came third, with a 47% vote. Grocery sales were at the bottom, with a 20% vote probably because supermarkets don't offer a very good delivery service at the moment.

2) Underline the correct word in italic to complete these statements about the text.

- (1) Computers and software have higher/lower sales than groceries.
- (2) CDs and videos are more/less popular than travel.
- (3) Groceries have the highest/the lowest sales of the products.
- (4) The two least/most important reasons for not buying online were the desire to compare prices and connection problems.
- (5) CDs and video are the best/worst – selling products online.
- (6) Nearly 50% of the people had to spend less/more time giving their personal details again.
- (7) Fewer/More than 50% of customers had to use a phone to complete an order.

PROBLEM SOLVING

You missed in an island with your four friends. They are a fisherman, beautiful girl, little boy, and old people. There was a bad condition on you. You were chased by wild animals in the jungle. Your best solution is a cross the sea. However there was only a small boat that could only load three people.

Discussion:

1. Which one will you leave?
2. what is your opinion if you leave
 - a. fisherman
 - b. beautiful girl
 - c. little boy
 - d. old people
 - e. you

B. 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 form 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 Make Let Get Ask	+ O + V3
---	-----------------------------------	----------

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 ditanda 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
5. The school master had the studentstheir lessons before the exam
a. to review b. Review c. Reviewed
d. Reviewing e. Be reviewed
6. 'This English text on Biology is too difficult for me to read'.
'Well, you'd better'.
a. translate it b. Have it translated c. Have to translate it
d. Have translated it e. To translate it
7. 'Your bedroom looks very messy'.
'You're right, actually, Iby a professional
a. had cleaned it b. Had it cleaning c. Had it cleaned
d. Had been cleaned e. Has cleaned
8. Because she is ill, she wantsinto her room
a. to have her breakfast brought
b. To have brought her breakfast
c. She brings her breakfast
d. she has brought her breakfast
e. Having her breakfast brought
9. If you don't get out of my house, I'll have you
a. arrest b. arresting c. to be arrest d. arrested e. to be arrested
10. 'why does the secretary have to work overtime?'.
'her bossthe letter
a. has retyped b. Has been retyping c. Has her retyped
d. Has to retype e. Wants to retype

UNIT 6

THE IDEAL SECRETARY

A. Warming Up

1. What are the criteria of good and bad secretary? Lists your answer!
2. Do you think secretary should be always women? Why or why not?
3. What is your consideration to choose a good secretary?

B. Discussion

Discuss the following news with your group!

No	Words	Meaning
1	Ideal	best or perfect
2	Executive	top manager of a business
3	Effective	producing a good result/able to do a job well
4	(to) take dictation	write down the spoken words of another person
5	(to) screen correspondence	separate important from unimportant mail
6	Appointment	schedule of meeting dates and times
7	Filing	putting information in order
8	public relations firm	Company that tries through radio, TV, newspapers, magazines, etc..to gain favorable publicity for a customer
9	Shorthand	Method of writing rapidly what someone is saying
10	w.p.m.	Numbers of words per minute, <i>as in typing or shorthand</i>
11	Calculator	Office machine that works with numbers automatically
12	Dictating machine	Office machine to record material to be typed later
13	Well groomed	Neat in personal appearance
14	Makeup	Cosmetics, color preparation for the skin
15	Moody	Changing often in state of mind, <i>as from happy to sad</i>
16	Liberated	Free from traditional ideas about the "proper" roles of men and women
17	Cluttered desk	A desk with many papers, disorganized
18	Messy	Dirty, disorganized, not neat
19	(she) always catches the eye of men	The man always looks
20	Candidate	Person being considered for a job
21	Qualified	Having the necessary skills and training
22	Making excuses	Giving true and untrue reasons that something cannot be done

Make in a pair

Skills	CATHY	DODOY	VIONA	GREECE
Typing	60 wpm	80 wpm	90 wpm	50 wpm
Shorthand	120 wpm	120 wpm	80 wpm	80 wpm
Other skills	Operates: - calculator - electric typewriter - dictating machine - ms office	Operates: - calculator - electric typewriter - dictating machine - ms office	Operates: - calculator - electric typewriter - dictating machine - ms office	Operates: - calculator - electric typewriter - dictating machine - ms office
Languages	English	English and French	English and Spanish	English, Spanish, and French
Appearance	Neatly and simply dressed	Well-dressed Well-groomed	Well-groomed Natural with no	Sexy, wears a lot of makeup

