

Modul Perkuliahan
Mata Kuliah: Bahasa Inggris



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General English for non-English students

Pengantar

Pembelajaran Bahasa Inggris, khususnya di program S1 FIP UNY, memiliki karakteristik tersendiri karena mata kuliah bahasa Inggris sebagai mata kuliah umum (MKU), dan biasanya mahasiswa sudah pernah belajar Bahasa Inggris sebelumnya, yaitu di tingkat SLTP dan SLTA sehingga diasumsikan bahwa mereka sudah pernah tahu dan menguasai kaidah-kaidah dasar Bahasa Inggris yang meliputi *English basic skills* atau kemampuan dasar bahasa Inggris (*Speaking, reading, writing dan listening*) dan mempunyai bekal konsep tentang *English component* atau unsur-unsur yang ada dalam bahasa Inggris (*Vocabulary, Grammar/structure, dan pronunciation*). Hanya saja mungkin pengetahuan-pengetahuan tentang kaidah-kaidah Bahasa Inggris tersebut masih perlu diluruskan, ditata secara sistematis dan dikembangkan lebih lanjut.

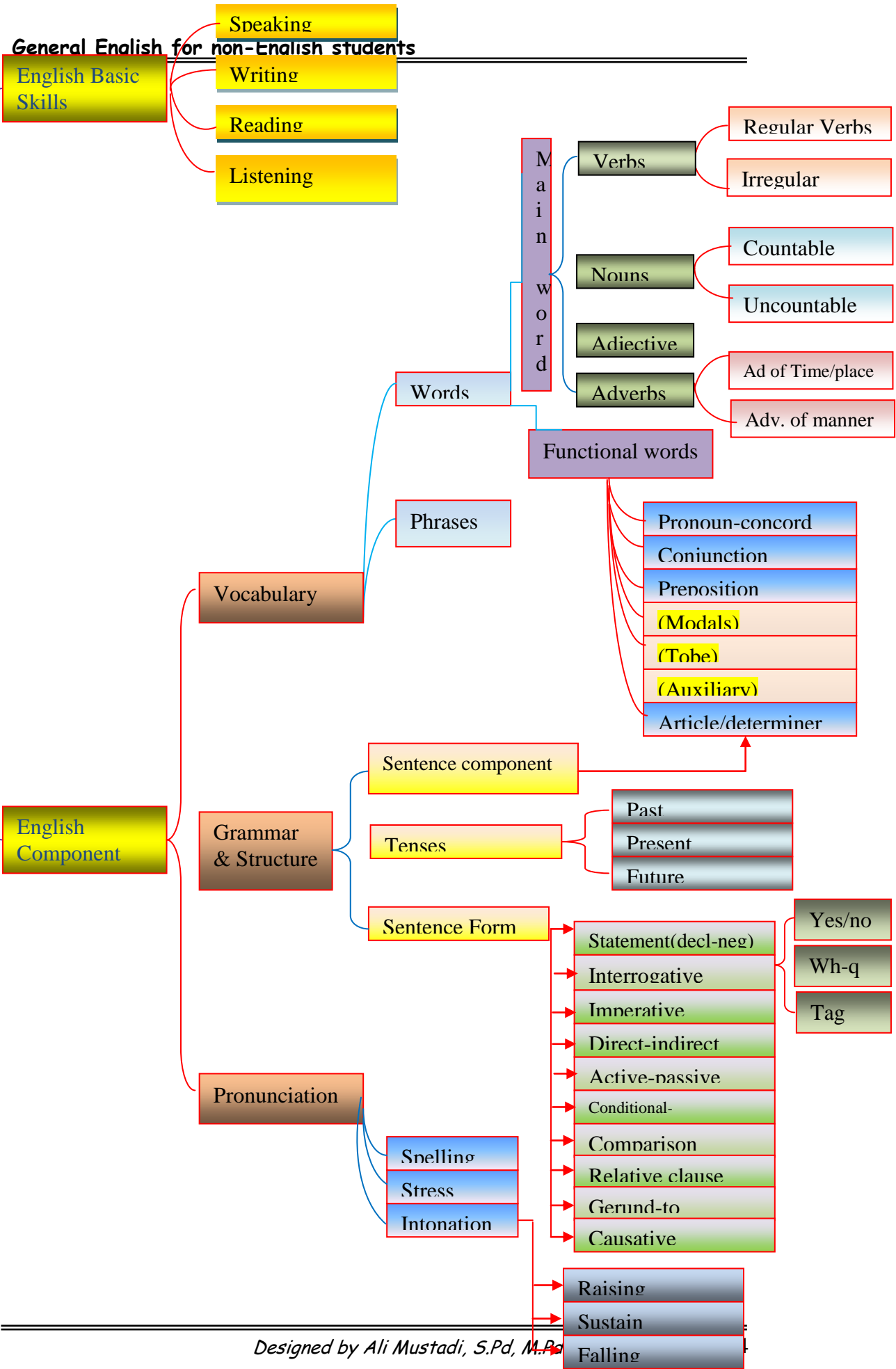
Dalam proses pembelajaran bahasa Inggris tentunya perlu kiranya untuk terus dilakukan penataan kembali pola pemahaman dan juga materi atau bahan ajar bahasa Inggris secara sistematis dalam bentuk skemata atau konsep-konsep yang lebih simple dan mudah untuk dipahami, karena mengingat karakteristik mahasiswa FIP yang bukan mahasiswa program bahasa sehingga diperlukan desain materi yang lebih sederhana

Modul ini memuat ringkasan materi bahasa Inggris dengan didikuti latihan-latihan soal yang disusun secara sederhana dan sistematis menurut kaidah-kaidah gramatika Bahasa Inggris tertentu, yang dianggap esensial sebagai dasar untuk mengembangkan ketrampilan bahasa lisan maupun tulisan (**spoken / written**) seperti pola-pola dasar kalimat bahasa Inggris, words, phrases, , clauses, tenses, gerunds and present participles, conditional sentences, determiners, passive voice, reported speech, dan verb patterns, etc.

RUANG LINGKUP MATERI

<p>A. Word level:</p> <p>1. Words</p> <p>A. Content words:</p> <p>1. Verbs:</p> <ul style="list-style-type: none">- Regular verbs- Irregular verbs:<p>1. Full verbs</p><p>2. Nominal verbs (tobe, auxiliary)</p> <p>2. Noun</p> <ul style="list-style-type: none">- Countable noun- Uncountable noun <p>3. Adjective</p> <p>4. Adverb</p> <p>B. Functional words ex.</p> <p>Conjunction, preposition, determiner, pronoun, etc.</p> <p>C. Modals</p> <p>D. Countable-uncountable noun (some, any, a lot of, much, many)</p> <p>2. Letters:</p> <p>Alphabet (consonant, vowel/vocal, diphthong) and number (soelling – pronunciation)</p> <p>3. Phrases:</p> <ul style="list-style-type: none">- Noun Phrases	<p>B. Sentence level (simple, compound, complex):</p> <p>1. Self introduction (written and spoken)</p> <p>2. Tenses</p> <p>a) Past tense</p> <p>b) Present tense</p> <p>c) Future tense</p> <p>3. Active-passive</p> <p>4. Degree of comparison</p> <p>a) Positive / neutral</p> <p>b) Comparative</p> <p>c) Superlative</p> <p>5. Types of question</p> <p>a) Yes / no question</p> <p>b) Wh -question</p> <p>6. Direct-indirect speech</p> <p>7. Conditional sentences</p> <p>a) Type 1</p> <p>b) Type 2</p> <p>c) Type 3</p> <p>8. Gerund-to infinitive</p> <p>9. Affixes and derivation</p> <p>10. Relative clause</p> <p>11. Causative</p>
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General English



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1. Alphabet and Words

- A. Alphabet and number (consonant, vowel/vocal, diphthong) and number
(spelling – pronunciation)

