

ENGLISH FOR COMMUNICATION 1

Purpose of the Study

Dr. Agus Wibowo, M.Kom., M.Si., MM.



YAYASAN PRIMA AGUS TEKNIK
BUKU BERJILID

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ENGLISH FOR COMMUNICATION 1, Purpose of the Study

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Kata Pengantar

Puji syukur kehadiran Tuhan Yang Maha Esa, bahwa buku English for Communication 1 ini telah selesai ditulis oleh penulis. Buku ini merupakan Buku Seri ke 1 dari English for Communication.

Buku kecil ini bertujuan untuk mengembangkan keterampilan berbicara dengan menggunakan berbagai topik dan kegiatan berdasarkan kompetensi komunikasi dasar yang harus dikuasai. Topiknya mencakup situasi formal dan informal sehari-hari. Kegiatan yang dilakukan sebagian besar adalah latihan berbicara. Penilaian dilakukan melalui kinerja kelas, tes semester dan tes akhir semester.

Kompetensi Mata Pelajaran, Mahasiswa mampu melakukan percakapan sehari-hari dalam situasi formal dan informal berdasarkan berbagai topik dan kegiatan dalam kompetensi komunikasi dasar.

Semoga buku ini akan membantu pembaca mengasah keterampilan berbahasa Inggris khususnya dalam berkomunikasi dengan native speaker. Penulis menyadari buku ini masih perlu banyak perbaikan. Untuk itu saran dan masukan sangat diharapkan untuk kesempurnaan buku ini.

Semarang, Desember 2020

Dr. Agus Wibowo, M.Kom, M.Si, MM

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Buku Kecil ini membahas berbagai materi bahasa Inggris yang meliputi grammar, useful expressions, structure yang sangat membantu pembaca khususnya mahasiswa dalam menguasai Bahasa Inggris sebagai alat komunikasi internasional. Buku ini membahas bab demi bab secara sederhana namun mendalam dan disesuaikan dengan kondisi ataupun situasi keseharian yang biasa ditemui dalam kehidupan.

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Dr. Agus Wibowo, M.Kom, M.Si, MM

Penulis

DAFTAR ISI

Kata Pengantar	iv
Daftar Isi	v
Bab 1 Greeting and Leave taking	8
1.1 1.1 Formal Greeting	10
1.2 Informal Greeting	13
1.3 Bahasa ‘Slang’	18
1.4 Leave Taking / Parting.....	22
1.4.1 Formal Parting	22
1.4.2 Informal Parting	26
1.4.3 Slang Parting	28
1.4.4 Goodnight vs Good Evening	30
Tugas Bab 1	31
Bab 2 Introducing	38
2.1 Introduce Yourself	39
2.2 Introduction Other People	40
2.3 Follow Up	43
2.4 Personal Introduction in front of Audiens	44
2.5 Personal Commercial Introduction	34
2.6 Culture	50
Tugas Bab 2	52
Bab 3 Penggunaan Article	58
3.1 Definite Article ‘The’	59
3.2 Indefinite Article ‘a’ dan ‘an’	62
Tugas Bab 3	65
Bab 4 Asking and Giving Opinion	67
4.1 Asking Opinion	68
4.2 Giving Opinion	70
4.3 Agreement dan Disagreement	68
Tugas Bab 4	80

Bab 5 I am Smart, You are Smart	84
5.1 Kata Kerja “ To be”	85
5.1.1 To Be dalam Berbagai Tenses	86
5.1.2 Formula ‘to be’	88
5.2 Penggunaan ‘to be’	89
5.2.1 To be sebagai Main Verb	89
5.2.1 To be sebagai Auxiliary Verb/Kata Bantu	91
5.3 Conversation Practice	92
Tugas Bab 5	94
Bab 6 Description	97
6.1 Generic Structure of Descriptive Text	99
6.2 Ciri Kebahasaan Descriptive Text	100
6.3 Teknik Penulisan Deskriptif	101
6.4 Contoh Description	102
6.4.1 Description about Places	102
6.4.2 Description About Person	104
6.4.3 Description About Things	106
6.4.4 Description in Conversation	107
Tugas Bab 6	109
Bab 7 Reading Comprehension	115
7.1 Strategi dalam Reading Comprehension.....	116
7.2 Reading Comprehension Questions	118
Bab 8 Making Order and Request	128
8.1 Asking for Something	129
8.1.1 Asking as a customer	131
8.2 Asking someone to do something	132
8.3 Orders and Command/Instructions	135
8.4 Menjawab Request atau Order	138
Tugas Bab 8	142
Bab 9 I am the Best, You are Too	146
9.1 Conjunction So/Too dan Either/Neither	147
Tugas Bab 9	155

Bab 10 Pronouns	159
10.1 Personal Pronouns	160
10.2 Possesive Pronoun	162
10.3 Conversation Practice	165
 Tugas Bab 10	 166
 Daftar Pustaka	 170

Bab 1

Greeting and Leave Taking

Tujuan

- Memahami fungsi greeting dalam bahasa Inggris
- Mengucapkan berbagai frase greeting dengan benar dan tepat sesuai situasi
- Menggunakan greeting dalam percakapan sehari-hari



Pendahuluan

Percakapan adalah komunikasi interaktif antara dua orang atau lebih. Pengembangan keterampilan dan etiket percakapan merupakan bagian penting dari sosialisasi. Pengembangan keterampilan percakapan dalam bahasa baru sering menjadi fokus pengajaran dan pembelajaran bahasa. Analisis percakapan adalah cabang sosiologi yang mempelajari struktur dan organisasi interaksi manusia, dengan fokus yang lebih spesifik pada interaksi percakapan.

Setiap orang yang ingin belajar bahasa Inggris ingin mempraktikkan percakapan bahasa Inggris, dan memang demikian. Banyak siswa mengetahui kata-kata yang mereka butuhkan untuk bekerja dan mereka dapat menulis email tanpa terlalu banyak kesulitan, tetapi percakapan bahasa Inggris selama jamuan makan




malam bisnis atau pada hari libur adalah sebuah masalah. Jadi, bagaimana Anda bisa menjadi lebih baik dalam percakapan bahasa Inggris?

Praktik, tentu saja, merupakan hal mendasar dalam mempelajari cara berkomunikasi dalam bahasa Inggris, tetapi banyak kursus tidak menawarkan siswa mereka kesempatan untuk berlatih. Saat memulai berlatih percakapan bahasa Inggris, tidak perlu membuat kalimat yang panjang dan rumit. Gunakan frasa yang telah dipelajari dan kembangkan dari waktu ke waktu.

Cara terbaik untuk mempelajari cara bercakap-cakap secara alami adalah meniru orang lain yang melakukannya. Semua pelajaran interaktif kami didasarkan pada percakapan sehari-hari dan siswa mempelajari percakapan dasar sejak pelajaran pertama. Terkadang sulit saat seseorang tinggal atau pergi ke negara asal untuk menempatkan diri di lingkungan yang seluruhnya berbahasa Inggris, di mana dapat mendengar orang berbicara bahasa Inggris sepanjang hari dengan cara yang alami dan nyata.

Langkah pertama dalam memulai percakapan adalah menyapa (*greeting*). Inilah yang akan diucapkan pada saat pertama berbicara dengan seseorang baik itu secara langsung maupun di telepon dan media call lainnya. Greeting akan menunjukkan '*the first impression*'- kesan pertama seseorang pada lawan bicara. Kita tidak hanya perlu mempelajari beberapa sapaan yang umum, tetapi kata-kata yang digunakan akan bervariasi berdasarkan situasinya. Misalnya, dalam wawancara kerja, akan lebih baik harus menggunakan sapaan formal, tetapi saat bertemu teman untuk minum kopi, kemungkinan besar dapat mengatakan sesuatu yang informal.

Orang yang berbahasa non bahasa Inggris pasti membutuhkan latihan percakapan bahasa Inggris, tetapi seringkali bagian tersulit adalah memulai. Dalam bab ini, kita akan membahas beberapa salam, pertanyaan, dan frasa umum dalam dialog



bahasa Inggris. Selain itu, ada beberapa kiat untuk membantu berlatih sendiri.

1.1 Formal Greeting

Ada banyak situasi di mana kita mungkin memerlukan bahasa yang lebih formal atau bahasa profesional bisnis dalam bahasa Inggris. Beberapa contoh umum situasi ini antara lain :

- Pertemuan & negosiasi bisnis
- Wawancara kerja
- Berkomunikasi dengan manajemen tingkat tinggi
- Menyapa presiden atau CEO perusahaan
- Menunjukkan rasa hormat kepada orang lanjut usia atau orang yang tidak kita kenal dengan baik
- Bertemu rekan bisnis baru
- Berkomunikasi dengan klien baru, klien tingkat tinggi, klien yang marah

Dalam situasi ini penggunaan bahasa yang lebih formal atau profesional untuk menunjukkan rasa hormat, untuk menunjukkan pentingnya situasi atau orang atau untuk menjaga nada profesional.

Useful Expressions

Berikut ini adalah bentuk sapaan yang paling umum dalam situasi formal dan cocok digunakan kapan saja - dengan rekan kerja, klien bisnis, hubungan formal, tetangga baru, dll.

- Good morning
- Good afternoon
- Good evening
- Hello. How do you do?



- Nice to meet you / Pleased to meet you.
- How have you been doing? / How have you been?

Useful Response

- Hello
- Good Morning/ Good Afternoon/ Good Evening
- I am fine, thank you.
- I'm doing well, thank you.
- Everything is fine, thank you.
- How do you do too
- Nice to meet you.

Good Morning/Good Afternoon/Good Evening


Untuk bersikap sangat hormat, kita juga dapat memasukkan nama belakang orang tersebut, misalnya: "Good morning, Mrs. Caroline." Jika mengenal seseorang dengan baik dan akrab, juga bisa menggunakan nama depan.

Saat menyapa sekelompok orang - misalnya saat rapat - juga bisa mengatakan sesuatu seperti:

- *"Good morning, everyone. I hope you are doing well this morning."*
- *"Good evening, ladies and gentlemen. I wish you are in the best condition."*
- *"Good afternoon, Mr. and Mrs. Wibowo. Please, have a seat."*

Hello. How do you do?

Ini digunakan saat bertemu seseorang untuk **pertama kalinya** dan sangat formal. Ini dapat digunakan dalam situasi bisnis formal atau acara pesta makan malam formal.



Sebagai catatan ungkapan ini sebenarnya bukan pertanyaan “Apa kabar?” *How do you do?* benar-benar sapaan yang sederhana dan memiliki arti yang mirip dengan “Senang bertemu denganmu.”

Nice to meet you / Pleased to meet you

Ungkapan ini mungkin sudah sangat sering ada dalam pembelajaran bahasa Inggris. Ungkapan-ungkapan ini umum di banyak buku bahasa Inggris. Ekspresi ini paling baik digunakan dalam situasi formal atau bisnis saat Anda bertemu seseorang untuk pertama kalinya

Contoh percakapan :

Situation :

Ratna Karla is the Manager of STIE STEKOM. She meet the head master of Senior High School of Diponegoro. She has already his name but hasn't met before.

Ratna : “Good morning. How do you do? I’m Ratna Karla with STIE STEKOM.”

Jeremy : “How do you do too, Ms. Karla.” I’m the headmaster of the school, Jeremy Thomas.”

Ratna : “Nice to meet you, Mr. Thomas.”

How have you been doing? / How have you been?

Ekspresi ini adalah pertanyaan yang sangat sederhana, sopan dan pantas digunakan untuk memulai percakapan dalam situasi bisnis atau formal. Ini adalah cara yang sopan untuk bertanya “*How are you?*” (Apa kabar?) dengan seseorang yang sudah lama tidak bertemu atau seseorang yang tidak kita jumpai setiap hari. “How have you been?” adalah bentuk waktu sekarang yang sempurna. Artinya saya ingin tahu apa yang telah kamu/anda lakukan sejak terakhir kali saya melihat Anda. Dua orang yang sudah saling kenal tapi lama tidak bertemu.



Contoh percakapan :

Situation :

Mr. Rahardja has just landed from London. He had business trip in UK for 3 weeks. At the airport he meets his business partner, Mr. Utama.

Mr. Utama : Oh...How have you been, Mr. Rahardja?

Mr. Rahardja : I'm very well, thanks. I'm so busy this month.

How have you been doing?

Mr. Utama : I'm fine too.

1.2 Informal Greeting

Informal greeting atau sapaan tidak resmi merupakan sebuah sapaan yang kita gunakan untuk menyapa orang yang biasanya sudah akrab atau dekat dengan kita, seperti teman, sahabat. bisa juga kita gunakan di tempat-tempat yang tidak formal, seperti di jalan, di pasar, di pusat perbelanjaan atau di rumah *Informal greeting* tentu saja lebih santai dibandingkan dengan *formal greeting*..

Ada lebih banyak sapaan informal dalam bahasa Inggris daripada sapaan formal dan ini karena kebanyakan situasi membutuhkan nada yang lebih santai. Sekarang kita akan melihat beberapa sapaan informal yang dapat digunakan dengan teman, keluarga, atau siapa pun yang kita kenal dalam berbahasa Inggris.


Perhatikan contoh dialog berikutn ini :

(In the mall)

Aldo : Hello Evan!

Jhoni : Hi Aldo, what are you doing here?

Aldo : I am waiting my mom



Contoh situasi informal antara lain :

- Di kantor bersama tim dan kolega
- Bertemu atau makan siang dengan klien biasa
- Pameran dagang atau bursa kerja
- Konferensi
- Menyapa tetangga
- Bertemu kenalan secara tidak terduga (misalnya, melihat seseorang yang kita kenal di toko bahan makanan atau di restoran).

Biasanya ketika bertemu kita berjabat tangan dengan seseorang saat menyapanya. Ini biasa terjadi untuk kontak bisnis dan kenalan.

Useful Expressions

- Hello/Hi/Hey
- How are you? / How are you doing? / How is it going?
- Good to see you. / It's great to see you. / Nice to see you.
- Long time no see/ It's been awhile. / When was the last time we saw each other?
- How have you been? / How have things been going (since I last saw you)? / What have you been up to?

Hello / Hi / Hey

Halo dan hai sangat umum dan cocok digunakan dalam situasi yang lebih informal. Seringkali, orang memasukkan nama depan orang tersebut (penutur bahasa Inggris cenderung berbicara lebih informal secara umum).

Contoh :

- Hello, Wahyu.
- Hi. Yanto. Good morning.
- Hey. Good morning, Tri.



'Hey' harus digunakan untuk orang yang dikenal dengan baik atau sangat akrab. 'Hey' adalah yang paling informal dari 3 salam ini, tetapi sangat cocok untuk orang-orang di kantor, di kampus dan juga orang yang kita temui setiap hari.

How are you? / How are you doing? / How is it going?

Ungkapan-ungkapan ini biasanya di ikuti dengan "hello" atau "Hi".


Catatan : Pertanyaan-pertanyaan ini harus memiliki jawaban yang sangat sederhana dan harus difokuskan pada hal yang positif atau netral. Kita tidak boleh menjawab dengan daftar semua yang dilakukan sepanjang hari atau memberikan jawaban negatif.

Jawaban sederhana antara lain :

- Fine, thanks. And you?
- Great! You?
- Hi, Jaka – good thanks. How about you?
- Doing well. And how have you been?
- Not bad. And you? How are you?
- Hello, Karla. How are you?

Terkadang jawabannya adalah dengan pertanyaan yang sama (ingat - situasi yang sama dalam salam *Business Professional* dengan 'How do you do?'). Ini sering kali membingungkan saat pertama kali mendengar atau mengalaminya.

Catatan- pertanyaan ini juga bisa menjadi salam, bukan pertanyaan nyata. Ekspresi ini biasanya digunakan saat bertemu sekilas dengan seseorang yang kita kenal tetapi tidak punya waktu untuk berbicara lebih lama.



Good to see you. / It's great to see you. / Nice to see you.

Ungkapan-ungkapan ini dapat digunakan ketika seseorang sudah lama tidak melihat / bertemu dengan orang yang dikenal atau ketika bertemu dengan seseorang secara tidak terduga.

Misalnya, bertemu klien untuk makan siang, melihat kontak bisnis di rapat atau melihat kenalan di toko bahan makanan.

Contoh :

- Hello, Abdur. It's good to see you!
- Hi, Soni. It's great to see.

Long-time, no see. / It's been awhile. / When was the last time we saw each other?

Ekspresi ini digunakan ketika sudah lama tidak bertemu dengan seseorang. Ungkapan ini juga merupakan ungkapan yang bagus untuk digunakan untuk memulai obrolan ringan. Pertanyaan "*When was the last time we saw each other?*" (Kapan terakhir kali kita bertemu?) adalah cara mudah untuk memulai percakapan tentang apa yang telah terjadi sejak terakhir kali bertemu.

Contoh percakapan :


Opi : Bobby ? (Bobby ?)

Bobby : Yeah, Who are you?

Opi : I'm Opi, we studied at STEKOM University together.

Bobby : Opi! Long time no see, how are you?

Opi : Fine, long time no see you too.



How have you been? / How have things been going (since I last saw you)? / What have you been up to?

Pertanyaan ini sering digunakan setelah ungkapan seperti, “*Long time no see*” atau “*It’s been awhile*”. Ungkapan ini mirip dengan menanyakan “How are you?” dan merupakan cara yang bagus untuk memulai obrolan ringan. Pertanyaan-pertanyaan tersebut mengundang orang tersebut untuk mengatakan bagaimana keadaan mereka atau untuk berbagi informasi terbaru dan menarik yang nyaman mereka bagikan.

Contoh:

- Great thanks. Did you hear we are moving to California next month?
- Doing well. We’ve just returned from our summer vacation. And how about you?
- Nothing to complain about! The family is good and work is fine. Just the same old, same old. What about you?

Contoh percakapan :

Ryan : Hey. Denis. How have you been?

Vinna : Great thanks. Did you hear we are moving to Bandung next month?

Ryan : You did?

Vinna : Yes, right. My company has given me a promotion.
What have you been up to?

Ryan : Very well.



Sumber : <https://www.onetravel.com/>



1.3 Bahasa ‘Slang’

Sangat penting untuk diingat bahwa bahasa ‘slang’ bersifat regional/ kedaerahan. Bahasa ‘slang’ atau ‘gaul’ dapat berubah dari satu negara ke negara, wilayah ke wilayah dan bahkan kota ke kota. Penting untuk mempelajari bahasa gaul mana yang mungkin cocok atau dipahami di wilayah kita atau orang yang berkomunikasi dengan kita.

Salam atau *greeting slang* ini sangat informal dan harus digunakan dengan orang yang sangat akrab seperti teman dekat, keluarga, rekan kerja lama atau teman yang sudah lama kenal. Meskipun kita mungkin menggunakan beberapa salam ini dengan rekan kerja berbahasa Inggris yang kenal baik dalam situasi sehari-hari, sapaan ini tidak akan sesuai untuk rapat kerja atau digunakan dalam acara kerja resmi apa pun.

Contoh situasi yang sesuai dengan ungkapan *slang* ini antara lain:

- Rekan kerja yang kita temui setiap hari dan kita mengenal dengan sangat baik
- Teman sebaya dan keluarga dekat
- Di bar atau pesta
- Bertemu teman lama

Misalnya, menggunakan: “G’day?” secara umum dipahami sebagai sapaan di Australia. Akan terdengar aneh bagi orang Amerika jika kita menggunakan sapaan ini.

Contoh yang diberikan di sini difokuskan pada bahasa Inggris Amerika. Dan terakhir, jika menggunakan salam ini di Amerika, jangan heran jika seseorang mencoba memeluk Anda. Sementara dalam situasi bisnis formal dan informal biasa berjabat tangan, dalam situasi yang sangat santai dan kekeluargaan orang sering berpelukan.



What's up? / What's new?

Ekpresi ini adalah cara informal yang umum untuk mengatakan “Hi” dan “*How are you?*.” Untuk “*What's up?*” - dalam pengucapan dan ejaan informal (misalnya dalam SMS atau email informal antar teman, mungkin akan terdengar atau tertulis dengan ucapan : Sup / Whassup / Whazzup

Respon umum untuk menjawab ekspresi ini antara lain:

- Not much.
- Nothing.
- Hey, what's up.
-

Contoh percakapan :


A: Hey Linda, what's up?

B: Oh, hey. Not much. How's it going?

It's been ages! (since I've seen you.) / Where have you been hiding?

Mirip dengan situasi informal di atas, kita dapat menggunakan salah satu dari ungkapan ini ketika sudah lama tidak bertemu teman atau anggota keluarga.

Ungkapan ini dapat digunakan sebagai bagian dari sapaan saat melihat dan bertemu dengan seseorang secara tidak terduga, di pesta, pertemuan keluarga, dll. Pertanyaan “*where have you been hiding*” adalah untuk memulai percakapan. Ini adalah cara untuk mengatakan, “Bagaimana kabarmu?”



Contoh percakapan :

Aldo : Hey! It's good to see you! It's been ages! Where have you been hiding?

Cika : Hi Aldo, what's up? I've just been busy, working a lot of long hours. What about you? How have you been?

Aldo : Just fine. Nothing new really.

Yo dan Howdy

“Yo” adalah sapaan yang sangat informal dan hanya boleh digunakan di antara teman. Biasanya ucapan ini **tidak** digunakan dengan orang tua, guru, atau atasan, bahkan jika kita sangat mengenal mereka.

“Howdy” adalah sapaan daerah, yang artinya hanya digunakan di beberapa wilayah di Amerika Serikat, misalnya di wilayah selatan, beberapa wilayah barat tengah, dan lebih banyak wilayah pedesaan. Jika menggunakan ungkapan ini untuk menyapa teman di Kota New York, misalnya, mungkin terdengar sangat aneh. Seseorang mungkin mengira kita berbicara seperti seorang koboi atau petani dan, karena itu tidak sering digunakan di kota, mereka mungkin tertawa sedikit.

“Howdy” diyakini sebagai bentuk singkat dari “How do you do”.

Hi / Hey / Hey there / Hey man

Ini semua adalah cara umum untuk mengatakan “halo” dengan teman dan keluarga.

“Hi” dapat digunakan untuk menyapa orang yang dikenal dengan baik atau jika bertemu seseorang untuk pertama kalinya di sebuah pesta, misalnya. Namun, “Hey” digunakan dengan



orang yang sudah kita kenal. “Hey” dan “Hey there” paling sering digunakan di antara orang yang lebih muda atau dengan teman sebaya. Meskipun seseorang mungkin menggunakan salam ini dengan ibu atau ayah mereka, tidak umum menggunakan sapaan ini dengan kakek-nenek seseorang misalnya.

“Hey man” digunakan di antara pria seperti juga “hey dude”. Tidak ada sapaan kausal yang setara yang hanya digunakan di kalangan wanita.


Contoh :

- Hi!
- Hey man!
- Hey Nick!
- Hey mom!
- Hey there everyone!

Greeting atau salam sangat penting. Ketika berjumpa dengan seseorang, sebenarnya kita sedang memanipulasi ego mereka, kita menunjukkan rasa hormat, memberi mereka rasa memiliki, dan membuat mereka merasa penting. Salam tidak benar-benar menghilangkan apa pun dari diri seseorang. Sebaliknya, itu membuat kita menjadi orang yang menyenangkan, dan orang yang mempunyai rasa hormat tinggi.

Menyapa seseorang tidak benar-benar membuat mereka menjadi atasan kita, atau membuat lebih rendah darinya. Itu hanya kesopanan, yang menyetarakan kepribadian individu. Kita bisa menyapa mereka yang jauh lebih muda, tetapi penting untuk menyapa yang lebih tua.

Salam bisa menyelamatkan hidup orang. Keindahannya adalah; tidak mengambil apa pun dari kita, tetapi dapat membedakan kita dari kebanyakan orang.



1.4 Leave Taking / Parting

Berbeda dengan sapaan, *leave taking* (salam perpisahan) bisa diartikan sebagai ungkapan atau tindakan ketika meninggalkan seseorang.

Anda berbicara dengan kolega berbahasa Inggris setelah rapat. Anda ada rapat dalam 5 menit dan Anda harus pergi sekarang atau akan terlambat. Tapi Anda tidak tahu bagaimana mengakhiri percakapan dengan sopan. Anda tidak yakin bagaimana menjelaskan mengapa harus pergi. Satu-satunya kata yang dapat dipikirkan adalah, “Good bye.” Rasanya canggung.

