

3.25 WRITING REPORT



- KI 3.1 :** Memahami, menerapkan, menganalisis, dan mengevaluasi tentang pengetahuan faktual, konseptual, operasional dasar, dan metakognitif sesuai dengan bidang dan lingkup kerja **Bahasa Inggris** pada tingkat teknis, spesifik, detil, dan kompleks, berkenaan dengan ilmu pengetahuan, teknologi, seni, budaya, dan humaniora dalam konteks pengembangan potensi diri sebagai bagian dari keluarga, sekolah, dunia kerja, warga masyarakat nasional, regional, dan internasional
- KI 3.25 :** Menganalisis fungsi social, struktur teks dan unsure kebahasaan teks interaksi transaksional yang melibatkan tindakan memberi dan meminta informasi terkait penulisan laporan sederhana.
Menganalisis fungsi social, struktur teks dan unsure kebahasaan teks interaksi transaksional yang melibatkan tindakan memberi dan meminta informasi terkait penulisan laporan sederhana.
- Tujuan Pembelajaran:** Setelah pembelajaran peserta didik diharapkan mampu :
1. Mencirikan kata, kalimat, ungkapan, istilah , yang digunakan dalam menulis laporan secara sederhana
 2. Menjelaskan dalam bentuk tulisan laporan paragraph sederhana tentang kegiatan prakerin
 3. Menjelaskan dalam bentuk tulisan outline laporan prakerin didalam powerpoint slide dengan menggunakan kalimat yang singkat dan padat.

MORE ABOUT REPORT IN WRITING

What is Report, How do write the report ?

- A report is a specific form of writing that is organized around concisely identifying and examining issues, events, or findings.
- A report can be academic, technical, or even business related. Reports are written to deliver facts about a project, process, or situation.

No.	Outline	Meanings
1.	Title	The name of a report
2.	Content page	List of the contents of the report
3.	Acknowledgement	Statement of an author's gratitude to other people
4.	Abstract	A short summary of a report
5.	Introduction	Setting out the aims and objectives, terms and definition
6.	Background	All the background research
7.	Methodology	Set of the chosen methodology and research methods
8.	Findings/Analysis	Set of your main findings
9.	Conclusions	Sum up the findings
10.	Recommendations	List of recommendation from the funder
11.	Executive summary	Brief statements of the main points
12.	References/ Bibliography	Reference section
13.	Glossary	A list of technical or special words
14.	Appendix	A section giving extra information

Report provide information on research or project work. There are many types of report beside like the type above, it can be below, they may require different formats. The common feature of all reports is that they are structured to provide information clearly and quickly . Therefore reports are organized into sections with headings:

Example of Title Page :	<ol style="list-style-type: none"> 1. Title Page (Halaman Judul) It's usually contains : report's purpose, your name , and the name of the person receiving the report, and submission date 2. Preface (Kata Pengantar) It at least contains : explanation about duty of report making, about implementation of report making, about guidance or instruction and aid obtained , and thank utterance to the other about helping to finish the report 3. Introduction (Pendahuluan) The introduction should <ul style="list-style-type: none"> Discuss the importance or significance of the research or problem to be reported
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<p>MANG ENGKING AS A LOCAL RESTAURANT THAT IS SUCCESS IN DEVELOPING “UDANG GALAH”</p> <p>Report : Industry Job Practice</p> <p>By: LAZUARDY ADHA BAIHAQI Third Year – SMK N 1 Teladan Yogyakarta</p> <p>Yogyakarta 2015</p>	<p>Report Header</p> <p>Theme</p> <p>Author; name, class, school name</p> <p>Copmpilation Year</p>	<ul style="list-style-type: none"> ✚ Define the purpose of the report ✚ Outline the issues (scope) ✚ Inform the reader of any limitations to the report, or any assumptions made . <p>4. Contents (Daftar Isi) :</p> <ul style="list-style-type: none"> ✚ Explanation problem discussed ✚ Analysis and interpretation ✚ Ilustration or example ✚ Table, scheme and pictures,etc <p>5. Discussion or Body (Bagian Utama / Bab)</p> <p>Contains the main substance of the report , It is organized into sections with headings and sub headings rather than paragraphs. The body of the report can include : Literature review and method</p> <p>6. Conclusion (Kesimpulan) :</p> <ul style="list-style-type: none"> ✚ Conclusion from the result of the research which has been discussed. Conclusion represents the problems answer open in introduction ✚ Suggestion requiretobe submitted to the reader <p>7. Reference List/ Bibliography (Sumber Buku/referensi)</p> <p>This must contain all the material cited in the report</p> <p>8. Appendix/ Enclosure (Lampiran)</p> <p>Materi kompetensi ini bisa dilihat referensi lain atau lebih detai di buku “The Universe of English 3;Sularto, yudistira”, hal 73-95 atau Get Along with English, Entin S, Erlangga hal 93-99</p>
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Practice the following dialog.

Pay attention to the words in bold.

- Mawar : Alright, everyone! Let’s discuss our project report.
- Bagus : O.K. But first, let’s decide the topic. How about farming?
- Anggi : Ah, that’s a good idea. Now, let’s discuss the title.
- Mawar : How about a study on the efficiency of hydroponic farming?
- Bagus : That’s good. Let’s go with that.
- Anggi : I agree. Now, let’s divide our tasks who will write the content page acknowledgement, abstract, and introduction.

Bagus : Leave that to me.
 Anggi : Alright. Next, Mawar, what about making the background and the methodology?
 Mawar : Okay. But, is it okay that I only work so little?
 Anggi : I think the methodology will be long since we have to explain it in detail.
 Mawar : Okay then. So, Anggi will make the rest.
 Anggi : That's right. I'll make the analysis, conclusion, recommendations, executive summary, bibliography, glossary, and the appendix.
 Bagus : Okay. Let's decide the deadline for our work.
 Mawar : Since we have to submit it on September 23, I think we have to finish it on 18. We need to check our work before submitting it.
 Anggi : Mawar is right.

Exercises.

Answer the Questions below based on the dialogue above

1. What is the dialog about?
2. What do you know about a report?
3. How are the bold words related to writing reports?
4. What do you think the purpose of making a report is?
5. How many kinds of reports do you know? Explain.

Read the following parts of a report.

What part of a report do you think it is? Explain your answer.

Methodology :

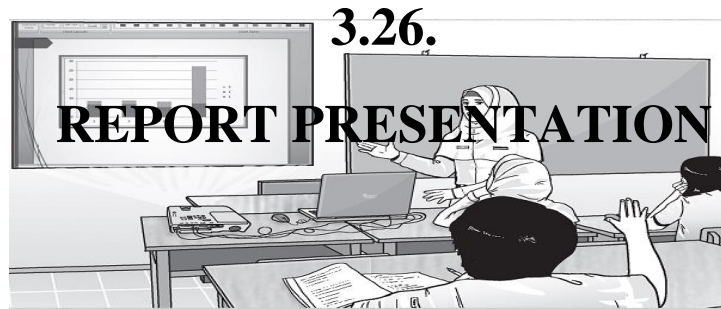
The data of this research were collected using two methods; by observation and interview. During the observation, the researcher observed how many visitors bought the new products. The observation was conducted in separate time during the week. This was done to get wider variety of customers. The researcher also interviewed the cashier to know the sales data of the new products. On the other hand, to get a review about the new products, the researcher conducted a simple interview to the customers who bought the new products. This was done to get the customers' opinions about the new products.

Introduction :

The purpose of this research is to find out the efficiency of adding new products in a shoe shop. This is accomplished by analyzing the responses of the customers toward the new products and the sales of the new products.

Finding :

After conducting the research, the researcher found that the new products had positive feedback from the customers. It was shown by the number of customers buying the new products during the research. The interview results also showed that the majority of the customers liked the new products.



KI 3.1 : Memahami, menerapkan, menganalisis, dan mengevaluasi tentang pengetahuan faktual, konseptual, operasional dasar, dan metakognitif sesuai dengan bidang dan lingkup kerja **Bahasa Inggris** pada tingkat teknis, spesifik, detil, dan kompleks, berkenaan dengan ilmu pengetahuan, teknologi, seni, budaya, dan humaniora dalam konteks pengembangan potensi diri sebagai bagian dari keluarga, sekolah, dunia kerja, warga masyarakat nasional, regional, dan internasional

KI 3.26 : Menganalisis fungsi social, struktur teks dan unsure kebahasaan teks interaksi transaksional yang melibatkan tindakan memberi dan meminta informasi terkait penyajian laporan secara lisan (report presentation).

Tujuan Pembelajaran: Setelah pembelajaran peserta didik diharapkan mampu :

1. Mencirikan kata, kalimat, ungkapan, istilah , yang digunakan dalam mempresentasikan laporan secara sederhana
2. Menjelaskan dalam bentuk tulisan laporan paragraph sederhana tentang kegiatan prakerin
3. Menjelaskan dalam bentuk tulisan outline laporan prakerin didalam powerpoint slide dengan menggunakan kalimat yang singkat dan padat.

Mawar : I see that you have finished your project report.
 Bagus : I have, but I still have no idea how to present it.
 Mawar : When is your turn to present it?
 Bagus : Next week. I will present it after you.
 Mawar : Then, you still have enough time to practice. I also need time to prepare myself for the presentation. What about practicing together?
 Bagus : That's a good idea. We can correct each other's mistakes that way.
 Mawar : Alright. Let's start with opening our presentation.
 Bagus : How about like this? Today, I'll present my report on the impacts of long holidays to the emission level in a city.

- Mawar : That's good, but you should greet the audience first. You can also ask how the audience is doing to build better communication.
- Bagus : You're right. What should I say after that? Can I jump straightly to the objective of my research?
- Mawar : It depends on the time given to us. If we have a long time, we can start by giving the audience a general idea why we choose the topic.
- Bagus : Can I say it like this? Have you ever paid attention to the traffics during long holidays? If yes, you might realize that during that time, there is more emission in the city than the usual days.
- Mawar : Yes, that's good. You can state your aim after that.
- Bagus : Thank you. However, personally, the real problem is how to keep calm during the presentation.
- Mawar : That's why, we need to practice. The more we practice, the more we feel confident in presenting our reports.
- Bagus : I see.

Answer the following Questions based on the previous dialogue

1. What are Mawar and Bagus doing?
2. What should you say at the beginning of a presentation?
3. What does Mawar suggest Bagus to do before stating the objective?
4. Why is greeting audience important?
5. How should we fight nervous?

Tips in presenting oral report

- Structure your talk
- Create a strong opener
- Be clear about the time allotted for your presentation.
- At the end of your presentation, summarize clearly and emphatically the key conclusions and recommendations of your report.
- Be prepared for questions. Will you be addressing questions as they come up or will questions be held for a Q&A period at the end?
- Have back-up materials in reserve in case you are questioned or challenged about parts of the report you did not include in your presentation.
- Have handouts ready to pass around after your presentation. You may decide to hand out the entire report or just portions of it, as appropriate.
- Rehearse in the room and with the equipment you will be using.

Here are expressions used in presenting a report.

Introducing the subject

- I'd like to start by
- First of all, I'll

Finishing one subject

- Well, I've told you about
- That's all I have to say about

Starting another subject

- Next
- Now I'd like to discuss

Dealing with questions

- We'll be examining this point in more detail later on
- I'd like to deal with this question later, if I may

Summarizing and concluding

- In conclusion,
- Finally, let me remind you of some of the issues we've covered

Analyzing a point and giving recommendations

- Let's consider this in more detail
- What does this mean for ABC?

Giving an example

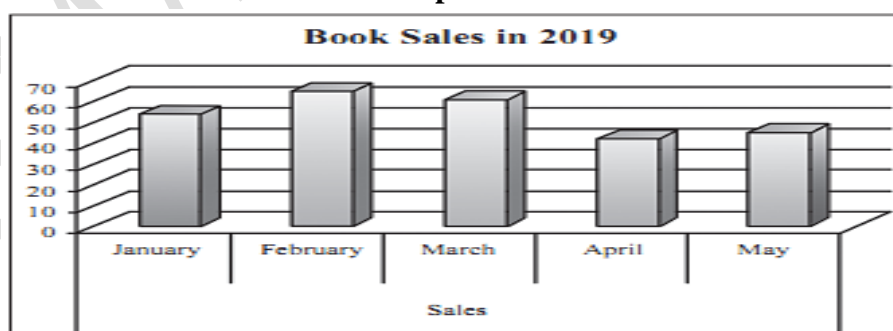
- For example,
- As an illustration,

Look at the text below.

Pay attention to the reports that follow.

What are the differences and similarities between the two reports? Explain.

Report 1



Title

Book Sales in 2019

Aim

This report is written to provide information about the book sales between January and May 2019, and to find out why the sales in April and May 2019 were low.

Methodology

To understand the information about the book sales between January and May 2019, sales data between January and May 2019 were collected. The sales data were, then, analyzed to find out why the sales in April and May were low.

Finding

Based on the data, the sales between January and March 2019 were high, but April and May were low. The low sales in April and May were caused by the low sales in books for children and teenagers. Furthermore, in April and May, there were the national exams. This was also predicted as the cause of the low sales.

Conclusion

The low sales are from books for children and teenagers between April and May, when the national exams were held.

Report 2

Good morning, everyone. Thanks for your attendances on our monthly meeting. Today, we are going to discuss a lot of topics, including the review of our monthly sales. Before that, I'd like to thank everyone for their hard work in dealing with the low sales. As you know, our book sales haven't been good for the past two months. Furthermore, we need to find ways to increase sales.

I have prepared several data about our sales so far. I hope this will give us insight of what happened during the past two months. Now, everyone, please open the report on page six. Pay attention the chart.

I will explain the chart for you. As you can see, our sales are high during the period of January and March. However, there are quite significant drops on the last two month sales. I predict that this drop of sales is because the national exams were held during those months.

My prediction is supported by sales data on books for children and teenagers. According to the report, sales of two of books types have decreased significantly in April and May.

However, the opposite situation will most likely happen. We will have significant sales for children and teenager books as an effect of the new academic year. This is the right time for us to begin our promotion, especially on the two types of books.

I think that's enough for our discussions on our sales. Now, let's discuss our new marketing strategy to increase our sales.



The following are expressions of offering services/help and the responses.

Offering Services/Help	Responding
<ul style="list-style-type: none"> • May I help you? • What if I help you carry the bag? • Can I help you solve the exercise? • May I check your computer? • Do you mind if I take you home? • Do you mind if I make you lunch tomorrow? 	<p style="text-align: center;"><i>Accepting</i></p> <ul style="list-style-type: none"> • Yes, please. • Certainly. Thank you. • No, I don't mind at all. <p style="text-align: center;"><i>Declining</i></p> <ul style="list-style-type: none"> • No, thanks. I can manage it myself. • I'm sorry, you may not. • That would be nice, but I can handle it myself. Thanks.

"May I help you?", "What can I do for you?", "What if ...?"

For offering help Use:

"May ...?" and "What can ...?" use modals.

"May ...?", "What can ...?", and "What if ...?" are followed by sentences with verbs base.

Examples:

1. May I help you lift the tables, please?
2. You look very sad. What can I do for you?
3. What if we arrange the books in your room, Sir?

Read and practice the following dialog.

