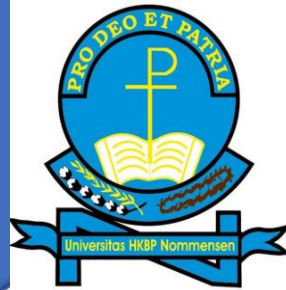


ENGLISH FOR ECONOMIC

Compiled by:

Dr. Christina Natalina Saragi, S.Pd., M.Hum.



FACULTY OF TEACHER TRAINING AND EDUCATION

HKBP NOMMENSEN UNIVERSITY

MEDAN

2022



English for Economics

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**ENGLISH EDUCATION DEPARTMENT
UNDERGRADUATE PROGRAM**

**FACULTY OF TEACHER TRAINING AND EDUCATION
HKBP NOMMENSEN UNIVERSITY**

2022

CHAPTER I

INTRODUCING SELF

Introducing yourself is much more than saying your name. You need to tell some more information about you in English. Introducing yourself to strangers can be tricky because what you say depends on the context, situation (introduce yourself in a job interview, introduce yourself in an email or give self-introduction in English class). In this lesson, you will learn how to confidently introduce yourself in English. How to Introduce Yourself | Self Introduction

Let me introduce myself! How to Introduce Yourself in English – Image 1

Let Me Introduce Myself

Engleze.com

- * Hi, my name is ...
- * I come from ... (country)
- * I live in ... (city)
- * I'm ... (age)
- * There are ... people in my family. They are ...
- * I'm a student at ...
- * My major is ... (majors)
- * My favorite subject is ... (subjects)
- * My hobbies are ...
- * In my free time, I also enjoy ... (sports)
- * I (don't) like/ dislike/ hate ...
- * My favorite food/ drink is ...
- * I like ... (movies)
- * My favorite singer/ band is ...
- * I sometimes go to ... (places), I like it because ...
- * I study English because ...
- * I've been learning English for/ since ...
- * I would like to be a/ an ... (jobs) because ...

Subjects

Physics	Biology
Math	English
Music	Geography
Science	Chemistry
Literature	...

Movies

Action	Drama
Comedy	Thriller
Romance	Cartoons
Horror	...

Because

- I have had a beautiful memory here.
- This is one of the most beautiful places I have visited.
- It's very important and necessary.
- I love to improve my English skills.
- I want to learn more about this language.
- I love this job.
- ...

Majors

Accounting	Marketing
Arts	Journalism
Economics	Sociology
History	Philosophy
Humanities	...

Sports

Volleyball	Cycling
Badminton	Running
Tennis	Fishing
Yoga	...

Hobbies

- Reading books/ newspapers
- Playing computer games/ badminton/ tennis
- Surfing the internet
- Collecting stamps/ coins
- Listening to music
- Chatting with best friends
- Go shopping/ camping
- ...

Engleze.com

Let Me Introduce Myself

Engleze.com

* Hello, I'm Nicolas.

* I'm from Spain.

* I'm 30 years old

* There are 4 of us in my family.

* I live with my wife and children.

* My birthday is on January 1st.



Engleze.com

Hi! I'm
Nicolas

I'm 30
years old



* I work as an accountant.

* My hobbies are reading books, playing badminton and listening to music.

* I also like walking when I'm free.

* I am interested in football.

* I don't like traveling.

* My favorite drink is coffee.



* I like watching documentary films.

* My favorite band is Backstreet Boys.

* I sometimes go to Malaga, I like it because this is a beautiful place.

* I'm married.

* I have 2 children.

* I've got a puppy.



* I'm calm, hardworking and responsible.

* I have many international friends.

* I study English because it's very important and necessary.

* I've been learning English since I was 7.

* I can express myself and communicate in English.

Engleze.com

Introduce Yourself: Others

- I've got a ... (pet)
- I am a ... person/ I'm ... (character & personality)
- My best quality is ... (character & personality)
- My best friend's name is ...
- I (don't) have ... (number) international friends.
- My dream is ...

Character & Personality for self introduction: brave, calm, gentle, courteous, creative, hard-working, rude, unfriendly, unreliable, lazy, stingy, insensitive, ...

Pets: dog, puppy, mouse, rabbit, cat, goldfish, ...

How to Introduce Yourself in English | Self Introduction for Students

Let Me Introduce Myself

- Hi, my name is ...
- I come from ... (country)
- I live in ... (city)
- I'm ... (age)
- There are ... people in my family. They are ...
- I'm a student at ...
- My major is ... (majors)
- My favorite subject is ... (subjects)
- My hobbies are ...
- In my free time, I also enjoy ... (sports)
- I (don't) like/ dislike/ hate ...
- My favorite food/ drink is ...
- I like ... (movies)
- My favorite singer/ band is ...
- I sometimes go to ... (places), I like it because ...
- I study English because ...
- I've been learning English for/ since ...
- I would like to be a/ an ... (jobs) because ...



Because

- I have had a beautiful memory here.
- This is one of the most beautiful places I have visited.
- I can relax there.
- It's very important and necessary.
- I love to improve my English skills.
- I want to learn more about this language.
- I love this job.

Sports

- Volleyball
- Badminton
- Tennis
- Yoga
- Cycling
- Running
- Fishing
- ...

Jobs

- Teacher
- Nurse
- Secretary
- Manager
- Cleaner
- Builder
- Engineer
- Waiter
- Doctor
- ...

Hobbies

- Reading books/ newspapers
- Playing computer games
- Surfing the Internet
- Collecting stamps/ coins
- Playing badminton/ tennis
- Listening to music
- Go shopping/ camping
- Chatting with best friends
- ...

Movies

- Action
- Comedy
- Romance
- Horror
- Drama
- Thriller
- Cartoons
- ...

Subjects

- Physics
- Math
- Music
- Science
- Biology
- English
- Geography
- ...

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How to Introduce Yourself in English | Self Introduction

How to Introduce Yourself

- Hello, I'm ... (name)
- I'm from ... (country)
- I'm ... years old.
- There are ... of us in my family.
- I live with my ...
- My birthday is on ...
- I work for (company) ... as a/ an ... (jobs)
- My hobby is ...
- I also like ... when I'm free.
- I am interested in ...
- I (don't) like ...
- My favorite day of the week is ... because ...
- My favorite month is ... because ...
- I'm married/ single/ engaged/ divorced.
- I (don't) have ... children.
- I've got a ... (pets)
- I'm ... (character and personality)
- My best quality is ...
- My best friend's name is ...
- I (don't) have ... international friends.
- I study English because ...
- I've been learning English for/ since ...
- I can express myself and communicate in English



Character & Personality

- Brave
- Unreliable
- Creative
- Calm
- Lazy
- Hardworking
- Gentle
- Stingy
- Rude
- Courteous
- Insensitive
- ...

Months

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

Majors

- Accounting
- Arts
- Economics
- History
- Humanities
- Marketing
- Journalism
- Sociology
- Philosophy
- ...



Pets

- Dog
- Puppy
- Mouse
- Rabbit
- Cat
- Goldfish
- Kitten
- ...

CHAPTER II

SIMPLE PRESENT TENSE

The simple present tense is one of several forms of present tense in English. It is used to describe habits, unchanging situations, general truths, and fixed arrangements. The simple present tense is simple to form. Just use the base form of the verb: (I take, you take, we take, they take) The 3rd person singular takes an -s at the end. (he takes, she takes)

Test your knowledge

The simple present tense is used:

- To express habits, general truths, repeated actions or unchanging situations, emotions and wishes:

I smoke (habit); I work in London (unchanging situation); London is a large city (general truth)

- To give instructions or directions:

You walk for two hundred meters, then you turn left.

- To express fixed arrangements, present or future:

Your exam starts at 09.00

- To express future time, after some conjunctions: after, when, before, as soon as, until:

He'll give it to you when you come next Saturday.

I pass the house. You watch television.

We wash our clothes.

They go to office.

I study English He passes the house.

John goes to office.

She washes her clothes.

She watches television.

He studies English

C. Keterangan Waktu (Adverb of time)

1. Adverb of frequency always : selalu Usually : biasanya generally : umumnya ever (?) : pernah Sometimes : kadang-kadang occasionally : kadang-kadang EDC-SMA NEGERI 3 KEDIRI 2010/2011 6 never : tidak pernah Seldom : jarang

2. Adverb of quantity once ... : sekali ... once a day : sekali dalam sehari once a week : sekali dalam seminggu twice ... : dua kali ... three times ... : tiga kali dalam ... every ... : setiap ...