Bahasa Inggris adalah bahasa yang memiliki banyak ragam. Ada banyak cara untuk mengucapkan banyak frasa, beitu juga dengan ucapan selamat tinggal dan perpisahan. Jika kita meninggalkan seseorang, atau jika seseorang meninggalkan kita, manfaatkan berbagai pilihan ekspresi yang ada. Ada beberapa frasa yang dapat digunakan untuk melakukannya, memberi kesempatan untuk mengucapkan lebih dari sekedar “good bye atau “see you later”.

1.4.1 Formal Parting

Ungkapan ini paling baik untuk situasi formal atau profesional ketika Anda perlu mengakhiri percakapan dan mengucapkan selamat tinggal dalam situasi seperti:

- Meninggalkan rapat bisnis
- Menyelesaikan wawancara kerja
- Mengucapkan selamat tinggal kepada manajemen senior di penghujung hari / minggu
- Mengakhiri percakapan dengan tetangga lansia atau orang tua teman
- Berkomunikasi dengan klien baru, klien tingkat tinggi, klien yang marah



Dalam situasi ini, kita menggunakan bahasa yang lebih formal atau profesional untuk menunjukkan rasa hormat atau untuk menjaga gaya profesional dalam hubungan.

Useful Espressions

- Have a good day! Have a nice day!
- It was wonderful to talk with you. I must be going. I've got to
- It was great to talk with you. I look forward to seeing you again soon (or talking with you again soon).
- It was great to see you again. Have a good day/weekend/evening.

Kita akan membahas satu persatu ekspresi perpisahan formal diatas.

Have a good day! Have a nice day!

Mengucapkan dengancara mendoakan dengan ungkapan “*Have a good day, Have a good evening, or have a good weekend*” selalu merupakan isyarat yang baik. Ungkapan ini digunakan baik secara lisan maupun tertulis, yang berarti dapat digunakam untuk mengakhiri percakapan secara tatap muka, di telepon, atau email. Dalam bahasa Indonesia ini bisa diartikan dengan “Semoga hari-hari (-malam - akhir pekan) anda menyenangkan.”

Contoh percakapan :

- Daniel : All right, Mr. Hidayat. You can start working next week.
- Adi Hidayat : Thanks you, Sir.
- Daniel : Okey. Have a good day!
- Adi Hidayat : See you next week.



It was wonderful to talk with you. I must be going. I've got to

Jika Anda mengobrol dengan seseorang atau berbicara di telepon, ini adalah cara yang sangat sopan untuk mengakhiri percakapan. Setiap orang sibuk dan selalu ada hal lain untuk dilakukan sehingga tidak memiliki banyak waktu untuk berbicara lebih lama lagi dengan seseorang.

"I've got to" adalah alasan mudah yang dapat digunakan untuk berpamitan.

Contoh :

"It was great to talk with you but I must be going. I've got to"

- join a conference call in 5 minutes
- pick up the kids from school
- share this information with my boss
- get to a meeting
- finish running my errands

Kita dapat menggunakan alasan apa pun yang dimiliki, tetapi pastikan itu benar!

Contoh percakapan :

Situation :

Erna meets her friend's mother at the drugstore. They have speaking for a while. And Erna has to leave.

Erna : "It was great to talk with you Mrs. Heni, but I must be going.
I've got to pick up the kids from school.

Mrs. Heni : Oh. I see. Be careful.

Erna : See you Mrs. Heni.



It was great to talk with you. I look forward to seeing you again soon (or talking with you again soon).

Jangan hanya sekedar mengucapkan “See you”, kita dapat menggunakan ekspresi ramah ini untuk mengakhiri percakapan dengan nada positif. Kita dapat menggunakannya untuk percakapan tatap muka atau untuk telepon - berhati-hatilah dalam menggunakan “See you again soon” vs. “talking with you again soon”. Kita menggunakan “see” untuk percakapan tatap muka dan “talk” untuk telepon.

Contoh percakapan :

Situation :

Yuni is calling Rizky. She wants to ask for help. Mrs. Puji is answering on the phone. And tells Yuni that Rizky is out.

Yuni : Good morning. Can I speak to Rizky?

Mrs. Puji : I’m sorry. Rizky is out now. Who’s calling?

Yuni : This is Yuni, madam.

Mrs. Puji : Oh Hi. Yuni. Is there any important thing?

Yuni : No. Madam. I just need little help from Rizky.


Mrs. Puji : Please come to our house. We haven’t seen for couple days.

Yuni : Thank you, Mrs. Puji. May be next week. It was great talking to you. I look forward to talking to you again soon. See you

Mrs. Puji : OK. See you.

It was great to see you again. Have a good day/weekend/evening.

Mirip dengan ungkapan sebelumnya, ini memberikan ungkapan alternatif untuk mengucapkan selamat tinggal dalam pengaturan profesional. Dan sangat menyenangkan mendengarnya karena semua orang senang di penghujung hari kerja atau akhir minggu kerja.



1.4.2 Informal Parting

Dengan kolega yang kenal baik, klien yang telah menjalin hubungan dengan kita, atau orang yang merupakan kenalan kita (bukan teman dekat atau keluarga, tetapi orang yang bersahabat dengan kita), sebaiknya sedikit lebih santai dengan bahasanya. Ungkapan ini lebih informal tetapi tetap profesional dan ramah.

Kita dapat menggunakan ekspresi di bawah ini untuk mengakhiri percakapan atau mengucapkan selamat tinggal dalam situasi seperti:

- Kantor dengan tim dan kolega Anda
- Pertemuan atau makan siang dengan klien tetap
- Pameran dagang atau bursa kerja
- Konferensi
- Berbicara dengan tetangga
- Bertemu kenalan secara tidak terduga (misalnya, melihat seseorang yang Anda kenal di toko bahan makanan atau di restoran)

Useful Expressions

- Take Care
- I'll see you soon. / We'll talk again soon.
- Have a good one.
- Good seeing you. / Good talking with you.

Untuk lebih jelasnya kita akan membahas satu demi satu.



Take Care

Alternatif sederhana untuk selamat tinggal. Ungkapan ini dapat digunakan dalam situasi berbicara dan di akhir email. Ungkapan ini biasanya tidak digunakan dengan orang yang kita temui setiap hari, seperti kolega atau teman dekat. Kita menggunakan ini untuk mengucapkan selamat tinggal kepada seseorang yang tidak sering dijumpai.

I'll see you soon. / We'll talk again soon.

Ketika yakin bahwa akan bertemu atau berbicara dengan seseorang segera (dalam beberapa hari atau dalam beberapa minggu ke depan), ungkapan perpisahan ini adalah cara yang tepat untuk diucapkan.


Have a good one.

Ini mirip dengan “*Have a good day*” tetapi lebih informal sehingga paling baik digunakan untuk orang-orang yang dekat dengan atau dalam situasi santai.

Di Amerika Serikat, misalnya, ini biasa digunakan saat mengucapkan selamat tinggal kepada rekan kerja di penghujung hari kerja. Kata ini juga digunakan dalam situasi percakapan santai seperti pembicara dengan kasir di toko kelontong atau kedai kopi.

Good seeing you. / Good talking with you.

Ekspresi ini adalah cara yang baik untuk mengakhiri percakapan dengan seseorang yang sudah lama tidak kita ajak bicara atau temui. Misalnya, jika tiba-tiba melihat klien atau kenalan di toko grosir. Kita jarang menggunakan ini untuk seseorang yang ditemui setiap hari.



1.4.3 Slang Parting

Ucapan selamat tinggal ini sangat informal dan harus digunakan dengan orang yang kita kenal baik seperti teman dekat, keluarga, atau rekan kerja lama. Meskipun mungkin menggunakan beberapa salam ini dengan rekan kerja yang berbahasa Inggris yang kita kenal baik dalam situasi sehari-hari, sapaan ini mungkin tidak sesuai untuk rapat kerja atau untuk digunakan di acara kerja resmi.

Useful Expressions

- Bye!
- Later! / See you later! / Catch you later!
- See ya!
- I gotta run / I gotta take off / I gotta split / I gotta head out
- I'm off! / I'm outta here!

Untuk lebih memahami situasinya perhatikan penjelasan berikut ini:

Bye!

Pendek dan sederhana. Bentuk singkat dari “Goodbye” dan sering digunakan di akhir percakapan.

Later! / See you later! / Catch you later!

“Later” adalah bentuk singkat untuk ‘see you later’ atau ‘catch you later’-sampai jumpa nanti. Ekspresi ini sangat sempurna untuk mengucapkan selamat tinggal kepada seorang teman yang akan segera kita temui lagi. Misalnya, mungkinkita akan bertemu teman nanti hari ini atau besok, tetapi dalam waktu dekat. Ini perpisahan yang sangat santai dan informal jadi gunakan ini untuk teman dan keluarga.



See ya!

Mirip dengan menggunakan 'later' di atas, "see ya" adalah kependekan dari 'see you later' dan kita harus menggunakan aturan yang sama untuk menggunakan ekspresi ini.

I gotta run / I gotta take off / I gotta split / I gotta head out

Jika sedang terburu-buru dan ingin pergi ke suatu tempat dengan secepatnya, ini adalah cara yang sangat santai dan informal untuk mengucapkan kata perpisahan. Ini adalah bentuk ungkapan gaul, "*I have to get going. I've got to ...*" dari bagian selamat tinggal formal.

Catatan: 'gotta' berasal dari got + to. Meskipun jarang menulis "gotta", inilah cara kedua kata tersebut diucapkan saat diucapkan bersama dalam sebuah kalimat.

I'm off! / I'm outta here!

Dan 'I'm off!', adalah ekspresi perpisahan yang sangat santai untuk mengatakan bahwa kita akan pergi atau berangkat dari suatu tempat. Misalnya, jika berada di pesta teman atau berbicara dengan teman di kantor di sore hari, dapat mengucapkan, "I'm off" atau "I'm outta here" untuk mengatakan bahwa inilah saatnya bagi untuk pulang ke rumah.

Catatan: outta berasal dari out + of. Meskipun biasanya tidak menulis "outta", ini adalah cara kedua kata tersebut sering diucapkan saat digabungkan dalam sebuah kalimat.



1.4.4 Goodnight vs Good Evening

Good night adalah frasa yang digunakan seseorang di penghujung siang atau malam ketika seseorang meninggalkan seseorang untuk terakhir kalinya pada hari itu atau ketika seseorang pergi tidur. Ini pada dasarnya adalah cara untuk mengucapkan “selamat tinggal”. (Catatan: sangat jarang orang Amerika mengucapkan “*goodbye*” ketika mereka akan tidur, kemungkinan besar mereka akan mengatakan “*goodnight*.”)

Good evening adalah sapaan yang sering digunakan pada malam hari, setelah kira-kira jam 5: 00-6: 00. Salam ini digunakan serupa dengan “*Good morning*” atau “*Good afternoon*.” Ini adalah sapaan yang digunakan saat bertemu atau berjumpa dengan seseorang. Ini pada dasarnya adalah cara untuk mengatakan “hello”. Frasa ini umumnya tidak digunakan saat berpisah, meskipun frasa serupa “*have a good evening*” dapat digunakan saat meninggalkan seseorang untuk terakhir kalinya dalam jangka waktu 24 jam pada malam atau malam hari.

“Goodnight” sering juga dieja “good night”. Terkadang sapaan ini juga ditulis sebagai “good-night”. Ketiga versi ini umumnya memiliki arti yang sama.

Contoh percakapan :

Anis : Good evening Chika, have you had dinner yet?

Chika : Hi Anis, no I haven’t, but I have too much work to do to go out to dinner.

Anis : That’s too bad. I was hoping you would join me for a bite to eat.

Chika : I’m sorry I can’t this evening.

Anis : Well, good luck with all your work. Goodnight.

Chika : Thank you. Goodnight, enjoy your dinner.



Tugas Bab 1

Conversation Practice

A. Practice the following conversation with your partner

Conversation 1

- Yuda : Good morning, Mr. Arif. How do you do? I am Yuda the new Administrative staff.
- Mr. Arif : Nice to meet you, Yuda.
- Yuda : I'm sorry for bothering you, Sir. Would you please sign these files?
- Mr. Arif : Yes. Of course. Where are you from, Yuda?
- Yuda : I am from Manado, Sir. But I live in Semarang now.
- Mr. Arif : Are you happy working here?
- Yuda : Yes, I am.
- Mr. Arif : All right, Yuda. Here you are the files.
- Yuda : Thank you, Mr. Arif. I'm leaving now. It's been nice talking with you. Good bye
- Mr. Arif : Good bye. Have a good day!

Conversation 2

- Lastri : Hi, Fenny! How's it going?
- Fenny : Fine, thanks. And you?
- Lastri : Just fine. Where are you off to?
- Fenny : To the library. I've got a history exam next week and need to start studying. Ugh.
- Lastri : Oh, no. Well, I'll see you later then. Good luck!
- Fenny : Thanks. See you later



Conversation 3

Johan : Good morning, Professor Ilham, how are you doing?
Professor Ilham : Good morning, Johan. I am doing well. And you?
Johan : I'm great, thank you. This is my friend Hanna. She is thinking about applying to this college. She has a few questions. Would you mind telling us about the process, please?
Professor Ilham : Hello, Hanna! It's a pleasure to meet you. I'm more than happy to speak with you. Please stop by my office next week.
Hanna : It's a pleasure to meet you, professor. Thank you so much for helping us.
Professor Ilham : Don't mention it. Hopefully, I will be able to answer your questions.

B. State TRUE (T) or FALSE (F) based on the conversatin above.

1. Yudha hasn't met Mr. Arif before (...)
2. Yudha lives in Manado now (...)
3. The second conversation is taking a place in an office (...)
4. Fenny wants to library because she has got en exam today (...)
5. Lastri say good bye to Fenny because she doesn't want to disturb Fenny (...)
6. There are 3 persons in the 3rd conversation (...)
7. Johan introduces Hanna to Mr. Ilham (...)
8. Mr. Ilham will answer Hanna's questuons at his home (...)
9. Johan wants to apply to the college (...)
10. Mr. Ilham can't help Hanna and Johan (...)



Group Assignment

Make a short dialog using the following situations.

1. You meet your friend in a lobby of the hotel. He is your old friend.
2. You suddenly find yourself sitting together at the same table with your teacher at the café to have same coffee and snacks.
3. You bump into your neighbor in the shopping center buying clothes
4. You meet your friend at the lift exit. You can speak with him/her any longer, because you have to your jobs.
5. You are in your friend's house for a while after dinner. You want to go home
6. On your way to work, you see Mr. Darius, your Manager passing opposite your way
7. You are a new worker. Then you meet the HRD manager in the morning.
8. You want to meet your lecture in his/her office in the afternoon. You need her/him to sign the proposal.

Multiple Choice Test

Choose the best answer.

Situation: Nanda meets Aulia at STIE STEKOM.

Nanda : (1), Aulia. How's life?

Aulia : Fine, thank you, (2)?

Nanda : (3)

Aulia : Nanda, this is my new friend, Jenny.

Nanda : (4), Jenny

Jenny : Nice to meet you, too.

Yency : (5). Nanda. We have to go.

Nanda : (6).



- a. Nice to meet you.
 - b. Take care.
 - c. and you?
 - d. Hello.
 - e. Very well, thank you.
 - f. Good bye.
6. If you've invited people to your home, you should greet them as they're
- a. eating
 - b. arriving
 - c. leaving
7. Greetings in business are usually formal, but greetings among family and friends are much more
- a. impolite
 - b. polite
 - c. casual
8. Which greeting is best for a formal business meeting?
- a. Hi there
 - b. How's it goin'?
 - c. Nice to meet you
9. If you meet someone at night, you can greet them by saying
- a. Good night
 - b. Good evening
 - c. Good sleep
10. Which is a greeting that friends might use when meeting for coffee?
- a. Nice to meet you
 - b. Good to see you
 - c. Want a coffee?



11. Which would only be said if you haven't met the person for a long time?
 - a. Hi Lee. What's up?
 - b. Hey Joe. How are things?
 - c. Hi Annie. Long time no see.
12. Businesspeople often greet one another with
 - a. a hug
 - b. a high five
 - c. a handshake
13. If someone says "How do you do?" you can reply
 - a. Hi!
 - b. How are you?
 - c. How do you do?
14. What do you say to someone at 1pm?
 - a. Good morning.
 - b. Good afternoon.
 - c. Good evening.
15. When you arrive at a restaurant for dinner you can say "Good evening". When you leave the restaurant, you can say
 - a. Good evening.
 - b. Good night.
 - c. See you!
16. When you say good bye to a friend, you can say
 - a. See you later.
 - b. Catch you later.
 - c. Both of these.
17. Ester : I'm Ester. How do you do?
Fitri : I'm Fitriyani Maida.
 - a. Are you ok?
 - b. How are you?



- c. How do you do.
 - d. I am fine.
18. Bobby : Hi, Ace.
- Ace : Great! How about you?
- Bobby : It's good, thanks.
- a. What are you doing?
 - b. Where have you been?
 - c. What is she doing?
 - d. How's life?
19. The way to ask someone's news is?
- a. How is life?
 - b. Where are you?
 - c. What is that?
 - d. Do you like it?
20. It's seven o'clock in the morning. Gina will go to school. She says.....
to his parents.
- a. Good night
 - b. Good afternoon
 - c. Good morning
 - d. Good day
21. It's nine o'clock in the night. Gia will go to sleep. He says to his
parents
- a. Good night
 - b. Good afternoon
 - c. Good morning
 - d. Good day
22. Which one in the following is the expression of leave-taking?
- a. We have had a wonderful time.
 - b. How do you do?
 - c. How are you today?



- d. I am sorry, I have to leave now.
23. Grace : I'm afraid, I'll have to go now.
Sinta : Yes, good night, Sinta
Grace : Good night, see you tomorrow.

The underlined words means that Sinta wanted to Grace

- a. Invite
 - b. Leave
 - c. Introduce
 - d. Greet
24. Siti : I must study for the exam tomorrow. I have to go now.
See you tomorrow.
- Dayu : ...
- a. See you
 - b. Good bye
 - c. Good night
 - d. Good evening
25. What is a common habit used in informal English conversation?
- a. Omitting words within phrases
 - b. Greeting someone with hey
 - c. Saying ya instead of you
 - d. All answers are correct

Bab 2

Introducing

Tujuan



- Memahami *introducing* dalam bahasa Inggris
- Mengucapkan berbagai frase *introducing* dengan benar dan tepat sesuai situasi
- Menggunakan *introducing* dalam percakapan sehari-hari

Pendahuluan

Merupakan sebuah fakta kehidupan bahwa sebagian besar dari kita hidup dalam sejumlah lingkaran sosial yang berbeda. Banyak dari kita akan bersosialisasi dengan keluarga, teman, tetangga, rekan kerja, dan sebagainya dan seringkali, lingkaran sosial ini sebagian besar terpisahkan. Banyak alasan untuk secara alami berkumpul atau berinteraksi dalam banyak situasi.

Namun, ada situasi di mana lingkungan sosial yang berbeda itu akan bertemu pada satu keadaan; rapat, presentasi, pernikahan, pemakaman, dan sebagainya dan dalam situasi tersebut. Dalam lingkungan baru, kita tentunya perlu untuk mengenal satu sama lain.



Dengan memperkenalkan orang-orang pada pertemuan yang tidak saling mengenal, semua orang umumnya akan merasa lebih nyaman dalam situasi sosial dan orang-orang akan dapat berbicara dengan lebih nyaman. Dengan kata lain, tujuan memperkenalkan orang adalah memberi mereka kesempatan untuk mengenal satu sama lain.

Ketika tahu bagaimana memperkenalkan diri dan orang lain dalam situasi sosial dan bisnis, tingkat kepercayaan diri mencapai tingkatan baru. Seni perkenalan adalah hal terpenting dalam menyatukan orang. Dan setelah dikuasai, secara otomatis kita dapat berperan sebagai tuan rumah ke mana pun kita pergi. Tapi ingat, sebagai tuan rumah yang bagus harus dibarengi dengan tanggung jawab yang besar. Dalam bab ini kita akan belajar tentang cara memperkenalkan diri dan memperkenalkan orang lain.

2.1 Introduce Yourself

Ke mana pun kita bepergian, pasti akan bertemu dengan seseorang yang tidak kita kenal. Dan dalam suasana yang sesuai seperti acara bisnis, pesta ulang tahun, acara kumpul-kumpul di rumah teman, harus mampu memanfaatkan peluang sosial ini dengan memperkenalkan diri.

Dalam perkenalan ada perkenalan formal dan informal. Perkenalan formal digunakan untuk memperkenalkan diri atau orang lain kepada orang yang baru ditemui. Sedangkan Perkenalan informal digunakan ketika memperkenalkan teman ke teman lainnya.

Formal Introduction

Formal introducing biasanya digunakan pada acara atau forum resmi, seperti perkenalan pada acara seminar di mana di acara tersebut terdapat tokoh atau orang penting.



Useful Expressions

- Good morning/Good afternoon/Good evening
- Please, allow me to introduce myself. I am/ My name is
- May I introduce myself? I am Nice to meet you.
- How do you do? My name is
- I am Dewi Mustika / My name's Dewi Mustika. How do you do?

Informal Introduction

Informal introducing ini biasanya digunakan pada acara atau forum tidak resmi, seperti perkenalan pada saat ditempat umum bertemu dengan saudara teman atau teman baru.

Useful Expressions

- Hello, I am Nice to meet you
- Hi/Hey, I am Nice to meet you
- Excuse me. I am what's your ? Hi, what's your name
- Please call me

2.2 Introduction Other People

Jika mengenal dua orang yang belum pernah bertemu, kita bisa memperkenalkan mereka satu sama lain.

Tata cara dan dasar perkenalan formal mensyaratkan untuk memperkenalkan orang dengan peringkat yang lebih rendah kepada orang yang berperingkat lebih tinggi. Peringkat ini umumnya ditentukan oleh hal-hal seperti usia, jabatan, atau berapa lama kita mengenal salah satu individu secara pribadi. Nama individu dengan peringkat lebih tinggi harus selalu didahulukan dalam perkenalan



Useful Expressions for Introduction Other People

- I would like you to meet Mr./Mrs.
- Lina, do you know Agnes? (memperkenalkan Agnes to Lina.)
- Agnes, this is my friend Lina. (memperkenalkan Lina to Agnes.)
- I don't think you two know each other, do you? (memperkenalkan dua orang asing satu sama lain.)
- Galang, meet my friend Juna. (memperkenalkan Juna to Galang.)
- Roni, I don't think you've met Angga.
- I don't think you know Alice / Agnes, do you know Jane?
- May I introduce you to Agnes?
- Angga, I'd like you to meet Roni.
- Friends, can I introduce Mr Roni? (formal)

Conversation Practice

Formal Introduction 2

Mr. Anwar meets Mrs. William, one of his students, and her husband in the street.

Mr. Anwar : Good morning, Mrs. William.

Mrs. William : Good morning, Mr. Anwar. How are you?

Mr. Anwar : I'm fine thanks, and you?

Mrs. William : Not too bad. Mr. Anwar, this is my husband Richard,
Richard this is Mr. Anwar is my English teacher.

Mr. William : Pleased to meet you.

Mr. Anwar : Pleased to meet you too. Are you from UK, Mr. William?

Mr. William : Yes, London. And you, are you from London?

Mr. Anwar : No, I'm from Derby, but I live in London now.

Mrs. William : Well, goodbye Mr. Anwar, it was nice to see
you.

Mr. Anwar : Yes, goodbye



Formal Introduction 2

- John : Excuse me, are you Dr. James?
Dr. James : Yes I am. Can I help you?
John : May I introduce ourself? I am John and this is my friend Jim. We are from a book fair organizer.
Dr. James : Hello John & Jim. How do you do.
Jim : How do you do too, Mr. James. We are here to offer you a prime stand for your publications at our book fair.
Dr. James : It's nice to hear an offer from you. But I am afraid I don't have much time right now. Can you give the proposal to my secretary?
John : OK. I will give the proposal to your secretary.
Dr. James : Great. Nice to see you.
Jim : Goodbye. Pleased to meet you.

