

ENGLISH HANDBOOK

General English for Adult



A Book by
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English Handbook: General English for Adult

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KATA PENGANTAR

Puji syukur kepada Allah SWT atas selesainya English Handbook: General English for Adult. Handbook ini hanya berperan sebagai referensi utama untuk mata kuliah bahasa Inggris dengan level Adult (beginner).

Buku ajar ini dirancang untuk melengkapi peserta didik dengan pemahaman teoritis tentang *reading*, *writing*, *structure*, *vocabulary*, dan *integrated skills* bahasa Inggris peserta didik di tingkat pendidikan tinggi. Mata kuliah ini dikembangkan secara kolaboratif oleh dosen-dosen Universitas Muhammadiyah Sidoarjo.

Akhir kata, kritik dan saran sangat diharapkan untuk penyempurnaan buku ajar ini. Harapan kami semoga buku ajar ini dapat digunakan sebagai tambahan informasi dan bermanfaat bagi aktivitas pembelajaran mata kuliah bahasa Inggris di Program Studi Pendidikan Guru Sekolah Dasar, Fakultas Psikologi dan Ilmu Pendidikan, Universitas Muhammadiyah Sidoarjo.

Penulis

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UNIT 1

PERSONAL INFORMATION

A. Meet your new friend



1. Dialogue

Anna : **Hello, my name is Yumi Hagiwara**

Mark : **Hello, I am Mark Duggan**

Anna : How do you spell Duggan

Mark : D – U – G – G – A – N

Anna : **What is your address?**

Mark : 1433 Upper West Manhattan New York

What is your birthday, Anna?

Anna : March 15, 1987

The Expressions

Hello/hi/good morning

My name is/I am.....

What is your name?

What is your address?

What is your phone number?

What is your birthday?

How do you spell your name?

2. Vocabulary

Study the new words and their pronunciation

January February March April May June July August
September October November December

1 2 3 4 5 6 7 8 9 10 11 12 13 15 20 25 48 50 100 163

First name Middle name Last name Nickname
 City/town
 Province Country Zip code Home phone Mobile phone
 Classmate

3. Talk with your classmates. Complete the chart

| No | Name | Address | Birthday | Mobile Phone |
|----|------|---------|----------|--------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

4. Practice a dialogue with one of your friends

B. Pronunciation

Study the sounds /i/ and /ie/

| Sound /i/ | Sound /ie/ |
|------------------|-------------------|
| it | eat |
| sit | seat |
| knit | need |
| tin | teen |
| king | weed |
| win | seed |
| his | meat |
| is | east |

Note:

Sound /i/ can be written as i

Sound /ie/ can be written as ee and ea


C. Grammar Focus: Subject Pronoun and Possessive Pronoun


| Subject Pronoun | Example |
|--|---------------------------|
| I | I am a student |
| You (1 person) | You are my friend |
| You (2 person) | You are my friends |
| We (more than 1) | We are students |
| They (more than 1) | They are students |
| She (female) | She is a student |
| He (male) | He is a student |
| Subject Pronoun adalah kata ganti orang untuk posisi subyek dalam sebuah kalimat | |


| Possessive Pronoun | Example |
|--|------------------------------|
| I → my | This is my book |
| You → your | This is your book |
| We → our | These are our books |
| They → their | These are their books |
| She → her | This is her books |
| He → his | This is his book |
| <ul style="list-style-type: none"> • Possessive Pronoun adalah kata ganti untuk menunjukkan kepemilikan : Possessive pronoun + kata benda = my + book | |


- Perhatikan perbedaan cara penggunaan possessive pronoun di Bahasa Indonesia dan Bahasa Inggris
Bukuku — **my** book * tulisan cetak tebal adalah possessive pronoun

Practice. Complete the sentences. Use subject pronoun or possessive pronoun

1.  is a photographer.
2. Anton is (she)friend.
3. That is (I).....camera.

4.  are a family.

5.  is a boy.
6. (you)mother is beautiful.
7. Nina and Nuni are (we) names

8.  are a teacher and students.
9. (he)..... name is Dudi.
10. These are (their).....mobile phones

D. Integrated Skills

Listen to your teacher. Write T (true) or F (false)

1. What is her name?
2. My address is 2676 High Hill Northampton.
3. They are our friends.
4. Your birthday is July 12, 1978.
.....
5. Our country is Indonesia.
.....
6. His mobile phone is 0857 5564 7878.
.....
7. Laura is her first name.
.....
8. The spelling is M – I – C – H – A – E – L.
.....
9. He is a student and his name is Anto.
.....
10. This is your zip code.
.....

Tell the class about your friend. Choose one of your friends from the chart (A.3)

Example:

| N | Name | Address | Birthday | Mobile Phone |
|----------|------------------|------------------|--------------------|---------------------|
| 1 | Anton Prakoso | Kenanga 5 Sby | August 12, 1987 | 0821 4546 7879 |
| 2 | Aura Andriana | | | |
| 3 | | | | |

My friend's name is Anton. His address is at Kenanga 5 Surabaya. His birthday is August 12, 1987. His mobile phone is 0821 4546 7879.

Read the paragraph.

I have a new friend at work. Her name is Larasati Indria Lukman. Her nickname is Raras, but people in my office like to call her Ara. She is not only nice but also smart. She was born on May 21, 1992. She lives with her grandmother at Sukapura 12, Surabaya, East Java, 75433. She has just moved from Palembang. Her number is 081 3313 82821.

Based on the paragraph fill out the library card application

| Library Card Application | | |
|--------------------------|---------------|-----------|
| | | |
| First name | Middle | Last Name |
| | | |
| Address | | |
| | | |
| City | Province | Zip Code |
| | | |
| Mobile phone | Date of Birth | |

E. Idiom

“ Piece of a cake” means very easy

For example

I like math, and I can do math homework easily. Mathematics is a piece of a cake.

UNIT 2

PICTURING A FRIEND

A. How is she like?



1. Dialogue

Dwi and Ira are university students. They are talking about a new lecturer

Dwi : I heard we have a new lecture. Do you know who she is?

Ira : Yes, her name is Annisa

Dwi : **How is she like?**

Ira : **She is slim and her height is average. Her skin is fair. She has a dimple**

Dwi : **How is her hair?**

Ira : **Her hair is a black shoulder-length.**

Dwi : **How is her outfit?**

Ira : **She loves to wear dark dress and flat shoes.**

The Expressions

How is she/he like? How does she/he look like?

Her/his..... Is.....

He/she has..... She/he is tall/slim

2. Vocabulary

Study the new words and their pronunciation

tall short /pretty short average height tin

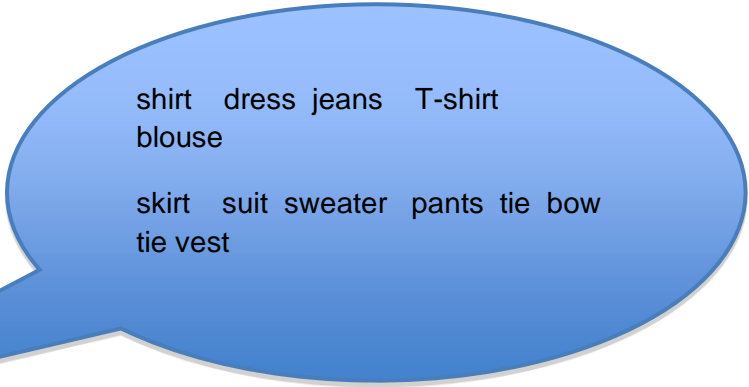
slim heavy/fat average weight mole dimple

Appearance

Short long shoulder-length hair curly

wavy straight blond black mustache

Hair



shirt dress jeans T-shirt
blouse

skirt suit sweater pants tie bow
tie vest

Clothing



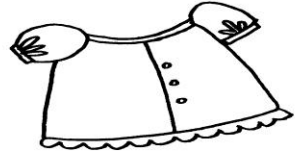
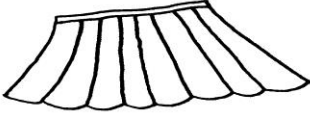
To look like

To wear

Verbs

3. Tell the class. What are they?





Example : This a shorts

4. Practice a dialogue with one of your friends

B. Pronunciation

Review

How do you pronounce them?

king

meet

eat eat

it win

sit teen

eat is

C. Grammar Focus: Simple Present

| Subject | Predicate (to be + noun/adjective) | |
|---------------------------------------|---|------------------------------------|
| | to be | Noun/adjective |
| Her hair (subyek tunggal) | i s (to be untuk subyek tunggal) | black (adjective = kata sifat) |
| Their hairs (subyek jamak) | a r e (to be untuk subyek jamak) | black and blond (2 kata sifat) |
| She/he (subyek tunggal) | i s (to be untuk subyek tunggal) | a student (noun = kata benda) |
| We/they (subyek jamak) | a r e (to be untuk subyek jamak) | students (2 kata benda) |
| I (subyek tunggal) | a m (to be khusus untuk subyek I) | Nita (kata benda) |
| i t | i s | a shirt |

| | | |
|--|---|---------------|
| (subyek tunggal benda) | (to be untuk subyek tunggal orang maupun benda) | (kata benda) |
| Untuk membuat kalimat negatif tambahkan “not” sesudah to be “her hair is not black. | | |

WH Questions

Wh question adalah kalimat tanya dengan menggunakan kata tanya what, who, where, how dst.

