

**TUGAS 1**  
**PUST4422/BAHASA INGGRIS UNTUK PUSTAKAWAN 11**



Nama : Sakinah Hani Wafiqoh  
NIM : 049069235  
Program Studi : S1 Ilmu Perpustakaan  
UPBJJ-UT : Bandar Lampung

**Fakultas Hukum, Ilmu Sosial, dan Ilmu Politik**  
**Universitas Terbuka**  
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## TASK

Anggaplah diri anda seorang pustakawan pada perpustakaan yang memiliki banyak pemustaka internasional. Buatlah rangkaian percakapan antara pustakawan dengan pemustaka, menggunakan bahasa inggris. Percakapan tersebut terdiri dari:

1. *Introducing yourself and greeting visitors!*
2. *Asking for personal information from library user!*
3. *Explaining library's rules and regulation!*

## ANSWER

The dialog between Sakinah, an administrative assistant and Hana, a university student in the library.

Sakinah : Good morning. What can I do for you?

Hana : Good morning Ma'am. My name is Hana. I would like to register as a new member in this library.

Sakinah : Certainly, Miss Hana. I am Sakinah, the administrative assistant here. I am happy to help you with registration process. What is your current occupation?

Hana : I am a university student.

Sakinah : May I know where do you study?

Hana : I am studying at University of Merdeka.

Sakinah : Do you have a ID card or your student ID card?

Hana : Yes, I have.

Sakinah : May I see it to entry the data to our system and copy of it for our record?

Hana : Sure, go ahead (handing the student ID card).

Sakinah : Thanks, Miss Hana. (making a copy of the card).  
Here is the new applicant form. Please complete the name, date of birth, address, telephone and email, current occupation, and educational background. Afterwards, sign the form on the right below. Don't forget to write the date of registration.

Hana : Alright Ma'am. (filling the form)

(A few minutes later)

Sakinah : Miss Hana, here is your student ID Card. (handing the card). Is everything okay so far?

Hana : Hmm .... I am actually a bit confused, for the address. Is it the address I currently live now or my hometown address?

Sakinah : I am sorry, are you not living together with your parents?

Hana : No, I don't. I live far from my parents. I live here now, close to University of Merdeka.

Sakinah : Alright, you can write your home address.

Hana : Oke Ma'am. (completing the form). Here you go.

Sakinah : Thank you. Here is our information sheet for new members. You can find all the information you need in the regards to loans and the returns, rules and regulations in the library and library floor plan. Meanwhile you read the information sheet, I'll take the registration form to the office and print the card for you. Then we'll proceed to the payment. Would you mind to waiting for a few minutes?

Hana : Yes, it's okay. I'll wait for you while reading the information sheet.

(A few minutes later)

Sakinah : Hello Miss Hana. Thank you for waiting. Here's your new library card that you can use from now.

Hana : Thank you Ma'am.

Sakinah : Now we'll proceed to the payment. The fee for registration and making a new member card is IDR 10,000.00

Hana : Okay. (giving the money).

Sakinah : Thank you very much. Is there anything else you want to ask about the information you have just read?

Hana : Yes, Ma'am. I would like to ask about returning books. If I borrow five books and then I have finished one of them, can I return it, or do I have to wait for all five books to be finished?

Sakinah : You can return one book that you have finished, without you have to finish all of them.

Hana : I see. Thanks for your explanation Mrs. Sakinah.

Sakinah : You're welcome. Is there anything else that you want to ask?

Hana : What if when I return the book, I forget or don't bring my membership card?

Sakinah : I think, based on our library regulations, you can show your other valid identity card.

Hana : Alright. Once again, thanks for your explanation Ma`am.

Sakinah : It`s my pleasure.

Hana : Okay Ma`am. See you

Sakinah : See you.

## **Sumber Referensi**

Halimi, S. S. (2022). Bahasa Inggris untuk Pustakawan. Edisi 2. Tangerang Selatan: Universitas Terbuka