Informal Introduction 1

- Anton : Who's the tall girl next to Cindy? That's Maya Rayahu. Didn't you meet her at Joni's party?
Tirta : No, I wasn't at Joni's party.
Anton : Then let me introduce you to her now. Maya, this is my cousin, Tirta.
Maya : Hi, Tirta.
Tirta : Hi. I'm glad to meet you.
Maya : I'm glad to meet you too. Can't we sit down somewhere and talk?
Tirta : Sure, let's sit over there.



Informal Introduction 2

Anas : What's up bro!

Abdur : Pretty good. How are you doing?

Anas : Fine. Who is with you?

Abdur : Oh. Meet my cousin Jihan, she came here to vacation.

Anas : Hello Jihan, nice to meet you. I am Anas.

Jihan : Hello Anas, glad to see you. Call me Jihan.

Anas : Got to go now.

Abdur : OK. See you!

Anas+Jihan : See you!

Informal Introduction 3

A : Have you two met each other?

B : No, we haven't.

A : Ben, this is Carol. Carol this is Ben. (*B and C tersenyum dan berjabat tangan.*)

B : Nice to meet you Carol.

C : Nice to meet you too, Ben.

2.3 Follow Up


Setelah berkenalan atau diperkenalkan dengan seseorang, langkah selanjutnya adalah dengan sopan mengajukan beberapa pertanyaan umum untuk berkenalan.

Catatan:

Saat bertemu seseorang untuk pertama kalinya,

Dilarang bertanya:

Usia /tanggal - lahir - Gaji - Berat badan dan Status perkawinan



Beberapa pertanyaan yang umum digunakan antara lain:

- Where do you live/study/work?
- Where are you from?/Where do you come from?/Are you from ...?
- Are you a student at this university?
- Is this your first time here?
- What do you do for a living? What is your job??What do you do?
- How long have you been working for (company)?
- What is your interest in? / What is your hobby?
- How do you know Alan (orang yang dikenalkan)?


2.4 Personal Introduction in front of Audiens

Ketika memasuki sebuah lingkungan yang baru : tempat kerja, tempat tinggal baru, kelas baru pasti secara pribadi seseorang akan memperkenalkan diri didepan orang lain. Dalam bisnis misalnya Anda sebagai tenaga penjualan yang harus menyampaikan presentasi di depan para calon pembeli. Perkenalan diri sangat dibutuhkan untuk memberikan kesan pertama yang mengesankan.

Untuk memperkenalkan diri secara pribadi didepan banyak orang diperlukan cara dan keberanian diri.

Beberapa hal yang perlu diperhatikan sebelum memperkenalkan diri antara lain :

- ***Berdiri saat giliran Anda memperkenalkan diri.***
Ini akan membuat terlihat lebih percaya diri dan membantu berbicara lebih jelas daripada jika tetap duduk. Mungkin terasa canggung untuk berdiri, tetapi perkenalan akan berakhir lebih cepat dari yang diperkirakan.
- ***Tersenyum ketika menyampaika perkenalan diri***
Meskipun sangat gugup, tersenyum akan membuat suara terdengar lebih tenang dan membantu kita menutupi rasa



gugup itu. Ini juga menunjukkan kepada audies bahwa kita ramah dan mudah bergaul. Selain itu, tersenyum merangsang produksi endorfin, jadi juga membantu diri sendiri untuk merasa sedikit lebih bahagia!

- ***Berbicara dengan penuh percaya diri***

Kemungkinannya adalah meskipun suara bergetar, orang lain tidak akan menyadarinya. Kita ingin semua orang bisa mendengar, jadi saat memperkenalkan diri, lakukan dengan suara yang jelas dan nyaring. Jangan bergumam atau menatap tanah. Tidak apa-apa menjadi gugup — banyak orang menjadi gugup saat berbicara di depan orang lain! Tetapi jika kita dapat mengambil napas yang mantap dan menunjukkan kepercayaan diri.

- ***Sebutkan Nama pertama kali***

Akan sangat membantu jika memberi nama depan, jeda, lalu berikan nama depan dan belakang Anda, seperti “Hello, my name is Yanuar, the complete name is Yanuar Atmadja.”. Pengulangan membuat orang lain lebih mungkin mengingat nama kita.

- ***Sebutkan identitas diri lainnya secara singkat : tempat tinggal dan asal daerah/negara, hobby, pekerjaan, keluarga.***

Dalam perkenalan pribadi perlu juga menyebutkan asal daerah / tempat tinggal, pekerjaan/ nama perusahaan atau instansi, hal-hal yang disenangi dan secara singkat tentang keluarga.

- I was born in... but I live in ...
- I am from but I live in ...
- My hobby is ... I like (hobby)
- I am married/ I am unmarried. I have two brothers

- ***Hindari menyampaikan hal yang sangat pribadi***

Hindari berbagi informasi yang terlalu pribadi, seperti jika sedang dalam proses perceraian atau baru saja kehilangan pekerjaan. Cobalah untuk menjaga hal-hal positif dan ceria — Kita tidak ingin kesan pertama negatif atau membuat orang lain tidak nyaman.



Contoh Perkenalan Diri

Introduction 1 - New Student

Good morning everyone!

My name is Febri Dwi Cahya. I am a new student at this class. I was born in Bandung, February 9th, 2000. My hobbies are writing and reading. If there is a competition, I would love to take part as long as it relates to the world of authorship. It was my first step to achieve my goal of becoming a famous writer. Yep, that's all that I can tell about myself. Thank you.

Introduction 2 - New Employee

My name is Evan Dimas. I'm a new employee here. Previously, I had worked in various reputable companies in Indonesia. So, I will do my best for this company so that this company can make more progress and get higher profits. Well, that's a simple introduction I can do. I hope we can work together as a team. Thank you.

Introduction 3 - Starting Presentation

First, let me introduce myself, my name is Rahmat Mulyana. I graduated from Yogyakarta State University majoring in mechanical engineering. Here, I would like to convey my research on mechanical techniques that some time ago I found and completed



Introduction 4 - Family

Good morning, everyone. My name is Oktarina Siwi, I was born in Papua on August 17th, 1994. I am currently living in Makassar, with my uncle.

Now, allow me to introduce myself further. I have a sister and a younger brother. My father works at a mining company and my mother is a housewife. They live in Papua. That's all I can say about myself. Thank you.


Introduction 5 - Hobby

Good morning, friends!

On this occasion, allow me to introduce myself. My name is Eka Retno. I am 17 years old and live in West Java. For now, I am in SMA N 3 Bandung. My favorite food is meatballs, while my favorite drink is soda gembira. About the hobby, I really like to swim. I like to spend my vacation in the pool with my friends. Well, I think enough for information about me. Thank you very much.

Introduction 6 - Job

Good afternoon all, I am Yani Handayani and you can call me Yani. I was born in Pandeglang, November 18th, 1994. Right now, I'm managing a personal blog about current issues and information. So, you can stop by my blog, if you want to. I think that's all I can say. More or less, thank you



2.5 Personal Commercial Introduction

Personal Commercial (juga dikenal sebagai pidato singkat, perkenalan pribadi.) Adalah cara yang cepat dan efektif untuk membuat perkenalan yang mengesankan. Kita dapat menggunakan *Personal Commercial* saat memperkenalkan diri kepada calon pemberi kerja di bursa kerja, wawancara, atau kapan pun diminta untuk memperkenalkan diri secara profesional.


Untuk lebih memahami dan memulai sebuah perkenalan diri di depan umum beberapa pertanyaan ini dapat dijadikan referensi

- Apa tujuan karir Anda?
- Keterampilan, kekuatan, atau pengalaman apa yang Anda miliki yang akan membantu Anda mewujudkan tujuan itu?
- Pencapaian apa yang paling mewakili dan bagaimana Anda menggunakan keterampilan, kekuatan, atau pengalaman ini?
- Apa yang Anda cari dalam pekerjaan atau magang?
- Bagaimana Anda bisa langsung memberi manfaat bagi organisasi?

Contoh Personal Commercial

Personal Commercial 1

“Good morning, my name is Nirag Vashi, and I am a secondary education student at Western Michigan University with a focus in science. I grew up in a family of teachers and know that being a high school science teacher is my calling. My passion for helping others has been evident in my involvement in Kalamazoo Public Schools and as a camp counselor for the last three years. Through those experiences I have learned to interact with a diverse group

A photograph of a city skyline with several tall skyscrapers under a clear sky, positioned at the top of the page.

of people, which has increased my ability to relate to others. I have also had the opportunity to create lessons for the campers that focused on life skills like teamwork, communication, and time management. Having been a teacher yourself, what things should I be doing now to prepare for my internship search?”

Personal Commercial 2

“Hello, I am Alexandra Hill, and I will be completing my bachelor’s degree in finance from Western Michigan University in August. I have worked on a wide variety of projects that have allowed me to put what I’ve learned in the classroom into use in a practical sense. Last year, I was part of a new course where the students managed \$500,000 for the Western Annual Fund and it was really exciting to see the portfolio grow. I pride myself on being detail-oriented, analytical, and driven. I understand that you are searching for a new investment advisor and I believe these qualities would benefit your company’s goal to increase your client base while continuing to provide sound investment advice.”

Sumber : <https://wmich.edu/>



2.6 Culture

Perbedaan dan penggunaan kata sapaan (Ms, Miss dan Mrs.) dalam Bahasa Inggris

Berikut penjelasan perbedaan dan penggunaan yang lebih jelas tentang masing-masing sapaan Ms, Miss dan Mrs.

- Ms Dibaca Miz / (Məs) yaitu sapaan untuk perempuan yang tidak diketahui statusnya, atau digunakan pada kali pertama bertemu wanita. Apakah perempuan tersebut sudah menikah atau belum, juga dapat dimaksudkan dengan sengaja menyembunyikan status perkawinan.

Jika kita menulis surat atau email yang ditujukan pada seorang wanita, sementara kita tidak mengetahui status pernikahannya, sapaan yang digunakan adalah “Ms”.

Contoh lain misalnya untuk booking via telepon dan yang telepon adalah perempuan, tapi tidak tahu statusnya maka kita bisa menggunakan “Ms” (Miz)

Ms. juga tergantung pada siapa yang ingin menggunakannya. Ada perempuan yang tetap ingin dipanggil Mrs. Atau pun Miss.

- Miss dibaca Mis yaitu sapaan untuk perempuan yang belum menikah. Artinya adalah nona.
Miss “lastname” biasanya digunakan dalam dunia pendidikan, contohnya adalah guru. Siswa-siswi memanggil guru nya tanpa tahu apakah guru mereka sudah menikah atau belum. Ini title netral yang bisa digunakan pada perempuan muda dalam suasana formal.



- Mrs dibaca Misiz' yaitu sapaan untuk perempuan sudah menikah (statusnya adalah istri seseorang). Artinya adalah Nyonya.

Ketika menggunakan "Mrs" pastikan perempuan tersebut sudah menikah atau pernikahannya diakui secara publik atau tidak disembunyikan. Perempuan yang sudah menikah dan memilih menyebut dirinya "Ms" dari pada "Mrs" biasanya dengan alasan emansipasi, mengingat laki-laki tetap menggunakan "Mr" walaupun telah menikah.

Contoh yang mudah dipahami, misalnya seperti ini :

Miss digunakan pada perempuan yang belum menikah dengan menyertakan nama keluarganya atau "last name".

Contohnya Jennifer Austin kita beranggapan bahwa Jennifer Austin adalah putri dari Mr. Austin atau tuan Austin, maka panggilannya adalah Miss Austin. Kemudian dia menikah dengan Erick Myers, maka panggilannya menjadi Mrs. Myers.

Dengan kata lain Mrs. digunakan pada wanita yang sudah menikah dengan menyertakan nama suaminya husband lastname.

Catatan :

- Ada perempuan yang tetap ingin menggunakan Mrs. "husband lastname" karena suaminya meninggal.
- Sementara perempuan lain ingin menggunakan Mrs. "family lastname" karena sudah bercerai dengan suaminya.



Tugas Bab 2

Individual Assignment

A. Make a short conversation based on the situation below.

Situation 1

You are a new college student of STIE STEKOM. You have to pick up an exchange student from New Zealand at airport. Introduce yourself to her/him

Situation 2

You and your friend, Elma are in the mall. Then you meet your partner. Introduce your partner to your friend.

Situation 3

You visit your girlfriend's house. You meet your mother's girlfriend. Introduce yourself to her.

Situation 4

You and your family meet your manager at a Wedding party. Introduce your family (wife, children) to your manager.

Situation 5

You need to see your lecturer. But he/she hasn't met you before. You have to introduce yourself

B. Make a personal introduction. Then perform in front the class. Make a complete one. (Name, born/age, job, address, hobby, and family)



Group Assingment

- *Make a group of four. Suppose that you are a company teamwork. Prepare an opening introduction for selling product.*
- *Perform in front of the other groups.*

Knowledge Test

A. Read the personal introduction carefully.

Good afternoon, fellows.

May I introduce myself? My name is Thomas Sheppard. Just call me Tommy. I was born in Finland, but my parents moved to USA when I was young, so I'm an American. I speak both English and Finnish. I come to Indonesia to learn about the culture because I like dancing traditional dances. I dream to be a professional dancer one day. I live in Solo, a small town southward Yogyakarta. I'm glad to know you all and hope that I can get help from you especially in Indonesian. Thank you.

B. Answer the questions based on the passage above.

1. Who is introducing himself?
2. Where was he born?
3. Where do his parents live?
4. Does he speak Irish?
5. What does he do in Indonesia?
6. Is he a student or a teacher?
7. Does he like dancing traditional or modern dances?
8. What does he want to be?
9. Where is Solo located?
10. What does he expect from his new friends?



C. Read the conversation below, then state TRUE (T) or FALSE (F) the statements given.

Iwan : It's a very good conference this year.

Albert : Yes, I'm really enjoying it. I think it's better than last year's one.
Did you come last year?

Iwan : No, I didn't. But I came the year before and that was good, but not as good as this year's.

Albert : It was good last year, but the speakers here this year are a lot better.

Iwan : Allow me to introduce myself. My name's Iwan Kurniawan.

Albert : Pleased to meet you Iwan. My name's Albert Rodgers.

(Handshake)

Iwan : Pleased to meet you too. How long are you at the conference for?

Albert : Where do you come from?

Iwan : I come from Indonesia. How about you?

Albert : I am from Swedia. I'm here for the full 5 days. And you?

Iwan : I'm only here for 3 days. I'm leaving the day after tomorrow.

Alber : What do you do?

Iwan : I'm a sales manager at Digital Company. And yourself?

Albert : I'm the director of marketing for an internet company called travelquick.com.

Statements

1. The dialogue is taking a place in a conference summit (...)
2. Iwan didn't attend the conference last year (...)
3. Albert came to the conference last year (...)
4. Iwan and Albert have known each other (...)



- 5. Albert is from Swedia (...)
- 6. The conference is held for 5 days (...)
- 7. Iwan is a sales manager of an internet company (...)
- 8. The conference this year is worse than last year (...)

D. Choose the best answer.

- 1. A phrase/question used to ask somebody what their job is, ..
 - a. Please to meet you too
 - b. What do you do?
 - c. And yourself?
 - d. Idont't think we have been introduced
- 2. When a person says 'nice to meet you', you answer them by saying ...
 - a. Idont't think we have been introduced
 - b. My name is Herman
 - c. Nice to meet you
 - d. Nice to meet you too
- 3. A phrase that is used to start an introduction, is ...
 - a. Please to meet you too
 - b. What do you do?
 - c. And yourself?
 - d. Idont't think we have been introduced
- 4. A phrase/question used to ask somebody if they work in a certain company, department etc..., is
 - a. Please to meet you too
 - b. What do you do for a living?
 - c. Where do you stay?
 - d. Idont't think we have been introduced



5. A short phrase used to ask somebody the same question that they have just asked you, is ...
- a. How are you doing?
 - b. What do you do?
 - c. And yourself?
 - d. Please introduce myself
6. Ratu : Deti,
Deti : Pleased to meet you.
Iman : Pleased to meet you too.
- a. Iman wants to meet you
 - b. Don't you Iman is my friend
 - c. I'd like you to meet my friend
 - d. Please introduce yourself to Iman
7. Mr. Bowen : It's a pleasure to meet you.
Mrs. Sweeney :
- a. Pleasure to meet you, too
 - b. I like to meet you
 - c. I would like to meet you
 - d. How do you do.
8. What is your expression to introduce yourself, if you meet someone for the first time?
- a. Have you meet my friend. Via?
 - b. Hello, may I introduce myself?
 - c. Hello, nice to meet you friend.
 - d. I am Tiara. How do you do?
9. Gilang : This is Mrs. Ina, an old friend of mine.
Gita :
- a. Pleased to meet you.
 - b. How are you getting on?
 - c. May I know your name?
 - d. You're welcome.
10. Jannete: Mr. Dodi, my father.
Mr. Dodi: How do you do, Mr. Hendy.
Mr. Hendi: How do you do, Mr. Kevin.
- a. I'd like to introduce
 - b. I want to invite
 - c. I like you to visit
 - d. I'm glad to help



11. Ega was at a party. There were a lot of guests there that Ega didn't know.

Ega : Excuse me, My name is Ega Rustandi.

Guest : Hello, Ega. I'm John. How do you do?

John :

- a. Nice to see you.
- b. How do you do?
- c. Fine, thanks.
- d. I'm glad to know you.

12. Dani : Ratih, this is my sister, Dina.

Ratih : Hi, nice to meet you.

Dina : ""

- a. I hope you fine
- b. Thanks you for you
- c. Nice to meet you, too
- d. See

13. Tata is a new member of STEKOM English Club. She introduced herself

Ladies and gentlemen

- a. Allow me to introduce myself.
- b. I am happy to meet you.
- c. Let me Introduce you to the audiences

14. Rosa : Hello, my name is Rosa. Are you new student ?

Zahra : Yes, I'm Zahra . Nice to meet you

Rosa : Nice to meet you, too. I'm in that class

Zahra : Me too

What do we learn from the dialogue ?

- a. They are in the same class
- b. They have known each other
- c. They have met before
- d. They are not new students

15. Gita : This is Mrs. Ina, an old friend of mine.

Gilang :

- a. Pleased to meet you
- b. How are you getting on?
- c. May I know your name
- d. You're welcome

Bab 3

Penggunaan 'Article'

Tujuan

- Memahami fungsi article : *a, an dan the*
- Membedakan penggunaan *a, an dan the* dalam kalimat
- Membuat berbagai contoh kalimat dengan menggunakan *a, an dan the*



Pendahuluan

Banyak pelajar bahasa Inggris memiliki masalah dengan artikel (kata *a, an dan the*), terutama jika artikel tersebut tidak ada dalam bahasa mereka sendiri. Dalam bahasa Inggris, untuk mengidentifikasi bahwa benda tersebut tunggal (singular) kita memasang kata "a" atau "an" di depan sebuah kata benda (pada umumnya). Dalam bahasa Indonesia article 'a' atau 'an' mempunyai beberapa terjemahan menyesuaikan dengan benda yang diikutinya. Bisa diartikan sebuah, seekor, seorang, dll sesuai dengan bendanya. Dapat juga diartikan 'satu'

Dalam bab ini kita akan belajar tentang pengertian dan penggunaan articles 'a' 'an' dan 'the'.



Bahasa Inggris memiliki dua artikel: the dan a / an. The digunakan untuk merujuk pada kata benda tertentu atau khusus; a / an digunakan untuk memodifikasi kata benda non-spesifik atau non-khusus. Dua jenis article ini disebut 'Definite article' dan 'Indefinite article'.

3.1 Definite Article 'The'

Definite article 'the' adalah kata yang paling sering digunakan dalam bahasa Inggris. Kita menggunakan 'the' di depan kata benda ketika yakin bahwa pendengar / pembaca tahu persis apa yang kita maksud:

Beberapa aturan penggunaan 'the' adalah :

1. Hanya satu-satunya (*the only one*)

Ada banyak kata benda di dunia ini yang hanya ada satu-satunya tidak ada duanya.

Contoh :

- The moon is very bright tonight.
- Who is the president of Indonesia?
- The University of STEKOM is very famous in Central Java.

2. Penyebutan secara spesifik dalam konteks (pembicaraan)

Ketika kita membicarakan sesuatu (kata benda/nouns : hewan, benda, manusia, keadaan dll) yang hanya ada satu dalam konteks pembicaraan tersebut maka penggunaan 'the' menunjukkan obyek yang dimaksud.

Contoh :

- We live in a small house next to *the church*.
The church (gereja) mengacu pada satu-satunya gereja di desa dalam konteks pernyataan tersebut.

- Dad, can I borrow *the car*?
'the car' (mobil) menunjuk pada satu-satunya mobil yang dimiliki atau ada di rumah.
- When we stayed at my grandmother's house, we went to *the beach* every day.
'the beach' (pantai) menunjuk pada pantai yang ada di dekat rumah nenek)
- Look at the boy over there.
'the boy' (anak laki-laki itu) menunjuk pada satu-satunya anak laki-laki yang ditunjuk pembicara.

3. Sudah disebutkan sebelumnya

Dalam percakapan atau membuat pernyataan sangat mungkin untuk mengulang kata benda yang telah diucapkan sebelumnya.

Contoh :


- A young man got a nasty shock when he tried to rob a jewellery shop in Richmond. **The man** used a heavy hammer to smash the windows in the shop.

'The man' menunjuk pada 'A young man' yang telah disebutkan dalam kalimat/pernyataan sebelumnya.

- I found *a cat* in front of my house yesterday. My mother aks me to take care *the cat*.
- She gave him a present. *The present* was very expensive.

4. Sebagai kata tunjuk tentang semua hal yang dirujuk oleh 'sebuah' kata benda:

Article 'the' sebagai kata tunjuk (tunggal/singular) terhadap kata benda pada umumnya.



Contoh

- *The wolf* is not really a dangerous animal.
The dalam kata *the wolf* digunakan untuk menunjukkan serigala-serigala (bentuk jamak)
- *The kangaroo* is found only in Australia.

Dalam kasus ini 'the' dapat juga digunakan untuk berbicara tentang alat musik:

- Ryan plays *the piano* really well.
- She is learning *the guitar*.

5. Menunjuk pada nama bangunan atau mahakarya terkenal, organisasi, hotel, pub and restaurant, dan fitur geografis

Contoh :

- the Empire State Building, the Taj Mahal, the Mona Lisa
- the United Nations, the School Organisation
- the Ritz, the Ritz Hotel, the Hotel Indonesia
- the Himalayas, the Canaries, the Atlantic (Ocean), the Amazon, the Panama Canal

6. Digunakan untuk menunjukkan *superlative* (paling)

Contoh :

- Ari Atrian is the tallest boy in the class.
- It is the oldest building in the town.
- Who is the best manager?

Catatan :

'The' dapat digunakan untuk semua bentuk kata benda baik tunggal dan jamak, countable ataupun uncountable nouns.

Contoh :

- the flower, the flowers, the water, the oil.



3.2 Indefinite Article ‘a’ dan ‘an’

‘a’ dan ‘an’ digunakan untuk merujuk pada sesuatu untuk pertama kalinya atau untuk merujuk pada anggota tertentu dari suatu kelompok. ‘a’ dan ‘an’ digunakan ketika kita mengacu pada hal atau kuantitas yang tidak ditentukan. Article ini digunakan ketika kita tidak tahu (atau tidak peduli) hal apa yang sedang dibicarakan. Dua articles ‘a’ dan ‘an’ ini digunakan untuk membuat pengucapan lebih mudah saat membaca teks dengan lantang.

Beberapa aturan penggunaan ‘a’ dan ‘an’ antara lain :

1. ‘a’

‘a’ digunakan ketika mengikuti/sebelum kata benda yang diawali dengan *bunyi konsonan*: **a book, a girl, a student**

2. ‘an’

‘an’ digunakan ketika mengikuti/sebelum kata benda yang diawali dengan *bunyi vokal*: **an apple, an idea, an enemy, an operation**

Catatan : Penting untuk diperhatikan bahwa tidak semua kata benda yang diawali dengan konsonan dimulai dengan bunyi konsonan. Harus memperhatikan pengucapannya, bukan hurufnya saat menerapkan aturan a dan an. Ingat, ini tentang pengucapan.

Perhatikan contoh di bawah ini:

- ~~a-honor~~ *INCORRECT*
an honor *CORRECT*
'honor' di ucapkan 'ə'nɔːr'
- ~~an-one-eyed pirate~~ *INCORRECT*
a one-eyed pirate *CORRECT*
one-eyed pirate diucapkan '/wən/ ...