What = untuk menanyakan benda atau yang dianggap sebagai kata benda contoh nama orang

Who = untuk menanyakan orang

Where = untuk menanyakan tempat

Whose = untuk menanyakan orang sebagai pemilik

How = untuk menanyakan cara/ tampilan dari sebuah benda

| WH | Sentence Order |
|-------------|----------------|
| <u>Tono</u> | is his name |
| <u>What</u> | is his name? |

Jika jawaban dari pertanyaan posisinya sebagai subyek maka cara menyusun kalimat tanya adalah dengan menambahkan kata tanya menggantikan subyek.

What (Tono) is his name?

| | |
|--------------|------------------------|
| Tono | is <u>in his house</u> |
| Where | is Tono ? |

Where adalah kata tanya untuk menanyakan tempat.

Dalam contoh kalimat tanya diatas jawaban pertanyaan

posisinya bukan sebagai subyek maka cara menyusun kalimat tanya Wh + to be + subyek /+ pelengkap kalimat ?

Practice. Complete the sentences. Use the correct form of to be (am is are)

1. Her outfit beautiful.
2. Dika and Mira friends.
3. He tall and slim.
4. Your hair long and blond.
5. We classmate.
6. Our T-shirts wet.
7. I an Indonesian.
8. Their pants blue.
9. That skirt and high heels mine.
10. Her beltis here.

Write Wh question. Use the right Wh Question

Example: Nina is a doctor. What is Nina ?

1. Dika and Mira are friends.

2. Dika and Mira are friends.

3. My jacket is on the table.













4. My jacket is on the table.

5. The dress is beautiful.

6. Yuda is a teacher.

D. Integrated Skills

Listen to your teacher. Circle the right answer.

1. There is a _____ a.  b. 
2. The _____ is expensive. a.  b. 
3. How does _____ look like? a.  b. 
4. She wears _____ a.  b. 
5. Her hair is _____ a.  b. 
6. She has _____ a.  b. 

7. He has _____



Read the profile. Guess who is he?

He is one of the most famous people in the world. He is an American. His hair is very short and black, and his skin is black. He is of average height and slim. He wears a black suit and tie. Who is he? Is he Barack Obama or Denzel Washington?

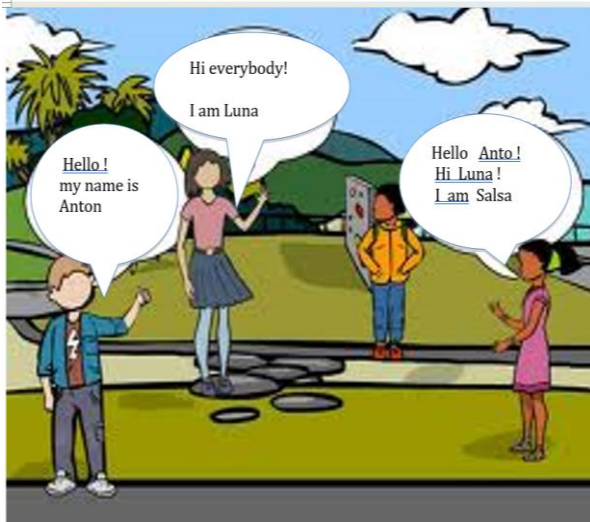


or



He is _____

Write a short paragraph. Describe Anton, Luna, and Salsa in only a few sentence



Anton

He is Anton. His hair is short and blond. He wears

Luna

Salsa

UNIT 3
A HOUSE

A. How is it like?



1. Dialogue

Dwi invites Ira to her party but Ira does not know Dwi's house. So they are talking about Dwi's house.

Ira : **What is your address?**

Dwi : Panglima Sudirman 5 Sidoarjo

Ira : **Is it at the main road?**

Dwi : Yes it is.

Ira : **How is it like?**

Dwi : **It is a small house with two floors**

Ira : **What is the color?**

Dwi : It is beige.

Ira : wow it is really a nice color

The Expression

Where do you live?/what is your address? It is at the main road?

It is a house with..... How is the house like?

2. Practice a dialogue with one of your friends.

3. Vocabulary

Study the new words and their pronunciation

HOUSE



| PARTS OF THE HOUSE | OBJECT IN THE ROOM |
|--------------------|--------------------|
| Bedroom | Bed, pillow,..... |
| | |
| | |

| | |
|--|--|
| | |
| | |
| | |
| | |
| | |



It is **yard**



It is **fence**



It is a **garage**



It is a **veranda**



It is a **wardrobe**



It is a **sofa**



It is a **fan**



it is a **painting**



It is a **door mat**



They are **vases**

4. Mention 5 objects in your bedroom and ask 5 objects in your friend's bedroom.

Objects in your bedroom

Objects in your friend's bedroom

1. _____ 1. _____

2. _____ 2. _____

3. _____ 3. _____

4. _____ 4. _____

5. _____ 5. _____

B. Pronunciation Corner

Study the sounds /f/ and /v/

| Sound /f/ | Sound /v/ |
|-----------|-----------|
| fan | van |
| fast | vast |
| face | vase |
| fish | vise |

| | |
|-------|---------|
| famer | vampire |
| ferry | very |
| fault | volt |

Practice: sound /i/, /f/ and /v/

1. It is a fan
2. It is a van
3. It is his fault
4. It eats a fish
5. It is vast ferry
6. It is a fast van
7. Meet a vampire
8. A tin of fish
9. Need vise and vase
10. A very ferry seat

C. Grammar Focus: Subject it and Preposition (1)

1. It for subject pronoun



This is a high heel. **It** (high heel) is red.



Her hair is black. **It** (her hair) is long.



What is the color of the house? **It** (the color)
is beige.

It dapat menjadi subyek dari suatu kalimat untuk menggantikan subyek benda atau subyek yang merupakan kata benda seperti nama dan warna. **It** untuk menggantikan subyek benda tunggal. Jika jumlah subyek benda jamak dapat menggunakan pronoun **they**.

2. Nonreferential It



It is January



It is ten

I

Referential it adalah it yang tidak mengacu pada benda tertentu/ tidak menggantikan kata(benda) tertentu sebagai subyek. It hanya memenuhi fungsi sebagai subyek saja dalam sebuah kalimat karena dalam sebuah kalimat harus ada subyek. It is January, it disana tidak menggantikan kata benda lain sebagai subyek sebagaimana it sebagai subject pronoun. Makna it menjadi jelas oleh kata January.

3. Preposition



The vase **is on** the table.

(X) The vase on the table.

The carpet **is under** the table.

(X) The carpet under the

table.

The painting **is on** the wall.

(X) The painting on the wall.

The sofa **is in** the room.

(X) The sofa in the room.

The lamp **is above** the table and sofa. (X) The lamp above the table and sofa.

On, under, in dan **above** adalah beberapa contoh dari preposition. Dalam konteks kalimat di atas preposition digunakan untuk menunjukkan posisi/letak suatu benda. Untuk menerangkan posisi/letak benda dalam sebuah kalimat maka to be harus selalu ada. *The vase **is** on the table* bukan *The vase on the table.* (lihat contoh-contoh kalimat di sebelah kanan dengan tanda silang)

Practice. Write a sentence to describe the picture. Use it (subject) or/and preposition

Example:



1.

It is eight.



