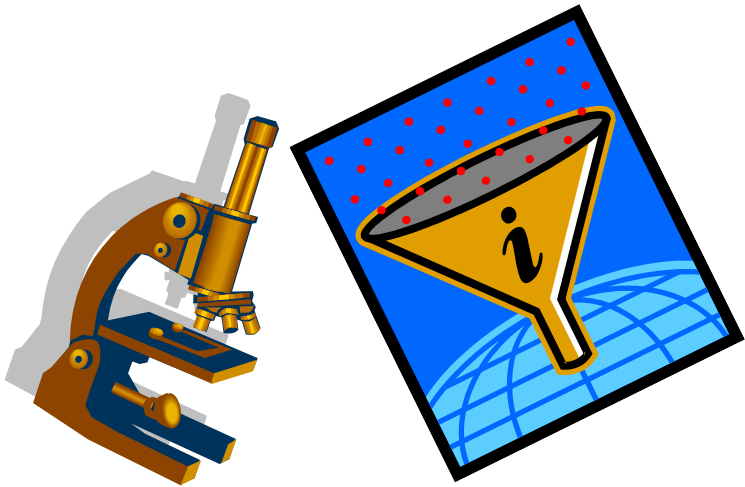


# *English For General..*

An English Module  
for non-English Department Students



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FOR INTERNALLY USED ONLY

## ***PREFACE.....***

*.....I bless the day I found you,  
I want to stay around you.  
And so I beg you, let it be me .....*

**(The Everly Brothers)**

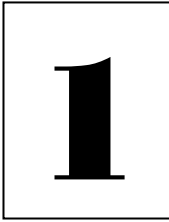
The compilers have to say a great thanks to God TheAlmighty for all things have been given, so this module can be accomplished.

We wish that this module will give great contribution to enlighten the readers and the learners, especially the students of non-English Department(s) who learn English.

Semarang, April 2014

## *TABLE OF CONTENTS.....*

<i>Greeting and Parting.....</i>	<i>1</i>
<i>My Daily Activities.....</i>	<i>18</i>
<i>Fear and Anxiety.....</i>	<i>37</i>
<i>Offering Something.....</i>	<i>48</i>
<i>Application Letter.....</i>	<i>59</i>
<i>Giving Instruction.....</i>	<i>77</i>
<i>Bibliography.....</i>	<i>82</i>
<i>Irregular Verb.....</i>	<i>84</i>



## Greeting and Parting

### A. LISTENING: Greeting and Parting

Listen to the dialog between two persons read by your teacher and answer the questions orally.

1. Where does the conversation take place?  
\_\_\_\_\_
2. Do you think that the conversation is between a student and a lecturer or a son and his father?  
\_\_\_\_\_
3. What kind of expression do they use for the first meeting?  
\_\_\_\_\_
4. Why is Mr. Jack proud of John?  
\_\_\_\_\_
5. What is the topic about?  
\_\_\_\_\_

### B. SPEAKING: Introducing Ourselves

#### \* Steps in introducing ourselves:

1. **How do you do?**

Response: How do you do.

2. **Small talks:** create a topic which make you and your new friend getting “click” each other.

e.g. :

“The sunset is beautiful, isn’t it?” (in a beach)

“Habibie-Ainun is so dramatic right?” (in a theatre)

3. **Personal Identity** : all things you want to know from your new friend (name, address, date of birth, cellphone number/Blackberry PIN, interest, etc.

4. **Leave-taking** : giving a reason to close / stop the dialogue with your new friend.

e.g. :

“I am sorry to leave you now. I have another business.”

“I am sorry I have a class after this.”

5. **Closing** : parting (bye, see you, good night, etc)

**\* Subtitution Drills:**

1. Good morning, Ma’am / Madam.

, Mrs. Anderson.

, Mr. Beiber.

, Sir.

2. Good morning, Adelle.

Good afternoon, Kimberly.

Good evening, Suzzane.



3. Hi, Jack.

Nadine.

Thomas.

4. Hello, William. How are you?

How are you today?

this morning?

this afternoon?

this evening?

tonight?

5. Fine, thank you. And you?

Pretty good,

Pretty well,

Great,

O.K.

Not bad,

Very well,

6. Good-bye, Siera. See you later.

Bye, this afternoon.

So long, tonight.

tomorrow.

soon.

7. Good night, Mr. Sony. See you tomorrow.

## Key Points

Greetings	Responses
Good morning	Good morning
Good afternoon	Good afternoon
Good evening	Good evening
Hello	Hello
Hi	Hi
How are you? How are you doing? How is everything? How is life?	(+) Fine,                    thanks. You? Pretty good, Pretty well, Great, O.K., Not bad, (-) Not too well, thanks.

Partings	Responses
Good-bye.	Good-bye.
Bye	Bye
Good night	Good night
See you later.	See you.

Good morning : 00 a.m. until 12 a.m. (about lunch time).

Good afternoon : 12 a.m. until 5 p.m. (tea-time).

Good evening : from 5 p.m. until about 12 p.m.

Good night : from 9 p.m. and then. [For leaving, use *Good Night*]

**Practice in pairs.**

**Situation :** You meet your lecturer in a restaurant.

You : Good \_\_\_\_\_, \_\_\_\_\_.

Lecturer : Good \_\_\_\_\_.

You : How are you?

Lecturer : Very well, thanks. And you?

You : Never been better, thanks.

May I know what is your favourite dessert?

Lecturer : My favourite dessert is \_\_\_\_\_.

You : So do I, Ma'am. Let me treat you.

Lecturer : ow thank for your kindness, but I'm sorry, I am full now.

You : Never mind, \_\_\_\_\_.

Lecturer : \_\_\_\_\_.  
\_\_\_\_\_, \_\_\_\_\_.

You : See you, \_\_\_\_\_.

***Using one of the following situations, make a dialog with a partner. Then, perform it in front of the class.***

1. You meet your old friend when you are shopping in a mall.
2. You are introduced by a friend to the most handsome student in campus.



## C. READING

Read the passage below.

### Text 1

#### **How Photosynthesis Works**

Photosynthesis is a very complex process, and for the sake of convenience and ease of understanding, plant biologists divide it into two stages.

In the first stage, i.e. the light dependent reaction, the chloroplast traps light energy and converts it into chemical energy contained in nicotinamide adenine dinucleotide phosphate (NADPH) and adenosine triphosphate (ATP), two molecules used in the second stage of photosynthesis.

In the second stage, called the light independent reaction (formerly called the dark reaction), NADPH provides the hydrogen atoms that helps form glucose, and ATP provides the energy for this and other reactions used to synthesize glucose.

These two stages reflect the literal meaning of the term photosynthesis.

#### D. VOCABULARY

Find the meanings of these words. You may consult your dictionary.

Biologist	:	.....
Reaction	:	.....
Traps	:	.....
Light energy	:	.....
Chemical energy	:	.....
Molecules	:	.....
Stage	:	.....
Photosynthesis	:	.....
Glucose	:	.....
Synthesize	:	.....
Hydrogen	:	.....
Contained	:	.....

**Based on the passage above, answer these following questions!**

1. What is photosynthesis? Describe it by using your own words!

Answer : .....  
.....

2. How many stages are there in the photosynthesis process? What are they?

Answer : .....  
.....

3. Do you know the important parts of tree in which the process of photosynthesis occurs?

Answer : .....  
.....

4. Describe the process of photosynthesis by using the link concept!

Answer : .....  
.....

5. Based on the link concept, write down the photosynthesis process with your own words!

Answer : .....  
.....