1. Consonant sounds:

Symbols	Key words	Phonetic writing
/ p /	<i>Part</i>	/ pa: t /
/ b /	<i>bed</i>	/ bɛd /
/ t /	<i>tell</i>	/ tɛl /
/ d /	<i>dark</i>	/ da:k /
/ k /	<i>cat</i>	/ kæt /
/ g /	<i>gap</i>	/ gæp /
/ f /	<i>ferry</i>	/ fɛrɪ /
/ v /	<i>very</i>	/ vɛrɪ /
/ θ /	<i>thigh</i>	/ θaɪ /
/ ð /	<i>the</i>	/ ðə /
/ s /	<i>sea</i>	/ si: /
/ z /	<i>zoo</i>	/ zu: /
/ ʒ /	<i>shoe</i>	/ ʒu: /
/ ʒ /	<i>rouge</i>	/ ru:ʒ /
/ h /	<i>head</i>	/ hɛd /
/ tʃ /	<i>chain</i>	/ tʃeɪn /
/ dʒ /	<i>jane</i>	/ dʒeɪn /
/ m /	<i>man</i>	/ mæn /
/ n /	<i>name</i>	/ neɪm /
/ ŋ /	<i>sing</i>	/ sɪŋ /
/ l /	<i>lap</i>	/ læp /
/ r /	<i>red</i>	/ rɛd /
/ w /	<i>wet</i>	/ wɛt /
/ y /	<i>yes</i>	/ yɛs /

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2. Vowel sounds

Symbols	Key words	Phonetic writing
/ i: /	<i>see</i>	/ si: /
/ I /	<i>sit</i>	/ sIt /
/ ε /	<i>set</i>	/ set /
/ æ /	<i>sat</i>	/ sæt /
/ ə /	<i>ahead</i>	/ əhed /
/ ə: /	<i>bird</i>	/ bə: d /
/ a: /	<i>father</i>	/ fa:ðə /
/ Λ /	<i>love</i>	/ lΛV /
/ o /	<i>hot</i>	/ hot /
/ o: /	<i>naughty</i>	/ no:tI /
/ U /	<i>pull</i>	/ pUł /
/ ú: /	<i>food</i>	/ fu: d /

3. Diphthong sounds:

Symbols	Key words	Phonetic writing
/ eI /	<i>day</i>	/ deI /
/ oU /	<i>so</i>	/ soU /
/ aI /	<i>high</i>	/ haI /
/ aU /	<i>cow</i>	/ kaU /
/ oI /	<i>boy</i>	/ boI /
/ Iə /	<i>here</i>	/ hIə /
/ εə /	<i>there</i>	/ ðεə /
/ Uə /	<i>your</i>	/ yUə /
/ oə /	<i>yours</i>	/ yoəs /

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4. Number:

Symbols / words	Symbols / words	Symbols / words
1 / one /	11 / eleven /	1 st / first /
2 / two /	12 / twelve /	2 nd / second /
3 / three /	13 / thirteen /	3 rd / third /
4 / four /	14 / fourteen /	4 th / forth /
5 / five /	15 / fifteen /	5 th / fifth /
6 / six /	16 / sixteen /	
7 / seven /	20 / twenty /	
8 / eight /	21 / twenty one /	
9 / nine /	30 / thirty /	
10 / ten /	100 / one hundred /	
	1000 / one thousand /	
	1jt / one million /	
	1m / one billion /	

B. Content words:

1. Verbs:

a- Regular verbs (----+ed)

Infinitive/to inv.	Verb 1 (+s/es)	Verb 2	Verb 3	V-ing
Walk	Walk <u>s</u>	Walked	Walked	Walking
Love	Lov <u>e</u> s	Loved	Loved	Loving
Study	Studi <u>e</u> s	Studied	Studied	Studying

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b- Irregular verbs:

1. Full verbs

Infinitive/to inv.	Verb 1 (+s/es)	Verb 2	Verb 3	V-ing
Go	<u>G</u> oes	Went	Gone	Going
Write	Wri <u>t</u> es	Wrote	Written	Writing
Sing	Sings	Sang	Sung	Singing
Bring	Brings	Brought	Brought	Brought
Read	Read	Read	Read	Read
Cut	Cut	Cut	Cut	Cut
Put	Put	Put	Put	Put

2. Nominal verbs: (tobe, auxiliary)

Infinitive/to inv	Verb 1 (+s/es)	Verb 2	Verb 3	V-ing
to be	am, is	was	been	being
aux-do	do/does	did	done	doing
aux-have	has/have	had	had	having
aux-modals/ operator verb	can/will/ shall/may have/has to must	could/would/ should/might had to must	could/would/ should/might had to must	- - - -

2. Noun:

Class	symbol	examples
- Countable noun	N	Chair, girl, house, student
- Uncountable noun		Water, ink, milk, hair, salt, sugar, sand, ice, fruit, beef, spaghetti, butter, jam, ham, beer, wine, tea, coffee, lemonade, honey, bread, coal, petrol, gas, oil, etc.

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3. Adjectives :

Class	symbol	Examples
Adjective	Adv/Av	Beautiful, easy, good, high, big, clean, smart, rich

4. Adverbs :

Class	symbol	Examples
Adverb:	Adv/Av	
- Adverb of time		Now, tonight, morning, yesterday
- Adverb of manner		Slowly, clearly, fast, frankly, hurriedly, beautifully, completely, etc
- Adverb of place		There, here

C. Functional words ex. Conjunction, preposition, determiner, pronoun, etc.)

Class	Symbol	Examples
- Determiner	d	The, a, an, this, that, some, any, all, many
- Pronoun	Pn	They, we, I, you, he, she, it, them, us, me, his, her, someone
- Preposition	P	On, in, at, of, to, from, for, before, under, by
- Conjunction	Cj	And, or, but, if, when, because, so, etc.
- Interjection	Ij	Oh, ah, hey, ugh, ooh, etc.
- Enumerator	e	One, two, first, second, etc.

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2. Applying words on sentences of self introduction

SELF INTRODUCTION

1	Greetings	Good morning Hallo Hi
2	Addresses	The honorable... Ladies and gentleman,... Everybody/everyone,..... Guys Honorable Distinguished guests Dear brother and sisters
3	Opening	It is nice to be here
4		Let me introduce myself... Allow me to introduce myself...
5	Name	My complete name is My call name is You can call me./ my friends usually call me.....
6	Origin	I come from I am from
7	Place and date of birth	I was born in (name of month) I was born on (name of the day)
8	Address	I live in (name of the city/place) I live at (street– number)
9	Marital status	I am Single / married man/woman
10	Educational status	I study My latest education is.... I was graduated from.....
11	Nationality	I am Indonesian
12	Occupation/profession	I am a teacher I teach at..... I work at
13	Hobby	My hobby is / are
14	Interest	I am interested in
15	Telephone number	0274/081.....
16	Religion	I am a moslem, Christian....
17	Spouse' name	My wife/husband's name is
18	Name of children	My son /daughter's name is.....
19	Pre-closing	It is nice to see you
20	Closing	See you Bye

2. Pola Dasar Kalimat Bahasa Inggris

Setiap kalimat harus mempunyai **Subject** dan **Predicator** , dan mempunyai tiga arti :

1. *Subject melakukan suatu perbuatan*
2. *Subject dalam suatu keadaan atau dikenai suatu perlakuan*
3. *Menggambarkan adanya sesuatu pada suatu tempat atau waktu.*

Subject	Predicator
<i>Kata Ganti:</i> (Pronouns) I You They, We He, She, It ... who, which/that	Am kt. Sifat/Adjective Is kt. Benda/Noun Are + kt. Ket/Adverb <i>atau</i> Kelompok preposisi Was V-ing Were V 3 To infinitive
<i>Kata Benda :</i> (Nouns) Students, Children Water, Education	will, can, may, must would, could, should + infinitive
<i>Kel. Kt. Benda:</i> (Noun phrases) A new method The spirit of the people The women who work there	have object/Noun has + V 3 had to infinitive V 1 (s/es) V 2
<i>Gerund:</i> Smoking Writing a thesis	

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<i>To infinitive:</i> To study English To be a good teacher <i>Subclause Benda (noun Clauses):</i> That education determines one's future Where the mysterious girl lives Weather they are coming or not	
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Example:

- I. A. The new students were happy.
They are the best military officers.
The chairman was in his office.
I am reading a news report.
He is given more chances.
We are to finish the work as soon as possible.
There are a lot of crimes in this country.
It is important to study history.
- B. They have done the research laboriously.
has
had
She has been absent for three days.
- C. We will leave the day after tomorrow.
must
can
could
They will be very happy.
- II. The members agree to the idea.
Our manager lives out of town.
The guests left this morning.