3. 'a' dan 'an' dengan singkatan

Aturannya sama dengan diatas.

Contoh:

- Mr. Dylan is a Federal Bureu Investigation agent.
 - ~~Mr. Dylan is an FBI agent.~~ **INCORRECT**
 - Mr. Dylan is an FBI agent. **CORRECT**
- Mrs. Titin is an STIE STEKOM lecture.
- Mr. Arfan is a PSSI member.

4. 'a' / 'an', digunakan dengan kata benda tunggal ketika pendengar / pembaca tidak tahu persis mana yang dimaksud: Kata 'a' dan 'an' digunakan saat kita ingin menyatakan suatu hal yang sifatnya umum atau *general*.

Contoh :

- I saw *a star* tonight.
- I had *an omelette* for breakfast today.
- Do you have *a pen*?
- We want to buy *a notebook*.
- Lala is writing *a poem*.

5. 'a' atau 'an' sering kali mendahului kata sifat deskriptif.


Contoh

- He is *a good boy*.
- What *a nice car*!
- STEKOM University is *a good campus*.

Catatan :

'The' tidak boleh mendahului:

- Nama benua: Asia, Europe, Australia, Africa, South America, North America, Antarctica.

- 
- Nama negara: Australia, Bolivia, England, France, Spain, dll.
 - Nama negara bagian, kota besar, atau kota kecil: Los Angeles, Alaska, Sydney, London,
 - Nama jalan: George street, Albion Street, New town stree,
 - Nama danau dan teluk tunggal: Lake Carey, Lake Eyre, Lake Hillier, Shark Bay,
 - Nama gunung tunggal: Mount Everest, Mount Solitary, Mount Bindo, Mount Fuji, dll.
 - Nama pulau tunggal: Easter Island, Bare Island, Bird Island, Fatima Island,
 - Nama bahasa: Spanish, Russian, English, (Ketika 'the' mendahului kata benda ini, mereka mengacu pada populasi bahasa tersebut.)
 - Nama olahraga: cricket, football, basketball,
 - Nama disiplin ilmu / mata pelajaran: biology, history, computer science, mathematics,
 - catatan:

'The' harus mendahului:

- Nama samudra, teluk, laut, dan sungai: the Pacific, the Atlantic, the Coral Sea, the Timor Sea, the Persian Gulf, the Nile, the Murray River, the Darling Rive, dll.
- Nama negara dengan negara bagian atau pulau: the United States of America (the USA), the UK, the UAE, the Philippines, dll.
- Nama-nama danau besar: the Great Lakes, the African Great Lakes
- Nama-nama pegunungan: the Himalayas, the Alps, the Andes, dll.
- Nama sekelompok Pulau: the West Indies, the Andamans, dll.



Tugas Bab 3

Choose the best answer.

1. Boyolali is located at the foot of Merapi.
a. the
b. no article
c. a
2. Toronto is located on Lake Ontario.
a. a
b. the
c. no article
3. San Diego is located near Mexican border.
a. the
b. no article
c. a
4. Let's go to Jakarta.
a. the
b. no article
c. a
5. Nile is the longest river in the world.
a. The
b. A
c. no article
6. Do you speak Swedish?
a. the
b. no article
c. a
7. I spoke with Swedish film director that I told you about.
a. the
b. no article
c. a
8. I need bottle of water.
a. the
b. no article
c. a
9. Spain is one oflargest European countries.
a. the
b. no article
c. a
10. Sahara is the world's biggest desert.
a. The
b. A
c. no article
11. You must always tell truth!
a. the
b. no article
c. a
12. Someone call policeman!
a. the
b. no article
c. a



13. He is ABC English Club member.
a. the
b. no article
c. a
14. We ate delicious meal yesterday.
a. the
b. no article
c. a
15. meal that we ate yesterday was wonderful.
a. the
b. no article
c. a
16. I have unscheduled test tomorrow morning.
a. the
b. no article
c. a
17. Which shirt do you like? blue one?
a. the
b. no article
c. a
18. I have three shirts - a yellow one, an orange one, andblack one.
a. the
b. no article
c. a
19. Did you see man that I told you about?
a. the
b. no article
c. a
20. My father is honest person.
a. the
b. an
c. a

Bab 4

Asking and Giving Opinion

Tujuan


- Memahami pengertian *asking and giving opinion*
- Mengucapkan berbagai frase *asking and giving opinion* dengan benar dan tepat sesuai situasi
- Menggunakan *asking and giving opinion* dalam percakapan sehari-hari



Pendahuluan

Berbicara bahasa Inggris selama rapat, makan siang bisnis, atau dalam jenis percakapan umum apa pun, mungkin akan menghabiskan sebagian waktu ini untuk bertanya dan memberikan pendapat/opini.

Pendapat/Opinion menurut Wikipedia adalah pendapat, ide atau pikiran untuk menjelaskan kecenderungan atau preferensi tertentu terhadap perspektif dan ideologi akan tetapi bersifat tidak objektif karena belum mendapatkan pemastian atau pengujian. Meskipun bukan merupakan sebuah fakta akan tetapi jika suatu saat suatu opini dapat dibuktikan maka opini tersebut akan berubah menjadi sebuah fakta.



Orang yang secara alami ingin tahu, pasti akan menyambut baik saran orang lain, di sisi lain kita akan sering meminta pendapat orang lain. Dan jika senang mengekspresikan ide-ide, memberikan pendapat adalah sesuatu yang akan dilakukan secara benar.

Jadi jika bertanya dan memberi pendapat adalah bagian penting dari bahasa yang kita gunakan, masuk akal untuk mempelajari beberapa cara berbeda untuk memberi dan mengungkapkan pendapat.

Ketika ingin mencapai tingkat bahasa Inggris menengah hingga mahir, memiliki dasar bahasa yang kuat dan mampu menghadapi sebagian besar situasi percakapan adalah sebuah keniscayaan.

Tetapi untuk mulai terdengar lebih seperti penutur asli dan berbicara dengan variasi yang lebih banyak, kita tidak hanya mengandalkan pada frasa umum yang sering muncul, seperti "I think ..". atau "In my opinion...", dan cobalah beberapa ekspresi berbeda untuk bertanya dan memberi pendapat.

Dalam bab ini akan dibahas cara menyatakan dan memberikan pendapat (*opinion*) beserta persetujuan dan ketidaksetujuan (*agreement and disagreement*).

4.1 Asking Opinion

Asking Opinion adalah kalimat yang menanyakan pendapat atau argumen kepada orang lain agar memuaskan. Sebaiknya tanyakan pendapat orang lain sebelum menyampaikan pendapat diri sendiri dengan lantang dan tegas. Mungkin mereka sama sekali tidak setuju dengan kita.



Useful Expressions

Formal situation :

- What are your views on...?
- Where do you stand (on...)?
Dua frase ini lebih formal dan dapat digunakan dalam pertemuan bisnis dan mungkin mendengarnya dalam wawancara di berita. Ekspresi ini diikuti dengan kata kerja bentuk *'-ing'*
- Do you have any opinion on ...
- Have you got any comments on ...
- What is your opinion about....?
- What are you feeling about....?
Ekspresi ini diikuti dengan kata kerja bentuk *'-ing'*
- Do you have any idea?

Informal situation

- What do you think of...?
- What do you think about...?
- How d'you feel (about...)?
- What d'you reckon (about...)?
- What's your opinion of...?
- Are you aware of?
Ekspresi ini diikuti dengan kata kerja bentuk *'-ing'*
- What would you say to... / if we...?

Contoh Percakapan :

Percakapan formal :

Wulan : Mrs. Ratna, what is your opinion about my result in this semester?

Mrs. Ratna : I personally think your result in this semester is very good, keep your grades Wulan.

Wulan : Thank you so much for your information.

Mrs. Ratna : I am very glad to hear that.



Percakapan Infomal

Tania : Have you heard about our school's plan to ban smartphones in the school?

Risma : Yeah

Tania : What do you think about it?

Risma : Well, I think that's fair enough.

Tania : Why do you think so?

Risma : you see... Smartphones have caused so much trouble in our class. Remember yesterday's history class? Our teacher got very angry because was interrupt by smartphone ringing many times. This may happen again and again.

4.2 Giving Opinion

Mengetahui bagaimana mengekspresikan pendapat dalam bahasa Inggris sangat berharga baik ketika berbicara atau menulis. *Giving Opinion* merupakan kalimat yang memberikan alasan kepada seseorang atau orang lain.

Useful Expressions

Formal Expressions

Banyak frasa yang sesuai untuk percakapan sehari-hari dan beberapa jenis tulisan, seperti di blog dan situs web pribadi.

Beberapa ungkapan umum untuk 'giving opinion' antara lain :

- I personally believe
- I personally consider
- I personally think /feel
- I hold the opinion
- Well, personally ...



- I assume/guess ...
- From my point of view...
- From my perspective...
- In my view... or
- It seems to me that...

Formal Expressions

- I think it's good/nice/great ...
- I think that...
- I think I like it.
- In my opinion ...
- In my case
- In my mind
- I believe ...
- If you ask to me, I feel

Penggunaan dalam kalimat

1. I think ...

Ini adalah cara paling umum dan umum untuk memberikan pendapat. Dapat digunakan baik secara informal maupun formal.

Contoh :

I think if you offer a consistently good service to your clients, they will keep coming back to you.

2. I reckon ..

Ini adalah cara yang lebih informal untuk memberikan pendapat.

Contoh :

I reckon it will be much faster to get to Semarang via toll way.



3. In my opinion / In my view

Ungkapan ini lebih formal dan sering digunakan saat membicarakan masalah penting.

Contoh :

- *In my view, they made a huge mistake in not selling the company when they had the chance.*
- *In my opinion, the government should not give permission for offline learning this semester*

4. It seems to me / All things considered

Ketika kita telah memikirkan suatu situasi dengan cermat, dapat menggunakan salah satu dari dua ekspresi ini untuk menyatakan pendapat.

Contoh :

- *It seems to me that they are spending more money than they need to to attract new talent into the company.*
- *All things considered, I think Miss Karla has made a wise choice in recruiting Rifky for assistant*

5. If you ask me

Ini digunakan ketika opini yang disampaikan sangat penting. Terkadang, orang mengatakan ini meskipun pendapat mereka belum diminta!

Contoh :

- *If you ask me, she has spoilt her children far too much.*
- *if you ask me, you do a mistake by giving her penalty.*



Contoh Percakapan :

Percakapan 1

Andre : Hi Bob, where have you been? I didn't see you for a week..

Bobi : Yeah, I enjoyed my long holiday.

Andre : Wow, cool. Where did you go?

Bobi : I went to Amed beach in Karang Asem. Have you ever visited that place?

Andre : Hmm... Never. What do you think about Amed Beach?

Bobi : In my mind, it is an awesome beach. It has many good diving spots. Besides, you can also see a beautiful sunrise in the morning.

Percakapan 2

Wahyu : So Nana, what do you think to make a good friend?

Nana : Well, I personally believe that a friend is someone who is fun to be with.

Wahyu : Hm...fun to be with? Can you give me an example?

Nana : I like friends who like to go out and have fun together – go down town, go to the beach, see a movie, something like that.

Wahyu : So....does that mean a friend has to like the same things you do?

Nana : No...not really, just that they have a fun personality. You know, fun to be with whatever we do.

Understanding

a. Write down the expressions of asking and giving based on the conversation above.

b. Give your opinion about making a good friend!



4.3 Agreement dan Disagreement

Tindakan setuju dan tidak setuju adalah bagian dari percakapan sehari-hari dalam bahasa apa pun. *Agreement* dan *disagreement* umumnya tentang pikiran dan perasaan pribadi sehubungan dengan sesuatu. *Agreement* and *disagreement* adalah suatu ungkapan dalam Bahasa Inggris yang digunakan untuk menyatakan Setuju (agree) atau Tidak Setuju (disagree) tentang suatu hal, dan bagaimana cara kita menanggapi suatu pernyataan dari seseorang. Dalam Bahasa Inggris ada beberapa cara atau ungkapan yang bisa gunakan untuk menyatakan setuju atau tidak setuju.

Useful Expressions : Agreement

Formal agreement

- Absolutely! / Definitely! / Off course. I agree with you
- I agree with you a hundred percent. / I agree with you entirely.
- I think so.
- That's certainly very true! I fully support the idea.
- I couldn't agree more
- There's no doubt about that.

Ekspresi-ekspresi diatas adalah cara untuk menyatakan bahwa kita setuju sepenuhnya dengan seseorang. Frase ini digunakan dalam situasi formal.

Contoh :

- A : What is your opinion about keeping our environment?
B : I think that eating less meat is better for the environment?
A : I absolutely agree with you.
- X : Do you believe that hard work is the key to success?
Y : I think so
- A : I don't think Jeff's plan is going to work.
B : I agree with you a hundred percent.



Informal agreement

- You can say that again!
- I was just going to say that!
- Fine with me.
- You have a point there.
- I have no objections.

Ini merupakan salah satu frasa persetujuan yang paling lemah dalam bahasa Inggris. Biasanya, orang mengatakan ini ketika mereka tidak benar-benar berkomitmen pada sesuatu tetapi tidak melihat alasan mengapa mereka harus menentang juga.

Contoh :

- A : I think we should buy pink curtains for our study room.
B : I have no objections to this. You can pick whatever color you want.
 - X : We should take a break for 30 minutes and have a coffee.
Y : I have no objections to that plan. I'm ready for a break whenever you are.
- Tell me about it!
Frasa ini dianggap gaul, dan biasanya tidak digunakan dalam bahasa Inggris formal.

Useful Expressions : Disagreement

Formal disagreement

- I beg to differ.
- I disagree completely. That's totally unacceptable. That's absolutely not true. I think you're totally mistaken.
- I disagree with your opinion. I don't agree with you.
 - I doubt that
 - I don't think so.



Informal disagreement

- I'm not with you.
- I'm sorry. I think you are wrong.
- I don't think so about it.
- I say not yet.
- I agree with your opinion, but...
- In my opinion it's false.
- I'm not sure with his idea.
- You can't be serious!

Slang

- You've got to be kidding/ joking.
- You can't be serious.
- That's ridiculous! I couldn't agree less.
- No way!

Conversation Practice

Percakapan 1

Andi : I was thinking of spending our holiday in the mountains.

Franky : I think so too!

Andi : I was thinking it could take place sometime in September.

Franky : I'm not sure about that! That might be a little too cold for some people to go there in September.

Andi : Really? Hmm I don't have any enough information about mountain.

Franky : What about in the end of April? April has good weather.

Andi : Yes, absolutely, that would work out better.

Franky : You know, maybe it's better if we start finding some information about Mount Bromo or others.

Andi : I couldn't agree more! We'll have to get right on it.

Franky : Fine! Well, let's do it now!



Percakapan 2

Edwin and Sarah are discussing ways to improve the happiness of employees at their company.

- Edwin : I think we need some new policies or program for motivating our staff.
- Sarah : I couldn't agree more. We could really use a boost in morale, a lot of our co-workers seem pretty miserable.
- Edwin : Absolutely. It would be great if there was a system of bonuses based on performance.
- Sarah : I suppose so ... but there isn't much extra money in the budget for staff bonuses.
- Edwin : You're right. Maybe we could allow staff to choose between a monetary bonus and extra vacation time.
- Sarah : That's a great idea. I bet the staff members with families would really appreciate the option.
- Edwin : There's no doubt about that. And I also think we should have more celebrations in the office - birthday and maybe holiday party are short of thing. This place is too serious most of time.
- Sarah : I feel the same way. Not only would liven up the office but it would also help form friendships among the staff members.
- Edwin : I agree 100%. Let's write up some of our recommendations and present them to the vice president.



Percakapan 3

Edwin presents a proposal for an expanded employee motivation program to the vice president, Samuel. Unfortunately the conversation doesn't go very well

Samuel : I respect your opinion, but I see it differently. The staff should be doing their best work at all times, they shouldn't need a bunch of extra bonuses and parties.

Edwin : I agree up to a point, of course we should do our best- but making the office environment enjoyable and giving incentives for good performance will make everyone more likely to do great work.

Samuel : I'm sorry, but I don't agree. If someone is not doing their job, they should be fired. That should be motivation enough for any sensible person.

Edwin : I understand what you're saying, but I think that we should also have some incentives for doing great job, not just punishment for poor performance.

Samuel : I'm on different opinion. The company exists to make profit, not to keep the staff happy.

Edwin : I think we can do both. Happier workers are naturally more dedicated to their work- and that means more profits for the company.

Samuel : Well ... you could be right. But I'm not willing to make any changes to our policies at this time.

Edwin : I see, but how about a small change? We could start with just

...

Samuel : I'm sorry, Edwin, but that's my final



Comprehension Test

A. State TRUE (T) or FALSE (F) the following statements based on the conversation above.

1. Edwin and Sarah have same opinion about motivating program.

According to Sarah :

2. the staff members with families would really appreciate about monetary bonus and extra vacation time.

3. The program will only help form friendships among the staff members.

According to Edwin :

4. He agrees to fired for poor performance

5. Happy workers will make profit to the company

According to Mr. Samuel :

6. Firing employee will motivated other employee to do teh best

7. The company exists to make as many as profit

B. Wite down the expressions of asking, giving, agreeing and disagreeing in the conversation above.

Asking Opinion :

-
-

Asking Opinion :

-
-

Agreement :

-
-

Dissagreement :

-
-
-



Tugas Bab 4

Individual Assingment

Do you agree with the following issues, or do you disagree? Write your opinion and reason(s).

1. People always want something more or something different, and are never satisfied with what they have.
2. Students should not bring mobile phones to school.
3. National Test (UN) is important as a benchmark of national education.
4. Students playing Tik-Tok during school hours must be punished.
5. Social media profiles should be considered in new workers recruitment.
6. School education must be free of charge.
7. School uniform should be deleted.
8. Members of the public must wear masks in order to prevent and stop the spread of Covid-19.
9. Strict lockdown such as in Indonesia should be applied to stop the spread of Covid-19.
10. Clinical masks should be worn only by health workers and sick people.



Multiple Choice Test

Choose the best answer.

1. Dave: So what do you think of my singing?
John: It's really good, but I suggest to try singing in a high tune.
Dave: Thanks, John.
John: No problem, Dave!
From the dialogue above, John is
 - a. Asking for help
 - b. Giving an opinion
 - c. Asking for an opinion
 - d. Giving help

2. Mark: Can you give me an opinion about my sculpture?
Lucas: Sure thing! I think you should have had fixed the hand.
Mark: Thanks, Lucas.
Lucas: No problem!
From the dialogue above, Mark is...
 - a. Asking for help
 - b. Giving help
 - c. Giving opinion
 - d. Asking for an opinion

3. Tita : Today is very busy.
Dina: I agree.
Tita : about our new manager?
Dina: I think she's very good at managing the office.
 - a. What do you think
 - b. Do you think\
 - c. Do you agree
 - d. Would you think

4. Atilla : We will have a long holiday in the next semester, what are you going to do?
Atalla :
Atilla : I do hope you have a nice trip.
 - a. I Dont know
 - b. I am Busy
 - c. I am Thinking of going to Kiluan Beach.



5. Doni : our English class is very boring.
Tito : I think so too. The teacher should use more English games to make it fun.
- a. I think
 - b. I don't like it
 - c. I disagree.
 - d. I'm not sure.
6. Indri : Look at the Views. what do you think about the river?
Indra : I Think
- a. it is amazing
 - b. I can Do Nothing
 - c. Yes. good
7. Wiro : I've Problem with my mobile Phone. What's your Idea?
Sinto :
Wiro : That's good Idea.
- a. I Think you should buy the new one.
 - b. How A pity you are.
 - c. That's not my Business
8. Imas : How do you feel the temperature here?
Lola :
Tedy : I think so
- a. I Feel that the temperature Is So hot here.
 - b. Good Job.
 - c. Yes I Believe
9. Andy : What do you think about our school?
Rudy :
Intan : I disagree about it, I feel that our school is the cleanest school in this city.
- a. Yes I like
 - b. I think it's a dirty school. do you agree Intan?
 - c. I don't think so



The conversation is for no 10 - 15

- Tama : Oh! Hi Intan. How's it going?
Intan : Oh. Hi Tama. Have you just seen Tornado Express too?
Tama : Mm ... no. I saw Friends Forever with my sister.
Intan : Oh! (10)?
Tama : Pff ... no, not really. It was boring. But Molly liked it. She loves that kind of thing. What about Tornado Express? Was that good?
Intan : Yeah, it (11) ! Really exciting and the special effects were so good!
Tama : Sounds cool.
Intan : Yeah, I (12)! Tama I really want to see that film, Double Revenge. Have you heard of it?
Intan : Oh, yeah ... with Jessica Foster? Ah, I (13)! She's so annoying!
Tama : Really? Do you think so? She was good in that film Maximum Risk.
Intan : Oh, I haven't seen that one. OK, maybe she's (4)!
Tama : Well, maybe we should check out Double Revenge together some time.
Intan : Yeah, that (5)
Tama : All right, great.
Intan : See you later.
Tama : OK, yeah. See you

- a. sounds good
- b. was brilliant
- c. Was it good
- d. can't stand her
- e. not that bad
- f. loved it

Bab 5

I am Smart, You are Smart

Tujuan

- Mengerti fungsi verb to be
- Memahami bentuk-bentuk verb to be
- Menggunakan verb to be dalam kalimat khususnya dalam percakaoan sehari-hari



Pendahuluan

Bagi seorang yang ingin mempelajari bahasa, termasuk bahasa inggris, mengatahui struktur pembentukan sebuah kalimat sangatlah penting. Karena dengan begitu, ia akan mampu untuk menyusun kalimat dengan benar yang kemudian dapat digunakan dalam percakapan ataupun dalam tulisan. Namun, beberapa orang yang mempelajari bahasa inggris menganggap bahwa menyusun sebuah kalimat tidaklah semudah kedengarannya. Ada banyak sekali aturan yang harus diperhatikan seperti penggunaan kata kerja yang berubah-ubah, penambahan kata kerja bantu, ataupun hal-hal lainnya.

Mempelajari bahasa Inggris dari tingkat dasar sangat berguna dalam menguasai pemahaman bahasa Inggris secara lebih mendalam. Semua bahasa didunia memiliki struktur dan tata



bahasa yang berbeda beda. Bahasa Inggris sebagai salah satu bahasa pengantar didunia di segala bidang komunikasi : pendidikan, bisnis, pariwisata dll juga memiliki tata bahasa yang berbeda. Salah satu yang membedakan dengan Bahasa Indonesia adalah adanya bentuk ‘to be’.


5.1 Kata Kerja “ To be”

Kata kerja “To be” dikatakan sebagai yang paling beragam dalam bahasa Inggris, terus-menerus berubah bentuk, terkadang tanpa banyak pola yang terlihat. Mengingat bahwa kita sering menggunakannya, sangat disayangkan bahwa kata kerja “To be” harus menjadi kata kerja yang paling tidak beraturan dan tidak tetap dalam bahasa Inggris.

To Be adalah komponen penting dalam kalimat bahasa Inggris karena ‘to be’ adalah kata kerja yang harus pada setiap kalimat. ‘To be’ adalah kata bantu yang biasanya diikuti dalam suatu kalimat. Semacam penegasan pada sebuah subjeck dan kata yang mengikutinya. Karena pentingnya maka ini merupakan pengetahuan dasar bagi pelajar untuk memahaminya dengan benar.

Kata kerja ‘to be’ adalah kata kerja dasar yang digunakan untuk menunjukkan keberadaan suatu entitas (orang, objek, abstraksi) atau untuk menghubungkan suatu entitas dengan kualitas atau karakteristiknya. Dalam linguistik, kadang disebut sebagai “copula”.

Hal paling rumit tentang kata kerja ini, bagaimanapun, adalah itu juga salah satu kata kerja paling tidak beraturan dalam bahasa Inggris. Ini berarti, tidak seperti kata kerja biasa, yang hampir tidak berubah ketika digunakan ketika subjek yang berbeda -atau bahkan dalam bentuk yang berbeda-, dan ketika mereka melakukannya, mereka mengikuti pola, kata kerja “menjadi” berubah hampir sepenuhnya di sebagian besar bentuknya.



5.1.1 To Be dalam Berbagai Tenses

'To be' memiliki delapan bentuk yang berbeda: be, am, is, are, was, were, being, been. Bentuk present simple and past simple memiliki perubahan yang lebih banyak dari tenses lainnya.

