

## TUGAS TUTORIAL KE-1

### SOAL NO. 1

**Bacalah percakapan di bawah ini. / *Please read the conversation below.***

Helen: Hey, Jane!

Jane: Oh hey, I didn't see you there. Did you already get a table?

Helen: Yeah, right over here.

Jane: I'm glad we had time to meet up.

Helen: Me too. So, what's going on?

Jane: Oh, not much. You?

Helen: Not much. Hey, how did your interview go? Wasn't that today?

Jane: Oh, yeah. I think it went well. I don't know if I got the job yet, but they said they would call in a few days.

Helen: Well, I'm sure you did great. Good luck.

Jane: Thanks. I'm just happy that it's over. I was really nervous about it.

Helen: I can understand that. I get nervous before interviews, too.

Jane: Well, thanks for being supportive. I appreciate it.

Helen: Sure, no problem.

### **Pertanyaan / Questions**

1. Identifikasi ragam bahasa apakah yang digunakan dalam percakapan tersebut dan jelaskan alasannya. / *Identify what style of language used in the conversation and explain your answer.*
2. Identifikasi topik percakapan tersebut. / *Identify the topic of the conversation.*

## SOAL NOMOR 2

Perhatikan gambar di bawah ini. / *Please look at the picture below.*



Anggaplah gambar tersebut adalah tempat kerja Anda. Tulislah sebuah paragraf deskripsi singkat dalam bahasa Inggris mengenai tempat kerja tersebut sebanyak kurang lebih 100-200 kata. / *Imagine it is a picture of your office. Write a descriptive paragraph about the place in 100-200 words.*

Gunakan poin-poin berikut sebagai acuan Anda dalam menulis: / *Use these points as your guidelines when writing:*

- Kalimat utama / pengantar / *introduction*
- Lokasi kantor / *location of the office*
- Hal menarik yang ada di ruang kerja / *interesting features of the office*
- Perasaan atau kesan Anda terhadap ruang kerja / *what you feel about the office*

### SOAL NOMOR 3

**Perhatikan memo bawah ini. / *Please read the memo below.***

To: All Employees  
From: Manager  
Date: 4 August 2021  
Subject: Invitation to Attend Farewell Ceremony

This is to inform you that the farewell ceremony in honour of Jesse Carrillo, Marketing Manager, is going to be held at 10 a.m. on the 25th of August in Conference Room A. He is leaving us after 12 years of dedicated service. All staff are requested to attend the ceremony without any exception.

Thank you and see you at the ceremony.

Best,  
Jonathan Stewart  
Manager

### **Pertanyaan / Questions**

Please identify:

- a. the sender of the memo,
- b. for whom the memo is for, and
- c. what the memo is about.

### SOAL NOMOR 4

Anda tertarik untuk mengikuti kompetisi My City Got Talent tetapi tidak dapat menemukan informasi di mana formulir bisa diunduh. Tulislah sebuah email berdasarkan situasi tersebut sebanyak 50-100 kata yang berisi:

- *Salutation*
- Pembuka
- Isi
- Penutup

*You are interested in applying for the My City Got Talent competition but you could not find the information about where you can download the forms. Write an email based on that situation in 50-100 words by including:*

- *Salutation*
- *Introduction/Opening*
- *Content / body email*
- *Closing / Sign off*