			make up	
Manner	<ul style="list-style-type: none"> - business like telephone manner - liberated and independent - desk always clean, keeps nothing on it 	<ul style="list-style-type: none"> - pleasant telephone voice - make a lot of personal telephone calls - desk always spotless 	<ul style="list-style-type: none"> - Helpful telephone manner but high voice - Moody - Cluttered desk 	<ul style="list-style-type: none"> - warm and helpful telephone manner - spends a lot of time talking to other workers - desk not very neat
Comments	Doesn't always get along with co-workers	Doesn't know many of his co-workers but always polite	Has some difficulties with female co-workers	Always catches the eye of the men in the office
Age	24	29	41	32
Marital status	Single	Married; two children	Divorced, one child	single

For executives, it is very important to choose a good secretary. An effective secretary helps executives to do their work well. All executive expect a secretary to type well, to take dictation, to screen the daily correspondence, to keep an appointment calendar, to maintain a good filing system, and to do various others related duties.

Mr. Hendarto is an executive in an international public relations firm, and he needs to hire a new secretary. The secretary must have the following qualifications:

- Good typing and shorthand skills
- Pleasant manner with people
- Knowledge of other languages helpful

1. Which candidate do you think is the best qualified for the job?
2. What candidate would you hire if you were Mr. Hendarto?

C. 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
- Before going out I lock all the windows and doors
- He goes out without saying anything

7. Gerund is used after certain phrases

- | | |
|--------------------|-----------------------------------|
| It's no use ... | It's no use talking about him |
| It's no good ... | It's no good hoping their help |
| Would you mind | Would you mind carrying this bag |
| It's worth ... | This book is worth reading |
| S + can't help ... | I can't help waiting for him, dsb |
| can't stand | |

8. Gerund is used after possessive adjective or possessive noun

Examples:

- I don't mind your living here
- You can understand his feeling angry
- My writing is very bad

9. gerund is used as "Appositive" (keterangan tambahan) in a sentence

Examples:

- His method, shhoting ang killing, eventually come to an end
- She has a bad habit, gambling, smoking, stealing, etc
- His favourite exercise, swimming, diving, ang all make him strong
- 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
Excuse	: memaafkan	save	: menyimpan
Fancy	: berkhayal	stop	: berhenti
Finish	: menyelesaikan	suggest	: menyarankan
Imagine	: membayangkan	understand	: mengerti
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 ang regret is the second
- I regret to say that you have failed your exam
- It means : regret is the first action ang 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
d. I am writing e. he has written
9. I was interested inmore about your work
a. learn b. to learn c. learning
d. to learning e. learned
10. Would you minduntil I finish typing this letter?
a. wait b. to be waiting c. to wait
d. will wait e. waiting
11. We always avoidto the zoo on Sunday because it is too crowded
a. going b. go c. to go
d. to be going e. we go
12. "Do you like Rendra?"
"Yes, I'm looking forwardhis play tomorrow."
a. seeing b. to see c. to seeing
d. see e. to be seeing
13. "My niece is not used.....in dormitory
a. to live b. living c. live
d. lives e. to living

14. "What do you object to?"
 ".....test on Saturday."
 a. having b. that I have c. I have
 d. when having e. have

Error analysis

Finds words that are errors in the sentences below!

15. According to the latest issue of the journal of American Medical Association, eat fish just once a week can reduce the risk of sudden cardiac death in men.
 16. Despite criticism from political opponents, the new president continue his travel abroad to appeal to foreign countries
 17. I am looking forward to get a salary raise next month
 18. The thief denied steal the jewelry although the police forced him to admit it
 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

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 recognize 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 English.
(*Dia gadis Indo, bapaknya Indonesia ibunya Inggris*)
- After the death of his widowed sister kept the house for him.
(*Setelah kematian istrinya, adiknya (pr) yang janda menjaga rumahnya*)
- Some of her relative want to take the inherited land a way from her. (*Beberapa saudaranya (pr) ingin mengambil 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 to be