Shop assistant : **Can I help you find something?**
Mawar : Yes. I want to look for a book about making conversations in Japanese.
Shop assistant : What is the exact title?
Mawar : I don't know for sure. Can you show me where I can find such a book?
Shop assistant : It's on the shelves on the corner in the foreign language section.
Mawar : O.K., thanks. Is there any discount for every purchase?
Shop assistant : Yes. This month we offer ten percent discounts for all items.
Mawar : Great. Then, may I see the catalog?
Shop assistant : Sure. You can use this computer to check our books.
Mawar : Yes. Thank you.
Shop assistant : **Is there anything else I can help, Miss?**
Mawar : No, thanks.
Shop assistant : Alright. Happy shopping, Miss.

Answer the questions, based on the dialogue

1. What is the dialog about?
2. Where does the dialog take place?
3. Who are the speakers?
4. Pay attention to the sentences in bold. What do they express?
5. What modals are used in the sentences in bold?

Match the following dialogs with suitable expressions of offering and responses in the box below

Then, practice the dialogs with a friend

1. Andra : I am going to the computer fair this afternoon.
Karen : Are you going with your friends?
Andra : No.
Karen : _____ I went there two days ago, but
I forgot to buy a USB stick.
Andra : _____
Karen : Don't mention it.
2. Aska : Wow, that's a big suitcase! It must be heavy. _____
Gani : _____
3. Lisa : What's wrong with you, Dian? You look upset!
Dian : I'd like to go to a pharmacy, but my motorcycle's tire is flat.
Lisa : _____ I am going to a pharmacy too.
Dian : _____
4. Barry : Have you finished your English paper?
Nela : No, I haven't. My computer is broken, so I haven't typed it yet.
Barry : Sorry to hear that. _____
Nela : _____

What if I accompany you?	Sure, I'd love to. Thanks
Let me help you move it	Thanks.
I'll give you a ride.	What a coincidence! Thanks
May I? Thank you.	If you don't mind, you may use

TASK FOR HOME

Create dialogs based on the following situations.

Then, practice the dialogs with your friend.

1. When you are having a trip and staying in a hotel, you want to go to the nearest shopping center. You don't know where it is, so you ask the hotel receptionist. It's not very far, but you can go by bus or taxi. You are reluctant to go for a walk in such a midday. The receptionist offers to call a taxi for you.
2. When you are hanging out in a mall, you meet a little boy crying. He lost his mother. You offer to help him find his mother.
3. Your mother is making a cake. She has almost finished, except for the toppings. You offer to help her.
4. Your friend's brother is suffering from dengue fever and he needs blood transfusion. Your friend asks you about your blood type, but you have a different blood type. You offer help to find a person with a similar blood type.

APPLYING FOR A JOB



URAIAN MATERI

Setelah mempelajari materi **What is Application Letter** secara mandiri, peserta didik mampu memahami pengertian **Application Letter**, apa saja bagian yang harus dituliskan dalam **Application Letter**, bagaimana langkah langkah menulis **Application**

A. What is Application Letter ? (apa surat lamaran kerja itu ?)

Materi awal ini akan menjelaskan apakah **Application Letter** itu ?

Application Letter/ **Surat Lamaran Kerja** adalah surat yang dibuat dan dikirimkan oleh seseorang yang tertarik pada suatu lowongan pekerjaan dan ingin bekerja di sebuah kantor, perusahaan atau pun instansi tertentu. **Surat lamaran pekerjaan** termasuk surat dinas atau resmi. Oleh karena itu, terdapat aturan-aturan tertentu yang harus diperhatikan dalam penulisannya.

Ada hal penting yang harus disertakan dalam membuat **Application letter** yaitu memberikan penjelasan detail mengapa kandidat adalah orang yang sesuai dengan pekerjaan yang dilamar. Pemilihan kata dan bahasa harus efektif dan alasannya juga harus sesuai dengan pekerjaan yang akan dilamar tersebut.

Application letter harus menjelaskan mengapa pekerjaan yang dilamar tersebut sangat cocok untuk pelamar. Pelamar juga dapat menjelaskan pengalaman-pengalaman yang pernah dialami dimana pengalaman tersebut masih berkaitan dengan pekerjaan yang dilamar. Surat ini biasanya disertakan *resume* yang berisi mengenai informasi tambahan terkait kemampuan dan pengalaman kerja sang pelamar.

Application Letter/ Surat Lamaran Kerja yang baik dan menarik tidak bertele-tele, singkat, padat dan jelas tentu akan lebih menarik perhatian pihak perusahaan yang dituju dan akan menjadikan pelamar sebagai kandidat kuat untuk pekerjaan yang dilamar. Selain itu, dokumen ini akan menambah kemungkinan pelamar dipanggil lagi untuk mengikuti wawancara kerja. dan mungkin saja menjalani test. Namun demikian jangan mengabaikan penggunaan Bahasa yang menarik yang penuh optimis dan keyakinan pada kemampuan yang dimiliki, penggunaan Bahasa tetap dalam lingkup tata Bahasa formal

Pastikan dalam penulisan application letter tidak ada typo dan kesalahan gramatikal sekecil apapun. Jangan lupa untuk mencantumkan informasi berupa kontak agar mudah untuk dihubungi.



Setelah mempelajari materi Part of Application Letter secara mandiri, peserta didik mampu memahami apa saja bagian yang harus dituliskan dalam Application Letter

B. Part of the Application letter (bagian bagian surat lamaran)

Secara umum surat memiliki bagian-bagian seperti berikut ini:

1. Tempat dan tanggal pembuatan surat (Applicant's address & date of letter)
2. Alamat tujuan (The address of company)
3. Salam pembuka (*intended person*)
4. Isi surat yang terbagi lagi menjadi tiga bagian pokok yaitu :
 - a) Paragraf pembuka (*opening paragraph*)
 - b) Isi surat .(*Body/middle paragraph*)

c) Paragraf penutup (*Closing paragraph*)

5. Salam penutup

Tanda tangan dan nama terang (*Signature*)

Penjelasan dalam bagan Application Letter

Jakarta, January 23, 2014	1. Applicant's address & date of letter (alamat surat penulis dan tanggal pembuatan surat)
George Sebastian Prosperous Company 25 Saint John Court Hatfield, CA 08065 (<i>Address of the company</i>)	2. The address of the company you are writing to. Use complete title and address; (untuk menulis alamat yang akan dituju harus jelas, agar pihak pengirim tidak salah alamat)
Dear Mr. Sebastian, (<i>intended person</i>)	3. Always make an effort to write directly to the person in charge of hiring (misalnya dalam mengirim surat lamaran seharusnya langsung ditujukan ke orang atau pihak yang dituju)
I am writing to apply for the programmer position advertised in the Times Union. (<i>opening</i>)	4a. Opening paragraph (paragraph pembuka)
As requested, I am enclosing a completed job application, my certification, my resume and three references. The opportunity presented in this listing is very interesting, and I believe that my strong technical experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include: I have successfully designed,	4b. Middle Paragraph / Body (isinya adalah inti dari penulisan surat)

<p>developed, and supported live use. applications. I strive for continued excellence, and I provide exceptional contributions to customer service for all customers. With a BS degree in Computer Programming, I have a full understanding of the full life cycle of a software development project. I also have experience in learning and excelling at new technologies as needed.<i>(Body)</i></p>	
<p>Please see my resume for additional information on my experience. I can be reached anytime via email at john.donaldson@emailexample.com or my cell phone, 909-555-5555. <i>(Closing)</i></p>	<p>4c. Closing Paragraph (penutup)</p>
<p>Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.</p>	<p>5. Closing Greeting (Salam Penutup)</p>
<p>Sincerely, Signature (for hard copy letter) John Donaldson <i>(Signature)</i></p>	<p>6. Signature (tanda tangan)</p>

A. How writing application letter (Langkah penulisan surat lamaran kerja)



<http://bit.ly/ApplicationLetterSMKN1Temon>

Setelah mempelajari materi How writing Application Letter secara mandiri, peserta didik mampu menyusun atau membuat Application Letter berdasarkan Job Vacanc dengan benar

1. Date Line/ Tempat dan Tanggal Pembuatan Surat

Contoh:

Bandar Lampung, 26 April 2016

Jakarta, February 4th 2016

Penulisan Date Line seharusnya tidak melebihi batas akhir waktu pengiriman surat. Berikut ini adalah sebuah ilustrasi yang logika untuk memahami tentang Date Line:

Sebuah perusahaan memuat iklan lowongan pekerjaan/ Job Vacancy pada tanggal 20 Februari dan dalam keterangan iklan tersebut berbunyi “batas akhir untuk mengirimkan Surat Lamaran adalah pada tanggal 2 Maret” Ini berarti pelamar tidak boleh mengirimkan Surat Lamaran setelah tanggal 2 Maret, karena hal ini akan sia-sia saja.

2. Inside Address/ Alamat Tujuan.

Contoh:

General Television and Radio. Inc

Jln. Jendral Sudirman No 342

JAKARTA 14700

Inside Address sebaiknya ditulis dengan lengkap dan akurat. Hal ini membantu agar Surat Lamaran yang dibuat pelamar sampai tujuan dan tidak salah alamat. Hal yang perlu diperhatikan adalah :

- a. Nama perusahaan (General Television and Radio. Inc)
 - b. Alamat Perusahaan (Jln. Jendral Sudirman No 342, JAKARTA 14700)
- Sertakan nama Kota dan Kode post, itu akan lebih baik.

3. Salutation/ Greeting/ Salam Pembuka

Contoh:

Dear Sir,

Dear Mr. Rudolph,

Dari contoh di atas menggunakan "Dear Sir," artinya apabila belum mengetahui siapa nama pemimpin/ kepala bagian di dalam sebuah perusahaan yang ingin dilamar, maka penggunaan contoh di atas bisa diterapkan pada saat membuat Surat Lamaran. Tetapi apabila sudah mengetahui siapa nama pemimpin di perusahaan itu, maka pelamar dapat menggunakan contoh no-2 "Dear Mr. Rudolph,"

4. Opening Paragraph/ Paragraf Pembuka

Contoh:

I am writing this letter in response to your advertisement regarding Job Vacancy as General Manager published at Jakarta Post (January 28, 2016). I am interested in applying for that *position*. Please find attached files of my CV and other required documents.

(Saya menulis surat ini dalam menanggapi iklan Anda mengenai Lowongan Kerja sebagai Manejer Umum diterbitkan di Jakarta Post (April, 28, 2016). Saya tertarik untuk melamar **posisi** tersebut. Silakan menemukan file lampiran dari CV dan dokumen lain yang diperlukan)

Pada Paragraf Pembuka ada beberapa hal yang harus dipahami:

- a) **Posisi** maksudnya adalah pada Paragraf Pembuka, pelamar menulis tentang salah satu posisi atau jabatan yang ada dalam Iklan Lowongan Pekerjaan/ Job Vacancy. Dalam contoh di atas posisi atau jabatannya adalah sebagai General Manager (as General Manager). Pelamar bisa memilih posisi sesuai dengan kebutuhan yang ada di suatu perusahaan yang membuka lowongan pekerjaan tentunya. Sesuaikan kualifikasi yang dimiliki pelamar dengan yang dibutuhkan perusahaan.
- b) **Sumber Informasi** maksudnya adalah pada Paragraf Pembuka, pelamar bisa (hal ini tidak wajib) menuliskan tentang darimana mendapatkan sumber mengenai Lowongan Pekerjaan itu. Sumber informasi tentang Lowongan Pekerjaan itu, lebih baik dituliskannya seperti pada contoh di atas, (at Jakarta Post (April, 28, 2016))
- c) **Lampiran** maksudnya adalah pada Paragraf Pembuka khususnya pada kalimat terakhir, pelamar dapat menulis tentang data diri secara detail/ spesifik pada sebuah lampiran/ dokumen yang disertakan bersamaan dengan Surat Lamaran yang dibuat (attached files of my CV and other required documents).

Lampiran ini dapat berupa:

- (CV) Curriculum Vitae/ Daftar Riwayat Hidup
- Identity Card/ KTP
- Certificate/ Ijazah
- Photo/Foto
- and many more

Maksud dari kalimat attached files of my CV and other required documents adalah selain CV pelamar melampirkan dokumen-dokumen yang lain. Dokumen-dokumen lain yang dimaksud seperti: Ijazah/ KTP/ Foto, dan lain-lain.

5. Body Paragraph/ Paragraf Isi

Contoh:

I graduated from Esa Unggul majoring in Management in 2013 and has experience in working for two years. I am capable of operating Word Processor, Excel, PowerPoint, MYOB, ZAHIR and a little bit about PhotoShop. I am very flexible with anyone besides me. I am responsible for my job, reliable, independent, discipline, as well as humorous. I have proved that my work during an employee was excellent.

(Saya lulusan dari Esa Unggul jurusan Manajemen pada tahun 2013 dan memiliki pengalaman dalam bekerja selama dua tahun. Saya mampu mengolah Word Processor, Excel, Power Point, MYOB, ZAHIR dan sedikit tentang Photo Shop. Saya sangat fleksibel dengan siapa pun di samping saya. Saya bertanggung jawab dengan pekerjaan saya, handal, mandiri, disiplin, serta lucu. Saya telah membuktikan bahwa pekerjaan saya selama seorang karyawan sangat baik).

Pada Paragraf Isi ada beberapa hal yang harus dipahami.

- a. Educational Background, maksudnya adalah pada bagian Paragraf Isi, disampaikan tentang Latar Belakang Pendidikan Terakhir . Dalam contoh di atas (at Esa Unggul majoring at Management in 2013) adalah Latar Belakang Pendidikan Terakhir Pelamar/ Applicant.
- b. Experince, maksudnya adalah pada bagian Paragraf Isi, dapat dituliskan tentang pengalaman bekerja. Pengalaman ini tidak wajib dituliskan apalagi bagi yang masih menjadi status Fresh Graduated/ Lulusan Baru. Tetapi apabila sudah memiliki banyak sekali pengalaman, seperti dalam contoh di atas (has experience in working for two years) maka sebaiknya disampaikan, karena untuk peluang di terima di perusahaan tersebut sangat besar.
Ditambah lagi apabila pelamar memiliki skill/ kemampuan yang baik.
- c. Skills, maksudnya adalah pada bagian Paragraf Isi, pelamar dapat menuliskan semua Kemampuan/ Skill dan Karakter yang dimiliki. Hal ini memudahkan agar pelamar bias diterima di perusahaan yang dilamar. Skill dalam contoh di atas (operating Word Processor, Excel, Power Point, MYOB, ZAHIR and a little bit about Photo Shop.) dan karakter dalam contoh di atas adalah (flexible with anyone beside me. I am responsible with my job, reliable, independent, dicipline, as well as humorous)

6. Closing Paragraph/ Paragraf Penutup

Contoh:

I hope that you will interview me to negotiate and investigate my skills and expertise as soon as possible.

(Saya berharap bahwa Anda akan melakukan wawancara dengan saya untuk bernegosiasi dan menyelidiki keterampilan dan keahlian saya sesegera mungkin).

Pada Paragraf Penutup cukup menuliskan harapan bahwa pelamar ingin segera di-interview dan di-test secepatnya agar pihak perusahaan mengetahui seberapa hebat Kemampuan/ Skill yang dimiliki. Pada contoh di atas, (interview, negotiate, investigate my skills, as soon as possible) ini lah bagian terpenting tentang Paragraf Penutup/ Closing Paragraph

7. Closing Greeting/ Salam Penutup

Contoh:

Thank you very much for your time and consideration.

Terima kasih banyak atas waktu dan pertimbangan anda.

Pada Salam penutup ucapan "Terima Kasih" adalah hal yang harus ditulis. Dalam contoh diatas (Thank you very much for your time and consideration) ada 2 hal yang harus diwakilkan dalam ucapan Terima Kasih yaitu: Terima Kasih atas Waktu dan Terima Kasih atas Pertimbangannya.

