

# ENGLISH FOR BEGINNERS

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**English for Beginners**

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**Dilarang memperbanyak karya tulis ini dalam bentuk dan  
dengan cara apapun tanpa seizin tertulis dari penerbit**

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The writers realize that this book is far from being perfect. They will accept correction, criticism, and suggestions to improve this book. Finally the writers do hope that this book will be able to give useful contribution and ideas to improve the English teaching learning process.

Jombang, March 06, 2019

The Writers

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# CHAPTER 1

## LET US KNOW YOU MORE

In this chapter, the students are expected to be able to do introduction and use pronoun and simple present tense accurately

### A. VOCABULARIES

These are some vocabularies of introduction:

- Introduce/ intrə'd(y)ōs
- Born/ bɔrn
- Address/ dres
- Live/ l v
- Occupation/ äky p SH n
- Everyone/ evr w n
- Enjoy/ en joi
- Learn/ l rn
- Interesting/ int restiNG
- Nickname/ 'nik, nām
- First name/ 'fɔrs(t) ', nām
- Spell/ spel
- Last name/ last 'nām
- Complete name/ kəm 'plɛt 'nām

### B. EXPRESSION

#### Greetings:

Hi/ Hello	Hi/ Hello
How nice to see you!	Yes, it's been quite a while
What's new?	Nothing
How are you doing?	Not bad/ Nice
How was your life?	Good
How was everything?	Everything is ok
How have you been?	Pretty good

#### Closings:

Great seeing you	Great seeing you same
Thanks for coming	It was fun
Maybe we could together sometime	Sounds good
It's been a pleasure	Yes, I've enjoyed it
Talk to you later	Bye, take it easy
See you later	So long, take care
Good bye	bye

### C. CONVERSATION

#### Practice the conversation below!



Pic 1. Introducing each other

A : Hello, there  
J : Hi  
A : Hey, I want to introduce myself  
My name is Andika  
J : Oh... Hi Andika  
I'm Justin Setiawan...just call me  
Justin  
A : Where are you from, Justin?  
J : I'm from Malang, East Java.  
And how about you?

A : I come from Riau, Sumatera.  
J : Mmm... do you take Miss Milea's class?  
A : Yes, I am. How do you know, Justin?  
J : because I'm taking her class too. It's in 210 room, right?  
A : Yes, you're right. Talk to you later Justin ... I have a class  
J : oh yeah...nice to see you  
A : Nice to see you too.

### D. TASK

#### Complete the conversation below by filling in the blank to the appropriate word in the box!

Remember Friend met agency introduce  
me see seeing are live

**Alex** : Are you Brown, Angel's second brother?  
**Brown** : Yes, I am. But who <sup>1</sup> \_\_\_\_\_ you?  
**Alex** : I am Alex, a <sup>2</sup> \_\_\_\_\_ of Angel  
**Brown** : Have we <sup>3</sup> \_\_\_\_\_ before?  
**Alex** : Yes, Angel <sup>4</sup> \_\_\_\_\_ you to me at her birthday party.  
**Brown** : I am sorry.I don't <sup>5</sup> \_\_\_\_\_. It was so long ago.  
**Alex** : That's OK. Where do you <sup>6</sup> \_\_\_\_\_ now?  
**Brown** : I live in Lombok now. I own a travel <sup>7</sup> \_\_\_\_\_ for almost three years now  
**Alex** : wow, that's so nice. Hopefully your business runs well. I am sorry Brown, I have to leave now. It is a great <sup>8</sup> \_\_\_\_\_ you again. Could you please say hello for Angel from <sup>9</sup> \_\_\_\_\_?  
**Brown** : Yes, I will. <sup>10</sup> \_\_\_\_\_ you.

## E. GRAMMAR IN USE

### PRONOUN

A pronoun is a word that replaces a noun in a sentence.

SUBJECT	OBJECT	POSSESSIVE PRONOUN	POSSESSIVE ADJECTIVE
I	ME	MINE	MY
YOU	YOU	YOURS	YOUR
THEY	THEM	THEIRS	THEIR
WE	US	OURS	OUR
HE	HIM	HIS	HIS
SHE	HER	HERS	HER
IT	IT	ITS	ITS

**Subject** is a person or thing that is being described, discussed, or dealt with.

Example:

I am a Moslem

The teacher checks the class

**Object** is a noun or noun phrase governed by an active transitive verb or by a preposition.

Example:

The teacher talks to him

The mother cooks with her

**Possessive pronoun** is all words that demonstrate ownership.

Example:

These pens are mine

Theirs are something they must have

**Possessive Adjective** is usually used to **describe** a noun, and it comes **before** it, like other adjectives:

Example:

I speak your language

The mechanic repairs his car

### SIMPLE PRESENT TENSE

Function: it used...

1. To express habits, general truths, repeated actions or unchanging situations, emotions, wishes:

**I eat** (habit)

**I work in Malang** (unchanging situation)

**Surabaya is a large city** (general truth)



2. To give directions or instructions:  
**She runs** for one hundred meters, then she **turns** left.
3. To express fixed arrangements, present or future:  
Your Biology exam **starts** at 09.00
4. To express future time, after some conjunctions: **after, when, before, as soon as, until:**  
**He'll take it to you when you offer your lunch.**

#### RULES:

- (+) Subject + Verb1 +s/es + Object
- (-) Subject + don't/ doesn't + Verb1 + Object
- (?) Do/ Does + Subject + Verb1 + Object ?

They eat cereal for breakfast.

She speaks Korean well.

He studies Law.

They don't eat cereal for breakfast.

She doesn't speak Korean well.

He doesn't study Law.

Do they eat cereal for breakfast?

Does she speak Korean well?

Does he study Law?

#### NOTES ON THE SIMPLE PRESENT, THIRD PERSON SINGULAR

- For the third person singular, the verb must ends in -s or -es:  
*he wants, she needs, he does, she goes.*
- For negative and question forms, it uses **DOES** (= the third person of the auxiliary 'DO') + the infinitive of the verb.  
*He wants a fruit. Does he want strawberry? He does not want jackfruit.*
- For verbs ending in -y : the third person changes the -y to -ies:  
*fly --> flies, cry --> cries*  
Exception: if there is a vowel before the -y:  
*play --> plays, pray --> prays*
- Add -es to verbs ending in: -ss, -x, -sh, -ch, -o:  
*he catches, she passes, he fixes, it pushes*

#### F. PRACTICE

##### ✧ Speaking

**Speak with your partner beside you. Choose one of these situations!**

1. You are introducing yourself before the class begins.
2. You are introducing each other because you have group math assignment.
3. You are introducing yourself to your neighbor because you are the new one.
4. You are introducing each other because you have the same hobby.
5. You are asking your partner because he/she makes your heart beats fast.

**Divide your class into groups of five. Each member of the group must speak one of these questions below! All these five situations must be practice!**

1. You are elected as a chief in your class.
2. You promote yourself in group as a chief candidate.
3. You are a new student who come late in the class.
4. You are a teacher who introduce yourself in the first meeting of your class
5. You are someone looking for a job which introduce yourself in front of interviewer.

✧ **Writing**

**Translate the paragraph below into English!**

Nama saya adalah Sugiharto. Saya adalah seorang mahasiswa Fakultas teknik Universitas Hasyim Asyári. Setiap hari saya selalu sibuk. Aktivitas saya adalah kuliah sehari tiga kali. Selain kuliah saya juga bekerja paruh waktu di sebuah bengkel. Setiap hari jam kuliah pertamaku adalah jam 7. Setelah jam pertama biasanya saya sarapan dan ngobrol-ngobrol dengan teman kuliah saya. Saya mempunyai 4 teman akrab. Kita sering bertemu untuk berdiskusi di sela-sela waktu.

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# CHAPTER 2

## ASK ME ANYTHING

In this chapter, the students are expected to be able to express how to ask for help and use modal verbs accurately.

### A. VOCABULARIES

- Opinion/ piny n
- Idea/ d
- Would/ wōōd
- Could/ kōōd
- Deliver/ di liv r
- Please/ pl z
- Think/ THiNGk
- Mind/ m nd
- Question/ kwesCH n
- Really/ r ( )l
- About/ bout

### B. EXPRESSION OF ASKING HELP

FORMAL	INFORMAL
Do you have any idea?	Can you go out with me?
Do you have any opinion on ...?	What do you think of
Do you mind if I ...	What is your opinion
Would you mind helping me	Pass me that ...
Would you mind if I ...	Give me those ...
Could you give me ...	Deliver me this ...
What are your views on ...	Take her to ...
Have you got any comments on ...?	
Please give me your frank opinion about ...	

### C. TASK

#### Fill in the blank!

Ask thinking about something later  
catch wondering like sound wrong



- A:** Can I <sup>1</sup> \_\_\_ you a question?  
**B:** Sure, what's <sup>2</sup> \_\_\_?  
**A:** Well, I was just <sup>3</sup> \_\_\_ if you'd like to go out this Friday.  
**B:** Really?  
**A:** Yeah, I was <sup>4</sup> \_\_\_ I could get a bite to eat and <sup>5</sup> \_\_\_ a movie.

Pic 2. Expression of asking something

**B:** It sounds like fun.

**A:** Of course , we can do <sup>6</sup> \_\_\_\_ else if you'd like.

**B:** No, no, dinner and a movie <sup>7</sup> \_\_\_\_ great.

**A:** Well, what time would you <sup>8</sup> \_\_\_\_ me to pick you up?

**B:** How <sup>9</sup> \_\_\_\_ 7:30?

**A:** That sounds good, so I'll see you <sup>10</sup> \_\_\_\_.

**B:** Okay, cool.

## D. GRAMMAR IN USE

### MODAL VERBS

- Modal verb is a further set of auxiliary verbs known as modal verbs or modal auxiliary verbs.
- It expresses *necessity, possibility, intention, or ability*.
- The modal auxiliary verbs are *must, shall, will, should, would, ought (to), can, could, may, and might*.

Example:

You must act properly.

Can you speak English?

We should get to London before midday.

May I come in?

I would go to your party if you invited me.

He said he might reconsider his decision.

I ought to visit my family.

Etc

## E. PRACTICE

✧ Practice with your partner according to the situation

1. You ask your friend to accompany you to the market
2. You ask your friend to go to your big party
3. You ask your friend to accompany you to visit your grandmother in the village
4. You ask your friend to buy you food
5. You ask your friend to sit beside you
6. You ask your friend to ask someone's mobile phone
7. You ask your friend to do your homework
8. You ask your friend to eat dinner together
9. You ask your friend to watch a new film
10. You ask your friend to go to swimming pool together

✧ **Practice in group**

1. You invite your friend to come to your birthday party
2. You ask your group to do teacher's assignment together
3. You ask your class to clean the classroom after the class over
4. You ask the class to visit one of your classmate in hospital
5. You ask your class to collect money for victims of earthquake
6. You ask your friend to hike the mountain together
7. You ask your class to study together

# CHAPTER 3

## YES, I AGREE WITH YOU

In this chapter, the students are expected to be able to express how to ask the opinion, agree and disagree, and use adverb of manner accurately.