2. [(Adv) – Subject – Predicate – (Object/Complement) – (Adv)]

1. Today many homes have got television and computers.
2. The local people frequently use boats for transportation.
3. The bride's room is beautifully decorated.
4. In this country justice remains an abstract conception.
5. As the bag was very heavy, she could not carry it.
6. Living in the country, they can enjoy a peaceful life.
7. To get a maximum result, the patients are to do exercise as required.
8. To overcome the angry mob proved difficult
9. Some students like playing truant
10. They wanted to leave although it was raining hard

3. HAVE

1. The rich man has some big house
2. I usually have some bread for my breakfast
3. She has a glass of orange juice every morning
4. The guests have gone
5. We have to consult our supervisor
6. They will have a party this Saturday
7. You can have a rest now
8. a. I will have my car repaired
b. I will have the children work harder

Exercise 1 :

Find the **Subject – Predicate** construction in the following sentences

1. Each developmental stage is carefully observed by experienced architects.
2. Caring mothers usually use soft skin powder their babies.
3. In big cities student's living cost is very high.

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4. It is very interesting to watch the changing color of the sea at sundown.
5. Some scientists believe that there are extremely intelligent creatures in other planets.
6. It is beneficial for the government to have some self-supporting regions.
7. These specially equipped planes can fly to a speed of 1,500 miles an hour.
8. Some people catch the long-nosed crocodile for food.
9. There are unbreakable kitchen utensils.
10. The Earth's station receives signals from Unidentified Flying Objects.
11. The dogs are trained to detect the smell of the drinks.
12. Poets usually find inspiration in the still of the night.
13. A psychological approach to the problem seems more effective.
14. Much fertile land forming the main food supplier is changed into settlement.
15. As a young generation they should have the will to develop.
16. Not every one agreed to his ideas stated inn the meeting.
17. The government's attempt to improve socio-economics condition of the people were not successful.
18. We need more expert who can assist us in the development of science and technology.
19. Most of the guests invited to the party were the rich.
20. Some crucial and complicated world problems existing at present may bring about World War III.

Exercise 2.

Make simple sentences of your own using the basic patterns you've just studied.

4. Making QUESTIONS AND NEGATIVES

- I. A. _____ The new students were happy.
They are the best military officers.
The chairman was in his office.
I am reading a news report.
He is given more chances.
We are to finish the work as soon as possible.
There are a lot of crimes in this country.
It is important to study history.

- B. _____ They have done the research laboriously
Has
had
She has been absent for three days.

- C. _____ We will leave the day after tomorrow.
must
can
Could
They will be very happy.

- II. The members agree to the idea.
Our manager lives out of town.
The guests left this morning.

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III. Subject Questions

Who took my dictionary? ----- → John did/took your dictionary.

S

What happens?

Which car moves the fastest?

How many people attended the meeting?

5. The Pronoun 'IT'

1. Referring to an object mentioned before;

I saw a movie last night. It was very interesting. I enjoyed it very much.

2. Meaning *time, day, date, month, year, weather, climate, seasons and situation*:

It was 6 o'clock in the morning.

It is cloudy today.

It was Friday, 17 August 1945.

3. Formal/Impersonal/Preparatory/Meaningless:

It is important to study history.

It is true that education determines one's future.

It is no use crying over spilt milk.

It takes us twenty minutes to get to the airport.

It is hoped that the economy will be better next year.

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Exercise 4.

Read the passage below and study the use of the pronoun it in the passage.

It is that coal, oil and gas are badly needed for industries. Thousands tons of these fuels are used daily. But their supplies may not last for a century. It has been necessary for men to find something to take their place. And scientist believed that it is possible to get energy from something other than these fuels. Then what it will be?

Look at the sun. Though very far away from the earth. It is said that each day it pours several thousand times as much energy as men use. It has been estimated that enough energy falls in the square miles of the Arizona desert in one day to run all the industries in the country for a day and night.

In a way, the energy that sun gives is unlimited, and it is free to obtain. But it a pity that the equipment needed to capture the sun's energy is still very expensive. The sun energy can be used to create very high temperatures that can melt metals. It will be possible for men to cook dinner on a stove that used the heat of the sun. the energy can also be used In telephone communication. Space travel and farming.

But how to make the sun's energy continues seems to be one of the great problems. But once the problems are solved, the supply of energy will haven limit.

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6. NOUN PHRASES

World *Health* Organization

1. [(determiner – Headword)]

a book
the country
this child
our house
some equipment

2. [(det) – adjective – H]

O Si A S C O M P

a *good* book
the *rich* country
this *naughty* child
modern equipment
a completely *different* technique *a*
a *young* *talented* artist

3. [(det) – verb+ing – H]

a. *a* *reading* book
the *opening* ceremony
b. *a* *developing* country
a slowly *moving* train

4. [(det) – verb 3 – H]

a *revised* edition
the *estimated* cost
that *fallen* tree
corned beef
this specially *equipped* plane

5. [(det) – noun – H]

the *bus* station
a *call* girl

6. [(det) – H – prepositional phrase]

the colour *of* *the* sea
the people *in* Java

7. [(det) – H – verb+ing]

the man *sitting* *at* *the* corner
people *traveling* long distances

8. [(det) – H – verb 3]

things *made* *in* Japan
some novels *written* *by* Kristy

9. [(det) – H – to infinitive]

a. much work *to* *do*
b. many experts *to* *assist* *us*

10. [(det) – H – adjective]

something *important*
parents *interested* *in* *the* program

11. [(det) – H – adv/number/NP]

youth *today*
page *16*
Alexander *the* Great

12. [(det) – H – relative clause]

- the man *who is sitting at the* corner
- things *which are made in* Japan
- many experts *who are to assist* us
- parents *who are interested in* the program

Ket: Penjelasan rule no 2

O Si A S C O M P

O : Opinion

Si : Size

A : Age

S : Shape

C : Colour

O : Origin

M : Material

P : Purpose

Posisi dan Fungsi NOUN PHRASES

A. Sebagai Subjek

1. **The lessons** begin at 7 a.m and finish at 1 p.m.
2. **Things made in Japan** are very popular everywhere.
3. There is always **something** new.
4. **The issue which we will discuss** is very important.

B. Sebagai Objek

1. Many people suffer from **mental disturbance** nowadays.
2. They gave **some help to the refugees**.
3. The doctor will cure **his broken legs**.
4. We need **experts who can assist us in the development of modern technology**.

C. Sebagai Pelengkap Predikat (complement)

1. Mount Merapi is a **smoking volcano**
2. The committee considers it **a sound plan**.
3. It is **a good thing** to be on time.
4. Religion, race, and education are **some difference that are known**.

D. Sebagai keterangan (bersama preposisi)

1. The tourists went *to* **the beach** by bus.
2. There will be economics recession *in* **the following year**.
3. *With* **some knowledge of English** they can easily get jobs.
4. The questionnaires are sent *to* **the university from which they graduate**.

E. Sebagai Bagian dari Frasa Benda yang lebih luas

1. All the passengers of **the wrecked ship** were hopeless.
2. It is a crucial period in **a child's growth**.
3. The careless exploitation of **our natural resources** is a great loss.

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F. **Berdiri sendiri** (sebagai judul buku, makalah, artikel, dsb)

1. A Smiling General.
2. The Sound of Music

Exercise 5.

Find the noun phrases in the following sentences.

1. Each developmental stage is carefully observed by experienced architects.
2. Caring mothers usually use soft skin powder their babies.
3. In big cities student's living cost is very high.
4. It is very interesting to watch the changing colour of the sea at sundown.
5. Some scientists believe that there are extremely intelligent creatures in other planets.
6. It is beneficial for the government to have some self-supporting regions.
7. These specially equipped planes can fly of a speed of 1,500 miles an hour.
8. Some people catch the long-nosed crocodile for food.
9. There are unbreakable kitchen utensils.
10. The Earth's station receives signals from Unidentified Flying Objects.
11. The dogs are trained to detect the smell of the drinks.
12. Poets usually find inspiration in the still of the night.
13. A psychological approach to the problem seems more effective.
14. Much fertile land forming the main food supplier is changed into settlement.
15. As a young generation they should have the will to develop.
16. Not every one agreed to his ideas stated inn the meeting.
17. The government's attempts to improve socio-economics condition of the people were not successful.
18. We need more expert who can assist us in the development of science and technology.
19. Most of the guests invited to the party were the rich.
20. Some crucial and complicated world problems existing at present may bring abort World War III.

