

REMEDIAL ENGLISH II

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CHAPTER IV Writing Communication Paragraph for Business English

Business communication through writing plays an essential role in both formal and informal settings. Whether writing a letter or an email, it's critical to use the proper tone, clarity, and structure to ensure professional and effective communication. The paragraph writing in Business English involves focusing on clarity, purpose, tone, grammar, and formality.

There are two levels of tone in writing: formal and informal.

- Formal writing avoids contractions (e.g., "you're", "won't"), slang, or abbreviations and uses more complex and structured sentences. It is often used in first-time interactions, official requests, complaints, or formal reports.
- Informal writing is more conversational, relaxed, and suitable for colleagues or contacts with whom the writer has an established relationship.

Furthermore, the method of communication—email or letter—should be chosen appropriately. While emails are more commonly used today due to their speed and convenience, letters are still relevant in some official or specific scenarios.

Before sending, all written communication should be thoroughly checked for spelling and grammatical accuracy. Using correct language helps build credibility and professionalism. This chapter also highlights how to construct a well-written business paragraph using clear and concise language, such as the tourism-based example titled "*Fabulous Changes of Bandung City.*"

CHAPTER V Telling Time

Time is a fundamental concept in English that governs our daily lives, such as school, work, appointments, and events. The chapter begins by distinguishing how to ask the time:

- *American English*: “What is the time?”
- *British English*: “What time is it?”

The units of time are defined in a sequence: seconds, minutes, hours, days, weeks, months, years, decades, centuries, and millennia.

When telling time:

- American Format: Uses numerical reading.
Example: 07:23 = “It is seven twenty-three.”
- British Format: Uses relational phrases.
Example: 07:23 = “It is twenty-three minutes past seven.”

Rules and expressions in telling time:

- Use "past" when minutes are between 1–30.
(e.g., 4:15 = a quarter past four)
- Use "to" when minutes are between 31–59.
(e.g., 4:45 = a quarter to five)
- Use "o'clock" for exact hours (e.g., 6:00 = six o'clock).
- Use "a.m." for morning (00:00–11:59), and "p.m." for afternoon/evening (12:00–23:59).

Common dialogues are included to show practical examples such as checking the time, making restaurant reservations, and discussing payment schedules.

CHAPTER VI Time Expressions and Tenses

This chapter discusses how time expressions are integrated with different tenses in English. Using the correct time phrase enhances the clarity and accuracy of a sentence.

1. Time Expressions with Present Simple Tense:

Used for routines or habits.

Examples:

- “I go jogging every morning.”
- “She always studies at night.”

2. Present Continuous Tense:

Used for actions happening at the moment.

Examples:

- “He is working right now.”
- “She is cooking today.”

3. Past Tense:

Describes completed actions in the past.

Examples:

- “We met yesterday.”
- “They moved two weeks ago.”
- “He joined the company last year.”

4. Future Tense:

Describes actions that will happen.

Examples:

- “They will visit us next week.”
- “I will graduate in 2026.”
- “He will have finished the job by tomorrow.”

5. Weekend Expressions:

- *British*: “at the weekend” or “at weekends”
- *American*: “on the weekend” or “on weekends”

6. Time of Day:

- In the morning, in the afternoon, in the evening, at night.
- (Correct usage: “at night” not “in the night”)

The chapter emphasizes that mastering time expressions is essential for correct grammar and for expressing when actions happen.

CHAPTER VIII Hotels, Rooms, and Accommodation

This chapter introduces key vocabulary and common phrases used in hotel reservations, checking-in, and checking-out scenarios. Learning these expressions is especially valuable for travel, tourism, and customer service industries.

Useful phrases for booking a hotel:

- “Do you have any vacancies?”
- “Is breakfast included?”
- “Do you offer a shuttle service?”
- “How much is the room per night?”
- “Can I have a room with a sea view?”

Reservation Dialogue Example:

- Making a reservation by phone involves giving your name, check-in and check-out dates, room preferences, and credit card information.
- Example:
Client: “I’d like to make a reservation for the third weekend in September.”
Receptionist: “Do you prefer a double bed or twin beds?”

Check-in Dialogue:

- On arrival, the guest confirms the booking, receives the room number and key, and is informed about services like breakfast, Wi-Fi, or room service.
- Guests can ask: “What time is check-out?” or “How do I get to my room?”

Check-out Dialogue:

- The guest settles the bill (e.g., minibar charges), may request the shuttle to the airport, and provides feedback.
- Example:
Guest: “How much is the minibar bill?”
Receptionist: “\$37.50, sir.”