### A. VOCABULARIES

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Agree/ gr</li> <li>• Disagree/</li> <li>• Honest/ ənɪst</li> <li>• Feel/ fi:l</li> <li>• Say/ sei</li> </ul> | <ul style="list-style-type: none"> <li>• Afraid/ fr d</li> <li>• Tell/ tel</li> <li>• Exactly/ ɪg zæk(t)l</li> <li>• Suppose/ s ʌp z</li> <li>• Absolutely/ əbsə'li:ətlē</li> </ul> |
|---|---|

### B. EXPRESSION

Asking for Opinion:	Expressing Agree:	Expressing Disagree:
What do you think (of this T-shirt)?	I agree...	I don't agree...
What did you think of the film?	I agree with you.	I don't agree with you.
What do you think about Jenny?	I couldn't agree with you more.	I don't think so.
Please give me your frank opinion about ...	That's the point.	I'm not sure.
How did you like the cake?	I will say that.	Probably not.
Do you agree with ...	I feel the same way about...	That's not what I think.
Tell me what you think	You are right.	I couldn't agree with you less.
How was it?	Actually, I think it's very interesting	No, I don't think so
Am I making sense if ...	Yes, it really is.	I don't think that's right
Am I right if ...	I think so/ too.	I'm sort a disagree ...
It is my belief that ...	I guess so. But it	I disagree

	will be expensive.	
What is your opinion about ...	I suppose so. But it will be cheap.	That's ridiculous.
How do you like it?	I'm afraid so.	I don't know
Do/did you have a good time?	I thought so.	Do you think so? I think ...
Did you enjoy it?	Yes, definitely.	That's totally impossible.
Don't you think so?	I think you're right.	That doesn't make sense.
Do you have any idea?	Absolutely.	That's illogical.
Is that okay?	Exactly (so)/ Precisely/ Definitely	I think you are mistaken about it.
It seems to me that ...	You can say that.	To tell you the truth, it's not that important
I'm quite certain that ...	You are absolutely right.	Personally, I prefer Catherine. She has more experience.
What point are you trying to make?	That's exactly what I think.	I'm in doubt
Please don't take offense if ...	That's fine/true.	
	That makes sense.	
	I take your point	

### C. TASK

#### Complete the conversation!

With Good is like am not



- Anne : I think that the company retreat should be in the Mountains this year.
- Belle : What a <sup>1</sup>\_\_\_\_\_ idea!
- Anne : January would be a good time for a mountain retreat, frankly speaking.

Pic 3. Expression of agreeing

Belle : I (like) <sup>2</sup> \_\_\_\_\_ going to the mountain, but I (be+not) <sup>3</sup> \_\_\_\_\_ so sure about the month of January.

Anne : You know, now that I'm thinking about it, you might be right. Any idea?

Belle : April might be nice. It (be) <sup>4</sup> \_\_\_\_\_ far enough away to make the necessary arrangements. Are you with me?

Anne : That is a good idea. I'm <sup>5</sup> \_\_\_\_\_ you

Belle : let's inform our friends.

Anne : alright

**Note:**

- ✧ There is a difference between **belief and opinion**. Belief (menyatakan sesuatu yang dipercaya berdasarkan insting, sedangkan) opinion (menyatakan sesuatu yang dipercaya berdasarkan hasil observasi.)
- ✧ **I think** adalah cara memberikan pendapat yang paling umum
- ✧ **In my view/ In my opinion** adalah cara memberikan pendapat dalam bentuk yang lebih formal
- ✧ **If you ask me** adalah cara memberikan pendapat yang bersifat mengkritik
- ✧ **It seems to me** adalah cara memberikan pendapat setelah mempertimbangkan situasi
- ✧ **To be honest/ frank** adalah cara memberikan pendapat yang jujur dengan cara yang tidak kasar dan biasanya berupa kritikan
- ✧ **Personally** adalah cara memberikan pendapat pribadi yang mungkin orang lain tidak setuju.

**D. GRAMMAR IN USE**

**1. Regular Adverb of Manner**

**Adjective + ly**

Example:

Frank + ly = frankly  
 Happy + ly = happily  
 Brief + ly = briefly

Clear + ly = clearly  
 Fluent + ly = fluently



## 2. Irregular Adverb of Manner

fast	fast
hard	hard
good	well

\* (It is commonly used in verbal sentences)

Example:

I am attending the meeting happily

I briefly explain the definition of adverb of manner

I can't see the view clearly

Ani speaks Japanese fluently.

Anita runs fast

### Exercise. Translate into English!

1. Tom mengendarai mobil dengan hati-hati
2. Wati mampu menerjemahkan teks dari bahasa Inggris ke bahasa Indonesia dengan baik.
3. Andi menyatakan perasaannya secara terang-terangan kepada Andita
4. saya biasanya dengan tidak sadar meletakkan sesuatu tidak pada tempatnya.
5. Bos itu sering kali memecat karyawannya dengan cara tersirat.

### E. PRACTICE

❖ **Choose one of these situations to be practiced with your partner!**

1. You agree/disagree to your partner's statement about going to the beach next weekend.
2. You agree/disagree to your partner's statement about the exciting game he/she just played.
3. You agree/disagree to your partner's statement about going to the beach next weekend.
4. You agree/disagree to your boyfriend/ girlfriend's statement about buying a new car.
5. You agree/disagree to your partner's statement about taking a bus rather than taxi.
6. You agree/disagree to your partner's statement about buying a blue shoes rather than a pink shoes
7. You agree/disagree to your partner's statement about going to library when you got free time rather than canteen.
8. You agree/disagree to your partner's statement about making a sandwich for breakfast rather than fried rice.

9. You agree/disagree to your partner's statement about coming home late after party.
10. You agree/disagree to your partner's statement about wearing a dress rather than T-shirt.

❖ **Choose one of these situations to be practiced with your group!**

1. You agree/disagree to your group's statement about choosing a new chief in the class
2. You agree/disagree to your group's statement about spending holiday in the mountain rather than others.
3. You agree/disagree to your group's statement about riding a cycle together in weekend
4. You agree/disagree to your group's statement about listening to boring lecturer in the class.
5. You agree/disagree to your group's statement about living in Jakarta is more exciting than living in others.
6. You agree/disagree to your group's statement about being a teacher is more fun than being others
7. You agree/disagree to your group's statement about making a pool party next weekend
8. You agree/disagree to your group's statement about spending free time by doing sport than doing others
9. You agree/disagree to your group's statement about living in village is better than living city
10. You agree/disagree to your group's statement about watching a thriller movie than others.

❖ **Divide the class into two groups! Use the rule of formal debate! Here are some motions of debate:**

1. This house belief that cosmetic surgeries are acceptable practices.
2. THBT Instagram should be banned.
3. This house would ban the use of niqab in university.
4. This house believes that female president is better than male.
5. THBT we should impose food manufacturers and restaurants to list all ingredients of their food product in addition to label halal.
6. This house would ban religious-based political party
7. This house would make drug testing for students mandatory at schools.

# CHAPTER 4

## I INVITE YOU TO COME TO MY PARTY

In this chapter, the students are expected to be able to make, accept and decline invitations and use question tag of simple present tense accurately.

### A. VOCABULARIES

- Invite/ in·vite
- Weekend/ 'wēk, end
- Date/ dāt
- Party/ 'pārdē
- Join/ join
- Picnic/ 'pik, nik
- Holiday/ hālə, dā
- Pleasure/ 'pleZHər
- Occasion/ ə'kāZHən
- Along/ ə'lōNG
- Accept/ ək'sept/
- Decline/ də'klīn
- Polite/ pə'līt
- Impolite/ ,impə'līt

### B. CONVERSATION

Dilan : Hi milea.

Milea : Hi Dilan

Dilan : I have a little party in my house.

Milea : it sound great

Dilan : I'm going to invite some of my friends.

Can you help me to send some invitation letters?

Milea : oh, Sure

You invite me, don't you?

Dilan : Should I give you the formal invitation too?

Milea :Yes, of course

Dilan :Would you like to come to my party?

Milea :That would be lovely, thanks

By the way, how many friends would you like to invite?

Dilan : About thirty

Milea :I think they will accept your invitation with their pleasure.

### C. EXPRESSION

#### Making invitation:

- I/We have pleasure in inviting you to the ... (formal)

- What are you doing this weekend?
- I am celebrating my birthday. I hope you can come. I haven't see you for a long time.
- Do you want to go?
- Would you like to join us?
- Do you want to come along/over?
- Why don't you come with us?
- How about joining us?
- I wondered if you were free this evening.
- I would be happy if you can come to my party.
- Come in and sit down.
- May I have the pleasure of this dance? (formal)
- May I invite you to dinner next Saturday?
- Won't you come in?
- Some of us are getting together. Do you want to join us?
- Are you free to ...?
- Shall we come to her party?
- Why don't we come to hers?
- Would you like to come to my party?
- Are you doing anything next Thursday?
- Would you like to come with me?
- Would you like to come over to my place?
- Would you care to have dinner with us tonight?
- Will you join us for lunch?
- I wonder whether you would care to come for/on a picnic with us this weekend.
- How would you like to come with me and spend a week with us next month?
- How about coming over to my place on Saturday?
- I thought you might like come to my party.
- We are going to have a party. Can you come?
- I'm having a party. I would be happy if you could come.
- I'd like to invite you to my party.

### **Accepting invitation:**

- We are pleased to accept your invitation to ...
- Thank you. I'd like that.
- That would be lovely. Thanks.
- Thanks (very much) for your invitation.
- Thanks. That would be very nice. (informal)
- Thanks. I'd love to.(informal)

### Declining invitation:

- I would like to come, but unfortunately I have a previous engagement.
- I would like to very much, but ...
- I'd really like to come, but ...
- I really want to, but ...
- Sorry, but ... (informal)
- I'm sorry, I'd like to, but ...
- Well, that's very kind of you, but I'm afraid I've already arranged a promised to ... (polite)
- Well, that's very kind of you, but I'm, afraid I'm a little tied up. (polite)
- What a pity, I would have loved to come but ...
- If you don't mind, I'd rather not. I've got a bit of a headache.
- Thank you, but I'm afraid I've got another appointment.
- I'm sorry. I've got lots of work to do.

### D. TASK

#### Fill in the blank!

Morning happy my love mind



Pic 4. Expression of inviting

Anya : Good morning, dear friend!

Alex : Good 1\_\_\_\_\_ Anya. Why do you look so happy?

Anya : Don't you know , today is 2\_\_\_\_\_ birthday.

Alex : Really ? Oh, 3\_\_\_\_\_ birthday

Anya : Yeah , thank you. Would

you 4\_\_\_\_\_ to come to my birthday party tonight?

Alex : Oh, I'd 5\_\_\_\_\_ to come. Where will the party be held? And what time?

Anya : at Navila's cafe at 8 p.m.  
you can come to my party, can't you?

Alex : I'm very pleased to get your invitation.

Anya : It would be nice if all of your friends come to my party?

Alex : Okay, I will come with friend

Alex : Yeah, See you in my party then!

## E. GRAMMAR IN USE

### Question tag with Simple Present Tense

➤ General Rules:

Positive sentence: tag negative

Negative sentence: tag positive

➤ Pattern of tag

Positive tag: auxiliary + subject (pronoun) + ?

Negative tag: auxiliary + not (in abbreviation) + subject (pronoun) + ?

➤ Example:

Tono and Tini always go to campus together, don't they?

He does not come late, does he?

Kamilah and Aisyah are friends, aren't they?

### Exercise: Complete the sentences below with the tag question!

1. She understands the lesson, \_\_\_\_\_?
2. Aminah and Fatimah do the assignment, \_\_\_\_\_?
3. My friends do not attend my party, \_\_\_\_\_?
4. This occasion is very useful, \_\_\_\_\_?
5. Your attitude is impolite, \_\_\_\_\_?