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
12. Companies ... with exports are subject to quotas
a. deal b. dealing c. dealt
d. to deal e. deals
13. The Car was found a week ago
a. stolen b. steals c. stealing
d. to steal e. has stolen
14. Noticing I had dropped my purse, ...
a. the bus conductor called after me
b. it was bus conductor called after me
c. I was called after by the bus conductor
d. the bus conductor was called after me
e. the police was caught directly
15. Situating the new restaurant in the business centre of the city,
- a. many businessmen came to visit it
b. the owner made a lot of profit from it
c. the restaurant was soon very popular
d. many people knew the restaurant
e. it only sold the expensive food
16. Finishing the test earlier,
a. the teacher asked him to leave the room
b. the teacher asked him to submit the paper
c. the paper was submitted to the teacher
d. he submitted the paper to the teacher
e. his friends asked him to help them
17. Sent by a registered mail, ...
a. his uncle received it in two days
b. the letter was received into two days
c. he made the letter sent fast
d. he had to pay more money
e. the cost was rather expensive
18. Painted at the early of the 19th century, ...
a. the artist became world famous
b. the people couldn't understand the art
c. the art critics considered it classic
d. the painting was very valuable
e. the major ordered to take care it
19. Having switched off the light, ...
a. it was the door he locked
b. this locked the door
c. the door was locked
d. he locked the door
e. the door was locked behind him
20. Having stolen the purse, ...
a. The people chased after the thief

- b. the women shouted loudly for help
 - c. the policeman caught the thief
 - d. the thief ran away
 - e. someone helped her catch the thief
21. Having been painted white, ...
- a. the owner made the house clean
 - b. his neighbor praised its cleanliness
 - c. someone wanted to buy the house
 - d. the house looked beautiful and clean
 - e. the house's owner wanted to sell it
22. Having been given some homework, ...
- a. the teacher went home
 - b. the teacher was asked to go home
 - c. the students were allowed to go home
 - d. they forced the teacher to go home
 - e. the teacher and the students went home
23. Some money, he was able to buy the shoes
- a. saved
 - b. being saved
 - c. having saved
 - d. having been saved
 - e. to be saving
24. The flower became fresh and beautiful
- a. watering
 - b. after watering
 - c. having been watered
 - d. having watered
 - e. they have watered
25., the report was given to the manager
- a. typing
 - b. having typed
 - c. being typed
 - d. having been typed
 - e. having to type
26. by the police, the criminal finally surrendered
- a. surrounding
 - b. to surround
 - c. after surrounding
 - d. having surrounded
 - e. having been surrounded
27. his own assignment, Budi offered to help his friends
- a. when finished
 - b. finished
 - c. he finishes
 - d. after finished
 - e. having finished
28., the old man could see things clearly
- a. operating
 - b. being operated
 - c. to operate
 - d. having been operated
 - e. after operating

UNIT 7

OPPOSITE ATTRACT

A. Read the following story and discuss with your partner!

Synonym

Words	Meaning English	Meaning Indonesia
Sense of morality	Idea of good behavior	Tindakan yang bermoral
Overcoming	Dealing with and solving successfully	Mengatasi
Academic	Concerning school	Akademik
Various objections	Several reasons for not wanting or liking	Penolakan
Conflict	Difference in way of thinking or behaving	Konflik
Seeing	Dating or often going out with	Pacaran/keluyuran
Physical activity	Exercise or movement	Kegiatan fisik
Marital status	State of being single, married, or divorced	Status pernikahan

Antonym

Words	Meaning English	Meaning Indonesia
Conservative	Liberal, changed to new ideas easily	Kuno
Happy-go-lucky	Sad and melancholy	Aktif, supel
Isolated	Rural, in the country	Pelosok
Tranquility	Noise and activity	ketenangan

Andre is a shy, 28-yearold doctor. He grew up in a conservative small town. His middle-class parents were very religious, and Andre has a strong sense of morality because of them. Since he wanted to help other people, Andre chooses medicine as his profession. He worked very hard to become a doctor, overcoming academic problems as well as social difficulties. As a result, he had very little time to enjoy himself

Five months ago he met Tamara, who is from another city, an outgoing and happy-go-lucky woman. She has brought joy, love, and adventure into his life. Although, Andre's parents realize that Tamara has had a good influence on him, they have various objections to her. She comes from poor family, she is five years older than Andre, and she is separated from her husband. She also has a two-year-old child. Since Tamara has liberal ideas, these differences don't matter to her.

Andre, however, is torn by the conflict between his parents and Tamara.

Discuss in group

- What should Andre do?

1. Should he continue seeing Tamara but make no commitments?
2. Should he ask Tamara to move in with him?
3. Should he forget Tamara, listen to his parents and find another girl?
4. Should he do something else? explain what

- Andre cannot marry Tamara at present time. What is the reason?
- When choosing someone for long lasting relationship, should a person look for someone who has a similar background and interests or look for one's opposite?

