

ACKNOWLEDGEMENT

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

First of all, thanks to Allah SWT because of the help of Allah, writer finished writing the handbook entitled “English for accounting” right in the calculated time. The purpose in writing this handbook is to make the students easy to study English.

In arranging this book, the writer truly get lots challenges and obstructions but with help of many individuals, those obstructions could be passed. writer also realized there are still many mistakes in process of writing this paper.

Because of that, the writer says thank you to all individuals who helps in the process of writing. hopefully Allah replies all helps and bless you all. The writer realized that this book still imperfect in arrangement and the content. Then the writer hope the criticism from the readers can help the writer in perfecting the next book. last but not the least, hopefully, this paper can help the readers to gain more knowledge about English.

Parepare, 22 Agustus 2019

The writer

Preface

Our goal in writing this text is to encourage the students of accounting to develop their reading and comprehension skills. The text does this by informing students with the core concepts of accounting. The reading passages have been taken from basic text books sources. Care has been taken to include various topics from accounting.

Several exercises have also been provided which should be done by students individually or in a team environment. The Authors also added some thorough understanding questions in some chapters that can be used by instructors as a class-based or a research based activities to prepare students with more knowledge

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CHAPTER 1

NAME AND ADDRESS

Dialogues:

1. Clerk : Good morning Madam. Can I help you?
Lady : yes please. I want to open a current account.
Clerk : I see. would you give me some particulars please, Madam?
Lady : Certainly
Clerk : What is your name?
Lady : Fleming. Jane Fleming

2. Lady : Good Afternoon. I'd like to transfer my Account
Clerk : Good Afternoon, madam. What is your account number?
Lady : 0198347
Clerk : and your address, madam?
Lady : 15 Linton Avenue
Clerk : pardon, madam?
Lady : Linton Avenue, Branstead

3. Clerk : What is your occupation sir?
Man : I'm a teacher
Clerk : Where do you work?
Man : At the main street school of English.
Clerk : Sorry, what school did you say sir?
Man : At the main street school of English.

There are many ways in asking someone name and address.

Above example are some of them. you can begin by introduced yourself first and then asking for help then. Sometimes we can also directly offering help then after that mention our name or asking someone name. Better to use or **say greeting first to open the conversation.**

Grammar

1. Practice asking for and giving information

Querying particulars

What's	Your	Name? Address? Account number? Telephone number? Occupation? Nationality?
--------	------	--

where	Do does	You He/she	Work? Live? ...
-------	------------	---------------	-----------------------

What's your name?



And your	Occupation? Address?
----------	-------------------------

2. Here are some answers. Write down the questions which match them and then check what you have written with your partner :

- a) 53 Briton avenue
- b) 234719
- c) Jordan Silvestre
- d) A carpenter
- e) Alexandra smith
- f) 8 Clinton street
- g) Spain

3. Complete the following table with the information of 3 new friends in your class whom you speak today

Name
Address
Account number
Telephone number
Occupation
Nationality.....

Name
Address
Account number
Telephone number
Occupation
Nationality.....

Name

Address

Account number

Telephone number

Occupation

Nationality.....

How to introduce your self

Introducing self to someone doesnt mean that you just telling your name. The introduction can include other details such as:

- where do you come from,
- where do you work,
- what is your job
- what is your hobbies,
- and much more

How do you introduce yourself depends on the situation you are in, and the amount of information expected from you. When you are introducing your self to someone you've just met, you can say Hi..,hey.., or hello.

Hi../hey../ hello... my name is Mansyur Ahmad Dodi, the friends call me Ahmad.

I am from Makassar/ I come from Makassar

I live in Parepare and I am engineer

I like to run. I run every day”.

You can also ask people their name, or tell them some more about your self. Like:

1. what is your hobby?
2. what do you like to do in your free time?
3. where do you hang out? and so on.

To ask someone’s name, you can say:

“My name is Marla, What’s yours?”

If you want to tell them your hobby you can say:

“I really love playing chess or I like to run. I run every day”.

INTRODUCING YOURSELF	GIVING MORE INFORMATION
Hi... Hello...	age I am 26 years old I am 26

<p>Hey...</p> <p>Hello, my name is Mimi Hey! I am Ruli</p> <p>Hello. My Name is Mina Anwar They call me Mina</p>	<p><small>work</small> I am a copywriter</p> <p>I work in a advertisement/ agency/ school</p> <p><small>place</small> I am from... Malili</p> <p>I hail from Manado I come from NY/ I live in Bone</p>
<p><u>WHAT YOU LIKE TO DO</u></p>	<p>I like reading books</p> <p>I like reading books and love to swim</p> <p>I am a good cook</p> <p>I am good at Playing Chess</p> <p>I like to shop when I'm free</p>

The opening Speech

All praise to Allah S.W.T, the lord of the word, the Master and the creator of everything in the universe, for enabling us to meet together in the simple but peaceful place. Peace and salutation be upon to the noble prophet of Islam, Muhammad S.A.W who has guided us from stupidity era to the civilize life.

I express my deepest gratitude to the master of the ceremony /our Lecture/ teacher for giving me golden chance to speak in front of you all. I take this opportunity to deliver a speech/a paper/a discussion under the tittle “.....”

The closing speech

There are some expression can be used:

- ❖ that’s all my/our..... (presentation,self introduction,discussion, etc), salam/greet
- ❖ I think that’s all for today, thank a lot for your attention, salam/greetings
- ❖ I close my word by saying..... (hamdalah/salam/dsb.)
- ❖ Sampaikan kesimpulan materi sebelum menutup pertemuan:

”Before we close our meeting today, i like to remind you “Mastering English is urgent to build up our knowledge, to connect us with others, to make us understand about the world changing information. Let’s study, study and study again to reach our dreams. finally i’d like to say thanks for all,AssalamuAlaikum WrWb ”.

- Boleh Sisipkan pepatah atau kata mutiara sebelum menutup pertemuan

- I think that's all for today, thank you for your nice attention. Salam

Activity 1

Lecturer explains the use of self introduction and gives examples

Activity 2

Class Assignment

Lecturer asks some students to stand in front of the class to introduce their self also with opening and closing speech. Other friends give questions.

Activity 3

Take Home Assignment

Practice in your home how to introduce your self. make a video about it and will be collect in the next meeting.

Activity 4

Memorize these irregular verbs!

I	II	III	Meaning
Arise	Arose	Arisen	Bangun/timbul
Bear	Bore	Born	Melahirkan
Beat	Beat	Beaten	Mengalahkan
Bite	Bit	Bitten	Menggigit
Bleed	Bled	Bled	Berdarah

CHAPTER II
BANKING VOCABULARY

A. Abbreviations

Test your banking and finance abbreviations knowledge. What do the following stand for?

1. ATM :
2. C/F :
3. COD :
4. CWO :
5. L.C :
6. VAT :
7. PAYE :
8. C.I.F :
9. PIN :
10. P.A :
11. FOB :
12. RPI :
13. IRS :
14. ROI :
15. GATT :
16. C/D :
17. B/L :
18. B/E :
19. C/N :
20. D/N :
21. D/O :

- 22.E & OE :
- 23.D/P :
- 24.B.U :
- 25.C.K.D :

B. Opposites

1. Mach the words below with their opposites

Words	opposites	Answer
a. Credit	1. Imports
b. Borrow	2.inflates
c. External	3. Sale
d. Purchase	4. Lend
e. Gross	5. Expenditure
f. Profit	6. Public
g. Deflate	7. Debit
h. Surplus	8. Owes
i. Failure	9. Net
j. Revenue	10.success
k. Owns	11. Deficit
l. Private	12. Loss
m. Exports	13. Internal

2. Complete the sentences using the suitable word from the pair above.

- 1) to Singapore have increased 20%
- 2) He will his account with the sum of \$100 thereby increasing his saving.
- 3) My Asset is only \$331 as against..... Of \$14.000

- 4) The company will have to money from the bank to continue in business.
- 5) The company is breaking even now and expects to get Within three months.

C. Opposites-prefixes

1. Choose the correct prefixes for each of the adjective in the list and write them in the table.

Economical	recoverable	practical	qualified
Continue	audited	responsible	valid
Safe	satisfied	honored	liquid
Visible	limited	conditional	active
Solvent	Allowed	legal	

il-	Dis-	ir-	in-	Un-
1.	1.	1.	1.	1. ...
2.	2.	2.	2.	2. ...
	3. ...		3.	3. ...
	4. ...		4. ...	4. ...
	5.			5. ...
				6. ...

2. Use the adjective in the table above to complete these sentences!

- 1) Our customers arewith the quality of your latest products.
- 2) The company's action was really It's against the law.
- 3) Trades include insurance and banking, tourism, and other services.
- 4) As soon as we get your pro-forma invoice, we will open anL/C.
- 5) The enclosed contract is already expired. It is.....

3. Word partnerships

1. match the words on the left with those on the right to form a two-word partnership, e.g., *CREDIT CARD*.

First part	Second part	Answer
1. credit	A. card	1. <i>credit card</i>
2. compound	B. certificate	2.
3. interest	C. number	3.
4. current	D. charges	4.
5. standing	E. interest	5.
6. withdrawal	F. rate	6.
7. outstanding	G. note	7.
8. electronic fund	H. transfer	8.

9. account	I. change	9.
10. Down 11. Bank	J. Checks	10.
12. deposit	K. order	12.
13. service	L. account	13.
14. pass	M. slip	14.
15. small	N. book	15.

2. Join the following verbs in the left column with the nouns in the right column to form phrases or word-partnership, e.g., to *transfer fund*.

Verbs	Nouns	Word-partnerships
1. to transfer	A. an account	1. <i>to transfer funds</i>
2. to make	B. a form	2.
3. to open	C. an appointment	3.
4. to sign	D. funds	4.
5. to deposit	E. financial records	5.
6. to cash	F. a check	6.
7. to complete	G. a value	7.
8. to finance	H. stocks or bonds	8.
9. to audit	I. a contract	9.
10. to estimate	J. some money	10.
11. to issue	K. a business	11.