Examples

- **For habits**
He drinks tea at breakfast.
She only eats fish.
They watch television regularly.
- **For repeated actions or events**
We catch the bus every morning.
It rains every afternoon in the hot season.
They drive to Monaco every summer.
- **For general truths**
Water freezes at zero degrees.
The Earth revolves around the Sun.
Her mother is Peruvian.
- **For instructions or directions**
Open the packet and pour the contents into hot water.
You take the No.6 bus to Watney and then the No.10 to Bedford.
- **For fixed arrangements**
His mother arrives tomorrow.
Our holiday starts on the 26th March
- **With future constructions**
She'll see you before she leaves.
We'll give it to her when she arrives.

Notes on the simple present, third person singular

- In the third person singular the verb **always ends in -s**:
he wants, she needs, he gives, she thinks.
- Negative and question forms use DOES (= the third person of the auxiliary 'DO') + the infinitive of the verb.
He wants ice cream. Does he want strawberry? He does not want vanilla.
- 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**:
he passes, she catches, he fixes, it pushes

Examples

- **He goes** to school every morning.
- **She understands** English.
- **It mixes** the sand and the water.
- **He tries** very hard.
- **She enjoys** playing the piano.

B. Put the following sentences into simple present. Use the words in parentheses!

1. My sister still ... (make) some mistakes in pronunciation.
2. Hendry always ... (do) his weekly report on Monday afternoon.
3. Mr. David's secretary always ... (type) a lot of letters in the office.
4. Some of us ... (work) overtime on Saturday.
5. He ... (come) early because he ... (want) to see you.
6. They always ... (report) to their superior once a week.
7. Our receptionist always ... (serve) the customers patiently.
8. His assistant never ... (forget) to record the daily transactions.
9. One of them often ... (pass) my house in the morning.
10. We (go) to the seaside every Saturday.

C. Change the following sentences into negative!

1. The man comes here just to take this letter.
2. One of my brothers works for Bank of America in Jakarta.
3. He makes his weekly report regularly.

4. My manager always spends a lot of money on books every month.

5. The cashier goes to the bank to cash the cheque.

D. Change the following sentences into interrogative!

1. The man withdraws some money from his account once a week.

2. One of the men wants to see our manager this afternoon.

3. Some of them always finish their work on time.

4. My friend teaches English twice a week.

5. We always start work at 8 o'clock every morning.

CHAPTER III

BUSINESS LETTER

There are many different types of business letters you might use in your professional career. From cover letters to letters of recommendation, drafting a clean, readable business letter can help you communicate ideas clearly. There are several steps you can take to make a business letter professional and appropriate for the audience of your letter.

The main purposes of Business Letter are;

- **Convey Information:** The basic purpose of any business letter is to convey information regarding business activities. Information can be transmitted through business letter to customers, suppliers, debtors, government authorities, financial institutions, bank and insurance companies and to any other parties related with the business.
- **Conclude Transaction:** This is one of the specific purposes of business letter. To conclude in completed transactions business letters are frequently used.
- **Creation of Demand:** Business letters especially circular letters used to create demand for new products. Circular letters can communicate many people in the same time.
- **Creation of Goodwill:** In this electronic era messages can be sent within few seconds through electronic media but a well decorated business letter has its own importance in creation positive image of the company.
- **Expansion of Business:** Through goodwill messages and through circular letters existing market can be expanded.
- **Establishment of Relationship:** Another important purpose of business letter is, it helps to establish mutual relationship with the customers, suppliers and with the other interested parties.
- **Evidence:** Business letters are also used to maintain documentary evidence. Letters can be preserved for future reference.
- **To Inquire:** A business concern not only sends messages but also receive information from the outside. To run the business any firm need different types of information from outside. Through business letters firms can inquire regarding necessary matters.
- **Placing Order:** It is a very common purpose for using business letter. Both trading and manufacturing concerns need to place orders for finished goods or raw-materials to run the business.
- **Problem Solving:** In the course of business, disputes and misunderstanding may arise. Business letters play vital role in solving such misunderstandings.

Essentials for a Good Business Letter

Business letters are an important part of any business or profession. They are written to different persons with different motives. Letter writing is basically an art. The writer can cultivate a good

style of writing various business letters by a constant and regular practice. Below are mentioned some of the important features which should be closely followed by a letter writer:

- **Clarity:** A letter must have clarity. The purpose of communication should be made clear. Whether it is to inform, invite, reiterate, emphasize, remind, announce, seek participation or clarify and correct the earlier message, the purpose should clearly be stated. Lack of clarity affects the intended purpose of the letter.
- **Impact:** The letter should create the necessary impact. Behind every letter there is an objective and the letter should have a clear purpose. The purpose of writing a letter is not just to reach out to the customer. Every letter has an intended impact which must be felt.
- **To create the desired impact:** It is often necessary to lay emphasis. Emphasis can be laid in many ways. It can be done by proper positioning—placing them in an important position. It can be done by repetition.
- **Relevant Information:** The letter should provide the relevant details forming part of the message. Facts, figures, illustrations and other such information, which are accurate and reliable, as well as relevant to the context of the communication, should be incorporated in the letter.
- **Brevity:** Any good communication—oral or written—should necessarily incorporate this essential feature. Brevity is a very important attribute for any business letter. For everyone connected with business, time is of essence.
- **Concise:** The time that one can allot for reading business letters is certainly limited. The receiver does not have unlimited time to spare towards reading and re-reading the letter and drawing out the message in its entirety.
- **Simplicity:** Simplicity is the [hallmark of any good communication](#). Simplicity refers to the ease of understanding. Simple writing is the opposite of complex and involved writing. The art of simple writing is mastered through conscious effort and practice. A letter written in a simple, easy, informal style using easily understood words catches the attention, and makes an impact.
- **Timeliness:** Business letters, to be effective, should have proper timing. Letters should be written and dispatched on time. Some messages have a sense of urgency. They call for action, which is ‘immediate’ or ‘urgent’, or within a given time frame. Letters which carry such messages should reflect the associated urgency.
- **Language:** Language is an extremely important facet of business communication. First and foremost, it is necessary to ensure that the language used is appropriate, i.e., the language with which the reader is at ease. Apart from English and Hindi, various regional languages are in common use in businesses in different parts of the country. Public sector organizations such as banks follow the three-language formula.
- **Appeal:** A good letter should appeal to the reader’s sensibilities. It should go beyond the message it conveys and make a good impression. It should have elegance, which means taste, beauty and decency.
- **Style:** Style refers to the manner of writing. It constitutes the collective characteristics of the writing or impression or way of presenting things. Each person has an individual style. The writing style, to create an impact, again needs conscious effort, on an ongoing basis.
- **Positive Approach:** A good business letter, in the ultimate analysis, is that which has a positive approach. It creates a friendly atmosphere. It avoids negative feelings. One must be in a proper frame of mind to write a really good letter

Components of a Business Letter

The components of a letter constitute the different parts of a letter. The following parts usually constitute the structure of a business letter.

1. **Heading:** The heading which is also known as „head address“ or “letter head” contains information relating to the name of the organization and its address. It is usually given at the top centre or top right side of the paper. Following information’s are provided in the heading. The firm’s name, address, trade mark, telephone number, telexes number, Ethics-mail address etc.
2. **Reference Number:** The number which the receiver refers in all future correspondence is called reference number. It is usually printed below the date line or on the same line where the date is written to the right margin. The purpose of reference number is to enable replies to be linked with the previous correspondence and to send replies to these letters to the proper official or department.
3. **Date:** The date consists of day, month and year. The date finds its place either at the starting of left margin or at the closing of the right margin as the style adopted. Date enables quick references in future and helps in prompt action and orderly filing.
4. **Inside address:** The inside address contains the name and address of the organization or the individual to whom the letter is written. It is written below the reference time starting from the left margin. The inside address makes a record on the copy which helps in identification for filling purpose.
5. **Attention line:** Attention line is placed below the attention time and above the salutations and is underlined. It indicates the name of those for whom the letter is meant.
6. **Salutation:** Salutation means to greet the addressee. It is the complementary greeting with which the writer begins his letter. it is written below the inside address or attention line leaving some space. It starts from the left side margin. It may or may not end with comma depending upon the style of the letter.
7. **Subject line:** Subject line tells what the correspondence is about. It is placed just below the salutation line. It usually begins at the left margin and may also begin from the center. It may contain apart from the subject any specific identification material i.e. date of previous letter, invoice number etc.
8. **Body of the letter:** It is that part of the letter which contains the message to be converged. It is the most important part of the letter and usually consists of three to four paragraphs.
 1. The first (or the opening paragraph) begins the letter and builds up a relationship with the reader.
 2. The second paragraph contains the proper subject matter. It is the main paragraph of the letter.
 3. The third paragraph is an extension of the second paragraph.
 4. The fourth (or the closing paragraph) brings the letter to an end. It must be natural and logical must be final and complete.
 5. Closing with an important statement, a question, an offer or a request leaves the door open for further communication.
9. **Formal Close:** It is also known as subscription. It is merely a polite way of ending a letter. It is written below the last paragraph of the body of the letter, either at the left side or at the right side, depending on the style of letter. The subscription should be corresponding to the salutation.