7.1 Complimentary Close

Contoh:

Sincerely yours,

7.2 Sender's Signature and Name

Contoh:

Rossemmary , S.M.

Seseorang akan mempunyai keputusan membuat Application Letter atau surat lamaran pekerjaan setelah dia membaca lowongan kerja (Job Vacancy) dan tertarik untuk melamar pekerjaan yang ditawarkan. Sebelum membuat surat Application Letter maka harus sudah memahami tentang isi Lowongan kerja tersebut .

Beberapa hal yang utama dalam Job Vacancy yang berhubungan dengan surat lamaran yang akan dibuat adalah :

1. Alamat Perusahaan yang membutuhkan tenaga kerja .

Alamat perusahaan tersebut nantinya ditulis sebagai inside address dalam Application Letter

2. Posisi pekerjaan yang ditawarkan .

Posisi atau jabatan yang ditawarkan perusahaan atau instansi yang mengeluarkan Job Vacancy harus dimengerti benar oleh pelamar karena ini sebagai tujuan utama dari surat lamaran pekerjaan. Posisi ini akan disampaikan pada paragraph pertama

3. Beberapa kriteria sebagai persyaratan yang harus dipunyai pelamar (Requairements atau Qualifications)

Syarat syarat yang harus dipunyai peserta diusahakan sesuai yang diminta perusahaan atau instansi.

4. Sumber Job Vacancy

Job Vacancy harus jelas sumbernya dari mana sebagai keakuratan berita dan sebagai dasar pengiriman Application Letter. Pada paragraph pertama biasanya pelamar menyampaikan asal sumber lowongan pekerjaan sebagai dasar bahwa lowongan tersebut asli

5. Deadline atau batas pengiriman surat

Beberapa Job Vacancy ada yang membuat batasan tanggal pengiriman surat, pelamar harus teliti dalam mencermati tanggal batas, diusahakan sebelum tanggal batas sudah dikirimkan

6. Lampiran.

Permintaan dari perusahaan atau instansi biasanya ada foto, fotokopi ijazah dan sebagainya, yang diminta dilampirkan atau dikirimkan beserta surat lamarannya. Dalam surat Application Letter harus diinformasikan juga lampiran yang disertakan

Contoh Lowongan pekerjaan dan surat lamaran kerjanya

JOB OPPORTUNITY AS GENERAL MANAGER

A well known organization located in Karachi requires services of a General Manager. applicant should be minimum a commerce graduate and computer literate. Must have two years experience with limited firm. Must have knowledge of operating Word, Processor, Excel, PowerPoint, MYOB, ZAHIR and PhotoShop.

MMC GROUP

General Television and Radio. Inc.

Jln. Jendral Sudirman No 342

JAKARTA 14700

Phone : 021 – 35370880, 35304331

Jakarta Post, June 28th 2020

Surat lamaran pekerjaan untuk lowongan diatas :

Jakarta, July 4th, 2020

General Television and Radio. Inc.MMC Group

Jln. Jendral Sudirman No 342

JAKARTA 14700

Dear Sir,

I am writing this letter in response to your advertisement regarding Job Vacancy as General Manager published at Jakarta Post June 28th, 2020. I am interested in applying for that position. Please find attached files of my CV and other required documents.

I graduated from UPN majoring in Management in 2017 and has experience in working for two years. My education background is satisfactory. I am capable of operating Word Processor, Excel, PowerPoint, MYOB, ZAHIR and a little bit about PhotoShop. I am very flexible with anyone besides me. I am responsible for my job, reliable, independent, discipline, as well as humorous. I have proved that my work as an employee was excellent.

I hope that you will interview me to negotiate and investigate my skills and expertise as soon as possible.

Thank you very much for your time and consideration.

Sincerely yours,

Jhon Andrew

LEMBAR KERJA SISWA
"WRITING APPLICATION LETTER"

Nama :

Kelas :

A. Tujuan

1. Setelah browsing dan mengutip contoh lowongan kerja (Job Vacancy), siswa memahami isi lowongan dari posisi yang ditawarkan, syarat syarat yang diminta dan informasi yang ada dalam Job Vacancy tsb.
2. Setelah memahami lebih detail, siswa mampu menghubungkan keterkaitannya antara isi lowongan (posisi pekerjaan dan syarat syarat yang diminta) dengan surat lamarannya dengan telit.
3. Siswa mampu membuat surat lamaran kerja individu berdasar lowongan yang dipunyai masing masing dengan ulet.

Langkah-Langkah

1. Browsing job vacancy sederhana dari internet, cari yang ada syarat syaratnya atau kualifikasinya jelas
2. Pahami Job Vacancy tersebut dengan menjawab beberapa pertanyaan berikut :
 - a. What position is offered
 - b. Where should the application letter be addressed
 - c. Mention the Qualifications should applicant have
 - d. Any deadline, when is it ?
3. Mulailah menyiapkan perangkat untuk membuat application letter berdasarkan lowongan tersebut.

B. Diskusi

1. Bandingkan Job Vacancy yang kamu punyai dengan kepunyaan dua orang temanmu yang lain, poin apakah yang pasti ada di Job Vacancy punyamu maupun punya temanmu.
2. Bandingkan pula poin kualifikasi apa yang bisa diminta maupun bisa tidak diminta di Job Vacancy milikmu maupun milik temanmu dengan mengisi bagan berikut

No	Nama Siswa	Latar belakang pendidikan	Pengalaman kerja	Skill/ ketrampilan (kompetensi)	Kepribadian	Ditempatkan dimana pun	Kerjalembar	Kendaraan pribadi

3. Jelaskan dengan Bahasa Indonesia tentang isi Job Vacancy yang kamu punyai sesuai jawabanmu pada pertanyaan pertanyaan berikut
 - a. What position is offered
 - b. Where should the application letter be addressed
 - c. Mention the Qualifications should applicant have
 - d. Any deadline, when is it ?
4. Tuliskan bagian bagian surat berikut yang bisa dikutip dari Job Vacancy kalian langsung :
 - a. Inside Address
 - b. Position
 - c. Qualifications

Kesimpulan (Hasil penulisan Application Letter)

Kesimpulan:

Hasil tulisan siswa masing masing berupa Application Letter yang sesuai dengan Job Vacancy dan mempunyai bagian bagian surat yang benar, dengan Bahasa yang sesuai dengan yang ada dalam tata aturan, dan makna yang tepat.

Do this exercises, answer the questions based on the text

Hendra Harjuna
Jl. Semangka no. 76
Pekanbaru
0888123123456
hh.arjun@yahoo.co.id

November 12, 2019

Mrs. Laela Purnama
Personnel Manager
Skyblue Auto Motors
Jl. Sejahtera no. 110
Pekanbaru

Dear Mrs. Laela Purnama:

I am writing to apply for the position of Motorcycle Mechanic as advertised in Horizon Post newspaper on Saturday, November 10, 2019.

As you can see from my enclosed curriculum vitae, my qualifications match the requirements for this position.

I graduated from SMK Karya Bangsa Palembang majoring in Automotive Engineering. My internship at PT Wahid Teknik Palembang afforded me with the crucial skills to work with professional technicians. I assisted them in general repairs of various brands of motorcycles. I am familiar with proper standard care in automotive repairs.

I am a fast learner and hard worker. I am able to work under pressure in a team.

I greatly appreciate the time you spend for reviewing my application, and the opportunity for an interview which I can attend at your most convenient time. I can be reached by phone or e-mail any time.

Thank you for your kind attention.

Yours sincerely,



Hendra Harjuna

1. Who was the application letter addressed to?
2. Who wrote the letter?
3. Why did the applicant write the letter?
4. What position did the applicant apply for?
5. How did the applicant get the information about the job vacancy?
6. What is the applicant's educational background?
7. How did the applicant gain his practical automotive skills?
8. What is the applicant's competence?
9. Why does the position suit the applicant?
10. What is the applicant ready for?

February 23rd, 2010

CV. MALIKA PUBLISHER
Jl. Dharmawangsa No. 33
Purworejo

Dear Sir/ Madam,

We find that we have not always received directly from the publisher the latest information needed for accurate service to our teachers.

We hope you will keep on your list our name as noted above to receive all new catalogues and all announcements of new publications, new editions, price changes, and similar notice. We need them to make any adjustment needed.

We shall be grateful for your cooperation in helping us to maintain good book service.

Yours faithfully,

Drs. Siswanto
Headmaster

1. What is the letter about?
 - A. ordering the books
 - B. complaining about the service
 - C. breaking up the cooperation
 - D. sending the orders
2.in helping us to maintain good book service.
The underlined word has the closest meaning with
 - A. deliver
 - B. offer
 - C. keep
 - D. send
3. Based on the letter above, the statements below are CORRECT, **except**
 - A. The letter was made on February 23rd, 2010.
 - B. The letter is for CV. Malika Publisher.
 - C. The letter was sent by the school principal
 - D. The letter tells about the smoothness of the delivery service.

Tasikmalaya, 11 February 2015

Riyani
Jln. Cendana no 18
Makasar 10110

Hello my friend. How are you doing, there? I hope you are in a good condition. I am sending this letter to give you some news.

It's been one year we separated, since you moved to Makassar. I miss you so much. I'm really looking forward to meeting you soon. After waiting for so long, I finally granted permission to visit you in Makassar. Maybe next month I will go there by plane. When I got there, you have to take me around to the tourist attractions there. I really want to visit the Losari beach. See you there, buddy.

Your friend,
Neni

1. What is the text about?
 - A. Riyani's permission to see her friend.
 - B. Neni's plan to visit the Losari beach .
 - C. Riyani' good news about Makassar.
 - D. Neni's vacation to Tasikmalaya
 - E. Riyani's journey to Makassar.
2. The word **granted** in line 9 has the same meaning to ...
 - A. unaccepted
 - B. believed
 - C. allowed
 - D. renewed
 - E. taken

To :
Prie Leonardo
Fort Hill Avenue 143, Paris, 87345

Dear Prie,

How are you? I'm doing well here. It's been ten years since we've been friends. And in our 10th friendship anniversary, I would like to let you know how special you are to me.

You were always there for me in bad and good times. You helped me in my studies, played jokes on me, cared me and been very kind to me. You have been a good partner in discussions and listened to my stories and ideas very patiently. I am very lucky to have a good buddy like you. May God bless our friendship. I promise to be the best friend for you too.

Yours faithfully,
Charlie Amando

1. Why did Charlie send this letter to Prie?
 - A. To inform Prie that Charlie would visit him
 - B. To tell Prie that he has been a best friend.
 - C. To make some jokes on Prie.
 - D. To help Prie with his problems in studies.
 - E. To discuss some problems with Prie.
2. You helped me in my studies, played jokes on me, cared me and been very kind to me .
The antonym of the underlined word is ...
 - A. bothered
 - B. worried
 - C. ignored
 - D. charged
 - E. disturbed

Mr. John Franco
 Personal Manager
 Multinational Inc.
 Jakarta
 Dear Mr. John,

I am interested to work in your company for the position of a mechanic. I learned about the job in Kompas Daily ... **(1)** October 5th, 2015. I have required experience and knowledge in this field. I have ... **(2)** my resume that will give you detailed information on my work experience and educational background.

It would be ... **(3)** if we can meet for a personal interview where I can show you my work and how many individuals got benefited. I can be contacted at 081 558 099 or through my e-mail address at joshua@gmail.com.

Thank you very much for your patience and considering me for the position.

Sincerely,
 Joshua Knight

1.
 - A. in
 - B. on
 - C. at
 - D. by
 - E. of
2.
 - A. received
 - B. enlarged
 - C. captured
 - D. suffered
 - E. enclosed
3.
 - A. awful
 - B. doubtful
 - C. grateful
 - D. harmful
 - E. peaceful

PASSIVE VOICE

Yaitu kalimat yang subyeknya dikenai pekerjaan, dan obyeknya melakukan pekerjaan.
Prinsip perubahan dari kalimat aktif menjadi kalimat pasif sbb :

No	AKTIF	→	PASIF	KETERANGAN
1	Subyek	→	Obyek	≈ Subyek kalimat Aktif menjadi Obyek dalam kal Pasif. Hati hati dalam penggunaan Pronoun karena ada perubahan bentuk subyek menjadi obyek
2	Obyek	→	Subyek	≈ Obyek kalimat Pasif menjadi Subyek dalam kalimat Aktif
3		→	Be (1/2)	≈ Setelah Subyek harus ditambah Be (is/am/are/ was/ were)
4	Verb _{1/2}	→	Verb - ₃	≈ Kata kerja dalam kalimat Aktif, baik present (V ₁) atau past (V ₂), menjadi kata kerja participle (V ₃) dalam Pasif
5		→	by	≈ Sebelum Obyek dalam kalimat Pasif bisa ditambah by (oleh). Walaupun obyek dalam kalimat pasif <i>tidak</i> harus ada (boleh disertakan boleh tidak)

EXAMPLE

Aktif : He drives the City Bus everyday
Sbj Obj

Pasif : The City Bus is driven by him
Sbj be V₃ Obj

PRINSIP BENTUK (POLA) KALIMAT PASIV

1. SIMPLE (Present/ Past)

+ Subj + Be (is/ am/ are/ was/ were) + Verb-3 + (by Obj)

– Subj + Be + Not + V-3 + (by Obj)

? Be + Subj + V-3 + (by Obj)

? Wh-Q + Be + Subj + V-3 + (by Obj)

Example :

That new car was bought by Mr. Richie yesterday.

The doctor's room is always cleaned by cleaning service every morning.

My brothers are usually given money by my father on Sundays

2. CONTINUOUS (Present/ Past)

- + Subj + Be (is/ am/ are/ was/ were) + Being + Verb-3 + (by Obj)
- Subj + Be + Not + Being + V-3 + (by Obj)
- ? Be + Subj + Being + V-3 + (by Obj)
- ? Wh-Q + Be + Subj + Being + V-3 + (by Obj)

Example :

That old car is being repaired by Mechanics at moment.

The waiting room is being cleaned by cleaning service now.

That girl was being waited for her boyfriend in front of her campus at 4 just now.

3. FUTURE (& atau Modal Auxiliary : can, may, must, shall, will, could, might, had to, should, would)

Present

Past

- + Subj + Modal +Be + Verb-3 + (by Obj)
- Subj + Modal + Not + Be + V-3 + (by Obj)
- ? Modal + Subj + Be + V-3 + (by Obj)
- ? Wh-Q + Modal + Subj + Be + V-3 + (by Obj)

Example :

That old machine will be checked by Technician tomorrow.

The broken bridge can be built again by the building architect engineers perfectly.

Those tasks must be done by the lecturers as soon as possible

4. PERFECT (Has, Have, Had)

- + Subj + Has/ have/ had +Been + Verb-3 + (by Obj)
- Subj + Has/ have/ had +Not + Been+ V-3 + (by Obj)
- ? Has/ have/ had + Subj + Been + V-3 + (by Obj)
- ? Wh-Q + Has/ have/ had + Subj + Been + V-3 + (by Obj)

Example :

That newest modern machines have been sent by The Trading Industry since last term.

Those broken houses caused of earthquake have been built again by the government for years

The luggage has been taken by the owner.