Catatan : Dalam bahasa Indonesia 'to be' biasa berarti 'adalah' atau tidak ada artinya sama sekali. Pasalnya, 'to be' dalam bahasa Inggris hanya digunakan untuk kata penghubung.

Namun, bukan berarti kita bisa asal menghubungkannya saja. Ada yang perlu diketahui terlebih dahulu tentang To Be seperti apa yang harus digunakan sesuai dengan subjek suatu kalimat.

- **To be 'am'**

Dalam penggunaan pada bahasa Inggris, 'am' ini hanya bisa digunakan untuk subjek yang mengacu pada orang pertama tunggal yang mana hanya ada satu saja yaitu adalah I (Saya)

- **To be 'is'**

Dalam bahasa Inggris, 'is' ini biasa digunakan jika subjek adalah orang ketiga tunggal. Kita pasti mengingat bahwa dalam setiap bahasa, sudut pandang orang itu ada berbagai macam jenis, bukan? Namun, pada bahasa Inggris, penggunaan Is ini hanya dapat terpakai untuk orang ketiga tunggal seperti misalnya He (Dia laki-laki), She (Dia Perempuan), dan It (Kata Benda)

- **To be 'are'**

Dalam penggunaan To Be di bahasa Inggris, 'are' ini bisa digunakan untuk dua macam sudut pandang, di antaranya adalah subjek pada sudut pandang orang kedua dan juga subjek berbentuk jamak. Untuk sudut pandang orang kedua, kita biasa mengenal subjek sebagai kata You (Kamu). Sedangkan untuk sudut pandang berbentuk jamak, kita biasa mengenal subjek sebagai kata We (Kita) dan They (Mereka)



- **To be 'was'**
Ini bentuk past tense dari To Be Is dan Am yang mana penjelasan dan penggunaannya masih sama, yaitu Was ini dalam bahasa Inggris biasa digunakan pada empat subjek yang berbeda seperti misalnya He, She, It, dan I.
- **To be 'were'**
Ini adalah bentuk past tense dari To Be 'are' yang mana penjelasannya dan juga penggunaannya hampir sama seperti penjelasan diatas, yaitu 'were' ini dalam bahasa Inggris dapat digunakan pada empat subjek yang berbeda seperti misalnya I, You, We, dan They
- **To be 'been'**
Ini adalah bentuk kata kerja To Be yang digunakan dengan perfect and tenses, dan sama untuk semua subjek.

Perhatikan daftar penggunaan 'to be' dalam berbagai tenses berikut ini.

Subject	To be				
	Present	Past	Perfect	Progressive	Future
I	am	was	have been	am being	will be
You/We/They	are	were	has been	is being	will be
She/He/It	is	was	have been	are being	will be

Contoh kalimat :

- I'm in college at the moment.
- Where is she?
- He was her first husband.
- Were you at the Webinar yesterday?
- The weather has been really nice since June

Kita harus memilih dengan hati-hati di antara berbagai bentuk ini ketika memilih kata kerja 'to be' yang sesuai dengan subjek kita. Subjek tunggal membutuhkan kata kerja tunggal; subjek jamak membutuhkan kata kerja jamak.

5.1.2 Formula 'to be'

Afrimative	Negative	Interrogative	Contraction
I am happy.	I am not happy	Am I happy	x
You/We/They are happy.	You/We/They are not happy.	Are you/we/they happy?	You / We / They aren't happy.
She/He/it is happy.	She/He/it is happy.	Is she/he/it happy?	She/He/it isn't happy.
I was late	I was not late	Was i late?	I wasn't late.
You/We/They were late.	You/We/They were not late.	Were you/we/they late?	You / We / They weren't late
She/He/it was late.	She/He/it was not late.	Is she/he/it late?	She/He/it wasn't late.
I have been busy.	I have not been busy.	Have I been busy?	I haven't been busy.
You/We/They have been busy.	You/We/They have not been busy.	Have you/we/they been busy?	You / We / They haven't been busy.
She/He/It has been busy.	She/He/It has not been busy.	Has she/he/it been busy?	She/He/It hasn't been busy.

Catatan : Interrogative dalam tabel diatas adalah Yes / No Question. Artinya pertanyaan yang mempunyai dua jawaban : Ya / Tidak.

Are you happy Apakah kamu bahagia?



5.2 Penggunaan 'to be'

Penggunaan 'to be' di bagi menjadi 2 : sebagai *main verb* dan *auxiliary*.

5.2.1 To be sebagai Main Verb

Penggunaan 'to be' sebagai main verb meliputi beberapa pembentukan kalimat yang wajib menggunakan 'to be'. Bentuk kalimat tersebut antara lain :

1. Nama

Dalam penyebutan nama harus menggunakan 'to be'. Dalam kalimat ini 'to be' dalam bahasa Indonesia mungkin bisa diartikan 'bernama'

Contoh :

- I am Doni Saputra
- Are you Yunita?
- He is not Mr. Mario

2. Nationality dan Group Identity

Kita menggunakan 'to be' untuk menyatakan tentang kewarganegaraan dan identitas kita dalam kelompok atau grup:

Contoh :

- Is she Irish or English?
- He's been a member of the student club for two years.
- I am an Arsenal fan.

3. Professions

Kita bisa menggunakan 'to be' untuk membicarakan pekerjaan atau profesi seseorang. Perhatikan penggunaan a dengan nama pekerjaan dan profesi tunggal.

Contoh :

- He's a firefighter.

Not: He's firefighter.

- Both of my brothers are policemen.
- My grandmother was a nurse



4. Adjective

Kita biasanya menggunakan 'to be' untuk menyatakan kualitas dan penggunaan kata sifat:

Contoh :

- He is smart.
- They are expensive.
- The flower is beautiful.
- I am not lazy.
- You're being too generous.
-
- Ignore him. He's just being silly.

5. Age/Umur

Kita bisa menggunakan 'to be' untuk menyatakan umur. Disini 'be' dapat diartikan 'berumur'.

Contoh :

- I was seventeen when I met Bob.
- Because I wasn't eighteen, I couldn't vote in the last election.
- How old is she?

6. Relationship

Kita biasanya menyatakan tentang bagaimana hubungan seseorang dengan menggunakan 'to be'.

- He is my first cousin.
- They are my best friends.
- Are you her sister?

7. Place/Tempat

Kita dapat menggunakan be untuk merujuk ke tempat dan hal-hal berada. Disini 'be' bisa berarti 'berada'

Contoh :

- Her house is on the edge of the lake.
- The shops are at the end of the street.
- I am at the Mall



8. Time

To be digunakan untuk menyatakan keterangan waktu

Contoh :

- What time is it?
- The match was at seven o'clock.
- We are always late!
- The meeting is on the fifth of October

9. Color

Dalam menyatakan warna maka to be dapat diartikan dengan 'berwarna'.

Contoh :

- The table is brown
- The building is orange

5.2.1 To be sebagai Auxiliary Verb/Kata Bantu

'Be' adalah salah satu dari tiga kata kerja bantu dalam bahasa Inggris: be, do/does and have/has. Kita menggunakan 'be' untuk membuat bentuk *progresive (continuous tense)* dan kalimat pasif (*passive voice*).

Contoh :

Continuous :

- I'm reading a book about the Titanic at the moment.
- Are you reading?
- What was she doing in France?
- Mr. Jaelani is not teaching now.

Passive

- The job was advertised last week.
- The house was being painted.
- Am I invited to your birthday party.
- The house was built in the mountains.
- The program is being recorded right now.



5.3 Conversation Practice

Setelah kita memahami fungsi dan aturan tata bahasa tentang verb to be, selanjutnya kita akan mencoba menggunakan 'to be' dalam membuat percakapan.

Praktekkan percakapan berikut ini dengan temanmu.

Situation :

Riska and Icha are in the canteen. It is breaktime. Riska is asking Icha to accompany her.

Riska : Hello. Icha. How's life today?

Icha : Very well. Thanks. And you?

Riska : Fine too. Are you free tonight?

Icha : Yes. I am free tonight. I am not going anywhere.

Riska : It is such a coincidence. Will you accompany me tonight?
My parents are out of town. They will be at Semarang for two days.

Icha : Let's me ask my parents permission first. I will call my father.

a couple minutes later

Icha : All right, Riska. I have been permitted by my father.

Riska : Oh. Thanks God. You are my best friend.

Icha : By the way, will you stop by my house after school?

Riska : Sure. Then we are going to my house together.

Icha : That's right. The bell is ringing. Let's go to the class.

Riska : What's the subject next on the last period?

Icha : It is Mr. Danang's class. He is very discipline. Hurry up!



a. **Answer the following question based on the conversation above.**

1. Where are Riska and Icha talking?
2. Why does Riska ask Icha to accompany her?
3. Where are Riska's parents?
4. Is Icha permitted by her father?
5. What does Mr. Danang look like?

b. **Write down the sentences that use 'to be' in the conversation above. Give the suitable tense.**

Sentences	Function/Tenses
Are you free tonight?	adjective

c. **Translate the conversation below into good English.**

Dias : Apakah ini motor kamu?

Teguh : Ini bukan motorku.

Dias : Apakah motormu di tempat parkir?

Teguh : Ya. Motorku disebelah barat.

Dias : Apakah motormu berwarna hitam?

Teguh : Motorku berwarna merah.

Penggunaan 'to be' dalam keterampilan menulis (*writing*) biasanya muncul dalam paragraf deskriptif, yang akan dibahas dalam bab selanjutnya.



Tugas Bab 5

A. Choose the best answer.

1. Their keys ___ on the seat of the car all the time.
a. is
b. were
c. are
2. We going to celebrate New Year's on December 31st.
is
are
was
3. He shouting at me as I drove past his house.
are
was
is
4. you been at home?
are
have
were
5. The books by the librarian.
is manage
are managed
was managed
6. His pants ripped over his left knee.
is
was
are
7. Something cooking in the kitchen when we came home.
were
is
was
8. His house used on Elm Street but he doesn't live there anymore.
to be
are
were
9. How old your brother?
are
do
does
is
10. Sorry, I interested in your problems.
amn't
'm not
amnot



11. Are we on time? What time ... it now?
a am
b are
c is
12. he Mexican?
a. Aren't
b. Isn't
c. Doesn't
13. His tests very difficult.
a. aren't
b. isn't
c. not been
14. How old are you? (B) I ... twenty-four years old.
a are
b is
c am
15. He is from Italy, she is from Spain, and Miko and Hiro ... from Japan.
a. aren't
b. are
c. is

Grammar Error Correction

- a. Find and correct the TEN mistakes below (one mistake per sentence).**
b. Put a check (✓) next to the SIX sentences that have NO MISTAKES.

1. Mr. Paddington are from Peru.
2. Maria and Joseph are at the supermarket.
3. I am go to work at seven o'clock every morning.
4. My brother and I am both very busy today.
5. Is Mr. Jones is at the park?
6. Why are the books on the floor?
7. Do they both work at the supermarket?
8. Where the post office is?
9. Are you know the answer to the question?
10. I don't know the answer to the last question.
11. The students at the library.
12. I am happy today because today a holiday.



13. What color your new car is?
14. Carol likes the new Italian restaurant.
15. January is the first month of the year.
16. Are they is at the movie theater?

Bab 6

Description

Tujuan

- Mendeskripsikan, objek-objek/benda yang umum digunakan sehari-hari dalam bahasa Inggris
- menjelaskan dalam bahasa Inggris tentang orang ataupun tokoh

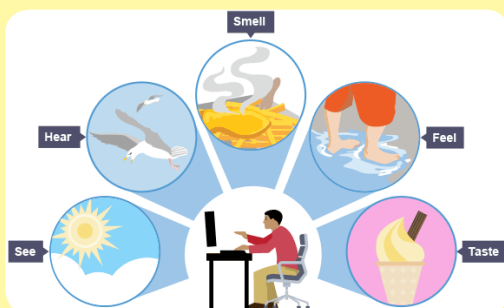


Pendahuluan

Belajar bahasa Inggris berarti mendengar banyak kata baru yang belum pernah ditemui sebelumnya. Saat berbicara dengan seseorang dan mengucapkan sepatah kata yang tidak diketahui, penting untuk mencari tahu apa itu. Inilah cara kita menanyakan arti sebuah kata benda dan cara kita mendeskripsikan objek. *Descriptive text*, atau dalam istilah penulisan hanya dikenal dengan “description” adalah salah satu pelajaran bahasa Inggris yang harus dikuasai oleh mahasiswa dan siapapun yang mencintai bahasa Inggris. Karena bagaimanapun, materi deskriptif sangat diperlukan untuk peningkatan kemampuan berbahasa Inggris kita.

Descriptive Writing adalah perangkat sastra di mana penulis menggunakan detail untuk melukis gambar dengan kata-

katanya. Proses ini akan memberikan deskripsi orang, tempat, objek, dan peristiwa kepada pembaca melalui penggunaan detail yang sesuai. Penulis juga akan menggunakan tulisan deskriptif untuk membuat detail sensorik sebagai sarana untuk meningkatkan pengalaman membaca. Jika dilakukan secara efektif, pembaca akan mampu menarik koneksi melalui penggunaan detail sensorik yang mencakup penglihatan, pendengaran, penciuman, sentuhan, dan pengecapan. Teknik-teknik ini akan membantu kita tidak hanya menjadi penulis yang lebih baik, tetapi juga akan membuat tulisan lebih menarik bagi pembaca.



Sumber : <https://www.bbc.co.uk/>

Beberapa penulis terkenal terutama penulis fiksi memiliki kemampuan yang baik dalam menulis teks deskriptif sehingga tulisannya sangat mudah dibaca dan dipahami. Oleh karena itu, jika kita mampu menguasai pelajaran ini dengan baik, kita mungkin bisa menjadi penulis yang hebat di masa depan. Dalam bab ini akan dibahas tentang cara menulis descriptive text secara sederhana dan menarik.

Tujuan dari descriptive text adalah untuk menggambarkan dan mengungkapkan atau mendeskripsikan ciri-ciri dari orang, benda, hewan, tempat dan lain-lainya. Descriptive text dibuat tanpa melakukan penelitian secara detail, jadi penulis hanya menulis cerita descriptive text berdasarkan apa yang dilihat dan didengar.



6.1 Generic Structure of Descriptive Text

Saat menulis teks deskriptif, ada beberapa struktur umum (sebenarnya tidak wajib) agar tulisan kita menjadi benar. Pengaturannya adalah:

Identification

Bagian identification ini berisi pendahuluan umum tentang orang, tempat, hewan, atau suatu object yang akan di deskripsikan.

Identification berfungsi sebagai pengenalan dari apa yang kita sedang jelaskan. supaya para pembaca atau pendengar tidak salah mengerti.

Description

Pada bagian description berisi ciri-ciri khusus atau sifat-sifat yang terdapat dalam benda, orang, atau binatang yang penulis jelaskan.

6.2 Ciri Kebahasaan Descriptive Text

Noun

Menggunakan kata benda yang spesifik, seperti misalnya my cat, my boyfriend, National Monument, Selain itu, sering juga menggunakan adjective (kata sifat) untuk memperjelas penggunaan noun atau kata benda, seperti a big house, a smart student, an independence woman.

Simple Present Tense

menggunakan kata kerja dasar atau bentuk pertama (verb 1) serta menggunakan kata kerja yang dapat menunjukkan kepemilikan atau keadaan sebuah objek. Descriptive text menggunakan simple present tense karena descriptive text menceritakan sebuah fakta dari objek yang dideskripsikan. Menggunakan attribute verb, seperti be (am, is, are)



Action verbs

Menggunakan kata kerja yang menunjukkan sebuah kegiatan atau sebuah aktifitas yang bisa dilihat. Misalnya, sleep, walk, sing, dance, dll.

Figurative language

Menggunakan bahasa yang figurative atau menggambarkan sesuatu, Biasanya menggunakan sebuah metafora untuk memberikan ilustrasi kepada pembaca.

Pertimbangkan dua deskripsi sebuah ruangan berikut.

Description 1

The room was square with a window along one side. It had four chairs and a TV and video. There was a drinks cabinet and computer in the corner. The carpet was red and the ceiling cream.

Description 2

The room was brightly lit by a large window and housed several modern pieces of electrical equipment but the effect was softened by a drinks cabinet and a warm red carpet.

Deskripsi pertama seperti daftar. Ini memberikan banyak informasi, yang nantinya tidak akan dibutuhkan dalam cerita. Yang kedua memberikan kesan keseluruhan ruangan dan juga berhasil mengisyaratkan karakter di baliknya. Dalam hal ini, ini menunjukkan seseorang yang menyukai teknologi tetapi ingin merasa nyaman juga.

Catatan : Description yang bersifat menggambarkan suasana/keadaan menyesuaikan dengan keadaan dalam cerita/tulisan yang dibuat. Untuk hal ini tenses yang digunakan juga menyesuaikan. Dan juga ketika menggambarkan benda/tempat yang sudah tidak ada lagi sebaiknya menggunakan bentuk lampau (*past tense*). Dalam bab ini kita akan membahas *description* secara umum.



6.3 Teknik Penulisan Deskriptif

Berikut beberapa contoh teknik menulis deskriptif yang dapat dimanfaatkan dan diterapkan secara efektif pada tulisan karangan deskripsi.

Memilih Topik

Saat pertama kali mulai menulis, sangat penting untuk memutuskan topik (benda, manusia, peristiwa, atau tempat) yang ingin digambarkan. Ini akan mencegah agar tidak kehilangan fokus pada tema atau gagasan utama. Ketika memutuskan apa yang akan ditulis, dapat mulai menambahkan detail tentang peristiwa, objek, atau orang tertentu.

Penggunaan kata

Dalam banyak kasus, penulis akan menggunakan kata sifat untuk membuat tulisan lebih rinci bagi pembaca. Misalnya, daripada hanya mengatakan: *'The dog sniffs around,'* akan lebih menarik dengan menulis: *'The big brown dog sniffed around the red rose bushes in the front yard.'* Pemilihan frase *'big, brown, red rose bushes'* dan *'front yard'*, membantu pembaca dalam memvisualisasikan seperti apa rupa anjing itu. Proses ini akan memungkinkan pembaca untuk membuat gambaran mental melalui penggunaan pilihan kata.

Minat pembaca

Sebagai seorang penulis, penting untuk melukis gambar dengan kata-kata. Salah satu cara terbaik untuk melakukannya adalah melalui penggunaan panca indera. Ini tidak hanya melibatkan audiens target, tetapi juga akan menarik bagi pembaca lain. Dengan menggunakan rasa, penciuman, pendengaran, penglihatan, dan sentuhan, penulis telah menciptakan kesempatan bagi pembaca untuk mengembangkan hubungan emosional melalui sebuah tulisan.



Membaca ulang

Membaca ulang apa yang ditulis merupakan langkah penting dalam proses penulisan deskriptif. Ini memberi waktu untuk merenungkan apakah perlu menambahkan lebih banyak detail pada tulisan atau tidak. Menempatkan diri pada posisi pembaca itu penting. Tanyakan pada diri sendiri setelah membaca tulisan, 'Apakah saya dapat memahami topik utama tulisan saya jika saya tidak memiliki eksposur sebelumnya?' Ini harus menunjukkan apakah detail lebih lanjut diperlukan atau tidak.

Ingatlah selalu, penulisan deskriptif yang baik dilakukan dengan baik jika topik utama tulisan dipahami oleh semua pembaca.

6.4 Contoh Description

6.4.1 Description about Places

Gelora Bung Karno Main Stadium

Gelora Bung Karno Main Stadium or commonly abbreviated as SUGBK in Indonesian is a stadium that was built during the reign of Indonesia's first president, Ir. Soekarno.

This stadium was built in 1962 and now its appearance has changed a little to a more modern appearance because in 2018 it was used as the venue for the 18th Asian Games. In order to improve the quality of the stadium, several things have been changed and arranged in such a way.

The stadium's seat capacity is reduced, from 110,000 seats to 76,127 seats. The grass used in the field is Zoysia Matrella grass. To keep the grass healthy and green, it used rain gun. The drainage system is also well maintained.



The lighting system is also brighter, namely 3,500 lux. The system is integrated with an LED lighting system which makes electricity more efficient. It is also integrated with a powerful 80,000 watt PMPO sound system.

For security, this place is equipped with CCTV that can identify someone's suspicious behavior. There is also a bullet-proof glass in the VVIP area that can withstand sniper with 7.62 caliber bullet. The stadium can also be vacated within 15 minutes in case of an emergency. Because of these features, the stadium has received a five-star title from the UEFA association.

Sumber: <https://www.kompas.com/>

SINGAPORE

Singapore is a South-east Asian country located between Malaysia and Indonesia.

Despite its small size, Singapore is known for its transition as a third-world country to a first-world country. Singapore also was known as the Asian Tiger economy, based on external trade and its workforce. Singapore size is not as big as Indonesia, but the city ranks highly in numerous international rankings for its education, entertainment, finance, healthcare, human capital, innovation, logistics, manufacturing, technology, tourism, trade, and transport.

Singapore is home to 5.6 million people with a diverse culture. Majority ethnic groups in Singapore are Chinese, Malay, and Indian. Singapore Independence Day was on the 9th of August 1965. Merlion Statue is the official mascot of Singapore. Singapore is famous for its Garden by the Bay, Marina Bay Sands, dan Orchard Road.



Comprehension

Answer the following questions according to the texts above.

1. When was the SUGBK built?
2. Why should the GUBK be changed to a modern appearance?
3. What are the parts of SUGBK have been changed?
4. *It is also integrated with* What does the word 'it' refer to?
5. What is the main idea of the last paragraph of the first text?
6. What does VVIP stand for?
7. Why was Singapore known as Asian Tiger Economy?
8. What are famous places in Singapore?
9. When does Singapore celebrate the Independence Day?
10. Describe about Merlion Statue!

6.4.2 Description About Person

My Favorite Teacher

My favorite teacher is my history teacher, and he is by far the best teacher that I have ever had. He has the ability to make a subject that many students find incredibly boring come to life through his enthusiasm and passion for history, and his love of being a teacher. Attending his lessons is something we look forward to, not dread, like we do with most other lessons.

It's ever so funny to watch him get excited about something, which happens in every lesson. It's easy to know that he's getting excited because he begins bouncing up and down slightly in a way that no other sixty-something year old would ever managed without looking completely ridiculous. He has this dark (with more



and more grey streaks these days), springy hair that lines the edge of his growing bald patch, and the hair bounces up and down with him like thousands of tiny little springs. Then, he takes on his whole new persona, often going into role and becoming the character or figure he is talking about, doing the voices, the actions, and parading up and down the room gesticulating wildly, but all the while there's a gentle 'bounce, bounce, bounce', as though the springs are not just on his head but on the soles of his shoes too.

A teacher that doesn't take himself too seriously always will be a big hit with teenagers, although he's not afraid to impose his authority if he has to. I've only ever heard him properly shout once (although thankfully it wasn't it me), but it isn't an experience that I would like to repeat. When he lost it, the room suddenly became more silent than I'd ever known it to be before. We all sat slightly paralyzed, not even wanting to breathe too loudly, because hearing such a jovial and jolly little man lose his temper was a huge shock. It certainly had the right kind of impact though, because he's never needed to shout since.

Sumber : <http://britishcourse.com/>

Comprehension

Answer these questions.

1. What is the main topic of the description above?
2. Mention the reasons why the writer likes his history teacher.
3. Describe the teacher's physically!
4. Describe how the teacher teaches in the class!
5. When he lost it, the room ...(3rd paragraph).
What does the word 'it' refer to?
6. lose his temper was a **huge** shock.
What does the synonym of the bold word?



6.4.2 Description About Things

My Laptop

I got my laptop in the first year of college. It was a gift from my father to me. But, since my father live far away from my campus, so my father sent the money to my cousin and ask him to get it for me. I was very happy because it was my first laptop. I do a lot of things with it such as watch movie, play games, listen to my favorite songs and I also use it to complete my college assignment. It was very reliable, it is like every time I need it, it will always be there for me.

The colour of my laptop is black. Just like any other laptop with an old style, the screen of my laptop is joined to the body by using hinges, so it cannot be separated. The border of the screen is made of black plastic. There is a web cam planted in the screen framework, it is located at the top-middle side of the screen. The screen is 14 inch wide. The screen and its skeleton thickness is about 0.8 centimeters. The thickness of the body is about 2.2 centimeters, so when we combine the thickness of the screen and the body, the overall thickness of my laptop is about 3 centimeters. So you can imagine now that my laptop is thick and heavy.