10. **Signature block/slot:** Signature is the assent of the writer to the subject matter of the letter and is a practical necessity. It is usually hand written and contains the writers name, status, department, firm etc. Signature is put just below the complementary close.
11. **Enclosures:** Sometimes some documents like price list catalogue etc are attached with the letter. Enclosure mentions the documents which are enclosed or attached with the letter. The enclosures usually find their place at the bottom left margin.
12. **Postscript:** It is commonly known as is something written after the letter is closed. It is usually done when the writer forgets to put in some information or message in the main part. It should be very precise and to the point.
13. **'CC' or Carbon Copy notation:** When copies of the letter are meant to be sent to more than one person it is mentioned under "CC" or carbon copy notation.
14. **Reference initial:** When typed initials are put it refers to reference initials. These are useful for office checking. They are typed adjacent to the left margin.

Differences between Business Letter and other Letters

- **Nature:** Business letter or commercial letter it is impersonal and universal in nature. But other letters may be fully or partly personal in nature.
- **Purpose:** Business letter is exchanging various business related issues and information. But other letters are mainly exchanging personal or family related affairs and information.
- **Scope:** Business letter scope is wide and contains various types of business information. But Scope of other letters is limited and contains only personal information.
- **Structure:** Business letter follow officially recognized structure. But other letters may or may not follow any recognized structure.
- **Formality:** Business letter it maintains formal rules and procedure. But other letters may be informal.
- **Size:** Business letter generally it is concise in size and avoids irrelevant matter. But other letters may be concise or large in size.
- **Types:** Business letter it can be categorized differently. But other letters generally cannot be categorized.
- **Language:** Business letter language should be easy and simple. But other letter's language may easy, poetic, emotional etc.
- **Copy:** Business letter copy of business letter is preserved. But Copy of other letters may or may not be preserved.
- **Method:** Business letter it uses direct and persuasive method. But other letters may use only direct method.

Example Business Letter

Example 1:

19 Front Street

Jakarta, ID 11545

July 7, 2020

Ms. liliaceous plant Jackson

Marketing Manager

BB Bread Co.

325 Plaza land

Jakarta, ID 11345

Dear Ms. Jackson,

It has come back to my attention that your company, shot Bread Co. has been late with paying the bills for the past 2 months. so as to encourage our customers to buy their invoices before the date, we've enforced a reduction model wherever we'll provide you with five-hitter off your invoice if you pay a North American country within ten days of receiving the invoice. I hope that everything goes well for you and your company. You're one of all our biggest customers, which we tend to appreciate your business. If you've got any queries, be happy to contact Pine Tree State at (021) 532-5445.

Sincerely,

(Signature)

Bob Holmes S.

Example 2:
PT JAYA SELALU
Jl. Tanjung Barat No. 12
Phone. (0265) 354612
Tasikmalaya
46123

to Designation Affair
PT MAJU TERUS
Jl. Malioboro twenty three Tasikmalaya

Dear Sirs,

Through this letter, allow us to introduce our company to you. Our company named noble metal Jaya Selalu is engaged within the distributor of workplace writing paper. per the data we tend to collect, noble metal MAJU TERUS may be a property company that's growing chop-chop and can open once more some selling workplace in Tasikmalaya.

This association, allow us to supply a number of writing paper products that we tend to market. Besides this letter, we tend to attach an inventory of things and their various costs. If your company wants our services, then merely contact a North American country via phone numbers (0265) 35412 and we'll deliver the products to the location.

Further, we are going to send you an associate invoice every finish of the month for transactions occurring within the corresponding month. We are going to provide a special discount if an accumulated purchase inside one month of over Rp. 2.000.000, – (two million rupiah).

We hope that this supply will proceed in a very sort of cooperation that advantages each party. If Mr.....is interested, we tend to be a unit able to create shows and conduct any mentioned. Therefore we tend to submit the supply letter, delivered thanks for your attention.

Sincerely,
PT JAYA SELALU

Example 3:
19 Front Street
Jakarta, ID 11545
July 7, 2020

Ms. Lily Jackson,

Marketing Manager BB Bread Co. 325 Plaza Indonesia Jakarta, ID 11345 Dear Ms. Jackson, It has come to my attention that your company, BB Bread Co. has been late with paying the bills for the past two months. In order to encourage our customers to purchase their invoices before the date, we've implemented a discount model where we'll offer you 5% off your invoice if you pay us within 10 days of receiving the invoice. I hope that everything goes well for you and your company. You are one of our biggest customers, and that we appreciate your business. If you've got any questions, be happy to contact me at (021) 532-5445.

Sincerely,
(Signature)
Bob Holmes S.

CHAPTER IV

APPLICATION LETTER AND RESUME

INTRODUCTION

An *application letter*, sometimes called a cover letter, is a special kind of business letter that accompanies a resume for a job. A *resume* is a summary of your education, job experience, and job-related skills that you send to potential employers. From it and the accompanying application letter, potential employers learn about you and decide whether to interview you for a job.

Remember that a potential employer's first impression of you will be based solely on this initial application letter and resume. If the application letter and resume are sloppy, the employer may conclude that you do not care, you do not look after details, and you are not focused. Do your best to make sure your application letter and resume are free of errors and present you in the best possible light.

APPLICATION LETTERS

Writing an application letter is similar to writing any other business letter. However, the emphasis in an application letter is on promoting your abilities, qualities, and characteristics so that the prospective employer believes that you are the right person for the job. The letter details specific experiences that show what you can do for the employer if you are hired. An application letter also gives you the opportunity to demonstrate your writing skills.

Customize your letter for each job application. Such items as including the correct company name and employer name, job title, and contact information are important and make a good first impression. If possible, do not send an application letter to "To Whom It May Concern" or "Dear Sir or Madam." Find out the employer's name and spell the name correctly. Also, make sure you get the employer's gender correct if the name, such as "Chris," "Ashley," or "Jamie," could be either for a male or female. Match the job requirements and desired qualifications with your skills and credentials.

The letter should include an opening paragraph that explains which job you are applying for and how you found out about the job. The body of the letter provides specific examples of activities or courses you have been involved in that make you right for the job. One way to match up your qualities with the mission of the organization is to find out what the company does and some of its recent activities, and then write about how your specific experiences can support that. Much of this information can be found on a company's Website. If you are applying for a job at a local company, you may be able to get information about the company by asking people in your community. In addition, the application letter connects the content of your resume to the facts of the specific company and job description. In the letter, do not ask about salary and benefits. Those topics should be covered in the job interview, not in the application letter.

The end of the application letter should include information on how the employer can contact you, and you should request a job interview. Also, you can state that you will follow up after a designated period of time (usually two to three weeks) if you have not heard from the employer. This shows that you are interested in the job, and it provides a timeframe for the employer to get

COVER LETTER SECTIONS

The cover letter typically consists of three parts: introduction, body, and closing. Within these three parts, include:

- why you are interested in the organization
- why the organization should be interested in you
- when and how you will contact the organization to follow up

Introduction

- Capture the reader's interest
- Tell the reader how you learned of an opening
- If appropriate, mention the name of someone who suggested you apply for the company and/or the job opportunity

Body

- Demonstrate your ability to do the job in 1-3 paragraphs
- Promote your education, experiences, past jobs, internships, and student activities
- Use examples and tell your story
- Illustrate the skills that are related to the position
- Enhance your accomplishments with details, do not repeat what is on your resume

Closing

- Indicate next steps, including a plan to follow up with the employer
- Thank the employer for taking the time to consider your application materials
- Close the cover letter with “Sincerely” or “Respectfully”

Bogor, September 14, 2022

**Attention To:
Human Resources Department
Yayasan KPT
Jl. Raya Bumi Sentoda No. 5
Cibinong**

Dear Sir/Madam,

Having known about a vacancy advertised on Kompas, September 12, 2022, I am interested in the position of Account Executive (AE). I am a 26 year old male, graduated from a reputable university, having skill in English, both written and oral and also operating computer. I am a hard worker, able to work in individual and in team.

I would gladly welcome an opportunity to have an interview with you at your convenience. I hope my skills can be one of your company's assets. I am looking forward to hearing from you in the near future. Thank you for your consideration and attention.