**Look at the diary below!**

*September 29, 1941*

*Dear Diary,*

*Good news! We got a letter from Dad today. The minute he received our new address, he wrote back. He says his ship will be leaving San Francisco any day now to safeguard the Pacific.*

*Mom's asleep, and I'm gazing at the framed picture of him between our beds: Dad's got a cigarette in one hand as he leans against a ship railing. His pale blue eyes seem to stare right at me, though I wasn't even born when the picture was taken.*

*I just wrote him a letter. I tried to sound cheerful. I kept my fingers crossed as I wrote that we're living in a wonderful place, and I have lots of new friend.*

Lunch Box:

Write your private diary about your experience during the last semester holiday. Write it on at least 5 paragraphs, 4 sentences per each paragraph.



## **GRAMMAR CORNER**

Look at this paragraph below.

*“Good news! We got a letter from Dad today. The minute he **received** our new address, he **wrote** back. He says his ship will be leaving San Francisco any day now to safeguard the Pacific.”*

The bold words above are in past form, using simple past tense grammar.

### **SIMPLE PAST TENSE (SPT)**

Simple Past Tense (SPT) is a tense (verb form) that is used for the past activity/ies in simple way. It is used to tell the habit in past too.

#### **Time markers that are used:**

**yesterday, last ....., ..... ago, in...(year)...,at ...(time)...,  
for (duration), from...to... , when, this....., etc.**

There are **two** ways to identify Simple Past Tense (SPT):

1. SPT **with no verb** (it's called **nominal sentence**)

It is sentence of past form which have no verb. The solution is by adding the appropriate past form Linking Verb (LV) *to be*[was, were]as the “verb”, put it after subject and followed by the rest of sentence. The rest usually in an adjective, noun, or an adverb form.

Example: You were a student last year.

S LV noun adverb of time  
*rest of the sentence*

Look at the table below.

Subject	LV to be (past)
I, he, she, it	was
they, we, you	were

The sentence patterns are as follow:

a. Positive Sentence

**Subject + (was/were) + rest of the sentence .**

Example: He was on Starbuck Cafelast hour.

b. Negative Sentence

**Subject + (was/were) + not + rest of the sentence.**

Example :

He was not on Starbuck Cafe last hour.

c. Interrogative Sentence

❖ Yes / No Question

**(Was/Were) + Subject + rest of the sentence+ ?**

Example: **Was** he on Starbuck Cafe?

❖ W-H Question

**Question Word + Y/N Question + ?**

Look at the Table of **Question Words** below

Asking About	Human	Inhuman
<b>SUBJECT</b>	WHO	WHAT
<b>OBJECT</b>	WHOM	WHAT
<b>VERB</b>	WHAT	WHAT
<b>ADVERB MANNER</b>	HOW	HOW
<b>PLACE</b>	WHERE	WHERE
<b>TIME</b>	WHEN	WHEN
<b>REASON</b>	WHY	WHY
<b>POSSESSIVE PRONOUN</b>	WHOSE	WHOSE
<b>CHOICE</b>	WHICH	WHICH

**Subject (human):**Who was on Starbuck Cafe last hour?

**Adverb of Place:** Where was he last hour?

**Adverb of Time:**When was he on Starbuck Cafe?

2. SPT **with verb** (it's called **verbal sentence**)

The formulae of SPT with verb is similar to SPT without verb. But in this case, we have the **verb** in past form

(Verb 2). Put the verb-2 after subject and followed by the rest of the sentence. To create the negative and interrogative sentences, we need auxiliary verb in “**did**” form followed by the V 1.

Example:

(+) You **sold** the book in that shop  
yesterday.

(-) You **did not sell** the book in that  
**did + not + V1**  
shop yesterday.

(Y/N Q): **Did** you **sell** the book in that  
shop yesterday.

(W-H Q) Subject: **Who** sold the book in  
thatshop yesterday?

Object: **When** did you sell the  
book in that shop?

The sentence patterns are as follow:

a. Positive Sentence

**Subject + Verb 2 + rest of the sentence.**

Example: Bella **got** the best mark.

b. Negative Sentence

**Subject + did + not + Verb 1 + rest of the sentence.**



Example: Bella **did not get** the best mark.

c. Interrogative Sentence

❖ Yes / No Question

**Did + Subject + V 1 + rest of the sentence + ?**

Example: **Did** Bella **get** the best mark?

❖ W-H Question

**Question Word + Y/N Question + ?**

Example: (Bella got the best mark)

Subject : **Who** got the best mark?

Object : **What** did Bella get?

**Exercises**

I. Fill the blank words below using the verb given correctly!

1. I (call)..... Nadine at 10 last night..
2. Rehan (study).....at school library until 12 AM yesterday.
3. Two days ago, she (to be)..... at Kuta.
4. They (to be).....out this morning.
5. Faiza(dry, not).....her skirt perfectly last day .
6. My fiancé (go).....to Bali last summer.

7. Some students (argue) ..... about Raffi Ahmad’s case last week.
8. Today the weather (to be)..... so nice.
9. Himbaja (conduct) ..... ”Kangmas-Mbakyu” competition last two weeks ago.
10. My friend (join) ..... in “Stand Up Comedy” last night.

II. Make Yes/No and W-H Question (the underlined words) from the sentences below!

1. I bought Belgian Chocolate on Takashiemura shop two days ago.  
(Y/N Q:.....)  
(W-H Q:.....)
2. FernandoengagedSarah last 3 months ago.  
(Y/N Q:.....)  
(W- H Q:.....)
3. Daddy made me so yummy banana and strawberry smooties for our breakfast menu this morning.  
(Y/N Q:.....)  
(W-H Q:.....)
4. Amanda liked her hamster very much.  
(Y/N Q:.....)  
(W-H Q:.....)

5. Yesterday, the aeroplane landed on Adi Sucipto Airport at 5 PM.

(Y/N Q:.....)

(W-H Q:.....)

### E. WRITING

Write your opinion about soccer association in Indonesia (PSSI) based on the recent trusted data in at least 7 paragraphs, 5 sentences per paragraph.

**GOOD LUCK**

**VOCABULARY TEST**

Find the meaning of the Indonesian vocabularies below by crossing (X) a, b, c, or d.

1. <b>berbahaya</b>	6. <b>bersinar</b>	11. <b>dekat</b>	16. <b>musim gugur</b>
a. anger	a. night	a. close	a. autumn
b. amber	b. light	b. blouse	b. winter
c. winter	c. right	c. mouse	c. spring
d. danger	d. bright	d. most	d. summer
2. <b>tukang cukur</b>	7. <b>botol</b>	12. <b>karena</b>	17. <b>hidung</b>
a. barber	a. basket	a. for	a. nose
b. shower	b. bottle	b. then	b. clothes
c. flower	c. battle	c. if	c. house
d. helper	d. bowl	d. but	d. rose
3. <b>kancing</b>	8. <b>penjual daging</b>	13. <b>mengasapi</b>	18. <b>orang-orang</b>
a. bottom	a. carpenter	a. threw	a. hospital
b. button	b. butcher	b. smoke	b. people
c. bison	c. green grocer	c. turn	c. handle
d. belong	d. peacemaker	d. strange	d. couple
4. <b>kirim</b>	9. <b>pecah</b>	14. <b>pelangi</b>	19. <b>pondok</b>
a. band	a. broken	a. rainy	a. mud
b. send	b. awaken	b. raincoat	b. bud
c. hand	c. token	c. rainbow	c. cut
d. lend	d. known	d. rain	d. hut
5. <b>tertinggal</b>	10. <b>bersalju</b>	15. <b>kulit kerang</b>	20. <b>musim semi</b>
a. miss	a. snowboard	a. sell	a. autumn
b. kiss	b. snow white	b. bell	b. spring
c. wise	c. snow	c. summer	
d. peace	d. snowstorm	d. shell	d. winter

TRUE = .....

FALSE = .....

POINTS (TRUE : 4) = ..... Corrector: .....