The body of my laptop contains the CPU. On the top side of the body, there is a power button located on the top-left side. In line with the power button is the speaker of my laptop. After that, we will also see the keyboard of the laptop occupying the top side of the body. The colour of the keyboard is also black. There is also a touchpad located right under the keyboard. Some important parts were attached into the side framework of the body, such as DVD room, USB port, power jack, projector port, ventilation system, land line port, and also HDMI port just in case I want to connect my laptop to TV.

Sumber : <http://www.wordcliff.com/>



Comprehension

Write down the sentences which use the verb to be. Give the type or reason.

Sentences	Type
It was a gift from my father to me.	Noun / past tense

6.4.2 Description in Conversation

Untuk mendiskrisikan sesuatu dalam sebuah percakapan, biasanya dibuat lebih sederhana dan singkat.

Contoh : **Percakapan 1**

- Fatma : Good morning, Fit.
- Fitri : Morning Fat. How are you?
- Fatma : I'm good. You?
- Fitri : I'm very well, thanks.
- Fatma : By the way, have you seen Mr. Morgan? Our newest Business English lecture?
- Fitri : Yes. That's actually I want to tell you too. hiihiii....
- Fatma : He is so handsome, right? What do you think about him?
- Fitri : He is tall; he has pointed nose, black straight hair, and smiling man. And how about you?
- Fatma : I think he is fat enough but he always uses the right uniform, so he still looks awesome.



Percakapan 2

Situation: Hana is shopping in the market with her mother. Her mother wants to buy some vegetables.

- Seller : Good morning, madam. What can I do for you?
Mother : I would like to order some vegetables.
Seller : What would you like?
Mother : I would like potatoes and spinach.
Hana : Mom, why do you buy potatoes?
Seller : Your mother is smart, sweetie. Don't you know that potatoes have a lot of advantages for us.
Hana : No, I don't. Would you like to tell me?
Seller : Okay. I would like to tell you. Potatoes are kind of organic food. They contain a wealth of health benefits that make them all the more essential as a staple dietary item for much of the world's population. These health benefits include their ability to improve digestion, reduce cholesterol levels, boost heart health, protect from polyps, prevent cancer, manage diabetes, strengthen the immune system, reduce signs of aging, protect the skin, increase circulation, reduce blood pressure, maintain fluid balance, reduce insomnia, and boost eye health. In simple word, they are good for you, sweetie.
Hana : Is it true, mom?
Mother : Absolutely, Hana. She is not only a seller but also a good teacher he..he... Thank you very much, madam.
Seller : My pleasure.



Tugas Bab 6

Individual Assingment

Make a descriptive text about the following objects.

Choose one of the topic below.

Compile information. The best descriptive essays are full of detail—names, dates, physical characteristics, background information, and sensory information that can help implant your main points in your reader’s mind.

1. Your House
2. Your most favorite things
3. Your most favorite place
4. The Building of STIE STEKOM or University of STEKOM
5. Your most favorite person

Put the descriptive words in the appropriate places.

- | | |
|-----------------------|--------------|
| a. cooler | f. bigger |
| b. tired | g. quick |
| c. special atmosphere | h. friendly |
| d. aroma | i. important |
| e. green | j. trees |

Cafes in the University

Cafes are essential places for students and teachers who want to have a break.

Although they are just small shops, they have a 1 You can smell the 2 of coffee and they are often located in a 3 part of the university surrounded by 4 The best cafes are air-conditioned inside but they have a deck outside which is where 5 groups like to hang out and chat.



Inside where it is 6 other students read books, work on computers or check their messages on their smart phones. The service is usually 8 and 7 Moreover, if you are 9 from studying, you can usually find a café wherever you are in the university. The cafes are not just shops; they are an 10 part of university culture.

Multiple Choice Test

Choose the best answer.

The text is for no 1 - 5

When I just hang out in a mall one day, I saw a very beautiful bag. I love this bag at first sight. This was the first time I've spent much money on a bag and I don't regret it.

The bag is wonderful. It is made of thin but strong leather. The weight is light and the size keeps it from getting stuffed with junk. It has a long shoulder strap that I like because it keeps the bag hands-free. Its neutral color is fun and sporty. The design is simple and well-made.

The bag is very functional. It is the perfect size to carry a cell phone, a pocket-sized wallet, a small book, a pack of gum, and pens. It also fits well into my laptop backpack for bike commuting to school. This bag also has more pockets inside so my small items don't all fall to the bottom. In overall I really satisfy with the bag.

1. Where does the writer usually put her small items?
 - a. in her pockets.
 - b. in her laptop backpack.
 - c. in her pocket size wallet.
 - d. in the pockets of her leather bag.



2. What makes the small items of the writer not falling down in the bag?
 - a. the satisfying bag
 - b. her laptop backpack
 - c. a pocket-sized wallet
 - d. the pockets inside the bag

3. "I've spent much money on a bag and I don't regret it". The underlined word refers to ... the bag.
 - a. having
 - b. seeing
 - c. buying
 - d. loving

4. What is the main idea of the last paragraph?
 - a. The writer has a new bag.
 - b. The bag is very functional.
 - c. The bag has many pockets.
 - d. The writer is satisfied with the bag

5. What is the purpose of the text?
 - a. To retell the past event
 - b. To entertain the readers
 - c. To describe the writer's new bag
 - d. To give instruction how to buy a bag

The text is for no 6 - 9

The Titanic was the biggest ship in the world at that time. It had good facilities such as: a fully air conditional cabin, restaurant, bar, mini shop, recreation space, ship's band and singers, medical facilities, telephone, etc.

When the Titanic sailed from Southampton to New York in April 1912 with 819 crews and 1316 passengers, it sank after it sailed for four days. It happened in North Atlantic Ocean. It hit a very big iceberg. Since there were not enough lifeboats and all the passengers or the crews were very



afraid, the ship sank rapidly, most of passengers and crews sank and only few people was safe.

- 6. Where did the tragedy happen?
 - a. in the sea
 - b. in the high way
 - c. in the harbor
 - d. in the air
- 7. It had good facilities. The word 'it' refers to
 - a. the world
 - b. the ship
 - c. the time
 - d. that biggest
- 8. Which line tells us that most of people died?
 - a. line 3 & 4
 - b. line 1 & 2
 - c. line 6 & 7
 - d. line 5
- 9. Where did the Titanic sink exactly?
 - a. Southeast continent
 - b. in the sea
 - c. Atlantic ocean
 - d. North Atlantic Ocean

Read the following text to answer questions number 10 to 13

Rose is plant with enchanting flowers from genus Rosa which has more than 100 species. This woody perennial plant grows in groups, allowing them to form climbing shrubs with prickles. Rose has various flowers in shape and sizes, making it one among popular flowering plants found in a house.

Most rose species are native to Asia, but some others are native to North America and Europe. They are typically grown for beauty and fragrant. Some species are used for commercial perfumery while some others are cut for ornamental flowers. In addition, rose also has minor medicinal uses.

- 10. What does the text tell about?
 - a. Rose species
 - b. Flowers
 - c. How to grow rose plant
 - d. Where to plant rose



11. This statement is correct, except
 - a. Rose has more than 100 species
 - b. Rose is native to Asia
 - c. Rose can be used for ornamental plant
 - d. Rose only has one variant of shape and size
12. *They are typically grown ...* (paragraph 2). The word “they” refers to
 - a. America and Europe
 - b. Beauty
 - c. Rose species
 - d. Medicine
13. Based on the text, which statement is true?
 - a. Rose has minor benefit for medicinal uses
 - b. People grow rose only for beauty
 - c. North America is not a native to rose species
 - d. Rose has less than 100 species
14. Describing bread as crusty but tender engages which sense?
 - a. touch
 - b. sight
 - c. taste
15. Aroma, odor, fragrance, scent are all words related to which sense?
 - a. Sight
 - b. Smell
 - c. Hearing
16. An effective way to describe taste is ...
 - a. by describing what a food item looks like, its presentation
 - b. with a simile or metaphor
 - c. to name the food or the ingredients in the food
17. Which of the following sets of words deal mostly with the sense of SIGHT?
 - a. rocky, hairy, drenched
 - b. ticking, hissing, cracking
 - c. thick, tender, smooth
 - d. smokey, pungent, flowery



18. Lando couldn't believe it. The beast couldn't be from this world. It was at least 10 feet tall and moving with more speed than any two-legged animal that Lando knew of.
- What sense did the writer describe?
- a. smell
 - b. sight
 - c. sound
 - d. touch
19. When a writer uses descriptive language, how does it affect the reader?
- a. The reader can memorize the text
 - b. The reader feels the text come to life
 - c. The reader gets bored and stops reading
 - d. The reader gets confused and has to reread
20. Which sentence is an example of a metaphor?
- a. He ran like the wind.
 - b. You have a small chair.
 - c. She's a tiger when she's angry.
 - d. The sun shone brightly.

Bab 7

Reading Comprehension



Tujuan


- Mengerti cara memahami sebuah teks bacaan bahasa Inggris
- Mengerti langkah-langkah dalam memahami teks bacaan bahasa Inggris
- Menjawab pertanyaan dalam teks bacaan

Pendahuluan

Beberapa orang menganggap tindakan membaca sebagai tugas langsung yang mudah dikuasai. Pada kenyataannya, membaca adalah proses kompleks yang mengandalkan banyak keterampilan berbeda. Bersama-sama, keterampilan ini mengarah pada tujuan akhir membaca: memahami bacaan, atau memahami apa yang telah dibaca.

Pemahaman bacaan bisa menjadi tantangan karena banyak alasan. Apa pun penyebabnya, mengetahui keterampilan yang terlibat, dan apa yang anak Anda perjuangkan, dapat membantu Anda mendapatkan dukungan yang tepat

Pemahaman bacaan merupakan salah satu pilar dari tindakan membaca. Ketika seseorang membaca teks, ia



terlibat dalam serangkaian proses kognitif yang kompleks. Dia secara bersamaan menggunakan kesadaran dan pemahamannya tentang fonem (“potongan” bunyi dalam bahasa), fonik (hubungan antara huruf dan bunyi dan hubungan antara bunyi, huruf dan kata) dan kemampuan untuk memahami atau membangun makna dari teks. Komponen terakhir dari tindakan membaca adalah pemahaman bacaan. Itu tidak dapat terjadi terlepas dari dua elemen proses lainnya. Pada saat yang sama, ini adalah yang paling sulit dan paling penting dari ketiganya.

Dalam bab ini kita akan belajar memahami bacaan dalam bahasa Inggris melalui teks bacaan dari berbagai bidang.

7.1 Strategi dalam Reading Comprehension


Ada dua elemen yang membentuk proses *reading comprehension*: pengetahuan kosakata dan pemahaman teks. Untuk memahami teks, pembaca harus dapat memahami kosakata yang digunakan dalam sebuah tulisan. Jika setiap kata tidak masuk akal, keseluruhan cerita juga tidak akan masuk akal.

Proses memahami teks dimulai sebelum anak-anak dapat membaca, ketika seseorang membacakan buku bergambar untuk mereka. Mereka mendengarkan kata-katanya, melihat gambar-gambar di buku, dan mungkin mulai mengasosiasikan kata-kata di halaman dengan kata-kata yang mereka dengar dan gagasan yang mereka wakili.

Untuk mempelajari strategi pemahaman, dibutuhkan pemodelan, latihan, dan umpan balik. Strategi pemahaman utama dijelaskan di bawah ini.

Menggunakan Pengetahuan / Pratinjau Sebelumnya

Ketika meninjau sebuah teks, harus memanfaatkan apa yang telah diketahui yang akan membantu memahami



teks yang akan dibaca. Ini memberikan kerangka kerja untuk setiap informasi baru yang akan dibaca.

Memprediksi

Ketika membuat prediksi tentang teks yang akan dibaca, menetapkan harapan berdasarkan pengetahuan sebelumnya tentang topik serupa. Saat membaca, mungkin secara mental merevisi prediksi saat mendapatkan lebih banyak informasi.

Mengidentifikasi Ide Utama dan Peringkasan

Mengidentifikasi gagasan utama dan meringkas mengharuskan pembaca menentukan apa yang penting dan kemudian menuangkannya dengan kata-kata mereka sendiri. Tersirat dalam proses ini mencoba memahami tujuan penulis dalam menulis teks.

Mempertanyakan

Strategi lain adalah mengajukan dan menjawab pertanyaan tentang teks. Hal ini akan membantu pembaca fokus pada makna teks. Orang lain (-guru, dosen atau teman) dapat membantu dengan mencontohkan proses mengajukan pertanyaan yang baik dan strategi untuk menemukan jawaban dalam teks.

Membuat Inferensi

Untuk membuat kesimpulan tentang sesuatu yang tidak secara eksplisit dinyatakan dalam teks, pembaca harus belajar menarik dari pengetahuan sebelumnya dan mengenali petunjuk dalam teks itu sendiri.

Visualisasi

Penelitian telah menunjukkan bahwa siswa yang melakukan visualisasi saat membaca memiliki daya ingat yang lebih baik daripada mereka yang tidak (Pressley, 1977). Pembaca dapat memanfaatkan ilustrasi yang disematkan pada teks atau membuat gambaran mental atau gambar sendiri saat membaca teks tanpa ilustrasi.



7.2 Reading Comprehension Questions

Read the text carefully.

Cheating and Plagiarism

Students are responsible for familiarising themselves with the University Code of Student Conduct, as on enrollment with the University the student has placed themselves under the policies and regulations of the University and all of its duly constituted bodies. Disciplinary authority is exercised through the Student Conduct Committee. The Committee has procedures in place for hearing allegations of misconduct. Copies of the student conduct code are available at the Student Services Office.

Academic dishonesty is never condoned by the University. This includes cheating and plagiarism, which violate the Student Conduct Code and could result in expulsion or failing the course.

Cheating includes but is not limited to obtaining or giving unauthorized help during an examination, getting unauthorized information about the contents of an examination before it is administered, using unauthorized sources of information during an examination, altering or falsifying the record of any grades, altering or supplying answers after an examination has been handed in, falsifying any official University record, and misrepresenting the facts to get exemptions from or extensions to course requirements.

Plagiarism includes but is not limited to submitting any paper or other document, to satisfy an academic requirement, which has been copied either in whole or in part from someone else's work without identifying that person; failing to identify as a quotation a documented idea that has not been thoroughly assimilated into the student's language and style, or paraphrasing a passage so closely that the reader could be misled as to the source; submitting the same written or oral material in different courses



without obtaining authorisation from the lecturers involved; or ‘dry-labbing’, which includes obtaining and using experimental data from fellow students without the express consent of the lecturer, utilizing experimental data and laboratory write-ups from other parts of the course or from previous terms during which the course was conducted, and fabricating data to fit the expected results. *Sumber : <https://www.usingenglish.com/>*

Comprehension Questions.

1. The Student Services Office familiarises students with the student code.
a. True b. False c. Not given
2. Cheats will automatically be expelled because their behaviour cannot be condoned.
a. True b. False c. Not given
3. The text lists all activities that are considered to be cheating.
a. True b. False c. Not given
4. According to the text, cheating is a more serious offence than plagiarism.
a. True b. False c. Not given
5. It is never acceptable to paraphrase closely.
a. True b. False c. Not given
6. Students can submit the same work in different courses as long as they ask their lecturer and it is not their own.
a. True b. False c. Not given
7. If students want to use other students’ laboratory data, they must ask them and the lecturer first.
a. True b. False c. Not given
8. Data must fit the expected results.
a. True b. False c. Not given



Questions 9 – 12 are about the following announcement.

Student Volunteers Needed!

On Saturday, December 12th, from 10 A.M. until 4 P.M., University of STEKOM will be holding a music festival in the school gymnasium. The special event will feature a variety of professional musicians and singers.

Task	Time	Date
Make posters	1 P.M.–4 P.M.	December 5 th
Set up gym	11 A.M.–4 P.M.	December 11 th
Help performers	9 A.M.–4 P.M.	December 12 th
Welcome guests	10 A.M.–2 P.M.	December 12 th
Clean up gym	4 P.M.–7 P.M.	December 12 th

Interested students should speak with Msr. Widya, the chief of Committee. Students who would like to help at the festival must have written permission from a parent or guardian.

9. What time will the festival begin?
- a. 10 A.M.
 - b. 11 A.M.
 - c. 1 P.M.
 - d. 2 P.M.
10. In line 3, the word feature is closest in meaning to
- a. look
 - b. keep
 - c. include
 - d. entertain
11. What job will be done the day before the festival begins?
- a. Making posters
 - b. Setting up the gym
 - c. Cleaning up the gym
 - d. Helping the performers



12. Who is told to talk to Mrs. Widya?

- a. Parents
- b. Students
- c. Teachers
- d. Performers

Questions 13 – 17 are about the following announcement.

How to Choose the Right University

Choosing which university fits your interests and academic background is an important decision that will greatly influence the success of your university study. In the UK alone, there are hundreds of choices and therefore you need to be strategic in making a shortlist of universities and narrowing down your choices into second and first choice. This involves weighing some factors such as your motivation and aspiration, your personality, your location, and your budget.

People attend university for different reasons, so ask yourself what you want from your target university and what you want to do after you graduate. Many people attend top universities because of the prestige without considering their choice of future career. If you have interest in a particular career, you should find universities with a better reputation for your career choice than others. With a degree from a university that is most respected in the profession you want to enter, it will be easy for you to get your dream job and you will be able to climb the career ladder fast.

Your personality types also play an important role in your success as a university student. A scholarly type student usually has self-motivation to work hard in order to ace exams and achieve high grades. This type of person will find comfort in a highly academic environment offered by top world universities such as Oxford or Cambridge. On the contrary, if you



are not a type of person who can study for hours and getting top grades is not your main priority, you better go to a university with a more laid-back academic environment so that you will not be stressful all the time and can enjoy your life at university.

Coming home could be a good escape during your hard time at university, so think about the distance between your home and the target university. If you get homesick easily, you should not consider choosing a university outside your hometown or which takes more than a day to travel by land or water. However, if distance is not a problem for you, you might want to consider studying abroad, especially at a university whose reputation is better than the universities in your home country.

Last but not least, calculate your financial ability, which should cover tuition fees and cost of living. Both vary across the country and different universities, so do your homework by doing some research in order to find out which one fits your bills. If you cannot afford to go to the university of your choice, you can search for financial aid in the forms of student loans, grant, or scholarship. Do remember that if you decide to obtain a loan, you have to pay for it after you finish your study.

13. Why do you need to choose the right university?
 - a. Because it will make you happy.
 - b. Because it has an impact on your success at university.
 - c. Because life at university is difficult.
 - d. Because the right university is difficult to find.
14. Which university should you go to if you already have a career choice?
 - a. One with the lowest tuition fees.
 - b. One that offers you a scholarship.
 - c. One that has the highest prestige.
 - d. One that has a good reputation in your future profession.



15. What type of student will enjoy a highly academic environment?
 - a. A student who has self-motivation to work hard.
 - b. A smart student who does not need to study hard for exams.
 - c. A student who puts the highest priority on student societies.
 - d. A student who does not have a part-time job.
16. Where should you study if you are prone to homesickness?
 - a. Abroad.
 - b. Outside your hometown.
 - c. At your local university.
 - d. At home.
17. What can you do if you do not have enough money to fund your study?
 - a. Wait for a year to collect money.
 - b. Find a full-time job.
 - c. Choose to study online.
 - d. Find a student loan or scholarship

Questions 18 – 24 refer to the following story.

“Did you see that?” Joe said to his friend Bill.

“You’re a great shooter!”

Bill caught the basketball and bounced it before throwing it again. The ball flew into the net.

“Bill, you never miss!” Joe said admiringly.

“Unless I’m in a real game,” Bill complained.

“Then I miss all the time.”

Joe knew that Bill was right. Bill performed much better when he was having fun with Joe in the school yard than he did when he was playing for the school team in front of a large crowd.

“Maybe you just need to practice more,” Joe suggested.

“But I practice all the time with you!” Bill objected.

He shook his head. “I just can’t play well when people are watching me.”



“You play well when I’m watching,” Joe pointed out.

“That’s because I’ve known you since we were five years old,” Bill said with a smile. “I’m just not comfortable playing when other people are around.” Joe nodded and understood, but he also had an idea. The next day Joe and Bill met in the school yard again to practice. After a few minutes, Joe excused himself.

“Practice without me,” Joe said to his friend. “I’ll be back in a minute.”

Joe hurried through the school building, gathering together whomever he could find—two students, a math teacher, two secretaries, and a janitor. When Joe explained why he needed them, everyone was happy to help. Joe reminded the group to stay quiet as they all went toward the school’s basketball court. As Joe had hoped, Bill was still practicing basketball. He made five baskets in a row without noticing the silent people standing behind him.

“Hey, Bill!” Joe called out finally.

Bill turned. A look of surprise came over his face.

“I just wanted to show you that you could play well with people watching you,” Joe said. “Now you’ll have nothing to worry about for the next game!”

Sumber : <https://www.usingenglish.com/>

18. What would be the best title for the story?
- a. Joe Joins the Team
 - b. Practice Makes Perfect
 - c. Bill Wins the Big Game
 - d. Bill’s Basketball Problem
19. In line 8, the word performed is closest in meaning to
- a. acted
 - b. played
 - c. moved
 - d. changed



20. Why is Bill upset?
- a. He plays better in practice than he does during games.
 - b. The school yard is not a good place to practice.
 - c. Joe watches him too closely when he plays.
 - d. His team loses too many games.
21. Why does Bill play well when Joe is watching him?
- a. He is comfortable with Joe.
 - b. Joe tells him how to play better.
 - c. He does not know that Joe is there.
 - d. He wants to prove to Joe that he is a good player.
22. Why does Joe decide to gather a group of people?
- a. Because he wants more players for his team
 - b. Because he wants to help Bill feel less nervous
 - c. Because he wants to show them his talent
 - d. Because he wants more people to see the next game
23. At the end of the story, all of the following people watch Bill practice EXCEPT
- a. Joe
 - b. a janitor
 - c. a math teacher
 - d. the basketball coach
24. Why does the group have to be quiet when they go to the basketball court?
- a. Because Joe is telling Bill what to do
 - b. Because they do not want Bill to know they were there
 - c. Because Bill likes to practice alone
 - d. Because the group needs to listen to Joe's instructions

Questions 25 – 30 are about the following passage.

When another old cave is discovered in the south of France, it is not usually news. Rather, it is an ordinary event. Such discoveries are so frequent these days that hardly anybody pays heed to them.



However, when the Lascaux cave complex was discovered in 1940, the world was amazed. Painted directly on its walls were hundreds of scenes showing how people lived thousands of years ago. The scenes show people hunting animals, such as bison or wild cats. Other images depict birds and, most noticeably, horses, which appear in more than 300 wall images, by far outnumbering all other animals.

Early artists drawing these animals accomplished a monumental and difficult task. They did not limit themselves to the easily accessible walls but carried their painting materials to spaces that required climbing steep walls or crawling into narrow passages in the Lascaux complex. Unfortunately, the paintings have been exposed to the destructive action of water and temperature changes, which easily wear the images away. Because the Lascaux caves have many entrances, air movement has also damaged the images inside. Although they are not out in the open air, where natural light would have destroyed them long ago, many of the images have deteriorated and are barely recognizable. To prevent further damage, the site was closed to tourists in 1963, 23 years after it was discovered.

25. Which title best summarizes the main idea of the passage?
- a. Wild Animals in Art
 - b. Hidden Prehistoric Paintings
 - c. Exploring Caves Respectfully
 - d. Determining the Age of French Caves
26. In line 4, the words pays heed to are closest in meaning to
- a. discovers
 - b. watches
 - c. notices
 - d. buys
27. Based on the passage, what is probably true about the south of France?
- a. It is home to rare animals.
 - b. It has a large number of caves.