2. _____

3. _____

4. _____

5. _____



6. _____

7. _____

8. _____



9. _____

10. _____

D. Integrated Skills

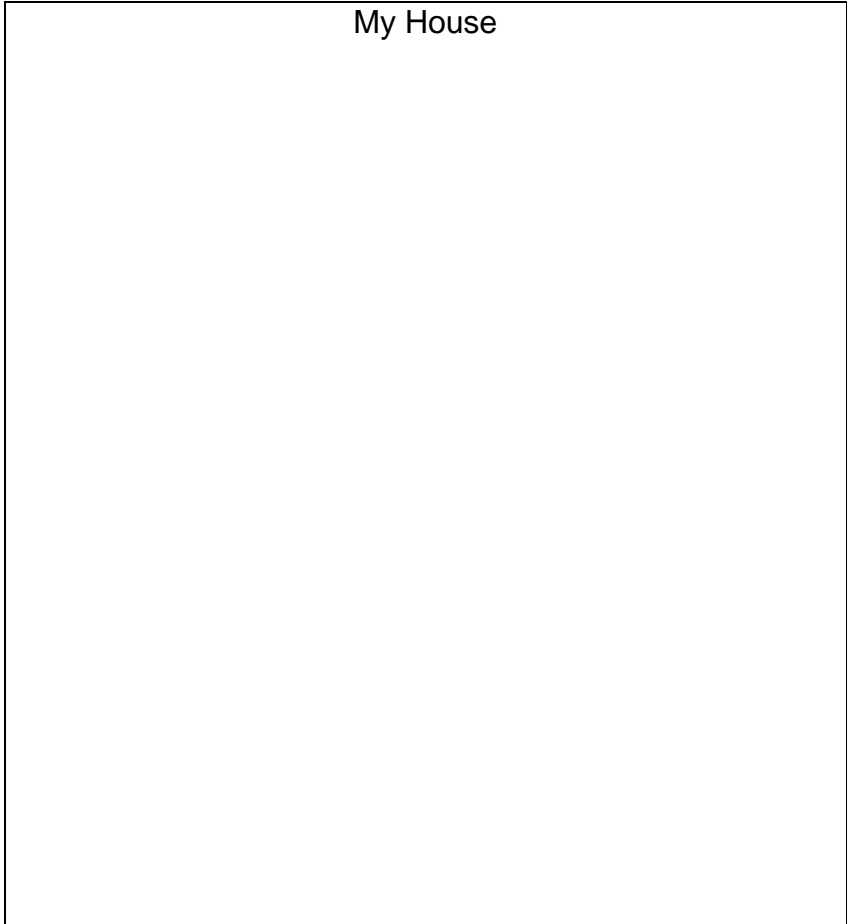
Listen to your teacher. Complete the paragraph.

Our _____

There are _____ rooms in my _____. They are two bedrooms, a _____, a kitchen, a _____, a dining room, a _____. One bedroom is for my father and mother. Another _____ is for my sister and me. _____our room, there are a big bed, a _____, a fan, a table and _____. The lamp is _____ the bed. It is a unique _____. My father bought _____ in Bali. In our room, there is a pretty _____ also. It is _____ the table. It _____pink. My sister loves it very much. **Draw your house.**

Find a partner. In turn, describe your house and mention some objects in your house.

My House



Look at the picture carefully. Answer the questions



This is Mr. Linkletter's house. It is at Grove Street 5, Upper West Bennington

Questions

1. Whose house is it?
2. What is the address?
3. Mention parts of the house
4. Mention few objects in the room
5. Where are they?

E. Idiom

“Rain cats and dogs” means it rains hard

I cannot go out because it rains cats and dogs.

UNIT 4

DOWNTOWN

A. Where is it?



1. Dialogue

Ira has just moved to downtown. She wants to know where some buildings are.

Ira : Anton **Where the cinema is?**

Anton : **It is at Pemuda street.**

It is across the National Bank and it is next to city park.

Ira : **Is it far?**

Anton : No. it is not really far

Ira : **How about the Hospital?**

Anton : **The Hospital is at the corner of Pemuda Street**

Ira : I see. Thank you

Anton : You are welcome

The expression

Where is it? It is at It is across..... It is
next to It is at the corner of.....

2. Practice a dialogue with your friend

3. Vocabulary

Study the new words and their pronunciation



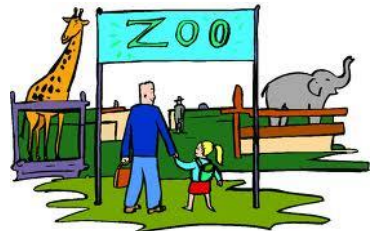
Cinema



Gas Station









Find more places or buildings in the town



Buildings/Places/Spots

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

B. Pronunciation

Study the sounds /p/ and /k/

| Sound /p/ | Sound /k/ |
|-----------|-----------|
| pen | can |
| pencil | kid |
| people | cook |
| up | cake |
| tap | Kite |
| apple | case |
| paper | across |

C. Grammar Focus: Article (a, an, the) and Preposition

(2) Article a, an and the

Setiap kata benda tunggal yang dapat dihitung (count noun) di bahasa Inggris selalu didahului oleh article baik a, an atau the.

| | Singular/plural | Count/noncount | Sound | Indefinite/definite |
|------------|-----------------|----------------|-----------|---------------------|
| a | singular | count | consonant | indefinite |
| an | Singular | count | vocal | indefinite |
| the | both | both | both | definite |

Example: article a

1. This is **a hospital**.
2. She buys **a vast**.

Article a digunakan untuk kata benda tunggal yang dapat dihitung, bunyi awal mati dan mengacu pada makna umum. *Hospital* dan *vast* keduanya adalah benda tunggal (singular) yang dapat dihitung secara mudah setiap satuannya (countable noun) berbeda dengan beras (non countable noun) yang tidak mudah dihitung secara satuan. Bunyi awal kedua kata benda tersebut adalah bunyi huruf mati H dan V. A hospital dan a vast di dalam dua kalimat tersebut mengacu pada hospital dan vast secara umum.

Example: article an

1. That is **an island**.

2. They study for an hour.

Article an digunakan untuk kata benda tunggal yang dapat dihitung, bunyi awal hidup dan mengacu pada makna umum. *An hour* meskipun secara tulisan diawali oleh huruf h tetapi ketika dibaca menjadi bunyi hidup (en awer).

Example: article the

1. This is a book. **The book** is expensive.

2. These are islands. **The islands** are beautiful

Article the digunakan untuk kata benda baik tunggal maupun jamak, yang dapat dihitung maupun tidak, bunyi awal mati maupun hidup. Tetapi article hanya digunakan untuk merujuk pada kata benda tertentu (spesifik). *The book* dan *the islands* yang ada pada dua kalimat disana bukan book dan island secara umum tetapi *book* dan *islands* yang telah disebutkan sebelumnya.

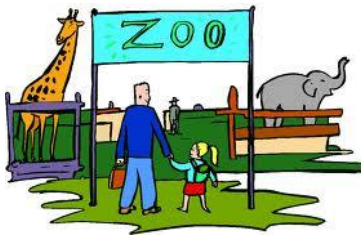
Practice: Complete the following paragraph by using a, an, the or no article x

Nowdays, _____houses are expensive. _____ small house with two bedrooms in _____downtown is around 100 millions. My friend, Nina, just bought _____ house. _____ house is not really expensive. _____ house is located in _____ suburb. It has three bedrooms and two bathrooms. She painted _____ bedrooms green. All bedrooms have _____ mirrors. _____aisle connects the living room and the entrance.

Preposition (2)



Nina walks **along** the street



They walk **toward** the zoo.

3.  Nina walks **away from** the school



4.  Nina is **next to/beside** the school

5.  Nina is **in front of** the school



6.



Nina is **between** gas station and school

7.



Nina is **in back of/behind** the gas station

D. Integrated Skills.

Listen to your teacher. Write T (true) or F (false)

1. Where is the hospital?

.....

2. My apartment is in front of the bank.

.....

3. They walk along the street.

.....

4. You study at the university.

.....

5. She have dinner at a restaurant every Sunday.

.....

6. Dina walks toward the mall.

.....

7. Laura is next to the building.

.....

8. Lina and Devi cooks every 5 PM.

.....

9. The mosque, the park and the market are in the same street.

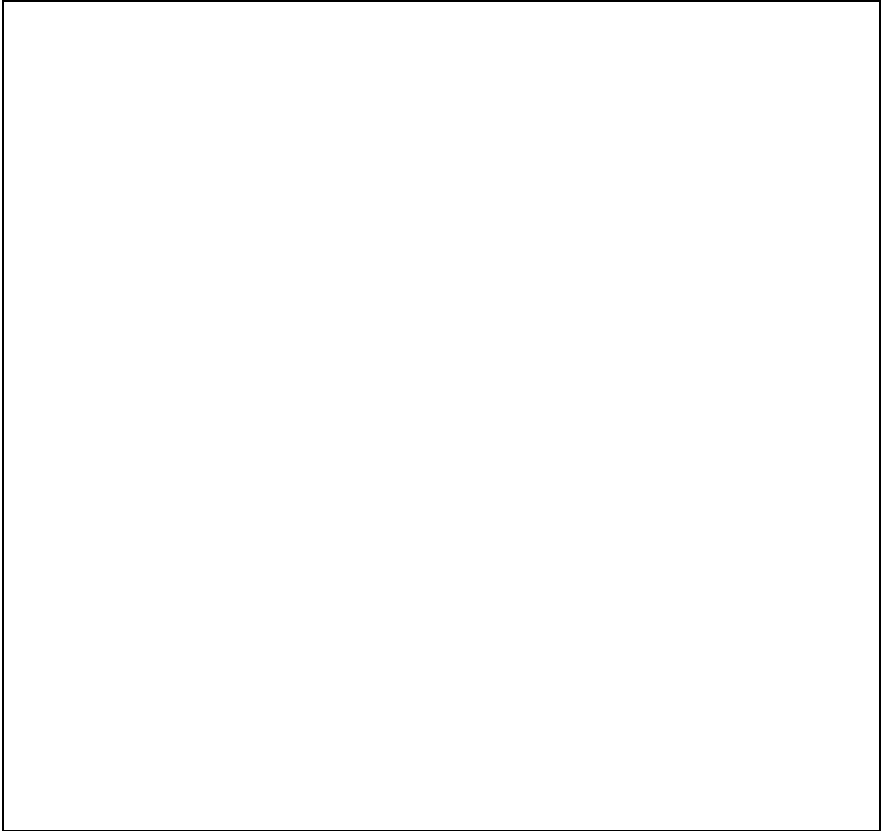
10. What does they do?

