THE EIGHT PART OF SPEECH

Setiap bahasa mempunyai aturan-aturan tersendiri. Oleh karena itu, bagi orang yang ingin mempelajari bahasa, khususnya bahasa Inggris, dituntut menguasai delapan bagian dalam pembicaraan dari bahasa Inggris yang dikenal dengan *The Eight Part Of Speech.*

♦ Noun	: kata benda	Adverb	: kata keterangan
♦ Pronoun	: kata ganti	Preposition	: kata depan
♦ Verb	: kata kerja	Conjunction	: kata sambung
♦ Adjective	: kata sifat	Interjection	: kata seru

⬥ NOUN

Noun adalah kata yang menunjukkan orang (people), tempat (place), sesuatu (thing), keadaan (kondisi), perbuatan (action), gagasan (idea), dan sebagainya.

Contoh :- woman, John, teacher   (people)

    - Guluk-Guluk, river, office   (place)

    - Plate, glass, flour   (thing)

    - Freedom, kindness, strength   (condition)

    - Demonstration, graduation   (action)

A Macam-macam noun

1. *Berdasarkan artinya*

Noun berdasarkan artinya dapat dikelompokkan sebagai berikut:

a. Proper Noun

Proper noun adalah noun yang menunjukkan nama seseorang, tempat, sesuatu dan sebagainya. Dalam penulisannya, *proper noun* selalu berawalan huruf besar, yaitu;

- Nama seseorang
  - Bung Tomi
  - Mrs. Anna
- Nama wilayah (country, town, city, etc)
  - England

- Jakarta
- the Bromo Mountain
- Nama suatu kebangsaan
- an Indian
- a swiss
- Russians
- Nama suatu agama dan sejenisnya
- Islam
- Jew
- Moslem
- Christianity
- Nama hari besar atau bersejarah
- Christmas
- Idhul Fitri/Adha
- New Year
- Nama bulan dan hari
- Saturday
- Tuesday
- August
- Kata yang menunjukkan sesuatu yg dianggap seperti perilaku manuasia
- Nature

b. Common Noun

Common noun ialah noun yang menunjukkan jenis, kelas dari benda, tempat, dll. (bukan nama). *Common noun* tidak perlu ditulis dengan huruf besar, kecuali diawal kalimat. Ini merupakan kebalikan dari proper noun, yaitu;

- Cat   (untuk setiap jenis kucing)
- Girl   (untuk setiap anak perempuan)
- Man   (untuk setiap anak laki-laki)
- Country   (untuk setiap negara)
- City   (untuk setiap kota)
- Magazine   (untuk setiap majalah)

- King   (untuk setiap raja)

c. Concrete Noun

Concrete noun ialah noun yang menunjukkan sesuatu yang dapat diketahui dengan panca indra. *Concrete noun* dapat dikelompokkan menjadi dua, yaitu;

- Animate noun

Animate noun ialah noun yang menunjukkan sesuatu (arti) yang termasuk makhluk hidup.

- Tiger   = harimau
- Mouse   = tikus
- Flower   = bunga
- Student   = siswa

- Inanimate noun

Inanimate noun ialah noun yang menunjukkan sesuatu (arti) yang tidak termasuk makhluk hidup.

- Salt   = garam
- Mango   = mangga
- Table   = meja
- Bread   = roti

d. Abstract Noun

Abstract noun ialah noun yang menunjukkan sesuatu yang tidak dapat diketahui oleh panca indra.

- Happiness   = kebahagiaan
- Beauty   = kecantikan
- Joy   = kegembiraan
- Health   = kesehatan

Abstract noun biasanya terbentuk dari concrete noun, adjective, verb, yang mendapat akhiran tertentu (suffix).

- Concrete + Suffix

   1. mother + hood - motherhood = keibuan

   2. father + hood – fatherhood = keayahan

- Adjective + Suffix

1. wise + dom – wisdom

2. great + ness – greatness = kebesaran

- Verb + Suffix

1. excite + ment – excitement = kegembiraan

2. hesitate + ion – hesitation = keraguan

e. Countable Noun

Countable noun ialah noun yang mempunyai bentuk tunggal (singular) dan jamak (plural).

- Flower   --------   flowers
- Mouse   --------   mice
- Woman   --------   women

Yang termasuk countable noun adalah :

- *Common noun* yang menunjukkan orang, binatang, tempat, tumbuhan, dsb.

- Teacher   --------   teachers
- Donkey   --------   donkies
- Leaf   --------   leaves
- Tree   --------   trees

- *Partitive noun* yang berfungsi sebagai alat untuk menghitung *mass noun*.

- a liter of ....
- a part of ....
- a minute of ....
- a meter of ....

- Beberapa *abstract noun*.

- Thought   --------   thoughts
- Scheme   --------   schemes
- Need   --------   needs

f. Uncountable Noun

Uncountable noun ialah noun yang hanya memiliki satu bentuk dan selalu menggunakan kata kerja tunggal (singular verb) jika menjadi subjek, atau

dapat juga diartikan sebagai noun yang menunjukkan sesuatu yang tidak dapat dihitung atau dijumlahkan.

- furniture
- news
- information

Yang termasuk *uncountable noun* adalah;

- noun yang menunjukkan benda cair

- blood   = darah
- oil   = minyak
- soup   = sup
- water   = air

- noun yang menunjukkan benda padat

- wood   = kayu
- silver   = perak
- gold   = emas
- meat   = daging

- noun yang menunjukkan benda gas

- air   = udara
- smoke   = asap
- steam   = uap air
- smog   = kabut

- noun yang menunjukkan benda tertentu

- furniture   = mebel, perkakas
- fruit   = buah-buahan
- clothing   = pakaian
- jewelry   = barang-barang perhiasan

- noun yang menunjukkan sesuatu yang berbentuk partikel kecil

- chalk   = kapur
- salt   = garam
- sand   = pasir

- noun yang menunjukkan nama suatu bahasa

- Arabic
- English
- Javanese

- noun yang menunjukkan nama mata pelajaran

  - engineering   = teknik
  - literature   = sastra
  - chemistry   = kimia

- noun yang menunjukkan nama permainan atau olah raga

  - soccer   = sepak bola
  - tennis   = tenis
  - chess   = catur

- noun yang menunjukkan fenomena alam

  - rain   = hujan
  - thunder   = guntur
  - wind   = angin
  - storm   = badai

- beberapa abstract noun

  - education   = pendidikan
  - knowledge   = pengetahuan
  - advice   = nasehat

- gerund (yang berfungsi sbg noun)

  - sleeping   = tidur
  - studying   = belajar
  - travelling   = berjalan/menempuh

Catatan :

- uncountable noun termasuk singular noun, sehingga tidak pernah berawalan *a / an.*

- Beberapa uncountable noun mempunyai akhiran *s*, namun bukan bentuk jamak karena memang bukan jamak.

  e.g : - news   = berita   - measles   = cacar air

- uncountable noun dapat diawali oleh some, any, no, dan a   little.

e.g : we don't want any aduire or help

I want some information

- uncountable noun dapat diawali oleh partitive noun.

e.g : a sheet of paper = selembar kertas

a grain of sand = sebutir pasir

a drop of oil = setetes minyak

g. Collective Noun

Collective noun ialah noun yang menunjukkan kelompok, misalnya;

- Audience = hadirin
- Committee = panitia
- Jury = dewan juri
- Team = regu

Catatan :

Collective noun terkadang tergolong tunggal (singular)dan juga jamak (plural). Penentuan verb tergantung konteks kalimatnya. Jika penekanannya pada aktifitas kelompok sebagai sebuah kesatuan, maka menggunakan *verb* tunggal.

e.g : the committee is unanimous

tapi, jika penekanannya pada anggota suatu kelompok atau tim, maka menggunakan *verb* jamak.

e.g : the committee have bee told to come on time

h. Material Noun

Material noun ialah noun yang menunjukkan sesuatu atau benda yang terjadi dengan sendirinya (bukan buatan manuasia).

- Fish = ikan
- Iron = besi

2. *Berdasarkan bentuknya*

Noun berdasarkan bentuknya dapat dikelompokkan sebagai berikut;

a. Compound Noun

Compound noun ialah kumpulan dua kata atau lebih yang menjadi satu kelas kata, sehingga seakan-akan merupakan satu kata (sebagai noun).

Bentuk-bentuk compound noun sebagai berikut;

- Noun + Noun
  - book store
  - department store
- Possessive + Noun
  - Artist's model
  - Traveler's checks
- Adjective + Noun
  - blackboard
  - blue print
- Verb + Noun
  - flashlight
  - work team
- Noun + Verb
  - Handshake
  - Garbage dump
- Gerund + Noun
  - waiting room
  - swimming pool
- Noun + Gerund
  - housecleaning
  - water skiing
- Preposition + Noun
  - by-way
  - downpour
- Verb + Preposition/Adverb
  - grown-up
  - make up
- Noun + Prepositional pharase
  - daughter-in-law
  - editor-in-chief

b. Adjective yang berfungsi sebagai noun

Beberapa *adjective* dapat juga difungsikan sebagai plural noun dan berarti 'kelompok' (jamak). Jika menjadi subjek, maka menggunakan plural verb.

e.g : the old think differently from the young

Catatan :

- Adjective yang berakhiran 'ed' dapat difungsikan sebagai singular noun.

e.g : his betrothed   = tunangannya

     the accused   = terdakwa

     the deceased   = almarhum

- adjective yang mempunyai sesuatu arti yang abstract dapat difungsikan sebagai noun dan digolongkan singular noun. Jika menjadi subjek, maka menggunakan singular verb.

e.g : greek philosophers were searching for the good, the true, and the beautiful.

c. Verb yang berfungsi sebagai noun dikenal sebagai gerund

Verb yang berfungsi sebagai noun dikenal sebagai gerund.

e.g : - your son enjoys swimming there.

    - sleeping in the morning is not good activity.

d. Adverb yang berfungsi sebagai noun

Beberapa adverb dapat berfungsi sebagai noun, yaitu menjadi objek dari preposisi.

e.g : - from there

    - by now

B **Fungsi noun**

Posisi *noun* dalam kalimat sebagai berikut :

1. Subject
   - this novel is written by Charles Dickens
   - my nephew is studying at Gadjah Mada university
2. Pelengkap subject (subject complement)
   - he is a lawyer

3. Object langsung (direct object)
   - I will teach English in this faculty
4. Object tak langsung (indirect object)
   - the club will give the winner a prize
5. Pelengkap object (object complement)
   - they call her an angle
6. Object dari preposisi (object of preposition)
   - your mother worried about your health
7. Keterangan tambahan (appositive)
   - Robert, the chairman, gave us the instruction
8. Panggilan (vocative)
   - Ann, please come here
9. Kepemilikan (possessive)
   - Charles' hat is expensive
10. Modifier (menerangkan noun yg lain)
    - she is going to the grocery store

Catatan :

- Noun yang berfungsi sebagai modifier biasanya berbentuk tunggal.

  e.g : - shoe factory

     - office building

- Noun yang berfungsi sebagai modifier yang bersama angka juga berbentuk tunggal dan disertai tanda hubung (-).

  e.g : - her son is three years old

     - she has a three-year-old son

✪ PRONOUN

Pronoun ialah kata yang menggantikan posisi noun atau pronoun phrase. *Pronoun* berfungsi untuk menghindari pengulangan kata yang dianggap kurang menarik dan membosankan.

e.g : Anderson said to Jane that Anderson would invite Jane to attend the party.

Kalimat tersebut akan lebih baik jika dirubah menjadi :

e.g : Anderson said to Jane that he would invite her to attend the party.

A Macam-Macam Pronoun

1. Personal Pronoun

Personal pronoun ialah kata ganti yang menunjukkan orang pertama (pembicara), orang kedua (lawan bicara), dan orang ketiga (yang dibicarakan).

e. g : - they are taught Arabic by my uncle

- he is her husband

Adapun macam-macam personal pronoun;

a. Kata ganti untuk orang pertama, penulis atau pembicara.

	Subject Pronoun	Object Pronoun	Possessive Pronoun
Singular	I	Me	My......, mine
Plural	We	us	Our......, ours

b. Kata ganti untuk orang kedua, pembaca, atau lawan bicara.

	Subject Pronoun	Object Pronoun	Possessive Pronoun
Singular	You	You	your......, yours
Plural	You	You	Your....., yours

c. Kata ganti untuk orang ketiga yang dibicarakan atau yang dibahas.

	Subject Pronoun	Object Pronoun	Possessive Pronoun
Singular	He, she, it	Him, her, it	His...., her....,it..... His...., hers.., its...
Plural	They	Them	Your....., yours

2. Interrogative Pronoun

Interrogative pronoun ialah kata tanya yang tidak diikuti oleh noun atau noun phrase. Yang termasuk interrogative pronoun antara lain; who, whom, what, which, dan whose. Jika diikuti noun atau noun phrase, maka kata tanya ini termasuk interrogative adjective.

Adapun bentuk-bentuk interrogative pronoun sebagai berikut :

a. Who

Who digunakan untuk menanyakan seseorang. Posisi *who* dalam kalimat sebagaii berikut :

- Sebagai subjek

  e. g : who is the lecturer?

  e. g : who borrowed my books?

- Sebagai objek of preposition

  e. g : who shall dedicate this book to?

  Who disini berposisi sebagai *object of preposition* jika di akhir kalimat. Tapi, jika diletakkan langsung setelah preposisi, maka yang digunakan adalah *whom.*

  e. g : To whom shall we dedicate this book?

b. Whom

Whom digunakan untuk menanyakan seseorang. Posisi *whom* dalam kalimat sebagai berikut :

- Sebagai object of verb

  e. g : whom do you love?

- Sebagai object of preposition

  e. g : with whom did you go?

c. What

What digunakan untuk menanyakan sesuatu atau benda. Posisi what dalam kalimat sebagai berikut :

- Sebagai subjek

  e. g : what do you mean?

- Sebagai objek

  e. g : what did you buy from that shop?

- Sebagai object of preposition

  e. g : by what did you come here

  e. g : in what did you lay the pen?

d. Which

Which digunakan untuk menanyakan kejelasan diantara beberapa pilihan. Posisi *which* dalam kalimat sebagai berikut :

- Sebagai subjek

    e. g : Which is his motorbike?

- Sebagai objek

    e. g : which do you want, Chinese or Indian food?

e. Whose

Whose digunakan untuk menanyakan pemilik sesuatu. Posisi *whose* dalam kalimat sebagai berikut :

- Sebagian subjek

    e. g : whose book is this?

3. *Relative Pronoun*

Relative pronoun ialah kata ganti yang berfungsi menghubungkan *independent clause* (induk kalimat) dan *dependent clause* (anak kalimat). *Relative pronoun* berupa *who, whom, which, whose*, dan *that*. *Relative pronoun* diartikan 'yang'.

e. g : - I just met the boy *who* stole your money.

- the novel *that* is written by Charles Dickens is very interesting.

4. *Demonstrative Pronoun*

Demonstrative pronoun ialah kata tunjuk yang tidak diikuti oleh noun atau noun phrase.

e. g : - that is your van.

- those were the good old days.

Yang termasuk demonstrative pronoun ialah :

- This (ini) untuk tunggal dan dekat
- These (ini) untuk jamak dan dekat
- That (itu) untuk tunggal dan jauh
- Those (itu) untuk jamak dan jauh

5. *Reflexive Pronoun*

Reflexive pronoun ialah kata ganti yang kembali kepada subjek. Jika kalimatnya mempunyai subjek dan objek yang sesuai, maka *reflexive pronoun* disamping

berfungsi sebagai objek juga memperkuat subjek. Yang termasuk *reflexive pronoun* adalah *myself, yourself, himself, herself, itself, ourselves, dan themselves*.

e. g : you mustn't blame yourself for this mistake

Adapun posisi *reflexive pronoun* yang berfungsi memperkuat subjek, antara lain :

- Sebagai objek
  - Direct object

    e. g : Janne saw *herself* in the mirror
  - Indirect object

    e. g : I bought *myself* a beautiful watch
- Sebagai object of preposition
  - Preposisi yang bersama verb

    e. g : we should depend on *ourselves* rather on others
  - Preposisi yang bersama adjective

    e. g : she is angry with *herself* for making such mistake

6. *Reciprocal Pronoun*

Reciprocal pronoun ialah kata ganti yang menyatakan hubungan timbal balik antar individu, baik dua atau lebih. Yang termasuk *reciprocal pronoun* ialah *each other dan one another. Each other* untuk dua pelaku, sedangkan *one another* untuk lebih dari dua pelaku.

e. g : - Anderson and Jessica love *each other*.