7. -LY ADVERB

1. Qualifying a verb:

- a. Old men usually walk slowly. (= *dengan/secara* perlahan-lahan)

A ballet-dancer can dance beautifully.

- b. A beautifully designed constructions.

This specially equipped plane.

2. Qualifying an adjective:

- a. an extremely large ship (*extremely* = **very**)

an extraordinary high building.

A completely new designed.

- b. economically independent (= *secara* ekonomi)

socially acceptable.

WHICH

1. **Which** way is quicker – going by bus or by train?
2. Things **which** you borrow should be returned to the owner.
3. The environment in **which** one lives influences his way of life.

Japan, from **which** the products are imported, is an industrialized country.

This is knife with **which** the murderer kill his victim.

8. INDEFINITE NUMERALS

Constable Nouns		Uncountable Nouns	
Many	<i>students</i>	Much	<i>sugar</i>
Some		Some	
A few		A little	
Few		Little	
No		No	

SOME

1. a. Some people live In town and some others live in the country.
b. The refugees need some help.
c. Some man at the door is asking to see the manager.
d. Some 3000 workers
2. a. Has she got some money?
b. Would you like some drink?

ANY

1. I haven't got any friend there.
2. Do you have any questions?
3. The tourists can come any day.

9. TENSES

<i>Past Time</i>	<i>Present Time</i>	<i>Future Time</i>
Past Tenses	Present Tenses	Future Tenses
Simple Past <i>She wrote several novels last year. She was miserable</i>	Simple Present <i>She writes novels. She is rich now</i>	(Simple) Future Tense <i>She will write some novels. She will be very rich.</i>
Past Continuous <i>She was writing a new novel then.</i>	Present Continuous <i>She is writing a new novel now</i>	Future Continuous <i>She will be writing more novels</i>
Past Perfect <i>She had written a few novels before the accident.</i>	Present Perfect <i>She has written many novels.</i>	Future Perfect. <i>She will have written more novels by then.</i>
Past Perfect Continuous <i>She had been writing several novels.</i>	Present Perfect continuous <i>She has been writing many novels</i>	Future Perfect Continuous <i>She will have been writing more novels</i>

VERB PATTERNS

S	V	To Infinitive
We They She	Plan Agreed Has decided	<i>To make</i> a study tour. <i>To sign</i> the contract. <i>Not to come.</i>

S	V	Gerund
Children Would you I	Enjoy Mind Am looking forward to	<i>Playing</i> games. <i>Closing</i> the door, please? <i>Hearing</i> from you.

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S	V	O	To infinitive
The school His father The captain	Does not allow Wants Ordered	The children Him The passengers	<i>To play</i> in the street. <i>To study</i> medicine <i>To abandon</i> the ship.

S	V	O	To infinitive
The teacher Her guards I We They The people	Should make Will not let Can have Saw Heard Feel	The students Everyone Them The children A baby Everything	<i>Work</i> harder <i>Enter</i> the house <i>Behave</i> more politely <i>Play</i> <i>Cry</i> <i>Shake</i>

S	V	O	Verb-ing
The librarian I The guests We They The people	Sometimes catch Often find Left Saw Heard Feel	The naughty students The two guys Them The children A baby Everything	<i>Stealing</i> books <i>Talking</i> seriously <i>Sleeping</i> <i>Playing</i> <i>Crying</i> <i>Shaking</i>

S	V	IO	DO
The organizations She The instructor	Give Told Will show	The refugees The children You	Some help Interesting stories The way to do it

S	V	Adj/Comp
The new students The offer The search	Look Sounds Proved	Happy Interesting Difficult

TENSES			
P r e s e n t	R u m u s		Ket Waktu
	1. Simple Biasa	S + is/am/are + Adj/Adv/N S + V1 s/es + O + A S + do/does+not+V1+O+A	Every, on Sundays, always, often, usually, sometimes, seldom, never
	2. Cxontinuous Sedang	S + is/am/are + V ing + O + A	Now, at present, Look!, Watch!, Listen!
	3. Future Akan	S + will/shall + V1 + O + A S + will/shall + be + Adj/Adv/N	Tomorrow, next,
	4. Perfect Telah	S + has/have + V3 + O + A S + has/have + been + Adj/Adv/N	Just, already, recently, Up to now, lately, so far since, for

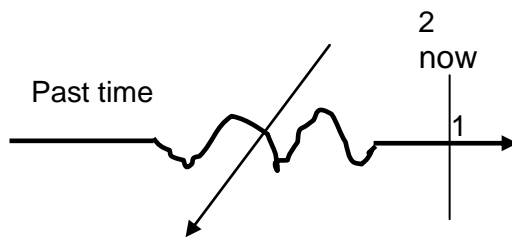
P a s t	R u m u s		Ket Waktu
	1. Simple Biasa	S + was/were + Adj/Adv/N S + V2 + O + A S + did + not + V1 + O + A	Yesterday, last..., once one day, once upon a time
	2. Cxontinuous Sedang	S + was/were + V ing + O + A	When, while (kt sambung) dgn past simple
	3. Future Akan	S + would/should + V1 + O + A S + would/should + be + Adj/Adv/N	if (kt sambung) dlm if clause
	4. Perfect Telah	S + had + V3 + O + A S + has/have + been + Adj/Adv/N	After, before (kt sambung) dgn past simple

TENSES Exercises

Complete the following words in the brackets with appropriate ones.

1. She (go) to school every day.
2. We (learn) English now.
3. The sun always (shine) in Egypt.
4. It (rain) in winter. It (rain) now.
5. Mother (cook) some food in the kitchen now.
6. The baby (cry) because it is hungry now.
7. John (travel) to England tomorrow.
8. I (live) here since 1990
9. He (work) in this factory for ten years.
10. I (not see) you for a long time.
11. Columbus (discover) America more than 400 years ago.
12. We (finish) our supper half an hour ago.
13. My brother (not write) to me for months.
14. He (go) abroad las week.
15. She (walk) to school every week-end.

Tenses Gabungan: Past continuous dan Past Simple



Ket:

1. Menunjukkan peristiwa yg sedang terjadi di masa lalu (Past continuous)
2. Menunjukkan peristiwa yg mengganggu/ terjadi lebih singkat (Past simple)

Contoh:

☺ **While** I was taking a bath, the telephone rang.

☺ The students were doing some exercises
When the teacher came into the class.

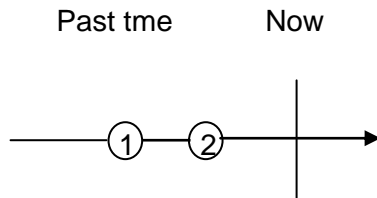
Kata sambung untuk menggabungkan kedua tenses tersebut adalah:

When, While, As yang berarti **Ketika**. Setelah kata while biasanya diikuti past continuous, setelah kata when diikuti past simple.

Exercises

- Put the verbs into the correct forms
- He (sit) in a café when I (see) him last night.
- The boy (fall down) yesterday while he (run).
- When the war (begin) we (live) in London.
- The light (go out) while I (have) tea.
- My friends (sing) when I (come) into the room.
- He (eat) dinner when I (go) to see him.
- You (wear) your new hat when I (meet) you yesterday.
- Large crowds (wait) at the station when the prime minister (arrive).
- We (walk) to the station when the storm (break).
- While he (write) a letter, someone (knocked) at the door.

Past Perfect dan Past Simple



Ket : 1. Peristiwa yang terjadi sebelum peristiwa lain. (Past Perfect)

2. Peristiwa yang terjadi setelah peristiwa lain (Past Simple)

Kata sambung untuk menggabungkan kedua tenses tersebut biasanya: After, Before, As soon as, When. (After, As soon as diikuti Past Perfect sedangkan Before dan When diikuti Past Simple)

Contoh:

- After the teacher had explained a new lesson, he gave us some exercises
- Mother had bought some food, before she serve us for dinner.

Exercises

complete the verbs in the brackets with past perfect and past simple

1. They (go) home after they (finish) their work.
2. She just (go) out when I (call) her.
3. The fire (spread) to the next building before the firemen (arrive).
4. My friend (not see) me for many years when I (meet) him las week.
5. The sun (set) before I (be) ready to go.
6. He (take) the money after I (ask) him not to do so.
7. The thief (observe) the condition of the house before he (come) in.
8. He (make) a promise with her before they (meet) last Saturday.
9. After Arman (call) me, he (arrive) at my house.
10. Before Badu (get) a test, he (prepare) it well.