E. Choose the correct alternative to complete each sentence:

E.1. Forms of money

1. Money in notes and coins is called...
a. cash b. capital c. reserves
2. The dollar, the mark and the yen are all...
a. currencies b. funds c. monies
3. Money borrowed from a bank is...
a. deposit b. income c. loan
4. Borrowed money that has to be paid back constitutes a...
a. debt b. fund c. subsidy
5. All the money received by a person or a company is known as...
a. aid b. income c. wages
6. The money earned for a week's manual work is called...
a. income b. salary c. wages
7. The money paid for a month's (professional) work is a...
a. loan b. salary c. wages
8. Money placed in banks and other savings institutions constitute...
a. capital b. deposits c. finance
9. Money paid by the government or a company to a retired person is a...
a. pension b. rebate c. subsidy

10. The money that will ultimately be used to pay pensions is kept in a
a. budget b. deposit c. debt
11. The money needed to start a company is called
a. aid b. capital c. debt
12. The money paid to lawyers, architect, private schools, etc. is called
a. fees b. installment c. wages
13. Regular part payments of debts are called
a. deposits b. loans c. installments
14. Part of the payment that is officially given back (for example, from taxes) is called
a. gift b. installment c. rebate
15. Estimated expenditure and income is written in a
a. budget b. reserve c. statement
16. A person's money in a business is known as his or her
a. deposit b. fund c. stake
17. Money given to producers to allow them to sell cheaply is called a
a. loan b. rebate c. subsidy
18. Money given to developing countries by rich ones is known as
a. aid b. debt c. subsidy
19. A nation's...is a legal tender
a. checks b. currency c. subsidy

20. Bills and coins come in a unit of value called.....
- a. denomination b. currency c. bank drafts

E.2. Borrowing and lending

1. If you possess something, you can say that you... it
- a. owe b. own c. owner
2. If you had to reimburse or repay someone, you... money
- a. owe b. own c. yield
3. To let someone else have the use of your money for a certain period of time, after which it must be paid back, is to...
- a. borrow b. lend c. steal
4. To take money that has to be repaid is, on the contrary, to...
- a. borrow b. lend c. steal
5. An amount of money lent is a...
- a. debit b. debt c. loan
6. A person who borrowed money is a...
- a. creditor b. debtor c. owner
7. Another word for a lender is a/an...
- a. creditor b. debtor c. owner
8. The income received by someone who lends money is called...
- a. dividends b. interest c. profit

9. The borrower has to pay back loan itself, also known as the...
- a. principal b. principle c. premium
10. The amount of money a lender receives for a loan or an investment, expressed a percentage, is known as its return or....
- a. credit b. income c. yield

E.3. Interest rates

Choose words to complete each sentence. In some cases there is more than one possibility.

1. The bank of England fixes a minimum interest rates, called the discount rate, at which it makes second loans to... big companies.
- a. Private c. individuals
b. commercial banks d. new business
2. British commercial banks lend to blue-chip borrower (big, secure companies) at the... The American equivalent is the prime rate,
- a. Base rate c. discount rate
b. basic rate d. Market rate
3. All other borrowers pay more, depending on the lender's estimation of their present and future society, also known as their creditworthiness or...
- a. credit c. credit standing
b. creditors d. credit rating

4. Borrowers can usually get a ... interest rate if the loans is guarantee by securities or other collateral.
- a. higher
 - b. long term
 - c. lower
 - d. riskier
5. Banks make their profits from the differences between the interest rate changed to borrowers and the paid to depositors, also known as a... or
- a. margin
 - b. mistake
 - c. ranged
 - d. spread
6. Long term interest rate are generally higher than short-term ones, excepts when the central banks temporarily reduces the, money supply i.e. makes money... or ...
- a. loose
 - b. scarce
 - c. tight
 - d. uncommon
7. These days many loans are made with... or variable interest rates that change according to the supply and demand for money.
- a. drowning
 - b. floating
 - c. sinking
 - d. swimming
8. Borrowers and lenders can sometimes arrange limits beyond which rates cannot move. The upper limit is called a ... or a ...
- a. cap
 - b. ceiling
 - c. roof
 - d. summit
9. The lower limit on a variable rate loan is known as ...
- a. bottom
 - b. carpet
 - c. floor
 - d. maturity

10. A ... is an arrangement that fixes both the upper and lower limits.
- a. collar
 - b. tie
 - c. shirt
 - d. suits
11. Central banks cannot determine the minimum lending rate for so-called Eurocurrencies-currencies held ...
- a. Outside their country of origin
 - b. in Europe
12. Banks are able to offer better rates to borrowers of Eurocurrencies because there are no ... imposed by the central bank.
- a. discount rates
 - b. maturities
 - c. money supplies
 - d. reserve requirements

CHAPTER III
SOUND AND SPELLING

A /ei/	J /jei/	S /es/
B /bi:/	K /kei/	T /ti/
C /si/	L /el/	U /yuw/
D /di/	M /em/	V /vi
E /ei/	N /en/	W /dabelyuw/
F /ef/	O /ow/	X /eks/
G /ji/	P /pi/	Y /wai/
H /eitch/	Q /kyu/	Z /zei/
I /ai/	R /ar/	

Activity 1

1. The lecturer ask the students who know or memorize the alphabet, and the alphabeth sound,and then check their pronunciation one by one.
(ask the students about the difference pronunciation among A,I,U,E,O)
2. The lecturer show the students alphabeth vidio and their sound and ask them to repeat

Activity 2

Class Assignment

Lecturer asks students to spell the word below by considering the alphabeth sound:

- | | |
|--------------|------------------|
| 1. Extremely | 6. Thrower |
| 2. Trigger | 7. Arisen |
| 3. Pollution | 8. Bleeding |
| 4. Forgotten | 9. extravaganza |
| 5. Beaten | 10. Bibliography |

Activity 3

Take Home Assignment

Spell the word below:

- | | |
|----------------|---|
| 1. Famous | : |
| 2. Obvious | : |
| 3. Describing | : |
| 4. Although | : |
| 5. Minority | : |
| 6. Contains | : |
| 7. Groundwater | : |
| 8. Distinguish | : |
| 9. Bear | : |
| 10. Essentials | : |

Activity 4

Memorize these irregular verbs!

I	II	II	Meaning
Become	Became	Become	Menjadi
Blind	Bound	Bound	Mengikat
Bend	Bent	Bent	Membengkokkan
Begin	Began	Begun	Memulai
Blow	Blew	Blown	Meniup

CHAPTER IV

BOOKEEPING

Bookkeeping is an essential accounting tool. The two basic systems of bookkeeping are **double entry** and **single entry**. The basic principle of double entry system is that every transaction has a two-fold effect. In other words, a value is received and a value is yielded. Both effects which are equal in amount, must be entered completely in bookkeeping records.

An **account** is a record of the financial transactions that concern one item or a group of similar items. The account categories of financial data of specific period: the value at the beginning of period, changes in value during the same period, and the value at the end of period.

Anything of value that a business **owns** is commonly known as **assets**. Assets account includes **cash on hand or in the bank; furniture and fixture; account receivables; the claim against costumers that owe money; stock or inventory; office supplies;** and many others that show what business owns.

Debts **owed** to creditors are known as **liabilities**. if money is owed in a company or person for things or services purchase on credit, this liability is called an **account payable**. Other liabilities include **wages or salaries** that owed to employee or **taxes that have not yet been paid**.

The value of business to the owners is known as **capital**. Other terms used to designate capitals are **proprietorship, owners' equity (OE), ownership, or net worth**.

A separate account is kept for asset, liabilities, income and expenses. These accounts are entered in the **ledger**, which is a detailed listing of all the accounts of a company. Entries from

all the **journals** are transferred to the ledger at regular intervals, usually done monthly. This process is called **posting**.

Journal, a book original entry, is designed to record information about different transactions including **sales**. **Purchase, cash receipt, cash disbursements** and many others. Journals have two or more columns to record **increases** or **decreases** in the account affected by transaction, and they often have space for a date and a explanation of the transaction.

All transactions affect at least two accounts. Each transaction must be analyzed to determine which accounts are affected and whether they should be increased or decreased.

From the basic accounting formula:

ASSETS = LIABILITIES + OWNERS' EQUITY
--

Assets A/C's		Liabilities A/C's		Proprietorship A/C's	
DR	CR	DR	CR	DR	CR
+	-	-	+	-	+

Expense A/C's		Income A/C's	
DR	CR	DR	CR
+	-	-	+

Asset accounts are increased by debiting and decreased by crediting. The opposite is true for liability and proprietorship accounts, which are increased on the credit side and decreased on the debit side.

Income and expense accounts represent changes in equity. Income increases proprietorship, while expenses decrease proprietorship. Income accounts increase on the credit side and decreased on the debit side, while expense accounts increase on the debit side and decreased on the credit side.

The second basic system of bookkeeping is called **the single entry method**. This method refers to any system that does not include to complete results of every transaction. The most common types of this system are **record of cash, account receivable, and account payable**. (*from costinett: The Language Of Accounting in English: 1977;13-23, with revised text and exercise*).

A. Comprehension Questions

1. What are the basic methods of bookkeeping?
2. What is the basic principle of double entry method?
3. What is the difference between assets and liabilities? Give an example of each!
4. What's the term used for the value of of the business to its owner?
5. What is the ledger?
6. What information is recorded in journals?
7. What is the basic accounting formula?
8. What categories of financial data are recorded in accounts?
9. What is posting?
10. What is an account?

B. State whether the following statement is TRUE or FALSE

- T/F 1. Double entry and single entry are both systems of bookkeeping.
- T/F 2. In double entry, a value is received and a value is yielded are not always equal in amount
- T/F 3. Assets account includes things like chairs, cupboards, and tables.
- T/F 4. Things which are purchased on credit is an example of liability.
- T/F 5. Wages and salaries which have already been paid are also included as liabilities.
- T/F 6. Capital is similar to ownership and net worth.
- T/F 7. Sales is a kind of business transaction.
- T/F 8. Income and expense account are increased by debiting.
- T/F 9. Liabilities are decreased by debiting.
- T/F 10. Records of cash and account payables are two types of single entry system.