## F. PRACTICE

### ✧ Practice with your partner

1. You invite your partner to come to your house for your 17 birthday party
2. You invite your partner to come to café to celebrate your engagement with your boyfriend/ girlfriend
3. You invite your partner to attend your friend's surprise birthday party in a fast food place.
4. You invite your partner to come to your house for your parent's anniversary.
5. You invite your partner to come to café to celebrate your halloween's party
6. You invite your partner to come to your sister's wedding party.

7. You invite your partner to come to celebrate your high school graduation party.
8. You invite your partner to accompany you attend in your brother's farewell party in his school
9. You invite your partner to come to your school's reunion party
10. You invite your partner to come to your house to celebrate your winning on English Olympiad.

❖ **Practice with your group**

1. You invite your class to surprise one of your friend for winning singing competition
2. You invite your group to celebrate your acceptance in favorite university.
3. You invite your class to come to school's birthday party
4. You invite your group to celebrate your one of your besties wedding party.
5. You invite your group to attend "Arisan" in a café

# CHAPTER 5

## PLEASE ACCEPT MY DEEPEST CONDOLENCE

In this chapter, the students are expected to be able to express the condolence and use preposition and simple past tense accurately.

### A. VOCABULARIES

- Accept/ək'sept
- Deepest/dēpest
- Death/deTH
- Condolence/kən'dōləns
- Extremely/ik'strēmlē
- Offer/'ōfər
- Die/dai
- Dead/ded
- Hear/hir
- Sympathy/'sɪmpəTHē
- Peace/pēs
- Prayer/preyer

### B. EXPRESSION

#### Condolence is:

1. Something you say or write to express sympathy when someone has died.
2. An expression of sympathy with someone who is grieving.

#### Examples:

1. He carefully wrote his words of condolences in a card for his dear friend.
2. Please accept my sincere condolences at the loss of your loved one.

#### Expressing condolences:

- Please accept my deepest sympathy on the death of your father/mother.
- I was extremely sorry to hear about that.
- My condolence for ...
- I condole with you on the death of your brother
- Please send my condolences to your father.
- Please offer my condolences to your mother.
- Our deepest condolences to you upon the passing of ...
- So sorry to hear of ...'s passing.
- Please accept our heartfelt sympathies on the loss of your loved one.



- Words can't express how saddened we are to hear of your loss.
- Our sincere sympathies to you and your family.
- We pray the love of God enfolds you during this difficult time
- May your many memories of ... help to sustain you at this most difficult time.
- You are in our prayers during this difficult time in the loss of your dear ...
- It was with great sadness that we learned of ...'s passing; please accept our heartfelt condolences.
- Words seem inadequate to express the sadness we feel about ....
- Please give my condolences to your friend.
- May the love of those around you help you through the days ahead.
- We are deeply sorry to hear about the death of ...
- ... brought so many gifts to our life. We will never forget ....
- May you take comfort in knowing an angel is watching over you.
- Words cannot even begin to express our sorrow, you are in our prayers.
- With deepest sympathy on the demise of your ....
- We are saddened to hear of your sudden loss.
- Our hearts are with you in this time of sorrow.
- Please accept our heartfelt condolences on the loss of your loved one.
- Words can't express how saddened we are to hear of your loss.
- I can't imagine the sadness you must be feeling from your loss.
- Words fall short of expressing my sorrow for your loss.

### C. TASK

Ailing/ know/ rest/ it/ Old/ when/ Away/ sorry/ is wrong



Pic 5. Expression of giving condolence

Peter : Hello, Ivanna, What's happening...? You look so gloomy. What's <sup>1</sup>\_\_\_\_\_?

Ivanna : My grandma passed <sup>2</sup>\_\_\_\_\_ in Netherland

Peter : I'm terribly <sup>3</sup>\_\_\_\_\_ to hear that, Peter. How <sup>4</sup>\_\_\_\_\_ was she?

Ivanna : Sixty one... This August.

Peter : Then she wasn't very old.

Had she been <sup>5</sup>\_\_\_\_\_ something?

Ivanna : yes, and she had written her last letter. She <sup>6</sup>\_\_\_\_\_ having a hard time with many complications...

Peter : <sup>7</sup>\_\_\_\_\_ is the funeral...?

Ivanna : <sup>8</sup>\_\_\_\_\_ must have been over by now.

Peter : I <sup>9</sup>\_\_\_\_\_ how you feel... Words can't comfort you when

someone dear to you departs. May she <sup>10</sup>\_\_\_\_\_ in peace.

### D. GRAMMAR IN USE

#### Preposition

- A preposition is a word such as *after, in, to, on,* and *with*.
- Prepositions are usually used in front of nouns or pronouns and they show the relationship between the noun or pronoun and other words in a sentence
- A **prepositional phrase** is a group of words containing a *preposition*, a noun or pronoun *object of the preposition*, and any *modifiers of the object*.
- A preposition sits in front of (is "pre-positioned" before) its object.

<i>About</i>	<i>below</i>	<i>excepting</i>	<i>off</i>	<i>toward</i>
<i>Above</i>	<i>beneath</i>	<i>For</i>	<i>on</i>	<i>under</i>
<i>Across</i>	<i>beside(s)</i>	<i>from</i>	<i>onto</i>	<i>underneath</i>
<i>After</i>	<i>between</i>	<i>In</i>	<i>out</i>	<i>until</i>
<i>Against</i>	<i>beyond</i>	<i>in front of</i>	<i>outside</i>	<i>up</i>
<i>Along</i>	<i>but</i>	<i>inside</i>	<i>over</i>	<i>upon</i>
<i>Among</i>	<i>by</i>	<i>in spite of</i>	<i>past</i>	<i>up to</i>
<i>Around</i>	<i>concerning</i>	<i>instead of</i>	<i>regarding</i>	<i>with</i>

<i>at</i>	<i>despite</i>	<i>Into</i>	<i>since</i>	<i>within</i>
<i>because of</i>	<i>down</i>	<i>Like</i>	<i>through</i>	<i>without</i>
<i>Before</i>	<i>during</i>	<i>near</i>	<i>throughout</i>	<i>with regard to</i>
<i>Behind</i>	<i>except</i>	<i>Of</i>	<i>to</i>	<i>with respect to</i>

Example:

- I prefer to read *in* the library.
- William climbed *up* the ladder to get *into* the attic.
- Please sign your name *on* the dotted line *after* you read the contract.
- Take your sister *with* you.
- Go *down* the stairs and *through* the door.
- He swam *across* the pool.

### Simple Past Tense

- Expressing simple past tense is the conditions already happened in past time.
- The verb used is past form (V2)
- Example:


*She wasn't very old*


*I was very sad yesterday*

*They were satisfied with my work when I submitted it on time.*

*We were happy when you came*

*Zahra was in the canteen a few minute ago.*

Subject	Verb 2 (past form)	complement
I, She , He You, They, We	Was were	A student (as noun/kata benda) Old (adjective /kata sifat) in the canteen (kata keterangan)
		
I, she , He, it You, they, We	Verb 2 (past form) Went Slept Worked	To Surabaya last week soundly last night. hard in the office this morning.

	<p>Finished</p> 	the assignment carefully yesterday
Past time	<p>Yesterday Ago A minute ago A year ago (time+ago) Last week Last holiday Last January (Last + time)</p>	

### E. PRACTICE

#### ✧ Practice with partner.

1. You hear that you're your friend's grandfather is passed away.
2. You just got a phone telling that one of your elementary friends is passed away.
3. You see your friend's status about losing his/her previous cat.
4. Your friend asks you to tell to your teacher that she/he cannot come to class because one his/her relative is passed away.
5. Your neighbor's dog is dead. You feel sorry about it.

#### ✧ Practice with group.

6. You speak to your class that one of your friend got accident and she/he died on the way to hospital.
7. You hear from your group that one of your old friends is passed away.
8. You talk to your group that one of your member's sisters is passed away because of sickness.
9. You just hear that one of your teachers is passed away.

#### ✧ Translate into English, use correct past verb and appropriate preposition!

1. Syaquifa adalah anak yang sangat cerdas dan kreatif.

2. 2 tahun lalu, ia adalah seorang siswa di SMA Wachid Hasyim Tebuireng.

---

3. Kemarin Syaquifa dan teman-temannya berada di lab Bahasa.

---

4. Ketika kami masih SD, kami sering berkunjung kerumah nenek.

---

5. Seminggu yang lalu, nenek meninggal, kami semua bersedih.

---

6. Semua keluarga dan kerabat turut berduka atas meninggalnya nenek kami.

# CHAPTER 6

## I WOULD LIKE TO RESERVE

In this chapter, the students are expected to be able to reserve and use simple WH questions accurately.

### A. VOCABULARIES

- Reserve/ rə'zərv
- Arrive/ ə'raɪv
- Night/ naɪt
- Pay/ peɪ
- Cash/ kəʃ
- Credit/ 'kredɪt
- Check/ tʃek
- Confirm/ kən'fɜ:m
- Single/ sɪŋɡəl
- Double/ 'dʌb(ə)l
- Room/ rʊm
- Intend/ ɪn'tend
- Suit/ su:t
- Date/ dɑ:t
- Recommend/ ,rekə'mend
- Popular/ 'pɒpjələ
- Guest/ gest
- Flight/ flɪt
- Early/ 'ɜ:li
- Receptionist/ rə'sepʃ(ə)nɪst
- Leave/ li:v

### B. EXPRESSION

- I would like to reserve a table for two
- I'd like to make reservation
- When will you be arriving?
- How many nights will you be staying?
- How will you be paying?
- How would you like to pay?
- Do you accept credit cards?
- I was wondering if you had two single rooms.
- How many days will you intend to stay?
- I'm afraid you have to fill this form.
- May I have your name please?
- I'd like to know if you take reservation.
- Would you like to make reservation?
- When is it for?
- Could I have the exact date?
- How many tables do you want?

- Have you decided on the dishes yet?
- What else would you recommend?
- I'd like some information about morning flights from ... to ...?
- How long will the flight take?

### C. TASK

Make where airport me travel ticket do have now prefer



**Andrea** : I need to <sup>1</sup>\_\_\_\_\_ a reservation.

**Travel agent** : That is what I am here

for. <sup>2</sup>\_\_\_\_\_ is your destination?

**Andrea** : I will be <sup>3</sup>\_\_\_\_\_ to Malaysia.

**Travel agent** : Would you prefer to leave from Kuala Lumpur International <sup>4</sup>\_\_\_\_\_ or Subang International Airport?

**Andrea** : Kuala Lumpur International Airport would be best for <sup>5</sup>\_\_\_\_\_.

**Travel agent** : You can leave in the morning of afternoon from that airport. <sup>6</sup>\_\_\_\_\_ you have a preference?

**Andrea** : I can only <sup>7</sup>\_\_\_\_\_ a flight that leaves in the evening.

**Travel agent** : I can book that for you right <sup>8</sup>\_\_\_\_\_. When you return, would you prefer, morning or afternoon?

**Andrea** : I <sup>9</sup>\_\_\_\_\_ that I would like a morning return flight better.

**Travel agent** : I was able to book your flight, and I will print your <sup>10</sup>\_\_\_\_\_ right now. Have a great trip!

### D. GRAMMAR IN USE

- We often refer to these words as *WH words* because they include the letters *WH* (for example *WHy, HoW*).