.....

Study the map. Tell your partner where the buildings/places are



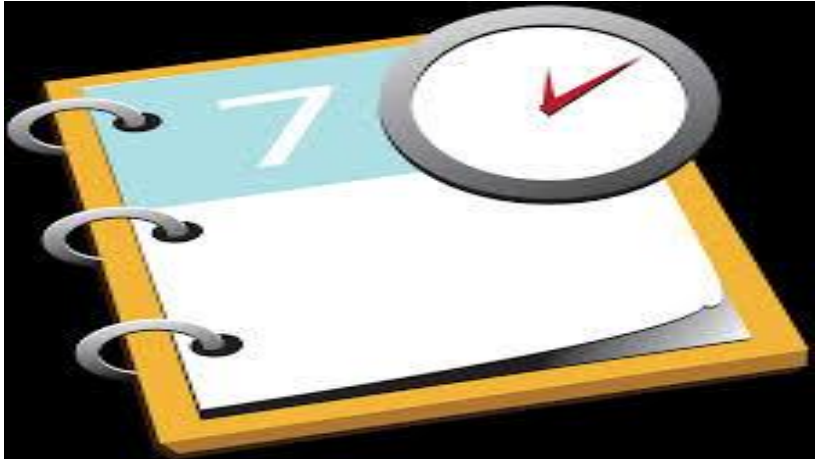
Draw a simple map of your neighborhood. Write a short paragraph about the location of your house.



UNIT 5

TIME

A. What time is it?



1. Dialogue

It is six morning already but Nina is still sleeping. Her mother is trying to wake her up

Nina's mother : Nina wake up! **It is 06:00 am already!**

Nina : (open her eyes) **what time is it now?**

Nina's mother : **It's six o'clock**

Nina : Oh No! I am late!

Nina's mother : What time is your interview?

Nina : **It is 07:00**

Nina's mother : **How long will it take?**

Nina : I am not sure mom maybe one hour

Nina's mother : So hurry up

The Expressions

What time is it? What time is your meeting? What time is the show?

How long will it take? How long will the meeting take?

How long will the show take?

It is four o'clock it is 7 o'clock in the morning two hours

2. Practice a dialogue with one of your friends

3. Time expressions

1 hour = 60 minutes

1 minute = 60 seconds

15 minutes = a quarter

30 minutes = a half

AM = 12:00 morning – 11:59 noon PM = 12:00 noon – 11:59 midnight



9:00



10:10

Nine o'clock

Ten – ten

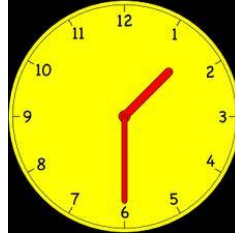
Ten past ten



12:15

Twelve – fifteen

It is a quarter past twelve



2:30

two - thirty

It is a half past two



1:50

one – fifty

It is ten to two



11:45

eleven – forty five

It is a quarter to twelve

Practice: Draw the hands on the clock and tell what time it is

4. Vocabulary



1. Clean the house
2. Wash the dishes
3. Do laundry
4. Iron the clothes
5. Feed the baby
6. Feed the cat

7. Take the dog for walk
8. Study
9. Go to work
10. Go to school
11. Drive the car
12. Get on the bus
13. Work
14. Go shopping
15. Get home

B. Pronunciation

Review: Pronounce them correctly

it

eat

king meat
is east
fan van
ferry
very
face vase
pen cook
paper case
pencil kid

C. Grammar Focus: simple present

Simple Present

| Wh Question | | | |
|--------------------|------|------------------------|--------------------|
| What | do | I you we they | do every morning ? |
| What | does | she he | do every morning? |

| Answer | | | | |
|------------------------|--------|-----|-------|---------------|
| You I We They | clean | the | house | every morning |
| She He | cleans | the | house | every morning |

| Time Words | | |
|-------------------|--------|---------|
| every day | always | usually |

Example:

1. What do you every night?

2. What time does he go to work?
3. Where do I study every day?
4. We do our laundry every Saturday night.
5. Usually, He drinks coffee at the coffee shop.
6. I study at the school every day.

Practice. Complete the sentences. Use the correct form of the verb

Example;

Ria _____(have) breakfast at 7:00 am

Ria has breakfast at 7:00 am.

1. What _____ you _____(do) usually in the morning?
I _____(read) newspaper.
2. Where _____ Yulia _____ (do) shopping every weekend?
Yulia _____(do) shopping at the mall.
3. Nina and Ira _____(buy) magazines at Rama book store.
4. We _____(play) badminton at the city park.
5. You and I _____(cook) dinner at 6 PM.
6. He _____(work) at the gas station.

7. They _____ (visit) their family every year.
8. Anton _____ (get) home at 12:30 pm.
9. The workers _____ (leave) the work in the afternoon.
10. Usually, my mother _____ (drive) a car to visit her friends.

D. Integrated Skills

Listen to your teacher. Complete the sentences

1. Every morning Linda _____ to school at six o'clock.
2. She gets home at ____:____
3. Her father _____ at _____ drug store.
4. He leaves the house at ____:____ or ____:____.
5. Her mother is a nurse. She works in the afternoon. She works from three o'clock until _____ pm. usually she gets home thirty _____ later.
6. Her young brother _____ a cat. He _____ his cat twice _____ day.
7. He _____ during evening.
8. Linda helps her mother to _____ every weekend.
9. She also _____ her _____.
10. But she and her brother _____ like _____ their clothes.

Retell the activities of Linda's family to the class.

This is Linda's schedule. Write a paragraph about Linda's daily activities.



Every morning Linda wakes up at seven o'clock and does her morning chores.

A. Who is he?



1. Dialogue

Vevey is visiting Erma and she is looking at a family album.

Vevey : **Who is he?**

Erma : Oh they are Rifky and Rafi, **my nephew.**

Vevey : He is cute. **Who wears traditional Javanese clothing?**

Erma : He is his brother Rifky.

Vevey : **How old is he?**

Erma: Ehm, I'm not sure... I think Rifky is six now, and Rafi is four.

Nina : You must be proud of them

The expression

Who is he/she?

Who are they?

He is my nephew

he is my nephew

Who is next to her/him? Who wears Javanese clothing?

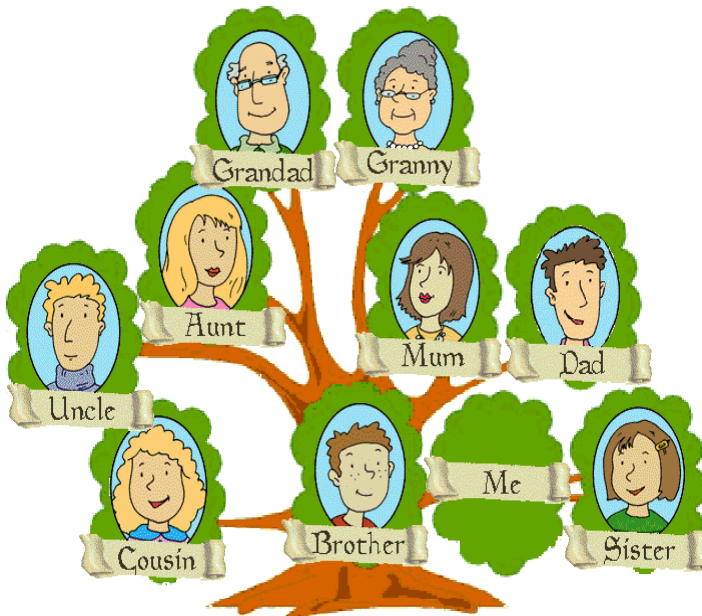
How old is he?

How old is she?