C. What type of account-ASSET, LIABILITY, INCOME or EXPENSE- do you think of each of the following items?

Types of Accounts	Asset	Liability	Income	Expense
1. Cash in bank				
2. Payment received				
3. Car rental				
4. Accrued taxes				
5. Payroll				

6. Prepaid expense				
7. Telephone use				
8. Copyright				
9. Profit				
10. Revenue received				
11. Purchase of services				
12. Bad debts				
13. Patent				
14. Sales of goods				
15. Inventory				

D. Match the phrase on the left with the statement on the right

- | | |
|--|--|
| <ul style="list-style-type: none"> 1. Ledger 2. Financial reports 3. Assets 4. Capital 5. Posting 6. Journal | <ul style="list-style-type: none"> A. Something of value to a company B. A bookkeeping system C. Income statement and balance sheet D. A book of origin entry E. A book that lists all of the accounts. F. Transferring entries from |
|--|--|

7. Liability

8. Income

9. Expenses

10. Double entry

journal to ledger

G. A company's debts

H. Expenditures

I. Revenue

J. Ownership

Write your answers here:

1	2	3	4	5	6	7	8	9	10

E. Check the appropriate entry: DR or CR

No	Types of accounts	DR	CR
1	Increase the notes payable		
2	Increase the inventory		
3	Increase the sales		
4	Increase the ownership		
5	Increase the payroll		
6	Decrease the mortgage		
7	Decrease electricity use		
8	Decrease earning		
9	Decrease the office supplies in stock		
10	Decrease owner's equity		

F. Complete the following sentences with the words provided in the box.

- | | |
|----------------------|--------------------|
| A. Purchase and sale | G. Account payable |
| B. Double-entry | H. Transferred |
| C. Accountants | I. account |
| D. Invoice | J. receivables |
| E. Ledger | K. credits |
| F. Debits | L. Trial balance |

1. Bookkeepers record every... That a business makes in journals.
2. At a later date, these temporary records are entered in or posted to the relevant account book or...
3. At the end of an accounting period, all the relevant totals are ... the profit and loss account.
4. ... Bookkeeping records the dual effect of every transaction – a value both received and parted with.
5. Payments made or ... Are entered on the left-hand (debtor) side of an account, and payment received or ... on the right-hand side.
6. Bookkeepers will periodically do a ... to test whether both sides of an account book match.
7. In most business transactions, the seller of goods or services send the buyer a bill or an ... and later s receipt acknowledging payment.

8. ...are unlike bookkeepers, they analyze financial records, and decide how to present them.
9. ...consist of money that is expected to be received.
10. ...consist of money that is owed to other people.

While your answer here:

1	2	3	4	5	6	7	8	9	10

CHAPTER V

NUMERAL AND COUNTING

Terdiri atas 3 jenis:

- a. Cardinal number (bilangan pokok)
- b. Ordinal numbers (bilangan bertingkat)
- c. Fraction (bilangan pecahan)

A. Cardinal

1 - one /wan/ 11 - eleven /ileven/	6 - six /siks/ 16 - sixteen /siksti:n/
2 - two /tu:/ 12 - twelve /twelv/	7 - seven /seven/ 17 - seventeen /seventi:n/
3 - three /thri:/ 13 - thirteen /thrti:n/	8 - eight /eigh/ 18 - eighteen /eighti:n/
4 - four /fo:(r)/ 14 - fourteen /fo:(r)ti:n/	9 - nine /nain/ 19 - nineteen /nainti:n/
5 - five /faif/ 15 - fifteen /fifti:n/	10 - ten /ten/ 20 - twenty /tweni:/

For 13 until 19, the last of word, you must add -teen

For 30 until 90, the last of word, you must add -ty

100 - one hundred

1000 - one thousand

1000000 - one million

1000000000 - one billion

1000000000000 – one trillion

B. Ordinal

Ordinal	Abbreviated (disingkat)
the first	1 st = kesatu
the second	2 nd = kedua
the third	3 rd = ketiga
the fourth	4 th = keempat
the fifth	5 th = kelima
the sixth	6 th = keenam
the seventh	7 th = ketujuh
the eight	8 th = kedelapan
the ninth	9 th = kesembilan
the tenth	10 th = kesepuluh
the eleventh	11 th = kesebelas
the twelfth	12 th = kedua belas dst.

Cara membaca tanggal (Date):

- 1st January (the first January)
- 2nd April (the second of April)
- 3rd July (the third of July)
- 4th May (the fourth of May)
- 5th December (the fifth of December)
- 31st August (the thirty first of August)
- 22nd November (the twenty second of November)

Contoh;

Saya lahir pada tanggal 23 Maret 1993 = I was born on twenty third of March in nineteen ninety three

Gedung ini berdiri pada 21 Mei 1870 = this building was construct on twenty first of May in eighteen seventy

Note:

Tahun dibaca per 1 pasang nomor

1945 = 19-nineteen 45- forty-five

1980 = nineteen eighty

1986 = nineteen eighty-six

C. Fraction

$\frac{1}{2}$ = fifth	$\frac{1}{4}$ = fourth (a quarter)
$\frac{1}{5}$ = a fifth	$\frac{3}{4}$ = three-fourth
$\frac{4}{5}$ = four-fifth	$\frac{1}{6}$ = a sixth
$\frac{1}{7}$ = a seventh	$\frac{9}{11}$ = nine-eleventh
$\frac{1}{3}$ = a third	2.7 = two point seven
$\frac{2}{3}$ = two-third	0.3 = zero point three
$\frac{5}{7}$ = five-seventh	16.13 = sixteen point one three
$\frac{7}{9}$ = seventh-ninth	245.387 = two hundred and forty five point three eight seven

COUNTING

- + = PLUS
- = MINUS
- :
- = = EQUALS TO / IS
- X = TIMES
- % = PERCENT

Cara membaca

$3 + 8 = 11$	Three plus eight is eleven
$40 + 6 = 46$	Forty and six equals forty six
$100 + 200 = 300$	One hundred added by Two hundred is three hundred
$10 - 6 = 4$	Six from ten is four, atau ten take away six is four
$7 \times 8 = 56$	Seven times eights are fifty six
$3 \times 2 = 6$	Three times two is six
$20 \times 15 = 300$	Twenty multiplied by fifteen makes three hundreds
$6 : 3 = 2$	Six divided by three equals two
$12 : 4 = 3$	twelve divided by four equals three

Activity 1

Class Assignment!

Lecturer mentions some Indonesian counting and asks the students one by one to translate into english!

Activity 2

Take Home Assignment!

Translate and count these

$30 + 13 = \dots\dots$
$4015 - 2 = \dots\dots$
$1500 + 5 = \dots\dots$
$55 \times 6 = \dots\dots$
$38 + 6 = \dots\dots$
$10 : 5 = \dots\dots$
$77 - 37 = \dots\dots$
$9 \times 5 = \dots\dots$
$72 : 8 = \dots\dots$
$1.345 - 257 = \dots\dots$

Activity 3

Memorize these irregular verbs!

I	II	II	Meaning
Break	Broke	Broken	Merusak
Bring	Brought	Brought	Membawa
Build	Built	Built	Membangun
Burn	Burnt	Burnt	Membakar
Buy	Bought	Bought	Membeli

CHAPTER VI

TELLING THE TIME

Ada dua cara membaca jam:

- a. American System
- b. British System

A. American System

The norm that we used in American style when we tell about the time is we tell the hour before the minutes, for example :

5.15 five fifteen minutes

7.30 seven thirty minutes

9.45 nine forty five minutes

11.08 Eleven-eight minutes

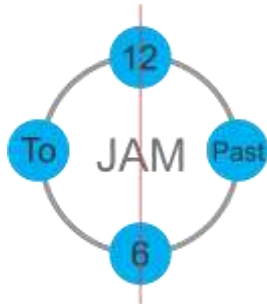
1.00 eight o'clock

B. British System

The norm that we used in British style when we tell about the time are:

- we tell the minute first and the hour followed by to or past
- “past” used when it show between 1 – 30 minutes
- “to” used when it show between 31- 59 minutes
- Half – 30 menit A quarter – 15 menit

- Membaca jam = menit, area jam (to / past), jam



For example:

01.15 = A quarter past one

10.47 = thirteen to eleven

07.25 = twenty five past seven

12.32 = twenty eight to one

11.30 = half past eleven

12:59 = one to one

A. M and P.M

- **A.M. (Ante Meridiem)**

AM = Ante Meridiem (latin : “ before mid day ”, inggris : “ before noon ”, indonesia : “ sebelum tengah hari ”.

AM start from 00.00 until 12.00 for example 01.35 a.m.

If you did not want to used that norm, you can use another norm such us in the morning. For example 8.15 a.m (a quarter past eight in the morning)

➤ P.M. (Post Meridiem)

P.M = post meridiem (latin: “ after mid day”, inggris: “after noon”, indonesia; “setelah tengah hari”.

P.M start from 13.00 until 00.59 for example 01.12 p.m.

If you did not want to used that norm, you can use another norm such us in the afternoon, in the evening, atau at night. For example 1.18 p.m (eighteen past one in the afternoon).

How to ask the time

- What's the time? It's five past five
- What time is it? It's twelve forty-five
- What's the time? It's seven fifthy
- What time is it? It's three o'clock

Activity 1

Class assigment!

Lecturer mentions the time and asks the students one by one to translate it into American or British system!

Activity 2

Take Home assignment!

10:40 =	02:30 =
05:27 =	11:15 =
04: 45 =	09: 31 =
01: 58 =	08 : 51 =
03: 29 =	06 :00 =

Activity 3

Memorize these irregular verb!