Sincerely yours,

Asep Catur Putra

Enclosures :

- copy of ID Card**
- copy of Final Certificate**
- photo**
- Curriculum Vitae**

**Attention To:
Mr. Imantoro
Human Resources Department
PT. Persada Bumida Terpadu
Jl. Raya Sukamaju No. 11
Tangerang**

Dear Sir,

On this good opportunity, I would like to apply as a **Instrumentation and Control System Engineer** in your company. My name is **Dias Farhan**, 22 years old, male, single, energetic and healthy. I am a **Control System Engineer** and **graduated from Suryadarma University (UNSURYA) on May 2007 with GPA 3.78**. I would like to have career to expand my experience.

My personality as a hard worker and fast learner type of person would bring benefit to your company. I will be very appreciated if you could give in opportunity to work in your company.

Herewith I enclose my curriculum vitae, which will give details of my qualification.

I hope my qualifications and experience merit your consideration and look forward to your reply.

Sincerely yours,

**Dias Farhan
Phone : 021 - 5758243
Jl. Melati No.23
Tangerang - 15712**

**Jl. Raya Flamboyan 21
Bojong Depok Baru 2
Cibinong 16914
Phone : 021 - 87903802**

June 11th, 2007

**Attention To:
Mr. Haryono Sujatmiko
PT. Bumi Sentosa Damai
Jl. Garuda No. 33
Bogor**

Dear Mr. Sujatmiko,

I am a graduate student in Computer Science at Indonesia University, and I will be awarded an M.S. degree in July 2007. I am currently looking for a position related to Database/Graphics Package Design in the research and development department of a major company.

Before coming to Indonesia University, I designed, supervised, and completed a CAD system. The function covers vector, character and curve generation, windowing, shading, and transformations.

At Indonesia University, my research work involves Compilation of Relational Queries into Network DML. To enhance my background, I have taken some courses in computer graphics and database, and I have experience in and an understanding of the design of databases. With this background, I certainly believe that I am competent to meet challenging tasks and can make a good contribution to your company.

Enclosed is my resume, which indicates in some detail my training and experience. I sincerely hope that my qualifications are of interest to you and that an interview might be arranged at your convenience.

Thank you for your consideration. I look forward to hearing from you soon.

Sincerely yours,

Putri Puji Lestari

Jakarta, July 28, 2010
Jl. Pondok Daun 10
Jakarta Selatan 12345
Phone: 021-7567-0007
HP: 0818 5678 588

Mr. Anthony Diaz
Hutagalung dan Partner
Gedung Gilang Gemilang, 6th fl.
Jl. Jend. Sudirman kav. 37-38
Jakarta 56789

Dear Mr. Anthony Diaz,

As a recent graduate of School of Law of Atmajaya Catholic University with work experience in “Anderson dan Partner Law Firm” and familiar with court order, also have knowledge in computer program, I am very interested in the junior lawyer position you listed in the July 27, 2010, issue of Kompas newspaper. You will see from the enclosed resume that I offer the skills and experience you seek.

As a Bachelor of Law in penitentiary law, research has been a significant part of my academic experience especially when writing up my thesis. I did my research in a prison in Bekasi to observe the life of the prisoners.

I have acquired strong administrative skills having worked as a head of Student Union Organization.

My faculty, bosses and friends at work and school have always commented on the versatility of my skills and abilities. I have proven good academic ability and sound leadership and people or human relations skills. I work well and I am comfortable to liaison with people from various levels, and quite apt in organizing and executing activities where I usually contribute ideas and apply knowledge learnt.

The enclosed CV Will provide you With more details of my background. I would be very happy to have the opportunity to meet you to discuss how my background and qualifications could be use to your lawyer team. Please feel free to contact me by Phone: 021-7567-0007 and HP: 0818 5678 58 or at the address above. Thank you in advance for your time and consideration.

Sincerely;

Candy Wijaya Sitompul

RESUMES

Resumes can be written in various formats, but all resumes have certain elements in common. Your name, address, phone number, and e-mail address should be displayed at the top of the resume, usually in boldfaced text. Be sure your e-mail address sounds somewhat professional. Avoid such e-mail addresses as "2hot4u," "iluvcowboys," or other similar addresses. You can never go wrong with a simple e-mail address made up of your full name or just your last name. Try to keep your resume to one page. Place references on a second page.

Heading

- Name, mailing address, email address and phone number
- LinkedIn account information is optional

Professional Objective (Optional)

- A brief statement that tells the reader about career goals and/or expresses interest in a specific job
- Include a specific job title, company name, general occupational field, and qualifications

Education

- Universities attended and location (city and state)
- Degree(s), major(s), minor(s), academic certificate(s)
- Date of graduation (month and year)

Optional educational information may include:

- Study abroad experience (university, location, and dates)
- Cumulative and/or Major GPA (3.0 or better)
- Relevant course work
- Scholarships and academic honors

Experience

- Job title from employment, research, internship, student teaching, etc.

- Employer name and location (city and state)
- Dates of employment
- Description of responsibilities and accomplishments using action verbs

Special Skills

- Skills related to the position (typically technical and language skills) and level of proficiency

Awards and Honors

- Scholarships, academic honors (i.e. Dean’s List), and special recognitions (i.e. Employee of the Month)

Activities

- Campus and community activities including organizations, clubs, student government, athletics, and professional affiliations

References

- Reference name and title, organization, phone number, and email address
- Include references on the resume or on a separate document Make sure you have asked each person for permission to be used as a reference.

RESUME

PERSONAL DETAILS

Angella Suherman
 512 Jl. Soekarno, Singasari.
 Malang, Jawa Timur, 62222
 (021) 555-2121
 Angella_@gmail.com

Job Objective:

To obtain a position that will allow my educational and leadership abilities to bring a team to the highest level. Ambitious and pragmatic professional with experience in Telemetry acute care, long term and Community Nursing.

Education:

STIKES Muhammadiyah Malang.
 Bachelor of Science – 2011

Major: Nursing
Grade average: 3.50

Awards, honors:

Promise of Nursing Regional Faculty Fellowship Grant, 2009, Foundation of The National Nursing Students' Association.

Career Highlight:

Health and wellness expertises.
Urgent care and Emergency care, Trauma.
Monitoring Mother's vital signs and heart rate.
Skilled in conducting physics examinations.
b medical ethic.

Experience:

Malang General Hospital
Staff RN – Various Departments (2011-2016)
Malang, Jawa Timur

Began my nursing career as a staff nurse in Transplant Unit. Became proficient in providing care to patients with kidney, liver, heart, and pancreas transplants. Moved to surgical Trauma ICU where I stayed 6 years and provided care to critically ill surgical or trauma patients.

Skills:

Certified Occupational Health Nurse (CONH).
Basic Life Support (BLS) from the Indonesian Heart Association, current 2010.
Expert in program development for nursing education programs.
Competent in microsoft office

RESUME

PERSONAL DETAILS

Oliver Queen
001 Jl. Pemuda, Permai Indah
Surabaya, Jawa Timur- 62333

Job Objective:

Energetic educator able to apply classroom management and problem-solving skills as an Elementary teacher (grade2-4) at Elementary School of Nusa Bangsa Surabaya. Organized and hardworking, patient yet authoritative tutor. Provides appropriate individualized student progress plans based on a student's specific needs.

Education:

Universitas Terbuka Surabaya

Major in Primary School Teacher Education Department (2010)
Grade Average: 3,30

Awards, honors:

Favorite teacher – Most creative and innovative teacher, Elementary School of Nusa Bangsa 2017

Career Highlight:

Special Education Teaching & Instruction.
Learner Engagement, Evaluation & Inclusion.
Applied Behavioral Analysis (ABA).

Picture Exchange Communication System (PECS).
Individual Educational Programs (IEPs).
Student Goal-Setting & Progress Monitoring.
Curriculum Development & Creative Lesson Planning.
Classroom Management & Behavioral Interventions.

Experience:

**Elementary School of Nusa Bangsa Surabaya
(3rd-5th) Grade Teacher (2013-2017)**

Prepare children for state and national tests.
Develop and implement lesson plans in keeping with district requirements.
Apply positive reinforcement to redirect negative behaviors.
Work closely with para-professionals to address the behaviors of special needs students.

**023 Public Elementary School of Surabaya
2nd Grade Teacher (2010-2013)**

Adapted lesson to students' learning styles.
Had children work in small groups on problem solving.
Assessed reading and math levels.
Wrote reports and recommendations to parents if children were falling behind.

Skills:

Child Abuse & Maltreatment Certification.
Bilingual: French and English.
Trained four new preschool teachers, emphasizing the importance of classroom control.