- the men help *one another* to build a new house.

7. *Indefinite Pronoun*

Indefinite pronoun ialah kata ganti yang menerangkan seseorang atau sesuatu secara umum atau tak tentu. *Pronoun* ini digunakan ketika pembicara atau penulis tidak mengetahui atau mengenal seseorang atau sesuatu yang ia bicarakan.

e. g : - I need *someone* to help me

- you may have *anything* on this table

Adapun macam-macam *indefinite pronoun* :

- Indefinite pronoun yang menerangkan jumlah secara umum, seperti; *any, all, both, several, much, many, most, some, none, enough, others*.

  e. g : many people have waited for the news for a long time.

- Indefinite pronoun yang menerangkan pilihan, antara lain; *either, neither.*

  e. g : there are two tools. Either can be used for the job.

- Indefinite pronoun yang menerangkan seseorang atau sesuatu yang tak tentu, seperti; *anybody, anyone, anything, everyone, everything, somebody, something, someone, nobody, nothing, none*.

  e. g : something is missing

8. *Emphatic Pronoun*

   Emphatic pronoun ialah kata ganti yang berfungsi untuk memberikan penekanan. Yang termasuk *emphatic pronoun* antara lain*; myself, yourself, himself, herself, itself, oneself, ourselves, themselves*. *Emphatic pronoun* ini memiliki bentuk yang sama dengan *reflexive pronoun*, namun keduanya memiliki fungsi yang berbeda. *Emphatic pronoun* tidak mempunyai posisi dalam kalimat, hanya sebagai penekanan saja.

   e. g : - only the engineer *himself* can repair this machine.

   - the queen *herself* came to greet us.

9. *Compound Relative*

   Compound relative ialah kata ganti yang dibentuk dengan menambahkan *-ever* dan *-soever* pada *who, which, what, where, dan whose.*

   Adapun fungsi *compound relative* sebagai berikut :

   a. Sebagai permulaan noun clause

      e. g : *whatever* you need we can be ready to serve you

   b. Sebagai penekanan dalam pertanyaan

      e. g : *whoever* is he?

   c. Sebagai penekanan dalam kalimat negatif

      e. g : there is no student *whosoever*

   d. Sebagai pengganti *no matter who*, *no matter what*, dan *no matter which*

      e. g : *whatever* you say, I don't trust you anymore

10. *Expletive Pronoun*

    Expletive pronoun ialah *there* dan *it* yang berfungsi sebagai pembantu / pengisii (filler). *There* dan *it* berfungsi untuk membuat kalimat menjadi benar.

    e. g : - *it* is the tool I need

➢ Subjek sebenarnya adalah the tool, bukan it.

- *there* was a dark spot on the screen

➢ subjek sebenarnya adalah a dark spot, bukan there.

Posisi *expletive pronoun* dalam kalimat sebagai berikut :

a. Sebagai subjek

   e. g : *it* is the hammer you want

b. Menempati posisi objek

   e. g : I shall feed *it* if he studied

✛ VERB

Verb ialah kata yang menunjukkan perbuatan yang dilakukan seseorang atau sesuatu.

e. g : - Mr. John comes from Australia

   - his parents work in Arab

A   Macam-Macam verb

1. *Linking verb*

Linking verb ialah kata kerja yang berfungsi untuk menghubungkan subjek dengan pelengkap subjek (subject complement). *Subject complement* terletak setelah *linking verb*. Yang termasuk *linking verb* ialah *is, are, am, was, were, be, become, seem, been, look, smell, turn, prove, feel, sound, remain, taste, keep, stay, appear, get, dan grow.*

   e. g : - Anderson *becomes* a doctor

2. *Transitive verb*

Transitive verb ialah kata kerja yang mempunyai atau membutuhkan objek. *Transitive verb* merupakan kebalikan dari *intransitive verb*.

   e. g : - Thomson punished *the boy*

      - That boy ate *rice* greedily

Adapun macam-macam *transitive verb* :

- Mono transitive

  Mono transitive verb ialah transitive verb yang membutuhkan satu objek, seperti; *eat, cook, shoot, play, dll.*

e. g : they are *playing* football

- Ditransitive

  Ditransitive verb ialah transitive verb yang membutuhkan dua objek, *indirect object dan direct object*. Adapun diantara kata kerja yang membutuhkan dua objek ialah *ask, assign, award, bring, buy, cause, cost, deny, do, fix, get, give, grant, guarantee, hand, lease, leave, lend, mail, make, offer, owe, pass, pay, play, promise, read, rent, save, sell, send, serve, show, spare, take, teach, tell, throw, write.*

  e. g : I *bought* you ice-cream last night

  catatan :

  - Jika indirect object didahulukan, maka direct objectnya harus didahulukan prepostion to/for.

    e. g : your dady gave money to me

  - Ada beberapa verb yang biasanya diikuti oleh *direct object* dan *prepositional phrase*, seperti; *deliver, describe, explain, return, say.*

    g : the new English teacher explained it to us clearly.

- Complex transitive

  Complex transitive verb ialah transitive verb yang membutuhkan objek dan object complement (pelengkap objek). *Object complement* dapat berupa adjective atau noun. Diantara kata kerja yang membutuhkan objek dan object complement ialah *consider, find, believe, think, prove, call, name elect, appoint, nominate, dan make.*

  e. g : we elected him *president.*

3. *Intransitive verb*

   Intransitive verb ialah kata kerja yang tidak mempunyai atau membutuhkan objek. *Intransitive verb* merupakan kebalikan dari *transitive verb*.

   e. g : my babies are sleeping

   Intransitive verb ada yang membutuhkan *subject complement*, seperti :

   e. g : he looks *sad*

   - *sad* menerangkan *he*

4. Reflexive verb

Reflexive verb ialah kata kerja yang mempunyai object berbentuk *reflexive pronoun* (pronoun yang berakhiran *self/selves*). Objek tersebut terkadang dihilangkan.

e. g : she dressed (herself) quickly

B   Modal

Modal atau *Modal Auxiliary* ialah kata kerja bantu yang berfungsi menambahkan arti khusus pada *main verb* (kata kerja utama), seperti menunjukkan akan terjadi (futurity), kemampuan (ability), perizinan (permission), kemungkinan (possibility).

e. g : - he *will* send you much money (futurity)

- you *can* actualize what you wish (ability)

- she *may* come here as your other friends (permission)

- your parent *may* come here tomorrow morning (possibility)

Adapun aturan-aturan penggunaan *modal* sebagai berikut :

a.   Modal tidak dapat ditambahkan *s/es*

b.   Dalam satu kalimat tidak boleh memiliki lebih dari satu modal. Dan jika harus terpaksa terjadi, maka modal yang kedua diganti dengan kata yang sinonim.

c.   Main verb setelah modal selalu berupa bare infinitive (infinitive tanpa *'to'*), kecuali dalam kalimat nominal (menggunakan *be*).

d.   Dalam kalimat passive, digunakan pola sebagai berikut :

Modal Aux + be + past participle

C   Bentuk-Bentuk Modal Dan Penggunaannya

1.   Can

Fungsi *can* antara lain :

a.   Menunjukkan kemampuan (ability), untuk present dan future tense.

e. g : I can speak English

b.   Menunjukkan perizinan (permission), untuk present dan future tense.

e. g : you can use my money first

c.   Menunjukkan kemungkinan (possibility), untuk present dan future tense.

e. g : he may be right

2. *Could*

Fungsi *could* antara lain :

a. Menunjukkan kemampuan (ability), untuk present dan future tense.

   e. g : though he was ill, he could still finish his job

b. Menunjukkan perizinan (permission), untuk past tense.

   e. g : we couldn't take a bath there

c. Menunjukkan kemungkinan (possibility), untuk present dan future tense.

   e. g : he could be very busy at that time

d. Menunjukkan nasehat (advice).

   e. g : you could say the truth

3. *May*

Fungsi *may* antara lain :

a. Menunjukkan kemungkinan (possibility), untuk present dan future tense.

   e. g : he may be waiting you at the store

b. Menunjukkan spekulasi atau perkiraan tentang peristiwa di masa lampau.

   e. g : you never met her; she might be angry to you

c. Menunjukkan perizinan (permission), untuk present dan future tense.

   e. g : may I smoke here?

d. Menunjukkan permohonan, do'a, harapan. May selalu berada diawal kalimat dan diartikan 'semoga' atau 'mudah-mudahan'.

   e. g : may God bless you always

4. *Might*

Fungsi *might* antara lain :

a. Menunjukkan kemungkinan (possibility), untuk present dan future tense.

e. g : Joni might not believe your words

b. Menunjukkan spekulasi atau perkiraan tentang peristiwa di masa lampau.

e. g : he might have gone

c. Menunjukkan ketidakpuasan.

e. g : that concert might not be interesting

d. Menunjukkan perizinan (permission).

e. g : might I escourt your sister?

5. *Shall*

   Fungsi *shall* antara lain :

   a. Menunjukkan sesuatu yang akan terjadi di masa mendatang (future tense).

   e. g : we shall visit Bali beach next week

   b. Menunjukkan tawaran atau saran.

   e. g : shall I buy parcel for you?

   c. Menunjukkan ancaman.

   e. g : if you don't give your wealth, I shall kill you

6. *Should*

   Fungsi *should* antara lain :

   a. Menunjukkan kewajiban (obligation).

   e. g : they should be here now

   b. Memberi nasehat (advice).

   e. g : you should study harder

   c. Meminta nasehat (advice).

   e. g : what cloth should I wear in the fiesta

   d. Menunjukkan kesimpulan (conclusion).

   e. g : he was English member of Pare last year. He should be clever in English

7. *Will*

   Fungsi *will* antara lain :

   a. Menunjukkan sesuatu yang akan terjadi di waktu mendatang (future tense).

   e. g : they will complete their work tomorrow

   b. Menunjukkan persetujuan (agreement).

   e. g : I will do whatever you want

   c. Menunjukkan permintaan yang sopan.

   e. g : will you bring this folder for me?

   d. Menunjukkan keyakinan.

   e. g : I will pass this year

8. *Would*

   Fungsi *would* antara lain :

   a. Menunjukkan kebiasaan dimasa lampau.

e. g : when I was child, I would picnic every weekend

b. Menunjukkan permintaan yang sopan.

e. g : would you provide foods for me?

c. Jika digabungkan dengan like, menunjukkan keinginan.

e. g : I would like to wash my clothes

d. Jika digabungkan dengan rather, menunjukkan lebih suka.

e. g : I would rather watch film than go somewhere at night

9. *Had Better*

Fungsi *had better* antara lain :

a. Menunjukkan sesuatu yang tidak terjadi dimasa lampau (unreal past).

e. g : you had better come early

b. Meminta nasehat dalam kalimat tanya negatif (negative interrogative).

e. g : hadn't you better ask him first before you go?

10. *Must*

Fungsi *must* antara lain :

a. Menunjukkan kewajiban (obligation), untuk present dan future tense.

e. g : you must be responsible what you have done to her

b. Mustn't menunjukkan larangan (prohibition).

e. g : you mustn't smoke in this circle

c. Untuk memberi nasehat (advice).

e. g : you must take that job, it really help you

d. Menunjukkan kesimpulan (conclusion).

e. g : your father has car and motorcycle. So, he must be richman

11. *Ought To*

Fungsi *ought to* antara lain :

a. Menunjukkan kewajiban (obligation).

e. g : I ought to go to my friend's house today

b. Menunjukkan anjuran atau nasehat.

e. g : you ought to pick up him now

12. *Be Able To*

Fungsi *be able to* antara lain :

a. Menunjukkan kemampuan (ability).

e. g : she is able to help your problem

13. *Be Going To*

Fungsi *be going to* antara lain :

a. Menunjukkan peristiwa dimasa yang akan datang (future).

e. g : Mr. John whom from Australia is going to teach us again

b. Terkadang be going to berbeda dengan will. Be going to menunjukkan sesuatu yang telah direncanakan sebelumnya, sedangkan will menujukkan sesuatu yang tanpa direncanakan.

- e. g : I think I'll apply for a new job
  - ide melamar pekerjaan baru saja muncul
- I think I'm going to apply for that new job
  - Ide melamar pekerjaan telah ada sebelumnya

14. *Be Supposed To*

Fungsi *be supposed to* antara lain :

a. Berarti 'dipercaya'

e. g : he is not supposed to handle this factory

b. Berarti 'diharapkan'

e. g : since early you are supposed to come

c. Berarti 'direncanakan' atau 'dijadwalkan'

e. g : they are supposed to be chorus community next Friday

15. *Be To*

Fungsi *be to* antara lain :

a. Menunjukkan rencana

e. g : next month our office is to built

b. Berarti 'diharapkan'

e. g : the committee is to gather Annuqayah hall

c. Berarti 'mengharapkan'

e. g : if we are to be clever in English, we should study harder

16. *Have To*

Fungsi *have to* antara lain :

a. Menunjukkan kewajiban (obligation).

e. g : we have to obey the rule

b. Mengganti must yang menunjukkan kewajiban dalam bentuk negatif.

e. g : we don't have to memorize it all

17. *Used To*

Fungsi *used to* ialah untuk menunjukkan kebiasaan dimasa lampau.

e. g : she used to cook herself when she was here

18. *Dare*

Dare dapat berfungsi sebagai *auxiliary verb* (kata kerja bantu) ataupun *ordinary verb* (kata kerja utama).

a. Dare sebagai Aux verb

e. g : he dare go there alone

b. Dare sebagai Ordinary verb

e. g : he dares going there alone

19. *Need To*

Need to mempunyai fungsi yang sama dengan *must*, yaitu 'harus'.

e. g : I need to go to school now

bentuk negatifnya adalah dengan menambah don't/doesn't didepan *need*.

✤ ADJECTIVE

Adjective ialah kata yang menerangkan noun atau pronoun.

e. g : she is nice girl

A. Macam-Macam Adjective

1. *Limiting Adjective*

Limiting adjective ialah kata sifat yang membatasi noun atau pronoun setelahnya.

Limiting adjective ini dikatakan *determiner*.

e. g : - that boy

    - a handful of bread

    - the first looking

Adapun macam-macam *limiting adjective* ialah :

a. Article

   Article ialah kata sandang yang berada sebelum noun. Ada dua macam *article*; definite article (the), indefinite article article (a/an).

   e. g : *A* girl is walking towards me. *The* girl is carrying *a* book and *an* umbrella

b. Demonstrative Adjective

   Demonstrative adjective ialah kata tunjuk yang diikuti oleh noun atau noun phrase.

   e. g : These clothes belong to mine

   Yang termasuk *demonstrative adjective* ialah *this, that, these, those.*

   ✓ *This* untuk sesuatu/seseorang yang dekat & singular

   ✓ *That* untuk sesuatu/seseorang yang jauh & singular

   ✓ *These* untuk sesuatu/seseorang yang dekat & plural

   ✓ *Those* untuk sesuatu/seseorang yang jauh & plural

   Demonstrative adjective berbeda dengan *demonstrative pronoun.* *Demonstrative pronoun* tidak diikuti oleh noun atau noun phrase, sedangkan *demonstrative adjective* selalu diikuti oleh noun atau noun phrase.

   e. g : - that girl is my wife   (demonstrative adjective)

   　　　 - that is my wife   (demonstrative pronoun)

c. Possessive Adjective

   Possessive adjective ialah kata sifat yang menunjukkan kepemilikan dan selalu diikuti oleh noun atau noun phrase. yang termasuk *possessive adjective* ialah *my, your, our, their, her, his, its.*

   e. g : My father is an English teacher

d. Interrogative Adjective

   Interrogative adjective ialah kata tanya yang diikuti oleh noun atau noun phrase. Yang termasuk *interrogative adjective* ialah *what, which, whose.* Jika kata tanya ini tidak diikuti oleh noun atau noun phrase, maka termasuk *interrogative pronoun.*

e. g : - what snack did you buy?