I	II	II	Meaning
Catch	Caught	Caught	Menangkap
Choose	Chose	Chosen	Memilih
Come	Came	Come	Datang
Cut	Cut	Cut	Memotong
Dig	Dug	Dug	Menggali

CHAPTER VII

PLASTIC MONEY

Plastic money is the name given to all types of plastic card which are used in place of cash. There are different names of these cards but in general they have two main purposes; enable people to obtain cash; or to make payments without using cash or checks.

Banks now make available to their customers or single card which does three things; it guarantees checks (like a bank card); it obtains cash from automatic teller machines (ATMs); and it pays for goods by electronic funds transfer at point of sale (EFTPOS).

A fourth use for plastic cards is to give customers credit when they purchase goods or services. Credit cards are issued by credit card companies such as Access, Master Card, American Express, some of these owned by banks. Charge cards (American Express, Diner's Club) are similar to credit card except that the holder has to pay account in full each month and there is also an annual membership fee.

Debit cards are like credit cards except that they are used to debit (subtract) money from the customer's bank account when a purchase is made. An exciting credit balance is

reduced. But when a credit card is used, a debit balance is increased.

The latest development in plastic money is the Smart Card. This carries a microchip in it with account information on the holder. It can also carry information about previous transactions which can be viewed at enquiry terminals. Clearly such a card also be used to carry non-banking information, such as medical and other personal details. (*from Radice: Banking transactions, pp. 17-18:Improved exercises*)

Exercises:

A. Say wheter the following statement oare *TRUE (T)* or *False (F)* according to the text.

1. All plastic money is used for making payments and giving credit.
2. All plastic money is used for making payments or getting cash.
3. It is possible to combine a bank card, a cash card and electronic payment card all in one card
4. All plastic money can be used to obtain cash.
5. Plastic money avoids the use of cash.
6. Credit cards and debit cards may both be used to pay for good in shops.
7. All plastic money can be called smart cards.

8. Only a bank can issue a plastic money.
9. Charge cards, debit cards and credit cards have exactly the same functions.
10. ATM are the same as cash dispenser

1	2	3	4	5	6	7	8	9	10

B. Answer the following questions according to the text.

1. What sort of card would a bank account holder use to obtain money when the banks are closed?
2. What sort of card is used to pay for goods in a supermarket or petrol station without cash, check book or credit card?
3. What sort of card would a shop ask for if its customer wanted to pay for goods by check?
4. What is meant by plastic money?
5. What sort of card can provide personal details?
6. What are the main functions of plastic money?
7. What is the difference between a charge card and credit cards?

CASH CARD

Cash dispenser automatic Teller Machines or Cash points are some of the names given to machine from which customers can withdraw money from their banks accounts, using their credit cards. They can do this at any Branch of their bank and the branches of other banks which is linked to their bank. (note in the USA, the teller is a person receiving and handling money in a bank. This occupation is called cashier in Britain)

With the cash card, customers also receive a PIN or personal identification number which they should memorized, this number is kept secret even from the staff of their branch. When using the dispenser, customer insert the card and key the PIN number in. by following a clear set of instructions which appear on the video screen, they can withdraw cash up to certain limit, check the balance of their account or deposit money.

Not all banks provide the same automatic teller services. Examples or services available from the customer's own branch machine are account information, order for new check books and cash. Own branch machines also issue mini-statements of account, showing deposits just made and the current balance. (*from Radice: Banking Transactions, pp. 18-20: improved exercises*)

EXERCISES:

1. Now match each of the words in the box with the correct definition below.

- | | |
|---------------|--------------|
| A. Dispenser | F. Check |
| B. Teller | G. Credit |
| C. Cashier | H. Debit |
| D. Withdrawal | I. Cash |
| E. Balance | J. Statement |
| F. Deposit | |

1. The remaining amount of money in a account.
2. Money paid into a bank
3. A record of the financial transaction of a person or business.
4. An amount of money in a account.
5. Note to a bank asking to pay money from you account to a named person or business
6. Money in the form of bank notes and coins
7. An amount of money deducted from an account.
8. The removal of money from an account.
9. A machine or person who counts out money
10. A container designed to give out money in regulated amounts.

11. A clerk who pays out and receives cash at a bank

Write your answer in the box.

1	2	3	4	5	6	7	8	9	10	11

2. Noun-noun word partnership

In these phrases, the first noun acts like an adjective, e.g. *check book*.

How many two-word phrases can make? Write as many as possible.

First	Second nouns	Adjectives-nouns
1. Debit	A. Transfer	
2. Check	B. Machine	
3. Bank	C. Information	
4. Video	D. Terminal	
5. Cash	E. Fee	
6. Account	F. Balance	
7. Identification	G. Statement	
8. Enquiry	H. Number	
9. Membership	I. Card	
10. Teller	J. Account	
11. Credit	K. Dispenser	
12. Charge	L. Book	
13. Fund	M. Holder	

3. Choose the best verb to complete each sentence

1. The bank is **charging/providing/giving/requesting** a minimum rate of 8 per cent for the loan
2. The wrote to the bank asking it to **provide/sell/make/offer** a credit of 10,000 for one year.
3. Banks **have/give/make/offer** available various means of payment.
4. You can **obtain/become/dispense/grab** cash at any time of the day or night.
5. Some cash machines **give/make/reveal/sell** information about their customers.
6. Bank **maintain/hold/keep/guard** secret of all information about their costumers.
7. They **paid/awarded/gave/credited** the money to his wife's account.
8. Now days it's easier to **refund/draw/take/remove** money from your account than to pay money in.
9. She **deposited/pay/put/laced** in checks in her account.

CREDIT ACCOUNT

When you bay something you show your credit card to the seller. The seller take the detail of your card: - the number the credit limit and the expiry date. You sign the teller's

voucher (making two copies) which he uses to collect payment from the credit card company. For this retailer pays a fee (around 4 percent of the value of the transaction). Each month the credit card company sends their cardholders an account which lists that month's transaction and interest charges.

The advantages of credit cards to the customers are convenience and security. They are convenient because it is possible to buy an air ticket over the telephone by giving the number of your credit card to the travel agent. You don't have to carry so much cash around, so you run less risk of being robbed or mugged. Also, if your cards lost or stolen your account be used by another person, provided that you report the loss immediately. Another advantage with some cards is that, if you pay your account in full each month, you pay no interest. In effect you have a continuous interest-free loan.

The advantage of credit cards to retailers is that, by making credit easily available, sales can be increased, and because no money changes hands they have added security because there is less cash on the premises. On the other hand, because of the 4 percent fee the retailers faces increased costs charged by the credit card company. This cost is added to the prices of goods. There is also an administration cost because

retailers have to keep records, total up sales voucher and pay them into their banks.

The cardholders sign three copies of each voucher- one from the holders, one for the retailers and for the bank. The bank credit the retailers' account for the value of the vouchers, debits its credit card company account and send the vouchers to the banks debit the commission due on the value of the vouchers to the trader's account. When the credit card company receives the vouchers it pays the banks through the clearing system the value each retailer's total sales minus the commission. At the same time it debits the cardholder's account and send them a statement each month.

The number of lost and stolen cards is put into a computer network. Which list all lost credit cards. These lists are constantly updated and shopkeepers and other retailers on the network can quickly check if a credit card presented by a customer has been stolen or lost, by passing the card through their computer terminal. *(from Radice: banking transaction, pp. 21-25: Improved exercises)*

Vocabulary exercise: *noun-noun word partner*

1. make phrases by matching words from the left-hand column with the words from the right-hand Colum.

First Nouns	Second nouns	phrases
1. card	A. Terminal	1. Card
2. interest	B. Date	2. Interest charges
3. credit	C. Limit	3. Credit
4. expiry	D. Network	4. Expiry
5. travel	E. Ticket	5. Travel agent
6. air	F. Cost	6. Air
7. computer	G. Holder	7. Computer
8. administration	H. Charges	8. Administrator
	I. Agent	

2. Match the expressions on the left with the words of the same meaning on the right (all expressions are nouns unless marked *V* for verbs).

First expression	Second expressions	Answer
1. Loan (<i>V & n</i>)	A. Provide	
2. Money	B. Purpose	
3. Fee	C. ATM	
4. Buy (<i>v</i>)	D. Retailer	
5. Shopkeeper	E. Place of business	
6. Bank card	F. Check card	
7. Cash machine	G. Purchase (<i>v&n</i>)	
8. Use (<i>v & n</i>)	H. Charge (<i>v&n</i>)	
9. Supply (<i>v & n</i>)	I. Cash	
10. premises	J. Credit (<i>v&n</i>)	

3. Match the words on the left with the words of the **opposite** meaning on the right.

First words	Second words	Answer
1. Sale (<i>n</i>)	A. Supplier (<i>n</i>)	1.
2. Debit (<i>n&n</i>)	B. Disadvantage (<i>n</i>)	2.
3. Reduce (<i>v</i>)	C. Withdraw (<i>v</i>)	3.
4. Deposit (<i>v & n</i>)	D. Cost (<i>v & n</i>)	4.
5. Advantages (<i>n</i>)	E. Credit (<i>v & n</i>)	5.
6. Price (<i>v & n</i>)	F. Increase (<i>v & n</i>)	6.
7. Customer (<i>n</i>)	G. Credit (<i>v & n</i>)	7.

CHAPTER VIII

PERSONAL PRONOUN (KATA GANTI ORANG)

Meaning	Subject	Object	Possessive Adjective	Possessive Pronoun	Reflexive	NOTES
Saya	I	Me	My	Mine	Myself	Orang pertama tunggal
Kamu/ Kalian	You	You	Your	Yours	Yourself/ Yourselves	Orang kedua tunggal/Jamak
Mereka	They	Them	Their	Theirs	Themselves	Orang ketiga Jamak
Kami	We	Us	Our	Ours	Ourselves	Orang pertama Jamak
Dia (Pr)	She	Her	Her	Hers	Herself	Orang ketiga Tunggal
Dia (Lk)	He	Him	His	His	Himself	Orang ketiga Tunggal
Itu Benda	It	It	Its	-	Itself	Orang ketiga Tunggal

Activity 1

Lecturer explains the use of personal pronoun and gives examples

Activity 2

Class Assignment!