B. 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)

1. 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, kta 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

A. 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

B. 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</i> <i>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 heredity nature of many disease.
 A B C D
- My roommate's values are similar mine in spite of our being from different countries
 A B C D
- The first living structures to appear on Earth thousands of years ago were alike viruses
 A B C 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 those of warm-blooded animals do not
 A B C D
- Despite its smaller size, the Indian Ocean is as deep the Atlantic Ocean
 A B C D
- Although the name was not popularized until the Middle Ages, Engineering is the same old as civilization
 A B C D
- Although business practices have been applied successfully to agriculture, farming is different other industries
 A B C D

Choose the best answer for the following options!

1. 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
2. Although she is a popular, she is notas her sister
 a. pretty as b. as pretty c. prettier than d. more pretty than
3. The new shop is not muchthe others that I've tried
 a. different b. different from
 c. different than d. different that
4. 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
5. The final test will bethe midterm
 a. like b. alike c. same d. similar
6. They aremy other neighbors
 a. more friendlier than b. friendly than
 c. friendlier as d. friendlier than
7. 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
8.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

PROBLEM SOLVING

DETECTIVE

<i>Words</i>	<i>Meaning English</i>	<i>Meaning Indonesia</i>
Safe (noun)	Metal box for valuables	Tempat menyimpan barang berharga
Jewels	Rings, bracelets, necklaces, watches with precious stone	Perhiasan
Military boots	Heavy, strong high-top shoes	Sepatu militer
Whispering	Speaking softly	Berbisik-bisik
Sherry	Kind of wine	Sejenis anggur
Colonel	Army officer	Kolonel
Petting	Rubbing gently	Mengelus
Swoon	Fall like sleelike conditions	Pingsan
Butler	Man who serves meals, greets guests, etc.,for a rich family	Pelayan
To do for living	Earn money, work	Bekerja
Unexpected	Unusual or surprising	Tidak diharapkan

The scene is the sitting room of an eighteenth-century house. They are five people in the house, including the butler. One of these people is about to take the family jewels, which are in the safe. All the people know how to open the safe.

The situation:

1. the baroness is whispering softly in the baron's ear
2. the person in heavy military boots is sipping a glass of sherry

3. Dame Dora's niece is sitting opposite her aunt
4. the tea drinker takes the cream and sugar from the woman who is having coffee.
5. the colonel is petting the cat
6. the butler enters with a lemonade and gives it to the person to the right of the baroness
7. suddenly the lights go out
8. the coffee drinker swoons into the arms of the tea drinker
9. Dame Dora swoons
10. no one can hear any footsteps
11. when the butler finally gets the light back on, the jewels are gone

- draw the person's sitting
- find out the thief

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 has 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
 - John 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 and 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
Exampe: We must obey our parent
 - Prohibition
Exampe: You must not open the book
 - Must cannot be change into past. Instead, we can use *had to*
Exampe: 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 cerertainly 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

C. CAPITAL LETTER

The main function of capital letter

1. 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 di awali 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:	Sincerely yours:
Dear Ms. Hertati	Truly yours:

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

Error Analysis:

4. During world war II, many americans were afraid that the japanese would invade California
5. On their job site in korea, the french, swiss, and chinese coworkers used English to communicate
6. When uncle hans got the bill from his doctor, he called the American Medical Association to complain
7. dr. Tambuan is one of specialist of ears
8. A new restaurant featuring indonesian cuisine has just opened on the south side of the city
9. For her fortieth birthday, my Uncle got a special prize from aunt diana

10. Saul Rubin tells about various Unusual Museum in his book
11. The course provides more about Science Subjects
12. I am interested in studying tenses and quotation mark in English
13. You can walk three blocks of South

D. 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 8

BUSINESS LETTERS

A. KINDS AND FORMATS

1. Look at the names of the business letter below and match each letter (a-j) to the business letters (1-9) below.
 - a. A short product description
 - b. A letter
 - c. An e-mail
 - d. A telephone message
 - e. A list
 - f. A memorandum
 - g. A fax
 - h. An action minute
 - i. A short company profile

2. Read each business letter and answer the questions below.

(1)

Start
When you know the name of the reader:
Dear Mr/Mrs/Ms Peng

When you don't know the name of the reader:
Dear Sir/Madam

Tilly's Trinkets Ltd
62 Wardour Street
London WC1

Ms Jing Peng
36 Hersham Rd
Alton-on-Thames
Surrey
KT13 JR

3 May 200-

Dear Ms Peng

Re: Job application

We are pleased to inform you that you have been successful in your application for the position of secretary to the managing director at Tilly's Trinkets.