- which one do you like?

- whose mobile is this?

e. Quantifier

Quantifier ialah kata sifat yang menerangkan jumlah noun setelahnya.

e. g : - one jackfruit   (jumlah tertentu)

- some glassess   (jumlah tidak tertentu)

- every tutor   (berarti masing-masing)

f. Relative Adjective

Relative adjective ialah kata sifat yang menghubungkan *dependent clause* (anak kalimat) dengan *main clause* (induk kalimat). *Relative adjective* dan kalimat setelahnya termasuk *dependent clause*. Yang termasuk *relative adjective* ialah *what, which, whose.*

e. g : - He didn't say whose car was lost.   (relative adjective)

- The woman who bought an umbrella is Mrs. Hasan   (relative - pronoun)

2. *Descriptive Adjective*

Descriptive adjective ialah kata sifat yang menjelaskan kwalitas atau jenis benda, sesuatu, seseorang, atau ide.

e. g : -good idea

- cruel man

- cute girl

Adapun bentuk-bentuk descriptive adjective ialah sebagai berikut **:**

a. Sebagian besar descriptive adjective menunjukkan karakter (character), umur (age), bentuk (shape), ukuran (size), warna (color), dll, seperti : beautiful, big, old, square, red.

b. Proper adjective

Proper adjective ialah kata sifat yang merupakan nama. Dalam penulisannya, proper adjective selalu berawalan huruf besar.

e. g : - English wool

- a Catholic church

- American industries

c. Participial adjective ialah participle yang berfungsi sebagai adjective.

- Present participle

  e. g : an interesting book

- Past participle

  e. g : a spoiled child

d. Adjective compound

Adjective compound ialah kumpulan dua kata atau lebih yang menjadi satu kelas kata yang berfungsi sebagai adjective.

- Dengan present participle

  e. g : a long-suffering widow

- Dengan past participle

  e. g : new-born kittens

- Dengan noun yang memperoleh imbuhan-*ed*

  e. g : kind-hearted

- Dengan prepositional phrase

  e. g : a fly-by-night scheme

- Dengan infinitive

  e. g : a well-to-do banker

- Berupa kata yang dihubungkan dengan *and*

  e. g : a black and blue mark

e. Noun compound yang berfungsi sebagai adjective, yakni menerangkan noun setelahnya. Noun compound ialah kumpulan dua kata atau lebih yang menjadi satu kelas kata, sehingga seakan-akan merupakan satu kata (noun).

Cara penulisan *noun compound* ialah :

- Dipisah dengan tanda hyphen (-)

  e. g : a six-year-old child

- Tanpa tanda hyphen

  e. g : an economic teacher

f. Dengan menambahkan –*en* pada noun yang menunjukkan bahan asal noun atau menunjukkan sifat yang menyerupai material tersebut.

e. g : a silk*en* hair

Adapun fungsi *descriptive adjective* dalam kalimat adalah sebagai berikut **:**

a. Sebagai noun

- Terletak setelah *the* dan berarti plural

    e. g : the old think differently from the young

- Sebagai *object of preposition* dalam beberapa idiom words

    e. g : - in general   - by far

- Sebagai adverb

    ✎ Menerangkan verb

        e. g : hold tight

    ✎ Menerangkan adverb

        e. g : far ahead

    ✎ Menerangkan adjective

        e. g : boiling hot

    ✎ Menerangkan prepositional phrase

        e. g : early in the year

- Sebagai adjective

    ✎ Menerangkan noun

        e. g : the small boy

    ✎ Menerangkan pronoun

        e. g : everybody else

B. POSISI ADJECTIVE

Posisi *adjective* dalam kalimat sebagai berikut :

1. *Posisi adjective terhadap noun*

- Sebelum noun

    e. g : - big fanny   - tall man

- Setelah noun

    ✎ Dalam beberapa frase yang telah baku

e. g : God Almighty

✤ Adjective yang menjelaskan ukuran terletak setelah noun yang dijelaskannya

e. g : three day ago

✤ Cardinal number yang menunjukkan nama atau urutan

e. g : chapter two

✤ Adjective 'enough'

e. g : I have time enough

Umumnya enough diletakkan sebelum noun, tapi penulisan setelah noun juga masih banyak dijumpai.

2. *Posisi adjective terhadap verb*

- Setelah linking verb sebagai subject complement (pelengkap subjek)

  e. g : you seem broken

- Terkadang menggunakan susunan inversi (subjek setelah verb)

  e. g : fair was she as the roses in May. (bukan she was fair.....)

- Setelah complex transitive verb dan objeknya sebagai object complement

  e. g : the storm has made me uneasy

- Setelah verb dalam beberapa frase

  e. g : open wide

3. *Posisi adjective terhadap pronoun*

- Setelah indefinite pronoun, seperti: *someone, somebody, something, everything, everyone, anything, anyone, none, nothing,* dll.

  e. g : we didn't learn anything new in that class

- Sebelum pronoun (hanya one)

  e. g : Did you buy the green bag or the blue one?

✤ ADVERB

Adverb ialah kata yang menjelaskan bagaimana caranya, dimana tempatnya, kapan waktunya, berapa kali suatu hal dilakukan atau terjadi, dsb.

e. g : - the children cheer *loudly* (menerangkan verb)

- Annisa is *very* kind (menerangkan adjective)

- Ungu Band group sang *very* nicely (menerangkan adverb)

A   Macam-Macam Adverb

1. *Adverb of Time*

Adverb of time ialah kata keterangan yang menerangkan waktu, seperti : *now, soon, then, tomorrow, next, late, early.*

e. g : - we saw strange thing yesterday

- Ok. I'll come soon to meet her

Macam-macam *adverb of time* sebagai berikut :

a. Definite time

Definite time ialah adverb of time yang menerangkan waktu tertentu, seperti : *yesterday, now, Sunday night, today, tonight, last month, tomorrow*, dsb.

e. g : on *Sunday night* I will do what you say

b. Indefinite time

Indefinite time ialah adverb of time yang menerangkan waktu tak tentu, seperti : *soon, nowadays, already, recently, next, later, always, often, sometimes*, dsb.

e. g : He went home *soon*

Posisi *adverb of time* diantaranya :

a. Diawal kalimat

e. g : *Today* I have plenary meeting in my office

b. Diakhir kalimat

e. g : Mr. Stephan always wake up *early*

c. Setelah auxiliary verb

e. g : She is *late* to pay his debt

d. *Yet* terletak setelah verb atau verb + object.

e. g : - since yesterday he hasn't eaten *yet*

- since yesterday I haven't got it *yet*

2. *Adverb of Frequency*

Adverb of frequently ialah kata keterangan yang menerangkan tingkat keseringan atau frequensi suatu peristiwa atau kegiatan, seperti : *usually, never, often, sometimes, seldom, ever, always, rarely, occasionally, dsb.*

e. g : I was *rarely* there though that night we *usually* play volly ball such this time

Posisi *adverb of frequency* diantaranya :

a. Sebelum main verb, jika tidak ada Auxiliary verb

    e. g : I *always* go to school every day

b. Setelah Auxiliary verb, jika terdapat Auxiliary verb

    e. g : I'm *never* sleepy in the night

c. Terletak diawal kalimat. Itu menyebabkan membentuk susunan inversi

    e. g : - *seldom* does he go there (**Bukan** *seldom he goes there*)

3. *Adverb of Place*

    Adverb of place ialah kata keterangan yang menerangkan tempat, seperti : *up, down, here, there, far, near, overthere, far away.*

    e. g : - it is *near* with my house

    - don't lay your fanny on the chair. Please go *there*!

Posisi *adverb of place* diantaranya :

a. Setelah main verb jika tidak terdapat objek. Jika terdapat objek, maka terletak setelahnya

    e. g : - I will go *there* by plane

    - I looked for it *everywhere*

b. Jika terdapat adverb of manner, maka ia terletak setelahnya

    e. g : He is studying harder *overthere*

4. *Adverb of Degree*

    Adverb of degree ialah kata keterangan yang menerangkan tingkatan, seperti : *too, very, extremely, more, rather, almost, nearly, especially, etc.*

    e. g : - He was *almost* smashed by truck

    - Lila, your daughter, is *very* cute

Posisi *adverb of degree* diantaranya :

a. Adverb of degree yang menerangkan adjective terletak sebelum adjective

    e. g : The physicist is *extremely* brilliant

b. Adverb of degree yang menerangkan adverb terletak sebelum adverb

    e. g : I have tried *very* hard to understand it

c. Adverb of degree yang menerengkan verb dapat terletak diakhir kalimat atau sebelum main verb

e. g : - They won election of great teacher completely

   - I've *just* arrived here

5. *Adverb of Manner*

   Adverb of manner ialah kata keterangan yang menerangkan cara, seperti : *strongly, fast, hard, quickly, slowly, carefully, hurriedly, etc.*

   e. g : - They dance *beautifully*

   - Anderson speaks English *well*

Posisi *adverb of manner* diantaranya :

a. Setelah verb jika tidak terdapat objek

   e. g : I sing *nicely*

b. Setelah objek

   e. g : I listen it *enough*

c. Setelah preposition

   e. g : He looks at me *suspiciously*

Adapun cara membentuk *adverb of manner* dari adjective ialah :

a. Langsung menambah –ly

   e. g : - bad—badly

   - sad—sadly

b. Jika berakhiran –y diganti –I, kemudian diberi imbuhan –ly

   e. g : - angry—angrily

   - busy—busily

c. Jika berakhiran –e, maka langsung menambah –ly

   e. g : - immediate—immediately

   - entire—entirely

d. Jika berakhiran –ble, -ple, -tle, -dle, maka dengan menghilangkan akhiran –le baru diberi imbuhan –ly

   e. g : - gentle—gently

   - simple—simply

e. Jika berakhiran –ic, maka dengan menambah –al baru diberi imbuhan –ly

   e. g : - basic—basically

   - classic—clasically

f. Jika berakhiran –l, maka langsung ditambah imbuhan –ly

    e. g : - careful—carefully

        - beautifull—beautifully

g. Beberapa adjective yang tidak dapat ditambah –ly, karena kalau ditambahkan maka dapat merubah arti (kecuali loud). Diantaranya adalah :

Loud	: keras	Hard	: giat
Enough	: cukup	High	: tinggi
Only	: hanya	Far	: jauh
Low	: rendah	Little	: sedikit
Daily	: harian	Late	: terlambat
Deep	: dalam	Much	: banyak
Long	: panjang	Near	: dekat
Fast	: cepat	Early	: awal

6. *Adverb of Sequence*

    Adverb of sequence ialah kata keterangan yang menerangkan urutan, seperti : *first, second, next, finally, etc.*

    e. g : - first, you must have strong mental

        - next, you must practice it

        - finally, accustom it again and again

    Posisi *adverb of sequence* diantaranya :

a. Di awal kalimat

    e. g : next, I come on time

b. Di tengah kalimat

    e. g : I next come on time

c. Di akhir kalimat

    e. g : I come on time next

7. *Adverb of Result*

    Adverb of result ialah kata keterangan yang menerangkan akibat, seperti : *therefore, so, consequently, etc.*

    e. g : He won a competition. *Consequently*, he is very happy now.

8. *Adverb of Contrast*

   Adverb of contrast ialah kata keterangan yang menerangkan pertentangan, seperti : *however, nevertheless, nonetheless, but, etc.*

   e. g : My old brother seems cruel. *Nevertheless*, he is generous against person
   who need help.

9. *Adverb of Quantity*

   Adverb of quantity ialah kata keterangan yang menerangkan jumlah atau berapa kali suatu pekerjaan dilakukan atau peristiwa terjadi.

   e. g : I joined speech contest *twice*.

❖ PREPOSITION

Preposition ialah kata yang selalu diikuti oleh noun atau yang sejenisnya (noun, pronoun, noun phrase, noun clause, gerund, gerund phrase, atau infinitive).

A Macam-Macam Preposition

1. *Single-word preposition*

   Single-word preposition ialah kata depan yang hanya berupa satu kata. Yang termasuk single-word preposition antara lain : *about, above, across, after, against, along, among, around, as, at, before, behind, below, beneath, beside, besides, between, beyond, by, despite, down, during, except, following, for, in, including, inside, into, like, near, off, on, onto, opposite, outside, over, past, round, since, through, throughout, till, to, towards, under, underneath, up, upon, with, within, without.*

   e..g : My parents sent money *for* me

2. *Complex preposition*

   Complex preposition ialah kata depan yang terdiri dari lebih dari satu kata. Yang termasuk complex prepostion antara lain : *as well as, according to, along with, apart from, as for, as to, away from, because of, by means of, due to, except for, in addition to, in front of, in spite of, instead of, next to, on account of, on behalf of, on top of, out of, owing to, regardless to, up to, with reference to, with regard to, with respect to.*

   e. g : I was like this *because of* her

B   Fungsi Preposition

1.   *Menerangkan tempat (place)*

Di antara kata depan yang menerangkan tempat ialah : *across, behind, in, in front of, inside, on, underneath, dll.*

   e. g : - They live *in* the hostel below ours.

   - We are all *behind* you

2.   *Menerangkan arah (direction)*

Di antara kata depan yang menerangkan arah ialah : *to, through, toward, up, upon, dll.*

   e. g : - My mother is going *to* the grocery store

   - My mind is flying *through* my imagination

3.   *Menerangkan waktu (time)*

Di antara kata depan yang menerangkan waktu ialah : *at, before, after, by, during, for, dll.*

   e. g : - I sometimes sleep *before* sunset prayer

   - please wait me *at* 7 o'clock

4.   *Menerangkan tujuan (purpose)*

Kata depan yang menerangkan tujuan ialah *for.*

   e. g : I worked *for* my children

5.   *Menerangkan kepemilikan (possession)*

Kata depan yang menerangkan kepemilikan ialah *of.*

   e. g : The money *of* your friend's mother was lost.

6.   *Menerangkan cara (manner)*

Di antara kata depan yang menerangkan cara ialah : *by, with, dll*.

   e. g : - I rarely go to school *by* car

   - your father went somewhere *with* another girl

7.   *Menerangkan jarak (distance)*

Kata depan yang menerangkan jarak ialah *for.*

   e. g : I walked *for* miles and miles

8.   *Menerangkan pelaku (agent)*

Kata depan yang menerangkan pelaku ialah *by.*

e. g : The astray was made *by* jupe'

9. *Menerangkan bahan (material)*

Kata depan yang menerangkan bahan ialah *with*.

e. g : I should put it *with* a paste

✪ CONJUNCTION

Conjunction kata yang digunakan untuk menghubungkan kata, kalimat, frase, klausa.

e. g : - My family *and* I visited to the tourism

- I like her *because* she is pretty

A Macam-Macam Conjunction

1. *Coordinate conjunction*

Coordinate conjunction ialah kata sambung yang menghubungkan hal-hal yang setara, baik kata dengan kata, frase dengan frase, ataupun klausa dengan klausa. Ada tujuh coordinating cordinating conjunction, yaitu : *and, for, or, nor, yet, but, and so.*

e. g : - Is it yours or mine?