2. Practice a dialogue with your friend

3. Vocabulary

Study the new words and their pronunciation



Write down names of your family

Your name = _____

Your father's name = _____

Your mother's name = _____

Your sister's name = _____

Your brother's name = _____

Your grandfather's name = _____

Your grandfather's name = _____

Your uncle's name = _____

Your aunt's name = _____

Your cousin's name = _____

Your niece's name = _____

Your nephew's name = _____

More daily activities. Find the right pictures for the right activities

DAILY ACTIVITIES DOMINOS

| | | | |
|------------------|---|----------------|---|
| PUT ON MAKE UP |  | WAKE UP |  |
| BRUSH YOUR TEETH |  | TAKE A SHOWER |  |
| WASH YOUR FACE |  | COMB YOUR HAIR |  |
| TAKE A BATH |  | SHAVE |  |
| GET DRESSED |  | HAVE BREAKFAST |  |
| GO TO WORK |  | HAVE LUNCH |  |
| GO BACK HOME |  | COOK |  |

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B. Pronunciation

Study the sounds /uw/ and /u/

| Sound /uw/ | Sound /u/ |
|------------|-----------|
| soon | cook |
| noon | book |
| moon | look |

| | |
|-------|------|
| to | took |
| two | put |
| room | push |
| loose | good |

B. Grammar: simple past (negative and interrogative form)

Negative Form

| | | | |
|-----------------------------|----------|------|----------------------|
| She combs her hair | | | |
| She | does not | comb | her hair |
| They have lunch at the cafe | | | |
| they | do not | have | lunch at the cafe |

Interrogative Form

| | | | |
|-----------------------------|-----|------|-----------|
| She combs her hair | | | |
| Does | she | comb | her hair? |
| Yes, she does | | | |
| They have lunch at the cafe | | | |

| | | | |
|-----------------|------|------|-------------------|
| Do | they | have | lunch at work? |
| No, they do not | | | |

Practice: Complete the following sentences with present tense form of the verbs in parentheses

Example: He _____ (do) his laundry every morning.

He does his laundry every morning.

1. I _____ (be) ready to go work.
2. Helen _____ (put) on her make-up every morning.
3. Her brothers _____ (not go) work on Saturdays.
4. Her little sister _____ (have) breakfast at 6:30 am.
5. _____ (do) her sister have breakfast at 7:00 am?
6. Anton _____ (not get) dressed quickly.
7. We _____ (wake up) early everyday.
8. _____ (do) they cook ?
9. Lia and Dian _____ (go) back home in the afternoon.

10. You _____ (wash) your hands every time you get home.

D. Integrated Skill

Listen to your teacher. Write true or false



1.



2.



7.



8.



9.





10. _____

Write sentences based on the clues.

Example:

Usually/feed/3:00 Usually, I feed my cats at 3:00 pm.

1. Usually/go/6:45

2. Everyday/take a bath/7:00

3. Sometimes/have lunch/1:00

4. Every Sunday/not/iron

5. Do/put on make up

6. When/study/everyday

7. Does/cook/6pm

8. When/work

9. Usually/not/go

10. not/shave

After writing the sentences above, with your partner do short a dialogue using the sentences.

Example. Usually I feed my cats at 3:00 pm

A : Who usually feed the cats?

B : I usually feed the cats

A : What time do you usually feed the cats?

B: I feed the cats at 3:00 pm

Unit 7

Weekends

1. Where did you go?



1. Dialogue

Toni met Anton at the mall.

Toni : Hi how are you?

Anton : I am good. How are you?

Toni : Fine thanks. **I went to your house last weekend.**

Anton : I am sorry. **I was not at home.**

Toni : Yes your mom told me. **Where did you go?**

Anton : **Oh I went to the cinema.** I saw a good movie last week

Tony : Really? What movie?

Anton : It was thriller movie

The Expression

Where did you go last weekend? What did you do last weekend?

I went to the cinema I went to my friend's house I stayed at home

2. Practice a dialogue with your friend

3. Vocabulary

Study the new words and their pronunciation



go hiking



do gardening



read a book



go fishing



watch TV



visit a friend



play chess



have friends over



do homework



bake a cake

Practice: Write down the meaning

1. Go hiking =

2. Do gardening =

3. Read a book =

4. Go fishing =

6. Visit a friend =

7. Play chess =

8. Have friends over =

9. Do homework =

10. Bake a cake =

B. Pronunciation

Study the sounds /TH/ and /th/

| Sound /TH/ | Sound/th/ |
|------------|-----------|
| that | thee |
| this | think |
| they | theme |
| these | thank you |
| the | bath |
| them | south |

C. Grammar Focus: Simple Past

| Wh Question | | | |
|-------------|------------|------------------------|------------------|
| What | did | I you we they | do last Sunday ? |
| Where | did | she he | do last Sunday? |

| Answer | | | | |
|------------------------|----------------|-----|-----------|-------------|
| You I We They | cleaned | the | house | last Sunday |
| She He | went to | the | bookstore | last Sunday |

Negative Form

| | | | | |
|--|----------------|-------|-------------------------|--|
| I cleaned my house last Sunday | | | | |
| I | did not | clean | my house last Sunday | |
| She went to the book store last Sunday | | | | |

| | | | |
|-----|----------------|-------|------------------------------|
| She | did not | go to | the bookstore last Sunday |
|-----|----------------|-------|------------------------------|

Interrogative Form

| | | | |
|-----------------------------------|-----|-------|-------------------------------|
| I cleaned my house last Sunday | | | |
| Did | I | clean | my house last Sunday ? |
| Yes, you did | | | |
| She went to bookstore last Sunday | | | |
| Did | she | go to | the bookstore last Sunday? |
| No, she did not | | | |

| | | | | |
|------------|-----------|-------------|-----------|-----------------|
| Time words | | | | |
| Last week | yesterday | last Sunday | last year | last weekend |

Practice: Complete the following sentences with past tense form of the verbs in parentheses

Example : I _____ (go) to the cinema yesterday.

I **went to** the cinema yesterday.

1. Mary and I _____(visit) our friends during last weekend.
2. She _____(do) her homework this morning.
3. Yesterday, we _____(not/meet) the doctor but we _____ (call) him.
4. Doni and Dian _____(play) chess for the whole day.
5. My sister were at home because she _____ (have) her friends over. They _____(cook) lunch and _____ (bake) some muffin.
6. Last night, I _____ (am) at home and _____ (watch) a talk show on TV.
7. Ani _____(is) sick therefore _____(not/go) to work.
8. My cousin_____ (play) soccer last Sunday.
9. The students _____ (visit) the museum last year.
10. Anto and her wife _____(are) busy last week.

D. Integrated Skill

Listen to your teacher. Circle the right answer.

1. Baked Take

- | | |
|-----------------|-----------------|
| 2. Some | Saw |
| 3. Watched | Stayed |
| 4. Played chess | Played football |
| 5. Went home | Went hiking |
| 6. Had | Dad |
| 7. Sunday | Monday |
| 8. When fishing | Went fishing |
| 9. Did not read | Did not reach |
| 10. When | went |

Talk with your partner.

Example : 7:00/go for dinner

A: What time did you go for dinner last night?

B: I went for dinner at seven o'clock

1. 5:30/watch TV
2. 8:00/visit a friend

3. 9:15/clean the room
4. 9:45/go shopping
5. 10:00/do homework

UNIT 8

REOG PONOROGO

A. READING



(Source: https://rm.id/images/reog-ponorogo_121821.jpeg)

Reog is a traditional dance that becomes the main identity for Ponorogo regency. Because of this, Ponorogo is also known as Reog city. This theatre has been known widely in Indonesian even foreign tourists. Reog National Festival is held every years along the anniversary of Ponorogo regency and Grebeg Suro celebration. Reog dance is also staged full moon nightly in paseban, Ponorogo

Town Square. Reog told about the struggle for a prince who will propose to a lovely pretty princess. This dance is staged about 25 - 40 dancers and the musician. The interesting of Reog is his main leading figure named Singo Barong. The dancer of Singo Barong bear the mask about 30 - 40 kg weight and supported by the strength of their teeth. The other leading figure in Reog include Kelono Sewandono, Bujang Anom, Jatil and Warok. The visitors can enjoy this traditional dance only in Ponorogo, East Java - Indonesia. The only area that has REOG dance is Ponorogo, not in other country.

1. Glossary:

- a. Foreign: asing
- b. Anniversary: peringatan tahunan
- c. Regency: daerah
- d. Celebration: perayaan
- e. Figure: tokoh

2. Exercise

- a. What is reog?
- b. Where is it from?
- c. When is it held?
- d. Mention the figures in reog?
- e. What story does inspire reog?

B. Grammar

PRESENT PROGRESSIVE

The present Continuous (progressive) describes what is happening at the moment. It is also used to describe a plan for the near future (this evening, next week, on Sunday, etc.). The present continuous (progressive) is often used with: now, at the moment, today, this morning—afternoon—evening.