As agreed in the interview, we would like you to start on 1 October in our Wardour Street office. Your starting salary will be £20,000 per annum. You can take 20 days annual leave.

Please sign and return a copy of the contract enclosed to confirm acceptance of this offer. We look forward to hearing from you soon.

Yours sincerely

Karen Gilbert

Karen Gilbert
HR Manager

Enc. Contract
Cc: Elaine de Groove
Managing Director

For a formal letter it is a good idea to put the topic of the letter as a heading.

Use the pronoun *we* when writing for your company. This is more formal than *I*.

End
When you know the name of the reader:
Yours sincerely

When you don't know the name of the reader:
Yours faithfully

Sign the letter with your first and second names above your typed name and position.

Common abbreviations
Re: regarding (about)
Enc. documents are enclosed with the letter
Cc: copies (the names of the people who receive a copy of the letter)

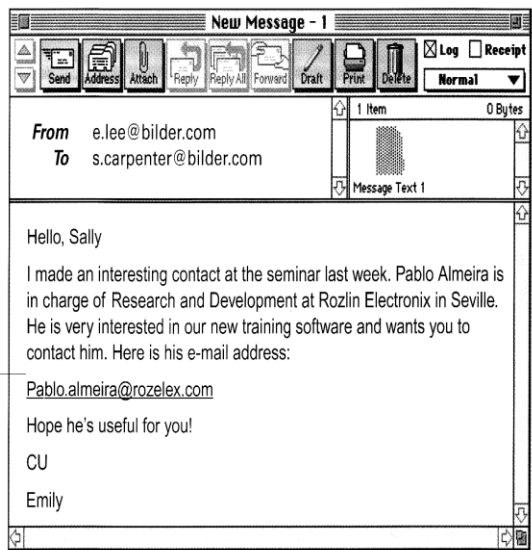
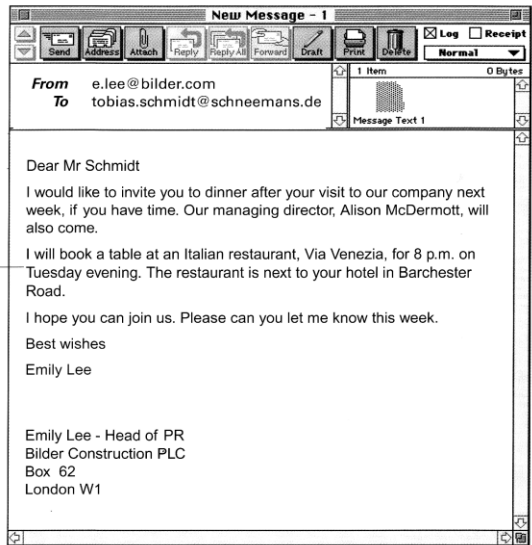
(a) Who sends it?

- (b) To whom is the letter sent?
- (c) What is the purpose of the letter?
- (d) What is enclosed within the letter?

(2)

E-mails can have a formal business style or a very informal style, similar to spoken English.

This formal e-mail is similar to a standard business letter but usually it is shorter. The e-mail should begin with *Dear ...* and finish with *Best wishes* or *Best regards*.
You use this style if you are writing to somebody outside the company or somebody you do not know well.



This informal e-mail is for people you know well inside or outside the company. The e-mail often begins with *Hi* or *Hello* and finishes with *Regards* or *CU*. *CU* means *See you*.
Other short forms are:
TX = thanks
RUOK = Are you OK?
FYI = for your information

- (a) What is Emily Lee?
- (b) Who is Alison McDermott?
- (c) Where will Emily meet Mr. Schmidt?
- (d) Where does Pablo Almeida work for?

(3)

Telephone Message

To: *Danny Randall* Name of caller: *Brett Sinclair*

Date: *7th April* Time: *10:15 a.m.*

Message: *Meeting place with Adriana changed from Grappa's to Café Continental. Be there at 9:00 p.m.*

Action: *Call back if problems 01699 720 7143.*

Signed: *Frank Churchill*

For a telephone message write down only the important information. Use note form. Make sure you write the correct telephone number of the caller. Include your name as well.

- (a) Who writes it?
- (b) When is it written?
- (c) What is it about?

(4)

Team building activities for new project

	By	Done
1 Organise kick-off meeting and dinner in hotel	3/3	✓
2 Weekend skiing trip	15/3	✓
3 2-day team building seminar	2-3/4	
4 Move team members to same office away from headquarters	7/4	
5 Every team member should have a project team partner	7/4	

Make sure your list has a clear title.