Present Perfect Future

Fungsi : Menyatakan tentang sebuah tindakan yang akan selesai
Dilakukan pada waktu tertentu dimasa datang.

Rumus : S + will/shall + have + V3 + O + Adv

Contoh : By next June he will have written his second novel.

Keterangan waktu yang digunakan, misalnya:

- By the end of this year.
- By next July
- By six o'clock
- Before
- When

Exercises

Complete the following sentences with present perfect tenses.

1. By the end of the summer he (teach) us to speak English.
2. By next month he (sell) all his furniture.
3. By next Sunday you (stay) with us for five weeks.
4. He (take) his examination by his next birthday
5. I hope it (stop) raining by five o'clock.
6. The meeting (finish) by the time we get here.
7. I hope you (not forget) all this by tomorrow.
8. When you come back, he already (buy) the house.
9. Before his next visit here, he (return) from a world tour.
10. Before you go to see them, they (leave) the country.

11. PASSIVE VOICE

Simple Present Tense is/am/are + V3	<i>Active</i> : Somebody cleans <u>this room</u> every day. <i>Passive</i> : <u>This room</u> is cleaned every day. Many accidents are caused by dangerous driving. I'm not often invited to parties. How many people are injured in road accidents every day?
Simple Present Tense was/were + V3	<i>Active</i> : Somebody cleaned <u>this room</u> yesterday. <i>Passive</i> : <u>This room</u> was cleaned yesterday. During the night we were all woken up by a loud explosion. When was the castle built ? The house wasn't damaged in the storm but a tree was blown down.
Present Continuous am/is/are + being + V3	<i>Active</i> : Somebody is cleaning <u>this room</u> at the moment. <i>Passive</i> : <u>This room</u> is being cleaned at the moment. Look at those old houses! They are being knocked down. (shop assistant to customer) Are you being served , madam?
Present Perfect Tense have/has + been + V3	<i>Active</i> : The room looks nice. Somebody has cleaned it. <i>Passive</i> : The room looks nice. It has been cleaned Have you heard the news? The president has been shot . Have you ever been bitten by a dog? I'm not going to the party. I haven't been invited .
Passive with modal Auxiliaries Will Can Must + be + V3 May Could	<i>Active</i> : Somebody will clean <u>this room</u> . <i>Passive</i> : <u>This room</u> will be cleaned . The new hotel will be opened next year. George might be sent to Europe by his company next August. The music could be heard from far away.

General English for non-English students

Kalimat Aktif – Pasif (Present tense)		
	Rumus Aktif	Pasif
P r e s e n t	1. Simple <i>Biasa</i> Rumus Aktif S + V1 s/es + O + A S + do/does+not+V1+O+A <i>Andi turns on the TV</i>	S+is/am/are+V3 by agent S + is/am/are not+V3 by agent <i>The TV is turned on by Andi</i>
	2. Continuous <i>Sedang</i> Rumus Aktif S + is/am/are + V ing + O + A <i>My mother is making some cakes</i>	S+is/am/are+being+V3 by agent <i>Some cakes are being made by my mother.</i>
	3. Future <i>Akan</i> Rumus Aktif S + will/shall + V1 + O + A <i>Sisca will buy some books</i>	S+ will/shal +be +V3 by Agent <i>Some books will be bought By Sisca</i>
	4. Perfect <i>Telah</i> Rumus Aktif S + has/have + V3 + O + A <i>Anton has polished his shoes</i>	S+has/have +been +V3 by Agent <i>His shoes have been polished by Anton.</i>

Kalimat Aktif – Pasif (Past tense)		
	Rumus Aktif	Pasif
P a s t	1. Simple <i>Biasa</i> Rumus Aktif S + V2 + O + A S + did + not + V1 + O + A <i>Andi turned on the TV</i>	S + was/were + V3 by agent S + was/were not + V3 by agent <i>The TV was turned on by Andi</i>
	2. Continuous <i>sedang</i> Rumus Aktif S + was/were + V ing + O + A <i>My mother was making some cakes</i>	S + was/were + be ing + V3 by agent <i>Some cakes were being made by my mother.</i>
	3. Future <i>Akan</i> Rumus Aktif S + would/should + V1 + O + A <i>Sisca buyu some books</i>	S + would/should + be + V3 by Agent <i>Some books would be bought by Sisca</i>
	4. Perfect <i>Telah</i> Rumus Aktif S + had + V3 + O + A <i>Anton had polished his Shoes</i>	S + had + been + V3 by Agent <i>His Shoes had been polished by Anton.</i>

Exercises

Change the following sentences into **pasive forms**.

1. The receptionist told them to wait outside.
2. The artists gave the presents to the poor children.
3. The teacher promises Mary a prize.
4. The students write examination paper in ink.
5. The manager has asked the secretary to type the letters.
6. The headmaster will allow us 20 minutes break between lessons.
7. Someone is showing her how to do it.
8. They had brought the victims to the hospital
9. Father would buy a house if he had a lot of money.
10. Anita was watering some flower when the rain dropped.

General English for non-English students

Exercise 6 : Put the verbs in brackets into their correct forms of tenses and voice.

The Changing Life of the Eskimo

The Eskimo (live) on the coast of Baffin Island for the last 4,000 years or so. Although a European, Martin Frobisher, seeking gold and a new route to China, (reach) the south coast of Baffin Island in 1576, Europeans (have) little influence of the Eskimo's way of life until the mid-nineteenth century. The Eskimo (continue), as they (have) for thousands of years before, to manage to live one of the unfriendliest parts of the world, hunting with weapons which (make) of bone, living in snow houses or tents of skin, while their clothes (be) from skins and furs. They (have) neither metal nor wood, and (depend) entirely on the flesh, fat and bones of the animals they could catch from the Arctic sea or land in order to survive.

During these years the Eskimo (develop) dwelling and clothing for living in the Arctic cold that, even using modern scientific knowledge, no one so far (be) able to better. Living in small groups of either one or several families, they (provide) for all their own needs. The leader of the group (use) to be its best hunter and each person (have) his or her own job to do : the shortsighted (do) the unskilled tasks; the women (cook) and (make) clothes. Within the group everyone (have) a fair share of its product.

Europeans (come) in increasing numbers in the second half of the nineteenth century to hunt whales. They also (begin) trading with the Eskimo, giving them metal cooking pots, guns and cloth in return for skins, and adding tea, sugar and flour to the meat which (be) formerly almost their only food.

11. ---ING FORMS

A. GERUNDS

1. As a *Subject* : Smoking too much is not good for health.
2. As an *Object* : I like playing tennis.
3. As a *Complement* : My hobby is playing tennis.
4. As a *Noun Modifier* : a reading book / the opening ceremony.
5. After a *Preposition* : He gained the success *by* working hard.
6. As a *Title* : Gardening / Empowering Society / Writing
English Tests

GERUND

Definisi : Kata benda yang dibentuk dari kata kerja yang ditambah –ing

Fungsi:

1. Sebagai subyek

Contoh:

- ☺ Reading is my hobby
- ☺ Swimming makes us healthy

2. Sebagai obyek

Setelah kata kerja berikut ini;

- | | | | |
|------------|--------------------|----------------|-----------------|
| ☺ avoid | : menghindari | ☺ keep on | : terus menerus |
| ☺ consider | : mempertimbangkan | ☺ mention | : menyebutkan |
| ☺ delay | : menunda | ☺ mind | : berkeberatan |
| ☺ dislike | : tidak suka | ☺ miss | : ketinggalan |
| ☺ escape | : melarikan diri | ☺ postpone | : menunda |
| ☺ enjoy | : menikmati | ☺ understand | : mengerti |
| ☺ excuse | : menuduh | ☺ appreciate | : menghargai |
| ☺ finish | : selesai | ☺ can't resist | : tak tahan |
| ☺ forgive | : memaafkan | ☺ can't stand | : tak tahan |
| ☺ go on | : terus menerus | ☺ can't help | : tak tahan |
| ☺ continue | : terus menerus | ☺ deny | : menyangkal |
| ☺ risk | : beresiko | | |

General English for non-English students

Contoh:

- ⊗ Would you mind lending me your money?
- ⊗ I can't help falling in love with you.
- ⊗ The guests enjoyed dancing in a party last night.