REFERENCE:

Edi Supono
Headmaster of Elementary School of Nusa Bangsa Surabaya
235 Jl. Melati, Perak, Surabaya
(021) 2355 222
supono@gmail.com

BAB V
ADJECTIVE DEGREE

What is an Adjective?

In linguistics, an **adjective** (abbreviated adj.) is a word that modifies a noun or noun phrase or describes its referent. *Adjectives* describe or modify—that is, they limit or restrict the meaning of—nouns and pronouns. Words like small, blue, and sharp are descriptive, and they are all examples of *adjectives*. Degree of adjectives sometimes called **degree of comparison**.

Types of Adjectives

There are **four** kinds of Adjectives

1. Adjective of Quality
2. Adjective of Quantity
3. Adjective of Number
4. Demonstrative Adjective

Degree of Adjectives

1. Comparative and superlative degree

1. We use the **comparative degree** to compare **two things or two peoples**. (she is taller than her sister.)
2. **Superlatives** are used to compare more than two things or people. (Islamabad is the most beautiful city of Pakistan.)

- When there is a competition between two things, we will use a Comparative degree of adjective.

E.g. She is taller than her sister.

- When there is a competition between more than two things then we will use a superlative degree of adjective.

E.g. New York is the most beautiful city in America.

Formation of a Superlative and Comparative

1. To form a degree of a single syllable adjective we will add ‘-er’ to make comparative and for superlative we can add ‘-est’.

Positive Degree	Comparative Degree	Superlative Degree
Tall	Taller	Tallest
High	Higher	Highest

Strong

Stronger

Strongest

Note: Sometimes this rule also applies to disyllable adjectives.

Positive Degree

Comparative Degree

Superlative Degree

Easy

Easier

Easiest

Happy

Happier

Happiest

Clever

Cleverer

Cleverest

Early

Earlier

Earliest

2. To make a Comparative **degree of Adjectives** have two or more than two syllables we can add 'more' and most for superlative.

Positive Degree

Comparative Degree

Superlative Degree

Careful

More Careful

Most Careful

Expensive

More Expensive

Most Expensive

Difficult

More Difficult

Most Difficult

Tired

More Tired

Most Tired

Irregular Comparative and Superlatives

There is no specific rules to make degrees for such **adjectives**.

Positive Degree

Comparative Degree

Superlative Degree

Bad

Worse

Worst

Good

Better

Best

Little

Less

Least

Many	More	Most
Much	More	Most
Far (place)	Farther	Farthest
Far (people or time)	Further	furthest
Old (people)	Elder	Eldest
Old (people or thing)	Older	Oldest

Degree of Adjectives List

Positive Degree	Comparative Degree	Superlative Degree
Able	Abler	Ablest
Big	Bigger	Biggest
Brave	Bolder	Boldest
Bright	Brighter	Brightest
Cheap	Cheaper	Cheapest
Clean	Cleaner	Cleanest
Cold	Colder	Coldest
Cool	Cooler	Coolest
Dark	Darker	Darkest
Dry	Drier	Driest

Dirty	Dirtier	Dirtiest
Deep	Deeper	Deepest
Easy	Easier	Easiest
Early	Earlier	Earliest
Far	Farther	Farthest
Fit	Fitter	Fittest
Fine	Finer	Finest
Great	Greater	Greatest
Happy	Happier	Happiest
Hard	Harder	Hardest
Heavy	Heavier	Heaviest
High	Higher	Highest
Hot	Hotter	Hottest
Kind	Kinder	Kindest
Large	larger	Largest
Late	Later	Latest
Light	Lighter	Lightest
Low	Lower	Lowest
Long	Longer	Longest

Loud	Louder	Loudest
New	Newer	Newest
Near	Nearer	Nearest
Nice	Nicer	Nicest
Noble	Nobler	Noblest
Old	Older	Oldest
Poor	Poorer	Poorest
Proud	Prouder	Proudest
Quick	Quicker	Quickest
Rich	Richer	Richest
Sad	Sadder	Saddest
Safe	Safer	Safest
Sharp	Sharper	Sharpest
Small	Smaller	Smallest
Smooth	Smother	Smoothest
Soft	Softer	Softest
Strong	Stronger	Strongest
Sweet	Sweeter	Sweetest
Tall	Taller	Tallest

Thick	Thicker	Thickest
Ugly	Uglier	Ugliest
Weak	Weaker	Weakest
Wide	Wider	Widest

Another List of Degree of Adjectives

Positive	Comparative	Superlative
short	shorter	the shortest
clever	Cleverer	the cleverest
thin	thinner	thinnest
confused	more confused	the most confused
late	later	the latest
proud	prouder	the proudest
big	bigger	the biggest
black	blacker	the blackest
fierce	fiercer	the fiercest
strong	stronger	the strongest
ugly	uglier	the ugliest
clean	Cleaner	the cleanest
sharp	sharper	the sharpest

quiet	quieter	the quietest
tall	taller	the tallest
fast	faster	the fastest
strange	stranger	the strangest
dirty	dirtier	the dirtiest
slow	slower	the slowest
fascinating	more fascinating	the most fascinating
beautiful	more beautiful	most beautiful
weak	weaker	the weakest
far	farther / further	the farthest/ furthest
small	smaller	the smallest
poor	poorer	the poorest
famous	more famous	the most famous
bright	brighter	the brightest
old	older	the oldest
difficult	more difficult	the most difficult
fat	fatter	the fattest

DEGREE OF ADJECTIVES

What is an Adjective?

In linguistics, an **adjective** (abbreviated adj.) is a word that modifies a noun or noun phrase or describes its referent.

Adjectives describe or modify—that is, they limit or **restrict the meaning** of—nouns and pronouns. Words like *small, blue, and sharp* are descriptive, and they are all examples of **adjectives**.

Kinds of Adjective

- Adjective of Quality
- Adjective of Quantity
- Adjective of Number
- Demonstrative Adjective

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DEGREE OF ADJECTIVES

Degree of Adjectives

Comparative and superlative degree

- We use the **comparative degree** to compare **two things or two peoples**. (she is taller than her sister.)
- **Superlatives** are used to compare more than two things or people. (Islamabad is the most beautiful city of Pakistan.)

Note: When there is a competition between two things, we will use Comparative degree of adjective.

e.g. She is taller than her sister.

When there is a competition between more than two things then we will use superlative degree of adjective.

e.g. New York is the most beautiful city of America.

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DEGREES OF ADJECTIVES

Formation of a Superlative and Comparative

To form a degree of a single syllable adjective we will add '-er' to make comparative and for superlative we can add '-est'.

Positive Degree	Comparative Degree	Superlative Degree
Tall	Taller	Tallest
High	Higher	Highest
Strong	Stronger	Strongest

Note: Sometimes this rule also applies on disyllable adjective.

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BAB VI

HOW TO TALK ON THE PHONE IN ENGLISH USING ENGLISH PHRASES

There are plenty of set phrases that you can learn to speak English over the phone. The context of the phone call will determine the type of language you use. For example, the phrases you use with your friends will be very different from the phrases you use with your boss or in a professional setting. Fortunately, there are English phrases for every type of conversation.

Best Telephone English Phrases

These are the best telephone English phrases you must know if you're going to make a phone call in English. We suggest practicing these phrases over and over again. Practice makes perfect. Luckily, phone conversation phrases are easy to practice and reuse in most contexts.

How To Answer The Phone In English

The first step when making a phone call or answering a phone call is to use an appropriate [greeting in English](#).

No	<i>Expression to To Answer The Phone In English</i>
1	"Hello. Mary speaking. How can I help you?"
2	Good morning/good afternoon/good evening. This is Michelle. How can I help you?"
3	"Hello. You've reached English-Everyday . How may I help you?"

How To Introduce Yourself On The Phone

Introducing yourself over the phone is different from introducing yourself in person. In person, we would say 'hello, I am Jessica,' however, we use different introductory phrases over the phone. We don't need to introduce ourselves; we need to identify ourselves. So 'I am' changes to 'it is...' or 'this is...'

No	<i>Expression To Introduce Yourself On The Phone</i>
1	“Hello. This is Sarah.”
2	“Hi. It’s Mark.”
3	If it’s a very formal introduction then you could say:
4	“Hello. My name is Paul.”
	Expression to phone someone for another person say:
1	“Hello. I’m phoning on behalf of Mrs Miller. This is Sally.”

How To Ask For Someone’s Name

If the person phoning you doesn’t give you a name right away then you can **ask for their name by saying:**

No	<i>Expression to Ask For Someone’s Name</i>
1	“Hi, this is Jim. May I ask who’s calling?”
2	“Hello. <u>May I know who this is?</u> ”
3	“Hello. This is Mike. Could you please tell me who this is?”
4	“Hello. Could you please tell me who is calling?”
5	“Hi, this is Harry. Could you please tell me who’s speaking?”