## My Daily Activities

### A. LISTENING: Introducing Own-self

Listen to your teacher carefully and answer the questions orally.

1. What is Cindy doing?

\_\_\_\_\_

2. Do you think Cindy is watching movie or buying a ticket?

\_\_\_\_\_

3. Does Tommy accept Cindy's invitation?

\_\_\_\_\_

4. What is the title of the film they want to watch?

\_\_\_\_\_

5. What kind of expression do they use?

\_\_\_\_\_

### B. SPEAKING: Introducing Own-self

- ✓ Introducing own-self

#### Substitution Drills

1. How do you do?

2. The weather is nice, isn't it?(Small Talk)

3. My name is Joan.

Willy.

Tommy.

3. I'm Jack Smith

Bryan Adam.

Tommy Parker

4. My name is Jack Smith.

Bryan Adam.

Tommy Parker.

5. My first name is Jack.

Bryan.

Tommy.

6. Call me Bryan.

Please call me Mark.

Joko.

Susan.

Kate.

7. Very pleased to meet you, Miss Smith.

Very glad to meet you, Mr. Parker.

Very happy to meet you, Jack.

Very nice to meet you, Mrs. Adam.



**Practice the conversation below in pairs.**

You : How do you do? Good morning.

I live in Block D.

My name is Clark, John Clark.

Friend : How do you do.

I am Meyer, Eric Meyer.

✓ Reintroduction

You : I am Shiera. You may forget me,  
but we were a friend in Budi  
Oetomo High School.

Friend : Oh yes. What a nice moment.

Note:

*\*How do you do*s only used after the first introduction, and cannot be used for the later meeting.

\* In English, men do not call themselves Mr. They use either their Christian or surname; but women normally use both Christian name and surname, they may add Mrs. or Miss to avoid.



**Mr. Incredible and family**

## Introduction to Know Each Other

*A* formal introduction consists of two parts: giving the names and--if not provided by the context--some information about the people being introduced, so they have some common ground to begin some conversation. The information may include the relationship to the introducer, for example: my neighbour.

In English, men usually shake hands when they are introduced to other men. It is a woman's choice whether or not to shake hands when introduced to a man, and the man should wait for the woman to offer her hand. If she offers her hand, shake it. Handshake should be firm and brief. A firm handshake is regarded as a sign of directness and honesty.





**Practice in pairs.**

✓ Situation 1: In a traditional market.

A : \_\_\_\_\_ , William.

B : Nice to meet you, Miss Kate.

\_\_\_\_\_ .

A : What are you?

B : \_\_\_\_\_ .

A : That's a nice job, good luck.

B : \_\_\_\_\_ .

✓ Situation 2: At the theatre.

A : Hi, I'm \_\_\_\_\_ .

You can call me \_\_\_\_\_ .

B : Hi, I'm \_\_\_\_\_. Call me \_\_\_\_\_ .

A : Very pleased to meet you.

B : \_\_\_\_\_ .

A : What movie are you going to watch?

B : I'm going to watch \_\_\_\_\_ .

What about you?

A : So am I. Let's watch together.

B : With pleasure.

✓ **Situation 3: In a business meeting event**

Katy : Denis, I would like you to meet  
Tommy, my best accountant.  
He has helped me getting my  
last  
great deal business. It was an  
unforgettable moment I had.

Denis : \_\_\_\_\_?

Tommy : How do you do.

Denis : Katy told me a lot of good  
things about you.

Tommy : \_\_\_\_\_.

✓ **Situation 4: In a family gathering**

Bondan : Diana, I would like to introduce  
you my cousin, Toto.

Niam : \_\_\_\_\_?

Diana : How do you do.

Niam : I heard much story about you,  
Miss Diana.

Diana : \_\_\_\_\_

Are you an athlete too like  
Bondan?

Niam : No, \_\_\_\_\_.

I am a \_\_\_\_\_.

✓ Situation 5: In Penguin Laundry Service Centre

You : \_\_\_\_\_ .

\_\_\_\_\_ .

Friend 1 : \_\_\_\_\_ ?

Friend 2 : \_\_\_\_\_ .

\_\_\_\_\_ .

Friend 1 : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ .

You : \_\_\_\_\_ ?

Friend 2 : \_\_\_\_\_ .

\_\_\_\_\_ .

\_\_\_\_\_ .

You&Fr.1: \_\_\_\_\_ .

# Penguin Laundry Service Center

Keep Clean and Cool



## C. READING

Read the text carefully, then answer the questions given!

### **Human Respiratory System**

What helps your body get oxygen from the air? It's the respiratory system. In this system, nose, mouth, trachea, lungs, and diaphragm are the most important organs.

The respiratory system, in anatomy and physiology, is organ that delivers oxygen to the circulatory system for transporting it to all the body cells. The respiratory and circulatory system work together to deliver oxygen to cells and remove carbon dioxide in a two-phase process called respiration.

The first phase of respiration begins with breathing in or inhalation. This inhalation brings air from outside the body into the lungs. Oxygen in the air moves from the lungs through blood vessels to the heart, which pumps the oxygen rich-blood to all parts of the body. Oxygen then moves from the blood stream into cells, which complete the first phase of respiration. In the cells, oxygen is used in a separate energy-producing process called cellular respiration, which produces carbon dioxide as a byproduct.

The second phase of respiration begins with the movement of carbon dioxide to the heart, which pumps the carbon dioxide-laden blood to the lungs.

In the lungs, breathing out or exhalation removes carbon dioxide from the body, thus completing the respiratory cycle.

1. Why are these organs (nose, lung, trachea, mouth, bronchial tube, diaphragm) really essential for us?

Answer: .....

.....

2. Do you know what would happen if those organs are not working properly?

Answer : .....

.....

3. How many phases are there in the respiration process?

Answer : .....

.....

4. The first phase of respiration occurs in.....

5. What happens in the first phase of respiration? Complete the following sentences.

First,.....

.....

Second,.....

.....

After that, .....

.....

Finally,.....  
.....

**D. VOCABULARY**

Find the meanings of these words. You may consult your dictionary.

Respiratory System :	.....
Nose :	.....
Mouth :	.....
Diaphragm :	.....
Lung :	.....
Organs :	.....
Trachea :	.....
Anatomy :	.....
Oxygen :	.....
Body cells :	.....
CirculatorySystem:	.....
Blood stream :	.....

## **GRAMMAR-VAGANZA**



Look at the sentence below.

*The respiratory system, in anatomy and physiology, is organ that delivers oxygen to the circulatory system for transporting it to all the body cells.*

The sentence above is in present form.

### **SIMPLE PRESENT TENSE (SPrT)**

Pay attention to the sentences below.

- ✓ I **am** an Indonesian.
- ✓ The student **listens** to the teacher carefully.

Those sentences are Simple Present Tense (SPrT). SPrT is a kind of tenses (verb form) expresses activities at present in simple form.

The functions of SPrT are the following:

#### **1. To express daily activities or routines**

Example: I **get** up at 5 A.M every day.

Everything **is** expensive.

## 2. To express the general truth

Example: The sun **rises** in the morning.

The air at Sukorejo **is** so fresh.

### The Adverb of Frequency and the Time Markers

to identify SPrT are as follows:

#### Adverb of Frequency

**always** (100%), **often** (80%), **usually** (60%), **sometimes** (40%), **seldom** (20%), **rarely** (20%), **never** (0%)

#### Adverb of Time

**every** ...(day, week, month, year)...., **once a** ... ( day, week, month, etc.)...., **twice a** ... ( day, week, month, year)...., **three times a** ... ( day, week, month, etc)...

There are two ways to make SPrT. They are as follows:

#### 1. SPrT **with no verb** (it's called **nominal sentence**)

The way to make it is by adding Linking Verb (LV) *to be* in present form (is, am, are) after subject followed by noun, adjective, and/or adverb.