3. Setelah preposisi

(on, in, of, at, before, after, with, without, over, against, etc.)

Contoh:

- ⊗ A lot of students are fond of playing football
- ⊗ He is interested in investigating a special case.
- ⊗ Any left home without saying anything

4. Setelah frase sbb:

- ⊗ to be used to (biasa; diwaktu lalu)
- ⊗ to be accustomed to (biasa; diwaktu lalu)
- ⊗ look forward to (berharap)

INFINITIVE

1. Infinitive with to (to + V1)

Infinitive dengan to di pakai setelah kata kerja sebagai berikut:

⊗ advise	⊗ hope	⊗ permit	⊗ expect
⊗ allow	⊗ intend	⊗ promise	⊗ force
⊗ ask	⊗ invite	⊗ propose	⊗ need
⊗ beg	⊗ instruct	⊗ warn	⊗ tell
⊗ decide	⊗ learn	⊗ would like	⊗ urge

Rumus yang digunakan:

a. S + V + to V1 + O

Anton wants to continue his study to a university.

b. S + V + to V1

Agus asked me to close the door.

General English for non-English students

2. Infinitive without to (V1)

Infinitive without to (V1) biasanya ditaruh setelah kata kerja sebagai berikut: • make • let • have • help dan kata kerja yang berhubungan dengan indra (verbs of perception) misalnya: • see • listen • hear • observe • notice • watch • feel.

Pola yang digunakan yaitu : S + V + O + V1

Contoh:

- Father lets me go out at Saturday night.
- The teacher had me study hard.

NB:

Verbs of perception dapat diikuti kata kerja bentuk – ing dengan pola S + V + O + V ing.

Contoh:

- I saw him crossing the street.

Gerund and Infinitive Exercises

Complete the words in the bracket with gerund, infinitive with or without to.

1. Let me (help) you (get) the answer right.
2. We have decided (allow) him (do) as he pleases.
3. He is fond of (try) (mend) broken clocks.
4. We hope (have) an opportunity of (see) him tomorrow.
5. I saw him (help) her (cook) the dinner.
6. Would you mind (watch) the teacher (demonstrate)?
7. For some time we watched them (try) (catch) fish.
8. I don't understand him (ask) me (wash) his car.
9. I enjoy (rest) in the afternoon.
10. Have you see them (watch) us (eat) our dinner?

B. PRESENT PARTICIPLES

1. As a *Continuous Tense* : The Workmen are building a house.
2. As a *Noun Modifier* : a developing country.
the people living on the island
3. As a *Complement* : Suddenly I heard a baby crying
4. As a *Free Adjunct/Participial Phrase*:
Smoking too much, he suffers from cough.
The girl came to the hospital bringing some flowers.

12. FREE ADJUNCTS / PARTICIPIAL PHRASE

A. Contracted forms of adverbial clauses :

When/if/because he smokes too much, he suffers from cough.
----- → Smoking too much, he suffers from cough.

Because they are very poor, they cannot pay the school-fees.
---- → (Being) very poor, they cannot pay the school – fees.

As it is built on a hill, the temple looks more elegant and beautiful.
→ (Being) built on a hill, the temple looks more elegant and beautiful.

After she has finished the work, she went home.
-----→ Having finished the work, she went home.

B. Replacing a sentence, indicating two actions happening at the same time:

He stood there. He waited for you.
-- → He stood there, waiting for you.

The girl came to the hospital. She brought some flowers.
-- → The girl to the hospital, bringing some flowers.

General English for non-English students

Exercise 7 :

Read the following passages and pay attention to the use of *verb-ing* in them.

Text 1

School Life in the United States

American children may enter any government high school without *paying* for anything. *Going* to school is required until the age of fifteen. They know that they can succeed by *studying* hard. They may fail in one subject or two, but they never give up *trying* harder; they go on *doing* their lessons as well as they can.

High school students like sports very much. They enjoy *playing* many kinds of games. The most popular sport at the beginning of the year is football is done after school; and the games are usually played on Saturday afternoon. The students love *swimming*. They make *swimming* popular in the hot months.

Text 2

Being a very big city, London is very noisy; so *wanting* to live quietly, many people working in London prefer to live outside it. A small flat in London costs a lot of money; *living* outside it, they can buy a little house at the same price.

People living outside London have to go to work by train, car, or bus. They have to get up early in the morning and arrive home late in the evening; but *avoiding* staying in the noisy city, they can sleep better at night.

Going to and coming back from their work, they can read interesting books or newspaper.

Being in the country, they can enjoy watching the grass and trees; and *breathing* the clean air, they feel fresh and healthy. On Sunday afternoons, *having* no work and *being* fond of gardening, they may cultivate their gardens.

13. DIRECT & INDIRECT SPEECH

- I. John said, ‘ I am busy today’. (direct)
John said (**that**) he was busy that day. (indirect)
- II. a. He always asks me, ‘ **When** will you get married?’
He always asks me **when** I will get married.
b. The host asked us, ‘Will you stay the night here?’
The host asked us **whether** we would stay the night there.
- if**
- III. The doctor *said* to me, ‘Have a rest for a few days and
don’t smoke too much’.
The doctor *told* me to have a rest for a few days and
not to smoke too much.

Perubahan Tenses			
No	Kal langsung	Kal tak langsung	
		Kal langsung	Kal tak langsung
	Pesent	Past	Past Perfect
1	Present simple	Past simple	Past perfect
2	Present continuous	Past continuous	Past perfect continuous
3	Present future	Past future	Past perfectr future
4	Present Perfect	Past perfect	Past perfect

Kalimat tak langsung akan mengalami perubahan tenses bila kata kerja dalam induk kalimat berbentuk past, misalnya:

he told me..., She said to me..., They asked her...etc.

Perubahan kata keterangan	
Kalimat langsung	Kalimat tak langsung
Today	That day
Now	Then
Yesterday	The day before / the previous day
Last week	The week before / the previous week
Last year	The year before / the previous year
Tomorrow	The day after / the following day
Next month	The month after / the following month
Next year	The year after / the following year
Here	there

I. STATEMENT (BERITA)

He said to me "I don't have any money"

He said to me that he didn't have any money.

II. QUESTION (PERTANYAAN)

A. Yes / No Question

They asked me, "Are you happy today?"

They asked me if / whether I was happy that day.

B. Why Question

She asked him, "Why did you come late yesterday?"

She asked him why he had come late the day before?

III. COMMAND / PROHABITION (PERITAH/ LARANGAN)

He ordered me, "meet me at seven tonight"

He ordered me to meet him at seven tonight.

She warned me, "Don't sit at that chair!"

She warned me not to sit on that chair.

Reported Speech Exercise

Change the direct sentences into indirect ones.

1. He said to me, “ I want to speak to you”.
2. The teacher told her, “ Your friends have done their homework well.
3. He told me, “ I am living in another house now”
4. He ordered her. “ Don’t speak until you are spoken to!”
5. He asked me “Why did you tell her about it?”
6. Mira asked her sister, “ Where have you put my pencil?”
7. Rini asked me, “Do I look all right?”
8. They asked us, “ Can you hear a noise?”
9. Tini ordered her brother, “Close the window, please!”
10. She said, “I was very ill yesterday”.

14. CONDITIONAL SENTENCES

Type 1 : [If S --- V1, S ----will + infinitive] → *Future Possibilities*

If they come, I will phone you.

If the prices are low, people will buy more.

Type 2 : [If S ---V2, S --- would + infinitive] → *Present Impossibilities*

If he lived here, we would easily contact him.

If she were a flower, I would be the beetle.

Were we to leave today, we would get there by Sunday.

Type 3 : [If S – had + V3, S –would have + V3] → *Past Impossibilities*

If they had informed us before, we would have arrived earlier.

Had it been sunny yesterday, we would have gone for a picnic.

[S – wish S --- V2]----- → *Present Unfulfilled Hope*

We wish he lived here.

[S --- wished S --- had + V3] ----- → *Past Unfulfilled Hope*

I wished you had come to the party last night.