For example:

- (+) David is reading a book, now.
- (-) David is not reading a book, now.
- (?) Is he reading a book?

| The form: | Subject | to be | Verb+ing |
|------------------|----------------|--------------|--------------------------------------|
| | Nadya is | | reading a book, now. |
| | They | are | studying Math, now. |
| | You | are | doing a homework, now. |
| | I | am | sleeping on the sofa, at the moment. |

We are taking the English subject,
this semester.

Those sentences above expressing situations which are happening at the moment, which started sometimes in the past, still continue until now, and will end sometimes in the future.

Practice: Using the words in parentheses, complete the text below with the appropriate expressions.

Example: I (fish)..... with my friends from one hour ago until the next two hours.

Answer: I am fishing with my friends from one hour ago until the next two hours.

1. Look! Kinnan (work) in the garden.
2. I (watch) TV at the moment.
3. Listen! Roy and Veal (play) the piano.
4. Laura (rest)right now.
5. I (talk) on the phone at this moment.

6. Edward (cook) dinner now.
7. We (renovate) our house this week.
8. This month we (stay) with my sister.
9. Abi, what (be/you/do) in the kitchen, now?
10. Why (be/it) so long?

C. Dialogue

Here is situation the form of a phone conversation between Nanda and Sevy.

Nanda : Hello Sevy.

Sevy : Hi Nanda, How're you?

Nanda : I'm good. I hope that I am not phoning you at the wrong time. Are you busy?

Sevy : No, I am browsing on internet, now. Why?

Nanda : Umm..... I am calling you because I want to remind you that we are going to have a group project, next week. I am collecting some articles from magazines, now. What are you doing?

Sevy : Don't worry. I am searching some information from websites for it as well. Roy is one of the members of the group, right? What is he doing for it?

Nanda : His job is to provide the media. I am sure that he is preparing some videos, now. I hope tomorrow we can meet after the English class.

Sevy : OK. I'll see you tomorrow then!

Practice:

Now, make your own conversation about your friends' activity now, tonight and currently (around this moment), then practice it!

UNIT 9

SLAMETAN

A. READING



(Source: <https://www.google.com/imgres?q=SLAMETAN>)

Slametan is a communal feast that is quite special for the Javanese people. This ritual practice is inseparable from the process of Islamization in Java. People can conduct the slametan in response to birth, marriage, sorcery, death, moving house, bad dreams, harvest, name-changing, opening a factory, illness, circumcision, starting a political meeting, and other occasions.

The slametan consists of three principle elements namely ujub (invocation), donga arabic (prayer) and the meal. Ujub is a statement of intent which is delivered by the host to welcome the guests. In ujub, he explains the purpose of the slametan, and names spirits who have been invited and to whom the meal has been dedicated. The number of spirits ranges from the prophet Muhammad, the nine walis, the spirits of host's ancestors, and other important spirits. Thus, the invocation of these spirits is to identify as many sources of blessing as possible. After ujub is completed, it is followed by a donga. While the modin (the official village religious specialist) is reciting the donga, all the guests must shout amin. By saying amin, the individual recitation is transformed into collective prayer. The guests validate the reiterate intentions of the host and as participants in the prayer. After the donga is finished, the guests may enjoy the meal.

There are a number of slametan dishes, but two merit special considerations; apem and rice. In java, apem is considered to be sacred. The deceased, like the living, need to eat and apem is regarded as their favorite food. Similar to apem, yellow rice cones (sekul kuning tumpeng) are also served. This kind of rice is cooked in coconut milk which a substitute for a dish of rice and oil that was one of the prophet Muhammad's favorite foods. The slametan as a ritual practice is believed to transcend the earthly realm or move upward to beg for God's blessing.

1. Glossary:

- a. Feast: pesta, perayaan
- b. Inseparable: menyatu, tidak terpisahkan
- c. Marriage: pernikahan
- d. Purpose: tujuan
- e. Substitute: pengganti

2. Exercise

- a. In what occasions do javanese people organize slametan
- b. What are elements of slametan?
- c. What is ujub?
- d. Why amin of the guests is important for the host?
- e. Have you and your family organized slametan?

B. Grammar

PRESENT PERFECT

It is a combination of past and present. An action in the past has something to do with the present.

The form: Subject has/have Verb 3

Key notions:

1. Result of an action in the past is important in the present (it is not important when this action happened. When we use a specific time in the past -e.g. yesterday- then we use the simple past).

Example:

- I have cleaned my room. (it is clean now)
- Has Zahra ever been to Japan? (has Zahra been there or not?)

2. Recently completed actions.

Example: she has just played handball. (it is over now)

3. Actions beginning in the past and still continuing – mostly with since (point of time) or for (period of time)

For example, they have lived in England since 1986.
(they still live there)

4. Together with lately, recently, yet

Example:

- I have been to Canada recently. (no specific point of time)
- She has not written the email yet. (she has not done it)

Practice: Using the words in parentheses, complete the text below with the appropriate expressions.

Example: I (have) problems with the police.

Answer: I have had problems with the police.

1. Liana (be) here for seven weeks.
2. School(not start) yet.
3. They (go) to a rock concert.
4. I (not study) English for 3 years.
5. He (drink) too much iced tea.
6. I (not read) that book.

7. Has your mom..... (write) the letter?
8. The concert (begin). Please be quiet!
9. My sister (eat) my cakes.
10. You (sleep) well.

C. Dialogue

Here is another example: a conversation between Raul and Miki. Let's see if you can recognize all of the present perfect tense expressions. Underline the sentences that you find.

Raul: How long have you owned that TV?

Miki: I've owned it since 2000.

Raul: And has it worked OK since you bought it?

Miki: Oh, yes. It's worked very well since I bought it.

Raul: Mine has broken twice since 2005.

Miki: I haven't had any trouble with my TV.

Raul: Have you seen any interesting movies lately?

Miki: Yes, I have. I just saw “Crouching Tiger, Hidden Dragon.”

Raul: And did you enjoy it?

Miki: Yes, I did. It’s one of the best movies I’ve ever seen.

Raul: I haven’t gone to the movies in a long time.

Miki: I know you haven’t. You’ve been very busy.

Practice:

Now, please have a conversation about your hobby, and then practice it!

UNIT 10

WAYANG KULIT

A. READING



(Source: <https://www.wayang-kulit-kesenian-asli-indonesia-yang-mendunia>)

The wayang kulit is a leather puppet shadow play in Indonesia. It is popular especially in Java and Bali. The Wayang Kulit is a form of entertainment as well as the bearers of culture. The Wayang Kulit reflects the culture of Indonesia since the plays act as a carrier of myth, morality play, and form of religious experience

rolled into one. Every aspect of The Wayang Kulit has mystical overtones, symbolism, and esoteric meanings. The basic thought behind all plays is the portrayal of good and evil, with good always triumphing, although evil is never destroyed.

There is no wayang kulit without a master puppeteer (dalang). He operates the shadow puppets along with a gong orchestra (gamelan). The dalang is a man with versatile talents. He at least must have a repertory of hundreds of stories, play the music, and have an elan for showmanship. The dalang with the help of the shadow puppets narrates the story line and beautifies the universal themes. The UNESCO designated Wayang Kulit as a Masterpiece of Oral and Intangible Heritage of Humanity on November 7, 2003. However, the changing economic and social structure of Indonesia has led to a decreased interest in and demand for wayang performances.

1. Glossary:

- a. Puppet: boneka
- b. Entertainment: hiburan
- c. Culture: budaya
- d. Heritage: warisan
- e. Humanity: kemanusiaan

2. Exercise

- a. In which region the Wayang kulit is popular?

- b. What is the function of the Wayang kulit?
- c. What is the main theme behind the play of Wayang kulit?
- d. Who is dalang?
- e. What happened to the Wayang kulit in November 2003?

B. Grammar

FUTURE TENSE

We can use the simple future tense:

1. When we predict a future event or situation.

e.g. I think that the white robot will win the race.

2. When we make decisions at the time of speaking,

e.g. What time do you want to meet tomorrow morning? I'll meet you at ten.

We can also use be going to in the future tense to express a greater degree of certainty.

**The Form: Subject
verb 1**

will/be going to

a. (+) You will help him, tomorrow

You are going to help him, tomorrow

(-) You will not help him, tomorrow

You are not going to help him, tomorrow

(?) Will you help him?

(?) Are you going to help him?

b. (+) She will finish

(-) She will not finish

(?) Will she finish?

c. (+) She is going to finish

(-) She is not going to finish

(?) Is she going to finish?

Practice: Rewrite the following sentences as negative sentences, yes/no questions, and WH questions (using the underlined word or phrase)!

Examples for the sentence:

“Alex will make dinner tonight.”