- He doesn't want this but that

- He is poor but honest

2. *Correlative conjunction*

Correlative conjunction ialah kata sambung yang berupa dua kata yang terpisah yang menghubungkan dua hal yang setara. Yang termasuk *correlative conjunction* di antaranya ialah : *both....and, either....or, neither....nor, not only.....but also, dll*.

e. g : - I am *both* awarness *and* confusing

- I *neither* chide *nor* insult him

- He si *not only* clever, *but also* diligent

3. *Conjunctive adverb*

Conjunctive adverb ialah kata keterangan yang berfungsi sebagai conjunction. Yang termasuk *conjunctive adverb*, antara lain : *thus, yet, accordingly, then, otherwise, likewise, nevertheless, dll*.

e. g : - Maria is ill, *thus* she doesn't come

- He is busy, *accordingly*, he can't see you

Posisi *conjunctive adverb* dalam kalimat sebagai berikut :

a. Di awal kalimat

   e. g : you never appreciate my advice. *Therefore*, I will not help you again.

b. Di tengah kalimat

   e. g : The leaders confuted the argument. There would have *otherwise* been war.

c. Di akhir kalimat

   e. g : I will study medicine for six years. I will be a doctor *then.*

d. Jika *conjunctive adverb* berada di tengah kalimat, maka boleh diapit dua koma

   e. g : Irma moved to New York. Her mother, *however,* still stayed in Indonesia.

4. Subordinating conjunction

Subordinating conjunction ialah kata sambung yang menghubungkan *independent clause* (induk kalimat) dan *dependent clause* (anak kalimat). *Dependent clause* selalu di mulai dengan *subordinating conjunction*. Yang termasuk *subordinating conjunction*, antara lain : *after, although, because, as, before, if, once, since, though, till, until, unless, when, where, while, whereas, dll.*

   e. g : - We will die *before* we submit our wealth

   　　　 - I want to sit here *till* the sun sets

✤ INTERJECTION

Interjection ialah kata-kata yang mengekspresikan rasa takjub, heran, terkejut, dan sebagainya. *Interjection* ini berdiri sendiri dan biasanya tidak berbentuk kalimat, sebagaimana contoh berikut :

How beautiful that Panorama!

Fuck you!

You pig!

How poor you are!

TENSES IN ENGLISH
(waktu-waktu dalam B. Inggris)

➢ **Simple Present**

A. *Usage*

    Simple present tense digunakan untuk :

a. Menjelaskan aktifitas yang berlangsung setiap hari. Dikenal dengan *habitual action.*

   e.g.   : I always get up at 4 o'clock a.m

            They are at school every day

b. Menyatakan kebenaran umum *(general trut)*

   e.g.   : A week has seven days

            One day is twelve hours

c. Menyatakan pendapat utamanya dengan kata *say* ketika kita bertanya tentang kutipan dari buku/pengumuman

   e.g.   : What does the book says?

            It says, no parking!

d. Menyatakan pengamatan atau perasaan

   e.g.   : I see something nice on the table

B. *Pattern*

Verbal   : (+) S + VI + s/es + O

           (-) S + do/does + not + VI + O

           (?) Do/does + S + VI + O

   e.g.   : (+) She sings a song

           (-) She doesn't sing a song

           (?) Does she sing a song?

Nominal   : (+) S + to be + unverb

           (-) S + to be + not + unverb

           (?) To be + S + unverb

   e.g.   : (+) I am a student

           (-) I am not student

           (?) Are you student?

Note **:**

    Dalam *simple present tense,* utnuk subjek ketiga tunggal (he, she, it), kata kerjanya ditambah dengan s/es pada kalimat positif.

e.g.   : to bring   - to brings   : membawakan

      to study   - to studies   : belajar

    Ketentuan penambahan s/es pada kata kerja, yaitu :

a. Jika kata kerjanya berakhiran dengan huruf desis (ch, ss, sh, x, z, o), maka ditambah dengan es.

e.g.   : to catch   - to catches   : menangkap

to kiss	- to kisses	: mencium
to push	- to pushes	: mendorong
to box	- to boxes	: memasukkan (dalam kotak)
to go	- to goes	: pergi

b. Jika kata kerjanya berakhiran huruf y yang didahului oleh huruf konsonan, maka y dirubah menjadi i, baru ditambah es.

e.g. : to copy	- to copies	: memfoto kopi
to carry	- to carries	: membawa
to try	- to tries	: mencoba
to fly	- to flies	: terbang

c. Jika kata kerjanya berakhiran huruf y yang didahului oleh huruf vokal, maka langsung ditambah s.

e.g. : to say	- to says	: berkata
to buy	- to buys	: membeli

➢ Present Continuous

A. Usage

    Present continous tense digunakan untuk :

1. Menyatakan suatu perbuatan yang sedang terjadi/berlangsung (sedang asyik-asyiknya).
   e.g.   : They are playing football ini the soccer field
2. Menyatakan aktifitas yang bersifat sementara.
   e.g.   : She is cooking rice
3. Menyatakan kegiatan yang akan datang dengan jarak dekat, untuk pemakaian ini biasanya digunakan keterangan waktu di belakang kata kerja seperti *tomorrow, next week,* dll.
   e.g.   : jolin is leaving fo Jakarta tomorrow

Note **:**

    Untuk perbuatan yang ketiga ini tidak berlaku pada semua kata kerja dalam bahasa Inggris, akan tetapi pada umumnya hanya berlaku pada kata kerja yang menunjukkan perbuatan atau gerak, seperti :

- to go	: pergi	- to leave	: meninggalkan
- to come	: datang	- to arrive	: sampai/tiba
- ti sail	: berlayar	- to fly	: terbang

B. Pettern

Verbal   : (+) S + to be + VI-ing + O
               (-) S + to be + not + VI-ing + O
               (?) To be + S + VI-ing + O

    e.g.   : (+) I am reading a Kang Guru magazine
               (-) I am not reading a Kang Guru magazine
               (?) Are you reading a Kang Guru magazine?

Nominal   : (+) S + to be + being + unverb

(-) S + to be + not + being + unverb

(?) To be + S + being + unverb

e.g.   : (+) I am being here

(-) I am not being here

(?) Are you being here?

Note   :

Ketentuan-ketentuan dalam perubahan *Verb-ing* adalah :

a. Secara umum *Verb I* langsung ditambah *ing*

e.g.   : to break   - breaking   : merusak

to learn   - learning   : mempelajari

to sing   - singing   : bernyanyi

b. *Verb I* yang bersuku kata satu/lebih yang berakhiran huruf konsonan dan didahului oleh satu huruf vokal, maka huruf konsonan tersebut digandakan dan ditambah *ing*

e.g.: to bid   - bidding   : menawar

to admit   - admitting   : mengakui

to cut   - cutting   : memotong

c. *Verb I* yang bersuku kata dua dan berakhiran l dan didahului huruf vokal, maka l tesebut digandakan daan ditambah *ing*

e.g.: to travel   -travelling   : bepergian

to revel   - revelling   : bergembira

d. *Verb I* yang berakhiran i dan didahului dua huruf vokal, maka i-nya tidak usah digandakan

e.g.: to sail   - sailing   : berlayar

to to seal   - sealing   : menjegal

e. *Verb I* yang berakhiran e dan didahului huruf konsonan, maka huruf e tersebut dihilangkan dan ditambah *ing*

e.g.: to rise   - rising   : menaikkan

to bite   - biting   : menggigit

f. *Verb I* yang berakhiran e dan didahului e juga, maka langsung ditambah *ing*

e.g.: to agree   - agreeing   : menyetujui

to free   - freeing   : membebaskan

g. *Verb I* yang berakhiran e dan didahului vokal i, maka ie diganti dengan y kemudian ditambah *ing*

e.g.: to die   - dying   : meninggal

to lie   - lying   : berbaring

Tidak semua *Verb* bisa dibentuk menjadi *Verb-ing*, tetapi ada beberapa *Verb* yang tidak boleh di-*continous*-kan. Karena secara implisit *Verb* tersebut mengandung makna sedang, diantaranya :

a. *Verb of sense* (kata kerja yang berhubungan dengan panca indra)

- to hear, to see, so smell

e.g.   : I see you now

b. *Verb of possession* (kata kerja yang berkaitan dengan milik)

- to have, to own, to possess, to belong to

e.g.   : I have a new car

c. *Verb of opinion* (kata kerja yang berkaitan dengan pendapat)
- to know, to think, to forget
e.g.   : Do you think she is happy?
d. *Verb of attitude* (kata kerja yang berkaitan dengan sikap)
- to need, to like, to love
e.g.   : I love you

➤ **Present Perfect**

A. *Usage*
      Present perfect tense digunakan untuk :
a. Mengekspresikan kegiatan yang pada saat sekarang telah selesai dan biasanya membawa akibat untuk peristiwa di masa sekarang.
    e.g.   : I have finished my work and now we can go to theatre
                        Tono has repaired his bike
b. Menyatakan aktifitas yang telah selesai terjadi pada waktu yang tidak tentu pada masa lampau. Pola ini yang dietkankan adlah telah selesainya suatu pekerjaan bukan tentang kapan peristiwa itu terjadi.
    e.g.   : I have already taken my letter
                        She has answered the question correctly
c. Menyatakan aktifitas yang telah terjadi, tetapi waktunya belum habis.
    e.g.   : I have received latters this month
                        We have bought there English novels this year

B. *Pattern*
Verbal   : (+) S + have/has + VIII + O
              (-) S + have/has + not + VIII + O
              (?) Have/has + S + VIII + O
    e.g.   : (+) She has received latters
              (-) She has not received latters
              (?) Has she received latters?
Nominal   : (+) S + have/has + been + unverb
              (-) S + have/has + not + been + unverb
              (?) Have/has + S + been + unverb
    e.g.   : (+) They have been al cottage
              (-) They have not been al cottage
              (?) Have they been al cottage?

Note   :
      Untuk menyatakan waktu dalam *present perfect* sering menggunakan *question word* "how long".
e.g.   : How long have you syudied English?
          For four mounths

> ## Present Perfect Continuous

A. *Usage*

   Present perfect continous tense digunakan untuk :
1. Menyatakan aktifitas yang dimulai pada masa lampau dan masih berlangsung sampai sekarang, bahkan ada kemungkinan akn berlangsung sampai di masa yang akan datang.
   e.g.   : I have been waiting for you about two hours
             Ahmad has been studying at EAL since las week until now

B. *Pattern*

   Verbal   : (+) S + have/has + been + V-ing + O
               (-) S + have/has + not + been + V-ing + O
               (?) Have/has + S + been + V-ing + O
   e.g.   : (+) She has been waiting for you
               (-) She has not been waiting for you
               (?) Has she been waiting for you?

   Nominal   : (+) S + have/has + been + being + unverb
                (-) S + have/has + not + been + being + unverb
                (?) Have/has + S + been + being + unverb
   e.g.   : (+) He has been being a teacher
               (-) He has not been being a teacher
               (?) Has he been being a teacher?

> ## Simple Past

A. *Usage*

   Simple past tense digunakan untuk :
a. Menyatakan aktifitas yang terjadi pada waktu tertentu di masa lampau
   e.g.   : I met him yesterday
                        She was sick two days ago
b. Menyatakan kejadian yang berulang-ulang dan telah menjadi kebiasaan di masa lampau
   e.g.   : I used to smoke last year
                        He often send me letters last week

B. *Pattern*

   Verbal   : (+) S + VII + O
               (-) S + did + not + VII + O
               (?) Did + S + VII + O
   e.g.   : (+) He wrote a letter
               (-) He didn't write a letter
               (?) Did he write a letter?

Nominal   : (+) S + was/were + unverb
               (-) S + was/were + not + unverb
               (?) Was/were + S + unverb

e.g.   : (+) She was here
            (-) She was not here
            (?) Was she here?

Note **:**
     Penambahan ed pada kata kerja *regular verb* adalah sebagai berikut :
a. Kata kerja yang berakhiran e, maka e tersebut dibuang dan ditambah ed.
e.g.   : to love   - to loved   : cinta
        to hate   - to hated   : membenci
        to arrange   - to arranged   : mengatur
b. Kata kerja yang berakhiran y dan didahului oleh huruf vokal, maka dibentuk dengan menambah ed.
e.g.   : to obey   - to obeyed   : mematuhi
        to enjoy   - to enjoyed   : menikmati
        to play   - to played   : bermain
c. Kata kerja yang berakhiran y dan didahului oleh huruf konsonan, maka dibentuk dengan mengubah y menjadi I dan ditambah ed.
e.g.   : to study   - to studied   : belajar
        to carry   - to carried   : membawa
        to try   - to tried   : mencoba
d. Kata kerja yang berakhiran dengan konsonan yang didahului oleh vokal, maka dibentuk dengan menggandakan konsonan dan ditambah ed.
e.g.   : to beg   - to begged   : meminta
        to clap   - to clapped   : bertepuk
        to admid   - to admidded   : mengakui

Exception **:**
        To enter   - to entered   : memasuki
        To order   - to ordered   : menyuruh
        To open   - to opened   : membuka
        To budge   - to budged   : mengalah

> **Past Continuous**

A. *Usage*
    Past continous tense digunakan untuk :
1. Menyatakan aktifitas yagn sedang berlangsung di waktu lampau
    e.g.   : It was raining all day yesterday
                   Ani was writing a letter at 8 o'clock last night
2. Menyatakan aktifitas yang sedang berlangsung ketika peristiwa lain terjadi di masa lampau.

e.g.   : He was cleaning the cupboard when I visited him yesterday

Tia watched TV while my sister was doing her work last night

B. *Pattern*

Verbal   : (+) S + was/were + V-ing + O

(-) S + was/were + not + V-ing + O

(?) Was/were + S + V-ing + O

e.g.   : (+) She was climbing a mountain

(-) She was not climbing a mountain

(?) Was she climbing a mountain?

Nominal   : (+) S + was/were + being + unverb

(-) S + was/were + not + being + unverb

(?) Was/were + S + being + unverb

e.g.   : (+) I was being at school

(-) I was not being at school

(?) Was I being at school?

➢ Past Perfect

A. *Usage*

Past perfect tense digunakan untuk :

1. Mengekspresikan kegiatan yang telah selesai di masa lampau

e.g.   : He had visited me at seven o'clock yesterday

He had taken a bath at six o'clock two day's ago

2. Mengekspresikan aktifitas yang telah selesai dikerjakan pada waktu lampau bersamaan dengan pekerjaan lain di masa lampau

e.g.   : He had gone to Jakarta when we visited him

After I had locked the door she went to bed

3. Menyatakan alasan atau jawaban dari peristiwa yang terjadi di masa lampau *(simple past tense)*

e.g.   : Why did you see the west film yesterday?

Because I had never seen it.

B. *Pattern*

Verbal   : (+) S + had + VIII + O

(-) S + had + not + VIII + O

(?) Had + S + VIII + O

e.g.   : (+) They had planted onion

(-) They had not planted onion

(?) Had they planted onion?

Nominal   : (+) S + had + been + unverb

(-) S + had + not + been + unverb

(?) Had + S + been + unverb

e.g. : (+) He had been in field

(-) He had not in field

(?) Had he been in field?

> **Past Perfect Continuous**

A. *Usage*

Past perfect continous tense digunakan untuk :

1. Menyatakan aktifitas yang telah sedang berlangsung di masa lampau

e.g. : She had been eating at two o'clock yesterday

They had been taking a group afternoon prayer last month

2. Menyatakan aktifitas yang telah sedang berlangsung selama jangka waktu tertentu ketika peristiwa lain terjadi di waktu lampau

e.g. : She had been reading a magazine for an hour when I visited her last week

Mr. Johan had been collecting his stamps for two hours when I visiten him last month

3. Menyatakan aktifitas yang sedang berlangsung terus di masa lampau.

e.g. : The police had been looking for the criminal for an hour yesterday

The patients had been waiting in the emergency room for almost two hours before a doctor

B. *Pattern*

Verbal : (+) S + had + been + V-ing + O

(-) S + had + not + been + V-ing + O

(?) Had + S + been + V-ing + O

e.g. : (+) She had been living here

(-) She had been living here

(?) Had she been living here?

Nominal : (+) S + had + been + being + unverb

(-) S + had + not + been + being + unverb

(?) Had + S + been + being + unverb

e.g. : (+) He had been being at my house

(-) He had been being at my house

(?) Had he been being at my house?