General English for non-English students

Exercise 8 :

1. If he (run) he (get) there in time. (*future possibility*)
2. The cat (scratch) you if you (pull) her tail. (*future possibility*)
3. If the fog (get) thicker the plane (be diverted). (*future possibility*)
4. If someone (try) to blackmail me I (tell) the police. (*present/future unexpected*)
5. I if (live) near my officer I (be) in time for work. (*But I don't live near my office*)
6. If I (be) you I (plant) some trees round the house. (*But I am not you*)
7. If I (know) you were coming I (meet) you at the airport. (*But I didn't know you were coming*)
8. If we (find) him earlier we (save) his life. (*But we didn't find him earlier*)
9. If you have finished dinner I will ask the waiter for the bill. (*future possibility*)
10. If he (take) my advice he (be) a rich man now. (*But you didn't take my advice, so you are not rich now*).

IF CLAUSE CONDITIONAL (Kalimat Pengandaian)

Type 1

Fungsi : Untuk mengandaikan sesuatu yang terjadi dimasa yang akan datang

Rumus:	If	Present Simple,	Present Future
		S + is/am/are + Adj/Adv/N	S + will.shall + V1
		S + V1 s/es	S + will/shall + be + Adj/Adv/N
		S + do/does not + V1	

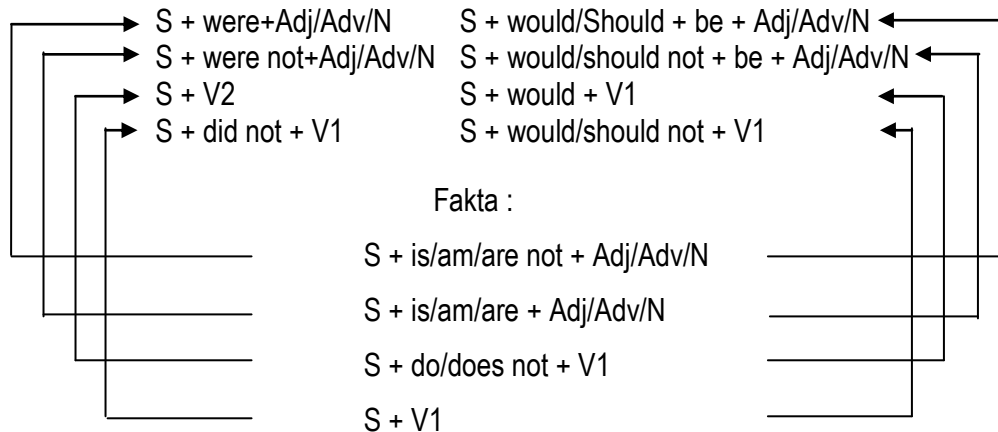
Contoh:	If	I am a rich man ,	I will buy a big house.
	If	She graduates ,	he will be very happu.

Type 2

Fungsi : Untuk mengandalkan sesuatu yang tidak mungkin terjadi sekarang

Rumus : If Past Simple

Past Future



Contoh : • If You were my girl friend, I would take you to the moon

Fakta : You are not my girl friend so I don't take you to the moon

• He would go home soon if his wife gave birth

Fakta : He doesn't go home soon because his wife doesn't give birth.

Catatan:

1. Semua subject bila memakai to be adalah were
2. Pola : If S + were dapat dihilangkan if nya menjadi: were + if + S

Rangkuman perubahan rumus dari if clause type 2 ke fakta sbb:

If Clause Type 2	Fakta
• were / (would/should be)	is/am/are not
• were not / (would/should no be)	is/am/are
• V2 / (would/should+V1)	do/does not V1
• did not V1 / (would/should not +V1)	V1

General English for non-English students

Type 3

Fungsi: Untuk mengandaikan sesuatu yang sudah terjadi dimasa lalu.

Rumus:

If	Past Perfect,	Past Perfect Future
S + had + been + Adj/Adv/N		S + would/should + have + been + Adj/Adv/N

S + had not + been + Adj/Adv/N	S + would/should not + have+been+Adj/Adv/N
--------------------------------	--

S + had + V3	S + would/should + have + V3
S + had not + V3	S + would/should not + have + V3

Fakta:

S + was/were + not + Adj/Adv/N
S + was/were + Adj/Adv/N
S + did not + V1

Contoh: S + V2

- If Doni had studied hard, he would have graduated from SMA.

Fakta : Doni did not study hard so he did not graduated from SMA.

- She would have come early if she had got a taxi

Catatan:

1. Pola If + S + had dapat dihilangkan If nya menjadi: Had + S + V3 / been.
2. Kata sambung Unless = if.....not
3. Perubahan rumus dari if clause type 3 (Perfect) menjadi faktanya (Past Simple)

If Clause type 3 (Perfect)	Fakta (Past Simple)
• had been/ (would/should have been)	was/were not
• had not been/ (would/should have been)	was/were not
• had + V3	did not + V1
• had not + V3	V2

Conditional Sentence Exercises

Complete the verbs in the brackets with the appropriate ones
and find their facts esp. for type 2 and 3.

1. I (go) if I had known.
2. If my car (not break) down, I should have caught the train.
3. If she were older, she (have) more sense\
4. If you (read) that book carefully, you would understand it.
5. If the children (be) good, they can stay up late.
6. I (buy) that hat if it were not so clear
7. You (kill) yourself if you always work as hard as that
8. If they had waited, they (find) me.
9. We (enjoy) the play better if it had not been so long.
10. I should have come yesterday if I (have) nothing to do.

15. The Use Of ADJECTIVES

1. That girl is beautiful.
2. She is a beautiful girl.
3. The flowers look beautiful.
4. The rich the poor the dead

16. THE USE OF NOUNS

The island is situated to the east of Java.

A lot of tourists visit the island.

It is a beautiful island.

These works of arts come from the island.

The Shetlanders are an island race.

People admire the beauty of the island.

17. Adjectives' Degrees of Comparison

	<u>Positive</u>	<u>Comparative</u>	<u>Superlative</u>
I.	small	smaller	the smallest
	high	higher	the highest
	hard	harder	the hardest
II. A.	expensive	more expensive	the most expensive
	beautiful	more beautiful	the most beautiful
B.	handsome	more handsome	the most handsome
	careful	more careful	the most careful
III.	good	better	the best
	bad	worse	the worst
	many/much	more	most
	a little	less	least
	a few	fewer	---

18. Adverbs' Degrees of Comparison

	<u>Positive</u>	<u>Comparative</u>	<u>Superlative</u>
I.	carefully	more carefully	the most carefully
	Slowly	more slowly	the most slowly
II.	hard	harder	the hardest
	fast	faster	the fastest
	late	later	the latest
	early	earlier	the earliest
III.	Badly	worse	the worst
	Well	better	the best
	Much	more	the most

Note : *goodly* → well

19. Developing Sentences (Simple, Compound, and Complex Sentences)

A. *Simple Sentences*

1. The farmers leave their village in the early morning.
2. Their village is far away from town.
3. There are a lot of tourist in Bali.
4. **It** is important to study History. (=To study History is important.)

B. *Compound Sentences*

1. Bali is a beautiful island and it is visited by a lot tourists.
2. Power competition should be stopped or there will be a war.
3. The sun's energy is unlimited but the equipment to capture it is not widely available.

C. *Complex Sentences*

1. *Main Clause + Adjective Clause*

The farmers who want to sell their crops leave their village, which is far away from town, in the early morning.

2. *Main Clause + Adverbial Clause*

The farmers leave their village *when the day is just dawning*.

3. *Main Clause + Noun Clause*

I know *where the girl lives*.

Where the girl lives **is a mystery**.

20. Identifying Word Types and Meanings

1. Look at the *prefixes* and *suffixes* :

happiness	economical	beautifully	needed	enlarge
movement	active	carelessly	developed	enrich
presence	religious	backward	burning	dislike
direction	scientific	eastward	smoking	discourage
friendship	hopeless		organize	misunderstand
Javanese	drinkable		clarify	misuse
artist	useful			
economics				
brotherhood				

2. Look at the *adjacent words* :

- a. Dogs can swim very well.
The butter is put in a can.
The supply of oil will not last for a century.
Prof. Jones is on leave.
- b. Teach them when they are still young. They still have great potential.
a still night / Still waters run deep.
the still of the night/ a whisky still.
The police came to still the situation.

3. Look at the *position/function of the word in the sentences*:

All living things need water.
The gardener waters the flowers every day.
The farmers can the fruit themselves.
Monkeys mother their babies.
Western societies highly value individualism.