It’s important to use **polite modal verbs when asking questions** like this on the phone. Asking someone ‘who is this?’ or ‘who is calling?’ can come across as rude or impatient.

How To Tell Someone Why You Are Calling

If we are making the phone call then we need to tell the person on the other side of the line why we are calling.

No	<i>Expression to Tell Someone Why You Are Calling</i>
1	“ Could I please speak to Steve? ”
2	“ I’m calling for John. Is he available? ”
3	“ I would like to speak with David. Is he in? ”
4	“ Could I please speak with whoever deals with the accounts? ”
5	“ May I speak to Johnathan. ”
6	“ I’m calling to find out about... ”

How To Put Someone On Hold

There are times when we need to ask the person on the phone to wait while we forward them through to someone else or look for information.

No	<i>Expression to Put Someone On Hold</i>
1	<i>Put Someone On Hold</i>
2	“Please hold.”
3	“Would you mind holding for a minute while I check?”
4	“I’ll forward you through. Please hold on.”
5	“One moment please.”

How To Transfer Someone

If you need to **put someone through to someone else on the phone in English** then you can say:

No	<i>Expression to Transfer Someone</i>
1	“I’ll put you through.”
2	“One moment. Please stay on the line.”
3	“Let me see if he’s available and, if he is, I’ll put you through.”
4	“Thank you for holding. He’s available. I’ll forward you on.”
5	“Please hold the line while I transfer you.”
6	“OK. Let me connect you.”

How To Answer The Phone After Putting Someone On Hold

And once we have finished our task and want to **return to the person on the phone** we can say:

No	Expression to Answer The Phone After Putting Someone On Hold
1	“Thank you for holding.”
2	“Thank you for your patience.”
3	“Thank you for waiting.”

How To Tell Someone The Person Is Not Available

In some cases, **the person the caller wants to speak to won’t be available**. Perhaps they’re in a meeting, out of the office or otherwise engaged.

No	<i>Expression to Tell Someone The Person Is Not Available</i>
----	---

1	“I’m afraid he’s not in at the moment. May I take a message?”
2	“Unfortunately he’s on another call again. Shall I get him to call you back?”
3	“I’m sorry. He isn’t available at the moment. He shouldn’t be long. Would you like to hold or call back later?”
4	“Sorry, he’s otherwise engaged right now. Would you like to leave a message?”

How To Leave A Message For Someone

You can choose whether you would like to leave a message or call back later.

No	Expression to Leave A Message For Someone
1	“Could you please tell him Ryan called? My number is...”
2	“No thanks. I’ll call back later.”
3	“Thanks for your help. I’ll send him an email.”
4	“It’s his mom. Could you ask him to ring me when he gets the chance?”
5	“Just tell him that Matthew is free all day tomorrow for a meeting. Please get him to call me to confirm a time.”

How To Ask Someone To Repeat Themselves

The connection when we speak to someone on the phone can get interrupted. When this happens, **don’t be afraid to ask the other person to repeat themselves - just do it politely.**

No	Expression To Ask Someone To Repeat Themselves
1	“Sorry, you’re breaking up a bit. Could you please say that again?”
2	“I’m sorry, I didn’t catch that. Please say it again.”
3	“Could you spell that for me please?”
4	“Could you repeat that please?”
5	“Could you speak a little louder please?”
6	“The line is very bad. Could I call you back?”

CHAPTER VII

PREPOSITIONS OF TIME - AT, IN, ON

We use:

- **at** for a PRECISE TIME
- **in** for MONTHS, YEARS, CENTURIES and LONG PERIODS
- **on** for DAYS and DATES

at PRECISE TIME	in MONTHS, YEARS, CENTURIES and LONG PERIODS	on DAYS and DATES
at 3 o'clock	in May	on Sunday
At 10.30 am	In Summer	on Tuesdays
At noon	In the summer	on 6 March
At dinner time	In 1990	On 25 Dec.2010
At bedtime	In the 1990s	On Christmas Day
At sun rise	In the century	On Independence Day
At sunset	In the Ice Age	On My birthday
At the moment	In the past/future	On New Years's Eve

Look at these examples:

- I have a meeting **at** 9am.
- The shop closes **at** midnight.
- Jane went home **at** lunchtime.
- In England, it often snows **in** December.
- Do you think we will go to Jupiter **in** the future?
- There should be a lot of progress **in** the next century.
- Do you work **on** Mondays?
- Her birthday is **on** 20 November.
- Where will you be **on** New Year's Day?

*Note that in some varieties of English people say "on the weekend" and "on Christmas".

Notice the use of the prepositions of time **in** and **on** in these common expressions:

In	On
In the morning	on Tuesday morning
in the mornings	on Saturday mornings
in the evening(s)	on Monday evening(s)

When we say **last, next, every, this** we do not also use **at, in, on**.

- I went to London **last** June. (*not in last* June)
- He's coming back **next** Tuesday. (*not on next* Tuesday)
- I go home **every** Easter. (*not at every* Easter)
- We'll call you **this** evening. (*not in this* evening)

Mini Quiz

Test your understanding with this quick quiz.

1. Choose the correct prepositions: "Let's meet _____ midday _____ Saturday."

- at, at
- in, on
- at, on

2. Choose the correct prepositions: "The manager isn't here _____ present, but she'll be back _____ half an hour."

- at, in
- at, at
- in, in

3. Which are correct? "You won't be working _____ Saturday nights _____ the future, will you?"

- at, in
- on, in
- on, at

4. Which are correct? "I'm busy _____ moment, but I'll be free _____ evening."

- at the, in this
- in the, at this
- at the, this

CHAPTER VIII

WH-QUESTION WORDS

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 (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	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?

CHAPTER IX

SMALL TALK: CONVERSATION STARTERS

Talking about the weather

- Beautiful day, isn't it?
- Can you believe all of this rain we've been having?
- It looks like it's going to snow.
- It sure would be nice to be in Hawaii right about now.
- I hear they're calling for thunderstorms all weekend.
- We couldn't ask for a nicer day, could we?
- How about this weather?
- Did you order this sunshine?

Talking about current events

- Did you catch the news today?
- Did you hear about that fire on Fourth St?
- What do you think about this transit strike?
- I read in the paper today that the Sears Mall is closing.
- I heard on the radio today that they are finally going to start building the new bridge.
- How about those Reds? Do you think they're going to win tonight?

At the office

- Looking forward to the weekend?
- Have you worked here long?
- I can't believe how busy/quiet we are today, can you?
- Has it been a long week?
- You look like you could use a cup of coffee.
- What do you think of the new computers?

At a social event

- So, how do you know Justin?
- Have you tried the cabbage rolls that Sandy made?

- Are you enjoying yourself?
- It looks like you could use another drink.
- Pretty nice place, huh?
- I love your dress. Can I ask where you got it?

Out for a walk

- How old's your baby?
- What's your puppy's name?
- The tulips are sure beautiful at this time of year, aren't they.
- How do you like the new park?
- Nice day to be outside, isn't it?

Waiting somewhere

- I didn't think it would be so busy today.
- You look like you've got your hands full (with children or goods).
- The bus must be running late today.
- It looks like we are going to be here a while, huh?
- I'll have to remember not to come here on Mondays.
- How long have you been waiting?

Read the small talk below and **find the 10 mistakes**. Then check your answers.

Woman: We could ask for a better day, could we?

Man: I know. There isn't a cloud in the sky. I love this time of year.

Woman: Me too. The cherry blossoms are beautiful, you think?

Man: They sure are. But I heard he is calling for rain all weekend.

Woman: Really? Oh well. I have to work all weekend anyway. I'm a doctor.

Man: Wow. I'm sure you make good money with that diamond watch you have on.

Woman: Ah, this bus seems to be running late. How long of a wait is it already?

Man: I've been here for at least fifteen minutes now.

Woman: Where are you heading today?

Man: Actually, I'm going to the City Hall to cast my vote for mayor.

Woman: Oh, what a coincidence. So am I! Who are you voting for?

Man: Um, well...I'm still thinking about it.

Woman: Here comes a bus now.

Man: Oh good. Wait, that's not the bus we want. That bus goes downtown.

Woman: Well, it looks like we'll be waiting a little longer. I guess, I'll use this time to catch up on my reading.

Man: I love reading. Right now I'm reading a Stephen King book. Do you like Stephen King?

Woman: Not really.

Man: Oh, here's our bus.

Woman: Oh great. I thought it would never come. Well, have a nice day.

Man: Say, did you catch the news today?