- c. It is known for horse-racing events.
 - d. It has attracted many famous artists.
28. According to the passage, which animals appear most often on the cave walls?
- a. Birds
 - b. Bison
 - c. Horses
 - d. Wild cats
29. Why was painting inside the Lascaux complex a difficult task?
- a. It was completely dark inside.
 - b. The caves were full of wild animals.
 - c. Painting materials were hard to find.
 - d. Many painting spaces were difficult to reach.
30. According to the passage, all of the following have caused damage to the paintings EXCEPT
- a. temperature changes
 - b. air movement
 - c. water
 - d. light

Bab 8

Making Order and Request

Tujuan

- Mengerti perbedaan order dan request
- Mengetahu ekspresi-ekspresi dalam menyuruh dan meminta orang melakukan sesuatu dalam bahasa Inggris
- Mampu menggunakan order dan request dalam percakapan sehari



Pendahuluan

Saat membuat permintaan, artinya meminta seseorang untuk sesuatu atau meminta mereka untuk melakukan sesuatu. Jika memiliki otoritas atas seseorang atau mengenal mereka dengan baik, memberi mereka perintah atau instruksi, yaitu menyuruh mereka melakukan sesuatu daripada meminta mereka melakukan sesuatu. Kita juga dapat memberikan instruksi kepada seseorang tentang bagaimana melakukan sesuatu atau apa yang harus dilakukan dalam situasi tertentu.

Kita bisa menggunakan kalimat imperatif untuk memberi perintah. Imperative ini sangat tidak sopan jika digunakan untuk orang-orang yang lebih dihormati baik itu secara umur, jabatan atau baru kenal.



Dalam bab ini kita akan membahas :

Request

Saat kita membuat permintaan, kita meminta seseorang untuk sesuatu (*asking for something*), atau kita meminta seseorang untuk melakukan sesuatu (*asking someone to do something*).

Asking for something

Ada berbagai cara untuk meminta sesuatu. Kita biasanya meminta sesuatu dengan cara yang sopan dan tidak langsung, misalnya menggunakan 'can, could, would you mind if dan may ...'

Asking someone to do something

Ada beberapa cara untuk meminta seseorang melakukan sesuatu dengan cara yang sopan dan tidak langsung. Kita sering menggunakan 'please' untuk membuat permintaan lebih sopan.

8.1 Asking for Something


Asking for something (Meminta sesuatu) dalam bahasa Inggris tidak perlu membuat stres. Cukup ingat beberapa frasa kunci, dan kita akan dapat menangani sebagian besar situasi dengan lancar dan percaya diri!

Useful Expressions

- Can / Could I have please?
- Can / Could you give / get me please?
- A table for two, please.
- Give me a piece of paper, please.

In more formal situations

- Excuse me...
- Would you mind giving a pencil?
- I wonder if you could give me a table for two.



Kita meminta sesuatu, maka orang yang kita tanyakan membutuhkan lebih banyak informasi. Dia menanyakan kita pertanyaan. Jika tidak mengharapkan ini, dapat “mengulur waktu” - katakan sesuatu untuk memberi waktu untuk berpikir. Katakan sesuatu seperti “Oh”, “Ah”, “Um”, atau “Er” untuk memberi waktu satu atau dua detik untuk merumuskan jawaban. Ingat, keheningan total membuat orang lain merasa tidak nyaman!

Contoh :

- Can I have some tomatoes?
- Can we have something to wipe our hands on, please?
- Could I have another cup of coffee? (informal/lebih sopan)

Permintaan yang terdengar sangat sopan dan formal, dan permintaan dengan mungkin terdengar kuno.

- May we have something to eat?

Kita menggunakan ‘Can’t’ atau ‘Couldn’t’ untuk membuat permintaan terdengar lebih persuasif, jika merasa mungkin tidak mendapatkan apa yang kita minta.

- Can’t we have some music?

You can use ‘Have you got...?’, ‘You haven’t got...’, or ‘You don’t have...’ and a question tag, to ask for something in an informal, indirect way.

- Have you got a piece of paper or something I could write it on?
- You haven’t got a spare pen, have you?

Contoh Percakapan :

You : Two tickets to Glasgow, please.

Clerk : Single or return?

You : Um, return please. We’re coming back tomorrow.



(You are at the bureau de change)

Clerk : How would you like your money?

You : Oh, er, three tens and a five, please.

You : Hello. Can I have a leaflet about London museums, please.

Clerk : Sure. Anything else?

You : Um, do you have any information about musicals?

8.1.1 Asking as a customer

Jika ingin meminta sesuatu di toko, bar, kafe, atau hotel, cukup menggunakan frasa kata benda yang diikuti dengan please.

- A packet of crisps, please.
- Two black coffees, please.
- As I'm here, doctor, I'd like a prescription for some aspirins.
- I'd like a room, please. For one night.

Jika tidak yakin apakah hal tertentu tersedia, dapat menggunakan : 'Have you got...?' or 'Do you have...?'.


- Have you got any brochures on Holland?
- Do you have any information on that?

Saat berada di restoran atau bar, bisa mengatakan 'I'll have...'. Juga bisa mengatakan ini saat ditawarkan sesuatu untuk dimakan atau diminum di rumah seseorang.

Contoh :

Waiter : Ready to order?

Ella : Yes, 'I'll have the shrimp cocktail and the chicken.
I'd like some tea.



8.2 Asking someone to do something

Ada beberapa cara untuk meminta seseorang melakukan sesuatu dengan cara yang sopan dan tidak langsung. Kita sering menggunakan 'please' untuk membuat permintaan kami lebih sopan.

Useful Expressions

- Could you just switch the projector on behind you?
- Could you tell me, please, what time the flight arrives?
- Would you tell her that Adrian phoned?
- Would you take the call for him, please?

Untuk menambah tingkat permintaan lebih sopan dapat menambahkan 'perhaps' atau 'possibly' setelah 'Could you'.

- Yuni, could you possibly take me to the station on your way to work this morning?

Jika ingin bersikap sangat sopan, bisa menggunakan :

- 'Do you think you could...?' atau
- 'I wonder if you could...?'

Contoh :

- Do you think you could help me?
- I wonder if you could look after my garden for me while I'm away?

Dapat juga menggunakan :

- 'Would you mind + -ing form ...?'

Contoh :

- Would you mind fetching another chair?
- Would you mind waiting a moment?



Dalam surat dan pidato formal, gunakanlah ekspresi yang sangat sopan seperti :

- 'I would be grateful if ...',
- 'I would appreciate it if ...', atau
- 'Would you kindly ...'.

Contoh :

- I would be grateful if you could let me know.
- I would appreciate it if you could deal with this issue promptly.
- Would you kindly call to see us next Tuesday at eleven o'clock?

Perhatikan bahwa ungkapan yang sangat sopan ini terkadang digunakan sebagai cara tidak langsung untuk menyuruh seseorang melakukan sesuatu.

Dalam situasi formal dapat menggunakan :

- 'Can you ...?' atau
- 'Will you ...?'

Contoh :

- Can you give us a hand?
- Can you make me a copy of that?
- Will you post this for me on your way to work?
- Will you turn on the light, please, Henry?

Jika kemungkinan orang yang ditanya tidak akan menyetujui permintaan kita, gunakanlah :

- 'You wouldn't ... would you?', atau
- 'You couldn't ... could you?'

Struktur ini juga dapat digunakan ketika menyadari bahwa permintaan untuk melakukan sesuatu yang sulit atau akan melibatkan banyak pekerjaan.



Contoh :

- You wouldn't sell it to me, would you?
- You couldn't give me a lift, could you?

Atau bisa juga dengan menggunakan :

- 'I suppose you couldn't...' atau
- 'I don't suppose you would...'

Contoh :

- I suppose you couldn't just stay an hour or two longer?
- I don't suppose you'd be prepared to stay in Edinburgh?

Would you mind? dan Do you mind?

Frase 'would you mind + -ing', and 'do you mind + -ing' digunakan untuk meminta seseorang melakukan sesuatu dengan sopan/formal. 'Would you mind' lebih sopan dan umum dipakai.

- Would you mind opening the window, please?
- Do you mind turning down the volume a little, please?
- Do you mind me turning on the light? (I want to turn on the light)


Untuk meminta ijin melakukan sesuatu dengan sopan, dapat menggunakan frase : 'would you mind if I + past' atau 'do you mind if I + present':

- Would you mind if I turned on this light?
- Do you mind if I sit here?

Catatan penting : Ketika seseorang meminta ijin melakukan sesuatu, jawaban/response yang disampaikan harus diperhatikan:

Positive response :

- Not at all.
- No. I don't mind
- Nevermind



Negative response :

- Yes. I do
- I'm afraid ...:
- Sorry.

Contoh :

A: Would you mind if we sat here?

B: No, not at all. (you can sit here – I don't mind)

A: Do you mind if I use your phone?

B: I'm afraid the battery is dead.

~~Not: No. The battery is dead.~~


8.3 Orders and Command/Instructions

Orang sering meminta seseorang untuk melakukan sesuatu, daripada menyuruh mereka melakukannya, bahkan ketika mereka memiliki otoritas atas mereka, karena ini lebih sopan.

Dalam situasi informal, dapat menggunakan klausa imperatif/kalimat perintah. Ini merupakan cara langsung untuk memberi perintah.

- Pass the salt.
- Let me see it.
- Don't touch that!
- Hurry up!
- Look out! There's a car coming.

Tidak sopan menggunakan klausa imperatif seperti ini dalam pidato dan acara formal. Order/perintah semacam ini digunakan saat berbicara dengan orang yang kita kenal baik, atau dalam situasi bahaya atau mendesak. Namun, bentuk imperatif cukup sering



digunakan untuk mengundang seseorang melakukan sesuatu, dalam frasa seperti 'Come in' and 'Take a seat'.

Kita dapat menambahkan 'please' untuk membuat orders/perintah lebih sopan.

- Go and get the file, please.
- Wear rubber gloves, please.

Dapat juga menggunakan *question tag* 'will you?' agar kalimat perintah terasa sebagai sebuah permohonan.

- Come into the kitchen, will you?
- Don't mention them, will you?

Ekspresi lain untuk perintah adalah 'I would like you to...' atau 'I'd like you to...' ini adalah cara sopan untuk memberitahu seseorang untuk melakukan sesuatu, terutama seseorang yang memiliki otoritas atasnya.

- John, I would like you to get us the files.
- I'd like you to read this.
- I shall be away tomorrow, so I'd like you to chair the weekly meeting.

Emphatic orders (perintah tegas)

Untuk memerintah dengan tegas dapat menggunakan kata 'Do', 'You must' dan 'You have to ...' di depan kalimat perintah yang diucapkan. Emphatic orders digunakan untuk menambahkan penekanan saat menyuruh seseorang melakukan sesuatu yang akan menguntungkan mereka sendiri, atau saat kita menunjukkan rasa persahabatan sejati.

- Do be careful.
- Do remember to tell William about the change of plan.
- You must come at once.
- You mustn't tell anyone.
- You have to come and register now.
- You can't tell anyone about this place.

Signs and Notices



Dalam hal *signs and notices* (tanda dan pemberitahuan), Kata perintah larangan biasanya di nyatakan dengan ‘No + -ing’

- No Smoking.
- No Pets On School Ground
- Please No Texting
- No Photography

Untuk tanda atau pemberitahuan yang bersifat himbauan biasanya menggunakan ‘must be’.

- Children must be accompanied by an adult at all times.
- Lab Coats must be worn in this area.

Instructions on how to do something

Kata perintah dapat digunakan dalam memberikan petunjuk arah dan tentang cara melakukan sesuatu. Dan hal ini dianggap sopan.

- Turn right off Broadway into Caxton Street.
- Fry the chopped onion and pepper in the oil.
 - First you take a few raisins and soak them overnight in water.



8.4 Menjawab Request atau Order

Saat seseorang memnyuruh atau meminta sesuatu atau melakukan sesuatu, ada dua kemungkinan untuk menjawabnya yaitu menolak (negative response) atau menerima (positive response) permintaan atau perintah tersebut.

Positive Response:

- Yes/ OK / Sure
- All right
- Certainly/ Of course
- It's a pleasure/My pleasure
- No problem.
- Sure, I'd be glad to...
- I'd be happy to ...

Negative Response:

- I'm afraid, I
- I'm sorry, I can't.
- I'd like to, but...
- I'd love to but ...

Catatan : Untuk menjawab request dengan kalimat :
“Would you mind giving? “ dalam bahasa Indonesia di artikan :
- Apakah anda keberatan untuk?-

Positive Response:

- No, I don't mind.
- Not at all.

(Artinya menerima dan mau melakukan apa yang dimintakan)



Negative Response:

- Yes.
- I'm sorry, but I

(Artinya tidak ingin melakukan apa yang dimintakan)

Contoh :

A : Would you mind opening the door?

B : Not at all. I'll do it.

Ini berarti B tidak keberatan untuk membuka pintu ('opening the door').

Conversation Practice

Conversation 1 : Imperative Form

Tony : Hi, Ben. Come here, please.

Ben : Sure. What can I do for you?

Tony : I have a new handphone but I can't operate it. Help me, please.

Ben : Oh... Let me see.

Tony : Here you go.

Ben : Do you have an email? Log in your Gmail here.

Tony : Next?

Ben : Enter the password.

Tony : Then?

Ben : Please wait. It's loading.

Tony : Yes, I got it. Can I access the internet with another Gmail on this android?

Ben : Yup, you can. But don't forget the password!

Tony : I know that.

Ben : By the way. Be responsible with your new phone.

Tony : Yes. I will. Thanks a lot my friend

Ben : Anytime bro.



Conversation 2 : Request

Ardi : Hello, Good Morning. Where do you want to go?

Windy : Good Morning. I want to go to computer service center.

Windy : I have a problem with my notebook since last night.

Ardi : What happen with your notebook?

Windy : It couldn't be turned on. The operating system is too old.

Ardi : I think that it isn't a serious problem. You just have to re-install it then

Windy : Are you sure?

Ardi : Yes, of course.

Windy : So, can you repair my notebook?

Ardi : I can. It is just a piece of cake.

Windy : I suppose so. You study computer engineering in STEKOM University, don't you? You are master in computer. You must be professional then.

Ardi : Yeah, thanks. May I bring your notebook? I'll repair it at home.

Windy : Of course.

Understanding

State TRUE or FALSE these statements according to the conversation above.

1. There are 6 imperatives form on the conversation 1 (...)
2. Ben is asking Tony to do something (...)
3. Ben is refusing to help Tony (...)
4. The conversation 2 is taking a place in the computer service center (...)
5. Windy is asking Ardi to do something (...)
6. The notebook has serious problem (...)
7. Ardi asks Windy to bring the notebook to home (...)
8. The note book needs to be re-installed (...)



Conversation 3 : Formal Request

- Joshep : Hello, Aurel. I've heard you are keeping the minutes of our meetings. Am I mistaken?
- Aurel : No, you're right. They are all stored on my computer.
- Joshep : Great! I was wondering if you could send them to me via e-mail. I got an order to examine the minutes of the last three months thoroughly and make some conclusions about our progress.
- Aurel : Yes, of course! I am glad to hear our boss is finally doing an evaluation.
- Joshep : Yes, it was about time! Thank you, Aurel! And there's no rush, you don't have to do it immediately. But I would appreciate it if you could send them by the end of the day, so I can start working on that tomorrow morning.
- Aurel : Sure thing! I'll send them right away, so I don't forget about it.
- Joshep : Thanks a lot! Actually, now that I think of it... Would it be too much to ask for a printed copy, as well?
- Aurel : Of course not! It will only take a couple of minutes.

Understanding

Answer the following questions based on the conversation 3

1. Who has the minutes of the meetings?
2. What did Joshep need the minutes for?
3. What else did he ask Aurel to do?
4. When should Aurel send the meeting file?
5. What does the word 'them' refer to?
6. What order does Joshep get from the boss?



Tugas Bab 8

Individual Assignment

Act as you are. Choose the suitable response.

1. You're in an English class and you would like to borrow another student's pen. You say: "..... you lend me your pen, please?"
 - a. Can
 - b. Do you mind
 - c. Would you mind
2. Your colleague is going out to get lunch and you'd like him / her to get something for you. You start your request: "Could you ... me a favour?"
 - a. do
 - b. give
 - c. make
3. You could also ask your colleague: "Would you mind me a sandwich when you're out?"
 - a. get
 - b. getting
 - c. to get
4. You are a parent with two children. They want to go out, but you want them to do their homework first. You say:
 - a. "I'd like you to do your homework first."
 - b. "I'd need you to do your homework first."
 - c. "I'd want you to do your homework first."
5. Your colleague asks to open the window, saying:
 - a. "Do you mind if I open the window?"
 - b. "Do you mind if I opening the window?"
 - c. "Do you mind if I would open the window?"



6. Another student in your class asks to share your textbook, saying “Can I share your textbook?” You agree and say:
 - a. No problem!
 - b. Not at all!
 - c. No way!
7. A customer buys a lot from you and wants a bigger discount. You want to keep the customer happy but you need your boss to agree. You say:
 - a. “I’ll ask what I can do.”
 - b. “I’ll know what I can do.”
 - c. “I’ll see what I can do.”
8. Your colleague wants you to help with an urgent problem, but you can’t. You say:
 - a. “I’m afraid I can’t help you there.”
 - b. “I’m sure I can’t help you there.”
 - c. “I’m worried I can’t help you there.”
9. You are the boss and someone who works for you asks for an extra day’s holiday. You accept the request but ask the person to work Saturday instead. You say:
 - a. “That’s no problem, and you work on Saturday.”
 - b. “That’s no problem, but you work on Saturday.”
 - c. “That’s no problem, provide you work on Saturday.”
10. Your boss asks you to work overtime (extra hours) but you can’t. You say:
 - a. “Ah, that can be a bit difficult.”
 - b. “Ah, that might be a bit difficult.”
 - c. “Ah, that should be a bit difficult.”



Choose the best answer.

1. In a library.

A : Do you mind if I sit down here?

B :

A : Thank you.

a. Yes , I mind.

c. Yes , I do.

b. Not at all.

d. No , do you.

2. A : Can you lend me your car this afternoon? I have an urgent appointment.

B :

a. I don't think so I won't need it.

b. No I can't. I won't need it.

c. I think so. I won't be using it.

d. Yes , I can. I will be using it.

3. A : Would you mind if I open the window?

B :

a. Yes , go ahead.

c. Yes I wouldn't mind.

b. No , I would.

d. No , please do.

4. In a supermarket.

A : This box is very bulky. Can you give me a hand?

B :

a. That box isn't mine.

b. Just a minute. My hand are dirty.

c. Sure , I'll be glad to help.

d. Certainly , I'm looking for someone to help you.

5. In an office.

"Do you mind if I turn the air-conditioner down?"

"...."

a. No , please do.

c. Yes , That's right.

b. Yes , I don't mind.

d. No , I mind.



6. A : Could you do me a favor?
B :
a. Of course. c. Not at all.
b. Yes please. d. That's too bad.
7. A : Can you lend me this book? I need to read it before class.
B :
a. I guess so. I won't be using it
b. Yes , I can. I will be using it.
c. No , I can't. I won't need it.
d. I don't think so. I won't need it.
8. A : Would you mind passing me the salt , please?
B :
a. Yes , it is here.
b. Yes , you can have it.
c. No , I would mind passing it.
d. Here you are.
9. A : Can I borrow your typewriter?
B : Sorry , I'm using it at the moment.
A : ...
a. Oh , I'm sorry.
b. Go on then.
c. Oh , I don't know.
d. Oh , it doesn't matter then.
- 10 Nisa : Do you mind if I borrow your umbrella for a while?
Jira :
a. No , here you are.
b. Never mind.
c. Yes , and bring it back.
d. You're welcome.

Bab 9

I am the best, You are too

Tujuan

- Memahami pengertian *correlative conjunction*
- Mengerti penggunaan *correlative conjunction* : *so, too, either dan neither*
- Menggunakan *correlative conjunction* : *so, too, either dan neither* dalam kegiatan sehari-hari



Pendahuluan

Correlative conjunction adalah conjunction (kata hubung) yang digunakan berpasangan untuk menunjukkan hubungan antara dua kata, frasa (*phrase*), atau klausa (*clause*). Elemen kalimat yang dihubungkan biasanya bersifat paralel (kedudukannya sejajar) secara struktur gramatikal. Kata hubung ini disebut juga *paired conjunction*.

Correlative conjunction selalu merupakan dua kata conjunction yang saling terselip antara kata, frasa, atau klausa dengan koma. Berbicara mengenai koma, maka menjelaskan mengenai pilihan merupakan salah satu fungsi dari *Correlative conjunction*. Selain itu, *Correlative conjunction* juga dapat menjelaskan mengenai kesetaraan dan kondisi.



Fungsi pilihan dari *Correlative conjunction* terlihat pada “neither/nor”, “rather/than”, atau “between/and”. Sementara itu, kesetaraan ditunjukkan dari correlative conjunction yang berupa “so / too”, “not only/but also”, “as/as”, atau “both/and”. Untuk menyatakan fungsi kondisi, correlative conjunction yang ada biasanya hanya berupa “if/then”.

“Juga” dalam bahasa Inggris bisa diungkapkan dengan So/Too dan Neither/Either. So dan Too digunakan untuk kalimat positif, sedangkan Neither dan Either digunakan untuk kalimat negatif. Dalam bab ini akan dibahas tentang penggunaan ‘so, too, either dan neither’ dalam kalimat.

9.1 Conjunction So/Too dan Either/Neither

So, Too, Neither dan Either digunakan untuk menyatakan setuju atau kesamaan pendapat dengan orang lain. Adapun perbedaannya adalah:

So dan Too digunakan dalam kalimat positif.

Neither dan Either digunakan dalam kalimat negatif.

So/too dan either/neither digunakan untuk menggabungkan dua kalimat yang setara.

Penggunaan “So” dan “Too”

Digunakan dalam kalimat positif, artinya juga.


Contoh 1:

I am a student.

Sania is a student.

Penggabungan kedua kalimat tersebut adalah:

I am a student and Sania is a student.



Untuk meringkas kalimat tersebut, kita bisa menggunakan kata “so” dan “too”.

- I am a student and so is Sania.
- I am a student and Sania is too.

Contoh 2:

I study English.

Benny studies English.

Penggabungan kedua kalimat tersebut adalah:

I study English and Benny studies English.

Untuk meringkas kalimat tersebut, kita bisa menggunakan kata “so” dan “too”.

- I study English and so does Benny.
- study English and Benny does too.

Penggunaan so untuk 2 kalimat yang sama-sama positive (+).

Contoh dengan (tenses 1) simple present tense, menggunakan kata kerja be (am, are is) dengan katasifat (adjective) ‘fine’

- I am fine and so are you .
- You are fine and so am I
- We are fine and so are they.
- They are fine and so are we.
- You are fine and so are they.
- He is fine and so is she.
- She is fine and so is he.
- Tom is fine and Cindy.
- Cindy is fine and so is Tom.
- Jerry is fine and so is John.



Penggunaan too/ untuk 2 kalimat yang sama-sama positive (+).

Contoh dengan (tenses 1) simple present tense, menggunakan katakerja be (am, are is) dengan kata sifat (adjective) fine /fain/ = baik.

- I am fine and you are, too.
- You are fine and I am, too.
- We are fine and they are, too.
- They are fine and we are, too.
- You are fine and they are, too.
- He is fine and she is, too.
- She is fine and he is, too.
- Tom is fine and Cindy is, too.
- Cindy is fine and Tom is, too.
- Jerry is fine and John is, too.

Penggunaan “either” dan “neither”

Digunakan dalam kalimat negatif artinya juga.

Kalimat - kalimat di atas kita rubah ke dalam kalimat negatif.

Contoh 1:

I am not a student.

Sania is not a student.

Penggabungan kedua kalimat tersebut adalah:

I am not a student and Sania is not a student.


Untuk meringkas kalimat tersebut, kita bisa menggunakan kata “either” dan “neither”.

- I am not a student and Sania is not either.)
 - I am not a student and neither is Sania.

Contoh 2:

I don't study English.

Benny doesn't study English.



Penggabungan kedua kalimat tersebut adalah:
I don't study English and Benny doesn't study English.

Untuk meringkas kalimat tersebut, kita bisa menggunakan kata “either” dan “neither”.

- I don't study English and Benny doesn't either.
- I study English and neither does Benny.

Penggunaan either untuk 2 kalimat yang sama-sama negative (-).

Contoh dengan (tenses 1) simple present tense, menggunakan kata kerja be (am, are is) dengan kata sifat (adjective) fine.

- I am not fine and you are not, either.
- You are not fine and I am not, either.
- We are not fine and they are not, either.
- They are not fine and we are not, either.
- You are not fine and they are not, either.
- He is not fine and she is not, either.
- She is not fine and he is not, either.
- Tom is not fine and Cindy is not, either.
- Cindy is not fine and Tom is not, either.
- Jerry is not fine and John is not, either.