Example: You **are** a student.



Look at the following table.

Subject	<i>LVTo be</i>
he, she, it	Is
I	Am
they, we, you	Are

The sentence patterns are:

a. Positive Sentence

**Subject + (is/am/are) + rest of the sentence.**

Example:

Danuis on the library every Wednesday.

S    LV    Adverb of Place                      Adverb of time

b. Negative Sentence

**Subject + (is/am/are) + not + rest of the sentence.**

Example:

He is not on the library every Wednesday.

c. Interrogative Sentence

❖ Yes / No Question

**(Is/Am/Are) + Subject + rest of the sentence + ?**

Example:

Is he on the library every wednesday?

❖ W-H Question

**Question Word + Y/N Question + ?**

Look at the **Table of Question Words** below

Asking About	Human	Inhuman
<b>SUBJECT</b>	WHO	WHAT
<b>OBJECT</b>	WHOM	WHAT
<b>VERB</b>	WHAT	WHAT
<b>ADVERB MANNER</b> <b>PLACE</b> <b>TIME</b>	HOW WHERE WHEN	HOW WHERE WHEN
<b>REASON</b>	WHY	WHY
<b>POSSESSIVE PRONOUN</b>	WHOSE	WHOSE
<b>CHOICE</b>	WHICH	WHICH

Example:

Place: Where is he every wednesday?

Subject: Who is on the library every wednesday?

2. **SPTwith verb** (it's called **verbal sentence**)

In this case, the verb used is the present form (Verb 1). To create the negative and interrogative sentences, we need auxiliary verb in “do” and “does” form followed by the V 1, depends on the subject used.

**Look at the table below.**

Subject	Verb	Auxiliary verb
he, she, it	V-1+ s/es	Does
I, you, we, they	V1	Do

Form of sentence actually consists of SVOMPT

(Subject, Verb, Object, Manner, Place, Time)

**adverb**

Example:

(+) You sell the book in front of that shop.

(-) You do not sell the book in front of  
that shop.

(Y/N Q) Do you sell the book in front of  
that Shop?

(W-H Q) Subject: Who sell the book in front  
of that shop?

Place : Where do you sell the book?

The sentence patterns are:

a. Positive Sentence

**Subject + Verb 1 (+ s/es) + rest of the sentence.**

Example: Bella always gets the best mark.

b. Negative Sentence

**Subject + do/does + not + Verb 1 + rest of the sentence.**

Example:

Bella does not always get the best mark.

c. Interrogative Sentence

❖ Yes / No Question

**Do/does + Subject + V 1 + rest of the sentence+ ?**

Example:

Does Bella always get the best mark?

❖ W-H Question

**Question Word + Y/N Question + ?**

Example (Bella always gets the best mark)

Subject: Who always gets the best mark?

Object : What does Bella always get?

**Note:**

✓ We add “-es”: if the verb ended by *-ss, -sh, -ch, -x, -o*.

Examples:

- She misses the train plates.
- He washes his.
- Almira watches classic opera on TMII.
- Dian boxes in heavy class twice a year.
- He goes to Jakarta

✓ We add “-es” for the verb ended by consonant sound -y, but change the -y with -i first.

- She sometimes cries. (from **cry** to **cries**)
- He always tries hard to get the best. (from **try** to **tries**)
- Elena studies hard to face anytime examination. (from **study** to **studies**)
- Mom carries her suit herself. (from **carry** to **carries**)

## **Exercises**

I. Fill in the blanks below using correct verbs given.

1. Shah Rukh khan (to be).....international movie stars.
2. You (to be).....so beautiful.
3. My father seldom (cook).....fried rice on Monday.
4. They (to be, not).....the candidates for the next president.
5. Mother usually (plant).....a new flower every week.
6. My rabbit (to be, not) .....clever.
7. We always (join).....our class fairly.
8. Laura (visit).....her grandmother every weekend.
9. She (to be).....the owner of that “Sundae Ice Cream” Cafe.
10. Dani and Dimas (play, not).....soccer at 3 P.M every day.

II. Make Yes/No Question and W-H Question(the underlined words) from the sentences below!

1. She makes blueberry ice cream for the dessert every Sunday morning.  
(Y/N Q:.....)  
(W-H Q:.....)
2. Uncle William needs Princess Helena very much.  
(Y/N Q:.....)  
(W-H Q:.....)

3. The chocolate and cheese cakes are so expensive.  
(Y/N Q:.....)  
(W-H Q:.....)
4. The plane arrives at 5 P.M. every day.  
(Y/N Q:.....)  
(W-H Q:.....)
5. Catharine does not believe her room-mate.  
(Y/N Q:.....)  
(W-H Q:.....)
6. They build sand castle on the backyard.  
(Y/N Q:.....)  
(W-H Q:.....)
7. You always have excellent ideas to solve our problems.  
(Y/N Q:.....)  
(W-H Q:.....)
8. Dora always disagrees with him.  
(Y/N Q:.....)  
(W-H Q:.....)
9. They make woody doll, and then beautify it with pearl.  
(Y/N Q:.....)  
(W-H Q:.....)
10. He cuts their debate with his wise statements.  
(Y/N Q:.....)  
(W-H Q:.....)

## E. WRITING

Do you have an idol? Describe her or him more. Tell why you adore your idol so, and whatting you can imitate from him or her. The length of your writing is unless than seven paragraphs.

### GOODLUCK

The son of a successful businessman decided to join his father's business. His father said, "First of all, I must give you your first lesson in business. Stand on the roof."

The boy climbed onto the roof and stood there.

"Now, son, jump!" said his father.

"But it is ten metres to the ground!" said the son.

"You want to learn about business, right?"

"Yes, Dad."

"Well, trust me and jump!"

So the boy jumped and broke his leg. The father rushed down to him and said, "Now, son, you have just learned the first lesson in business: *never trust anybody, just trust yourself.*"



Taken from George C. Woolard in  
Window on the World 2



## Fear and Anxiety

### A. LISTENING: Expressing Fear and Anxiety

Listen to the lecturer carefully and answer the questions given below.

1. Who woke up in the morning?

\_\_\_\_\_

2. What time did she wake up?

\_\_\_\_\_

3. Why did she cry?

\_\_\_\_\_

4. Did she go out to the front of her house or her mother's room?

\_\_\_\_\_

5. What was mother said to make Dini calm down?

\_\_\_\_\_

6. What will father present tomorrow?

\_\_\_\_\_



## B. SPEAKING: Expressing Fear and Anxiety

### Substitution Drills

Expressing Fear	Cheering someone up
I was frightened.	Calm down.
I was terrified.	Relax.
I was scared.	Control yourself.
You frightened me.	Take it easy.
You scared me.	Take it slow.
I'm losing my mind.	Don't be scared.
I'm so scared.	Don't be frightened.
I was freaking out.	Don't trouble yourself.
<b>Expressing Anxiety</b>	Don't be such a worrywart.
I can't wait any longer.	
I can't take it any longer.	
I can't deal with it anymore.	
Everything is getting on my nerves.	
I'm losing my mind.	
I'm going crazy.	
Gosh! What is this?	

## Practice

Give the responses of the expressions below.

Utterances	Responses
Gosh! What is this?	
You frightened me.	
I can't take it any longer.	
I'm losing my mind.	
I'm so scared.	
I was scared.	
I'm losing my mind.	
You make me scared.	
What's going on in the hell?	
I'm going crazy.	



**I'm losing  
my mind!**

### C. READING

Read the letter below. Use your dictionary if it is necessary. Then answer the question given correctly.

Dear Zeeta my friend,

How are you, Papa, and Arturo? Are they all right? The Ortega family is fine. They send you all their love.