> **Simple Future**

A. *Usage*

Simple future tense digunakan untuk :

a. Menyatakan aktifitas yang akan datang

e.g. : They will move to America next year

b. Meminta seseorang melakukan sesuatu

e.g.   : Will you help me, please?

c. Membuat kalimat bersyarat *(conditional sentence type I)*

    e.g.   : I will visit you if your parent are happy to welcome me.

B. *Pattern*

Verbal   : (+) S + will + VI + O

         (-) S + will + not + VI + O

         (?) Will + S + VI + O

    e.g.   : (+) I will buy hulled rice

         (-) I will not buy hulled rice

         (?) Will you buy hulled rice?

Nominal   : (+) S + will + be + unverb

         (-) S + will + not + be + unverb

         (?) Will + S + be + unverb

    e.g.   : (+) I will be angry

         (-) I will not be angry

         (?) Will you be angry?

➢ **Future Continuous**

A. *Usage*

   Future continous tense digunakan untuk :

1. Menyatakan aktifitas yang akan sedang berlangsung di waktu tertentu *(specific time)* di masa yang akan datang

    e.g.   : Ahmad will be meeting us at this time tomorrow

                By this time next week, uncle will be working

                He will be teaching my sister at five o'clock next week

B. *Pattern*

Verbal   : (+) S + will + be + V-ing + O

         (-) S + will + not + be + V-ing + O

         (?) Will + S + be + V-ing + O

    e.g.   : (+) She will be meeting you

         (-) She will not be meeting you

         (?) Will she be meeting you?

Nominal   : (+) S + will + be + being + unverb

         (-) S + will + not + be + being + unverb

         (?) Will + S + be + being + unverb

    e.g.   : (+) They will be being in office

         (-) They will not be being in office

         (?) Will they be being in office?

➢ **Future Perfect**

A. Usage

   Future perfect tense digunakan untuk :
1. Menyatakan aktifitas yang akan telah selesai dilakukan pada waktu yang akan datang.

    e.g.   : He will have stayed at home by this time tomorrow

                 I will have finished my exercise by the night time tomorrow

                 I will have driven a car by the next time after tomorrow

B. Pattern

Verbal   : (+) S + will + have + VIII + O

           (-) S + will + not + have + VIII + O

           (?) Will + S + have + VIII + O

    e.g.   : (+) We will have graduated from EAL by next July

           (-) We will not have graduated from EAL by next July

           (?) Will we have graduated from EAL by next July?

Nominal   : (+) S + will + have + been + unverb

           (-) S + will + not + have + been + unverb

           (?) Will + S + have + been + unverb

    e.g.   : (+) We will have been in Jakarta at 7 next week

           (-) We will not have been in Jakarta at 7 next week

           (?) Will we have been in Jakarta at 7 next week?

➢ **Future Perfect Continuous**

A. Usage

   Past future perfect continouos tense digunakan untuk :
1. Menyatakan suatu peristiwa yang akan telah sedang berlangsung selama waktu tertentu

    e. g : The children will have been playing a toy car

B. Pattern

Verbal   : (+) S + will + have + been + VI + ing + O

           (-) S + will + not + have + been +VI + ing + O

           (?) Will + S + have + been + VI + ing + O

Nominal   : (+) S + will + have + been + being + unverb

           (-) S + will + not + have + been + being + unverb

           (?) Will + S + have + been + being + unverb

➢ Simple Past Future

A. *Usage*

Simple past future tense digunakan untuk :

a. Menyatakan aktifitas yang akan dikerjakan di masa lampau

e.g.   : She would buy a car

     They would be at your house

b. Meminta seseorang melakukan sesuatu dengan cara yang sopan

e.g.   : Would you receive my love, please?

c. Membuat *conditional sentence type II*

e.g.   : I would be a good father if you were not naughty

B. *Pattern*

Verbal : (+) S + would + VI + O

   (-) S + would + not + VI + O

   (?) Would + S + VI + O

e.g. : (+) I would go to your house

  (-) I would not go to your house

  (?) Would you go to my house?

Nominal : (+) S + would + be + unverb

   (-) S + would + not + be + unverb

   (?) Would + S + be + unverb

e.g. : (+) Joni would be here

  (-) Joni would not be here

  (?) Would Joni be here?

➢ Past Future Continuous

A. *Usage*

Past future continuous tense digunakan untuk :

1. Menyatakan suatu aktifitas yang akan sedang berlangsung pada waktu tertentu di masa lampau

e.g.   : He would be singing a pop song at 8 p.m. last night

     He would be overcoming his problem by this time yesterday

     I'd be driving his a car at this time the following Sunday

B. *Pattern*

Verbal : (+) S + would + be + V-ing + O

   (-) S + would + not + be + V-ing + O

   (?) Would + S + be + V-ing + O

e.g. : (+) She would be watching television

  (-) She would no be watching television

  (?) Would she be watching television?

Nominal   : (+) S + would + be + being + unverb
              (-) S + would + not + be + being + unverb
              (?) Would + S + be + being + unverb
    e.g.   : (+) She would be being in market
              (-) She would not be being in market
              (?) Would she be being in market?

➢ Past Future Perfect

A. Usage

   Past future perfect tense digunakan untuk :
1. Menyatakan suatu aktifitas yang akan telah selesai dikerjakan di waktu lampau
    e.g.   : I would have passed the test yesterday
                  You would have bought an umbrellah yesterday
                  I would have gone to school last week
2. Menyatakan suatu pengandaian yagn tidak mungkin terjadi karena syaratnya sudah tidak terpenuhi *(conditional type III).*
    e.g.   : She would have told me if she had known it
                  If you had gone to Jakarta last week you would have met Talia
                  If you had invited me I would have gone

B. Pattern

Verbal   : (+) S + would + have + VIII + O
            (-) S + would + not + have + VIII + O
            (?) Would + S + have + VIII + O
    e.g.   : (+) She would have taken a government examination
            (-) She would not have taken a government examination
            (?) Would she have taken a government examination?

Nominal   : (+) S + would + have + been + unverb
            (-) S + would + not + have + been + unverb
            (?) Would + S + have + been + unverb
    e.g.   : (+) She would have been in front of shop
            (-) She would not have been in front of shop
            (?) Would she have been in front of shop?

➢ Past Future Perfect Continuous

A. Usage

   Past future perfect continous tense digunakan untuk :
1. Menyatakan suatu peristiwa yang akan telah sedang berlangsung selama waktu tertentu.
    e.g.   : We would have been coming here for 5 hours by yesterday
                  afternoon.

She would have been going there for a week by last month

B. Pattern

Verbal   : (+) S + would + have + been + V-ing + O
           (-) S + would + not + have + been + V-ing + O
           (?) Would + S + have + been + V-ing + O

e.g.   : (+) She would have been taking a course
           (-) She would not have been taking a course
           (?) Would she have been taking a course?

Nominal   : (+) S + would + have + been + being + unverb
           (-) S + would + not + have + been + being + unverb
           (?) Would + S + have + been + being + unverb

e.g.   : (+) She would have been being in her car
           (-) She would not have been being in her car
           (?) Would she have been being in her car?

TIME SIGNALS
(tanda-tanda waktu)

Tanda waktu, baik kata-kata maupun ungkapan-ungkapan penunjuk waktu, merupakan bantuan yang besar bagi kita untuk menentukan bentuk susunan kalimat dalam bentuk-bentuk waktu yang tepat dan benar.

A. Present Tense

Always	= selalu	Every day	= setiap hari
Often	= sering	Every other day	= dua hari sekali
Seldom	= jarang	Every night	= setiap malam
Here	= disini	Every week	= setiap minggu
There	= disana	Every month	= setiap bulan
Never	= tidak pernah	Every year	= setiap tahun
Sometimes	= kadang-kadang	Once a week	= sekali seminggu
Sometime	= kapan-kapan	Once a month	= sekali sebulan
Normally	= biasanya	Once a year	= sekali setahun
Usually	= biasanya	Twice a week	= dua kali seminggu
Generally	= biasanya, umumnya	Twice a month	= dua kali sebulan
Occasionally	= kadang-kadang	Twice a year	= dua kali setahun
Nowadays	= pada waktu sekarang	Three times	= tiga kali ......
Regularly	= secara tetap	Once In a while	= sekali-kali

B. Past Tense

Yesterday	= kemarin
Yesterday morning	= kemarin pagi
Yesterday afternoon	= kemarin sore
Yesterday evening	= kemarin malam

Last night	= tadi malam
Last week	= minggu lalu
Last month	= bulan lalu
Last year	= tahun lalu
Last century	= abad yang lalu
An hour ago	= sejam yang lalu
A few minutes ago	= beberapa menit yg
Two days ago	= dua hari yang lalu
A week ago	= seminggu yang lalu
A month ago	= subulan yang lalu
The day before yesterday	= sehari sebelum kemarin
The other days	= beberapa hari yang lalu
Every day last summer	= setiap hari musim panas yang lalu

C. Future Tense

At this time tomorrow	= pada waktu ini besok
At the same time tomorrow	= pada waktu yang sama besok
At the same time next week	= pada waktu yang sama minggu depan
At the same time next month	= pada waktu yang sama bulan depan
At the same time next year	= pada waktu yang sama tahun depan
By next week	= menjelang minggu depan
By next month	= menjelang bulan depan
By next year	= menjelang tahun depan
By the end of.......	= menjelang akhir...........

PASSIVE VOICE
(kalimat pasif)

Rumus :

Auxiliary + Past participle

e. g : She sang a fine song   *(Aktif)*
   A fine song was sung by her *(Pasif)*

Ada beberapa aturan untuk membentuk kalimat aktif menjadi kalimat pasif, yaitu :
- Kata kerjanya harus berobjek (transitive verb)
- Objek dalam kalimat aktif dirubah menjadi subjek dalam kalimat pasif
- Sedangkan subjek dalam kalimat aktif diganti objek dalam kalimat pasif yang didahului oleh *by*
- Kata kerjanya harus berbentuk *V3*
- Kalimatnya harus berbentuk *nominal* dan sesuai dengan tenses

A. Present Tenses In Passive Voice

1. *Simple present*
   Rumus :

   Subject + be (is, am, are) + V3 + by + object

   e. g : (+) John kisses Mary
   　　　　　Mary is kissed by John
   　　　(-) John doesn't kiss Mary
   　　　　　Mary isn't kissed by John
   　　　(?) Does John kiss Mary?
   　　　　　Is Mary kissed by John?

2. *Present continuous*
   Rumus :

   Subject + be (is, am, are) + being + V3 + by + object

   e. g : (+) We are cheering him
   　　　　　He is being cheered by us
   　　　(-) We aren't cheering him
   　　　　　He isn't being cheered by us
   　　　(?) Are we cheering him?
   　　　　　Is he being cheered by us?

3. *Present perfect*
   Rumus :

   Subject + have/has + been + V3 + by + object

   e. g : (+) Mrs. Hasan has bought a new car today
   　　　　　A new car has been bought by Mrs. Hasan today
   　　　(-) Mrs. Hasan hasn't bought a new car today
   　　　　　A new car hasn't been bought by Mrs. Hasan today
   　　　(?) Has Mrs. Hasan bought a new car today?
   　　　　　Has a new car been bought by Mrs. Hasan today?

4. *Present perfect continuous*
   Rumus :

   Subject + have/has + been + being + V3 + by + object

   e. g : (+) She has been visiting you
   　　　　　You have been being visited by her
   　　　(-) She hasn't been visiting you

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You haven't been being visited by her
(?) Has she been visiting you?
Have you been being visited by her?

B. Past Tenses In Passive Voice

1. *Simple past*
Rumus :

> Subject + be (was/were) + V3 + by + object

e. g : (+) They seduced a girl in the roadside
A girl was seduced by them in the roadside
(-) They didn't seduce a girl in the roadside
A girl wasn't seduced by them in the roadside
(?) Did they seduce a girl in the roadside?
Was a girl seduced by them in the roadside?

2. *Past continuous*
Rumus :

> Subject + be (was/were) + being + V3 + by + object

e. g : (+) Your father was killing a wild animal
A wild animal was being killed by your father
(-) Your father wasn't killig a wild animal
A wild animal wasn't being killed by your father
(?) Was your father killing a wild animal?
Was a wild animal being killed by your father?

3. *Past perfect*
Rumus :

> Subject + had + been + V3 + by + object

e. g : (+) I had had authority in a big firm
Authority had been had by me in a big firm
(-) I hadn't had authority in a big firm
Authority hadn't been had by me in a big firm
(?) Had I had authority in a big firm?
Had authority been had by me in a big firm?

4. *Past perfect continuous*
Rumus :

> Subject + had + been + being + V3 + by + object

e. g : (+) Julia and Sherina had been joining the speech contest
The speech contest had been being joined by them
(-) Julia hadn't been being joining the speech contest
The speech contest hadn't been being joined by them
(?) Had Julia been joining the speech contest?
Had the speech contest been being joined by them?

C. Future Tenses In Passive Voice

1. *Simple future*
   Rumus :

   Subject + will + be + V3 + by + object

   e. g : (+) I will study English language
   English language will be studied by me
   (-) I won't study English language
   English language will be studied by me
   (?) Will I study English language?
   Will English language be studied by me?

2. *Future continuous*
   Rumus :

   Subject + will + be + being + V3 + by + object

   e. g : (+) Many students of English writing will be rewriting the lesson
   The lesson will be being rewritten by many students of English writing
   (-) Many students of English writing won't be rewriting the lesson
   The lesson won't be being rewritten by many students of English writing
   (?) Will many students of English writing be rewriting the lesson?
   Will the lesson be being rewritten by many students of English writing?

3. *Future perfect*
   Rumus :

   Subject + will + have + been + V3 + by + object

   e. g : (+) The publishing will have printed our writings next week
   Our writings have been printed by the publishing
   (-) The publishing will have printed our writings next week
   Our writings haven't been printed by the publishing
   (?) Will the publishing have printed our writings next week?
   Will our writings have been printed by the publishing?

4. *Future perfect continuous*
   Rumus :

   Subject + will + have + been + being + V3 + by + object

   e. g : (+) That children will have been playing a toy car
             A toy car will have been being played by that chilren
         (-) That children won't have been playing a toy car
             A toy car won't have been being played by that children
         (?) Will that children have been playing a toy car?
             Will a toy car have been being played by that children?

D. Past Future Tenses In Passive Voice

1. *Simple past future*
   Rumus :

   Subject + would + be + V3 + by + object

   e. g : (+) I would visit you
             You would be visited by me
         (-) I wouldn't visit you
             You wouldn't visited by me
         (?) Would I visit you?
             Would you be visited by me?

2. *Past future continuous*
   Rumus :

   Subject + would + be + being + V3 + by + object

   e. g : (+) I would be visiting you
             You would be being visited by me
         (-) I wouldn't be visiting you
             You wouldn't be being visited by me
         (?) Would I be visiting you?
             Would you be being visited by me?

3. *Past future perfect*
   Rumus :

   Subject + would + have + been + V3 + by + object

   e. g : (+) I would have visited you
             You would have been visited by me

(-) I wouldn't have visited you
     You wouldn't have been visited by me
(?) Would I have visited you?
     Would you have been visited by me?

4. *Past future perfect continuous*
   Rumus :

Subject + would + have + been + being + V3 + by + object

e. g : (+) I would have been visiting you
           You would have been being visited by me
       (-) I wouldn't have been visiting you
           You wouldn't have been being visited by me
       (?) Would I have been visiting you?
           Would you have been being visited by me?