Lecturer asks students to translate these sentences into English by considering the use of personal pronoun.

1. Kami **mencarinya** (dia laki-laki) : **look for**
2. Dia (Pr) mengajar (mereka) menari : **Teach**
3. Kebun itu **adalah** milik kami : **is**

4. Kamu **melupakan** dirimu sendiri : **Forget**
5. Saya **memberinya makan** (laki-laki) : **Feed**
6. Mereka **merusaknya** (itu benda) : **broke**

Activity 3

Take Home Assignment

Translate these sentences into good English!

1	dompet itu adalah milikku	Is (tobe)
2	Kami mencintai mereka	Love
3	Dia (lk) membeli bukuku	Buy
4	Saya menyalahkan dirimu sendiri	Blame
5	Dia (lk) memulai ceritanya	Begin
6	Mereka membenci diri mereka sendiri	Hate
7	Dia (pr) meniup balon kami	Blow
8	Kamu menghormatinya (Dia pr)	Respect
9	Dia berlari bersama Kami	Run
10	Saya memujanya (mereka)	Admire
11	Mereka mempertimbangkannya (itu)	Consider
12	Dia (Lk) membawakan kami makanan	Bring
13	Kami membangun rumahnya (mereka)	Build
14	Dia (lk) membisikku	Whisper
15	Kita memikirkan diri kita sendiri	Think
16	Kami merusaknya (benda itu)	Break
17	Kamu menyapa kami	Greet
18	kakak laki-lakinya (lk) membantunya (pr)	Help
19	Anjingnya (mereka) mengigit kucingnya (pr)	Bite
20	Kakak (pr) kami memberinya (lk) kue	Give
* Every student should translate at least 3 sentences and the sentences should be in random		

Activity 3

Memorize these irregular verb!

I	II	III	Meaning
Do	Did	Done	Melakukan
Draw	Drew	Drawn	Menggambar
Dream	Dreamt	Dreamt	Bermimpi
Drink	Drank	Drunk	Minum
Drive	Drove	Driven	Menyetir

Activity 4

Translate the following sentences into English

Visiting Mary

Saya mengunjungi mary di rumahnya. Mary tinggal dengan pamannya **Robert**. **Saya** datang dengan saudara laki-laki **saya**. Mary menyambut **kami** dengan baik. **Dia** berkata kepada **kami** “ jangan malu-malu, **saya** tinggal sendirian sekarang”. Paman **saya** pergi ke amerika selama dua minggu. **Dia** menjemput istrinya disana. **Kami** duduk di ruang tamu. **Kami** membicarakan tentang kegemaran **kami**. Mary menjelaskan kegemarannya. **Saya** menjelaskan kegemaran saya. Saudara laki-laki **saya** mendengarkan penjelasan **kami**. Setelah itu **kami** makan bersama. **Kami** berpamitan kepada mary dan **kami** pulang.

Glossary

Mengunjungi : visit (v)

Disana : there

Tinggal : live (v)

Duduk : sit (v)

Paman	: uncle (kb)	ruang tamu	: the sitting room
Saudara lk	: brother (kb)	membicarakan	: talk
Menyambut	: welcome (v)	mendengar	: listen to
Dengan baik	: well	Bersama	: together
Sendirian	: alone	berpamitan	: say good bye
Menjemput	: fetch (v)	Jangan malu-malu	: make yourself comfortable

CHAPTER IX

FINANCE AND ACCOUNTING

The purpose of any business is to make a *profit*. Profit is not a dirty word. It simply means that the *resources* that have been *entrusted* to us have been used effectively. The more *affectively* the resources have been used, the more profit will be made. If all the businesses in a country were making a *loss* there would be an economic *disaster*.

The government taxes business profits and uses the proceeds to pay of free education, the National Health Service, unemployment pay, old age pensions and national defense among other things. So one of the reasons why the business managers need to keep a record of their transactions is to allow the inspector of taxes to calculate how much tax is due.

However, there are other reasons why business managers want to keep financial records. They want to know whether modifications are called for. They also want to know who owes them money (debtors) and to whom they owe money (creditors). They want to make sure they are not going to be suddenly confronted by a creditor they had forgotten about.

ACTIVITY 1

Please make 5 questions from the reading text above and also give your best answer for each question you make.

Question:

1.
.....

Answer

.....
.....

Question:

2.
.....

Answer

.....
.....

Question:

3.
.....

Answer

.....
.....

Question:

4.
.....

Answer

.....
.....

Question:

5.
.....

Answer

.....
.....

A. Vocabulary list

List here the vocabulary which you don't know from the text above and don't forget to write down the meaning.

- | | |
|---------|---------|
| 1..... | 4..... |
| 2..... | 5..... |
| 3..... | 6..... |
| 7..... | 11..... |
| 8..... | 12..... |
| 9..... | 13..... |
| 10..... | 14..... |

B. Match the words on the left with their meanings or synonyms

words	Synonyms/meanings	answer
1. Adequate	A. Surplus	1.
2. free	B. Deficit	2.
3. insolvent	C. No cost	3.

4. loss	D. Fee, wages	4.
5. Manufacturer	E. Debt	5.
6. Outstanding	F. Ask for payment	6.
7. Owes	G. To buy	7.
8. Pay	H. Producers	8.
9. Profit	I. Essential	9.
10. Prompt	J. More than enough	10.
11. To attempt	K. Unable to pay owes	11.
12. To collect	L. Not yet paid	12.
13. To exceed	M. More than the limit	13.
14. To purchase	N. To try	14.
15. Vital	O. Immediate	15.

CHAPTER X
VERBAL SENTENCE/ PRESENT TENSE
(KALIMAT VERBAL)

PATTERN

SUBJECT	VERB
I	Verb 1
You	
They	
We	
She	Verb 1 + S/ ES
He	
It	
Nama Orang (1)	

BEBERAPA ATURAN VERB 1 DALAM PRESENT TENSE

1. Verb 1 yang berakhiran huruf berdesis seperti *-s, -ss, -x, -sh, -ch, -o*, apabila diawali subject orang ketiga tunggal, maka verb nya ditambah *-ES*, bukan *-S*. Berikut beberapa contoh verb yang ditambah *-ES*

Wash : Washes (Mencuci)	Mix : Mixes (Mencampur)
Watch : Watches (Menonton)	Discuss : Discusses (Berdiskusi)
Go : Goes (Pergi)	Push : Pushes (Menekan)
Box: : Boxes (kotak)	Wish : Wishes (harapan)

2. Apabila Verb 1 berakhiran huruf Y diawali oleh subject orang ketiga tunggal, maka huruf Y nya diganti dengan I dan ditambah *-ES*.

Example :

CRY : CRIES

Namun, apabila sebelum huruf Y diawali huruf Vocal, maka cukup tambah S

Example :

BUY : BUYS

TIME SIGNAL YANG DIGUNAKAN PADA PRESENT TENSE

Everyday : Setiap Hari

Every week : Setiap minggu

Every Sunday : setiap hari Ahad

Every 10 o'clock : setiap jam 10 tepat

Three times a week : Tiga kali seminggu

Today : Hari ini

Every year, etc : Setiap Tahun

Activity 1

Lecturer explains the pattern of present tense in positive form, the exception of verb, and give examples.

Activity 2

Class Assignment/ Quiz

Translate these sentences into English!

1. Dia(Pr) makan bakso buatanya (lk) setiap hari saptu.
2. Aini memberi makan ayam miliknya setiap pagi .
3. Tina merasakan enakny masakan ibunya setiap hari.
4. Mereka bertengkar dengan tim mereka sendiri tiap pertandingan.
5. Kami memberi harga pas (Fixed price) setiap saat.

Translate these sentences into English and analyze the pattern of the sentences!

1. Ibumu mengeringkan ikan di atap
2. Bapakmu membayar utangmu.
3. Saya menggambar petanya.
4. Dia (pr) menggoreng telur
5. Dia (pr) pergi ke lapangan olahraga.

Activity 3

Taking home Assignment

Write down your daily activity at least 150 words!

Activity 4

Memorize these irregular verb!

I	II	III	Meaning
Eat	Ate	Eaten	Makan
Fall	Fell	Fallen	Jatuh
Feed	Fed	Fed	Memberi makan
Feel	Felt	Felt	Merasakan
Fight	Fought	Fought	Bertengkar

ACTIVITY 5

Translate the following sentences into English

MEETING A FOREIGNER

Mimi **pulang** sekolah dengan teman-temannya. Mereka **membicarakan** tentang pelajaran-pelajaran mereka hari ini. Tiba-tiba Mimi **berhenti** karena dia **melihat** seorang lelaki yang tinggi. Lelaki tersebut **mendekati** Mimi dan teman-temannya. Dia **berkata**” saya berasal dari amerika dan saya tidak tau berbahasa Indonesia”. Saya **ingin** pergi ke terminal bus tetapi saya **tidak tau** arah ke terminal bus. Teman-teman mimi **tidak**

berbicara karena mereka **tidak mengerti** bahasa inggris. Mimi **mengetahui** bahasa inggris, dia **menunjukkan** arah ke terminal bus. Lelaki tsb **mengungkapkan** rasa terima kasihnya. Dia **memberikan** 50 dollar kepada Mimi. Mimi **menolak** uang tersebut. Mimi **merasa** sangat bangga karena dia **berbahasa** inggris dengan orang asing. Teman-teman mimi **mengagumi** Mimi. Mereka **ingin** belajar bahasa inggris dengan baik supaya mereka bisa berbahasa inggris.