Question word	Function	Example Sentence
What	asking for information about something	What is your name?
	asking for repetition or confirmation	What? I can't hear you. You did what?

What...for	asking for a reason, asking why	What did you do that for?
When	asking about time	When did he leave?
Where	asking in or at what place or position	Where do they live?
Which	asking about choice	Which colour do you want?
Who	asking what or which person or people (subject)	Who opened the window?
Whom	asking what or which person or people (object)	Whom did you see?
Whose	asking about ownership	Whose are these keys? Whose turn is it?
Why	asking for reason, asking what...for	Why do you say that?
Why don't	making a suggestion	Why don't I help you?
How	asking about manner asking about condition or quality	How does this work? How was your exam?
How far	Distance	How far is Jakarta from Surabaya?
How long	length (time or space)	How long will it take?
How many	quantity (countable)	How many people are there?
How much	quantity (uncountable)	How much money do you have?
How old	Age	How old are you?
How come (informal)	asking for reason, asking why	How come I can't see her?

<https://www.englishclub.com/vocabulary/wh-question-words.htm>

## E. PRACTICE

### ❖ **Make a conversation with your couple.**

1. You are going to reserve hotel in Jakarta for two days.
2. You are going to reserve a big restaurant for your wedding proposal.
3. You reserve a meeting room in a hotel for office meeting.
4. You reserve a flight to Maldives for your honeymoon
5. You reserve a seat in theatre to watch your favorite film
6. You reserve a hall for your friend's wedding party
7. You reserve a catering for your sister's birthday party.
8. You reserve a diamond seat to watch a concert



9. You reserve a table for your boyfriend/ girlfriend's graduation party
10. You reserve a list to do body facial in saloon

✧ **Practice some questions based on these rules.**

1. Divide the class into some groups in 5.
2. One of students comes forward and stand up to the group.
3. The students are in their seat make some questions using WH Question. Everyone must ask one different WH Question.
4. The standing student must state a wrong answer, it is unsuitable answer.
5. If He/she states correct answer they will get punishment, it is writing 5 WH Question.
6. It is done in a take turn.

# CHAPTER 7

## HURRY UP!

In this chapter, the students are expected to be able to express giving instruction and rules and use imperative sentence

### A. VOCABULARIES

- Complain/ kəm'plān
- Noise/ noiz
- Crazy/ 'krāzē
- Repair/ rə'per
- Kill/ kil
- Headache/ 'hed,āk
- Guarantee/ ,gerən'tē
- Refund/ refan
- Exchange/ ks'CHānj
- Fix/ fiks
- Urgent/ 'ərjənt
- Receipt/ rə'sēt

### B. EXPRESSION

#### Giving Instructions and Rules

- Put the books on the table
- Get me a pen, will you?
- If you have time, will you call me tomorrow?
- Look out!
- Hurry up!
- Cheer up!
- Get up!
- You have to ...
- You need to...
- You must ...
- You must not ...
- I would like you to ...
- I want you to ...
- Do carry your passport with you.
- Do leave your valuables in the safety box.
- Don't put them on the chair.
- Don't forget to post this parcel.
- Don't smoke while travelling
- Do drink boiled water
- Do be prepared to tip porters and waiters
- Please don't shout
- Please don't bother me now. I'm busy.
- Please slow down

- Please ask her to stay dinner.
- Please hold on.
- Please calm down
- Please come in
- Please speak louder

### Responses

- All right
- OK
- Certainly
- Sure
- I'm afraid I can't

### C. TASK

Of me now Up buy do they thanks alright



Pic 7. Expression of giving

Andy : Hi, Leo. What's <sup>1</sup>\_\_\_\_, man?

Leo : I'm good, andy. Where <sup>2</sup>\_\_\_\_ you want to go?

Andy : I want to <sup>3</sup>\_\_\_\_ something delicious from that store.

Leo : get me a can <sup>4</sup>\_\_\_\_ soft drink, please. I think I feel <sup>5</sup>\_\_\_\_ thirsty right

Andy : Ok dude...wait <sup>6</sup>\_\_\_\_ ya...

Leo : here <sup>7</sup>\_\_\_\_ go.

Andy : <sup>8</sup>\_\_\_\_ buddy. Wo wo wo...drink it slowly dude. Look...you get a mess on your shirt

Leo : it's <sup>9</sup>\_\_\_\_ andy. I love this soft drink so much

### D. GRAMMAR IN USE

#### Imperative sentences

- A sentence which is started by verb bare (V1), order someone or people to do an activity.
- The sentence is ended by exclamation point (!).
- In a negative form, it becomes prohibition and needs abbreviation of auxiliary negative.

Example:

- ✓ Don't open the door!
- ✓ Don't keep silent!
- ✓ Don't create new sentence!
- ✓ Don't throw the rubbish anywhere!

- ✓ Close the door please!
- ✓ Keep silent!
- ✓ Create new sentence

### **Demonstrative Pronouns**

**Definition:** *demonstrate* (verb): to show; to indicate; to point to

A demonstrative pronoun represents a thing or things:

- near in distance or time (**this-singular, these-plural**)
- far in distance or time (**that-singular, those-plural**)

Here are some examples:

- **This** is a book.
- **These** are my favorite books.
- Look at **that**!
- **Those** were their friends!
- Do you like **those**?
- **This** is smaller than **that**.
- **These** are much more than **those**.

### **E. PRACTICE**

**Make a conversation with your friends in a group consisting imperatives sentences based on these situations: every conversation can be consisting of more than one situation.**

- |                                    |                                    |
|------------------------------------|------------------------------------|
| ● Social media                     | ● New receipt                      |
| ● A hoax news                      | ● Nice place to travel             |
| ● Beautiful woman/<br>handsome man | ● Unforgettable moment             |
| ● Future job                       | ● Kids era now                     |
| ● Economy                          | ● Our college                      |
| ● President                        | ● Visiting a friend in<br>hospital |
| ● Woman emancipation               | ● Favorite actor                   |
| ● Up to date news                  | ● A good education for<br>children |
| ● Green peace                      | ● Going school in early<br>age     |
| ● Global warming                   | ● Hard subject                     |
| ● Injustice law                    | ● Killer teacher/ lecturer         |
| ● Politic party                    |                                    |

### **Writing exercises**

Write some positive and negative imperative sentences based on the picture!

# CHAPTER 8

## I SPELL MY NAME

### M-A-R-Y

In this chapter, the students are expected to be able to give their personal information and use complex WH questions

#### A. VOCABULARIES

- Spell/ spel
- Originally/ ə'rij(ə)nəlē
- Grew/ grōō
- Speak/ spēk
- Married/ 'merēd
- Birth/ bərTH
- Status/ stādəs
- Major/ 'mājər
- Freshman/ 'freSHmən
- Marital/ merədl
- Employment/ əm'ploimənt
- Phone/ fōn
- Street/ strēt

#### B. EXPRESSION

Getting to know personal information:

A	B
What's your name?	My name is Caroline
How do you spell your name?	C-A-R-O-L-I-N-E
Where are you from originally? Where are you from?	I grew up here I am from Riau I live at Jogoroto, Jombang
How long have you been here?	I've lived here for two years My whole life
Do you live alone?	No, I don't I live with my family
What do you do?	I repair machines I am a mechanic
What's your job?	I am a secretary
Where do you work?	I work at B Company
What's your phone number?	It's 0856 1234 5678
Where were you born?	I was born in Jombang I grew up and lived there for 20 years

What's your address?	It's Jalan K.H Hasyim Asy'ari Blok 2
What is your last name?	It's Owen
Are you married or single?	I'm married with two children
Do you speak Chinese?	Yes, I do
When's your birthday?	My birthday is 17 August
Where do you go to school?	I'm a student of Hasyim Asy'ari University
What is your major?	It's engineering
Are you a freshman?	No, I'm in the last semester
What's your date of birth?	It's 30
What's your place of birth?	It's in Surabaya
What's your marital status?	I'm single
What's your place of employment?	I work in G Company
What's your business phone number? What's your phone number at work?	It's 0321 123456

### C.TASK

Call married how your hobby attendance family job from watching



Pic 8. Getting to know

**Jenna** : hi. I'm fransisca  
**Fransisca** : hello. You can <sup>1</sup> \_\_\_\_\_ me Jenna  
**Jenna** : What's <sup>2</sup> \_\_\_\_\_ surname, fransisca?  
**Fransisca** : My <sup>3</sup> \_\_\_\_\_ name is Smith  
**Jenna** : Where do you <sup>4</sup> \_\_\_\_\_ ?  
**Fransisca** : I'm from London, and you?

**Jenna** : I'm from Korea. What's your <sup>5</sup> \_\_\_\_\_ ?  
**Fransisca** : I'm a nurse. And you?  
**Jenna** : I'm a flight <sup>6</sup> \_\_\_\_\_. Can I have your phone number? What is your telephone number?  
**Fransisca** : My number is 081 567 765 564  
**Jenna** : <sup>7</sup> \_\_\_\_\_ old are you?  
**Fransisca** : I am 30

**Jenna** : Are you <sup>8</sup> \_\_\_\_\_ or single?  
**Fransisca** : I am single  
**Jenna** : And what are your <sup>9</sup> \_\_\_\_\_?  
**Fransisca** : I like painting, going windsurfing and <sup>10</sup> \_\_\_\_\_  
 TV.

## D.GRAMMAR IN USE

### WH Questions

We use question words to ask certain types of questions (question word questions).

We often refer to these words as *WH words* because they include the letters *WH* (for example *WHy, HoW*).

question word	Function	example sentence
What	asking for information about something	What is your name?
	asking for repetition or confirmation	What? I can't hear you. You did what?
what...for	asking for a reason, asking why	What did you do that for?
When	asking about time	When did he leave?
Where	asking in or at what place or position	Where do they live?
Which	asking about choice	Which colour do you want?
Who	asking what or which person or people (subject)	Who opened the door?
Whom	asking what or which person or people	Whom did you see?

	(object)	
Whose	asking about ownership	Whose are these keys? Whose turn is it?
Why	asking for reason, asking what...for	Why do you say that?
why don't	making a suggestion	Why don't I help you?
How	asking about manner	How does this work?
	asking about condition or quality	How was your exam?
how + adj/adv	asking about extent or degree	see examples below
how far	Distance	How far is Pattaya from Bangkok?
how long	length (time or space)	How long will it take?
how many	quantity (countable)	How many cars are there?
how much	quantity (uncountable)	How much money do you have?
how old	Age	How old are you?
how come (informal)	asking for reason, asking why	How come I can't see her?

<https://www.englishclub.com/vocabulary/wh-question-words.htm>



### **E.PRACTICE**

Ask your partner about his/ her personal information as much as possible, such as:

1. Phone number
2. Shoes size
3. Shirt size
4. Height
5. Weight
6. Boyfriend/ girlfriend name
7. Name of his/her parent
8. Date of birth
9. Number of house
10. Last name

# CHAPTER 9

## WHAT DO YOU DO?

In this chapter, the students are expected to be able to express asking and answering occupation and use yes/no questions accurately.