MODAL AUXILIARIES IN PASSIVE VOICE
(modal auxiliaries dalam passive voice)

Aktive		Passive	
Can / Could		Can / Could	
beMay / Might		May / Might	
Must /	+ VI	Must /	+ be + V3
Will / Would		Will / Would	
Shall / Should		Shall / Should	
Have to / Ought to		Have to / Ought to	

e. g : - She may forget me
        ➢ I may be forgotten by her
      - I have to help the child
        ➢ The child has to be helped by me

VERB OF DOUBLE OBJECT IN PASSIVE VOICE
(kata kerja yang mempunyai dua objek dalam passive voice)

Umumnya, kalimat yang mempunyai dua objek (direct and indirect object) yang selalu diletakkan pertama kali; ialah *indirect object*, lalu *direct object*, seperti contoh :
e. g : My parents gave me some money
        ➢ My parents gave some money to me
Juga didalam pembentukan kalimat aktif ke kalimat pasif, yang diletakkan atau yang didahulukan pertama kali ialah *indirect object*. Namun, bagaimanapun, *direct object* juga boleh diletakkan dahulu kalau itu diinginkan; yaitu dengan memakai preposisi to/for setelah verb.

e. g : My parents will buy me a new shirt tomorrow
- ➢ I will be bought a new shirt by my parents tomorrow
- ➢ A new shirt will be bought to me by my parents tomorrow

TAQ QUESTION
(kalimat tanya pendek)

Taq question adalah kalimat tanya yang ditambahkan di akhir kalimat untuk meminta 'persetujuan' atau 'penegasan' pendengar tentang sesuatu yang belum meyakinkan.

e.g.   : You have not seen me today, *have you?*
        You are my friend, *aren't you?*

Ada beberapa ketentuan dalam membuat *taq question,* yaitu :

a. Positive sentence menggunakan negative question taq dan negative sentence menggunakan positive question taq.

e.g.   : I'm late, *aren't I/ am I not?*
            Syarif plays the piano, *doesn't he?*
            You didn't lock the door, *did you?*
            Deva isn't studying English, *is she?*

b. Queston taq selalu memakai auxiliary verb yang sesuai dengan tenses dan subjectnya selalu terdiri dari pronoun.

e.g.   : Hidayat doesn't smoke, *does he?*
            She is eating rice, *isn't she?*
            Norham didn't want to go any where, *did he?*
            Ilham and Ani haven't ridden a horse for long time, *have they?*
            Aini wasn't driving a car, *was she?*

c. Kalimat yang mengandung gagasan negative, maka memakai positive question.

e.g.   : No salt is allowed to take, *is it?*
            Nothing was said, *was he?*
            He did nothing, *did he?*
            She was absent, *was she?*
            My brother never goes to the cinema, *does he?*
            None if students fails the test, *did they?*
            He hardly ever studies English, *does he?*

d. Depreciative word (kata semi negative) seperti 'little, few, hardly, scarcely, rarely, seldom' dianggap negative danmenggunakan positive question taq.

e.g.   : We *hardly* go to market, *do we?*
            Few persons bought a car in fair, *did they?*
            Little money has been lost, *has it?*

e. 'A few, a little' dianggap positive sehingga menggunakan negative question taq.

e.g.   : A *few* persons offered ti smoke just now, *didn't they?*
            A *little* water flowed in river last year, *didn't it?*

f. Imperative baik positive atau negative (prohibition) dalam question taq memakai 'will you' yang tujuannya adalah untuk memperhalus (request).

e.g.   : Open the door, *will you?*   (*sudikah kamu membuka pintu?*)
                   Please come and see me sometimes, *will you?*
                   Don't be late, *will you?*
                   Don't get up so late, *will you?*

g. Untuk memberi tekanan yang lebih, maka digunakan 'won't you, can you, can't you'.
    e.g.   : Give me a hand, *won't you?*
                   Don't close the door, *can't you?*
                   Don't get up so late, *can you?*

h. Question taq setelah 'let's/let's not' adalah dengan memakai 'shall we'.
    e.g.   : Let's go for work, *shall we?*
                   (mari kita bekerja, ok?)
                   Let's not leave now, *shall we?*
                   (mari ita tidak berangkat sekarang, ok?)

i. Intonasi question taq rendah, maka berarti meminta persetujuan atau penegasan dari pendengar. Apabila intonasi tinggi, maka dipakai yes or no question.
    e.g.   : Timo doesn't well today, *does he?*
                   She is very pretty, she is got beautiful eyes, *hasn't she?*
                   You haven't seen marry today, *have you?*
                   (Have you seen marry today?)
                   You bought something, *didn't you?*
                   (Diidn't you buy anything?)

j. Jawaban yes atau no dari question taq sebagai berikut :
    e.g.   : You are not going aout today, *are you?*
                   - Yes, *(yes, I am going out)*
                   - No, *(no, I am not going out)*
                   It was a good film, *wasn't it?*
                   - I really enjoyed it
                   Ani plays the piano, *doesn't she?*
                   - Well, yes, but not very well
                   You didn't lock the door, *did you?*
                   - No, I forgot

Note :

1. Adverb 'only' boleh menggunakan positive taq atau negative taq.
    e.g.   : There were only five students present, *were they?*
                   There were only five students present, *weren't they?*

2. Everybody, everyone, anyone, no one, neither adalah singular, tetapi question taq menjadi plural, sehingga subjectnya diganti 'they'.
    e.g.   : Everybody can come in prayer house, *can't they?*
                   Anyone will volunteer, *won't they?*
                   No one would object, *would they?*
                   Neither of the complained, *did they?*

3. None of + plural word, bisa singular atau plural tetapi paling banyak dipakai adalah plural dan diganti 'they' dalam question taq.
    e.g.   : None of the shops were (was) open, *were they?*

4. None of us menjadi 'we' sebagai subject dari question taq, sedangkan none of you menjadi 'you' sebagai sebagai subject dari question taq.
   e.g.   : None of us knew the way, *did we?*
                  None of you knew the way, *did you?*
5. Some of us menjadi 'we' apabila si pembicara termasuk di dalamnya dan menjadi 'they' apabila si pembicara tidak termasuk di dalamnya.
   e.g.   : Some of us went to Jakarta two months ago, *didn't we?*
                  I see some of us has a lot of book, *do they?*
6. Have/has yang mempunyai arti 'mempunyai', apabila diberi question taq ada dua, yaitu :
   a. mengulang have/has
       e.g.   : I have a book, *haven't I?*
   b. mendatangkan auxiliary sesuai dengan tensesnya
       e.g.   : I have a book, *don't I?*
7. Apabila subject terdiri dari 'one', maka question taq ditetapkan.
   e.g.   : One would be careful, *wouldn't one?*

THE DEGREES OF COMPARISON
(kalimat-kalimat perbandingan)

     Dalam bahasa Inggris *tingkat perbandingan* dibagi menjadi tiga, yaitu :
1. Positive degree (tingkat biasa)
2. Comparative degree (tingkat lebih)
3. Superlative degree (tingkat paling/ter)

A. Positive Degree
     Tingkat perbandingan ini digunakan untuk memperbandingkan dua benda atau kelompok yang sama sifatnya. Adapun pola yang dipakai dalam *positive degree,* yaitu :

As …… as   (artinya sama/se……)

a. dengan menggunakan *Adjective*
    e.g.   : Tono is tall. Rudi is tall, too
              ► Tono is as tall as Rudi
             Erlina is clever. Fatmawati is clever, too
              ► Erlina is as clever as Fatmawati
b. dengan menggunakan *Adverb*
    e.g.   : Tono is running quickly. Rudi is running quickly, too
              ► Tono is running as quickly as Rudi
             Erlina studies English carefully. Fatmawati studies English carefully
              ► Erlina studies English as carefully as Fatmawati

The same + noun + as

    e.g.   : My book is *as white as* yours
              ► My book is *the same color as* yours
             Tono is *as old as* Nurul

► Tono is *the same age as* Nurul

Perhatikan *Adjective* dan *Noun* berikut :

Adjective	**Noun**	
1. big – small – little	1. size	: ukuran
2. short – long	2. length	: panjangnya
3. old – young	3. age	: umumnya
4. white – red – green	4. color	: warnanya
5. sweet – bitter	5. taste	: rasanya
6. cheap – expensive	6. price	: harganya
7. slow – fast – quick	7. speed	: kecepatannya
8. wide – narrow	8. width	: lebarnya
9. heavy – light	9. weighy	: beratnya, bobotnya
10. deep – shallow	10. depth	: dalamnya
11. dound – square – triangle	11. shape	: bentuknya
12. high – low	12. height	: tingginya

Like/ be a like

e.g.   : My shirt is *as white as* yours
My shirt is *the same color as* yours
My shirt is *like* yours
► My shirt and yours are *a like*
The earth is *as round as* the ball
The earth is *the same shape asi* the ball
The earth is *like* the ball
► The earth and the ball are *a like*

Note   :
1. Jika *as* dan *than* diikuti oleh *subject* baik *firt person (I, we), second person (you)*, atau *third person (she, he, it)*, maka kata kerja bantu boleh disebutkan boleh tidak.
   e.g.   : Tono is as told as I am   I am stronger than you are
             Tono is as told as I   I am stronger than you
2. Dalam bahasa resmi/tertulis, sesudah *than* atau *as*, dipakai *pronoun* dalam bentuk *subject*, sedangkan dalam bahasa percakapan sehari-hari bisa dipakai bentuk *object*.
   e.g.   : Mrs. Ahmad is more beautiful than she
             Mrs. Ahmad is more beautiful than her
             I am stronger than he
             I am stronger than him

   Positive degree dalam bentuk negatif berpola sebagai berikut :

Not as …… as		Not so …… as		Tidak se ……

a. Dengan menggunakan *adjective*
   e.g.   : Tono *isn't as tall as* Rusdi
             Tono *isn't so tall as* Rusdi

A horse *isn't as strong as* an elephant

A horse *isn't so strong as* an elephant

b. Dengan menggunakan *adverb*

e.g.   : The woman doesn't walk *as quickly as* the man

          The woman doesn't walk *so quickly as* the man

B. Comparative Degree

Perbandingan ini digunakan untuk membandingkan lebih dari dua benda atau kelompok yang berbeda. Adapun pola yang dipakai adalah :

| …… er than …… | | More …… than …… | | Lebih …… dari pada |

a. Dengan menggunakan *adjective*

e.g.   : Tono is *older than* Rusdi

          Ervina is *cleverer than* Toni

          Karlina is *more beautiful than* Karina

          Your shirt is *more expensive than* Tono's

b. Dengan menggunakan *adverb*

e.g.   : Tono works *more carefully than* Amiel

          Prity can dance *more beautifully than* Karisma

C. Superlative Degree

Perbandingan ini digunakan untuk membandingkan lebih dari dua benda atau kelompok yang berbeda. Adapun pola yang dipakai adalah :

| The ……est | | The most …… | | Paling …… |

a. Dengan menggunakan *adjective*

e.g.   : Dewi is diligent. Desi is *more diligent than* Dewi but Rini is *the most diligent*

b. Dengan menggunakan *adverb*

e.g.   : Tono did his work diligently. Rusdi did his work *more diligently* but Usman did his work *the most diligently* of all.

Beberapa aturan dalam membentuk *comparative degree* dan *superlative degree* :

1. *Adjective* dengan menambah 'er' untuk *comparative* dan 'est' untuk *superlative* apabila :

a. terdiri dari satu suku kata

No	Positive	Comparative	Superlative	Meaning
1	Cheap	Cheaper	Cheapest	Murah
2	Clean	Cleaner	Cleanest	Bersih
3	Cold	Colder	Coldest	Dingin
4	Deep	Deeper	Deepest	Dalam
5	Fast	Faster	Fastest	Cepat
6	Great	Greater	Greatest	Besar
7	High	Higher	Highest	Besar

b. terdiri dari dua suku kata yang berakhiran '*somee, ow, le, r, y*'

No	Positive	Comparative	Superlative	Meaning
1	Handsome	Handsomer	Handsomest	Tampan
2	Narrow	Narrower	Narrowest	Sempit
3	Noble	Nobler	Noblest	Mulia
4	Clever	Cleverer	Cleverest	Trampil
5	Happy	Happier	Happiest	Bahagia

Adapun aturan mengeja *comparative* dan *superlative* yang menambah *'er'* untuk *comparative* dan *'est'* untuk *superlative* adalah :

a. Adjective yang diakhiri dua huruf mati atau satu huruf mati yang didahului oleh dua huruf hidup, maka langsung ditambah *'er'* atau *'est'*.

No	Positive	Comparative	Superlative	Meaning
1	Small	Smaller	Smallest	Kecil
2	Great	Greater	Greatest	Hebat
3	Deep	Deeper	Deepest	Dalam

b. Adjective yang diakhiri dengan huruf mati yang didahului oleh satu huruf hidup, maka huruf mati tersebut didobelkan baru ditambah *'er'* atau *'est'*.

No	Positive	Comparative	Superlative	Meaning
1	Big	Bigger	Biggest	Besar
2	Fat	Fatter	Fattest	Gemuk

c. Adjective yang berakhiran huruf *'y'* dan didahului oleh huruf mati, maka huruf *'y'* tersebut diganti *'i'* baru ditambah *'er'* atau *'est'*.

No	Positive	Comparative	Superlative	Meaning
1	Dirty	Dirtier	Dirtiest	Kotor
2	Dry	Drier	Driest	Kering
3	Early	Earier	Earliest	Awal
4	Funny	Funnier	Funniest	Lucu
5	Happy	Happier	Happiest	Bahagia
6	Lazy	Lazier	Laziest	Malas
7	Pretty	Prettier	Prettiest	Cantik
8	Ugly	Uglier	Ugliest	Jelek
9	Easy	Easier	Easiest	Mudah

d. Adjective yang berakhiran huruf *'y'* dan didahului oleh huruf hidup, maka huruf *'y'* ditetapkandan langsung ditambah *'er'* atau *'est'*.

No	Positive	Comparative	Superlative	Meaning
1	Gay	Gayer	Gatyest	Bahagia
2	Gray	Grayer	Grayest	Abu-abu

2. *Adjective* yang lebih dari dua suku kata atau terdiri dari dua suku kata yang tidak berakhiran *'some, ow, le, r, y'*, maka dengan menambah 'more' untuk *comparative* dan 'most' untuk *superlative*.