NOTE

Apabila ada dua Obyek dalam kalimat, maka Obyek pelaku diletakkan yang akhir/kedua

Apabila terjadi penggabungan Tenses, maka masing-masing ciri tenses digabung tapi harus tetap ada Be (is/am/are/was/were/be/been) tergantung kata bantunya/auxiliarynya. (Lebih jelasnya bisa dilihat dalam contoh)

Perhatikan perubahan Subject ke Object dalam table PRONOUN sbb :

PRONOUN

SUBJECT	OBJECT	POSSESSIVE		REFLEXIVE
		DIIKUTI BENDA MILIKI	TIDAK DIIKUTI BENDANYA	
I YOU THEY WE HE SHE IT	ME YOU THEM US HIM HER IT	MY..... YOUR..... THEIR..... OUR..... HIS..... HER.... ITS....	MINE YOURS THEIRS OURS HIS HERS ---	MYSELF YOURSELF/SELVES THEMSELVES OURSELVES HIMSELF HERSELF ITSELF

Exercises 1

Make the passive sentence as the pattern

Example: The ball (Throw) by my boy up
The ball is thrown by my boy up

1. Mr. Rizal (call) by his old friend this afternoon
2. The cake (will not cut) before her mom come
3. The old goverment building (has renovate) since a month ago
4. My little sister (give) a great gift in her birthday yesterday
5. The new modern house (sell) by the owner now in a low price

EXERCISES PASIVE VOICE

example : She waters the flower

⇒ The flowers are watered by her

Change these active sentences into passive sentences.

1. She buys some books.
2. They were cleaning the floor
3. We make a report today
4. Sarah used some papers
5. They are singing a song
6. He was selling some clothes
7. The students have studied English
8. Clara had coloured the books.
9. UYTR/
10. They should have painted the house
11. He gave me some books.
12. Does Jordy clean the room ?

These are the examples of passive sentence in 8 tenses

PASIVE VOICE

(EXAMPLE)

Anak induk	SIMPLE	CONTINOUSE	FUTURE	PERFECT
PRESENT	+ The old car is bought by him - The old car is not bought by him ? is the old car bought by him ? ? When is the old car bought by him ?	+ The old car is being bought by him - The old car is not being bought by him ? is the old car being bought by him ? ? When is the old car being bought by him ?	+ The old car will be bought by him - The old car will not be bought by him ? Will the old car be bought by him ? ? When will the old car be bought by him ?	+ The old car has been bought by him - The old car has not been bought by him ? Has the old car been bought by him ? ? When has the old car been bought by him ?
PAST	+ The old car was bought by him - The old car was not bought by him ? was the old car bought by him ? ? When was the old car bought by him ?	+ The old car was being bought by him - The old car was not being bought by him ? Was the old car being bought by him ? ? When was the old car being bought by him ?	+ The old car would be bought by him - The old car would not be bought by him ? Would the old car be bought by him ? ? When would the old car be bought by him	+ The old car had bought by him - The old car had not bought by him ? Had the old car bought by him ? ? When had the old car bought by him ?
PRESENT	FUTURE CONTINOUSE + The old car will be being bought by him - The old car will not be being bought by him ? Will the old car be being bought by him ? ? When will the old car be being bought by him ?	PERFECT CONTINOUSE + The old car has been being bought by him - The old car has not been being bought by him ? Has the old car been being bought by him ? ? When has the old car been being bought by him	FUTURE PERFECT + The old car will have been bought byhim - The old car will have not been bought by him ? Will the old car be bought by him ? ? When will the old car have been bought by him	FUTURE PERFECT CONTINOUSE + The old car had been bought by him - The old car had not been bought by him ? Had the old car been bought by him ? ? When had the old car bought by him ?
PAST	+ The old car would be bought by him - The old car would not be bought by him ? Would the old car be bought by him ? ? When would the old car be bought by him	+ The old car had been bought by him - The old car had been not bought by him ? Had the old car bought by him ? ? When had the old car been bought by him ?	+ The old car would have been bought byhim - The old car would have not been bought by him ? Would the old car be bought by him ? ? When would the old car have been bought by him	+ The old car would have been being bought by him - The old car had not been beingbought by him ? Had the old car bought by him ? ? When had the old car bought by him ?

3.29. JOB INTERVIEW



How to Deal with a Job Interview **Preparation for a Job Interview**

1. Research for the Job

Do some research on the job description that you applied. Make a list of the skills, knowledge, and personal and professional qualities that are required by the employer.

2. Matching your skills to the job requirements

Match the requirement of the job with the skills that you probably mastered. If there are some requirements that still not fit to your skill, you need to give the logical reason.

3. Discover the company

It will help you to prepare for the interview questions related to the company.

Discovering the company will let you know more about the history, future goals, and also the culture of the company. You can get information about the company by visiting the company website.

4. Preparing your interview clothes

Don't wait until the last minute to prepare your interview clothes. You may start preparing your clothes in the night, so you won't be in a hurry to preparing the clothes.

5. Get the direction

To avoid tardiness, you need to know where is the location of your interview. By knowing the location, you can calculate the time you start going to avoid running late to the interview.

Adopted from: <https://www.thebalancecareers.com/how-to-prepare-for-a-job-interview-2061361> (April 5, 2019)

Tips for During The Job Interview

1. Make a great first impression

Never forget the little things such as shine your shoes, check your clothes for holes, stains, pet hair, and loose thread. Show confident body language and smile during the job interview.

2. Practice good manner and body language

Be confident in every occasion in the job interview. Make a firm handshake if shaking hands with the interviewer. Make eye contact and smile to make sure that you are a confident person.

3. Answer the questions concisely and focused

The job interview time is limited, so be mindful of rambling. Practicing your answer before the interview will help you to stay focus.

4. Do not speak negative things about your previous job

If you ever discouraged from your previous job, focus on talking about what you have achieved from the job and what you want to do next.

Tips for After the Job Interview

1. Ask for the next steps

After the interview, ask your interviewer about what to do next. This will be a follow-up email with the result of your interview, additional requirement, or the next interview.

2. Send a thank you letter after the interview to the interviewer

This is an optional step for you to do, but it will affect the personal connection between you and your interviewer. Ask for the business card from each of the interviewers so you can follow up individually with separated thank you email.

Common Questions in Job Interview

1. Can you tell me a little about yourself?

The key is don't give complete employment (or personal) history to the interviewer. Give an answer that shows you are the right person for this position. Never give information about yourself when the interviewer is not asking for it.

2. How did you know about the job vacancy?

This is the question where you can show your passion and connection to the company. For example, if you found out the information from your friend in that company, you need to state the name, then share why you were so excited to apply in that position.

3. Why should we hire you?

You need to answer this question with these statements: you cannot only do the work, but you can deliver great result; you will really fit in the culture and the team in this company, and you are the best candidate ever.

4. **Where do you see yourself in five years?**

An interviewer wants to know if you have set a realistic expectation for your career if you have ambition and if the position that you apply to align with your goal and growth. It is OK to say that you are not quite sure about your future goals, but experience plays an important role in helping you make that decision.

5. **What do you consider to be your weaknesses?**

Rather than answering like “I can’t meet a deadline to save my life” or “Nothing, I’m perfect” you better thinking to something that you still struggle to achieve it. For example, maybe you have a problem in speaking in front of audiences, but you still trying to eliminate that feeling by joining a voluntary meeting to improve your confidence in speaking in front of audiences.

Adopted from: <https://www.themuse.com/advice/how-to-answer-the-31-most-common-interview-questions> (April 5, 2019)

Modal for expressing polite request

Modal verbs are helping/auxiliary verbs that express ideas such as ability, permission, and asking for assistance. Many modal verbs have more than one meaning. They are always followed by the simple verb (V1/Verb base). The following modals are used for expressing polite request.

To ask questions in a very polite way, say:

Would you/ Could you (please) + simple verb (V1) + ...?

Could you tell me about your job, please?

Would you please email that resume to me? I need it immediately.

Could you explain more about your previous job?

To ask questions in a polite but more casual way, say:

Will you/ Can you (please) + simple verb (V1) + ...?

Will you please inform your educational background?

Can you do the overtime?

EXERCISES

MATCH THE BLANK PHASES D

Mr. Rudi: Hello, welcome to our engineering company.

Shafira: I am glad for the chance to be interviewed.

Mr. Rudi: (1) _____

Shafira: I was applying for an electrical engineer and I graduated from Teladan Vocational School with compliments.

Mr. Rudi: I see from your resume that you are experienced.

(2) _____

Shafira: I have worked as an electrical engineer for four years. But I think it is a good career to join your company.

Mr. Rudi: (3) _____

Shafira: It was a dead end job. I think, there was no more room for me to develop. I need a larger company to develop myself.

Mr. Rudi: Yes our company is large and there is plenty of room for advancement.

Shafira: So, ---(4) _____

Mr. Rudi: Yes, but for the first month you will be on probation with half-pay. After that, you will be a full employee of the company. Any questions?

Shafira: (5) _____

Mr. Rudi: It is around 2.2 million Rupiah per month.

Shafira: Sounds good. Could you tell me when I have to start?

Mr. Rudi: Please report to the engineering department on Monday at 9 a.m.

Shafira: Great, thank you, sir.

Mr. Rudi: I look forward to working with you.

- Could you tell me how long have you worked in your previous company?
- Could you please tell me about your educational background?
- Could you tell me about the salary?
- Would you please tell me why did you resign from your previous job?
- would you give me the job?
- Would you like to tell about yourself?



Pengertian News Item Text

Dalam bahasa Inggris, “news” berarti berita. Tentunya hal ini tidak asing bagi kita. Beberapa ahli bahasa Inggris mendefinisikan news item text sebagai berikut:

“News items is a text that informs the readers about newsworthy or important events of the day.”

News item text adalah suatu teks yang menginformasikan pembaca tentang peristiwa/kejadian sehari-hari yang layak diberitakan atau penting. Newsworthy yang berarti layak untuk diberitakan, jadi tidak semua kejadian/peristiwa bisa diberitakan. Hanya kejadian atau peristiwa penting saja yang layak diberitakan. Jika peristiwa/kejadian itu tidak penting maka tidak layak untuk diberitakan dan diketahui banyak orang.

Tujuan News Item Text

Tujuan News Item Text adalah

“The purpose of news item text is to inform the readers about newsworthy or important events of the day.”

Tujuan news items text adalah untuk menginformasikan pembaca tentang peristiwa/kejadian sehari-hari yang layak untuk diberitakan atau penting. Dan kejadian yang diberitakan biasanya adalah kejadian atau peristiwa terbaru.

Generic Structure

Sama halnya dengan jenis teks bahasa Inggris lainnya seperti narrative text, recount text, atau procedure text, news item text juga memiliki susunan atau struktur umum atau disebut generic structure. Generic Structure dari news item text adalah sebagai berikut:

Main Event/Newsworthy Event: adalah berita utama, bagian yang menceritakan ringkasan dari suatu kejadian atau peristiwa penting yang terjadi.

Background Event/Elaboration: menceritakan secara rinci latar belakang kejadian atau peristiwa yang terjadi, siapa yang terlibat, dimana dan bagaimana peristiwa terjadi.

Source: bagian terakhir dari struktur news item text, merupakan sumber berita bisa berupa pernyataan narasumber, komentar saksi, pendapat para ahli, atau pernyataan dari pihak terkait dari suatu peristiwa.

STRUCTURE

- **Headline** : the title of the news
- **Summary of events** : the elaboration of what happened, to whom and in what circumstance
- **Quotes** : the exact words that people have said or written in the news

One of Four Remaining Yangtze Turtles Dies in China

One of the world's rarest turtles, a Yangtze giant softshell, has died in China, leaving just three remaining.

Also known as *Rafetus Swinhoei*, the female turtle died in the Suzhou zoo in southern China.

Experts had tried to artificially inseminate the creature, which was over 90 years old, for a fifth time shortly before she died.

The species is critically endangered due to hunting, overfishing, and the destruction of its habitat.

One male is left in the Chinese zoo while two other turtles live in the wild in Vietnam. The elusive nature of the turtle means it has been difficult to identify the latter's gender.

Local staff and international experts had attempted to artificially inseminate the female 24 hours before she died.

They said, "There were no complications from the operation and she had been in fine health after the procedure, but deteriorated the next day."

The cause of her death is being investigated and the turtle's ovarian tissue was collected for future research.

(Adopted from: <https://www.bbc.com/news/world-asia-47932731> (April 15, 2019))

Exercises : Answer these questions based on text above

1. What is the purpose of the text?
2. What is the text about?
3. Who were involved?
4. Where did the event occur?
5. Why did it occur?
6. What is the first paragraph about?
7. What is the purpose of the first paragraph?
8. What is the purpose of the rest paragraphs?
9. Why is there a sentence written between the quotation marks (paragraph 7)? What do you call such a sentences?
10. What tense is mostly used in the text? Why does it use the tense?

Parts of the Text		Information from the Text
Headline		One of Four Remaining Yangtze Turtles Dies in China
Summary of Events	Who?	A Yangtze giant softshell, one of the world's rarest turtles.
	What?	A Yangtze giant softshell has died in China.
	Where?	In the Suzhou zoo in southern China
	When?	24 hours after local staff and international experts had attempted to artificially inseminate the female turtle.
	Why?	The cause of her death is being investigated.
Quotes		They said, "There were no complications from the operation and she had been in fine health after the procedure, but deteriorated the next day."

Exercises.

Text 1

Earthquake aftershock hits Nepal and India, magnitude 6.7

A strong earthquake aftershock struck India and Nepal on Sunday, shaking buildings in New Delhi and triggering an avalanche in the Himalayas.

The United States Geological Survey said the tremor was 6.7 magnitude, less than the 7.9 quake that struck the region on Saturday killing at least 1,900 people.

"Another one, we have an aftershock right now," Indian mountaineer Arjun Vajpai told Reuters by telephone from base camp on Mount Makalu, 20 km (12 miles) from Everest.

Screams and the sound of an avalanche could be heard over the phone line Vajpai was speaking on. At Everest base camp, Romanian climber Alex Gavan tweeted that the aftershock had set off three avalanches.

Terjemahan

Gempa susulan gempa hit Nepal dan India , besarnya 6,7

Sebuah gempa susulan yang kuat melanda India dan Nepal pada hari Minggu , mengguncang bangunan di New Delhi dan memicu longsor salju di Himalaya .

The United States Geological Survey mengatakan gempa mencapai 6,7 magnitude , lebih kecil dari 7,9 gempa yang melanda wilayah tersebut pada Sabtu menewaskan sedikitnya 1.900 orang .

" Satu lagi , kita memiliki gempa susulan sekarang , " pendaki gunung dari India Arjun Vajpai kepada Reuters melalui telepon dari base camp di Gunung Makalu , 20 km (12 mil) dari Everest .

Jeritan dan suara longsor bisa didengar melalui saluran telepon Vajpai berbicara. Di base camp Everest , pendaki Rumania Alex Gavan berkicau di twitter bahwa gempa susulan telah mengakibatkan tiga longsor.

Text 2

Biodiesel Fuel: Alternative for a Green Tomorrow

Biodiesel in simple words is an advanced form of Biofuel. It refers to an animal or vegetable fat based renewable fuel, made up of a long chain of chemical compounds like propyl, ethyl, methyl, etc. Created by chemically treating vegetable oil or animal fat with alcohol generating compounds, biodiesel is believed to be the revolution that is helping several countries overcome their dependency on diesel. It can be operated in any diesel engine with little or no modification to the engine or the fuel system.