Glossary

<ul style="list-style-type: none"> ○ Pulang sekolah: go home after school ○ Membicarakan: talk (v) ○ Tentang : about ○ berbicara : speak ○ Tiba-tiba :suddenly (adv) ○ Tinggi: tall (ks) ○ rasa terima kasih : gratitude ○ menolak : refuse (v) ○ bangga : proud ○ Mengagumi: admire (v) ○ belajar : learn (v) 	<ul style="list-style-type: none"> ○ hari ini : today ○ berasal dari : come from ○ arah : the way ○ Pelajaran : lesson (kb) ○ menunjukkan: show (v) ○ mengungkapkan: express (v) ○ Mendekati : approach (v) ○ Ingin: want to ○ Memberikan: give ○ bisa :can ○ Merasa : feel (v) ○ Orang asing : foreigner (kb)
---	--

Translate here

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CHAPTER XI

CHANGING PRESENT TENSE FROM POSITIVE TO NEGATIVE & INTERROGATIVE FORM (MENGUBAH BENTUK POSITIF PRESENT TENSE KE BENTUK NEGATIF DAN PERTANYAAN)

Pattern

Positive	S + VERB 1 (+ S/ ES) + O/C/A
Negative	S + DO NOT/ DOES NOT + VERB 1 + O/C/A
Interrogative	DO/ DOES + S + VERB 1 + O/A

Pasangan **To Do**

SUBJECT	NEGATIVE	INTERROGATIVE
I	DO NOT +Verb 1	DO + S + Verb 1 ?
You		
They		
We		
She	DOES NOT + Verb 1	DOES + S + Verb 1 ?
He		
It		
Nama Orang (1)		

Example:

Jika SUBJECTnya **bukan** orang ketiga tunggal

+	You teach about culture understanding
-	you do not teach about culture understanding
?	Do you teach about culture understanding?

Example:

Jika SUBJECTnya orang ketiga tunggal

+	She teaches about culture
-	She does not teach about culture (no more +S/ES after verb 1)
?	Does she teach about culture? (no more +S/ES after verb 1)

Activity 1

Lecturer explains the pattern of negative and interrogative form of present tense and its characteristic (TO DO) and gives examples how to change them.

Activity 2

Class Assignment

Put into negative and interrogative forms!

1. We swim in the swimming-pool once a week

Answer:

2. Her nephew can speak Russian

Answer:

3. Sari helps his father twice a day

Answer:.....

.....

Put into positive and negative forms then translate them!

1. Do they buy the grocery?

Answer:

.....

2. Does his father climb the mountain?

Answer:

.....

3. Does the secretary types some letters everyday?

Answer:

.....

Choose the best answer to complete these sentences!

1. Dodi always on time everyday

- | | |
|----------|-----------|
| a. Come | b. Came |
| c. Comes | d. Caming |

2. Anne and Mika everything in the kitchen.

- | | |
|-----------|-----------|
| a. Break | b. Broke |
| c. Breaks | d. Broken |

3. Nani eat in the cafetaria?

- | | |
|----------|---------|
| a. Doing | b. Did |
| c. Do | d. Does |

Activity 3

Memorize these irregular verb!

I	II	II	Meaning
Find	Found	Found	Menemukan
Fly	Flew	Flown	Terbang
Forbid	Forbade	Forbidden	Melarang
Forget	Forgot	Forgotten	Melupakan
Forgive	Forgave	Forgiven	Memaafkan

CHAPTER XII

FUTURE TENSE

Pattern

Positive	S + WILL + VERB 1 + O/C/A
Negative	S + WILL + NOT + VERB 1 + O/C/A
Interrogative	WILL + S + VERB 1 + O/C/A

SUBJECT	NEGATIVE	INTERROGATIVE
I	WILL + NOT + VERB 1	WILL + S+ VERB 1?
You		
They		
We		
She		
He		
It		
Nama Orang (1)		

Pasangan **To Do**

Time Signal : Tomorrow, Next Year, In the Future, Etc

Example:

+	We will grow in Germany
-	We will not grow in Germany (Won't)
?	Will we grow in Germany?

Activity 1

Lecturer explains the pattern and the function of future tense and gives examples in 3 forms.

Activity 2

Class Assignment

Change these sentences from positive to negative and interrogative forms!

1. You will decide an important decision
2. We will choose the cheap one
3. He will reduce the business risks

Translate these sentences into English, then change it into negative and interrogative form!

1. Kita akan menghadapi tekanan ekonomi (*Economic Pressure*)
2. Negara kita akan memiliki pertumbuhan ekonomi yang bagus (*a good economic growth*)
3. Dia (Ia) akan menjual dengan harga eceran (*Retail Price*)

Activity 3

Taking home Assignment

Write down your aims in life by considering many aspects such as your future education, career, family, health, life style, etc!

CHAPTER XIII

SIMPLE PAST TENSE

Pattern

Positive	S + VERB 2 + O/C/A
Negative	S + DID + NOT + VERB 1 + O/C/A
Interrogative	DID + S + VERB 1 + O/C/A

Pasangan **To Do**

SUBJECT	NEGATIVE	INTERROGATIVE
I	DID + NOT + VERB 1	DID + S + VERB 1?
You		
They		
We		
She		
He		
It		
Nama Orang (1)		

Example:

+	You went to campus yesterday
-	You did not go to campus yesterday
?	Did you go to campus yesterday?

Time Signal : Yesterday, ...ago, in 1990, ...etc

Activity 1

Lecturer explains the pattern and the function of simple past tense and gives examples in three forms.

Activity 2

Class Assignment

Put Into negative and interrogative forms!

1. They did the homework
2. She forgave his mistake
3. Rani fed the pets

Translate into English, then put it into negative and interrogative form!

1. Kami datang terlambat
2. Mereka menemukan sebuah berlian
3. kami memulai perdagangan (*Trading*)

Activity 3

Taking home Assignment

Write down your unforgettable experience by using past tense!

Activity 4

Memorize these irregular verb!

I	II	III	Meaning
Hear	Heard	Heard	Mendengarkan
Hide	Hid	Hidden	Bersembunyi
Hit	Hit	Hit	Memukul
Hold	Held	Held	Memegang/melaksanakan
Hurt	Hurt	Hurt	Menyakiti

CHAPTER XIV

AUXILIARY VERB TYPES

In this section we will give a brief account of each type of auxiliary verb in English. There are five types in total:

Passive be → This is used to form passive constructions, eg.

The movie was produced in Bollywood

It has a corresponding present form:

The movie is produced in Bollywood

We will return to passives later, when we look at voice.

Progressive be As the name suggests, the progressive expresses action in progress:

The young man is writing a play

It also has a past form:

The young man was writing a play

Perfective have The perfective auxiliary expresses an action accomplished in the past but retaining current relevance:

Sardi has broken his leg

(Compare: Sardi broke his leg)

Together with the progressive auxiliary, the perfective auxiliary encodes aspect, which we will look at later.

Modals	Modals expressions
can/could	Ability
may/might	Permission
shall/should	Prediction / Suggestion
will/would	Prediction
must	Obligation

You can have a sweet if you like

1. Firda may arrive early
2. Akbar will be a footballer some day
3. They really should leave now

Helping Verb - Do This subclass contains only the verb do. It is used to form questions:

Do you like jackfruit?

to form negative statements:

I do not like jackfruit

and in giving orders:

Do not eat the jackfruit

Finally, verb do can be used for emphasis:

I do like jackfruit

An important difference between auxiliary verbs and main verbs is that auxiliaries never occur alone in a sentence. For instance, we cannot remove the main verb from a sentence, leaving only the auxiliary:

We would like a new job	~*We would a new job
-------------------------	----------------------

You should buy a new car	~*You should a new car
--------------------------	------------------------

She must be smart	~*She must smart
-------------------	------------------

Auxiliaries always occur with a main verb. On the other hand, main verbs can occur without an auxiliary.

1. Ahmed like my new job
2. Riana bought a new car
3. Rasdiana sings like a bird

In some sentences, it may appear that an auxiliary does occur alone. This is especially true in responses to questions:

Q. Can you sing?

A. Yes, I can

Here the auxiliary can does not really occur without a main verb, since the main verb -- sing -- is in the question. The response is understood to mean:

Yes, I can sing

This is known as ellipsis -- the main verb has been ellipped from the response.

Auxiliaries often appear in a shortened or contracted form, especially in informal contexts. For instance, auxiliary have is often shortened to 've:

I have won the lottery ~I've won the lottery

These shortened forms are called enclitic forms. Sometimes different auxiliaries have the same enclitic forms, so you should distinguish carefully between them:

I'd like a new job (= modal auxiliary would)

We'd already spent the money by then (= perfective auxiliary had)

He's been in there for ages (= perfective auxiliary has)

She's eating her lunch (= progressive auxiliary is)

The following exercise concentrates on three of the most important auxiliaries -- be, have, and do.

Activity 1

Lecturer invites the student to introduce themselves in front of the class using sentence template of verb BE. Subsequently, the lecturer instructs the students to tell the things that they may dislike using verb of DO. Lastly, lecturer lets the students to visualize their own dreams applying the modals verbs.

Activity 2

Complete the following sentences using the correct auxiliary verbs!

1. The pilot _____ fly to Africa the next day.
2. You and I _____ in the hall today.
3. _____ we study a lot for the exam?
4. People _____ enjoy the beach because of the rubbish.
5. _____ you help me to bring my suitcase?
6. She is rather friendly but her sister _____ very kind.
7. The students _____ prayed together in mosque.
8. _____ get out! The weather is dangerous.
9. We _____ learn more to be like Bj. Habibie.
10. Some cats _____ eating fish near by the old house.

Activity 3

Memorize these irregular verb!