General English for non-English students

1. a. We can get water from a well.
b. I am very well, thank you.
c. She speak English very well.
2. a. the cost of living.
b. The project costs a million dollars.
c. The book costs \$ 20.00.
3. a. What do you mean?
b. I didn't mean that.
c. What is the meaning of the word 'interest'?
d. The word 'interest' can mean "minat, bunga, or menarik".
e. He is too mean to make a donation.
f. That was a mean trick.
g. There are mean houses in the poorest part of the city.
h. means of transportation / mean = \bar{X}
4. a. sound system
b. The Sound of Music
c. a sound settlement / a sound plan
d. The old man slept soundly.
e. They are safe and sound.
f. The offer sounds interesting.
5. a. They fought against their enemies.
b. He swam against their enemies.
c. The crocodile is well protected against his enemies.
d. The leader is leaning against the wall.
e. It is against the law.
f. The trees were black against the sky.

21. Deducing the Meanings of Words from Contexts

1. Antonyms

When he was a child, the boy was weak and *timid*, but now he was a strong and brave young man.

2. Synonyms

This unusual biological process often happens in the human body, but the doctors do not know for sure how and why it *occurs*.

3. Cause-Effect Relationship

If you put that metal on fire, it will *melt*

4. Explanation

- a. An *anthology* is a collection of writings. (*definition*)
- b. Algae, *like many other water plants*, move with the movement of the water. (*apposition*)
- c. Joan used an *atomizer* to spray her plants with insecticide to prevent them from being damage. (*functional explanation*)
- d. The writer uses certain words which refer to something already mentioned (anaphora) or to something which is going to be mentioned (cataphora). (*explanation of the words in brackets*)

5. Examples

Buses, trucks, cars and motor-bikes are important *vehicles* in the region.

6. Hyponym

According to the economists, people will probably be encouraged to consume more in the years to come if the country is to prosper. In other words, these *marketing experts* say that...

7. References

- a. We saw a movie last Saturday evening. *It* was very interesting. I enjoyed *it* very much.
- b. Is this test more difficult than the last *one*?
- c. The struggle of the nation after its independence is different from *that* of past.
- d. Difficult, novel problems for *which* there may be no solution are faced by individuals everyday.
- e. It rains almost everyday. *This* usually causes damage to the crops.

8. Comprehending the Whole Text

Zip was stopped during the war and only after the war did it become popular. What a difference it has made to our lives. It keeps people at home much more. It has made the remote parts of the world more real to us. Photographs show a country, but only *zip* makes us feel that a foreign country is real. Also we can see scenes in the streets; big occasions are zipped, such as eclipse in 1988 and the Olympic Games. Perhaps the sufferers from *zip* are notable people, who, as they step out of an aeroplane, have to face the battery of *zip* camera and know that every movement, every gesture will be seen by millions of people.

General English for non-English students

Infinitive Verbs	Verb+ing/Adjectives	Verb 3/Adjectives
tire	tiring	tired
bore	boring	bored
confuse	confusing	confused
interest	interesting	interested
fall	falling	fallen
develop	developing	developed

-ed / t /
.....

-ed / d /
.....

-ed / id /
.....

stop**ped** [stop]

rub**bed** [rubd]

want**ed** [wontid]

look**ed** [lokt]

beg**ged** [begd]

need**ed** [ni:did]

pass**ed** [paist]

gaze**d** [geizd]

watch**ed** [watch]

chang**ed** [change]

wash**ed** [wash]

smile**d** [smaild]

roof**ed** [roof]

live**d** [livd]

turn**ed** [turn]

crie**d** [kraid]

enjoy**ed** [in'dʒəId]

bow**ed** [baud]

We look into the house.

We look**ed** into the house.

They live in a large house.

They liv**ed** in a large house.

22. CAUSATIVE HAVE AND GET

(Have dan Get yang berarti menyuruh)

I. S + have + O (active) + V1

Father has the servant clean the room

Mean : Father asks the servant to clean the room.

II. S + have + O (passive) + V3

The teacher will have the homework done.

Mean : The teacher will ask (the student) to do the homework.

III. S + get + O (active) + to V1

Ria got her sister take care of her cat.

Mean : Ria ask her sister to take care of her cat.

IV. S + have + O (passive) + V3

Anton has got his car painted.

Mean : Anton has asked someone to paint his car.

Causative have and get exercise

- I. Change the verbs in the brackets into suitable forms
 1. The boy has his motorcycle (repair)
 2. Anton has got his friend (return) the books to the library.
 3. The boss will have his house (keep) well.
 4. Mario had the plumber (fix) the leaking tap.
 5. The audience go Nini Karlina (sing) a song.
 6. Sagita has the breakfast (bring) to her room.
 7. The president has had the people (economize) the electricity.
 8. I get the carpenter (make) a pair of chair.
 9. Nadia will have her trousers (shorten).
 10. He has got his children (cooperate) to solve the problems.

23. MODAL PERFECT

1. S + Must + have + V3

Menyatakan suatu kesimpulan / kepastian tentang sesuatu yang

Terjadi pada waktu lampau (past conclusion)

Ex. The oil was frozen. It must have been very cold last night.

2. S + Might + have + V3

Menyatakan kemungkinan pada waktu lampau. (past possibility)

Ex. Lany came late this morning. She might have miss the bus.

3. S + Should / Ought to + have + V3

Menyatakan saran yang seharusnya dilakukan pada waktu yang

Lampau (pass suggestion).

Ex. Leni has an exam today but she saw the film last night. She should have studied for her exam.

4. S + have + have + V3

Menyatakan kemampuan untuk melakukan sesuatu di masa lampau tapi tidak digunakan (past capability).

Ex. She was rich. She could have bought a car if she wanted.

MODAL PERFECT EXERCISE

Complete the following sentences using modal perfect.

1. Jim gets the best mark in examination. He (study) hard for it.
2. Five of the football players spent the night before the big match at the party. They (go) to bed early.
3. He told me a lot about Philippines. He (live) there for a long time.
4. My teacher is usually late for class, but he has been on time this week. The headmaster (give) him some advise.
5. Your sister laughed when her close friend was talking with her. He (tell) something funny.
6. We met the children in the market. They didn't wear their raincoat. They (wear) their raincoat because it rained hard.
7. Glen had time to visit us but he dint visit us. He (visit) us.
8. The dress you bought is very good quality. It (be) very expensive.
9. The speed time is 20 kilometers an hour but Joko drove at 40. He (not drive) so fast.
10. When we got home, we found the front door open. Somebody (enter) the house while you were away.

General English for non-English students

24. SUBJUNCTIVE

Kalimat yang menyatakan suatu bentuk pengandaian. Ciri-ciri kalimat ini biasanya menggunakan kata : **wish** (ingin), **if only** (jika, hanya jika), **would rather** (lebih suka), dan **as if / as though** (seolah-olah).

Ada dua bentuk subjunctive, yaitu

	Rumus Subjunctive	Rumus Fakta
Present	Past Simple (+) / (-) Were Were not V2 Did not	Present simple (-) / (+) Is/am/are not Is/am/are Do/does not + V1 V1 s/es
Past	Present Perfect (+) / (-) Had been Had not been Had V3 Had not V3	Past Simple (-) / (+) Was / were not Was / were Did not + V1 V2

CONTOH

	Rumus Subjunctive	Rumus Fakta
Present	Past Simple (+) / (-) I wish I were a rich man. If only they were not my brothers. I would rather you told me. He acts as if he didn't know the answers. She wishes she could come.	Present simple (-) / (+) I am not a rich man They are my brothers. You don't tell me. He knows the answer. She cannot come.
Past	Present Perfect (+) / (-) He wished he had been a winner. If only you had not been here. They would rather she had called me. She acted as if/as though she had not got a prize	Past Simple (-) / (+) <i>He was not a winner</i> <i>He was here</i> <i>She didn't call me</i> <i>She got a prize</i>

Subjunctive Exercises

Complete the verbs in the bracket into the correct form of Subjunctive and find their facts.

1. He wishes she (be) at the party now.
2. We wish the speaker (be) on time at the seminar yesterday.
3. The students wish they (can answer) the question now.
4. The man is not drunk but he acts as if he (be) drunk.
5. They seem to be happy as if they (not make) any mistakes.
6. The teacher would rather the students (study) English seriously than them.
7. The woman talked to me as though I (be) a small boy.
8. He went on singing and dancing as though nothing (happen).
9. He wished he (pass) the national examination last year.
10. The young man wished he (have) a car last month.

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