I was lonely that first day. The flight was bad, I was frightened for it. The food was bad too, and I was tired. But the Ortega's are very happy to see me. Pedro is a good friend, so I am happy in here.

I was homesick, too, but now I feel fine. The fair is wonderful and New York is exciting. Tonight **Pedro and I will go to the movies.** The movie is a thriller movie. It scared me, but I love it. Can't wait to see it.

Love,

*Miguel*

Miguelangelo



1. Look at the letter above. Do you think that it is a private or formal letter?

---

---

2. Who writes the letter?

---

---

3. What did the writer feel at the first day?

---

---

4. How is his condition now?

---

---

5. Where is he now?

---

---

6. Where will he and Pedro go tonight?

---

---

## GRAMMAR-VAGANZA



### SIMPLE FUTURE TENSE (SFT)

Look at the underlined words of the letter above.

*Pedro and I will go to the movie.*

It is a kind of Simple Future Tense (SFT).

It is a tense that express the activity on future in simple way.

The sentence patterns are:

a. Positive Sentence

**Subject + modal (will/shall) + V1+ rest of the sentence.**

Example: Pedro & I will go to the movies.

b. Negative Sentence

**Subject + modal + not + V1 + rest of the sentence.**

Example: Pedro & I will not go to the movies.

c. Interrogative Sentence

❖ Yes / No Question

**Modal + Subject + Verb 1 + rest of the sentence+ ?**

Example: Will Pedro & you go to the movies?

❖ W-H Question

**Question Word + Y/N Question + ?**

Example: Place = Where will Pedro & I go?

**Exercises**

Put the correct answer in **Simple Future Sentences** below.

1. Yuni (spend).....her holiday on Bandung next month.
2. Sandra (tell, not).....you the truth tonight.
3. Alejandro(marry).....Juliet next summer.
4. Tiara and Puspa (do).....the experiment today.
5. It (go).....to rain tomorrow.
6. I (send, not).....the draft next 2 days.
7. The Chef (choose).....his assistant next week.
8. Mr. Brown and I (deliver).....our speeches tomorrow night.
9. Selena (cook, not).....muffin cakes for Mr.Beiber this afternoon.
10. IKIP PGRI Semarang (hold).....58<sup>th</sup> TEFLIN international seminar next November.

**D. WRITING**

Make a letter to your pen pal telling about your plan to visit her/him next new year eve holiday.

Feel free to plan everything.

**GOOD LUCK**

## LONG DISTANCE RELATIONSHIP

Long distance relationships may sound unusual and challenging – but it's not impossible! If you want to keep the relationship, then no one or nothing should persuade you to do otherwise – not your family and friends, and most especially not the distance.

Distance should not be the basis to end a relationship. Distance should be defied and considered as a test to make the bond stronger. You are not alone. I was once there. Millions and millions of people all around the world find it no problem. They survive it on a daily basis. And so can you!

"I met my boyfriend in school and he left before me to head home, I continued on in school, going to a different state to finish school until very recently I had not seen him for 2 1/2 years and we would talk over Skype. I recently saw him for a long weekend and it was so amazing to see him it was like neither of us ever left, but he and I had to go back home and now I miss him more than I did before. We still talk on Skype but it is not the same as being able to wake up and hug him and say good morning. It is so much harder not being around him I am going out of my mind." **Brittany**

"It's hard to have a long distance relationship because it is different if he is here with me, you can hug and kisses in real, but now we are far we cannot do that anymore, we just talked and Chatted through the net., I hope that our relationship still be strong but how? I feel lonely, even though we always communicating but the feelings I had is different. I love him so much and he is the one only. I just want our relationship have a happiness even though we are far now. Hope that you can give me some advice,thank you." **Marry**

## The Prophet: About Children

And a woman who held a babe against her bosom said, speak t us about Children. And he said:

Your children are not your children. They are the sons and daughters of Life's longing for itself.

The come through you but not from you, and though they are with you yet they belong not to you.

You may give them your love, but not your thoughts, for they have their own thoughts. You may house their bodies but not their souls, for their souls dwell in the house of tomorrow, which you cannot visit, not even in your dreams.

You may strive to be like them, but seek not to make them like you. For life goes not backward nor tarries with yesterday.

You are the bows from which your children as living arrows are sent forth.

The archer sees the mark upon the path of the infinite, and He bends you with his might that His arrows may go swift and far.

Let your bending in the Archer's hand be for gladness; For even as he loves the arrow that flies, so He loves also the bow that is stable.



(Taken from: *The Prophet*)



## LOGICAL GAMES:

How many differences are there between picture **A** and picture **B**?

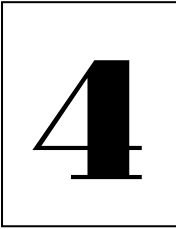
A



B



<b>ANIMALS NAME CALLING</b>			
<b>ANIMALS</b>	<b>MALE</b>	<b>FEMALE</b>	<b>BABY</b>
Buffalo	Bull	Cow	Calf
Chicken	Rooster	Hen	Chick, Pullet
Deer	Buck	Doe	Fawn
Dog	Dog	Bitch	Pup
Goose	Gander	Goose	Gosling
Kangaroo	Jack	Doe, Roo	Joey
Lion	Lion	Lioness	Cub
Tiger	Tiger	Tigress	Cub



## Offering Something

### A. LISTENING:Offering Something to Others

1. Where does the conversation take place?

\_\_\_\_\_

2. What is Samantha to Sherlock?

\_\_\_\_\_

3. What expression is the waitress used to Samantha?

\_\_\_\_\_

4. What is Samantha's way in achieving this?

\_\_\_\_\_

5. When your old friend visits you on a rainy day, what meal & beverage will you offer to her/him?

\_\_\_\_\_

6. What expression do you use to offer these both meal & beverage to her/him?

\_\_\_\_\_

## B. SPEAKING:Offering Something

### SUBSTITUTION DRILLS

1. Would you like some mangos?  
     a glass of iced tea?  
     a cup of orange juice?
2. Do you need pencils?  
     pizza?  
     sour-sop juice?
3. How about having breakfast?  
     lunch?  
     dinner?
4. How about singing a song?  
     doing homework?  
     watching movie?  
     cutting the tree?
5. Yes, please.  
     I'd love one/some  
     That would be nice
6. No, thanks.  
     Thanks anyway, but ...  
     Not right/just now, thanks.

### Look at the table below

Offering Something	Accepting	Refusing
Would you like...?	Yes, please	No, thank
Do you need...?		
How about..... [Verb+ing]?	- I'd love one/some. - That would be nice	- Thank, but.... - I don't think so
May I offer you...?		

**Example**

Selly : Would you like a cup of tea?

Tora : **Yes, please.**

Selly : How about fried banana?

Tora : **Thanks** anyway, **but** I've just had lunch.

**Exercise**

I. Do the exercise and practice in pairs.

A : \_\_\_\_\_, \_\_\_\_\_.

B : Good morning, \_\_\_\_\_.  
\_\_\_\_\_?

A : I'm fine. Thanks. May I sit down?

B : Yes, of course.

A : Where are all the family?

B : They are going to Jakarta.

It's very hot today, isn't it?

\_\_\_\_\_cool drink?

A : (accept) \_\_\_\_\_.

B : What about eating pasta?

A : (refuse) \_\_\_\_\_.

I have already had lunch.

B : Do you like chocolate cookies?

I have some.

A : I'd love some pieces, thank you.



## C. READING

Read the passage, then answer the following questions!

### **Life Cycle of the Malaria Parasite**

Malaria is an infectious disease caused by a one-celled parasite known as Plasmodium. The parasite is transmitted to humans by the bite of the female Anopheles mosquito. The Plasmodium parasite spends its life cycle partly in humans and partly in mosquitoes.