Negative : Alex will not make dinner tonight.

Yes/No Question : Will Alex make dinner tonight?

WH-Question : Who will make dinner tonight?

1. Dona and Arwan are going to get married.

a. Negative:

b. Yes/No Question:

c. WH-Question:

2. After today, they will be Mr. and Mrs. Beckham.

a. Negative:

b. Yes/No Question:

c. WH-Question:

3. Everyone will be there!

a. Negative:

b. Yes/No Question:

c. WH-Question:

4. Jack's parents are going to serve dinner and dessert.

a. Negative:

b. Yes/No Question:

c. WH-Question:

5. The best man will give a speech.

a. Negative:

b. Yes/No Question:

c. WH-Question:

C. Dialogue

Here is another example, conversation between Minnie and Mickey. Let's see if you can recognize all of the future tense expressions. Underline the sentences that you

find.

Minnie: "What are you doing?"

Mickey: "I'm working on the agenda for tomorrow's meeting."

Minnie: "What will you do tomorrow?"

Mickey: "I will meet Sue for lunch to discuss the contract."

Minnie: "That's interesting. What contract will you two discuss?"

Mickey: "We are working in the garden most of the weekend. So, we are planning to make a business about the interior of small garden in urban city."

Minnie: "So exciting! I hope that your plan will go well."

Mickey: "Thank you!"

Practice:

Now, make your own conversation about your plan in holiday, then practice it!

UNIT 11

A GOOD PHOTOGRAPHER

A. READING



(Source: <https://www.harapanrakyat.com/2020/11/jasa-foto-pre-wedding/>)

There are so many feelings generated during your wedding anniversary. Most of them are the feelings of love, passion, happiness and joy you feel both of you. All members of the family may be moved to tears and happy, the bride who becomes nervous and happy at the same time. All of these are the feelings that occur during your happy day, something that cannot be said, seen but clearly can be felt.

That is why photography becomes a good medium to capture all the moments of the wedding celebration. Photography is able to capture these moments in a multi-dimensional way, capturing what we cannot see in terms of emotions. A good photographer knows how to capture the moment. You will be surprised to see yourself in wedding photos candidly. The photographer is also sure to know how to display the wedding party looks luxurious and majestic.

Here are some things that a wedding photo photographer does to get the best quality from her photograph: On several occasions, such as a family photo and a photo in the aisle, he will place the camera on a tripod, so the images can really focus on the main object. He always moves anywhere with the camera. The challenge is how he can move without disturbing guests. So still, he can get a good picture and quality. He tends to be able to shoot spontaneously, especially during your wedding, spontaneity is absolutely necessary so that when something happens outside the event plan that you have prepared, the photographer is still ready to make quality wedding photos. Lastly, he does not slacken. In the sense that, from dawn as you are preparing for makeup until the evening when your wedding reception ends, she is always on standby. A good and responsible photographer will not relax - relax as many moments worth capturing.

1. Glossary

- a. Wedding: pernikahan
- b. Bride: pengantin
- c. Photographer: fotografer
- d. Guest: tamu
- e. Challenge: tantangan

2. Exercise

- a. What is the title of the passage above?
- b. Mention the feelings of the wedding anniversary!
- c. How to be a good photographer?
- d. Why has a photographer become an important media in weddings?
- e. Mention a photographer's activity at the wedding!

B. Grammar

PASSIVE VOICE

Sentences as well as the tenses have "active forms" and "passive forms." In order to successfully speak English, someone must learn to recognize the difference between these two forms. In

passive sentences, the thing receiving the action is more important or should be emphasized. Also, it can be used when the doer of the action is not mentioned.

Example: My bike was stolen.

In this example, the focus is on the fact that the speaker's bike was stolen. He does not know, however, who did it.

Sometimes a statement in passive is more polite than in active voice, as the following example shows:

Example: A mistake was made.

In this case, the focus is on the fact that a mistake was made, and nobody is not blamed.

The form of Passive: Subject + Infinitive form of to be + Verb 3

| Subject | to be | Past |
|-------------------|--------------|-------------|
| Participle | | |
| My bike | was | stolen. |
| A letter | is being | written. |

The novel has been published.

The house is cleaned.

That castle has been visited.

The letter will be typed.

Practice: Using some simple tenses, rewrite the sentences below in passive voice.

Example: He opens the door.

Answer using passive voice: The door is opened by him.

1. Mariah pays the bill.
2. We will make up the bed.
3. Harry drew a picture.
4. They wear red bags.
5. She sang a song.
6. They have helped you.
7. Millions of people will visit the beach.
8. We are stopping the bus.

9. Vilmey bought a new computer.

10. Our boss has signed the contract.

C. Dialogue

Ryu : Can I borrow your comic?

Rose : My comic is borrowed by my cousin.

Ryu : Well, I want to borrow your bike to go library.

Rose : Sorry, my bike is borrowed by Cici.

Ryu : Okay.

Practice:

Now, make your own conversation about the use of passive voice, then practice it!

UNIT 12

THE EFFECTS OF INTERNET

A. READING



(Source: <https://www.google.com> langkah-langkah-browsing-di-internet-yang-perlu-diketahui)

To be a parent, you should know about your children, their actions, and all about them. To be a parent, you must be smarter than them because if you are smarter than them, you can protect them from everything; it is like the internet.

Who does not know about the Internet? Everyone knows it, and everyone uses it. Children until grandmother used it; in our mindset, we always thought if we lived without the internet, our life would be flat, but suddenly, it is just our suggestion. Do you know about the negative effects of the internet? If you do not know about it, you should learn about it, because the Internet can be good for our children but the Internet can be bad too.

According to a study conducted by the University of Florida, students who use the internet for two to three hours on a daily basis are likely to fall prey to sexual exploitation, which sounds scary to us. So now we should learn about the positif and negatives of the internet.

What should we do to save our children?

Step one, you should educate your children about the positif and negatives of the internet. Educate your children on how to be a good user. Step two: do not allow your children to use the internet if they are too young to have a handphone or laptop. Step three, children must operate the internet under the supervision of their parents.

You now know how to be a smart parent and protect your children from the negative effects of the internet.

1. Glossary:

- a. Parent: orang tua
- b. Children: anak-anak
- c. Life: kehidupan
- d. Flat: datar
- e. Effect: efek
- f. Learn: belajar
- g. Education: pendidikan
- h. Exploitation: eksploitasi
- i. Protection: perlindungan

- j. Supervision: pengawasan

2. Exercise

- a. What is the title of the passage above?
- b. What is internet?
- c. Who can access internet?
- d. How to use internet wisely?
- e. How to protect the children from negative effect of internet?

B. Grammar

TAG QUESTION

Tag questions are mini-questions added to statements to seek confirmation. They are used more in spoken than written English. There are different types of tag questions based on whether the statement is positive or negative and whether the verb is a form of "be," modal, or another verb.

Example:

Cici: You've contacted Jen, haven't you?

Samy: No, I haven't.

In question forms, am not is contracted to aren't:

I'm getting a pay rise, aren't I?

Not: amn't I?

Practice: Using the words in parentheses, complete the text below with the appropriate expressions.

Example: Your friends don't live near here, ...?

Answer: Your friends don't live near here, do they?

1. It's a bit early, ... ?
2. Mum isn't in trouble, ... ?
3. You're in a desert in the middle of Australia, ... ?
4. I can't imagine her doing anything else, ... ?
5. I'm next in the queue, ... ?
6. You're from Beijing, ... ?
7. I think she might be getting a bit old for this sort of travelling, ...?
8. We told you not to drive in the outback on your own, ... ?
9. It's a nice day today, ... ?

10. You can play the piano, ... ?

C. Dialogue

Here is another example, situated in the form of conversation between Ariel and Bunga.

Ariel : I was visiting a friend and saw a photo on the wall. I said, "That's a picture of your grandson, isn't it?" My friend answered, "Yes, it is. That picture is from when he was three. He's a lot taller now."

Bunga: Oh yeah, he is in elementary school right now. Is he walking to school, isn't he?

Ariel : No, he isn't. He is taking the bus.

Bunga: Okay we are supposed to be sitting here, aren't we?

Ariel : Yes, you are right.

Practice:

Now, create your own conversation with your friend about the use of 'tag question' and practice it!

UNIT 13

BUILD PUBLIC RELATION

A. READING



(source: <https://www.google.katadata.co.id/%2FlifestyleFdukasi>)

Public relations The term "public relations", abbreviated "public relations" as a translation of the term "public relations", in Indonesia has been really popular in the sense that the word has been used extensively by department, department, company, agency, organization and work organization. And a lot of definitions or public relations or experts provided by experts, the word "Public" means a group of individuals who are bound by a problem, then arise

differences of opinion on the problem and try to overcome these problems by way of discussion as way out.