I	II	II	Meaning
Input	Input	Input	Memasukkan
Intercut	Intercut	Intercut	Menyelingi
Keep	Kept	Kept	Menjaga, Menyimpan
Knee	Knelt	Knelt	Berlutut
Know	Knew	Known	Mengetahui

CHAPTER XV

PREPOSITION AND CONJUNCTION

Prepositions

Prepositions cannot be distinguished by any formal features. A list of prepositions will illustrate this point:

across, after, at, before, by, during, from, in, into, of, on, to, under, with, without

We can say, however, that prepositions typically come before a noun:

1. across town
2. after class
3. at home
4. before Tuesday
5. by Shakespeare
6. for lunch
7. in London
8. on fire
9. to school
10. with pleasure

The noun does not necessarily come immediately after the preposition, however, since determiners and adjectives can intervene:

1. after the storm
2. on white horses

3. under the old regime

Whether or not there are any intervening determiners or adjectives, prepositions are almost always followed by a noun. In fact, this is so typical of prepositions that if they are not followed by a noun, we call them "stranded" prepositions:

Preposition - Stranded Preposition

1. Ayu talked about the new film
2. This is the film Aaroon talked about

Prepositions are invariable in their form, that is, they do not take any inflections.

Complex Prepositions

The prepositions which we have looked at so far have all consisted of a single word, such as in, of, at, and to. We refer to these as SIMPLE PREPOSITIONS.

COMPLEX PREPOSITIONS consist of two- or three-word combinations acting as a single unit. Here are some examples:

1. according to
2. along with
3. apart from
4. because of
5. contrary to
6. due to
7. except for
8. instead of

9. prior to
10. regardless of

Like simple prepositions, these two-word combinations come before a noun:

1. according to Shakespeare
2. contrary to my advice
3. due to illness

Three-word combinations often have the following pattern:

Simple Preposition + Noun + Simple Preposition

We can see this pattern in the following examples:

1. in aid of
2. on behalf of
3. in front of
4. in accordance with
5. in line with
6. in line with
7. in relation to
8. with reference to
9. with respect to
10. by means of

Again, these combinations come before a noun:

1. in aid of charity
2. in front of the window
3. in line with inflation

Marginal Prepositions

A number of prepositions have affinities with other word classes. In particular, some prepositions are verbal in form:

1. Following his resignation, the minister moved to the country.
2. People are writing to you regarding your overdraft.
3. The whole team was there, including Abubakar.

We refer to these as MARGINAL PREPOSITIONS. Other marginal prepositions include:

concerning, considering, excluding, given, granted, pending

Non-verbal marginal prepositions include worth (it's worth ten pounds) and minus (ten minus two is eight).

CONJUNCTIONS

Conjunctions are used to express a connection between words. The most familiar conjunctions are and, but, and or:

1. Riana and Sardi
2. cold and wet
3. tired but happy
4. slowly but surely
5. tea or coffee
6. hot or cold

They can also connect longer units:

1. Randi plays football and Yastad plays chess.
2. I play tennis but I don't play well.
3. We can eat now or we can wait till later

There are two types of conjunctions. COORDINATING CONJUNCTIONS (or simply COORDINATORS) connect elements of `equal' syntactic status:

1. Riana and Sardi
2. I play tennis but I don't play well.
3. meat or fish

Items which are connected by a coordinator are known as CONJOINS. So in I play tennis but I don't play well, the conjoins are [I play tennis] and [I don't play well].

On the other hand, SUBORDINATING CONJUNCTIONS (or SUBORDINATORS) connect elements of `unequal' syntactic status:

1. Ibrah left early because he had an interview the next day.
2. We visited Raja Ampat while we were in Irian Jaya.
3. I'll be home at nine if I can get a taxi.

Other subordinating conjunctions include although, because, before, since, till, unless, whereas, whether

Coordination and subordination are quite distinct concepts in grammar. Notice, for example, that coordinators must appear between the conjoins:

[Ade plays football] and [Arda plays chess]

~*And [Arda plays chess] [Ade plays football]

However, we can reverse the order of the conjoins, provided we keep the coordinator between them:

[David plays chess] and [Paul plays football]

In contrast with this, subordinators do not have to occur between the items they connect

Ibrah left early because he had an interview the next day

~*Because he had an interview the next day, Ibrah left early

But if we reverse the order of the items, we either change the meaning completely:

Ibrah left early because he had an interview the next day

~He had an interview the next day because Ibrah left early

or we produce a very dubious sentence:

I'll be home at nine if I can get a taxi

~?! can get a taxi if I'll be home at nine

This shows that items linked by a subordinator have a very specific relationship to each other. It is a relationship of syntactic dependency. There is no syntactic dependency in the relationship between conjoins. We will further explore this topic when we look at the grammar of clauses.

Activity 1

This is the simple classroom activity. The lecture just elaborates the preposition ahead then invites the students to tell their positions in the class. The learners describe where they are using verbs BE with the simple prepositions. For example:

1. I am **in** the classroom.
2. I am **between** Ayu **and** Firman.
3. I am **on** the floor.
4. I am **in front of** the whiteboard.
5. I am **next to** you.

Activity 2

Fill in the blanks with the correct prepositions from the following box!

near	by	on	at	between
in	around	into	up	behind

- 1 The bus arrived _____ 8:30 A.M.
- 2 The children are swimming _____ the pool.
- 3 There's a picture _____ the wall.
- 4 There is a fence _____ the house.
- 5 Granny is sitting _____ fire.
- 6 Harold is hiding _____ the chair.
- 7 Jack climbed _____ the beanstalk.
- 8 We divided the candy _____ us.
- 9 I dived _____ the river.
- 10 Don't go too _____ the edge.

Activity 3

Choose the correct conjunctions from the box to complete these sentences!

when	while	as	before
after	since	until	

- 1 Jack always brushes his teeth _____ he has eaten a meal.
- 2 It started to rain _____ the children were playing in the garden.
- 3 Let's go home _____ it gets dark.
- 4 Give this letter to Anne _____ you see her.
- 5 She has known Jack _____ he was a child.
- 6 The party began at 8:00 P.M. and lasted _____ midnight.
- 7 Alice looked unhappy _____ she walked in.

Activity 4

Memorize these irregular verb!

I	II	II	Meaning
Lay	Laid	Laid	Meletakkan
Lead	Led	Led	Memimpin
Lean	Leant	Leant	Menyandarkan
Leap	Leapt	Leapt	Melompat, loncat
Learn	Learnt	Learnt	Belajar

CHAPTER XVI

PHRASE TYPES

Just as a noun functions as the Head of a noun phrase, a verb functions as the Head of a verb phrase, and an adjective functions as the Head of an adjective phrase, and so on. We recognise five phrase types in all:

Phrase Type:	Head:	Example:
Noun Phrase	Noun	[the children in class 5]
Verb Phrase	Verb	[play the piano]
Adjective Phrase	Adjective	[delighted to meet you]
Adverb Phrase	Adverb	[very quickly]
Prepositional Phrase	Preposition	[in the garden]

For convenience, we will use the following abbreviations for the phrase types:

Phrase Type:	Abbreviation:
Noun Phrase	NP
Verb Phrase	VP
Adjective Phrase	AP
Adverb Phrase	AdvP
Prepositional Phrase	PP

Using these abbreviations, we can now label phrases as well as bracket them. We do this by putting the appropriate label inside the opening bracket:

[NP the small children in class 5]

Now we will say a little more about each of the five phrase types.

Noun Phrase (NP)

As we've seen, a noun phrase has a noun as its Head. Determiners and adjective phrases usually constitute the pre-Head string:

[NP the children]

[NP happy children]

[NP the happy children]

In theory at least, the post-Head string in an NP can be indefinitely long:

[NP the dog that chased the cat that killed the mouse that ate the cheese that was made from the milk that came from the cow that...]

Fortunately, they are rarely as long as this in real use.

The Head of an NP does not have to be a common or a proper noun. Recall that pronouns are a subclass of nouns. This means that pronouns, too, can function as the Head of an NP:

[NP I] like coffee

The waitress gave [NP me] the wrong dessert

[NP This] is my car

If the Head is a pronoun, the NP will generally consist of the Head only. This is because pronouns do not take determiners or adjectives, so there will be no pre-Head string. However, with some pronouns, there may be a post-Head string:

[NP Those who arrive late] cannot be admitted until the interval

Similarly, numerals, as a subclass of nouns, can be the Head of an NP:

[NP Two of my guests] have arrived
[NP The first to arrive] was John

Verb Phrase (VP)

In a VERB PHRASE (VP), the Head is always a verb. The pre-Head string, if any, will be a 'negative' word such as not [1] or never [2], or an adverb phrase [3]:

[1] [VP not compose an aria]
[2] [VP never compose an aria]
[3] Paul [VP deliberately broke the window]

Many verb Heads must be followed by a post-Head string:

My son [VP made a cake] -- (compare: *My son made)

We [VP keep pigeons] -- (compare: *We keep)

I [VP recommend the fish] -- (compare: *I recommend)

Verbs which require a post-Head string are called TRANSITIVE verbs. The post-Head string, in these examples, is called the

Direct object.

In contrast, some verbs are never followed by a direct object:

Susan [VP smiled]

The professor [VP yawned]

These are known as *Intransitive Verbs*.

However, most verbs in English can be both transitive and intransitive, so it is perhaps more accurate to refer to transitive and intransitive uses of a verb. The following examples show the two uses of the same verb:

Intransitive: David smokes

Transitive: David smokes cigars

Adjective Phrase (AP)

In an ADJECTIVE PHRASE (AP), the Head word is an adjective.