Mosquito infected with the malaria parasite bites human, passing cells called sporozoites into the human bloodstream. Sporozoites travel to the liver. Each sporozoite undergoes sexual reproduction, in which its nucleus splits to form two new cells called merozoites. Merozoites enter the bloodstream and infect red blood cells.

In red blood cells, merozoites grow and divide to produce more merozoites, eventually causing the red blood cells to rupture. Some of the newly released merozoites go on to infect other red blood cells. Some merozoites develop into sex cells known as male and female gametocytes.

Another mosquito bites the infected human, ingesting the gametocytes. In the mosquito's stomach, the gametocytes mature. Male and female gametocytes undergo sexual reproduction, uniting to form a zygote. The zygote multiplies to form sporozoites, which travel to the mosquito's salivary glands. If this mosquito bites another human, the cycle begins again.

**Answer the following questions based on the passage above!**

1. How is the plasmodium transmitted to humans?

Answer: \_\_\_\_\_

2. What is the first phase of life cycle of the malaria parasite?

Answer: \_\_\_\_\_

3. When does the life cycle of the malaris parasite begin again?

Answer: \_\_\_\_\_

4. What will happen if merozoites enter the bloodstream?

Answer: \_\_\_\_\_



**GRAMMAR-VAGANZA**



**ARTICLE**

**\*We use A / a:**

1. Before a word beginning with a consonant sound

**Examples:**

-a book                      -a pen                      -a teacher  
-a member                  -a uniform                -a job  
-a university               -a union                    -etc

- 2 For things we can count, begin with consonant sound

**Examples:**

-a tall girl                -a red bag                -a handsome boy  
-a candle                  -a nice day               - etc

**\*We use An / an:**

1. Before a word beginning with vowel sound

**Examples:**

-an apple                  -an exam                    -an umbrella  
-an egg                    -an ant                      -an FBI  
-an interesting movie                      -an old man

2. Before a word beginning with **silent "h"**

**Examples:**

-an hour                    -an honest                    -an honour

3. For things we can count, begin with vowel sound.

**Examples:**

-an orange      -an institute      -an alibi

\*We use **the** in:

1. Something has mentioned before

**Example:**

There is **a man** in the café. **The man** is very tall.

2. Specified by an adjective and we know which thing we mean

**Example:**

A: Which **bag** do you want?

B: I want **the blue** one.

3. Specified by a word, phrase, or clause

**Examples:**

-**The** girl in blue dress is a doctor.

-**The** road to Jakarta is very busy.

4. Specified by a context or the situation in which a thing or person we mean is clear

**Example:**

-Please pass me **the** salt.

-Close **the** door, please.

5. Specified by common knowledge or we expect the listener to know which one we mean

**Examples:**

- It is dark. Can you turn **the** light on, please?
- Anne had to catch the train, so I took her to **the** railway station.

**\*We do not use a, an, or the:**

1. Before uncountable nouns

**Examples:**

- We drink **water**
- She drinks tea with less **sugar**.
- I have **information** about Sam.

2. Before countable plural nouns

**Examples:**

- She has a lot of **problems**.
- There are 42 **students**.

3. Before a noun when we mean something in general

**Examples:**

- Tina is good in Mathematics and English.
- Life is hard. Justice is must.

4. In headlines, notices, telegrams, lists, and outlines

**Examples:**

- **Man** found sank in river
- **Rice** expensive, people exploded

**Exercise**

Choose the most appropriate article (a/an/the) or without article (-) in the blank word by circling your answer.

**Example:**

Garuda Indonesia Airways will release its (a / an / the/ - ) new product.

The answer :

Garuda Indonesia Airways will release its new product

1. My family watched (a / an / the / - )...movie entitled *Kung Fu Panda part 2* on 21 Theatre last night.
2. (a / an / the / - )...blue glass is mine.
3. Noah band will perform on (a / an / the / - ) *Dahyat* TV program.
4. Faza bought 2 kilos (a / an / the / - ) apple for Irfan.
5. Three students came late. ...(a / an / the / - ) students are new students.
6. My friend is leading his team on (a / an / the / - )... friendship soccer match.
7. Indonesia needs (a / an / the)... new curriculum to build students' characters.

8. Last year, Mount *Merapi* erupted. (a / an / the / - )... mount is placed on Central Java province.
9. Indonesia will join in (a / an / the / - )... World Cup Championship someday, somehow.
10. *Transformerpart 3* is rocking (a / an / the / - )... Earth.
11. Jennifer creates (a / an / the / - )... new menu: *Butter-fly Away*.
12. Long-distance relationship is (a / an / the / - ) ... solution for couples who live in separate areas.
13. Anti-drugs Campaign is sponsored by (a / an / the / - ) ... non-government organization.
14. The students are ready for (a / an / the / - ) ... English Small Test.
15. Sule has to cancel his dream to be (a / an / the / - ) ... next Indonesia president.

#### D. WRITING

Please find and write the text of English song tells about love between mother and her children. Do it in group of three.

GOOD LUCK

# 5

## Application Letter

### A. LISTENING: The Interview

Listen to your lecturer and answer the questions below.

1. Where does the conversation take place?

\_\_\_\_\_

2. How many persons are there in the dialog? Who are they?

\_\_\_\_\_

3. What was Miss Linda?

\_\_\_\_\_

4. Why had Miss Linda resigned from her job?

\_\_\_\_\_

5. Why is Miss Linda interested in Mr. John's offering?

\_\_\_\_\_

### B. SPEAKING: The Interview

- Well, let me see.
- Well, let me think.
- I'll have to think about that.
- That's a good question.
- How shall I put it?
- Let's put it this way.

- The best way I can answer that is ...
- Mmm, that's a difficult question, Sir.  
Let me see.

### **Exercise**

Practice in pairs, one person as the applicant and the other as the interviewer. Look at the situation below.

***The applicant:*** you have been teacher in a senior High school for 5 years. You think you have been successful and a good teacher. When the interviewer asks a question use one of the phrases of the list above. The phrases will give you a little more time to think of your answer.

***The interviewer:*** you lead a Senior-high School in the centre of town. One of the teachers of your school has just resigned. You are interviewing the applicant for the post of teacher. Use the questions below or think up your own questions.

### **Questions :**

1. Why would you like to leave your present job?
2. Say a little about the work your present job?
3. How long have you been a teacher?
4. What is the worst problem you have had in your present job?
5. What makes you think that you will enjoy this new job?
6. If you didn't agree with your headmaster about something important, what would you do?

7. Think of the situation where one of your students was late for three days out of hour. He is a very smart student. What would you do?
8. How much do you think we should pay you?

### C. READING

Choose the best answer based on the job vacancy below.

**URGENTLY REQUIRED!**

International shipping company seeks sales representative with experience in the shipping or transportation industries. The successful applicant will have a minimum five years experience in sales, be self-motivated, and able to work with minimal supervision. A four-year college degree is required.

We offer a competitive salary, an excellent benefits package, and the opportunity to work in an exciting, dynamic office. Fax resume & cover letter, attn. John Tarumanegara, 024-6720118, or mail to:

**Jasmine International, Inc.**  
Majapahit No. 25 Semarang  
Central Java



1. What position does Jasmine International, Inc. offer?
  - (A) Sales girl
  - (B) Sales representative
  - (C) Costumer service
  - (D) Sales manager
  
2. How can you apply for this position?
  - (B) Mail the company package.
  - (C) Go to Majapahit No. 25 Semarang.
  - (D) Send in your resume.
  - (E) Call Mr.Tarumanegara by telephone.
  
3. According to the advertisement, which of the following **is not** required qualification?
  - (A) A background in sales.
  - (B) A college degree.
  - (C) Ability to work independently.
  - (D) Experience in a supervisory position.