### A. VOCABULARIES

- Occupation/  
ˈɔkjəˈpeɪʃ(ə)n
- Work/ wɜ:k
- Job/ jɒb
- Marketing/  
ˈmɑ:kətiŋ
- Start/ stɑ:t
- Finish/ ˈfɪniʃ
- Accountant/  
əˈkaʊnt(ə)nt
- Office/ ˈɒfɪs
- Busy/ ˈbɪzɪ/
- Lazy/ ˈlɑ:zɪ
- Company/  
ˈkʌmp(ə)nɪ
- Promising/  
ˈprɒməsiŋ
- Location/ ləˈkeɪʃ(ə)n
- Floor/ flɔ:
- Fee/ fi:

### B. EXPRESSION

- What do you do?
- What are you?
- What's your occupation?
- What kind of work do you do?  
I'm in marketing
- When do you start working?
- What time do you start and finish work?  
I start work at 7.00 am and finish work at 5.00 pm
- How long have you worked as an accountant?
- How long have you been a teacher?  
For twenty years
- Do you like your job?  
Yes, I like it very much
- What do you there?
- What do you do in your company?  
I type letters and receive phone calls
- Why do you like your job?  
Because I meet a lot of people
- Do you go to work by bus?

Yes, I do

- Are you new here?  
Yes, I am/ No, I am not
- What does your company do?  
They make soft drinks/ clothing/ biscuits/ machine parts/  
electrical goods  
They sell food/ clothes/ furniture  
They repair cars/ ships/ radios  
They built houses/ flats/ ships/ roads
- How is your new job going?  
So far so good
- Does the job look promising?  
Yes, it does
- I'm out of work
- I'm looking for a new job
- I hope you find something
- How do you like your job?
- What are you up to these days?
- What was your first job?
- What is your present job?
- Where do you work?
- Where is your company located?
- What time do you have your lunch?
- When is your payday?
- How's work?

### C. TASK

Great What like school students teacher how come have



Pic 9. what do you do?

Bella : Hello Jessica, my old friends.  
<sup>1</sup>\_\_\_\_\_ are you?

Jessica: I'm good.

Bella : <sup>2</sup>\_\_\_\_\_ do you do for a living?

Jessica: I am a teacher in a high <sup>3</sup>\_\_\_\_\_.

Bella : A teacher? that sounds <sup>4</sup>\_\_\_\_\_  
Is there a lot of <sup>5</sup>\_\_\_\_\_ in your  
class?

Jessica: Most classes have <sup>6</sup>\_\_\_\_\_ fifty

students on average.

Bella : Do you <sup>7</sup>\_\_\_\_\_ your job?

Jessica : yes, It is so rewarding. <sup>8</sup> \_\_\_\_\_ at high school is easier than primary. The students are less naughty.

#### D. GRAMMAR IN USE

Forming *yes-no* questions

<p><b>I am a student of UNHASY. She is my friends. They are in the office. He is a kind boy. We are very interested in reading novel</b></p>	<p><b>Am I a student of UNHASY? Is she my friend? Are they in the office? Is he a kind boy? Are we interested in reading novel?</b></p>
<p><b>I repeat the question. She works in a hospital. We start doing the work on Sunday. He finishes the assignment on time. They complete the requirement well.</b></p>	<p><b>Do I repeat the question? Does she work in a hospital? Do we start doing the work on Sunday? Does he finish the assignment on time? Do they complete the requirement well?</b></p>
<p><b>I can borrow the books She must fill the blank. We must pay attention. She can understand the English text without using dictionary.</b></p>	<p><b>Can I borrow the books? Must she fill the blank? Must we pay attention? Can she understand the English text without using dictionary?</b></p>

With an auxiliary verb(**be, do,**)

➤ **AUX + Subject+ verb+Adj/Noun/Adverb?**

<i>Be: Is she working very hard?</i>	<i>Were they travelling together?</i>
<i>Do: Does that taste okay?</i>	<i>Did you go to the concert?</i>
<i>Have: Have they eaten yet?</i>	<i>Had they visited Rome before?</i>
<i>Modal: Could you help me lift this?</i>	<i>Should I open the window?</i>

Where there is no auxiliary verb *be*, *have* or modal verb already present in the statement, we use the auxiliary *do*, *does*, *did*:

Statement form (no auxiliary)	Question form
<i>You usually walk to work.</i>	<b>Do</b> you usually walk to work? Not: <del>Walk</del> you...?
<i>You liked disco music in the 70s.</i>	<b>Did</b> you like disco music in the 70s? Not: <del>Liked</del> you...?

### Responding to *yes-no* questions

Other ways of saying *yes* and *no* include *yeah*, *yep*, *mm*, *okay*, and *nah*, *nope*. These are informal:

**A:** *Would you like to play tennis with me later?*

**B:** **Okay.** (meaning *yes*)

**A:** *Have you seen Greg?*

**B:** **Nope.** (meaning *no*)

We can also give more/ add information than just a *yes* or *no* answer.

**A:** *Can I grow tomatoes in a pot?*

**B:** *Yeah. They grow really well in pots.*

**A:** *Will you attend Mr. Potter's class?*

**B:** *No. I think I want to go to hospital to do check up.*

Sometimes we don't use *yes* or *no* as a reply but the answer that we give means *yes* or *no*:

**A:** *Do you know Aliando?*

**B:** *We have known each since high school. We went to the same school.* (meaning *yes*)

**A:** *Do you have the latest album of Dewa19?*

**B:** *I don't like their genre of music!* (meaning *no*)

We sometimes respond using the auxiliary verb from the question instead of *yes* and *no*:

**A:** *Hey Tom, did you go fishing today?*

**B:** *I did. I went with my friends.*

**A:** *Has Tim had breakfast?*

**B:** *He hasn't. He's still in bed.*

### **Negative *yes-no* questions**

We usually use negative *yes-no* questions to check or confirm something we believe or expect to be the case, or when we consider that something is the best thing to do:

***Isn't that Pauline's car?*** (I'm pretty sure that this is correct. I'm asking for confirmation.)

***Shouldn't we be leaving?*** (I think that we should leave now.)

We form negative *yes-no* questions with *not*. We usually use the contraction *n't*. If we use *not* in its full form, the question sounds very formal:

***Isn't that the oldest building on this street?***

### **E. PRACTICE**

1. One student stands before the class as a questioned person.
2. He/she thinks a thing (occupation, person, thing, etc)
3. He/she makes a clue
4. Their friends who are at in their seat asks "yes or no Question" to the questioned person.
5. The questioned person must answer yes / no, not others, in order can get the correct answers
6. The first term, it can be 7 questions, if the question is not answered, the questioned person must give one addition clue.\*
7. The second term, it can be 7 questions, if the question is not answered, the questioned person must give one addition clue.\*
8. If no questions can guess the thing, the speaker will answer him/herself. The winner
9. Everyone can be a questioned person (speaker/answerer).  
\*based on the condition and situation of the students.

# CHAPTER 10

## WHAT DO I LOOK LIKE?

In this chapter, the students are expected to be able to describe someone's appearance and use simple future tense accurately.

### A. VOCABULARIES

- Like/ līk
- Look/ lōok
- Hair/ her
- Body/ 'bādē
- Wear/ wer
- Short/ SHôrt/
- Straight/ strāt
- Shirt/ SHêrt
- Trouser/ 'trouzər
- Face/ fās
- Round/ round
- Height/ hīt
- Tempting/ 'tem(p)tiNG
- Gorgeous/ 'gôrjəs
- Eyes/ ais
- Legs/ legs

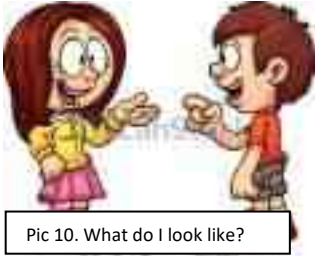
### B. EXPRESSION

#### Describing someone's appearance:

- Who is your manager?  
I think. You don't know him. I'll describe him to you
- What does he/she look like?
- He is Chinese. He is short and bald. He wears glasses
- She is of medium height. She has short/ shoulder-length straight hair
- He's got short, curly hair, a moustache and a beard.
- She has wavy hair
- She has broad shoulders
- She is wearing a long sleeved shirt and jeans/ trousers
- She is wearing a blouse and a skirt
- His face is round/ long
- His nose is sharp/ flat
- He is old/ middle-aged/ young/ thin/ fat
- He has big eyes
- He is wearing a sleeveless short with black trousers

### C. TASK

Talking met Have like describe height beautiful



Pic 10. What do I look like?

A: <sup>1</sup> \_\_\_\_\_ you seen the new girl in school?

B: No, I haven't.

A: She's really <sup>2</sup> \_\_\_\_\_.

B: <sup>3</sup> \_\_\_\_\_ her to me.

A: She's not too tall.

B: Well, how <sup>4</sup> \_\_\_\_\_ is she?

A: She's about five feet even.

B: What does she look <sup>5</sup> \_\_\_\_\_, though?

A: She has pretty light brown eyes.

B: I may know which girl you're <sup>6</sup> \_\_\_\_\_ about.

A: So you have <sup>7</sup> \_\_\_\_\_ her around?

B: Yes, I have.

### D. GRAMMAR IN USE

#### Simple Future Tense

- (+) S+will/ be going to+ V1+O
- (-) S+will/ be going to+ not + V1+O
- (?) Will/ be going to+ S + V1+O

- ✓ It used in both singular or plural subject
- ✓ The “going to” construction is common in speech and casual in writing but “will” is for formal sentence.

#### Positive examples:

I will learn Japanese Language.

Jenny is going to read that mystery book.

My brother will sleep till noon if no one wakes him up.

#### Negative examples:

Mary will not (won't) hear the gossip

He won't visit your friend in the hospital

I am not going to finish my homework in time for class.

#### Interrogative Examples:

Will you marry her?

Are you going to stand alone?



## Common Verbs in the Simple Past

Infinitive	Simple Future	Negative
to be	will be	will not be
to ask	will ask	will not ask
to work	will work	will not work
to call	will call	will not call
to use	will use	will not use
to have	will have	will not have

## The “Going to” Construction

Infinitive	I	You, We, They	He, She, It
to be	am going to be am not going to be	are going to be are not going to be	is going to be is not going to be
to ask	am going to ask am not going to ask	are going to ask are not going to ask	is going to ask is not going to ask

## E. PRACTICE

**Describe your partner as detail as possible:**

- |                            |                      |
|----------------------------|----------------------|
| Your soulmate              | Your teacher         |
| Your neighbor              | Your favorite actor  |
| Your father                | Your best friend     |
| Your mother                | Your old friend      |
| Your grand mother          | Your mate            |
| Your grand father          | Your president       |
| Your boyfriend/ girlfriend | Your favorite singer |
|                            | Your future          |

# CHAPTER 11

## I AM A SPIDERMAN, AREN'T I?

In this chapter, the students are expected to be able to tag question with preset, past and modal auxiliary, form present continuous tense accurately

### A. VOCABULARIES

- |                     |                          |
|---------------------|--------------------------|
| • Angry/ 'aNGgrē    | • Everybody/ 'evrē, bādē |
| • Fine/ fīn         | • Everyone/ 'evrē, wən   |
| • Reason/ 'rēzən    | • Somebody/ 'səmbədē     |
| • Idea/ ī'dēə       | • Someone/ 'səm, wən     |
| • Anymore/ ,enē'môr |                          |

### B. EXPRESSION

Tag questions:

- He was angry, wasn't he?
- They were fine, weren't they?
- You spoke to them, didn't you?
- He didn't know the reason, did he?
- That's a good idea, isn't it?
- Let's not talk about it anymore, shall we?
- Don't turn of the TV, will you?
- Those aren't mine, are they?
- I don't know you, do I?
- I am not wrong, am I?
- I will go with you, shall I?
- Call me tonight, would you?
- Turn off the radio, can't you?