Biodiesel is a solution for our green concerns. The emissions are lower as compared to those from diesel (petroleum). A detailed explanation would state that biodiesel, reduces unburned hydrocarbons, particulate matter, and other gases as compared to petroleum diesel. In the United States of America, it is produced on a large scale in a bid to reduce dependency on other countries for oil needs. This had led to several green jobs being created and has also contributed to the economy.

It produces less carbon output and few pollutants than traditional petroleum products. When compared to petroleum diesel, biodiesel produces less soot (particulate matter), carbon monoxide, unburned hydrocarbons, and sulfur dioxide. Pollution from oil causes more air pollution and many people fall sick every day. With the use of biodiesel, people have got huge health benefits as they need to spend less money on healthcare products.

So, what can you conclude about biodiesel? I think it is really alternative fuel for our green concerns in the future.

Adopted from: <https://www.conserve-energy-future.com/what-is-biodiesel.php> (April 18, 2019)

Text 3.

Agriculture Ministry Launches Trial for B100 Biodiesel Fuel

The Agriculture Ministry started on Monday the trial period for the use of 100-percent biodiesel (B100) of fuel that uses fatty acid methyl ester from crude palm oil (CPO) in a move that expands its reach within the domestic palm oil market and reduces the dependency on imported fossil fuels.

Agriculture Minister Amran Sulaiman said during the event that the trial would involve 50 of the ministry's official cars and tractors.

He said B100 fuel allowed vehicles to travel 13.1 kilometers per liter, which was more efficient than using Solar-branded fossil fuels that limited travel to 9.6 kilometers per liter.

In early testing, cars that used B100 fuel could travel 6,000 kilometers in total, he added.

The ministry also began discussing the possible mass production of B100 fuel with state-owned enterprises and private companies. Amran estimated the commercial price of B100 to be around Rp 8,000 (57 US cents) per liter.

"Users should not only think about cutting costs, but they have also to think about protecting the environment. B100 produces less pollution than diesel [fossil] fuels," he said on the sidelines of the launch.

Amran expressed hope that the widespread use of B100 could be implemented to cut imports of fossil fuels and boost the domestic use of CPO amid the European Union's campaign against the commodity.

Adopted from: <https://www.thejakartapost.com/news/2019/04/15/agriculture-ministry-launches-trial-for-b100-biodiesel-fuel.html> (April 15, 2019)

Exercises

Compare the two previous texts. (Text 2 and 3)

Identify the social functions, text structures, and language features of each text.

Aspect	Text 1	Text 2
Purpose		
Text structure		
Language features		

Obligation: Pengertian, Penjelasan, Contoh Kalimat dan Dialog



Read the following sentences.

1. I **must** finish my work as soon as possible.
2. We **have to** submit our paper the day after tomorrow.
3. I'd like to, but I am **supposed to** stay at home.

The words **must** and **have to** are used to express necessities.
The word **supposed to** is used to express an expectation.

Study the following table.

Sentence	Function
I must finish my work as soon as possible.	It is necessary for me to finish my work as soon as possible.
We have to submit our paper the day after tomorrow.	It is necessary for us to submit our paper the day after tomorrow.
I am supposed to stay at home.	I am expected (by another person) to stay at home.

Berikut adalah beberapa frase dan contoh kalimat yang bisa digunakan untuk mengungkapkan atau mengekspresikan obligation (keharusan)

Obligation (Keharusan)

1. Menggunakan Adjectives: Obligatory, Compulsory, Needless, Unnecessary

Contoh Kalimat:

- ☐ It is obligatory for the people to participate in education.
(Artinya: Suatu keharusan bagi orang-orang untuk berpartisipasi dalam pendidikan)
- ☐ Entering elementary school is compulsory in Indonesia.
(Artinya: Masuk Sekolah Dasar merupakan keharusan di Negara Indonesia)
- ☐ That's a needless thing to speak with him.
(Artinya: Taka da gunanya berbicara dengan dia)
- ☐ It's unnecessary to sit under the tree for hours.
(Artinya: Tidak perlu duduk di bawah pohon selama berjam-jam) Etc.

2. Menggunakan Nouns: Obligation, Compulsion, Need, Necessity

Contoh Kalimat:

- ☐ There's a legal obligation to enter the army.
(Artinya: Ada keharusan resmi untuk masuk Angkatan Bersenjata)
- ☐ It's compulsion to obey your parents.
(Artinya: Merupakan keharusan untuk mematuhi orang tuamu)
- ☐ It's a need for everybody to eat nutritious food.

(Artinya: Perlu bagi setiap orang untuk makan makanan yang bergizi)

☐ Is it necessity for man and woman to sit apart?

(Artinya: Apakah perlu bagi laki-laki dan wanita untuk duduk berpisah?)

3. Menggunakan Verbs: Oblige

Contoh Kalimat:

☐ My father obliged me to study every night.

(Artinya: Ayah saya mewajibkanku untuk belajar setiap malam)

4. Menggunakan Modal Auxiliaries: Must, Have to, Ought to, Should

Contoh Kalimat:

☐ You must obey your parents.

(Artinya: Kamu harus mematuhi kedua orang tuamu)

☐ Every Muslim must pray five times a day.

(Artinya: Setiap umat Islam harus sholat lima kali sehari)

☐ I have to go now.

(Artinya: Saya harus pergi sekarang)

☐ You ought to repair my watch.

(Artinya: Kamu harus memperbaiki jamku)

☐ Those shoes should be repaired.

(Artinya: Sepatu itu seharusnya diperbaiki)

☐ I ought to wake up early.

(Artinya: Saya harus bangun pagi)

☐ Etc.

Must/Have to and Be Supposed to/Be Expected to

1. Must/Have to

Function:

To express necessities/obligations.

Pattern:

- must + V base

- have to/has to + V base

Difference:

- Must is used when the speaker thinks it is necessary.

- Have to is used when another person thinks it is necessary.

Examples:

- I must clean my room every day. (I decide to clean my room every day.)

- I have to water the flowers every day. (It is not my decision. My mother told me to water the flowers.)

2. Be Supposed to/Be Expected to

Function:

To express expectations.

Pattern:

- is/am/are + supposed to + Vbase

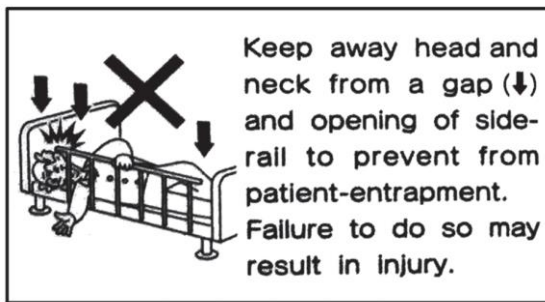
- is/am/are + expected to + Vbase

Examples:

- I am supposed to make my bed every morning. (I am required/ expected to make my bed every morning.)

- I am expected to go to school early. (I am expected to go to school early.)

Exercises 1 : Read the text below, and answer the questions based on the text



Questions:

1. What is the purpose of the text?
2. Where can you read the text?
3. What must a person do according to the text?
4. What will happen if a person disregards the notice?
5. "Keep away head and neck" What is the similar meaning of 'keep away'?

Exercises 2, answer the question based on the dialog

Practice the following dialog.

- Ronald : Ryan, have you finished your assignment?
Ryan : Not yet. What about you?
Ronald : I've finished, but I must recheck before submitting it to the teacher.
Ryan : We still have time to do it, right?
Ronald : Yes. We still have two days to finish. We have to submit it the day after tomorrow.
Ryan : You're right. I must finish my work as soon as possible.
Ronald : Do you have difficulties so far?
Ryan : Yup! Will you help me, please?
Ronald : Sure.

1. What do the words in bold you find in the previous dialog mean in Indonesian?
2. What do the speakers use the words in bold for?
3. Do the words in bold have a similar function? What is the function(s) of the words?
4. What type of verbs follows the words in bold?
5. What another situation can you use the words in bold for your sentences? What would you say for each situation?

MATERI PENGAYAAN

DERIVATION/ WORD FAMILY

Pembentukan suatu kata jadian dengan menggunakan awalan atau akhiran tertentu, yang dapat mengubah suatu jenis ke jenis kata lain. (Kata benda, Kata sifat, Kata kerja, Kata keterangan)

A. Kata Benda (Noun)

Kata benda biasanya ditempatkan sebagai subyek, obyek, atau adverb. Kata benda ada yang konkret dan abstrak. Ada yang bisa dihitung (countable), dan yang tidak bisa dihitung (uncountable),

Ciri-ciri kata benda adalah :

1. Setelah artikel : a, an, the → a book, an apple, the river, the water
2. Setelah kata ganti pemilik/ possessive : my, your, her, his, our, their, It's, ani's → my teacher, your homework, her mother, etc
3. Setelah kata tunjuk : this, that, these, those → that car, those cars, this machine, these machines
4. Setelah quantifiers : some, any, few, little, many, much, a lot of, three, first, other etc → some money, much sugar, few students, any question, first meeting, less coffe, etc
5. Setelah preposisi : at, on, of, in, for, about, with, between, after, before, etc → on the cupboard, with mother, in house, between TV and table, about working, etc
6. Yang mempunyai akhiran :

Verb +	a. ion/ tion/ sion	Action, <u>injection</u> , information, combination, assumption, production, permission, decision, conclution, etc
	b. ment	Government, agreement, payment, development, improvement,
	c. ure	punishment, statement, environment, engagement, measurement,
	d. ation/cation/ ition	entertainment, advertisement
	e. ance/ence	Failure, mixture, pressure, signature, departure, procedure
	f. al	Information, classification, application, admiration,
	g. ess	competition, composition, repetition, qualification
	h. t	Importance, avoidance, performance, allowance, silence difference,
	i. age	absence, dependence, intelligence, confidence.
	j. er/or	Arrival. Disposal, continual, refusal, emotional, practical
	k. ant/ ent	Acces, success, process, excee, hostess, lioness
	l. ry / y	Complaint, flight, gift, product, thought, content

Noun +	<div> <div>m. ian</div> <div>n. ist</div> <div>o. ship</div> <div>p. hood</div> </div>	Librarian, musician, comedian, egyptian, electrician Biologist, scientist, artist, pianist, dentist, guitarist. Friendship, leadership, relationship, membership Broyherhood, chilhood, fatherhood,
Adj +	<div> <div>q. ness</div> <div>r. ty</div> <div>etc...</div> </div>	Darkness, gladness, goodness, sadness, kindness, illness Ability, popularity, nationality, loyalty, security, stability.

B. Kata Sifat

Fungsinya untuk menerangkan kata benda. Biasa diletakan sebagai pelengkap dalam predikat, atau setelah 'Be' , dalam Noun phrase atau kelompok kata benda, kata sifat diletakan mendahului kata benda yang diterangkan (*blue sky, smart boy, dilligent student*,etc).

Ciri-ciri kata sifat :

1. Setelah 'Be' (is, am, are, was, were, be, been) → She is beautiful, they are dilligent, he was bad
2. Sebelum kata benda, dalam noun phrase → a wonderful woman, the handsome man, a big house
3. Setelah kata ; appear, become, feel, grow, look, seem, smell. Sound, taste dsb → he look happy, it smell delicious, you fell tired, the signature seem interesting, they become naughty etc.
4. Setelah : very, so, quite, too, more, most → lka is very confident, slamet is the most handsome,
5. Menggunakan akhiran :

Verb +	<div> <div>a. full</div> <div>b. y</div> <div>c. less</div> <div>d. able</div> <div>e. ive</div> <div>f. nt</div> <div>g. tic</div> <div>h. ing</div> </div>	Beautiful, careful, useful, helpful, cheerful, faithful, forgetful, Angry, healthy, funny, hairy, rainy, salty, cloudy, windy,fairy Careless, endless, hopeless, jobless, useless, fearless, childless Acceptable, agreeable, believable, valuable, readable, washable Creative, collective, productive, inovative, informative, normative Different, important, patient, silent, influent, Politic, patriotic, energetic,idiomatic, automatic, Amusing, interesting, amazing, annoying,
Noun +	<div> <div>i. al</div> <div>j. y</div> <div>k. ous</div> <div>l. ish</div> </div>	Instrumental,political,practical,habitual,actual,economical,disposal Angry, healthy, funny, hairy, rainy, salty, cloudy, windy Dangerous, delicious, famous, ambitious, humorous, luxurious Childish, foolish, selfish, girlish,boyish

C. Kata Kerja

Untuk menyatakan aktifitas subyek, biasanya ditempatkan sebagai predikat

Kata Kerja itu ada 2 macam ; Regular & Irregular. Masing-masing mempunyai bentuk 1(present), bentuk 2 (past), dan bentuk 3 (perfect).

Ciri-ciri Kata Kerja ;

1. Terletak setelah Subyek langsung (kal simple) → We **go** to school,She **studies** English, I **saw** you
2. Terletak setelah Be/ Modal/ Auxiliary Verb/ Auxiliary Perfect/ not/ adverb frequency/to/verb → She is **cooking**, We can **do** it well, I don't **know**, They have **bought** it, etc
3. Menggunakan :
 - a. awalan en → enlarge, endanger, enrich ,encourage,
 - b. akhiran ize → criticize, generalize, realize, utilize, symbolize,
 - c. akhiran en → broaden, frighten, lenghten, shorten, threaten, widen

d. akhiran fy → clarify, identify, modify, notify, satisfy

e. akhiran ed/ing → asked, asking, cleaned, cleaning, studied, studying,

D. Adverb (Kata Keterangan)

Ada beberapa bentuk adverb/ keterangan, yaitu:

1. Adverb of Place (keterangan Tempat)

2. Adverb of Time (keterangan waktu)

3. Adverb Frequency, (always, usually, often, sometimes, seldom/ rarely, ever & never)

4. Adverb of Manner (keterangan sikap)

Adverb Manner dibentuk dari **Kata Sifat + ly** → carefully, nicely, happily, beautifully, diligently

Ciri-ciri adverb manner selain berakhiran 'ly' juga letaknya ;

a. Setelah Predikat (kalau kalimatnya tidak mempunyai object) → Hestudiescarefully

S prdkt adv mnr

b. Setelah Object (kalau kalimatnya mempunyai object) → Hestudies English carefully

S prdk Obj adv mnr

c. Sebelum kata kerja yang diterangkan → Hecarefully studies English

S adv mnr verb Obj

DIRECT INDIRECT SPEECH



Direct & Indirect speech yang lebih di kenal dengan kalimat langsung dan kalimat tak langsung yang di gunakan ketika seseorang ingin menceritakan apa yang telah di katakan oleh seseorang kepada orang lain.

Direct and Indirect Speech, yang juga kita kenal dengan istilah lain yaitu REPORTED SPEECH. **Direct Speect** adalah kalimat yang diucapkan secara langsung oleh pembicara dan ditulis dengan tanda kutip. Sedangkan **Indirect Speech** adalah kalimat yang diucapkan secara tidak langsung oleh pembicara tanpa diberi koma.

Misalnya, teman kamu yani memberitahumu ketika di sekolah “aku akan memberimu pena”. Ketika kamu pulang dan sampai di rumah, kamu ingin memberitahu ibumu tentang apa yang disampaikan temanku tadi, kamu bisa menggunakan dua cara berikut ini :

- DIRECT SPEECH: Yani said, “I will give you a pen”.
- INDIRECT SPEECH: Yani said that she would give me a pen.