Read the sample of an application letter below carefully.

3003 Kingston Circle, Apt. H  
Greenville, NC 27858

04 February 1998

M. R. Rosnerberg  
Manager Employee Relations  
DXW Insurance  
545 Downey Street  
Jacksonville, FL 32202

Dear:Mr.Rosnerberg:

I wish to apply for the position of office manager with DXW Insurance beginning in June 1998. My bachelor degree combining communication and business courses as well as my work experience prepare me for this position.

Graduating from East Carolina University last May, I had earned a Bachelor of Arts in English, writing concentration, and a minor in business administration. Along with these areas of study, I have held a Certificate in Business, Technical, and Scientific Communication.

Currently working at the Greenville Country Club, I compile daily sales reports (ranging from \$700 to \$25,000), train new employees, control inventory flow, and enforce NC State ABC Laws. My position also involves persuasive selling. During my summers as the Head Lifeguard at the Richmond Pines Country Club in Rockingham, NC, I planned work schedules for 5 co-workers and purchased equipment and supplies. This job was team oriented, and all employees were responsible for various other duties.

My strengths include being able to work well with a variety of personalities, to converse with anyone, and to enter easily into new situations with a creative and resourceful attitude. In addition, I am very detail oriented, persistent, and punctual.

My resume is enclosed as a first step in exploring the possibilities of employment with DXW Insurance. I will call you in a few days to see if you have had the opportunity to review my letter and resume. Should you need to contact me, the best times are between 8 and 11 am or after 2 pm at 252-758-0016. You can also contact me at dlj0707@mail.ecu.edu

Sincerely,

*[sign name here]*

D. Lee Jenkins

Adapted from  
<http://personal.ecu.edu/southands/jobapp.htm>

**The followings are units of information should be included in an application letter:**

- *Introduction or Job Sought.* State the specific job that you seek (that's the purpose statement) plus briefly indicate academic and work experience that qualifies you for the position (that's the plan of development.)

- Other possible information for this unit of information includes:
  - ⇒ Adapting and using information that you obtained when you researched the company (This strategy can be effective because incorporating such information shows you have investigated the company, thus showing initiative.)
  - ⇒ Giving source of your information about job
  - ⇒ Using legitimate name dropping (Rarely, however, is the person important or influential enough for you to include the name.)
- *Education.* Summarize academic background. Place this information after work or business experience if that experience is stronger than your educational information.
- *Work or Business Experience.* Summarize pertinent work experience. If you have limited work experience related to your intended career, consider summarizing "dump entry" information. Place this work information after educational summary if you don't have extensive related work experience.
- *Profile Information ("soft skills" or personal characteristics and qualities).* Indicate your qualities and abilities that would enable you to be effective in the position sought. For example, demonstrate with specifics your being able to work with "challenging" personalities.
- *Additional Information.* Enclose your resume and state that you have done so. Enclosed resumes are expected. You may also

want to indicate your willingness to provide any additional information wanted (such as complete job descriptions and copies of proposals, research reports, or other documents that you've prepared).

- *Closing: Interviews and Contact Information.* Arrange for an interview (action statement) and provide phone number and email (keep- communication- open).

**Based on the passage above answer the questions below!**

1. Who applies for a job and to whom does the application letter sent?

---

2. What position does the applicant apply?

---

3. When does Mr. Jenkins begin to work if he is accepted as an office manager with DXW Insurance?

---

4. Where was the writer graduated from?

---

5. Mention two previous work places of Mr. Jenkins!

---

6. How is Mr. Jenkins' relevant profile?

---

7. What does “you” in the last paragraph refer to?

\_\_\_\_\_

8. Is Mr. Jenkins ready to be interviewed?

\_\_\_\_\_

9. Where can Mr. Jenkins be contacted?

\_\_\_\_\_

10. When and where was the letter written?

\_\_\_\_\_



Hang your dreams  
up on the stars



## GRAMMAR-VAGANZA

### PUNCTUATIONS

(End Marks, Commas, Semicolons, Colons, Italics, Quotation Marks, Apostrophes)

#### **A. End Marks [(.), (!), (?)]**

The term *end marks* refers to punctuation which appears at the end of sentences. They are periods ( . ), question marks ( ? ), and exclamation ( ! ).

##### **1. A statement is followed by a period.**

Example: Pizza is my favourite food.

##### **2. A question is followed by a question mark.**

Example: What time is it?

##### **3. An exclamation is followed by an exclamation point.**

Example:

How clever you are!

What beautiful!

##### **4. An abbreviation is followed by a period.**

Examples:

Calif.            Oct.

Fri.              P.M.

## **B. Commas (,)**

A comma means a pause. It makes writing easier to understand.

### **1. Use commas to separate items in a series.**

A series is three or more items written one after another.

Examples:

- December, January, and February are summer months in the Southern Hemisphere. [single words in a series]
- The delegates nominated one candidate, voted, and installed her in an office. [verbs in a series]
- There were spots at the top, at the sides, and on the bottom. [phrases in a series]

### **2. Use a comma to separate two or more adjectives preceding a noun.**

Examples:

- Jupiter is a large, strange planet.
- David Beckham played a powerful, brilliant game.

### **3. Use a comma before *and*, *but*, *or*, *nor*, *for*, and *yet* when they join the parts of a compound sentence.**

Examples:

- Betty offered to get the tickets, and I accepted gratefully.



- They had been working very hard, but they didn't seem especially tired.

**4. Use commas to set of expressions that interrupt the sentence.**

Example:

- Our neighbour, Cinta Laura, is a good singer.

**C. Semicolons (;)**

**1. Use a semicolon between the parts of a compound sentence if they are not joined by *and*, *but*, *or*, and *yet*.**

Example:

After school I went to the play station; then I studied in my room for an hour.

**2. A semicolon may be needed to separate the parts of a compound sentence if there are commas within the parts.**

Example:

I wrote to Ann, Beth, and Meg; and Jean notified Terry and Sue.

**D. Colons (:)**

A colon is a punctuation mark that usually signals that something is to follow. The colon is never used directly after a verb or a preposition.

**1. Use a colon before list of items, especially after expression like *as follows* and *the following*.**

Example:

An investigating result showed that Jack's pocket contain the following: a knife, half an apple, a piece of gum, and a bottle of mineral water.

**2. Use a colon between the hour and the minute when you write the time.**

Examples:

8:30 A.M.                      10:00 P.M.

**3. Use a colon after a salutation of a business letter.**

Examples:

Dear Sir:                      Dear Mrs. Foster:

**E. Italics or Underlining (word or word)**

**Use italics or underlining for titles of books, periodicals, works of art, ships, and so on.**

Examples:

- *PerahuKertas* is one of my favourite novels.
- One of the most famous movies ever made is Lord of the Ring the Trilogy.

**F. Quotation Marks ("...")**

When a person's exact words are used in writing, it is customary to use quotation marks to show where the quotation begins and ends.

- 1. Use quotation marks to enclose a direct quotation—a person’s exact words.**

Example:

“When the bell rings,” said the teacher,  
“leave the room quietly.”

- 2. A direct quotation begins with a capital letter.**

Example:

Maria said, “The frame isn’t strong enough.”

- 3. When a quoted sentence is divided into two parts by an interrupting expression (*he said, mother asked, and replied the principal*), the second part begins with a small letter.**

Example:

“The time has come,” insisted the speaker,  
“to improve our educational program.”

- 4. A direct quotation is set off from the rest of the sentence by commas.**

Example:

I asked, “Who is your English teacher?”

- 5. A period or a comma following a quotation should be place inside the closing quotation marks.**

Example:

The man replied, “I’m ready.”