### C. TASK

Restaurant are eat like can know short



Megan : Hey, what a coincidence! What are you doing in this 1 \_\_\_\_\_? how odd!

Anne : Hey, hello hehe. I am \_\_\_\_\_ hungry. I want to 2\_\_\_\_\_ meatball but it sold out, so

Pic 11. Tag Question

i am here.

Megan : I see, do you 3\_\_\_\_\_ meatball so much?

Anne : Yes, it's my favorite, Megan. By the way, 4\_\_\_\_\_ I sit beside you?

Megan : Of course Anne! We 5\_\_\_\_\_ friend, aren't we?

Anne : hehe, yup. Megan, I think you know Ratna, don't you?

Megan : Ratna? Which one? The tall or the 6\_\_\_\_\_ one?

Anne : The tall one, hehe

Megan : Just a sec!! do you 7\_\_\_\_\_ him?!

Anne : I can't tell you, by the way let's eat. The break is almost finish.

Megan : Huft! Oke then.

#### D. GRAMMAR IN USE

##### FORMING THE PRESENT CONTINUOUS TENSE

Here is the formula of affirmative, negative and interrogative sentence:

<b>Affirmative</b>		
Subject	+ to be	+ base + ing
She	Is	talking.
<b>Negative</b>		
Subject	+ to be + not	+ base + ing
She	is not (isn't)	talking
<b>Interrogative</b>		
to be	+ subject	+ base + ing
Is	She	talking?

Examples:

<b>Affirmative</b>	<b>Negative</b>	<b>Interrogative</b>
I am going	I am not going	Am I going?

<b>Affirmative</b>	<b>Negative</b>	<b>Interrogative</b>
<b>You</b> are going	You aren't going.	Are you going?
<b>He, she, it</b> is going	He, she, it isn't going	Is he, she, it going?
<b>We</b> are going	We aren't going	Are we going?
<b>You</b> are going	You aren't going	Are you going?
<b>They</b> are going	They aren't going	Are they going?

**Note:** alternative negative contractions: *I'm not going, you're not going, he's not going etc.*

### **FUNCTIONS OF THE PRESENT CONTINUOUS**

The present continuous is used:

1. to describe an action that is going on at this moment
  - ❖ ***You are using the Internet.***
  - ❖ ***You are studying English grammar.***
2. to describe an action that is going on during this period of time or a trend
  - ❖ ***Are you still working for the same company?***
  - ❖ ***More and more people are becoming vegetarian.***
3. to describe an action or event in the future, which has already been planned or prepared
  - ❖ ***We're going on holiday tomorrow.***
  - ❖ ***I'm meeting my boyfriend tonight.***
  - ❖ ***Are they visiting you next winter?***
4. to describe a temporary event or situation
  - ❖ ***He usually plays bass guitar, but he's playing the drums tonight.***
  - ❖ ***The weather forecast was good, but it's raining at the moment.***
5. with "always, forever, constantly", to describe and emphasize a continuing series of repeated actions
  - ❖ ***Mel and her husband are always arguing!***
  - ❖ ***You're constantly complaining about your ex boyfriend.***

## **E. PRACTICE**

**Make conversation including a lot of question tag based on the following place:**

1. School
2. Office
3. Classroom
4. Supermarket
5. Mall
6. Campus
7. Hall
8. Street
9. Cinema
10. Concert
11. Living room
12. House
13. Beach
14. Mountain

# CHAPTER 12

## CONGRATULATION

In this chapter, the students are expected to be able to give and respond to congratulation expression and use present perfect tense accurately.

### A. VOCABULARIES

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Don't/ dɒnt</li> <li>• Shut/ SHət</li> <li>• Hold/ hɔld</li> <li>• Look/ lʊk</li> <li>• Carry/ 'kerē</li> <li>• Forget/ fər'get</li> </ul> | <ul style="list-style-type: none"> <li>• Certainly/ 'sɜ:tnlə</li> <li>• Alright/ 'ɔl 'rɪt</li> <li>• Move/ mʊv</li> <li>• Instruct/ in'strɛkt</li> <li>• Allow/ ə'ləu</li> </ul> |
|---|--|

### B. EXPRESSION

#### Expressions of Congratulation

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Congratulation</li> <li>• Congratulations</li> <li>• Congratulations on your succeeds</li> <li>• Happy Birthday</li> <li>• Happy New Year</li> <li>• Happy Anniversary</li> <li>• Let me congratulate you</li> <li>• That's great!</li> <li>• sPretty Good</li> <li>• I'd be the first to congratulate you on.</li> </ul> | <ul style="list-style-type: none"> <li>• I'd like to congratulate you on ...</li> <li>• Please accept my warmest congratulations.</li> <li>• May I congratulate you on ...</li> <li>• I must congratulate you.</li> <li>• It was great to hear about ...</li> <li>• Well done</li> <li>• Nice one</li> <li>• Fantastic!</li> </ul> |
|--|--|

CONGRATULATING	RESPONDING
I'd be the first to congratulate you on....	It's very good of you to say so
I'd like to congratulate you on.....	How nice of you to say so
Please accept my warmest	Thank you very much for saying

congratulations.	so
May I congratulate you on...	I'm glad you think so
I must congratulate you.	Oh, it's nothing special actually
It was great to hear about...	Oh, I have a lot to learn yet
Congratulations!	Oh, not really
Congratulations on....!	Oh, nothing to it, actually
Well done! / Fantastic!	Oh, thank's

### C. TASK

Promotion You happy it great me said



Pic 12. Promotion

**Sandy** : I haven't told <sup>1</sup> \_\_\_\_\_ what happened yet, have I?

**Sindy** : You haven't <sup>2</sup> \_\_\_\_\_ anything.

**Sandy** : My boss offered <sup>3</sup> \_\_\_\_\_ a promotion, and I took it.

**Sindy** : Are you <sup>4</sup> \_\_\_\_\_?

**Sandy** : Yes, I am really excited.

**Sindy** : That's <sup>5</sup> \_\_\_\_\_. Congratulations.

**Sandy** : I appreciate <sup>6</sup> \_\_\_\_\_.

**Sindy** : You have no idea how <sup>7</sup> \_\_\_\_\_ I am for you.

**Sandy** : For real?

**Sindy** : I believe you were the best choice for that <sup>8</sup> \_\_\_\_\_. I really do.

### D. GRAMMAR IN USE

#### Present Perfect Tense vs Simple Past tense

You must always use the **Present perfect** when the time of an action is not important or not specified.

You must always use the **Simple past** when details about the time or place that an action occurred are given or requested.

**COMPARE :**

<b>Present perfect</b>	<b>Simple past</b>
I <b>have lived</b> in Lyon.	I <b>lived</b> in Lyon <i>in 1989</i> .
They <b>have eaten</b> Thai food.	They <b>ate</b> Thai food <i>last night</i> .
<b>Have you seen</b> 'Othello'?	Where <b>did you see</b> 'Othello'?
We <b>have been</b> to Ireland.	When <b>did you go</b> to Ireland?

There is also a difference in **attitude** between the two tenses, which is often an important factor in choosing which tense to use. "*What did you do at school today?*" I use the simple past tense because the question is about **activities**, and the school day is considered **finished**.

"*What have you done at school today?*" I use the present perfect because the question is about **results** : « show me ». The time at which the question is asked is considered as a **continuation** of the school day

## **E. PRACTICE**

With partner:

1. Congratulate on his/ her birthday
2. Congratulate on his/ her graduation
3. Congratulate on his/ her wedding
4. Congratulate on his/ her acceptance in favorite school
5. Congratulate on his/ her acceptance in favorite workplace
6. Congratulate on his/ her for having a baby
7. Congratulate on his/ her new boyfriend/girlfriend
8. Congratulate on his/ her engagement
9. Congratulate on his/ her successful interview
10. Congratulate on his/ her new workplace



# CHAPTER 13

## I HAVE TO GO TO ...

In this chapter, the students are expected to be able to express the obligation and use causative sentences accurately.

### A. VOCABULARIES

- Calling/ 'kôliNG
- Moment/ 'mômənt
- Minute/ 'minit
- Hour/ 'ou(ə)r
- Message/ 'mesij
- Number/ 'nəmbər
- Speaking/ 'spēkiNG
- O'clock/ ə'kläk
- Wrong/ rŏNG
- Dollar/ 'dälər
- Visit/ 'vizit
- Interrupt/ ,in(t)ə'rəpt
- Expect/ ik'spekt

### B. EXPRESSION

#### Expressing an obligation

- I have to be there at 7.00
- I am supposed to pick him up at 3.00
- you must be back before midnight
- you'll have to be back before midnight
- you have to sign your name here
- I've got to finish this homework by tomorrow
- They require all students to take the make-up test
- I'd better go
- I'd better get going soon
- What time are we supposed to be there?
- We're supposed to be there at 5.00
- I have to go to the dentist
- It's a good idea to ...
- It's necessary to ...
- It's very important to ...
- You should/ shouldn't ...
- You don't have to ...
- You don't need to ...
- You must not ...
- You are not allowed to ...

### C. TASK

Start to office work can make uniform everyday Time Question



Pic 13. Doing interview

Jason: Welcome to Smith & Jones, Bert.  
Do you have any <sup>1</sup> \_\_\_\_\_?

Albert: Yes, what <sup>2</sup> \_\_\_\_\_ do I have to start work?

Jason: You have to <sup>3</sup> \_\_\_\_\_ work at 8.30.

Albert: What do I have <sup>4</sup> \_\_\_\_\_ do?

Jason: You have to type letters, <sup>5</sup> \_\_\_\_\_

tea and answer the telephone.

Albert: Do I have to wear a <sup>6</sup> \_\_\_\_\_?

Jason: No, you don't have to wear a uniform, but you must wear a tie.

Albert: <sup>7</sup> \_\_\_\_\_ I smoke?

Jason: No, you mustn't smoke in the <sup>8</sup> \_\_\_\_\_. You'll have to go outside if you want to smoke.

Albert: Do I have to <sup>9</sup> \_\_\_\_\_ overtime?

Jason: Yes, you have to work <sup>10</sup> \_\_\_\_\_ except Saturday

### D. GRAMMAR IN USE

#### CAUSATIVE

- **Causative verbs** use **let, make, have, get,** and **help** as the English verbs because they cause something else to happen.
- Here are some specific examples of how **causative verbs** work in English sentences.

LET = PERMIT SOMETHING TO HAPPEN

**LET + PERSON/THING + VERB (base form)**

Examples:

- I don't **let** my kids **watch** violent movies.
- Mary's father won't **let** her **adopt** a puppy because he's allergic to dogs.
- Our boss doesn't **let** us **eat** lunch at our desks; we have to eat in the cafeteria.
- Oops! I wasn't paying attention while cooking, and I **let** the food **burn**.

**Note:** The verbs **allow** and **permit** are more formal ways to say "let." However, with **allow** and **permit**, we use **TO+VERB**:

- I don't **allow** my kids **to watch** violent movies.
- Our boss doesn't **permit** us **to eat** lunch late.

MAKE = FORCE OR REQUIRE SOMEONE TO TAKE AN ACTION

**MAKE + PERSON + VERB (base form)**

Examples:

- After Billy broke the neighbor's window, his parents **made** him **pay** for it.
- My ex-boyfriend loved sci-fi and **made** me **watch** every episode of his favorite show.