CARA MENGUBAH KALIMAT DIRECT KE INDIRECT

Cara mengubah kalimat direct menjadi indirect di bedakan menjadi 3 yaitu :

kalimat perintah/larangan, pernyataan, dan pertanyaan. Untuk lebih jelasnya, mari kita simak uraian berikut ini :

1. Kalimat perintah dan larangan.

Untuk merubah kalimat direct ke indirect pada kalimat perintah/ larangan perlu di tambahkan kata **TO** sebelum kalimat yang di laporkan, contohnya :

KALIMAT PERINTAH :

- Direct speech (kalimat langsung) : DINDA ASKED ME, “OPEN THE DOOR.”
- Indirect speech (kalimat tidak langsung) : DINDA ASKED ME TO OPEN THE DOOR.

KALIMAT LARANGAN :

- Direct speech : DINDA ASKED ME, “DON’T OPEN THE DOOR.”
- Indirect speech : DINDA ASKED ME NOT TO OPEN THE DOOR.

NOTE : DON’T DALAM KALIMAT LANGSUNG BERUBAH MENJADI NOT TO.

2. Kalimat Pernyataan

Untuk mengubah kaliaamt direct menjadi indirect pada kalimat pernyataan di gunakan kata penghubung that sebelum kalimat yang di kutip. Contohnya :

- Direct : KHANSA TOLD HER FRIEND, “ I WILL GO TO LAMPUNG.”
- Indirect : KHANSA TOLD HER FRIEND THAT SHE WOULD GO TO LAMPUNG.

3. Kalimat Pertanyaan

Untuk mengubah kalimat direct ke indirect pada kata Tanya, question words seperti what, who, when, why, and soon dijadikan kata penghubung antara kalimat pengantar dengan kalimat yang di kutip, contohnya :

- Direct : MR.ALI ASKED ME,"WHERE DO YOU LIVE?"
- Indirect : MR.ALI ASKED ME WHERE I LIVED.

PEDOMAN PERUBAHAN TENSES DALAM DIRECT KE INDIRECT SPEECH

Kita perlu mempelajari tentang perubahan tenses yang terjadi antara Direct & Indirect speech. Ketika pada kalimat langsung dia menggunakan tenses bentuk present, maka kalimat tak langsung akan berubah tenses nya menjadi bentuk past (lampau), simak perubahan bentuk tenses lainnya di bawah ini

Tabel perubahan bentuk tenses pada kalimat Direct Indirect speech

Direct Speech:	Indirect Speech :
Simple Present Tense	Simple Past Tense
Present Continuous Tense	Past Continuous Tense
Present Perfect Tense	Past Perfect Tense
Present Perfect Continuous Tense	Past Perfect Continuous Tense
Simple Past Tense	Past Perfect Tense
Simple Future Tense	Past Future Tense/Conditional
Future Continuous Tense	Past Future Continuous Tense

CONTOHNYA :

1. Simple Present diubah menjadi Simple Past
 - Direct : SHE SAID, "I BUY A PEN."
 - Indirect : SHE SAID THAT SHE BOUGHT A PEN.
2. Present Continuous Tense diubah menjadi Past Continuous Tense
 - Direct : she said, " I am buying a pen."
 - Indirect : she said that she was buying a pen.
3. Present Perfect Tense diubah menjadi Past Perfect Tense
 - Direct : she said, ' I have bought a pen."
 - Indirect : she said that she had bought a pen.
4. Present Perfect Continuous Tense diubah menjadi Past Perfect Continuous Tense
 - Direct : she said, " I have been buying a pen since 6 o'clock."
 - Indirect : she said that she had been buying a pen since 6 o'clock.
5. Simple Past Tense diubah menjadi Past Perfect Tense
 - Direct : she said, " I bought a pen."
 - Indirect : she said that she had bought a pen.
6. Simple Future Tense diubah menjadi Past Future Tense
 - Direct : she said, " I will buy a pen."
 - Indirect : she said that she would buy a pen.
7. Future Continuous Tense diubah menjadi Past Future Continuous Tense
 - Direct : she said, " I will be buying a pen."
 - Indirect : she said that she would be buying a pen.

PERUBAHAN ADVERB OF TIME (KETERANGAN WAKTU) YANG PERLU DIPERHATIKAN:

Dibawah ini adalah tabel contoh perubahan Adverb of time.

Direct :	Indirect :
Now	Then
Today	That day
Tonight	That night
This week	That week
Yesterday	The day before
The day before yesterday	Two days before
Last night	The night before
Last week/year	The previous week/year
A year ago	A year before/The previous year
Three years ago	Three years before
Tomorrow	The next day/The following day
The day after tomorrow	In two day's time/The followingday
Next week/year	The following week/year
On Sunday	On Sunday
Here	There
This book	The book
This	That
These	Those
Over there	Over there

LATIHAN SOAL !

Untuk memperdalam pemahaman kalian mengenai penggunaan direct & indirect speech, yuk kita kerjakan beberapa soal di bawah ini dengan merubah ke dalam bentuk kalimat tidak langsung.

1. Faiz said me, " Don't go anywhere."
2. Farah said, " I am studying English."
3. Nani asked me, " Do you like Travelling?"
4. Oki said, "I play basketball."
5. She said," Ice is cold."
6. Ulain said, " I can buy a motorcycle."

A. Please change these following sentences into indirect speech!

1. Siti Fatimah said: "I have not finished my research proposal yet."
2. Aminah says to Aisyah, "Syah, I will go to your house after I finish my work."
3. Jatmiko said,"Where is my tie? I put it here yesterday."

4. Sintawati said to Mother: "I want to buy new dress so that my friends look me beautifully on my birthday party."
5. Peter said to Father: "Can you help me to study this lesson? I will do the test tomorrow."
6. Peter said, "I was watching TV when Ani called me".
7. Wati said to Shinta, "My computer is broken by my brother. I must repair it".
8. Wati said to Ann, "Do you know the man who stands there?"
9. Mother said to her son, "Have you finished your research proposal?"
10. Teacher said to the students, "Do this exercises!"

B. Please change these following sentences into direct speech!

1. Alit Fernando said that I hadn't to forget what he had told me.
2. Andrean asked me where I had gone four days before.
3. Anton Arisandi asked me whether I could come along.
4. Ardian said to the children that they had to do that themselves.
5. Rahmawati said that the question would be answered by her.
6. She asked me how many pieces of bread I could eat.
7. She said to him why he had stopped there the previous week.
8. Susi Susanti said that she did her homework by herself.
9. The headmaster told to me not to come there.
10. Tika suggested having lunch in that restaurant.

Choose the best answer from the choice

1. "I begin to understand the concept of biodiversity."
 - a. He said that he began to understand the concept of Biodiversity
 - b. He wanted to know if he began to understand the concept of Biodiversity
 - c. He asked me that he began to understand the concept of Biodiversity
2. "Your friend has just left."
 - a. He told me that my friend has just left
 - b. He told me that your friend had just left
 - c. He told me that my friend had just left
3. "The sun rises in the east and sets in the west"
 - a. He asked if the sun rises in the east and sets in the west
 - b. He said that the sun rose in the east and set in the west
 - c. He said that the sun rises in the east and sets in the west
4. "I ate some beef burgers yesterday." Said Jean.
 - a. Jean said that she have eat some beef burgers the day before.
 - b. Jean said that she has ate some beef burgers the day before.
 - c. Jean said that she had been eaten some beef burgers the day before.
5. "We have been here for a week."
 - a. They said they had been there for a week
 - b. They said they had been here for a week
 - c. They said we had been there for a week
6. "Did they eat out together yesterday?"
 - a. He asked me if they had eaten out together the day before.
 - b. He asked me if they had eaten out together yesterday.
 - c. He asked me if they has eaten out together the day before.

7. "What's your passion?"
 - a. She wanted to know what is my passion.
 - b. She wanted to know what my passion was.
 - c. She wanted to know what was my passion.
8. "Can I borrow your pencil for a moment?"
 - a. She asked me whether she can borrow my pencil for a moment.
 - b. She asked me whether she could borrow my pencil for a moment.
 - c. She asked me if she can borrow my pencil for a moment.
9. "Why are you staring at my feet?"
 - a. He asked her why was she staring at his feet.
 - b. He asked her why she is staring at his feet.
 - c. He asked her why she was staring at his feet.
10. Who is hiding under the bed?
 - a. Mom wanted to know why was hiding under the bed.
 - b.. Mom wanted to know who was hiding under the bed.
 - c. Mom wanted to hiding under the bed.

4 CARA MENGUNGKAPKAN PILIHAN (PREFERENCE)

Setiap hari, kita harus memilih hal-hal yang disukai atau tidak. Nah, bagaimana cara menyatakan atau mengungkapkan pilihan kita tersebut dalam bahasa Inggris (PREFERENCE)? Jangan khawatir, Anda dapat mengungkapkannya dengan empat cara berikut.

1. LIKE

Like digunakan untuk mengungkapkan apa yang Anda suka, tidak suka, atau inginkan secara umum.

Pola kalimatnya ada dua, yaitu:

- Like + noun + better than + noun
- Like + verb-ing + better than + verb-ing

Agar pola ini lebih dipahami, perhatikan contoh-contoh kalimat di bawah ini.

- She **likes** affiliate **better than** pay per klik (PPC) program. [Dia lebih suka afiliasi daripada program program PPC.]
- I **like** writing **better than** watching movies. [Saya lebih suka menulis daripada menonton film.]

2. PREFER

Seperti halnya like, prefer digunakan untuk mengungkapkan apa yang Anda suka, tidak suka, atau inginkan secara umum. Pola kalimat yang menggunakan kata ini sebagai berikut:

- Prefer + noun + to + noun
- Prefer + verb-ing + to + verb-ing
- Prefer + to verb 1 + rather than + verb 1
-

Contoh kalimat:

- My son **prefers** pizza **to** martabak. [Anak laki-lakiku lebih suka pizza daripada martabak.]
- I **prefer** swimming **to** cycling. [Saya lebih memilih berenang daripada bersepeda.]
- Anwar and Joni **prefer** to watch TV at home **rather than** go to a mall. [Anwar dan Joni lebih memilih menonton TV di rumah daripada pergi ke pusat perbelanjaan.]

3. WOULD PREFER

Would prefer digunakan untuk mengungkapkan pilihan dalam situasi yang khusus (spesifik). Polanya adalah would prefer + to verb 1 + rather than + verb 1.

Contoh kalimat:

- I **would prefer** to order English articles for my niche blogs **rather than** write them. [Saya memilih memesan artikel-artikel bahasa Inggris untuk blog-blog niche saya daripada menulisnya.]
- President Joko Widodo **would prefer** to wear white shirt for his daily duties **rather than** wear coat. [Presiden Joko Widodo memilih memakai kemeja putih untuk tugas-tugas hariannya daripada memakai jas.]

4. WOULD RATHER

Would rather berfungsi seperti would prefer. Bedanya, would rather memiliki pola:

- would rather + verb 1 + than + verb 1
- would rather not + verb 1 (untuk kalimat negatif)

Contoh kalimat:

- Roni **would rather** write his book **than** watch TV. [Roni memilih menulis bukunya daripada menonton TV.]
- Ratna **would rather not** hold a birthday party **than** have a boring party. [Ratna memilih tidak mengadakan pesta ulang tahun daripada mengadakan pesta yang membosankan.]

Dengan mengetahui keempat cara di atas, Kita akan mampu mengungkapkan pilihan Kita dalam bahasa Inggris.

SOAL LATIHAN !

1. They prefer cycling Riding motorcycle.
 - a. To
 - b. Rather than
 - c. Than
 - d. Rather
 - e. Because
2. A : ",mango or pineapple ?"
B : " I like pineapple."
Fill in the blank, with correct question is ..
 - a. Which fruit do you like
 - b. Which one
 - c. Choose
 - d. Which one Adi likes
 - e. Which like
3. A : " Which one does your father like, meatball or chicken noodle ?"
B : ""
Fill in the blank, with correct answer is ..
 - a. He likes chicken noodle
 - b. He prefers meatball than chicken noodle
 - c. He like meatball and noodle
 - d. Meatball
 - e. Chicken noodle

Do these task like the following example !

Example : Adi drinks a cup of coffee. He doesn't drinks tea.

1. Adi would rather drink a cup of coffee than tea.
2. Adi would prefer to drink a cup of coffee rather than tea.
3. Adi likes drink a cup of coffee better than tea.
4. Adi prefer drinking a cup of coffee to tea.

1. Ida likes Heri. She doesn't like Adi.

- a.
- b.
- c.
- d.

2. Joko go to river for fishing. Joko doesn't go to fish pond.

- a.
- b.
- c.
- d.

3. We do this job. We don't do that job.

- a.
- b.
- c.
- d.

4. Sindari collect the unique stone. She doesn't collect the stamps.

- a.
- b.
- c.
- d.

5. Leli cans sing well. She can't dance well.

- a.
- b.
- c.
- d.

GOOD LUCK

There's a will there's a way (Dimana ada kemauan disitu ada jalan)

LISTENING

I. Listening part 1





PART II. Question 4 to 7

Directions: In this part of the test, you will hear a question spoken in English, followed by three responses, also spoken in English. The question and responses will be spoken two times. They will not be printed in your test book, so you must listen carefully to understand what the speakers say. You have to choose the best response to each question.

Now listen to a sample question.

You will hear:

Who is your favorite Indonesian singer?

You will also hear:

- a. I like her voice.
- b. He must be a handsome man.
- c. I like Sammy from Kerispatih.

The best response to the question "Who is your favorite Indonesian singer?" is choice (c), "I like Sammy from Kerispatih ". Therefore, you should choose answer (c).

- 4. Mark your answer on your answer sheet.
- 5. Mark your answer on your answer sheet.
- 6. Mark your answer on your answer sheet.
- 7. Mark your answer on your answer sheet.

PART III. Question 8 to 11.

Directions: In this part of the test, you will hear several short conversations. The conversations will not be printed in your test book. You will hear the conversation two times, so you must listen carefully to understand what the speakers say.

In your test book, you will read a question about each conversation. The question will be followed by four answers. You have to choose the best answer to each question and mark it on your answer sheet.

- 8. What is the relationship between the man and Vany?
 - A. They are friends.
 - B. He is Vany's teacher.
 - C. They are twins.
 - D. She is Rani's brother.
- 9. What does the woman do everyday?
 - A. She walks for lunch.
 - B. She always tired.
 - C. She wants to have a walk with Rio.
 - D. She enjoys all day sitting.
- 10. What will the woman do?
 - A. She will make money.

- B. She is going to present her materials.
 - C. She will join the presentation
 - D. She will take the change.
11. Why does the woman mostly like to read 'Kompas'?
- A. There are many good articles.
 - B. Kompas talks more on cultures.
 - C. The article of sport is very interesting.
 - D. She has many ideals newspaper to read.

PART IV.

Question 12 to 15

Directions: In this part of the test, you will hear several short talks. Each will be spoken two times. They will not be printed in your test book, so you must listen carefully to understand and remember what said.

In your test book, you will read two or more questions about each short talk. Each question will be followed by four answers. You have to choose the best answer to each question and mark it on your answer sheet.

Number 12 to 13 refers to the following Advertisement!

12. What is the advertisement about?
- A. It is about scholarship program.
 - B. It talks on health program.
 - C. It is about various programs available in Kang Guru.
 - D. The Kang Guru's club.
13. How can you get the magazine?
- A. You have to visit their office.
 - B. You have to contact the available phone's number.
 - C. You can get it everywhere.
 - D. It's sold in every book store.

Number 14 to 15 refers to the following announcement!