## **G. Apostrophes (')**

The Apostrophes is used (1) to show ownership or relationship, (2) to show where letters have been omitted in a contraction, and (3) to form the plurals or numbers and letters.

### **1. The possessive case**

The possessive case of a word shows ownership or relationship

#### **a. To form the possessive case of a singular noun, add an apostrophe and an s.**

Examples:

- Kathleen's desk
- a boy's cap
- Student's notebook
- the baby's toy

#### **b. To form the possessive case of a plural noun not ending in "s", add an apostrophe and an s.**

Example:

- mice's tracks
- children's choir

#### **c. To form a possessive case of a plural noun ending in s, add only the apostrophe.**

Example:

- cats' basket
- theCarsons' bungalow.

### **2. Contractions**

A contraction is a word made by combining two words and omitting some letters. An apostrophe takes the place of the letters that are left out.

Example:

there is      →      there's  
we are        →      we're  
they have    →      they've  
is not        →      isn't

When *n't* is added to *shall*, *will*, or *can*, the spelling of the verb changes.

Examples:

shall not    →      shan't  
will not     →      won't  
cannot       →      can't

## Exercise

Put the appropriate punctuation in the following sentences.

1. Can you name a play by William Shakespeare

\_\_\_\_\_

2. The pilot boarded the plane checked her instruments and prepared for takeoff

\_\_\_\_\_

3. Tell me I love you

\_\_\_\_\_

4. My favourite sports are the following basketball fencing golf and diving

\_\_\_\_\_

5. Harry Potter is watched by more than two millions people  
\_\_\_\_\_
6. Semarang is large and modern it is also historic and peaceful  
\_\_\_\_\_
7. Are you surprised asked Mr.John  
\_\_\_\_\_
8. They have to do their homeworkMr.Ramli said  
\_\_\_\_\_
9. Congress may overrule a president veto by a two third majority  
\_\_\_\_\_
10. What a beautiful girl she is  
\_\_\_\_\_

#### D. WRITING

Write an application letter based on the advertisement below. Complete the requirements needed well.

An international hotel chain is looking for the following position for one of its property in Jakarta:

- **Resident manager**
- **Human Resources Manager**
- **Director of Sales**
- **Chief Engineer**

General Requirements:

- have experience in the similar position at least for 2 years,

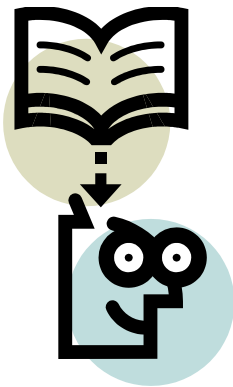
preferable in an international hotel chain.

- Computer literate and fluency in English
- should possess strong leadership, good communication and interpersonal skills
- responsible and can work under pressure.

Please send your full resume and recent photo to:

**THE GENERAL MANAGER**  
**PO BOX 3057 JAKARTA PUSAT 10030**

GOOD LUCK





## Giving Instruction

### A. LISTENING: Giving Instruction

Listen the conversation, and then answer the question orally.

1. Where does the conversation take place?

\_\_\_\_\_

2. Who comes late?

\_\_\_\_\_

3. Who is the teacher?

\_\_\_\_\_

4. What food will they make today?

\_\_\_\_\_

5. How many people are there at least?

\_\_\_\_\_

6. What does happen at the middle of lesson?

\_\_\_\_\_



**B. SPEAKING: Giving Instruction in a Classroom**

Look at the table and repeat after your lecturer.

Instructions	Responses
Come in and please sit down.	<p>Thank you. Thanks. O.K.! With pleasure.</p>
Ok, sit down now please.	
Open the window, please.	
Close the door.	
Sani, look up your dictionary.	
Denise, stop talking please face the front.	
Ok, everybody. Stop talking now and listen carefully.	
Ok, please stand up, and don't make too much noise.	
Everybody up! That's right.	
Stand still! Don't move.	
Stay in your places! Stay where you are.	

*Now, make a simple conversation in giving instruction, in pairs!*

## **B. READING**

Do you like cooking or making something? Or have you ever thought to cook something? Actually, cooking is a simple and interesting activity, no matter you are a man or a woman and no matter what the food or drink is.

Now, let's try to make a simple drink, like hot coffee, that you may add others material you need. Let's try!

### **Hot Coffeemix**

#### **Materials/ ingredients:**

- a sachet of coffeemix
- 150 cc hot water
- a tea spoon of sugar ( if it is needed)

#### **Equipments:**

A cup, a spoon

#### **Steps:**

- Empty the content of one sachet into a cup.
- Add 150 cc hot water and a tea spoon of sugar.
- Stir and serve



## **UTTERANCES ON PROCEDURE TEXT**

Text above is kind of procedure text. The instructions in a procedure usually begin with a command, such as: *mix*, *lift*, or *add*. The sentences are mostly short and sometimes include information on how the action is to be done, for example: *gently mix*, *carefully lift*, and *slowly add*.

### **Other verbs that sometimes used in a procedure**

<i>fold</i>	<i>pour</i>	<i>squeeze</i>
<i>measure</i>	<i>fill</i>	<i>turn</i>
<i>shake</i>	<i>remove</i>	<i>place</i>
<i>cut</i>	<i>tie</i>	<i>join</i>
<i>drill</i>	<i>rub</i>	<i>overlap</i>
<i>glue</i>	<i>nail</i>	<i>hold</i>

### **Adverbs tell how the action is done.**

<i>quickly</i>	<i>slowly</i>	<i>carefully</i>
<i>gently</i>	<i>accurately</i>	<i>vigorously</i>
<i>tightly</i>	<i>firmly</i>	<i>lightly</i>

### C. WRITING

Make a group consist of four people. Practice your own menus of food and beverage, freely. Write the menus completely, and practice them next meeting. It will be your presentation.

GOOD LUCK

Amusement is happiness for stupid man,  
Happiness is an amusement for clever.



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## IRREGULAR VERBS

Base form (V1)	Simple Past (V2)	Past Participle (v3)
be	was/were	been
become	became	become
begin	began	begun
blow	Blew	blown
break	broke	broken
bring	brought	brought
build	Built	built
buy	bought	bought
can	could	(been able)
catch	caught	caught
choose	chose	chosen
come	Came	come
cost	Cost	cost
cut	Cut	cut
do	Did	done
draw	Drew	drawn
dream	dreamed	dreamed
drink	drank	drunk
drive	drove	driven

eat	ate	eaten
fall	fell	fallen
feed	fed	fed
feel	felt	felt
find	found	found
fly	flew	flown
forget	forgot	forgotten
get	got	gotten <sup>2</sup>
give	gave	given
go	went	gone
have	had	had
hear	heard	heard
hide	hid	hidden
hit	hit	hit
hold	held	held
hurt	hurt	hurt
keep	kept	kept
know	knew	known
lay	laid	laid
learn	learned <sup>2</sup>	learned <sup>3</sup>
leave	left	left
lend	lent	lent
let	let	let
lie	lay	lain



lose	lost	lost
make	made	made
mean	meant	meant
meet	met	met
pay	paid	paid
put	put	put
read	read	read
ride	rode	ridden
ring	rang	rung
run	ran	run
say	said	said
see	saw	seen
sell	sold	sold
send	sent	sent
set	set	set
shake	shook	shaken
shine	shone	shone
shoot	shot	shot
show	showed	shown
shut	shut	shut
sing	sang	sung
sit	sat	sat
sleep	slept	slept
speak	spoke	spoken

spell	spelled	spelled
spend	spent	spent
stand	stood	stood
steal	Stole	stolen
take	taught	taught
tear	Tore	torn
tell	Told	told
think	Threw	thrown
throw	Threw	thrown
understand	understood	understood
wake	woke	woken
wear	Wore	worn
win	Won	won
write	wrote	written
wind	wrote	written