No	Positive	Comparative	Superlative	Meaning
1	Useful	More Useful	Most Useful	Berguna
2	Interesting	More Interesting	Most Interesting	Menarik
3	Famous	More Famous	Most Famous	Terkenal
4	Necessary	More Necessary	Most Necessary	Penting
5	Beautiful	More Beautiful	Most Beautiful	Indah
6	Terrible	More Terrible	Most Terrible	Mengerikan
7	Diligent	More Diligent	Most Diligent	Rajin
8	Difficult	More Difficult	Most Difficult	Sukar
9	Exciting	More Exciting	Most Exciting	Mengasikkan
10	Important	More Important	Most Important	Penting

3. *More* berarti lebih banyak + plural countable/uncountable.

e.g.   : Rini has three pens. Erlina has two pens

     ► Rini has *more* pens than Erlina

     My mother has two sacks of flour.Mrs. Hasan has a sacks of flour

     ► My mother has *more* flour than Mrs. Hasan

4. *Fewer*

Fewer berarti lebih sedikit (agak sedikit) diikuti oleh *plural countable noun.*

e.g.   : Mr. Hasan has two children. Mr. Efendi has three children

     ► Mr. Hasan has *fewer* children *than* Mr. Efendi

     Erlina made three mistakes. Tono made five mistakes

     ► Erlina made *fewer* mistakes *than* Tono

5. *Less*

Less berarti lebih sedikit (agak sedikit) diikuti *uncountable noun.*

e.g.   : Amin bought a kilogramme of sugar. Imel bought two kilogrammes

     ► Amin bought *less* sugar *than* Imel

     I drank a glass of lemonade. Tono drank two glasses of lemonade

     ► I drank *less* lemonade *than* Tono

IRREGULER DEGREES OF COMPARISON
(Tingkat perbandingan yang tidak beraturan)

No	Positive	Comparative	Superlative	Meaning
1	Good Well	Better	Best	Baik
2	Bad Ill Badly	Worse	Worst	Jelek

3	Many Much	More	Most	Banyak
4	Far	Farther (lebih jauh) Further (lebih lanjut)	Farthest (jarak jauh) Furthest (jarak paling)	Jauh
5	Little	Less Smaller	Least Smallest	Sedikit Kecil
6	Old	Older Elder	Oldest Eldest	(Umur) (Tingkat keluarga)
7	Late	Later Latter	Latest Last	(waktu yang termodern) (Urutan penghabisan)
8	Near	Nearer Nearer	Nearest Next	Jarak Urutan

Note   :

1. *Comparative degree* juga bisa dipakai dengan arti 'makin' apabila dipakai untuk membuka kalimat, sedangkan di depan kata sifat dalam *comparative* tersebut diberi 'the'.

   e.g.   : The higher you climb up mountain the colder the air is
                   (makin tinggi kau mendaki gunung makin dingin hawanya)
                   The harder you work the more money you will earn
                   (makin semangat kamu bekerja makin banyak uang yang kamu peroleh)
                   The sooner the better   *(makin cepat makin baik)*
                   The more the better   *(makin banyak makin baik)*

2. *Comparative degree* mempunyai arti 'makin lama makin' apabila diulang-ulang dan diantara keduanya di beri 'and'.

   e.g.   : higher and higher   *(makin lama makin tinggi)*
                   larger and larger   *(makin lama makin luas)*
                   naughtier and naughtier   *(makin lama makin nakal)*
                   bigger and bigger   *(makin lama makin besar)*

3. Setelah *superlative degree* bisa ditambah dengan 'of……, noun + in, atau among ……,' untuk menyatakan bahwa seseorang atau benda mengungguli yang lainnya.

   e.g.   : She is tallest *of* all the girls
                   (dia paling tinggi diantara semua gadis itu)
                   The girl is the cleverest *of* all
                   (gadis itu paling pandai diantara semuanya)
                   Jakarta is *the largest city* in Indonesia
                   (Jakarta kota yang paling besar di Indonesia)
                   I am *the handsomest student among* my friends
                   (aku paling tampannya siswa diantaranya teman-temanku)

REPORTED SPEECH

Reported speech adalah kalimat tak langsung yang digunakan untuk melaporkan ucapan-ucapan yang disampaikan oleh pembicara dalam waktu yang berbeda. *Reported speech* disebut juga *Indirect speech,* kebalikannya adalah *direct speech,* yaitu kalimat yang langsung diucapkan oleh si pembicara.

e.g.   : He said, "I will go to Surabaya"
         He said (that) he would go to Surabaya

1. Perubahan Tenses dari *Direct Speech* ke *Indirect Speech* adalah sebagai berikut :

   ► **Simple Present**   - Simple Past
   Present Continous   - Past Continous
   Present Perfect   - Past Perfect
   Present Perfect Continous   - Past Perfect Continous
   ► **Simple Past**   - Past Perfect
   Past Continous   - Past Perfect Continous
   Past Perfect   - Past Perfect
   Past Perfect Continous   - Past Perfect Continous
   ► **Simple Future**   - Simple Past Future
   Future Continous   - Past Future Continous
   Future Perfect   - Past Future Perfect
   Future Perfect Continous   - Past Future Perfect Continous

2. Perubahan auxiliary

   Am/is/are   - was/were
   Will/shall   - would/should
   Can   - could
   May   - might
   Have to/has to   - had to
   Could   - could have
   Might   - might have
   Must   - have to/would have to
   Must not   - was not to

3. Perubahan waktu dan tempat

   Now   - then (waktu itu)
   Today   - that day
   Tonight   - that night
   Tomorrow   - the following day/next day
   Next week   - the following
   The day after tomorrow   - in two day's time
   Last week   - the previous week
   A year ago   - a year before
   Yesterday   - the day before
   The day before yesterday   - two days before
   Here   - there

This   - that

        Perubahan-peubahan di atas berlaku manakala induk kalimat dalamm *indirect speech* menggunakan *past tense.*
        Berikut ini akan dibahas pembentukan *Reported Speech* yang terdiri dari :
A. Statement   (Pernyataan)
B. Question   (Pertanyaan)
C. Command   (Perintah)
D. Exclamatory`   (Kalimat Seru)

A. Statement

    Mengingat bahwa *indirect specch* adalah kalimat majmuk, maka kalimat ini terdiri dari induk kalimat (main clause) dan anak kalimat (sub clause). Dalam *indirect speech* statement kita menggunakan kata sambung 'that' (bahwa), namun ini tidak mutlak. Yang penting dalam perubahan adalah jika main clause berupa *simple present tense, present perfect tense,* atau *simple future tense,* maka tidak ada perubahan tenses dalam kalimat yang dibicarakan.
e.g.   : "I am very sorry"
              He will tell you
              He says to you
              He has told you (that) he is very sory
    Dalam kalimat di atas yang berubah hanya personal pronounnya saja dan pengantarnya tergantung siapa yang bicara. Kata ganti I dalam kalimat langsung bisa berubah menjadi *he* atau *she* dalam kalimat *reported speech*, sedang *my* bisa merubah menjadi *his* atau *her.*
    Untuk kata ganti *we* dalam kalimat langsung bisa berubah menjadi *they* dalam *reported speech,* sedang *our* berubah menjadi *their.*
e.g.   : They say, "we will meet our new teacher"
              They say (that) will meet their new teacher
    Berlainan dengan *reported speech* dari kalimat berita dalam *past tense,* maka dalam hal ini terjadi perubahan tenses dari kalimat yang dibicarakan. Perubahannya sebagaimana yang terdapat dalam daftar perubahan tenses.
e.g.   : She told me, "I am a student"
              - She told me (that) she was a student
              John said to her, "you are my friend"
              - John said to her (that) she was his friend

B. Question

        Bila pertanyaan langsung menggunakan *yes or no question,* maka kata penghubungnya menggunakan *if/whether* yang artinya 'apakah'.
e.g.   : Ani asked him, "Are you John?"
              - Ani asked him if he was John
        Untuk susunan dalam *reported speech* setelah *if/whether* adalah *affirmative sentence* (diawali subject).

She asked him + S (affirmative sentence)

e.g.   : He asked her, "have you done your work?"

        - He asked her if she had done her work

        Jika pertanyaan langsung menggunakan kata tanya seperti 'what, where,' dan lain-lain, maka kata-kata tersebut digunakan sebagai kata penghubung dalam *reported speech*. Dan pertanyaan yang dilaporkan berubah menjadi bentuk *affirmative sentence*. Kalimat pengantarnya adalah :

He asked me	what
	When etc + affirmative form

e.g.   : He asked me, "what is your name?"

        - He asked me what my name was

C. Command

    Command dibagi menjadi dua bagian :

1. Positive command

    Dalam positive command menggunakan kata penghubung *to* antara kalimat pengantar dengan kalimat perintah yang dilaporkan.

e.g.   : Mother asked, "please be careful, John!"

        - Mother said to John to be careful

2. Negative command

    Sedang negative command kita menggunakan *not to* sebgai kata penghubung.

e.g.   : Father said to me, "Don't do what I do!"

        - Father asked me not to do what he did

        - Father forbade me to do what he did

    Adapun cara membuat *indirect sepeech* yang terdiri dari *polite request* adalah :

a. Kata pengantarnya (main clause) dirubah menjadi *request*.

    e.g.   : Ani said, "would you meet me?"

            - Ani requested me to meet her

b. Dilaporkan sama dengan command.

    e.g.   : Mary asked John, "could you buy a book for me?"

            - Mary asked John to buy her a book

D. Exclamatory Sentence

    Exclamatory sentence dalam kalimat *indirect speech* adalah dilaporkan sesuai dengan kontek kalimat yang dilaporkan.

1. *Exclamatory sentence* dengan 'what a …' atau 'how…'

    e.g.   : He said, "what a dreadful ideal!"

            - He exclaimed that an idea was dreadful

          He said, "how smart you are!"

         -   He exclaimed that I was smart

2. Bentuk lain dari *exclamatory* seperti 'good!' dan 'ugh!'

   e.g.   : He said, "good!"
   - He gave an exclamation of pleasure
   He said, "ugh! And turned the program off"
             - He gave an exclamation of disgust and she turned the program off

3. Catatan

   e.g.   : He said, "hello! Where are you going?"
   - He greeted me and asked where I was going
   He said, "happy birth day!"
   - He wished me a happy birth day
   He said, "thank you!"
   - He thanked me
   He said, "good luck!"
   - He wished me luck
   He said, "congratulations!'
   - He congrulatulated me
   He said, "lier!"
   - He called me a lier
   The notice said, "wellcome to EAL!"
   - The notice wellcomed to EAL

CAUSATIVE FORM
(bentuk perintah)

     Causative form adalah pola kalimat yang dipakai untuk menyuruh seseorang melakukan sesuatu.

e.g.   : I have my name written

      (Saya menyuruh agar nama saya ditulis)

     Have mempunyai ari menyuruh agar sesuatu dikerjakan oleh orang lain. Kata kerja yang dipakai adalah bentuk ketiga *(past participle)* yang mempunyai arti passive. Have bisa diganti dengan 'get' atau 'make'.

     Pola kalimat yang biasa dipakai adalah :

Pola I   : S + have/get/make + O + VIII

e.g.   : I have my book published
      I get my book published
      I make my book published

Pola II   : S + have/get/make + O + VI + O

e.g.   : I have someone repair my car
      I get someone repair my car
      I make someone repair my car

Pola III   : S + get + O + to Infinitive + O

e.g.   : I get someone to repair my car

EXCLAMATORY FORM

Ada beberapa pola untuk menyatakan *bentuk heran* (seru), diantaranya adalah :

✦ *WHAT*
1. What + a/an + singular countable noun!
   e.g.   : What an idea!   : bagus benar pikiran itu!
2. What + a/an + adjective + singular countable noun!
   e.g.   : What a pretty view!   : bagus benar pemandangan itu!
3. What + plural countable noun!
   e.g.   : What boys!   : baik benar anak-anak itu!
4. What + adjective + plural countable noen!
   e.g.   : What attractive the children!: alangkah cakapnya anak-anak itu!
5. What + uncountable noun!
   e.g.   : What water!   : enak benar air itu!
6. What + adjective + uncountable noun!
   e.g.   : What good wather!   : alangkah baiknya air itu!

✦ *HOW*
1. How + adjective + nominal sentence
   e. g :   : How smart you are!   : alangkah rajinnya kamu!
2. How + adverb of manner + verbal sentence
   e. g :   : How quickly you run   : alangkah cepatnya kamu lari!

COMMENTARY FORM

Bentuk komentar ini dipakai untuk mengomentari sesuatu. Adapun pola yang dipakai adalah :

VERB

► *Positive,* dengan pola :
   Why + to + VI + O / Why + VI + O
   e.g.   : Why to stay here!
                     Why speak Maduranese!
► *Negaative,* dengan pola :
   Why + not + to + VI + O / Why + not + VI + O
   e.g.   : Why not to visit here!
                     Why not go to school!

UNVERB
► *Positive,* dengan pola :
Why + unverb (kb, kk, ks, kg)
 e.g. : Why hot!
      Why her!
► *Negative,* dengan pola :
Why + not + unverb (kb, kk, ks, kg)
 e.g. : Why nothing!
      Why not white!

IMPERSONAL 'IT'

  It adalah salah satu bentuk dari kata ganti yang menggantikan kata benda ketiga tunggat dan kata benda yang tidak dapat dihitung, selain itu *it* juga mempunyai kegunaan lain yaitu sebagai dum-my (matinya) subject. Dalam hal ini dijadikan subject hanya untuk membuat kalimat menjadi grammatical, dalam kedudukan ini bukanlah menjadi kata ganti akan tetapi disebut *impersonal it*. Adapun penggunaannya adalah:

1. waktu (jam, hari, bulan, tahun, dll)
 e.g. : It's the first of January
      (sekarang adalah awal januari)
      It's nine o'clock
      (sekarang pukul sembilan)
2. cuaca/keadaan
 e.g. : It's very hot in Surabaya
      (di Surabaya sangat panas)
      It's usually rains in marc
      (di bulan Maret biasanya hujan)
3. jarak
 e.g. : It's only five miles from Pinhurts to Silbury
      (jarak antar Pinhurts ke Silbury hanya lima mil)
      It's near here
      (dekat sini)
4. selain itu "it" diawal kalimat dapat digunakan seperti contoh
To waste money is not wise, kalimat tersebut boleh jadi diungkapkan dengan yang lebih baik, yaitu dengan menggunakan impersonal it.
 e.g. : It is not wise to waste money
      To learn Spanish is very hard
      ► It is very hard to learn Spanish
      To learn everything is important
      ► It is important to learn everything

  Dari beberapa contoh diatas, maka terlihat pola sebagai berikut :

It + to be + Adjective + to infinitive

5. seringkali kita memberi phrase (kumpulan kata) pembatas dengan for……diantara adjective dan to infinitive untuk membatasi penerangan pada orang atau sekelompok orang tertentu.

   e.g.　　　: It's difficult for me to understand
   　　　　　It's easy for him to understand well

6. selain pola di atas juga bisa berpola sebagai berikut :

   | It + to be + noun + to infinitive |

   e.g.　　　: It's a good thing to use
   　　　　　It's a shanme to behave
   　　　　　It's my story to keep

PREFERENCES

Preferences adalah pola kalimat yang dipakai untuk menjelaskan sesuatu yang lebih disukai, dengan ketentuan :

A. Untuk mengutarakan pendapat yang lebih disukai dan menjadi kebiasaan/fakta. Adapun pola yang dipakai adalah :

   a. Subject + like/s + noun + better than + noun

      e.g.　: I *like* coffe *better than* tea
      　　　She *like* coffe *better than* tea

   b. Subject + like/s + gerund + better than + gerund

      e.g.　: I *like* studying *better than* playing
      　　　He *likes* studying *better than* playing

   c. Subject + prefer/s + noun + to + noun

      e.g.　: I *prefer* milk *to* beer
      　　　She *prefers* a small table *to* big small

   d. Subject + prefer/s + gerund + to + gerund

      e.g.　: You *prefer* swimming *to* dancing
      　　　He *prefers* fishing *to* working

   e. Subject + prefer/s + to inf + rather than + to inf

      e.g.　: He *prefers* to get up early *rather than* to sleep late
      　　　I *prefer* to type *rather than* to write

B. Untuk mengungkapkan pendapat mengenai sesuatu yang lebih kita sukai pada suatu saat, dan bukan merupakan kebiasaan atau fakta. Adapun pola yang dipakai adalah :

   a. Subject + would rather + bare inf + than + VI

      e.g.　: He *would rather* sleep *than* go out
      　　　We *would rather* read a book *than* write

   b. Subject + would prefer + noun + rather than + noun

      e.g.　: They *would prefer* tennis *rather than* foot ball
      　　　I *would prefer* oranges *rather than* apples

   c. Subject + would prefer + to inf + rather than + to inf

      e.g.　: He *would prefer* to study *rather than* to sleep

She *would rather* to stay *rather than* to go out

C. Pola lain dari *preferences*
   Rather than + bare inf + Subject + would prefer + to inf
       e.g.   : *Rather than* stay behind alone I *would prefer* to go home

D. Apabila kata kerjanya sama, maka kata kerja yang kedua bisa dihilangkan.
       e.g.   : I *would rather* study English *than* study Italian
                 I *would rather* study English *than* Italian

ELLIPTIC SENTENCE

Elliptic sentence ialah kalimat yang dibentuk dengan cara menghilangkan beberapa bagian kalimat yang memiliki kesamaan tanpa mengubah makna aslinya. Penghilangan beberapa kalimat ini digunakan untuk mengubah kalimat agar menjadi lebih pendek dan variatif.

♦ **Penggunaan Too dan So**

Too dan *So* digunakan dalam kalimat positif yang sama predikat, objek, dan keterangannya.

e. g : My parents will vacation to Borobudur temple. I will vacation to Borobudur temple too.
    ⇨ My parents will vacation to Borobudur temple and I will *too*.
    ⇨ My parents will vacation to Borobudur temple and *so* will I.