Now check your answers. Did you find all **10 mistakes**?

1.

Woman: We could ask for a better day, could we?

Correction: We couldn't ask for a better day, could we?

2.

Woman: Me too. The cherry blossoms are beautiful, you think?

Correction: Me too. The cherry blossoms are beautiful, aren't they?

3.

Man: They sure are. But I heard he is calling for rain all weekend.

Correction: They sure are. But I heard they are calling for rain all weekend.

4.

Woman: Really? Oh well. I have to work all weekend anyway. I'm a doctor.

Correction: *During small talk with a stranger, it is not common to discuss personal information relating to work.*

5.

Man: Wow. I'm sure you make good money with that diamond watch you have on.

Correction: *It is not acceptable to discuss salaries while making small talk.*

6.

Woman: Ah, this bus seems to be running late. How long of a wait is it already?

Correction: Ah, this bus seems to be running late. How long have you been waiting?

7.

Woman: Where are you heading today?

Correction: *Too personal.*

8.

Woman: Oh, what a coincidence. So am I! Who are you voting for?

Correction: *Politics is not a "safe" subject to discuss.*

9.

Man: I love reading. Right now I'm reading a Stephen King book. Do you like Stephen King?

Correction: *The woman suggested that she wanted to end the conversation. The man did not take the hint.*

10.

Man: Say, did you catch the news today?

Correction: Thanks. You too. *This is not an appropriate time to start a new conversation. The bus's arrival indicates that it is time to stop talking.*

At the Office

Man: Say, did you happen to catch the game last night?

Woman: No, I was working late.

Man: It was a great game. We won in overtime.

Woman: Actually, I don't even know who was playing. I don't really follow sports.

Man: The Chiefs! Do you think they're going to make it to the finals this year?

Woman: I'm not sure. Well, I better get back to my desk.

Man: Speaking of desks, what do you think of the new office furniture?

Woman: It's nice, but I would rather get paid for my overtime hours than have new furniture.

Man: Oh. Well, I think I'll be heading home early today. It might be snow.

Woman: I know. I can't believe all of this cold weather. Hopefully Spring will come soon.

Man: I can't wait until Spring.

Woman: Me neither! My divorce will finally come through by then!

Now check your answers. Did you find all **10 mistakes**?

1.

Man: Hi. I haven't seen you around here before. Have you been working long?

Correction: I haven't seen you around here before. Have you worked here long?

2.

Man: Oh, you must make more money than I do then. I'm in Sales.

Correction: Oh, that must be why I haven't seen you around. I'm in Sales.

It is inappropriate to discuss how much people make in an office during small talk.

3.

Man: It's okay. Hey, you look like you could really have a coffee.

Correction: It's okay. Hey, you look like you could really use a coffee.

4.

Man: Tell me about it! At least it's supposing to be a nice weekend.

Correction: Tell me about it! At least it's supposed to be a nice weekend.

5.

Woman: Yes, I've listened that they are calling for blue skies.

Correction: Yes, I've heard that they are calling for blue skies.

6.

Man: The Chiefs! Do you think they're going to make it to the finals this year?

Correction: *The man should not continue with this subject because the woman is obviously not interested in it.*

7.

Man: Speaking of desks, what do you think of the new office furniture?

Correction: *The man did not take the cue that the woman wants to end the conversation.*

8.

Woman: It's nice, but I would rather get paid for my overtime hours than have new furniture.

Correction: *Giving your opinion about a controversial subject is not appropriate when making small talk with someone you don't know or trust.*

9.

Man: Oh. Well, I think I'll be heading home early today. It might be snow.

Correction: Oh. Well, I think I'll be heading home early today. It looks like it might snow.

10.

Man: Me neither! My divorce will finally come through by then!

Correction: *Private information about one's personal life is not acceptable.*

Small Talk Quiz

Are the following statements True or False?

1. It is common for people who are waiting together to engage in small talk.

True False

2. Religion is usually considered a "safe" topic for small talk.

True False

3. Children are taught not to speak to strangers who engage them in small talk.

True False

4. It is rude to make small talk with someone who's delivering your mail.

True False

5. Sport is not usually a "safe" topic for small talk.

True False

6. When making small talk, complimenting someone's clothes or hairstyle is usually acceptable.

True False

7. Divisive topics like politics are usually considered unsuitable for small talk.

True False

8. It is common to talk about the weather while sharing an elevator.

True False

9. It is polite to interrupt a conversation in order to make small talk.

True False

10. People often use small talk to fill an uncomfortable silence.

True False

CHAPTER X

REPORTED SPEECH

There are many occasions in which we need to describe an event or action that happened, and very often that includes repeating what someone said. Such occasions can include a social situation as well as in a work email or presentation. In order to describe what people said there are two different types of speech – direct speech and indirect speech (or reported speech).

Read on to find out more about these forms and improve your English storytelling skills.

Direct Speech

When we want to describe what someone said, one option is to use **direct speech**. We use direct speech when we simply repeat what someone says, putting the phrase between speech marks:

- *Paul came in and said, “I’m really hungry.”*

It is very common to see direct speech used in books or in a newspaper article. For example:

- *The local MP said, “We plan to make this city a safer place for everyone.”*

As you can see, with direct speech it is common to use the verb ‘to say’ (‘said’ in the past). But you can also find other verbs used to indicate direct speech such as ‘ask’, ‘reply’, and ‘shout’. For example:

- *When Mrs Diaz opened the door, I asked, “Have you seen Lee?”*
- *She replied, “No, I haven’t seen him since lunchtime.”*
- *The boss was angry and shouted, “Why isn’t he here? He hasn’t finished that report yet!”*

Indirect Speech

When we want to report what someone said without speech marks and without necessarily using exactly the same words, we can use indirect speech (also called reported speech). For example:

- Direct speech: *“We’re quite cold in here.”*
- Indirect speech: *They say (that) they’re cold.*

When we report what someone says in the present simple, as in the above sentence, we normally don’t change the tense, we simply change the subject. However, when we report

things in the past, we usually change the tense by moving it one step back. For example, in the following sentence the present simple becomes the past simple in indirect speech:

- Direct speech: *"I have a new car."*
- Indirect speech: *He said he had a new car.*

Using 'say' or 'tell'

As an alternative to using 'say' we can also use 'tell' ('told' in the past) in reported speech, but in this case you need to add the object pronoun. For example:

- *He **told me** he was going to call Alan.*
- *They **told her** they would arrive a little late.*
- *You **told us** you'd already finished the order.*

Changing Time Expressions

Sometimes it's necessary to change the time expressions when you report speech, especially when you are speaking about the past and the time reference no longer applies. For example:

- Direct speech: *"I'm seeing my brother **tomorrow**."*
- Indirect speech: *She said she was seeing her brother **the following day**.*

Here are some other examples:

- Direct speech: *"I had a headache **yesterday**."*
- Indirect speech: *You said you'd had a headache **the day before yesterday**.*
- Direct speech: *"It's been raining since **this afternoon**."*
- Indirect speech: *He said it'd been raining since **that afternoon**.*

Reporting Questions

When you report a question you need to change the interrogative form into an affirmative sentence, putting the verb tense one step back, as with normal reported speech.

There are two types of questions that we can report – questions that have a yes/no response, and questions that begin with a question word like 'what', 'where', 'who' etc. When we report a yes/no question, we use 'if'. For example:

- Direct speech: *"Do they live here?"*
- Indirect speech: You asked me **if they lived** here.

As you can see, in the reported version of the question, 'do' is eliminated because it is no longer a question, and the verb 'live' becomes 'lived'.

For questions starting with question words like ‘what’, ‘where’, ‘when’, ‘who’, etc., we report the question using the question word but change the interrogative form to the affirmative form. For example:

- Direct speech: “*Where do they live?*”
- Indirect speech: *You asked me **where they lived.***
- Direct speech: “*When are you leaving?*”
- Indirect speech: He asked us **when we were leaving.**
- Direct speech: “*How will they get here?*”
- Indirect speech: *She asked me **how they would get here.***

When we report a question we normally use the verb ‘ask’. As with the verb ‘to tell’, the verb ‘to ask’ is normally followed by an object pronoun, though it is possible to omit it.

Reporting Orders and Requests

When you give someone an order, you use the imperative form, which means using just the verb without a subject. For example:

- “***Call me back later.***”
- “***Have a seat.***”
- “***Don’t do that!***”

To report an order we use ‘tell’ and the infinitive of the verb. For example:

- *You told me **to call** you back later.*
- *He told me **to have** a seat.*
- *She told us **not to do** that.*

When you make a request, you normally use words like ‘can’, ‘could’, or ‘will’. For example:

- “Could you call me back later?”
- “Will you have a seat?”
- “Can you not do that please?”