Here are some examples:

Susan is [AP clever]

The doctor is [AP very late]

My sister is [AP fond of animals]

The pre-Head string in an AP is most commonly an adverb phrase such as *very* or *extremely*. Adjective Heads may be followed by a post-Head string:

[AP happy to meet you]

[AP ready to go]

[AP afraid of the dark]

A small number of adjective Heads must be followed by a post-Head string. The adjective Head *fond* is one of these. Compare:

My sister is [AP *fond* of animals]

*My sister is [*fond*]

Adverb Phrase (AdvP)

In an ADVERB PHRASE, the Head word is an adverb. Most commonly, the pre-Head string is another adverb phrase:

He graduated [AdvP *very recently*]

She left [AdvP *quite suddenly*]

In AdvPs, there is usually no post-Head string, but here's a rare example:

[AdvP *Unfortunately for him*], his wife came home early

Prepositional Phrase (PP)

PREPOSITIONAL PHRASES usually consist of a Head -- a preposition -- and a post-Head string only. Here are some examples:

[PP *through the window*]

[PP *over the bar*]

[PP *across the line*]

[PP *after midnight*]

This makes PPs easy to recognise -- they nearly always begin with a preposition (the Head). A pre-Head string is rarely present, but here are some examples:

[PP straight through the window]

[PP right over the bar]

[PP just after midnight]

Phrases within Phrases

We will conclude this introduction to phrases by looking briefly at phrases within phrases. Consider the NP:

[NP small children]

It consists of a Head children and a pre-Head string small. Now small is an adjective, so it is the Head of its own adjective phrase. We know this because it could be expanded to form a longer string:

very small children

Here, the adjective Head small has its own pre-Head string very:

[AP very small]

So in small children, we have an AP small embedded with the NP small children. We represent this as follows:

[NP [AP small] children]

All but the simplest phrases will contain smaller phrases within them. Here's another example:

[PP across the road]

Here, the Head is across, and the post-Head string is the road. Now we know that the road is itself an NP -- its Head is road, and it has a pre-Head string the. So we have an NP within the PP:

[PP across [NP the road]]

When you examine phrases, remember to look out for other phrases within them.

Activity 1

Analyze and determine the kind of phrase the following questions!

1. Hard work
2. Enough dessert
3. Quite sweet
4. Mr. Sardi's sword
5. Very sensible
6. A luxurious bike
7. Fairly appropriately
8. Extremely dangerous
9. Good looking Fausia
10. A wonderful enough show
11. Strongly prosperous
12. Our Miss. Kalsum and Mujahidah on the stage
13. Finally seen magician
14. The chief of committee
15. No wonder

Activity 2

Memorize these irregular verb!

I	II	II	Meaning
Leave	Left	Left	Meninggalkan
Lend	Lent	Lent	Meminjamkan
Let	Let	Let	Membiarkan
Lie	Lay	Lain	Berbohong, Berbaring
Light	Lit	Lit	Menerangi

CHAPTER XVI

COMMON EXPRESSIONS

Common expressions are the words or discourse which are used in our daily. It is probably spoken in a certain way conveying a certain meaning. These expressions come in many forms, for instance, they are collocations, phrases, idioms or even phrasal verbs. Here are the following several common expressions.

1. I cannot give myself the lie (**give one the lie**;
membohongi)
Aku tidak bisa membohongi diriku sendiri.
2. They really gimme the creeps (**gimme the creeps**;
menjadi gemetar)
Mereka benar-benar membuatku gemetaran.
3. I have bargained that goods with the top dollar (**top dollar**; sangat mahal, harga yang sangat tinggi)
Aku sudah menawar barang itu dengan sangat tinggi.
4. You can say your say in this meeting. (**say one's say**;
mengeluarkan pendapat dengan bebas)
Kamu bisa mengeluarkan pendapatmu dengan bebas di pertemuan ini.

5. Have u shared and share alike those money. (**share and share alike**; membagi rata.) apa kamu sudah membagi rata uang itu.
6. Can't we even talk this over? (**talk over** ; merundingkan, mempertimbangkan)
Tidak bisakah di pertimbangkan ini.
7. After all, I've been working here for 10 year. (**after all** ; bagaimanapun)
Bagaimanapun aku sudah bekerja di sini selama 10 tahun.
8. This house is made up for of rooms. (**made up for** ; terdiridari)
Rumah ini terdiri dari beberapa kamar.
9. We were about to go went the phone is rang. (**about to**; hampir akan, mulai akan, baru saja akan)
Kami akan mau pergi ketika telpon berbunyi.
10. There's no point in argument. (**no point in**; Tak ada alasan)
Tak ada alasan buat membantah
11. We got a real flop. (**Real flop**; gagal)
Kami gagal.
12. She is as sharp as a tack (**sharp as a tack**; sangat pintar)
Dia sangat pintar.

13. You have to try to break the ice in your mind (**break the ice** ; mengatasi rasa malu dan segan)
Kamu harus mencoba mengatasi rasa malu dan segan di pikiranmu.
14. **Beak the news**; menyiarkan berita. Rasdiana is breaking the news. (Rasdiana sedang menyiarkan berita)
15. They gossip about car (**gossipabout**;mengobrol.)
Mereka mengobrol mengenai mobil.
16. He can sleep in Right and left. (**right and left** ;di segala tempat, di mana saja)
Dia bisa tidur di sembarang tempat.
17. Please show yours right - hand man to me. (**right – hand man**; tangan kanan.)
Tolong tunjukkan tangan kanan mu padaaku.
18. He always set eyes on that woman. (**set eyes on** ; melihat pada, main mata.)
Dia selalu melihat cewek itu.
19. Don't look on the dark side. (**look on the dark side** ; memandang dari segi yang buruk.)
Jangan memandang dari segi yang buruk.
20. He is a tender foot in my class.(**tender foot**;orang baru.) Dia orang baru di kelasku.

21. Do u know a proverb say that Handsome is as handsome does. (**Handsome is as handsome does**; lebih penting budi bahasa yang baik dari pada rupa yang elok.)
Apa kamu tau pribahasa yang mengatakan lebih penting budi bahasa yang baik dari pada rupa yang elok.
22. I'm sure you won't be out of work for long. (**out of work**; menganggur tanpa pekerjaan.
Aku yakin, kamu tidak mau menganggur sangat lama.
23. Are u not afraid to life of hand to mouth. (**life of hand to mouth**; hidup melarat.)
Apa kamu tak takut hidup melarat.
24. Don't **make a fass** (make a fass ; banyak omong, cerewet)
Jangan banyak omong.
25. We will **last out** on the place. (last out ; bertahan)
Kami akan bertahan di tempat ini.
26. **Easier said than done** ; more difficult than you think (Lebih sulit dari yang kamu bayangkan). This is easier said than done, aren't you? (Ini lebih sulit dari yang dibayangkan, bukan?)

27. **To get canned** ; to lose one's job. (Kehilangan pekerjaan). Ida has just got canned (Ida baru saja kehilangan pekerjaannya)
28. **Hang in there**; to not give up/to persevere (tekun). Riana always hangs in there. (Riana selalu tekun)
29. **Look on the bright side** (berpikir positif, optimis). Mr. Amzah is always looking on the bright side about his career. (Pk Amzah selalu berpikiran positif terhadap karirnya)
30. **Red handed** (Tertangkap basah), The learners are red handed when having examination. (Siswa-siswa tersebut tertangkap basah dalam ujian)

Activity 1

The lecturer instructs the students to tell about an unforgettable moments using minimally 7 (seven) common expressions above. Recorded is allowed and possibly done.

Activity 2

Memorize these irregular verb!

I	II	II	Meaning
Lose	Lost	Lost	Kehilangan
Make	Made	Made	Membuat
Mean	Meant	Meant	Berarti
Meet	Met	Met	Bertemu
Mislead	Misled	Misled	Menyesatkan

CHAPTER XVII

THE DISCOURSE FUNCTIONS OF SENTENCES

Sentences may be classified according to their use in discourse. We recognise four main sentence types:

1. Declarative
2. Interrogative
3. Imperative
4. Exclamative

Declarative Sentence

Declarative sentences are used to convey information or to make statements:

Dodi plays the piano

I hope we can come tomorrow

You've forgotten the milk

Declarative sentences are by far the most common type.

Interrogative Sentence

Interrogative sentences are used in asking questions:

Is this your book?

Did Riana receive my message?

Have Ahmed & Ade found a new job yet?

The examples above are specifically *Yes/No Interrogatives*, because they elicit a response which is either yes or no.

Alternative Interrogatives offer two or more alternative responses:

Should Syifa telephone you or send an email?

Do you want tea, coffee, or milk?

Yes/no interrogatives and alternative interrogatives are introduced by an auxiliary verb.

Wh- Interrogatives, on the other hand, are introduced by a wh- word, and they elicit an open-ended response:

What happened?

Where do you work?

Who won the UEFA Cup Final in 2005?

Questions are sometimes tagged onto the end of a declarative sentence:

Dodi plays the piano, doesn't he?

You've forgotten the milk, haven't you?

There's a big match tonight, isn't there?

These are known as *Tag Questions*. They consist of a main or auxiliary verb followed by a pronoun or existential there

Imperative Sentence

Imperative sentences are used in issuing orders or directives:

Leave your jacket in the hall!

Give me your phone number!

Don't shut the door!

Stop!

Tag questions are sometimes added to the end of imperatives:

Leave your jacket in the hall, will you?

Write soon, won't you?

In an imperative sentence, the main verb is in the base form. This is an exception to the general rule that matrix clauses are always finite.

Exclamative Sentence

Exclamative sentences are used to make exclamations:

What a crazy man he is!

How incredible you look!

The four sentence types exhibit different syntactic forms, which we will be looking at in a later section. For now, it is worth pointing out that there is not necessarily a one-to-one relationship between the form of a sentence and its discourse function. For instance, the following sentence has declarative form:

You need some help .

But when this is spoken with a rising intonation, it becomes a question:

You need some help?

Conversely, rhetorical questions have the form of an interrogative, but they are really statements:

Who cares? (= I don't care)

Activity 1

Identify the kind of the sentence below:

1. The car runs.
2. Runners don't always win.
3. Get the chalk on the floor!
4. Have the teachers explored the examples?

5. I didn't understand where this kid walked around.
6. What amazing this bike is!
7. Is this good for our health and soul?
8. Let me check this out!
9. Who knows?
10. What is there is mine.

Activity 2

Memorize these irregular verb!

I	II	II	Meaning
Pay	Paid	Paid	Membayar
Prove	Proved	Proven	Membuktikan
Quit	Quit	Quit	Berhenti
Read	Read	Read	Membaca
Rid	Rid	Rid	Membuang

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