14. Where do you may find this announcement?
- A. At a hotel.
 - B. At a hospital.
 - C. At the downtown mall.
 - D. At the Balinese Theater.
15. What is the announcement about?
- A. The traditional party.
 - B. The exciting experience in Bali.
 - C. The cultural show at the theater.
 - D. The beautiful scenery of Bali.
- 2010)

(taken from Penjajakan Kab KP

2. Listening part 2

Listening Section

In this section of the test you will have the chance to show how well you understand spoken English. There are four parts to this section, with special directions for each part.

PART I

Directions: For each section you will see a picture in your test book and you will hear four short statements. These statements will be spoken **two times**. They will not be printed in your test book, so you must listen carefully to understand what the speakers say.

When you hear the four statements, look at the picture in your test book and choose the statement that best describes what you see in the picture. Then, on your answer sheet, find the number of the question and mark your answer. Look at the sample below.



Now listen to the four statements

- A. He's measuring the height of the tool.
- B. He's hammering a nail into the wall.
- C. He's mailing the card in his hand.
- D. He's putting a note in his wallet

Sample answer



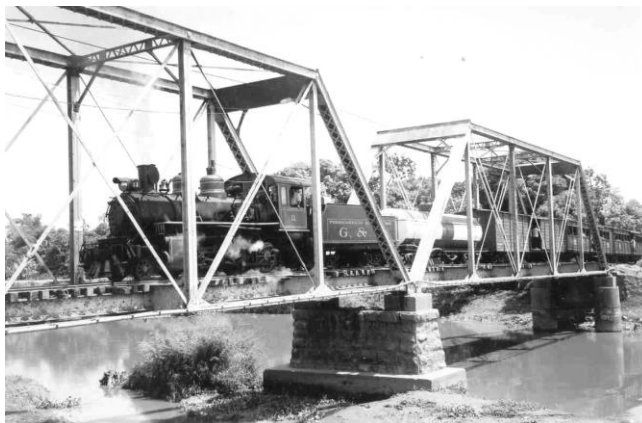
A B C D

The statement (B) "He's hammering a nail into the wall." best describes what you see in the picture. Therefore you should choose answer (B)

1.



2.



3.



PART II

Directions: In this part of the test you will hear a question spoken in English, followed by three responses, also spoken in English. The question and responses will be spoken two times. They will not be printed in your test book, so you must listen carefully to understand what the speakers say. You are to choose the best response to each question.

Now listen to the sample question.

You will hear:

X: Miss Pack is it, How do you do?

Sample answer



You will also hear:

A B C

- A. How do you do?
- B. I'm a lawyer
- C. It's my mistakes

The best response to the question "Miss Pack is it, How do you do?" is choice (A), "How do you do?"

Therefore, you should choose answer (A)

4. Mark your answer on your answer sheet.
5. Mark your answer on your answer sheet.
6. Mark your answer on your answer sheet.
7. Mark your answer on your answer sheet.

PART III

Directions: In this part of the test you will hear four short conversations. You will hear the conversations **two times**. The conversations will not be printed in your test book, so you must listen carefully to understand what the speakers say.

In your test book, you will read a question about each conversation. The question will be followed by four answers. You have to choose the best answer to each question and mark it on your answer sheet.

8. What will the man do before sending the brochure?
 - A. Verify the figures and check the spelling
 - B. Verify the spelling and check the figures
 - C. Verify and check the spelling
 - D. Verify and check the figures
9. What does Monica do?
 - A. She is a tailor
 - B. She is a dress maker
 - C. She is a model
 - D. She is a beautician
10. What is the man's nationality?
 - A. Indonesia
 - B. Danish
 - C. Australian
 - D. Denmark
11. Which of the following statements is true?
 - A. Rudi's camera is the worst
 - B. The woman's camera is better than Rudi's
 - C. The man's camera is worse than the woman's
 - D. The woman's camera is worse than the man's

PART IV

Directions: In this part of the test you will hear several short talks. Each will be spoken two times. They will not be printed in your test book, so you must listen carefully to understand and remember what is said.

In your test book, you will read two or more questions about each short talk. The questions will be followed by four answers. You have to choose the best answer to each question and mark it on your answer sheet.

12. What should the staff members do?
 - A. Test the alarm
 - B. Continue with the usual routine
 - C. Leave the building
 - D. Avoid the elevator

13. What kind of alarm system is going to be tested?
 - A. Earthquake alarm system
 - B. Flood alarm system
 - C. Fire alarm system
 - D. Time alarm system
14. What does the advertisement say about the audience?
 - A. They must kill two birds
 - B. They should not watch infotainment program
 - C. They can get infotainment from the radio
 - D. They need to do their daily activities
15. What frequency should the audience tune to listen to the program?

A. 86.9 KHz	C. 96.8 KHz
B. 98.6 KHz	D. 68.9 KHz

Listening 3

Listening Section

In this section of the test you will have the chance to show how well you understand spoken English. There are four parts to this section, with special directions for each part.

PART I

Directions: For each section you will see a picture in your test book and you will hear four short statements. These statements will be spoken two times. They will not be printed in your test book, so you must listen carefully to understand what the speakers say.

When you hear four statements, look at the picture in your test book and choose the statement that best describes what you see in the picture. Then, on your answer sheet, find the number of the question and mark your answer. Look at the sample below.



Now listen to the four statements

- A. The man is pushing the car.
- B. He is wearing a baseball cap the right way round.
- C. The car is covered in water.
- D. The car is covered in soap foam.

Sample answer

A

☒ B

☐ C

☐ D

☐

Statement (D) "The car is covered in soap foam." best describes what you see in the picture. Therefore you should choose answer (D).

1.

2.



3.



4.



PART II

Directions: In this part of the test you will hear a question spoken in English, followed by three responses, also spoken in English. The question and responses will be spoken two times. They will not be printed in your test book, so you must listen carefully to understand what the speakers say. You have to choose the best response to each question.

Now listen to the sample question.

You will hear:

X : Could you do me a favour?

Sample answer



You will also hear:

- A. Here, check out this flavour.
- B. Sure. What do you need?
- C. No, I wouldn't be able to.

The best response to the question "Could you do me a favor?" is choice (B), "Sure. What do you need."

Therefore, you should choose answer (B)

- 5. Mark your answer on your answer sheet.
- 6. Mark your answer on your answer sheet. B
- 7. Mark your answer on your answer sheet. C

8. Mark your answer on your answer sheet.

PART III

Directions: In this part of the test you will hear four short conversations. You will hear the conversations two times. The conversations will not be printed in your test book, so you must listen carefully to understand what the speakers say.

In your test book, you will read a question about each conversation. The question will be followed by four answers. You have to choose the best answer to each question and mark it on your answer sheet.

Example

You will hear:

- Man : The driver will meet you at the gate.
Woman : What kind of car will he be driving?
Man : He will be driving a large black limousine.

You will read:

- What will the woman do?
A. Look for a specific car
B. Wait at the door.
C. Drive a car.
D. Call a taxi.

Choice (A) "Look for a specific car" is the best answer to the question "What will the woman do?". Therefore, you should mark (A) on your answer sheet.

9. Where will they put the paper for the machine?
A. In the supply room.
B. In the man's office.
C. On the cabinet.
D. Near the machine.
10. What is the problem with the first table the man is shown?
A. It doesn't have a view.
B. It is too small.
C. It hasn't not been cleaned.
D. It is too close to the kitchen.
11. What do they like about taking long flights?
A. They can get a lot of work done.
B. They can get some sleep.
C. They can see the views.
D. They enjoy the movies.
12. Why will they postpone their tour?
A. The machinery is out of order.
B. The plant needs to be cleaned
C. The machines are being serviced
D. The plant is being closed today.

PART IV

Directions: In this part of the test you will hear several short talks. Each will be spoken two times. They will not be printed in your test book, so you must listen carefully to understand and remember what is said.

In your test book, you will read two or more questions about each short talk. The questions will be followed by four answers. You have to choose the best answer to each question and mark it on your answer sheet.

13. What are the speakers mainly discussing?

- A. The price of cell phones
- B. Signal strength
- C. Mobile phone service
- D. The economy

14. What is the main purpose of the talk?

- A. To explain office procedures
- B. To identify a time problem.
- C. To schedule an appointment.
- D. To review a contract

15. Where are the time cards kept?

- A. On top of the clock.
- B. In the manager's office.
- C. Beside the clock.
- D. In the lunch room.

This is the end of the listening section.

READING

I. INCOMPLETE DIALOGUES

Questions 16-30 are incomplete dialogues. Four choices marked A, B, C, D are given beneath each dialogue. You have to choose the one that best completes the dialogues.

16. Secretary : ...? I'd like to send it very soon to the client.

Supervisor : All right. Don't forget to attach the copy of invoice.

- A. Would you copy the letter
- B. Would you mind signing the letter
- C. Could you type the ordering letter
- D. Would you like me to post the letter

17. Roger : 563742, good morning.

Frans : Good morning. Can I speak to Krisna, please?

Roger : I'm afraid Krisna is out. Let me check.

- A. Speaking, please.
- B. Hold on a minute.
- C. Sorry, you've got the wrong number.
- D. The number is engaged all the time.

18. Dian : I tried to call you many times, but your mobile was inactive. ...?

Abdul : I went to the gym after work, and visited Ajhar in the hospital after that.

- A. Why did you phone me
- B. How are you doing today
- C. What is your phone number
- D. Where were you last night

19. Asih : Will you drop by Lombok Ijo restaurant after work? We're going to have dinner with Ms. Lusia, the new sales supervisor.

- Retna : Luckily, I have nothing important to do this evening.
 A. It sounds interesting
 B. I don't think I can
 C. I'll think it over
 D. I am really tied up
20. Tinie : Mom, can I change the cherry tart served with the chocolate sauce?
 Mother : What do you want to have, dear?
 Tinie : I'll have the fresh strawberries with sugar.
 Mother : Well, take it yourself.
 . A. What's wrong?
 B. I'm so sorry.
 C. Oh, why not?
 D. Of course not.
21. Mr. Gunawan : Good morning, Mrs. Bertha, may I help you?
 Mrs. Bertha : Yes, I ordered spare parts number B235C for my washing machine, but you sent the wrong parts. They won't fit my washing machine
 Mr. Gunawan : Let me check and see if we have the correct parts here right now.
 A. I apologize for the problem
 B. We don't accept any complaint
 C. I'm sorry, I really mean it
 D. Can you repeat it again, please?
22. Wawan : The road is blocked. There is a road work.
 Samuel : Well, I'll take the second turning then.
 A. Go along this street.
 B. Don't take this way.
 C. Take the first turning.
 D. Don't be hesitated.
23. Resa : What will you do to spend the long weekend?
 Yoga :
 Resa : Fancy. Have a wonderful time, then.
 A. I was very busy completing the report.
 B. I did lots of activities during the weekend.
 C. I'm going to visit my relatives in Jogja.
 D. I have been enjoying the holiday a lot.
24. Nuna : I plan to take English department next year. What about you?
 Lisa : I'm confused of deciding what department to take.
 Nuna : I know that you are good at math. It's good for your future.
 A. If I were you, I would take Science Department.
 B. If you decided carelessly, you would regret it.
 C. Everything seems to be all right if you decide now.
 D. You would have been happy if you'd taken Economics
25. Grandma : You look so sad. ...?
 Lusy : I do have a problem. It's really distressing.
 Grandma : Oh, c'mon. Get over it. Think positively. Do something and take action.
 A. How is everything with you?
 B. Do you need some activities?
 C. Are you enjoying the day?
 D. What's wrong with you?
26. Guest : Excuse me. I need to see Mr. Prasetyo. ...?
 Titian : Well, go upstairs to the second floor. It's at the end of the corridor.
 Guest : Thank you.
 A. Which way is it to his room
 B. Could you direct me to go back
 C. Can you follow me to go to his room
 D. Is he in duty at the moment

27. Runi : Now, tell me about your brother, Ryan.
 Febby : Umm, he lives in Jakarta. He works for Daily Kompas.
 Runi : ...?
 Febby : He is a journalist. He writes about news events.
 A. What does he like
 B. How is his job
 C. What does he do
 D. Where does he lead
28. Receptionist : Good morning, Aston Hotel, may I help you?
 Pedro : Good morning. I'm Pedro. I'm calling to book a penthouse.
 Receptionist : All right. ..., Sir?
 Pedro : This weekend.
 A. How long will it take
 B. May I have your ID card
 C. When will you have it
 D. Can you wait a moment
29. Fadil : What time the bus will arrive, Dad?
 Father : At 9 o'clock. The bus is always on time, here.
 Fadil : **But it's already nine and a quarter.**
 Father : Let's just wait.
 A. The bus must be very old
 B. The bus is full of passengers.
 C. Maybe, the bus will come earlier
 D. The street is probably busier than usual
30. Keysha : The next door class is very silent. It's unusual.
 Yoana : Let's not hang around the class.
 A. The class is having a test.
 B. The students did the exercises.
 C. The teacher will come late.
 D. The class can be crowded.
 E.

II. ERROR RECOGNITION

In questions 31-35, each sentence has four words or phrases underlined. The four underlined words are marked A, B, C, and D. You have to identify the underlined words or phrases that should be corrected or rewritten


31. Mr Daus : Who finally won the tender of the city park project?
 A
- Mr. Brown : Bakrie Brothers Company. They succeeded in proposing their budget for the project.
 B
- Mr. Daus : So, their proposal was considered better. Next time we should make
 C
 the proposal as good like they did.
 D
- A. final
 B. success
 C. best than
 D. as good as
32. Riadi : Do you still remember the place which we met for the first time.
 A
- Tantya : Of course. We had dinner in a small quitevery comfortableold Javanese restaurant.
 B C D
- A. where

- B. quiet
C. more comfortable
D. Javanese old
33. Alip : Should you like to sit down?
A
Retno : No, thanks just the same. I'd rather stretch my legs a bit.
B C
Alip : All right then.
D
- A. Would
B. Yes
C. You'd better
D. than
34. Yuni : How does your new English teacher look like?
A
Arif : She's beautiful with her thick long hair and pointed nose. She's so
B C
cheerfully. She's tall and slim like a model.
D
- A. Do
B. Hair thick long
C. Pointing nose
D. Cheerful
35. Bara : We should be able to communicate in English in the global era.
A B
Ratu : If only our teacher was a native speaker of English, we would get more exposure of real English.
C D
- A. would
B. communication
C. were
D. explore
36. Petrus : I failed on the Math test.
A
Yuli : Please, pity you about it. You can take a remedial test next week.
B C
Petrus : I hope so, thanks.
D
- A. Fail
B. don't worry
C. should take
D. I don't think so

III. READING COMPREHENSION

Questions 37-50 are based on a selection of reading materials. Choose the best answer A, B, C or D to each question.

Question 37-39 refer to the advertisement.



Processing over 1,000,000,000 pounds per year, we operate under universal precautions in processing to adhere to JACHO and OSHA regulated standards. We specialize in healthcare laundry and also service institutional, commercial and industrial facilities, including nursing homes, health spas, clinics, hotels, and hospitality. An example of our commitment to you is in the degree of detail to which our team will work with you in order to ensure your complete satisfaction.

Key Benefits

37. What is the purpose of this ad?
- A. to sell the laundry machine.
 - B. to offer commercial services.
 - C. to ensure the satisfactory.
 - D. to advertise washing service.
38. Which of the following is NOT an advantage from the ad?
- A. the high price
 - B. the cheap cost.
 - C. the predetermined time
 - D. the un compared quality
39. How the company deliver the order?
- A.punctually.
 - B. any time
 - C. freelydelivered
 - D. undetermined the time.