To report a request, we use the verb ‘to ask’ and the infinitive form of the verb. For example:

- *You asked me **to call** you back later.*
- *He asked me **to have** a seat.*
- *She asked us **not to do** that.*

Now you’ve seen how we use **direct and indirect speech**, practice using them yourself. An excellent and easy way to see how they are used is by reading a short story

in English or a news article online, because stories and articles contain many examples of reported speech.

QUESTIONS ABOUT DIRECT INDIRECT SPEECH FILL THIS BLANK WITH THE TRUE ANSWER!!!

1. Direct Speech : Tantri said, “Amalia is fine”.

Indirect Speech: ...

2. Direct Speech : Indana told, “I will love you, forever”.

Indirect Speech : ...

3. Direct Speech : Dono said, “My wife likes your clothes”.

Indirect Speech : ...

4. Direct Speech : They said to me, “We are looking for you today”.

Indirect Speech: ...

5. Direct Speech : They asked Rudi. “Is this boy ugly?”

Indirect Speech : ...

6. Direct Speech : Hartanto said to Muqoddas “I visited Tarakan yesterday”

Indirect Speech : ...

7. Direct Speech : Tamara asked Benny, “Do you want go to Surabaya?”.

Indirect Speech : ...

8. Direct Speech : Laura said to Desy, “Save your bag in this desk!”

Indirect Speech: ...

9. Direct Speech : Habib said to Saiful, “Gather in meeting room today!”

Indirect Speech : ...

10. Direct Speech : Our friend said, “Give safety to our prophet, Muhammad!”

Indirect Speech : ...

CHAPTER XI

ASKING AND GIVING DIRECTION IN ENGLISH

Learning how to ask and give directions in English is quite helpful when we or somebody is a little lost, when you are in a new place, or you need to visit a place for the very first time.

In this guide you are going to learn about:

- How to Give Directions in the City
- How to Give Directions inside a building

To learn how to ask for and give directions in English, you need to be familiar with:

- Prepositions of place
- Wh-Questions
- Simple Present

Let's start talking about how to ask for directions in English.

Prepositions of Place

To give directions in English you need to know the most common [prepositions of place](#)

These are the ten most common prepositions to give directions in English

Next to	In front of
Across from	Near
Inside	By
Behind	Between
On	Beside

These are some common expressions to ask for directions in English in a city

1. **How do I get to** the police station?
2. **What's the best way to get to** the supermarket?
3. **Where is** the church?
4. **Could you tell me where** the shoe store is?
5. **Do you know where** the post office is?

6. **Where can I find** the nearest bakery?

7. **Is there a** shop around here?

you can also ask for directions without making a question, a phrase commonly used is:

- I am looking for the supermarket
- I am looking for the pharmacy

Now let's check some of the useful phrases when giving directions in English.

How to Give Directions in English

This is a list of common phrases to give directions in English

Go straight on	Turn Back
It is this way	It is That way
Go under the bridge	Go over the bridge
Go back	Turn left
Turn Right	Go along
Cross	Take the first road on the right
Opposite	Take the second road on the left
At the end	Just around the corner

You can also use some of these phrases when giving directions in English.

- The easiest way is to...
- The quickest way is to...
- The best way is to...

These are some examples of sentences used when giving directions in English

1. The bank is on the main street.
2. The hospital is around the corner.

3. Go North for two blocks.
4. The Supermarket is on the main avenue.
5. Walk straight for two miles.
6. Drive for three kilometres
7. The school is between the park and the bank
8. Cross the street
9. Get to the supermarket
10. The hotel is in front of the school
11. The best way is to turn right on *Main Street*.

These are some phrases to indicate that you are not from here

- I'm sorry, I'm not from here.
- I'm afraid I can't help you.
- Sorry, I don't know my way around here.

Examples of Giving Directions in English

These are examples of giving directions in English, these sentences are a bit longer than the previous one.

A. Go straight on. Then take the first left onto Green Street. Walk past the library and it's the building next to the library on the left.

B. Go straight on. Go past the traffic lights. You will see a shop on the right. Go past that and it's on the right next to the shop.

C. Go straight on. Go past the traffic lights and go straight on until you get to the roundabout. At the roundabout turn left. Go past the theatre. It's the building next to the theatre, opposite the hospital.

How to Give Directions Inside Buildings

This is some key vocabulary to give directions inside buildings

Go Forward	Turn left/right at the corner
Walk along	Upstairs
Downstairs	Walk straight a head
Take the elevator	Go in
Go out	Go through
It's right here	It's on your right/ left

Giving directions conversation

When giving directions to someone it is best to use short basic English sentences. Speak slowly when talking to the other person and spell out words if they don't understand and if possible draw a map.

Mr Bean : - Please tell me how I get to your apartment?

Mrs Smith: - Are you coming by car or by bus?

Mr Bean : - I am coming by car.

Mr Bean : - Please could you tell me the easiest way of getting to your apartment?

Mrs Smith: - Take the M6 to Manchester and come off at junction 6

Mr Bean : - Manchester can you spell that for me

Mrs Smith: - M a n c h e s t e r

Mr Bean : - Thanks

Mrs Smith: - OK, then turn right at the roundabout and take the first left my house is on the left next to the local food store.

Mr Bean : - Is that the quickest way of getting to your apartment?

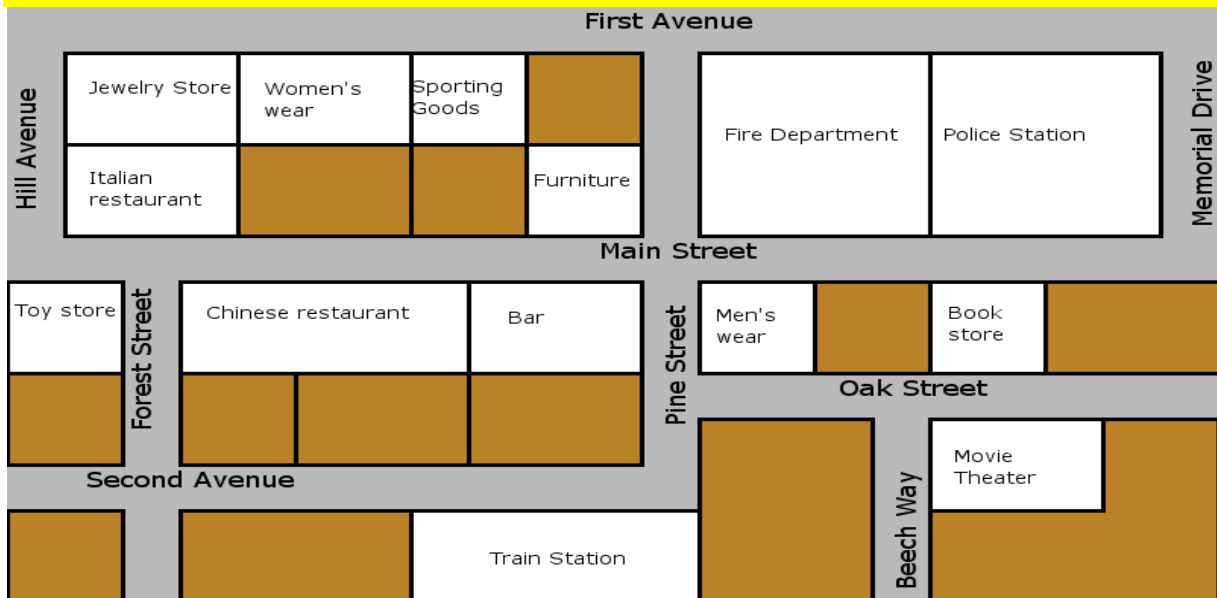
Mrs Smith: - Yes, it is the quickest way by car.

Mr Bean : - Would you draw me a map please I don't know the area.

Mrs Smith: - Yes.

Mr Bean : - Thanks.

Task 1. True or false.



ask 2. Look at the map. Choose the correct name of the building!

1. Take the first street on the left. Take the next street on the right. Go straight on and cross the road. It's on the left.

2. Take the first street on the left. Go down the street. Turn on the right. Take the next street on the right. Go straight on and cross the road. Go straight on.

It's in front of you on the other side of the road.

3. Take the first street on the left. Take the next street on the right. Take the next street on the right. Pass the Fire Department. It's on your left.

Task 3. Fill in the missing preposition.

1. The Women's wear is the Jewelry Store.
2. The Movie Theater is the Book Store.
3. The Women's wear is the Jewelry Store and the Bar.
4. The Toy store is of Main Street and Forest Street.
5. The Jewelry Store is the Italian Restaurant.

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