HAVE = GIVE SOMEONE ELSE THE RESPONSIBILITY TO DO SOMETHING

**HAVE + PERSON + VERB (base form)**

**HAVE + THING + PAST PARTICIPLE OF VERB**

Examples:

- I'll **have** my assistant **call** you to reschedule the appointment.
- The businessman **had** his secretary **make** copies of the report.
- I'm going to **have** my hair **cut** tomorrow.
- We're **having** our house **painted** this weekend.
- Bob **had** his teeth **whitened**; his smile looks great!

GET = CONVINCING/ENCOURAGING SOMEONE TO DO SOMETHING

**GET + PERSON + TO + VERB**

Examples:

- How can we **get** all the employees **to arrive** on time?
- My husband hates housework; I can never **get** him **to wash** the dishes!

HELP = ASSIST SOMEONE IN DOING SOMETHING

**HELP + PERSON + VERB (base form)**

**HELP + PERSON + TO + VERB**

After "help," you can use "to" or not – both ways are correct. In general, the form *without* "to" is more common:

- He **helped** me **carry** the boxes.
- He **helped** me **to carry** the boxes.
- Reading before bed **helps** me **relax**.
- Reading before bed **helps** me **to relax**.

### **E. PRACTICE**

Make conversation including a lot of causative based on the following place:

- |                |                 |
|----------------|-----------------|
| 1. School      | 8. Street       |
| 2. Office      | 9. Cinema       |
| 3. Classroom   | 10. Concert     |
| 4. Supermarket | 11. Living room |
| 5. Mall        | 12. House       |
| 6. Campus      | 13. Beach       |
| 7. Hall        | 14. Mountain    |

# CHAPTER 14

## WHAT DO YOU LIKE BEST?

In this chapter, the students are expected to be able to express likes and dislike and use direct and indirect sentence accurately.

### A. VOCABULARIES

- Dislike/ dis'li:k
- Difficult/ 'difəkəlt
- Fond/ fənd
- Travel/ 'trævə
- Nothing/ 'nəTHiŋG
- Adore/ ə'dɔ:(ə)r
- Prefer/ prə'fə
- Mad/ mad
- Homesick/ 'hɔ:m,sik
- Idea/ i'di:ə
- Detest/ də'test/
- Loathe/ ləʊt
- Bear/ biə
- Hate/ hæt/

### B. EXPRESSION

#### Likes.

- How do you like living here/ being married/ studying English?
- I like it a lot
- I enjoy exploring the city
- I find it difficult at times
- What kind of music do you like?
- How do you like Jakarta?
- Oh, I like it very much. It's such a big city.
- I love it. It's such a fascinating city.
- What do you think of Jenny?
- Oh, I'm very fond of her. She is so gentle and understanding.
- I prefer swimming to fishing
- Swimming is my cup of coffee/ tea
- What is it you don't like about the country?
- What did you like best about the show?
- Who would you like to travel with?
- Which country would you like to visit?
- How do you like to travel?

- How long would you like your holiday to be?
- I guess that makes two of us
- I like both
- I like the idea of Thailand or South Korea
- I must say you have a beautiful house
- He is crazy about playing tennis. Nothing can drag him away from it.

**Dislike:**

- Which of these things do you dislike while travelling?
- I don't like either of them
- I can't stand beans
- I can't tolerate tomatoes
- Not for me. Give me shopping anytime.
- Well, fishing is not exactly my line
- I miss my old job
- I miss being near my family
- I miss my friends and family back home
- I get homesick sometimes
- I don't really like old songs/ horror movies/ documentaries/ love movies/ old movies
- I hate getting up early on Sundays
- I am sorry. It looks like that you're on your own
- He doesn't like the idea of going for a picnic
- She doesn't like anything I do or say
- The things I don't like about swimming is the cold water
- I don't know why I dislike meat

**C. TASK**

What's Have my so agree in ice sweet be



Pic 14. like and dislike

Audrey: I <sup>1</sup> \_\_\_\_\_ never seen so many flavors of ice cream in one place!

Bill : There certainly are a lot. <sup>2</sup> \_\_\_\_\_ flavor do you choose to be a favorite?

Audrey: Vanilla with toppings is

<sup>3</sup> \_\_\_\_\_ favorite.

Bill : Is there anything as <sup>4</sup> \_\_\_\_\_ as a hot fudge sundae?

Audrey: No way!

Bill : I don't like <sup>5</sup> \_\_\_\_\_ cream with too many different flavors in it.

Audrey: I <sup>6</sup> \_\_\_\_\_ with that, it just doesn't work for me.

Bill : I saw garlic ice cream <sup>7</sup> \_\_\_\_\_ the menu once.

Audrey: I think that that would <sup>8</sup> \_\_\_\_\_ horrible!

Bill : <sup>9</sup> \_\_\_\_\_ , I'll stick with a more traditional choice today!

## D. GRAMMAR IN USE

### DIRECT-INDIRECT SPEECH

**Direct Speech** the reporting of speech by repeating the actual words of a speaker, for example "*I'm going,*" *she said.*

**Indirect Speech** Indirect speech is also known as Reported Speech, Indirect Narration or Indirect Discourse. In grammar, when you report someone else's statement in your own words without any change in the meaning of the statement is called indirect speech. Quoting a person's words without using his own word and bringing about any change in the meaning of the statement is a reported speech.

**There are three types of Direct & Indirect Speech:**

**I. Statement (*pernyataan*)**

**II. Command (*perintah*)**

**III. Question (*pertanyaan*)**

Changes needed from Direct to Indirect

1. To be & Auxiliary Verbs

<b>Direct</b>		<b>Indirect</b>
Am/is/are	-	was/were
Shall/will	-	should/would
Can	-	could
May	-	might
Must		
Have/has to	-	had to
Ought to		

2. Time & Place

<b>Direct</b>		<b>Indirect</b>
now	-	then
tomorrow	-	the following day
next week	-	the following week
tonight	-	that night

today	-	that day
yesterday	-	the day before
last night	-	the night before
last week	-	the week before, the precious week
here	-	there
this	-	that
these	-	those

### 3. Tenses

#### **Direct**

Simple present

Simple past

Present perfect

Present continuous

Present perfect continuous

Simple future

#### **Indirect**

- simple past

- past perfect

- past continuous

- past perfect continuous

- past future

### **I. STATEMENT**

In Indirect Statement, we usually use **that** to connect introduce phrase and reported words). Example of indirect statement:

He said

He said to me                      that + reported words

He told me

e.g - Mina told her friends "I have been to Bali twice."

- Mina told her friends that she had been to Bali twice.

- Father said "I am going out of town tomorrow"

- Father said that he was going out of town the following day.

If it is in the form of simple present tense, it will be

e.g - John says "I will go to Bandung tomorrow"

- John says that he will go to Bandung tomorrow

### **II. COMMAND**

There are two types:

#### 1. Positive Command

##### **To + infinitive**

He asked me

He told me



e.g - He asked me "Open your book"  
- He asked me to open my book.

## 2. Negative Command

### **Not to + infinitive**

e.g - Mary told John "Don't wait for me"  
- Mary told John not to wait for her.

## III. QUESTION

### **Positive Form**

He asked me *where, when etc.*

e.g - The man asked me : "Where do you live ?"  
- The man asked me where I lived.

### **"Yes & No Question" use if, whether**

e.g - The boy asked John : "Does Mary live near here?"  
- The boy asked John if Mary lived near there.

**Note :** Baik *if* maupun **whether** dapat digunakan bergantian

### **Direct & Indirect with Auxiliaries**

Perhatikan perubahan-perubahan yang perlu dari Auxiliaries

#### **Direct**

#### **Indirect**

Was/were	-	had been
can	-	could
may	-	might
must & have to	-	had to
must not	-	wasn't to/musn't
needn't	-	didn't have to

e.g - Mary said : "I was sick yesterday."  
- Mary said that she had been sick the day before.

## E. PRACTICE

**You talk with your partner about what she/he likes and dislikes about (explain the reason):**

1. Food
2. Beverage
3. Sport
4. Color
5. Activity in holiday
6. Job
7. Restaurant
8. Car
9. Clothes
10. Vegetable
11. Fruit
12. Snack

13. Indonesian Male Actor
14. Indonesian Female Actor
15. Western male actor
16. Western female actor
17. Film title
18. Film genre
19. Figure
20. Place to travel
21. Mountain to hike
22. Beach to visit
23. Cartoon
24. Book
25. School subject
26. Girl/boy
27. Online game

# CHAPTER 15

## OOOPS SORRY!

In this chapter, the students are expected to be able to express apologizing and use conditional sentences accurately.

### A. VOCABULARIES

- Frighten/ 'frɪtn
- Apologize/ ə'pələʒɪz
- Terrible/ 'terəb(ə)l
- Listen/ 'lɪs(ə)n
- Step/ step
- Announce/ ə'nəʊns
- Worry/ 'wɒrɪ
- Again/ ə'geɪn
- Disturb/ dɪ'stɜ:b
- Rather/ 'rɑ:t̩hə
- Regret/ rə'grɛt
- Pardon/ 'pɑ:dn
- Fault/ fɔ:lt
- Accept/ ək'sept
- Bother/ 'bɒt̩hə
- Interrupt/ ,ɪn(t)ə'rɛpt
- Forgotten/ fər'gɒtn
- Excuse/ ɪk'skyʊʊz/
- Forgive/ fər'gɪv
- Drop/ drɒp
- Late/ læt
- Free/ frɪ
- Promise/ 'prɒmɪs
- Early/ 'ɜ:li
- Happen/ 'hæpən
- Matter/ 'mætə
- Caught/ kɔ:t/
- Traffic/ 'træfɪk

### B. EXPRESSION

#### Apologizing in general:

- I'm sorry
- That's OK/ that's all right
- I'm sorry if I frightened you
- I'm sorry, I didn't mean that
- I'm sorry, I must have forgotten
- I should have checked it.
- I'm sorry I was so careless
- I'm (terribly/very/so) sorry about
- I apologize for ...
- I'd like to apologize/ apologise for ...
- I owe you an apology
- Please accept my/ our apologies for ...
- I'm sorry to bother you
- I'm sorry to interrupt you, but ...
- Sorry, I wasn't listening

- Sorry, I couldn't hear you
- Sorry, I didn't hear you
- I/We regret to announce that ...
- A: you're stepping on my foot  
B: oh, I'm sorry. Are you all right?
- A: that's my card your punching  
B: I'm sorry I thought it was mine
- It doesn't matter
- Don't worry
- A: I think you have given me the wrong change  
B: Sorry, let me check again
- A: I'm sorry. I promise not to be late again  
B: That's all right
- Please don't worry
- Will you forgive/ excuse me if I have to leave early?
- I hope you'll forgive/ excuse me if I have to leave early
- I'm extremely sorry for forgetting to drop by
- Excuse me
- A: Sorry to trouble/ bother you  
B: That's all right
- A: I'm sorry to cause you all this trouble  
B: It's no trouble at all
- A: Sorry to have kept you waiting  
B: It doesn't matter
- A: I hope I'm not disturbing you  
B: No, not at all. Do come in
- A : Sorry to have bothered you with all these questions  
B: That's quite all right
- James is sorry he couldn't come
- Jim asked me to say he's sorry he couldn't join us, but he has to work late tonight
- I'm afraid
- I'm not free
- I'm rather late
- I can't make it on Saturday
- I must be going now
- Excuse me, but could you tell me the way to the post office

### **Accepting an apology**

- That's OK
- That's all right
- It's no problem

- It doesn't matter
- I accept your apology for ...
- Don't worry
- I forgive you

### Apologizing for calling at a bad time

- A: I hope I didn't wake you up.  
I'm sorry to call so late
- B: Oh, no, I was just watching TV

### Apologizing for being late

- I'm sorry I'm late. I got caught in traffic

### Apologizing for being unable to help

- I'm afraid I can't help you

## C. TASK

Accident long to you have again ago



Pic 15. Sorry

**Rose:** Oh Mike, why'd take you so <sup>1</sup>\_\_\_\_\_?

**Mike:** I am sorry Rose. I got into the traffic <sup>2</sup>\_\_\_\_\_.

**Rose:** We already start the drama rehearsal from an hour <sup>3</sup>\_\_\_\_\_!

**Mike:** I am really sorry. I don't want <sup>4</sup>\_\_\_\_\_ come late either.

**Rose:** Alright. Now let's join the rehearsal. <sup>5</sup>\_\_\_\_\_ already missed some scene.

**Mike:** Can we start over it <sup>6</sup>\_\_\_\_\_?

**Rose:** Yes we can. But, we <sup>7</sup>\_\_\_\_\_ to finish this rehearsal first. Then we can start over.

**Mike:** Okay then

## D. GRAMMAR IN USE

### CONDITIONAL SENTENCES

- Conditional sentence is a clause, phrase, conjunction, or verb form which expressing a condition.