    He is clever in English. I am clever in English too.
    ⇨ He is clever in English and I am *too*.
    ⇨ He is clever in English and *so* am I

♦ **Penggunaan Both...and....**

Both...and... digunakan untuk menggabungkan dua kalimat positif yang sama kata kerja, keterangannya, dll.

e. g : Studying is very important.
    Keeping environment is very important.
    ⇨ *Both* studying *and* keeping environment is very important.

♦ **Penggunaan Either...or...**

Either...or digunakan untuk menyatakan salah satu dari dua perbuatan dalam dua kalimat yang bentuk tenses nya sama.

e. g : English language is my favorite lesson. Arabic language is my favorite lesson.
    ⇨ *Either* English *or* Arabic language is my favorite lesson
    I like reading a short story. I like reading a novel.
    ⇨ I like reading *either* a short story *or* a novel

♦ **Penggunaan Neither...nor...**

Neither...nor digunakan untuk menggabungkan dua kalimat negatif yang tenses-nya sama.

e. g : I haven't danced today. She hasn't danced today.

⇨ *Neither* I *nor* she has danced today

♦ **Penggunaan But**

But digunakan untuk menggabungkan dua kalimat yang berlawanan (baik positif dan negatif atau negatif dan positif) dengan bentuk tenses yang sama.

e. g : Muhdhar is diligent student. Andi is not diligent student.

⇨ Muhdhar is diligent student, *but* Andi is not.

CONDITIONAL SENTENCE

Conditional sentence ialah kalimat pengandaian yang terdiri dari dua kalimat, anak kalimat *(if clause/dependent clause)* dan kalimat utama *(main clause)*, yang menyatakan kondisi atau syarat yang harus dipenuhi supaya keadaan dalam main clause bisa terwujud.

e. g : I will buy you something nice *(main clause)* if my salary of the job is better than before *(if clause)*.

Conditional sentence memiliki tiga bentuk yang berbeda. Setiap bentuk terdiri dari gabungan kalimat yang berbeda pula. Adapun tiga bentuk tersebut, yaitu :

1. **Future-Possible Condition (kemungkinan di masa akan datang)**

Model ini mengekspresikan suatu kondisi yang mungkin terjadi atau tidak terjadi di masa akan datang. Future-possible condition bisa dipakai dalam rumus :

If Clause	Main Clause
Simple Present Tense	Simple Future Tense
or can be reserved	
Main Clause	**If Clause**
Simple Future Tense	Simple Present Tense

e. g : If John comes, I will give him the message
I will give him the message if he comes

2. **Present-Unreal Condition (ketidakmungkinan di masa sekarang)**

Model ini menggambarkan situasi yang tidak nyata atau tidak mungkin terjadi di masa sekarang. Present-unreal condition ini bisa dipakai dalam rumus :

If Clause	Main Clause
Past Tense	Would, Should, Could, Might
or can be reserved	
Main Clause	**If Clause**
Would, Should, Could, Might	Past Tense

e. g : If I took an aspirin, my headache might go away

My headache might go away if I took an aspirin

3. Past-Unreal Condition
Model ini menyatakan situasi yang tidak nyata atau tidak terpenuhi di masa lampau. Past-unreal condition ini bisa dipakai dalam rumus :

If Clause	Main Clause
Past Perfect Tense	Would have, Should have, Could have, Might have
or can be reserved	
Main Clause	**If Clause**
Would have, Should have, Could have, Might have	Past Perfect Tense

e. g : If I had known her telephone number, I would have called her telephone number
I would have called her telephone number if I had known her telephone number

GERUND

Gerund ialah kata yang terbentuk dari *verb-ing* yang berfungsi sebagai kata benda (noun). Bentuk *gerund* ini sama dengan *participle* yang terbentuk dari *verb-ing*, tapi fungsinya berbeda. Sedangkan *participle* bisa berfungsi *verb* (k. kerja), *adjective* (k. sifat), dan *adverb* (k. keterangan). Lihatlah perbedaan antara *gerund* dan *participle* berikut ini :

e. g : *Reading* is my habit since child
⇨ **Reading** adalah **gerund** sebagai subjek.
  The *dancing* girl is very strange
⇨ **Dancing** adalah **participle** sebagai adjective
  They are *vocationing* in side of the jungle.
⇨ **Vocationing** adalah **participle** sebagai verb

Adapun posisi *gerund* dalam kalimat sebagai berikut :
♦ Sebagai subjek
  e. g : Her *dancing* made me satisfied
♦ Sebagai direct object (objek langsung)
  e. g : I don't like *reading* a novel
♦ Sebagai object of preposition (objek dari k. depan)
  e. g : He is strong in *solving* a complex problem
♦ Sebagai subjective complement (pelengkap subjek)
  e. g : My habit every morning is *drinking* coffee
♦ Sebagai appositive (ket. tambahan)
  e. g : Prof. Masyuri's job, *stealing*, is glanced by police.
♦ Sebagai modifier (menerangkan kata lain)
  e.g : *Parking* area

PARTICIPLE

Participle ialah kata kerja dasar (V1) yang terbentuk dari *–ing/ed* yang berfungsi sebagai *adjective, verb,* atau *adverb*. *Participle* ini ada dua macam, yaitu : present participle dan past participle.

4. Present Participle

Present participle ialah *verb –ing* yang bisa memodifikasi (menerangkan) noun yang terjadi dalam beberapa posisi di dalam kalimat.

e. g : The *sewing* machine is out of order   *(adjective)*

He was *going out* of his school   *(verb)*

Studying hard, he passed the final exam   *(adverb)*

Adapun cara membentuk *verb-ing* sebagai berikut :

1. Jika berakhiran huruf –e, maka huruf tersebut dibuang lalu diganti –ing.

    e. g : write   -   writing   = menulis

           love   -   loving   = mencintai

2. Jika berakhiran huruf –ee, maka langsung ditambah –ing.

    e. g : see   -   seeing   = melihat

           agree   -   agreeing   = setuju

3. Jika berakhiran huruf –ie, maka huruf tersebut diganti –y lalu ditambah –ing.

    e. g : lie   -   lying   = berdusta

           die   -   dying   = meninggal

4. Jika berakhiran huruf –y, maka langsung ditambah –ing.

    e. g : buy   -   buying   = membeli

           study   -   studying   = belajar

5. Jika berakhiran huruf konsonan (selain h, w, x, y) yang didahului oleh satu huruf vokal, maka huruf konsonannya digandakan lalu ditambah –ing.

    e. g : run   -   running   = berlari

           hit   -   hitting   = memukul

           forget   -   forgetting   = melupakan

           admit   -   admitting   = mengakui

5. Past Participle

Past participle ialah kata kerja bentuk ketiga (V3) yang bisa memodifikasi (menerangkan) noun dalam beberapa posisi dalam kalimat.

e. g : He is a *spoiled* child   *(adjective)*

Dr. Smith has *tought* English enthusiastically   *(verb)*

Ravished a girl, he runs away   *(adverb)*

Adapun cara penambahan *–ed* sebagai berikut :

1. Jika berakhiran huruf –e, maka huruf tersebut dibuang lalu diganti –ed.

    e. g : recognize   -   recognized   = menganjurkan

           analyze   -   analyzed   = menganalisis

2. Jika berakhiran huruf –y yang didahului oleh vokal, maka langsung ditambah –ed.

    e. g : enjoy   -   enjoyed   = menikmati

     pray   -   prayed   = berdo'a

3. Jika berakhiran huruf –y yang didahului oleh konsonan, maka huruf tersebut diganti –i lalu ditambah –ed.

    e. g : study   -   studied   = belajar

           try   -   tried   = mencoba

4. Jika berakhiran huruf konsonan yang didahului oleh vocal, maka dibentuk dengan menggandakan konsonan tersebut lalu ditambah –ed.

    e. g : permit   -   permitted   = minta izin

          stop   -   stopped   = berhenti

6. Posisi Participle dalam kalimat

- Sebelum noun

  e. g : The *crying* baby is suffering from the heat
- Setelah noun

  e. g : The baby, *crying*, woke his mother
- Permulaan kalimat

  e. g : *Crying*, the baby woke his mother
- Setelah linking verb

  e. g : She seemed *worried*

INFINITIVE

    Infinitive ialah kata kerja bentuk dasar (V1) yang dibentuk dari tambahan *to* sebelumnya (*to + simple verb form*), meskipun *to* boleh dihilangkan ketika *infinitive* itu mengikuti kata kerja tentu, seperti : *let, help, make, have*, dan *verb of sense* (kata kerja yang berkenaan dengan perasaan atau rasa) seperti *see, watch, hear, feel*, dll.

e. g : Please let me (to) study here

    I made Joel (to) answer the letter

    I saw you (to) take the money

    Adapun fungsi *infinitive* dalam kalimat sebagai berikut :

1. Sebagai subjek

   e. g : *To* become a success need a big struggle
2. Sebagai subjective complement

   e. g : His hobby is *to* sing Pop songs
3. Sebagai direct object

   e. g : I don't want *to* go home now
4. Sebagai adjective

   e. g : That way is very important *to* form the good family

      ⇨ *To form the good family* menjadi sifat dari *important*
5. Sebagai appositive

   e. g : My job, *to* repair machine, makes my neighbour angry

ADJECTIVE CLAUSE

Adjective clause ialah dependent clause (anak kalimat) yang berfungsi sebagai adjective, yakni menerangkan noun atau pronoun. *Adjective clause* ini biasanya terletak setelah subordinate conjunctions atau relative pronoun, yaitu *who, whom, which, whose, that, why, when, where,* dll.

e. g : Krakatoa *which is a volcano on an Indonesia island* exploded
- ⇨ ***Which is a volcano on an Indonesia island*** menerangkan ***Krakatoa*** yang sebagai subjek.

Only scientists can explain the reason *why this disaster happened*
- ⇨ ***Why this disaster happened*** menerangkan ***the reason*** yang sebagai direct object.

Adapun penggunaan *relative pronoun* sebagai berikut :

a. Relative pronoun *'who/that'* untuk subjek orang
   e. g : The woman is Mrs. Aisyah. She bought an umbrella.
   - ⇨ The woman *who/that bought an umbrella* is Mrs. Aisyah
b. Relative pronoun *'whom/that'* untuk objek orang
   e. g : My father was dead two years ago. I buried him myself.
   - ⇨ My father *whom/that I buried myself* was dead two years ago
c. Relative pronoun *'which/that'* untuk subjek dan objek benda
   e. g : The cat is called 'si Manis'. It is under the table.
   - ⇨ The cat *which/that is under the table* is called 'si Manis'
   The novel is very interesting for me. You read it.
   - ⇨ The novel *which/that you read* is very interesting for me
d. Relative pronoun *'whose'* untuk keterangan milik (kepunyaan)
   e. g : Pak Shaleh always works harder every day. His son is still baby.
   - ⇨ Pak Shaleh *whose son is still baby* always works harder every day
e. Relative pronoun *'when'* untuk keterangan waktu
   e. g : Pak Abdullah returned from Surabaya. His wife picked him up all along in the station.
   - ⇨ Pak Abdullah returned from Surabaya *when his wife picked him up in the station*
f. Relative pronoun *'where'* untuk keterangan tempat
   e. g : That is a luxury house. Amin has been staying at that house.
   - ⇨ That is a luxury house *where Amin has been staying at*

NOUN CLAUSE

    Noun clause ialah subordinate clause (anak kalimat) yang digunakan sebagaimana noun. *Noun clause* ini berfungsi sebagai noun di dalam kalimat dan biasanya terletak setelah subordinate conjunctions atau relative pronoun, diantaranya : *who, whom, what, whose, that, whoever, whatever, when, where*, dll.

e. g : He noticed *her nervousness*   (noun)

          He noticed *that she was nervous*   (noun clause)

    Adapun posisi *noun clause* dalam kalimat sebagai berikut :

a. Subjek

His destination is a secret

Where he is going is a secret

b. Direct object

I know *his name*

I know *what his name is*

c. Indirect object

The club will give *the winner* a prize

The club will give *whoever* wins a prize

d. Subjective complement

This is *my opinion*

This is *what I think*

e. Objective complement

She will name him *John*

She will name him *whatever* she wants to

f. Object of preposition

She worried about *his health*

She worried about *how ill he was*

g. Object of infinitive

John asked her to read *the essay*

John asked her to read *what he had written*

h. Object of gerund

Knowing *English* is very useful to him

Knowing *that he is here* is a comfort to me

i. Object of participle

Remembering *her remark*, I was careful to be on time

Remembering *what she said*, I was careful to be on time

j. Appositive

One problem, *his incompetence*, will be hard to deal with

One problem, *that he is incompetence*, will be hard to deal with

ADVERB CLAUSE

Adverb clause ialah dependent clause (anak kalimat) yang digunakan sebagai adverb. Adverb clause ini dapat menerangkan verb, adjective, adverb, ataupun kalimat. Antara *main clause* (induk kalimat) dan *subordinate clause* (anak kalimat) dihubungkan oleh *subordinating conjunctions*.

e. g : John went home *early*　　　　　　　　　　(adverb)
　　　John went home *as soon as he could*　　　(adverb clause)

Adapun *subordinating words* dalam adverb clause sebagai berikut :

After	even if	since
Although	even though	so that
As	for fear that	so....that
As if	if	such....that / .....such that
As/so long as	in order that	supposing (that)
As soon as	no matter if	than
Because	on condition that	though
Before	provided (that)	unless
Until	when	where
Whatever	whenever	wherever
Whether	while	

Macam-Macam *adverb clause* menurut arti dari kata penghubungnya, yaitu :

1. Time : *when, whenever, while, since, after, before, until, as*.
    Abraham Lincoln maintained great interest in legal studies *when* he was president.
    He read law books *whenever* he had the change.
    He even read *while/as* he conducted cabinet meetings.
    He had wanted to be a lawyer *since* he was a young boy.
    He worked as a lawyer *after* he finished hes education.
    He was a member of the legislature of his state *before* he became president.
    He maintained his interest in law *until* he was assassinated.

2. Place : *where, wherever*.
    I have always lived *where* I was born.
    We will meet *wherever* the committee dicides.

3. Manner : *as, as if*
    I will do *as* I have been instructed.
    He acted *as if* he owned the place.

4. Comparison : *as, than.*
    I don't swim *as* well as he does.
    However, I swim better *than* she does.

5. Reason, cause, purpose : *as, because, so that, in order that, for fear that, since*.
   As/since you have already studied that chapter, it will not be necessary to read it again.
   It will not be necessary to study that chapter *because* you have already read it.
   The instructions are to read that chapter *so that* we will be prepared to take the examination.
   I read that chapter *in order that* I might be prepared to take the exam.
   I read that chapter several times *for fear that* I might not be prepared for the examination.
6. Result : *so....that, such....that, ...such that*.
   The book was *so* interesting *that* I read it in one evening.
   It was *such* an interesting book *that* I read it in one evening.
   His skill was *such that* he solved the problem very rapidly.

7. Condition : *if, whether, unless, provided (that), on condition that, as/so long as, supposing (that)*.
   He will sign the contract *if* it is satisfactory.
   He will sign the contract *wheter* it is satisfactory or not.
   He will not sign the contract *unless* it is satisfactory.
   He will consider it, *provided that* all his conditions are met.
   He will sign the contract *on condition that* he be allowed to consult his wife.
   He will sign the contract *as long as* his wife has no objections.
   Supposing he signs the contract, will it take effect immediately?

8. Contrast, concession : *although, though, even though, no matter if, while, even if, wherever, whenever, as much as, whereas*.
   Although/though I had a slight handicap, I was an ambitious student.
   My grades were always excelent, *even though* I was often absent.
   I wanted to excel in everything, *no matter if* it cost me extra effort.
   While I made many friends in the class, I had to learn on my own.
   I always passed all the tests, *even if* I needed more time than the others.
   Whenever I spoke, they always listened patiently.
   As much as I needed special attention, people were always helpful.
   Whereas a handicap can be an obstacle, to me it was a reason for trying harder.

Do what you wish for preparing your life in the next future
Though all Start is difficult and meet some obstacles in front

because Allah said,
" Allah never changes people's condition if they never change
themselves"