Give the points a number and a deadline, if possible.

Write your list with short notes, not sentences.

- (a) What is it about?
- (b) How many actions are there?
- (c) How many actions have been accomplished?

(5)

MEMO

To: Carlos Divietro
Vice President, HR
From: Francesca Stein
Manager, HR
Date: July 15th 200-
Subject: Overtime

Following a meeting yesterday afternoon with the Workers' Council we have come to an agreement about employee overtime.

- 1 Employees can work a maximum of 30 hours overtime per month.
- 2 Employees can work a maximum of 10 hours per day.
- 3 Employees can choose to be paid for overtime or be given holiday.

FB

Memos are only used inside the company. The style is formal.

The headings should look like this.

Memos should be short.

Points should be in a logical order and are usually numbered.

You can finish with your initials (like here) or your signature.

- (a) What is Carlos Divietro?
- (b) When is it written?
- (c) What information are mentioned there?

(6)

Subject: New office equipment
Date: 19 April 200-
Participants: JS, KG, EdeG, CBM, DG

Agenda Item	Decision	Reason	Action
1 Change computer supplier	Agreed	Present supplier too expensive	CBM to check companies by 15/5
2 New chairs	Agreed	Staff have back problems	JS to buy by 15/5
3 Take out walls	Not agreed	Difficult to work; too much noise from colleagues	None
4 Install coffee bar on 6th floor	Agreed	Improve communication and atmosphere	DG to check costs by 15/5

The headings should look like this. Make sure you note who was present.

Note each item, the decision, the reason and who has to take the next step.

It is a good idea to give a deadline for each action item.

- (a) What is it talking about?
- (b) How many agenda items are agreed to do?
- (c) Why is the third item not agreed?

(7)

Short product descriptions are often found in catalogues.

Technical product descriptions are normally written in bullet points.

The text focusses on technical details that are important for the reader.

Product descriptions for cosmetic products focus more on colour, smell or taste, and how you will feel when you use the product.

GVC home movie system

- Digital MiniDV Camcorder with Nylon Carrier and 60-minute cassette
- 6.4 cm LCD colour monitor
- 700x digital zoom and digital colour night scope for colour pictures in the dark
- Long play function and digital picture stabiliser

Bianca Toothpaste

Wake up with Bianca! Bianca Toothpaste is made of a refreshing mixture of peppermint and eucalyptus, leaving your mouth clean, fresh and ready to start the day.

- (a) Who are the intended readers of it?
- (b) What products are offered there?
- (c) What descriptions are presented on each product?

(8)

Short company profiles are often found in publicity material.

They tell the customer what your company does.

They should be short, easy to read and interesting.

Make sure the customer can see why your company is the best for him/her.

Use bullet points to highlight the main points.

Basle Banking Services

Our Mission
Basle Banking Services (BBS) is the main provider of solutions in the market for business-to-business financial services. We want to be the number 1 partner for your business.

Our Services
BBS offers a wide range of services, including sales and investment financing, fund management and insurance.

Benefits for our Customers
With our customers we want to create growth. To do this we:

- connect industry and technology know-how with the financial markets.
- offer new financial products and solutions, which we develop together with our customers.
- give fast and friendly support.

- (a) What mission is stated there?
- (b) What services are offered there?
- (c) What benefits are given to customers?

(9)

MVV Travel Agents
Fax Transmission

To Suni Tapeer, PLC Logistics **Fax no.** +44 20 7697 6980
From Kelly Peep **Tel no.** +44 20 8587 4064
Date 5 April 200- **Fax no.** +44 20 8587 4065
Subject Flight to Tokyo **Pages** (including this page) 1

This is to confirm the details of your flight to Tokyo next week on April 12th.

Flight: JAL 674

From: London Heathrow Terminal 3.

Departure: 11:45 a.m. Please check in 90 minutes before departure.

Arrival: 18:00 Narita, Tokyo.

Return: JAL 672 April 17th 6:30 p.m. Please re-confirm 72 hours before departure.

Price: €450

I have posted the tickets to your office.

Regards
Kelly Peep
Kelly Peep
Office Manager

Faxes should always have these headings.

The style of a fax can be very formal, like a business letter, or more simple and direct. This depends on who you are writing to.

Number your points or give them a heading as in this fax.

We often use *Regards* for the ending. More formal endings (*Yours sincerely / Yours faithfully*) are also possible.

- (a) What is the purpose of this file?
- (b) How many pages are available in the file?
- (c) How long does it take to re-confirm before departures/
- (d) How much does it cost?

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