- It used to speculate about what could happen, what might have happened, and what we wish would happen.
- In English, most sentences using the conditional contain the word *if*.
- There are five main ways of constructing conditional sentences in English.
- In all cases, these sentences are made up of an *if* clause and a main clause.

There are five types of conditional sentences:

1. Zero

It used to reveal general truths.

It refers to **now or always** and the situation is **real and possible**.

We use simple present in if clause and main clause.

Example:

- If you heat ice, it melts.
- If it rains, the grass gets wet

2. Type one

It used to a possible condition and its probable result.

It refers to the **present or future** where the **situation is real**.

If clause: simple present

Main clause: simple present future

Example:

- If you don't hurry, you will miss the bus
- If it rains today, you will get wet.

3. Type two

It used to show a hypothetical condition and its probable result.

It refers to a time that is **now or any time**, and a situation that is **unreal**.

If clause: simple past

Main clause: simple present or present continuous

Example:

- If you went to bed earlier, you wouldn't be so tired
- If I spoke Korean, I would be working in South Korea

4. Type three

It used to show an unreal past condition and its probable result in the past.

It refers to a time that is **in the past**, and a situation that is **contrary to reality**.

If clause: past perfect

Main clause: perfect conditional

Example:

- If I had studied harder, I would have passed the exam
- If I had accepted his proposal, I would have been marry him

5. Mixed type

It used to reveal an unreal past condition.

It refers to a time that is **in the past**, and a situation that is **ongoing into the present**.

The facts they are based on are the opposite of what is expressed.

If clause: past perfect

Main clause: perfect conditional

Example:

- If I had studied harder at school, I would have a better job now
- If you were you, I would have been so happy.

## Exercises

### Translate into English!

1. Jika saya bersalah, kamu akan memaafkanku.
2. Jika hari ini Fatma datang terlambat, dia akan membayar denda.
3. Kemarin malam hujan deras, dan lampunya mati. Sehingga saya tidak dapat mengerjakan tugas. Jika kemarin lampunya tidak mati, tugasku akan terselesaikan dengan baik.
4. Jika kemarin tidak hujan, maka lampunya tidak akan mati.
5. Jika tadi malam saya belajar untuk ujian hari ini, hari ini saya bias mengerjakan ujian dengan lancar.

## E. PRACTICE

### With your partner:

1. You ask sorry to your partner for losing his/her favorite book
2. You ask sorry to your partner for speaking aloud
3. You ask sorry to your partner for biting her/his hand
4. You ask sorry to your partner for hurting his/her heart
5. You ask sorry to your partner for lying
6. You ask sorry to your partner because you can't be his/her boyfriend

7. You ask sorry to your partner because you can't lend him/her money
8. You ask sorry to your partner because you can't do what he/she asks for
9. You ask sorry to your partner because you leave early
10. You ask sorry to your partner because you can't send him/her home
11. You ask sorry to your partner because you overheard his/her private conversation
12. You ask sorry to your partner because spreading a hoax about his/her
13. You ask sorry to your partner for coming late
14. You ask sorry to your partner for making false action
15. You ask sorry to your partner for reading his/her diary
16. You ask sorry to your partner for working overnight
17. You ask sorry to your partner for spelling his/ her name wrong
18. You ask sorry to your partner for sleeping over
19. You ask sorry to your partner for teaching wrong
20. You ask sorry to your partner because you can't be what he/she wants

**With your group:**

1. You ask sorry to your group because you can't join the meeting
2. You ask sorry to your group because you can't be the winner of a match
3. You ask sorry to your group because you can't go
4. You ask sorry to your group because of singing in the wrong time
5. You ask sorry to your group because of writing/ typing wrong
6. You ask sorry to your group because of giving wrong number
7. You ask sorry to your group because you can't win the election
8. You ask sorry to your group because you come late
9. You ask sorry to your group because you wake up late
10. You ask sorry to your group because you are losing the mascot



# CHAPTER 16

## THANK YOU

In this chapter, the students are expected to be able to express thank you and use passive sentences accurately.

### A. VOCABULARIES

- Welcome/ 'welkəm
- Everything/ 'evrē, THiNG
- Pleasure/ 'pleZHər
- Appreciate/ ə'prēSHē, āt
- Kidding/ 'kidiNG
- Helpful/ 'helpfə
- Enough/ i'nəf
- Bunch/ bən(t)SH
- Project/ 'prā, jekt
- Glad/ glad
- Means/ mēnz
- Waiting/ 'wādiNG
- Great/ grāt
- Help/ help
- Anytime/ enitaim
- Quite/ wīt/
- Wonderful/ 'wəndərfəl
- Mention/ 'men(t)SH(ə)n
- Commitment/ kə'mitmənt
- Concern/ kən'sərn
- Letter/ 'ledər
- Sweet/ swēt
- Hard/ hārd
- Should/ SHōöd
- Hospitality/ ,hāspə'talədē
- Nothing/ 'nəTHiNG
- Valuable/ valy(ōō)əb(ə)l

### A. EXPRESSION

- A: Thank you (very much)  
It's very kind of you  
B: You're welcome (American)
- A: How are you?  
B: Fine, thanks
- A: Thanks. You have been a great help  
Thanks a lot. You've been very helpful  
B: My pleasure, anytime
- A: Thanks for your help, advice and valuable time  
Thanks for everything/ for your support
- A: Glad, I could help out  
B: Not at all
- A: Many thanks

- I appreciate it
  - Thanks for taking care of everything for me
- B: That's OK
- A: Thanks for coming such a long way
  - Thanks for coming all the way. It means a lot to me
- B: Are you kidding me? I wouldn't have missed seeing you off for anything
- A: Thanks for waiting
  - Thanks for all
- B: No problem
  - That's (quite) all right
- A: Thanks for everything
  - B: My pleasure
  - It's such a pleasure
- A: Thank you for making time to see me
  - Thanks for your valuable time
- B: It's no trouble at all
- A: Thanks, I really appreciate your helping me
  - I appreciate what you have done
- B: It was nothing
  - (It was) my pleasure
- I appreciate how hard you've worked
- Thank you for a job well done
- A: Thanks for dinner
  - It was wonderful
- B: Forget it
  - It was my pleasure
  - Anytime
  - It's great to have you
- A: Many thanks for your hospitality
  - B: Don't mention it (American)
- I am thankful for your commitment
- A: Shall I do that for you?
  - B: No, thanks/ thank you
  - Yes, thanks
- Would you like some tea?
- A: I just can't thank you enough
  - B: Don't mention it
- A: This is for you
  - B: You are so sweet
  - B: You shouldn't have. This is beautiful
- A: Is everything all right now?

B: Yes, thanks for your concern

- A: I really appreciate your helping me type the letter?  
B: I'm happy to do it. I'm sure you'd do the same for me
- A: You've been very helpful  
B: It's nothing

## B. TASK

Mind have helmet thank Broken For Catch



Pic 16. Thank You

**Elena** : Oh my god, I will  
1 \_\_\_\_\_ my flight if I do not rush  
to go to airport now.

**Boy** : So, what are you  
waiting 2 \_\_\_\_\_?

**Elena** : But my car is still  
being 3 \_\_\_\_\_ in garage. I can't  
go by bus, the time will not  
enough.

**Boy** : If you don't 4 \_\_\_\_\_, I  
can take you to the airport by

motorcycle.

**Elena** : Actually, I am not accustomed to go by motorcycle, it  
will make my hair ruins. But I 5 \_\_\_\_\_ no choice. Let's go then.

**Boy** : Okay, do you have 6 \_\_\_\_\_?

**Elena** : Yes, wait a minute, I am taking it. By the way, 7 \_\_\_\_\_  
you very much for your kindness.

**Boy** : It's my 8 \_\_\_\_\_

## C. GRAMMAR IN USE

### PASSIVE VOICE

It aimed to show interest in the person or object that experiences  
an action rather than the person or object that performs the action.

The passive voice is often used in formal texts.

Switching to the active voice will make your writing clearer and  
easier to read.

### EXAMPLES

- Every year thousands of people **are killed** on this city.
- All the snacks **have been eaten**.
- My ring **has been stolen!**

We use the preposition *by*, if we want to say who or what performs the action while using the passive voice.

**Example:**

- The door was closed by me
- I close the door
- That hotel was built by my grandfather
- My grandfather built that building

Let's take a look at the passive forms of "design."

Tense	Subject	Auxiliary		Past Participle
		Singular	Plural	
Present	The car/cars	Is	are	designed.
Present perfect	The car/cars	has been	have been	designed.
Past	The car/cars	Was	were	designed.
Future	The car/cars	will be	will be	designed.
Present progressive	The car/cars	is being	are being	designed.
Past progressive	The car/cars	was being	were being	designed.

**D. PRACTICE**

**With partner**

1. You thank to your partner for borrowing money
2. You thank to your partner for helping to do your work
3. You thank to your partner for giving chance in delivering speech
4. You thank to your partner for fixing your broken phone
5. You thank to your partner for buying snacks
6. You thank to your partner for choosing as a captain
7. You thank to your partner for joining his/her club
8. You thank to your partner for sending you home after the class
9. You thank to your partner for taking your photo
10. You thank to your partner for giving your favorite ticket concert
11. You thank to your partner for correcting your mistake

12. You thank to your partner for following your social media account
13. You thank to your partner for finding your watch
14. You thank to your partner for matching you with your favorite one
15. You thank to your partner for making a free time next Saturday night
16. You thank to your partner for calling your father to pick you up
17. You thank to your partner for playing game together with you
18. You thank to your partner for traveling together
19. You thank to your partner for accompanying to visit your grandmother's house
20. You thank to your partner for holding your hand

**With your group**

1. You thank to your group for choosing you as the favorite captain
2. You thank to your group for visiting you at the hospital
3. You thank to your group for making a surprise birthday party
4. You thank to your group for joining your new club
5. You thank to your group for coming to your party
6. You thank to your group for paying on time
7. You thank to your group for building your broken bench
8. You thank to your group for teaching you
9. You thank to your group for visiting your graduation
10. You thank to your group for camping together

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