Penggunaan neither untuk 2 kalimat yang sama-sama negative (-).

Contoh dengan (tenses 1) simple present tense, menggunakan kata kerja be (am, are is) dengan kata sifat (adjective) fine.

- I am not fine and neither are you.
- You are not fine and neither am I.
- We are not fine and neither are they.
- They are not fine and neither are we.
- You are not fine and neither are they.
- He is not fine and neither is she.
- She is not fine and neither is he.



- Tom is not fine and neither is Cindy.
- Cindy is not fine and neither is Tom.
- Jerry is not fine and neither is John.

Contoh kalimat dengan (tenses 1) simple present tense.

- I go to school and you do, too.
- I go to school and so do you.
- I don't go to school and you don't either.
- I don't go to school and neither do you.
- He goes to school and she does, too.
- He goes to school and so does she.
- He doesn't go to school and she doesn't either.
- He doesn't go to school and neither does she.

Contoh kalimat dengan (tenses 3) present continuous tense.

- I am learning English and you are, too.
- I am learning English and so are you.
- I am not learning English and you are not, either.
- I am not learning English and neither are you.
- He is learning English and she is, too.
- He is learning English and so is she.
- He is not learning English and she is not, either.

Contoh kalimat dengan (tenses 4) simple past tense.

- I ate breakfast this morning and you did, too.
- I ate breakfast this morning and so did you.
- I didn't eat breakfast this morning and you didn't either.
- I didn't eat breakfast this morning and neither did you.
- He ate breakfast this morning and she did, too.
- He ate breakfast this morning and so did she.
- He didn't eat breakfast this morning and she didn't either.
- He didn't eat breakfast this morning and neither did she.



Contoh kalimat dengan (tenses 5) present perfect tense.

- I have eaten breakfast and you have, too.
- I have eaten breakfast and so have you.
- I have not eaten breakfast and you haven't either.
- I have not eaten breakfast and neither have you.
- He has eaten breakfast and she has, too.
- He has eaten breakfast and so has she.
- He has not eaten breakfast and she hasn't, either.
- He has not eaten breakfast and neither has she.

Contoh dengan 'can, will, would'

- I can speak English and you can, too.
- I can speak English and so can you.
- I can't speak English and you can't, either.
- I can't speak English and neither can you.
- They'll be in the office until 8 PM today and So will I.
- I won't be able to go on the trip, Neither will you.
- A : I'd like to learn how to cook."
B : "So would I."
- X : "I wouldn't recommend that restaurant."
Y : "Neither would I."

"Me too" adalah conversational phrase (frasa percakapan) untuk menyatakan bahwa positive statement (pernyataan positif) seseorang berlaku pula terhadapmu. Frasa bahasa Inggris ini digunakan pada *situasi informal*.

- Contoh :**
1. A: I always feel better when I tell the truth.
B: Yeah, me too.
 2. A: I have chronic gastritis.
B: Oh! Me too.
 3. A: I'm going to the post office.
B: Me too. Would you like a lift?



Untuk lebih jelasnya perhatikan tabel berikut ini.

ENGLISH GRAMMAR

SO - TOO

SO and TOO are used to show agreement with positive statements (said by Person A).

SO + AUXILIARY + SUBJECT (or BE / HAVE)	Person B	
Person A		
I am happy.	So am I.	= I am happy too .
You are making a noise.	So are you.	= You are making a noise too .
I need more money.	So do I.	= I need more money too .
Steve likes pizza.	So does Mary.	= Mary likes pizza too .
I was tired this morning.	So was I.	= I was tired too .
We were late.	So were they.	= They were late too .
I watched a movie last night.	So did I.	= I watched a movie too .
She can play the guitar.	So can I.	= I can play the guitar too .
We could see the stars.	So could I.	= I could see the stars too .
She will win an award.	So will I.	= I will win an award too .
I would like a cup of coffee.	So would I.	= I would like a cup too .
He should study more.	So should I.	= I should study more too .
They have finished early.	So have I.	= I have finished early too .
He had eaten too much.	So had I.	= I had eaten too much too .

Sometimes you can use **So + Auxiliary + Subject** as a continuation of the first part of the sentence.
John can sing well, and so can his brother. = John can sing well, and his brother can sing well too.

Tab 1 . Penggunaan so/too
Sumber : <https://www.grammar.cl/>

NEITHER - EITHER



NEITHER and EITHER are used to agree with negative statements (said by Person A).

NEITHER + AUXILIARY + SUBJECT (or BE / HAVE)

The auxiliary verb (or To Be/To Have) needs to agree with the verb tense in the original statement (by Person A).

Person A

Person B

I **am not** hungry.
 You **aren't** trying.
 I **don't** need help.
 Steve **doesn't** like fish.
 I **wasn't** bored.
 They **weren't** invited.
 I **didn't** like the book.
 I **can't** swim.
 I **couldn't** see him.
 She **won't** be there.
 I **wouldn't** eat that.
 I **shouldn't** worry.
 They **haven't** studied.
 He **hadn't** finished.

Neither **am** I.
 Neither **are** you.
 Neither **do** I.
 Neither **does** Sam.
 Neither **was** I.
 Neither **were** we.
 Neither **did** I.
 Neither **can** I.
 Neither **could** I.
 Neither **will** I.
 Neither **would** I.
 Neither **should** I.
 Neither **have** I.
 Neither **had** I.

= I'm not (hungry) **either**.
 = You aren't (trying) **either**.
 = I don't (need help) **either**.
 = Sam doesn't (like fish) **either**.
 = I wasn't (bored) **either**.
 = We weren't (invited) **either**.
 = I didn't (like the book) **either**.
 = I can't (swim) **either**.
 = I couldn't (see him) **either**.
 = I won't (be there) **either**.
 = I wouldn't (eat that) **either**.
 = I shouldn't (worry) **either**.
 = I haven't (studied) **either**.
 = I hadn't (finished) **either**.

Sometimes you will see/hear **NOR + Auxiliary + Subject**.
 A: I wasn't ready. B: **Nor** was I (= **Neither** was I).

I'm not hungry ~~too~~. → **Too** is for positive statements
 I'm not hungry **either**.

Tab 2 . Penggunaan eithet/neither
 Sumber : <https://www.grammar.cl/>



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 SPP 350k/Bulan

Bebas Uang Gedung
 1 Biaya Uluhs Gelar & Ijazahnya 2





Tugas Bab 9

Individual Assignment

A. *Imagine you're having a conversation with your partner. What she/he says is also true for you. Write 'so --- I' or 'neither ---I', choosing the correct auxiliary verb.*

1. Partner : I can't play the piano.
You :
2. Partner : Catherine is English.
You :
3. Partner : She isn't coming to the party.
You :
4. Partner : Lucy will come early tomorrow.
You :
5. Partner : I have to study this weekend.
You :
6. Partner : Dan lives in Madrid.
You :
7. Partner : She doesn't have any brothers or sisters.
You :
8. Partner : I've been to Mexico.
You :
9. Partner : I'm going home now.
You :
10. Partner : I didn't pass the exam.
You :
11. Partner : She hasn't brought her laptop.
You :
12. Partner : David is living in Mumbai.
You :



- 13. Partner : I won't have a cake just now.
You :
- 14. Partner : I'm not an engineer.
You :
- 15. Partner : John went to the lecture yesterday.
You :
- 16. Partner : I'm studying Spanish at the moment.
You :
- 17. Partner : I'd like a cup of coffee.
You :
- 18. Partner : John wouldn't drive in the snow.
You :
- 19. Partner : Emma can speak French.
You :
- 20. Partner : Sarah loves chocolate.
You :

B. Directions: Choose "so" or "too" for each sentence and the correct helping or modal verb for each sentence. (10 points)

- 1. I like to watch the news in the evening, and my friends.
- 2. Veronica went to the University of Illinois, and John
- 3. He's a student, and you.
- 4. My kids are tired, and I
- 5. The train is going to be late, and the bus.
- 6. Our teacher is interesting, and yours
- 7. This coat was made in India, and hers.
- 8. They have been to New York, and we
- 9. I'll try to help you, and they.
- 10. He should start looking for a new job, and they.



B. Directions: Choose “either” or “neither” for each sentence and the correct helping or modal verb for each sentence. (10 points)

1. My neighbors don't like the noise from the traffic, and I
2. He isn't interested in moving to another state, and
3. Ali can't swim, and his friend, Richard.
4. I don't want these old clothes, and they
5. She hasn't seen that movie, and he.
6. You shouldn't overeat, and your kids
7. Denise didn't come to class yesterday, and George
8. My dog won't go into the water, and my cat.
9. You're not hungry, and I.
10. He hasn't had any problems with his Toyota, and his sister

Choose the most appropriate answer.

1. I went to the library yesterday. ...
 - a. I didn't either
 - b. Neither did I
 - c. So did I
 - d. So was I
2. I didn't like that book. ...
 - a. I didn't either
 - b. Neither have I
 - c. So did I
 - d. So I did
3. I'm extremely tired.
 - a. I'm either
 - b. Neither am I
 - c. Nor am I
 - d. So am I
4. You haven't finished your work. you.
 - a. Neither did
 - b. Neither had
 - c. Neither have
 - d. Neither haven't
5. I've seen this movie before. I.
 - a. So do
 - b. So did
 - c. So had
 - d. So have



6. Sophia won't come to the party. Helena.
 - a. Either won't
 - b. Neither will
 - c. So will
 - d. So won't
7. They weren't happy about it. ... we.
 - a. Neither were
 - b. Neither weren't
 - c. So were
 - d. So weren't
8. Melissa is disappointed, and Mark.
 - a. neither does
 - b. neither is
 - c. so does
 - d. so is
9. Anton doesn't want to go there, and ... Maria.
 - a. doesn't either
 - b. neither does
 - c. so does
 - d. so doesn't
10. Ann never borrows money, and Tom
 - a. doesn't either
 - b. does too
 - c. neither does
 - d. so does

Bab 10

Pronouns



Tujuan

- Memahami fungsi pronouns dalam bahasa Inggris
- Mengetahui jenis-jenis pronouns dalam bahasa Inggris
- Menggunakan pronouns dalam percakapan sehari-hari dan membuat kalimat

Pendahuluan

Kata ganti membuat subkategori kecil kata benda. Ciri khas kata ganti adalah bahwa kata ganti dapat diganti dengan kata benda lain. Misalnya, jika bercerita tentang saudara perempuan bernama Santi, cerita tersebut akan terdengar berulang jika terus mengulang kata "Santi" terus menerus.

Pronoun merupakan bagian dari part of speech yang bisa diartikan sebagai "kata ganti". Fungsi pronoun itu sendiri amat penting untuk dipelajari guna menggantikan kata benda seperti orang, benda, hewan dan hal-hal lain yang bersifat abstrak. Alasan lain dari pembelajaran pronoun itu sendiri adalah guna menghindari pengulangan pemakaian kata benda yang sifatnya tidak diperlukan.



Subject Pronouns	Object Pronouns	Possessive Adjectives	Possessive Pronouns
I	Me	My	Mine
You	You	Your	Yours
He	Him	His	His
She	Her	Her	Hers
It	It	Its	Its
We	Us	Our	Ours
You	You	Your	Yours
They	Them	Their	Theirs

Gambar 1. Table jenis-jenis Pronoun

10.1 Personal Pronouns

Personal pronoun merupakan kata ganti yang umumnya kita gunakan untuk menggantikan orang, baik pada posisi subjek maupun objek. Yang termasuk dalam personal pronouns adalah : 'I, She, He, You, We, They, dan It' disebut sebagai *Subject Pronoun*. Sedangkan sebagai *Object Pronouns* adalah : 'me, her, him, you, us, them dan it'.

Kata ganti bersifat serba guna. Kata ganti itu bisa merujuk pada apa saja: sepeda, pohon, film, perasaan. Itulah mengapa dibutuhkan anteseden. Anteseden adalah kata benda atau frasa kata benda yang disebutkan di awal kalimat atau cerita dan kemudian diganti dengan kata ganti.

Ingat! Kita tidak bisa menempatkan Subject pronoun pada posisi object di dalam kalimat, begitu juga object pronoun pada posisi subject di dalam kalimat.



Subject Pronoun

Subject pronoun dalam bahasa Indonesia berarti kata ganti subyek, yakni kata yang berperan menggantikan subyek dan biasanya ciri-ciri subyek (pelaku) berada di awal kalimat.

Dibawah ini adalah contoh-contoh penggunaan subject pronoun dalam kalimat lengkap:

- My name is Rizal, I live in Indonesia
- **I and Arin** are stuying at STEKOM University. **We** are in fifth semester this year.
- **Rizal and Arin** are friend. **They** are friend
- **Maura** is my sister. **She** is beautiful
- **Udin** is my friend. **He** is very kind
- This is my *cat*. **It** is very funny
- These are my books. They are my books

Object Pronoun

Dan berikutnya adalah object pronoun yang berarti kata ganti object, seperti namanya, kata ganti ini fungsinya adalah menggantikan object. Ketika kata ganti adalah objek dari kata kerja atau preposisi, bentuk objeknya adalah yang diinginkan. Kata ganti ini biasanya muncul tepat setelah kata kerja atau preposisi yang mengubahnya.

Perhatikan contoh-contoh kalimat berikut ini :

- ~~Please mail it to I.~~ (Incorrect)
Please mail it to me. (Correct)
- ~~Ms. Higgins caught they passing notes.~~
Ms. Higgins caught them passing notes.
- ~~Is this cake for we?~~
Is this cake for us?

- *I don't have any money. Give **me** some money*
- *I and Rani are asked to Mr. Juna's office. Mr. Juna wants to talk to **us**.*
- *I love you*
- *Your mother is very helpful. I met **her** at the market yesterday*
- *Mr. Indra is very arrogant, I doesn't respect **him**.*
- *This cat is very funny, I like **it**.*
- *Despite **these cars** are expensive but I'll buy **them**.*

10.2 Possessive Pronoun

Possessive pronoun adalah kata ganti yang berfungsi menjelaskan kepemilikan kata benda baik itu konkret maupun abstrak. Kata ganti posesif memiliki dua jenis: *possessive adjective* dan *possessive pronoun*.

Possessive Adjective

Possessive adjective ditempatkan sebelum kata benda dan eksistensinya membutuhkan kata benda untuk menunjukkan kepemilikan. Yang termasuk *Possessive adjective* adalah : my, your, its, his, her, our, their.

Kata ganti posesif menyederhanakan konstruksi yang menunjukkan kepemilikan kata benda.

Perhatikan contoh berikut ini :

Jane takes pride in *Jane's outfits*.

Kedengarannya aneh menggunakan nama Jane dua kali dalam kalimat ini. Kata ganti posesif memecahkan masalah ini:

Jane takes pride in her outfits.



Contoh lainnya :

- Desti is working on *her application*.
- Just put me back on *your bike*.
- The students practiced *their presentation* after school
- I accompanied *my father* to Jakarta last week.
- Mr. Irwan is a richman. *His house* is very big.
- The building is very large. *Its yard* is always clean.

Possesive Pronoun


Possesive pronoun digunakan untuk menggantikan noun dan menjelaskan kepemilikan terhadap sesuatu tanpa memberikan penekanan pada kata bendanya. Yang termasuk *Possesive pronoun* adalah : mine, yours, hers, his, theirs, ours dan its.

Perhatikan contoh-contoh berikut ini:

- Are you finished with your job? Desti already finished hers.
(*artinya bahwa Desti baru saja menyelesaikan pekerjaannya ('hers' = her job*)
- The blue bike is mine.
- I practiced my speech and the students practiced theirs.
- My phone is dead. Pass me yours.
- Did you know that Labrador is mine?
- The house on the corner is theirs.

Reflexive Pronoun

Reflexive pronoun merupakan kata ganti yang dipakai untuk memberikan rujukan kembali pada subjek suatu kalimat atau klausa. Reflexive pronouns berakhiran dengan -self or -selves: myself, yourself, himself, herself, itself, ourselves, yourselves, themselves.



Untuk memahami apa itu reflexive pronoun dan apa saja bagian dari *reflexive pronoun*, perhatikan contoh dibawah ini.

Dalam pemakaiannya ada 2 aturan yang harus diperhatikan. Reflexive pronoun digunakan sebagai objek dari preposisi ketika subjek dan objeknya sama.

Contoh :

- The cat licked itself. (*Kucing menjilat dirinya sendiri*)
- I sometimes talk to myself. (*Aku terkadang bicara dengan diriku sendiri*)
- Henry cursed himself for his poor eyesight.
- They booked themselves a room at the resort.
- I told myself it was nothing.

Secara umum penggunaan reflexive pronoun adalah untuk memberikan penekanan pada orang yang sama. Contoh nya, kita bisa saja bilang “I made it” tapi jika kita mengatakan “ I made it by myself “ maka nada kalimatnya menjadi lebih kuat dan memberikan penekanan bahwa kamu yang mengerjakan semuanya sendiri.

Its vs It's

Kesalahan yang sering ditemui adalah menempatkan apostrof (') di kata ganti posesif 'its'. Ingat, bagaimanapun, kata ganti posesif tidak pernah menggunakan apostrof.

Perhatikan contoh berikut ini :

- ~~The boat lost it's mast in the storm.~~
The boat lost its mast in the storm.
- ~~Don't judge a book by it's cover.~~
Don't judge a book by its cover



10.3 Conversation Practice

Practice the following conversation.

Conversation 1

Zein : Do you know Andy?

Fira : Sure, he's in my class, I study with him. Why?

Zein : Oh, nothing. I want him to help me, that's all.

Fira : I have his 'phone number. Call him!

Zein : Ok, thanks!

Conversation 2

Joan : Hey Nick, do you like lemons?

Nick : Yea, I really like them.

Joan : And do you like rice?

Nick : Sure, I like it.

Joan : And how about chicken?

Nick : Yep, I like that too. Why do you ask me?

Joan : I want to make lemon chicken for dinner.

Nick : Sounds great!

Conversation 3

Yadi : What's that?

Imran : Oh, it's a photo of my family. Look, she's my Mum.

Yadi : Oh yea, I know her. Who's he?

Imran : He's my brother, everybody likes him. Look, that's my father.

Yadi : Wow, he looks like you. And look at the big dog!

Imran : Yea, he's really big. He looks like you!



Tugas Bab 10

Individual Assignment

A. Read the following dialogues and complete them with suitable pronouns.

Clara : I had an eye problem so (1) went to a clinic near (2) house.

Aunt : What time was that ?

Clara : About 11.00 o'clock.

Aunt : Then what happened ?

Clara : I went into the clinic and was told by a nurse. (3) didn't look friendly that (4) had to wait as there were many patients waiting to be examined. I took a seat and told (5) to spend (6) time reading the magazines. I waited for almost an hour for (7) turn but (8) never came. So, (9) went to the counter to enquire. The nurse was there. (10) ignored my question. When I asked (11) again, (12) very rudely told me to sit and wait for (13) turn. (14) was very annoyed by (15) response. (16) slammed the clinic door as I stormed out.

Aunt : Where did (17) go after that ?

Clara : (18) walked down the road and looked for another clinic. I found one after searching for half an hour. (19) went inside and demanded to see a doctor immediately. The nurse there was sympathetic. (20) immediately registered (21) name and showed (22) to the doctor's room.



B. Find the words that are pronouns in each sentence. Each sentence has at least one pronoun. Some have more than one. Choose all that apply. Then decide the type.

1. My son dropped his bottle on the ground.
2. The girls standing under the tree are eating their lunch.
3. When I looked over at him, I noticed that he was reading a book.
4. The guys ate all of their pizzas.
5. Grandma is waiting for her shawl.

C. Choose the best answer.

- | | |
|---|---|
| <ol style="list-style-type: none">1. The old woman lived alone, with to look after <p>A) someone / her
B) anyone / herself
C) everyone / she
D) no one / her
E) anyone / she's</p> <ol style="list-style-type: none">2. two rings here on my little finger belonged to grandmother. <p>A) These / my
B) That / mine
C) Those / me
D) The / myself
E) This / my</p> <ol style="list-style-type: none">3. When the little boy grabbed the lizard, tail broke off in hand. <p>A) it's / his
B) it / him</p> | <p>C) its / his
D) it / one's
E) its / he's</p> <ol style="list-style-type: none">4. A baby learns the meaning of words as are spoken by others and later uses in sentences. <p>A) their / they
B) they / them
C) they / themselves
D) it / them
E) they / it</p> <ol style="list-style-type: none">5. Some of these clothes are, and the rest of belong to Zack. <p>A) yours / it
B) my / them
C) hers / their
D) me / they
E) mine / them</p> |
|---|---|



6. As for, I prefer to let people make up minds.
A) myself / each other's
B) I / his own
C) mine / one another's
D) me / their own
E) my / theirs
7. The solicitor wrote a letter to Ann and in which he asked us if we could settle the matter between
- A) I / us
B) me / us
C) myself / ours
D) mine / our
E) me / we
8. As cuts it as well as he does, I always have my hair cut at Johnson's.
A) anyone
B) someone else's
C) no one else
D) everyone
E) nobody's
9. They decided to buy the house because location would allow to get to work very easily.
A) theirs / them
B) it / themselves
C) its / them
D) they / us
E) its / their
10. Our dog is of a very good breed as is the offspring of two very champion dogs and inherited features.
A) this / its
B) he / them
C) she / theirs
D) that / his
E) it / their
11. The house is theirs and its paint is flaking.
A) Possessive
B) Personal
12. The coach called them off the field.
A) Personal
B) Possessive
13. That blue bike is hers.
A) Possessive
B) Personal
14. He went to the store to buy groceries.
A) Possessive
B) Personal
15. The dog loves his new dog food.
A) Possessive
B) Personal



16. Jody has lost book.
A) mine
B) her
C) hers
D) theirs
17. Peter is a little sick.
.... is a little sick.
A) She
B) We
C) He
D) It
18. A : Does your aunt know what happened?
B: Does know what happened?
A) He
B) She
C) Her
D) You
20. Your son is climbing the tree in the garden. Look at
- A) his
B) her
C) him
us
21. My cats are hungry. are hungry
A) You
B) He
C) It
D) They
22. They asked ... to come but we didn't accept.
A) me
B) us
C) them
D) we
23. They saw ... while I was washing my car.
A) its
B) I
C) their
D) me
24. This bird has broken wing.
A) it's
B) its'
C) hers
D) its
25. Junko has eaten her lunch already, but I'm saving until later.
A) hers
B) her
C) my
D) mine



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ENGLISH FOR COMMUNICATION 1

Purpose of the Study

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BIODATA PENULIS.

Penulis lahir di Jepara pada tanggal 28 Mei 1956, kemudian menamatkan studi Insinyur (Ir) pada program studi teknik elektro di Universitas Kristen Satya Wacana Salatiga (1981), selanjutnya lulus Sarjana Teologi (S.Th) dari Sekolah Tinggi Teologi Abdiel, Ungaran (1992), Magister Manajemen (M.M) di Universitas Kristen Satya Wacana Salatiga (2002), lulus Magister Saint (M.Si) Sosiologi Agama dari Universitas Kristen Satya Wacana Salatiga (2002), juga lulus Magister Komputer (M.Kom) dari STTIBI, Jakarta (2003) dan kemudian lulus Doktor (Dr.) Ilmu ekonomi dari Universitas Diponegoro (UNDIP) Semarang (2010), dan lulus Doktor Teologi (Dr) dari Sekolah Tinggi Teologi Ekumene, Jakarta (2018).

Penulis adalah pendiri dari Universitas Sains & Teknologi Komputer (UNIVERSITAS STEKOM) Semarang yang berjiwa dinamis dan terus mengembangkan institusi yang dipimpinnya. Oleh sebab itu penulis suka dan mau belajar berbagai hal, sehingga memiliki bermacam-macam ketrampilan praktis di bidang *Technopreneur* yang terus dikembangkan hingga sampai saat ini. Sertifikat ketrampilan yang dimiliki ada beberapa bidang, antara lain Sertifikat jaringan komputer dari Cisco, Mikrotik, dan Sertifikat Program Aplikasi dari Microsoft, Sertifikat dibidang *Auditing*, Sistem Informasi, Sistem Informasi, Sistem Informasi Perbankan, dan Sistem Informasi Akuntansi, juga sertifikat Reviewer Penelitian dari Kemenristekdikti