Question 40-42 refer to the business letter.

Jan 10th, 2012

*George Joseph
Director,
Space Research Organization
2200 Independence Pkwy
Dear Mr. Joseph*

I'm writing this letter on behalf of the students and management of Eastwood School. We would like to request you as Keynote speaker for the Annual function of our school. It would be a pleasure to have you in our school. The children will learn a lot from the interaction.

As one of the prominent figures in the society, your mere presence will be of great help to the school. Your experience and knowledge will have an impact on the student community. The students will learn new and interesting facts about the stars, planets and other celestial objects. I had attended a presentation that you had conducted for a children's club in Texas few years back. It is common knowledge that you enjoy the company of students and always make a point in attending such events.

We look forward to your positive reply. Once you accept this invitation, I will personally come with the invitation card of the event to your office.

***Yours truly,
Susan Harrison***

40. What type of text is it?
- A. memo
 - B. invitation
 - C. inquiry letter
 - D. announcement
41. What does the writer probably do when Mr. Joseph refuses the letter?
- A. She probably feels sad
 - B. She will personally come to his office
 - C. She looks forward to his positive reply
 - D. She won't hand the invitation card to his office.
42. "Once you accept this" The underlined word is closest in the meaning to ...
- A. refuse
 - B. deny
 - C. decline
 - D. receive

Question 43-45 refer to this information

Bob Sadino (Lampung, March 9, 1933), or fondly called Om Bob, was a businessman from Indonesia who do business in the field of food and livestock. He is the owner of the business network and Kemchick Kemfood. In many occasions, he was often seen using a short-sleeved shirt and shorts that became his trademark. Bob Sadino born from an affluent family. He was the youngest of five children. When his parents died, Bob who was then 19 years old inherited all the wealth his family because the other siblings are considered to settle down.

Bob then spent most of his money to travel around the world. On his way, he stopped in the Netherlands and settled for approximately 9 years. There, he worked in London Lylo in Amsterdam and also in Hamburg, Germany. While living in Holland, Bob met his life partner, Soelami Soejoed.

In 1967, Bob and his family returned to Indonesia. He brought along his two Mercedes, made in the 1960s. One of them he sold to buy land in Kemang, South Jakarta, while others still he kept. After a long stay and live in Indonesia, Bob decided to quit his job because he has the determination to work independently.

The first job after leaving the company is renting a car Mercedes that he had, he himself became his driver. But unfortunately, once he got an accident that resulted in his car badly damaged. Since no money to fix it, Bob turned the work into a mason. His salary when it is only Rp.100. He also had experienced depression due to life stressors experienced.

Taken from :<http://www.theworldbiography.blogspot.com>

43. What is the main idea of the second paragraph?
- Bob Sadino's job experience.
 - Bob Sadino's life partner.
 - Bob Sadino's livelihood.
 - Bob Sadino's travel.
44. How did Bob buy land in Kemang?
- He used his money.
 - He worked for it.
 - His dad gave it.
 - He sold his car
45. "He brought along his two Mercedes, made in the 1960s. One of them, he sold to buy land in Kemang,.... (paragraph 3). The underlined word refers to ...
- Bob and his family
 - His family
 - His job
 - His Mercedes

Questions 46-47 to the following schedule

HIGH-LEVEL MEETINGS OF THE 66TH SESSION
<ul style="list-style-type: none"> 13 September 2011, 3 p.m.: <u>Opening of the 66th regular session of the General Assembly, UN Headquarters, in New York</u> 19-20 September: <u>High-level Meeting on the prevention and control of non-communicable diseases</u> 20 September: <u>High-level meeting on the theme "Addressing desertification, land degradation and drought in the context of sustainable development and poverty eradication"</u> 21-24 and 26-27 September: <u>General Debate</u> 22 September: <u>High-level meeting of the General Assembly to commemorate the tenth anniversary of the adoption of the Durban Declaration and Programme of Action</u> <p>For more information: <u>Arrangements for the High-level Meetings and the general debate of the sixty-sixth session of the General Assembly [A/INF/66/4]</u></p>

46. When did they spend the most time-consuming schedule?
- 13 and 19 September
 - 19 and 20 September
 - 20 and 22 September
 - 26 and 27 September
47. "... sustainable development and poverty eradication" (3th paragraph). The synonym of the underlined word is
- Lack
 - Wealth
 - Surplus
 - Improvement

Questions 48-50 refer to the following instruction.

How to Operate a Photocopier

1. Plug in the photocopier into an electrical wall jack. The power light should come on. Check the paper tray to ensure that there's enough paper in it. If more paper is needed, put additional papers in the paper tray.
2. Lift the lid of the photocopier and place the document that you want to copy face down. Use the measurement guide to position the document appropriately.
3. Place the lid of the photocopier slowly down to hold the document in place. Choose the number of copies that you want.
4. Choose what color you want the copies to be. Some copies may come out darker than normal. Use the buttons on the top of the photocopier, to adjust the darkness to your desired shade.
5. Decide how you want the document to be copied. You can have copies on both sides of the paper or only on one side. Other features may be available on different types of photocopiers.
6. Press the "Start" or "Copy" button, which is located on the top of most photocopiers. The document will be copied, and the duplicate copies will be deposited into a tray.

Taken from : <http://www.ehow.com>

48. What should you make sure after the power light on?
 - A. The power light should come on
 - B. Put additional papers in the paper tray
 - C. Check the paper tray that there's enough paper in it.
 - D. Plug in the photocopier into an electrical wall jack.
49. What should you do to darken the copies?
 - A. Get the paper to your desired shade.
 - B. Choose what color somebody wants them to be.
 - C. Press the copy button which is located on the top.
 - D. Use the buttons on the top of photocopier to adjust.
50. "Lift the lid of the photocopier and place the document ..." The synonym of the underlined is ...
 - A. Put back
 - B. Put on
 - C. Pull out
 - D. Pick up

5. FIFTH PART (WRITING)



Tujuan Pembelajaran

Setelah pemelajaran peserta didik diharapkan mampu :

1. Memahami bentuk ungkapan-ungkapan untuk menyatakan keinginan atau situasi yang tidak nyata baik untuk masa depan ,conditional 1 & masa kini, conditional 2
2. Melengkapi/memperluas ungkapan-ungkapan untuk menyatakan keinginan atau situasi yang tidak nyata baik untuk masa depan (conditional tipe 1) , masa kini (conditional tipe 2)
3. Memahami bentuk ungkapan-ungkapan untuk menyatakan keinginan atau situasi yang tidak nyata untuk masa lampau yang telah dimulai ,conditional 3

4. Melengkapi/ memperluas ungkapan-ungkapan untuk menyatakan keinginan atau situasi yang tidak nyata untuk masa lampau yang telah dimulai, conditional 3
5. Setelah menganalisa soal, bisa menyimpulkan jawaban dengan tepat soal-soal pengandaian bentuk 1,2 & 3

“Focus”

CONDITIONAL SENTENCE

Suatu kalimat pengandaian yang anak kalimatnya selalu diawali kata 'IF ' dan induk kalimatnya menggunakan modal auxiliary.

Ada tiga pola kalimat pengandaian yaitu:

1. Present Conditional

Subject + will + Verb inf Be + Adj/Noun/Adv Not Vinf Not be Adj/Noun/ Adverb Adverb	+if + Subject + Verb 1 + Object Do / does + not + Verb inf Is, am, are + Adj/Noun/ Adverb Is, am, are + not + Adj/Noun/
Induk kalimat (Pr.Future)	Anak kalimat (Simple Present)

Exsamples ; I will send her letter if I have enough time
 If we study hard, We will pass the exam
 If he is number one in his competition, He will be the national winner at first
 They won't be here if you fail in your presentation
 He will not come to your birthday if you don't invite him
 Will he accompany her if she leaves to Jakarta ?

2. Past Conditional

Subject + would + Verb inf Be +Adj/ Noun/Adv	+if + Subject + Verb 2 + Object were + Adj/Noun/ Adverb Did + not + Verb inf
Induk kalimat (Past Future)	Anak kalimat (Simple Past)

Examples : I would send her letter if I had enough time
 If we studied hard, We would pass the exam
 If he were number one in his competition, He would be the national winner at first
 They would not be here if you failed in your presentation
 He wouldn't come to your birthday if you didn't invite him
 Would he accompany her if she left to Jakarta ?

§ CATATAN

- Conditional tipe 1 mengungkapkan pengandaian yang kemungkinan bisa terjadi.
- Conditional tipe 2 mengungkapkan pengandaian yang sudah lampau, jadi tidak mungkin terjadi.

- Conditional tipe 3 mengungkapkan pengandaian yang sudah lampau pula (tidak mungkin terjadi)
- Dalam induk kalimat, "will/ would " bisa diganti dengan bentuk Modal Auxiliary lain ; can/ may/ must/ shall (pengganti will), atau could/ might/ had to/ should (pengganti would)
- Letak induk kalimat bisa ditempatkan setelah anak kalimatnya, biasanya tipe 2 & 3
- Untuk tipe 2 pada anak kalimat apabila bentuk nominal (Adj/Noun/Adv) tobe yang menyertai hanya 'were' walaupun subyeknya tunggal

Exercises

A. Give the correct form of the verb (in the bracket) to make conditional sentence type 1

1. If you (do) this test well, you (get) a good mark
2. Hasya(buy/not) the bike if it (be) very expensive
3. Susan (can/move/not) into the new house next week if it (be) not ready
4. Dita (go) shopping if she (have) time tomorrow afternoon

B. Give the correct form of the verb (in the bracket) to make conditional sentence type 2

1. We don't have a yacht. If we (have) a yacht, we(sail) the seven seas
2. She talks to you. She (talk/not) to you if she (be) mad at you
3. They got punished because they didn't tell their father earlier. If they (tell) her father earlier, they (get, /not punishmen)
4. My brother is not angry. My brother (reply/ not) your SMS if he (be) angry

Home Work : Dari yg sudah dikerjakan, diminta meruba, A menjadi type 2 , B menjadi type 1.

3. Past Perfect Conditional

Subj + would have + Verb 3 + Been + Adj/N/Adv	+if + Subject+ Had + Verb 3 + Object + been + Adj/ Noun/Adverb
Induk kalimat (Past Future Perfect)	Anak kalimat (Past Perfect)

Examples : I would have sent her letter if I had had enough time
 If we had studied hard, We would have passed the exam
 If he had been number one in his competition, He would have been the national winner at first
 They would not have been here if you had failed in your presentation
 He wouldn't have come to your birthday if you hadn't invited him
 Would he have accompanied her if she had left to Jakarta ?

§ EXERCISES OF CONDITIONAL SENTENCE

A. Change exercises in the meeting before (type 1 & 2) become type 3

B. Choose the suitable choice for the question

1. Effendi : Why do you plan to resign from your job?

Hiba : Well, if the company ...me more, I would not quit my job

A. Has paid

C. is paying

E. will have paid

B. Paid

D. will pay

2. Exi : John had withdrawn all his money because he needed it for his father's operation .

Yesi : If his father's health hadn't been in such a bad condition .

A. He would not take all his money

D. He must have taken all his money

- B. He should take all his money E. He wouldn't have taken all his money
C. He did not take all his money
3. Ghery : Are you going to join the students exchange program ?
Sinta : I don't think so, I'm not interested.
Ghery : If I were you, I... for it
A. apply B. will apply C. would apply D. applied E. had applied
4. If I work harder, I... my paper in my due time
A. will finish D. will be finishing
B. would finish E. will have finished
C. had finished
5. My younger brother thinks that everybody can become an astronaut. He often asks himself, " what ... if I were an astronaut ?"
A. do I do B. will I do C. would I do D. am I doing E. am I going to do
6. What would you do ?
A. If one hits you D. Are you ill
B. If you were ill E. If you have got a lot of
C. If you had been ill
7. Had I realized that Tim was a bad driver, I... my car.
A. would not lend him D. had not lent him
B. did not lend him E. would not have lent him
C. will not lend him
8. If it were not for your education, you... such a good position .
A. will not have D. would not have
B. have not had E. had not had
C. did not have
9. " Did you buy the computer ?"
" No but I would have it if my father...
A. had given me the money D. gave me the money
B. would give me the money E. was giving me the money
C. would have given me the money
10. "What would you do if you were a millionaire ?"
" A trip around the world "
A. I will take D. me took
B. I would have taken E. I took
C. I would take
11. We would not have lost our bag, if we it in the hotel.
A. left B. have left C. had left D. would leave E. would have left
12. If he more confident during the interview, he might have got the job he wanted.
A. were B. would be C. could have been D. had been E. was being
13. The worker won't end the strike unless their wages are raised. Therefore,...
A. The company does not raise their wages
B. the workers have got a raise in their wages
C. the company has to raise their wages
D. the workers do not expect a raise in their wages
E. the company does not agree to the workers' request
14. He... if I had not reminded him
A. may forget D. must forget
B. should forget E. may forget
C. might have forgotten
15. He will be late for school if he... at once
A. does not leave C. may not leave
B. will leave D. did not leave E. had not left
16. Amir :Your drawing was very good.
Yahya : I could have done it better if I... more time

- A. had B. had had C. will have had D. would have E. will have had
17. If the players scored another goal, the result ... a draw
A. is B. will have been C. would have been D. will be E. would have
18. If you..., I shall be very angry
A. weren't going D. wouldn't have been going
B. don't go E. didn't go
C. hadn't been going
19. Nita : Will he pay all his debt ?
Nina : Yes if he... the inheritance
A. get B. gets C. is got D. had got E. would get
20. " Will you tell Mary I want to see her ?"
" I will if I"
A. have seen her B. see her C. am seen her D. saw her E. had seen her

C. Find the error word and correct it

21. Galuh : It is dark here. I can't read this book clearly.
A
- Retno : If the windows are larger, we would get more light and we could study conveniently
B C D
22. Head Mstr : Have you visited the exhibition in the museum ?
A
- Student : Not yet Sir . I and my schoolmates will go there if the museum opened today
B C D
23. Zazan : So you will go to Bali for shoppingonly ?
A
- Habib : That's right. What do you think ?
B
- Zazan : You'll have a long vacation, If I were you, I attended cultural events too.
C D
24. Kenny : It is so boring , Why can't Daddy come to my show ?
A B
- Mother : He would come if he can. His boss asked your daddy to finish his job this afternoon
C D
25. Deti : Do you think Chika will come to the farewell party tonight?
A B
- Retta : I think so. She would tell me if she can't come.
C D
26. Romeo : Why didn't you bring the camera with you when you were in Bandung?
A B
- Leo : I would have brought my camera if I knew that the view was so nice
C D
27. Fajar : " Whatdo you suggest if I marry Dewi ? "
A B
- Tora : " If I am you, I would not marry her "
C D
28. Fajar : " May I have a cigarette ? "
A
- Tora : " I would give you one if I have. But I'm afraid I haven't "
B C D

"Focus 3"

I. Tujuan Pembelajaran

Setelah pemelajaran peserta didik diharapkan mampu :

1. Memahami bentuk ungkapan-ungkapan untuk menyatakan keinginan atau situasi yang tidak nyata baik untuk masa depan, masa kini atau masa lampau (Subjunctive wishes)
2. Melengkapi, dan Membuat ungkapan-ungkapan untuk menyatakan keinginan atau situasi yang tidak nyata baik untuk masa depan, masa kini atau masa lampau (Subjunctive wishes) dengan benar
3. Setelah menganalisa soal, bisa menjawab dengan tepat soal-soal Subjunctive wishes

RIMA'S CREATION