While the use of the term "Relations" basically means a relationship or mutual relations between interested public. So the term Public Relation can the author say as a group of individuals who have a particular interest and have a reciprocal relationship.

This time comes from a person who is considered successful in undergoing a Public Relations. She was named Endang Tri Oktaliana, born Surabaya, 12 - October - 1986. She was educated at the University of Drs. Soetomo Surabaya starting from 2004 - 2008 (ex 2016 - 2017) with majoring in Public Relations. She said that to be a Public Relations is very easy and not difficult. If we are Spirit, work hard, and never give up, then all will look easy. And there are many things that must be considered to be a publicist, including:

1. Conducting activities - activities to support the progress of the company.
2. Working as a liaison between management and the public-public.
3. Knowing the basic and essential needs that clients need through problem analysis.
4. Developing a communication strategy that is able to meet the needs and requests of clients.

5. Making things unusual becomes amazing.
6. Must be able to keep up with the times.
7. Advise management on all internal and external developments that may affect corporate relationships with the public.
8. We must understand consumers' needs, and then we plan activities or events—events in accordance with the development of the times for consumers to stay with our company.
9. Understanding public relations, the ability to analyze and respond to the development of public opinion, and the mastery of aspects related to the role and function of Public Relations become the main absolute requirements for PR to run well.

The key to success in Public Relations is to be able to do many things. He should be a communicator, an advisor, and a good planner. So, if what we want will be answered, it will come true. We must be able to change everything from ourselves from intention, spirit, and hard work, and never give up. We can achieve everything.

1. Glossary:

- a. Term: istilah
- b. Expert: ahli

- c. Overcome: mengatasi
- d. Achieve: mencapai
- e. Development: pengembangan
- f. Requirement: persyaratan

2. Exercise

- a. What is the title of the passage above?
- b. What is the meaning of public relations based on experts meaning?
- c. Explain the meaning of public and relation!
- d. What are things that must be considered to be a publicist!
- e. What is the key to success of a Public Relations?

B. Grammar

THE USE OF GERUND

Gerund is simply the name given to a verb that is used as a noun, made by adding “-ing” to the verb. For example, the gerund form of the verb "read" is "reading." Here are the examples. The gerund is shown in bold.

Smoking is bad for your health.

A popular hobby in England is **stamp collecting**.

I dislike **shopping**.

Gerunds are easily used as the subject, the complement, or the object of a sentence. Here are some examples of these varieties of use:

Smoking costs a lot of money.

I don't like **writing**.

My favorite activity is **reading**.

A gerund can also have an object itself. The whole expression (gerund + object) can be the subject, object or complement of the sentence.

Smoking cigarettes costs a lot of money.

I don't like **writing** letters.

My favourite occupation is **reading** detective stories.

Like nouns, gerunds can be used with adjectives (including articles and other determiners):

Pointless **questioning**

A **settling** of debts

The **making** of this film

His **drinking** of alcohol

Moreover, a gerund does not usually take a direct object:

A **settling** of debts (not a settling debts)

Making this film was expensive.

The **making** of this film was expensive.

Somehow, gerund is a difficult aspect of English grammar. The learner must use the dictionary carefully case-by-case to make the correct choice of gerund.

Practice: Using the words in parentheses, complete the text below with the appropriate expressions.

Do you see the difference in the following two sentences? In one, "reading" is a gerund

(noun). In the other, "reading" is a present participle (verb).

For example:

My favourite occupation is reading. (gerund)

My favourite niece is reading. (present participle)

Decide whether the sentence use gerund or present participle.

1. My friend's hobby is gardening.
2. My friend is currently gardening.
3. One of my friend is attending the meeting.
4. One of his duties is attending meetings.
5. The hardest thing about learning Latin is understanding the gerund.
6. Listen! Lara and Daniel are playing the piano.
7. Desta, what are you doing in the kitchen, now?
8. One of life's pleasures is having breakfast in bed.
9. Look! Sue is working in the garden.

C. Dialogue

Chika: Shopping can be tiring too! I didn't know that.

Chiko: Yeah of course. What did you buy?

Chika: Even though I have many clothes already, I always love having new dresses. What about you, what are your hobbies that makes you tired?

Chiko: My hobby is reading. Sometimes I got tired of it after some hours but it's not so bad.

Chika: What about the genre that you like?

Chiko: I enjoy reading thriller and biographical novels.

Chika: Oh that's great. Do you have any favorite reading spot?

Chiko: Of course. It's the reading area of our library. Very comfortable, isn't it?

Chika: Yes, I agree. By the way do you have any tips because lately I've been feeling a bit intense.

Chiko: Usually I like listening music to relieve my stress. It's helpful.

Chika: Thanks a lot for your suggestion, I'll try!

Chiko: Good luck on relieving your stress.

Practice:

Practice: Now, make your own conversation about the use of 'gerund', then practice it!

UNIT 14

GOOD PUBLIC SPEAKING

A. READING



Everyone must have a chance to speak in front of the public. The skills of public speaking are very important for each person to have. Especially if you are a student of a college. For example, when you have a presentation in front of an audience. Here are tips on how to speak fluently in public speaking. There are:

1. Overcome Nervous and Stage Fever

Nervous is something normal to some people. Make that nervous as your source of energy, which push you to have a vitality and

enthusiasm as a speaker. How to face a nervous is with practice reading a book or something else with a loud voice. So our way of speaking will become more fluently when in front of public.

2. How to Keep The Consistency of Speaking Clarity and Volume Your Voice

Speak precisely, not to slow and not to fast. Try to do someone else speech that you thing is the must interesting, do it many times.

3. Try to Give a Pressure in Your Speech and Enthusiastic

All of your mores like eyes, your expression or mimic, gesture, voice, must have shown with full of enthusiastic. And also learn someone else's voice, you could know kinds your own voice.

4. Have a Speaking Fluency and Sense of Humor

To speak fluently, you have to speak in a relaxed and not rigid. In a conversation, there must be added with a little humor so that the listener or audience can laugh and not be bored.

5. Wear a Suitable Clothes

The adage says that a clothes represent someone personality. That's why we have to wear a suitable clothes depend on the events.

6. Increase The Vocabulary

Reading books, magazine and even often follow a discussion or seminar will can increase the vocabulary.

7. Make a Notes

Make a notes is necessary so that you wouldn't miss the topic that you want to share.

1. Glossary:

- a. Chance: kesempatan
- b. Important: penting
- c. Overcome: mengatasi
- d. Voice: suara
- e. Pressure: tekanan
- f. Fluency: kefasihan
- g. Suitable: sesuai
- h. Increase: meningkatkan
- i. Vocabulary: kosakata
- j. Notes: catatan

2. Exercise

- a. What is the title of the passage above?

- b. Why must everyone have skills in public speaking?
- c. Mention in short tips on how to speak fluently for public speaking!
- d. What is your opinion about the importance of speaking in front of the public?

B. Grammar

THE USE OF TO INFINITIVE

Infinitives are the "to" form of the verb. The infinitive form of "learn" is "to learn." You can also use an infinitive as the subject, the complement, or the object of a sentence.

Examples:

To learn is important. (subject of sentence)

The most important thing is **to learn**. (complement of sentence)

He wants **to learn**. (object of the sentence)

Infinitives can be made negative by adding "not."

Examples:

I decided **not to go**.

The most important thing is **not to give up**.

Practice: Choose the best answer from the multiple choice question below.

1. _____ all the way home made us tired.

- a. Walk
- b. Walking
- c. We have walked
- d. We walk
- e. We are walking

2. It is difficult to get used _____ with chopstick.

- a. eat
- b. eating
- c. not eating
- d. to eat
- e. to eating

3. I was interested in _____ more about history.

a. learn

b. to learn

c. learning

d. learnt

e. to learning

4. She is used to Harry's _____ about the food.

a. to complain

b. complaining

c. complains

d. to complaining

e. complained

5. "You ought to give up smoking", means _____

a. You shouldn't stop to smoke

b. You shouldn't begin to smoke

c. You should stop to smoke

d. You should continue smoking

e. You should stop smoking

C. Dialogue

One day at the classroom....;

Dedi: Good morning! How are you today?

Aqila: I'm fine. I just looked for you to discuss our English task yesterday.

Dedi: Me too. I also looked for you to talk about that. Then, when we do that task? If you are not busy, I can come to your home tonight, to do this task. What do you think?

Aqila: Hmmmm..., I'm sorry, I can't study together with you tonight. Because I do not stay at home. I must go to my private student's home to teach with him.

Dedi: Okay, no problem. If you can't do our task tonight. How about tomorrow? Can you?

Aqila: That's good idea. I will go to your house.

Dedi: Okay.

Practice:

Practice: Now, create your own conversation about the use of 'to infinitive' and practice it!

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