

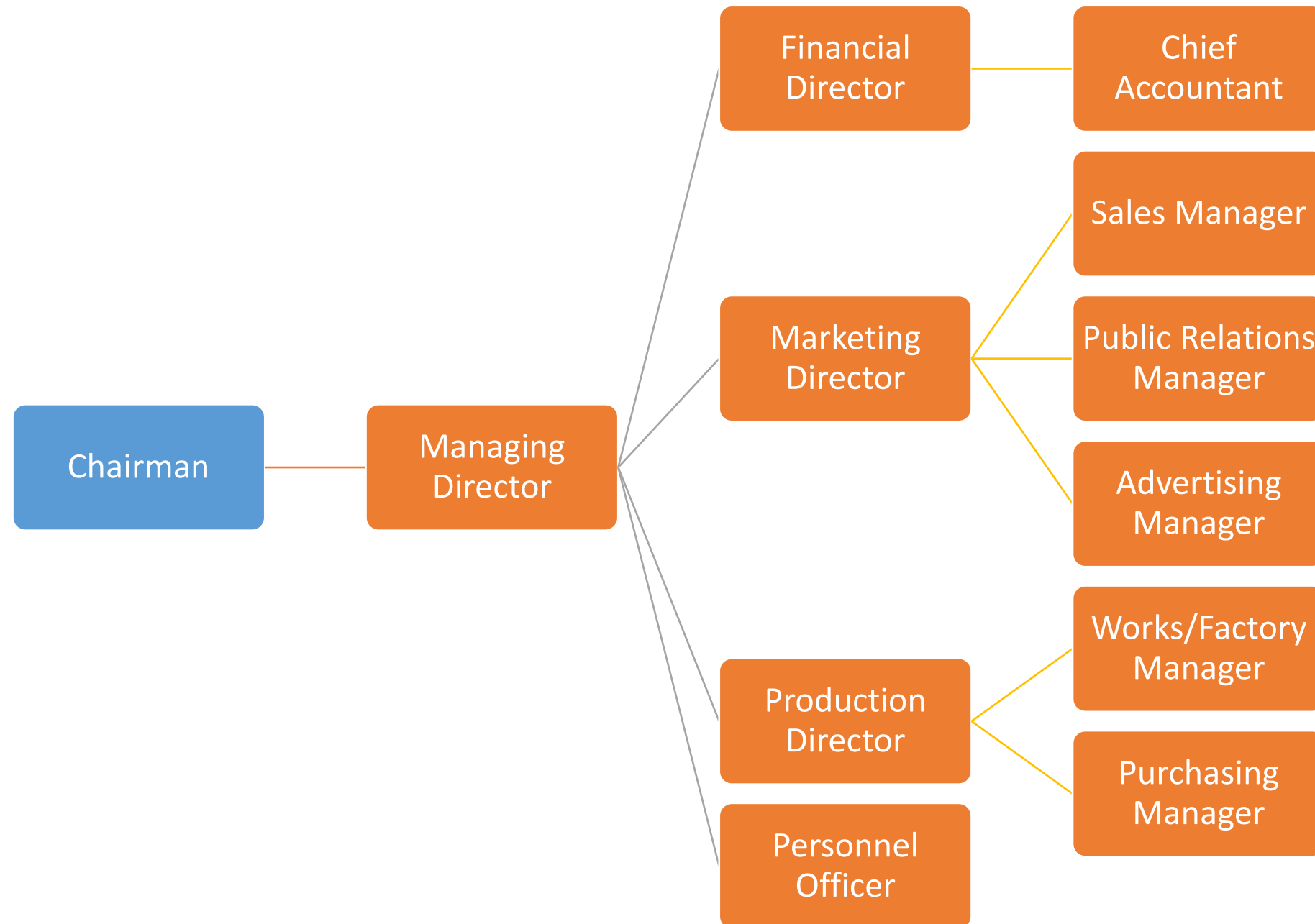
HAL-HAL DI SEKITAR KANTOR, *BASIC WRITING MECHANICS,* DAN *DESCRIPTIVE PARAGRAPH*

Tutorial Sesi ke-2
Bahasa Inggris | MKWI4201 | 3 SKS

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GENERAL DEPARTMENT IN AN ORGANIZATION OF A COMPANY



THINGS IN THE OFFICE



Office



- | | | | |
|-------------------|-------------------------------------|---------------------------------|------------------------|
| 1 wall planner | 8 desk | 14 noticeboard / bulletin board | 20 filing/file cabinet |
| 2 water cooler | 9 hard copy / printout | 15 workstation/PC | 21 partition |
| 3 in tray / inbox | 10 waste-paper basket / wastebasket | 16 mouse mat/pad | 22 flip chart |
| 4 out tray/box | 11 pen holder | 17 swivel chair | 23 meeting room |
| 5 flatbed scanner | 12 calendar | 18 castor | 24 data projector |
| 6 calculator | 13 desk lamp | 19 files | 25 laptop |
| 7 printer | | | 26 photocopyier |

BASIC WRITING MECHANICS



THINGS TO CONSIDER IN DESCRIBING A PLACE

Tenses

Ditulis dalam bentuk *present tense*

- *My office room is clean and tidy.*
- *The building has a smoking room.*

Vocabulary

Banyak menggunakan *adjectives* untuk memberikan gambaran melalui tulisan

- *large*
- *comfortable*
- *good*

Preposition

Menggunakan kata penghubung untuk menerangkan tempat/posisi/lokasi

- *on the desk*
- *in the room*
- *at the office*

DESCRIBING AN OFFICE

Kalimat utama sebagai pengantar

- *Main sentence as an introduction*

Lokasi kantor

- *The location of the office*

Penjelasan detail ruang kerja

- *Detailed explanation of the room*

Hal menarik dari ruang kerja

- *The most interesting things of the room*

Perasaan atau kesan mengenai ruang kerja

- *Your feelings about the office*

EXAMPLE OF DESCRIBING A PLACE



This is the office room where I work every day. It is located on a high floor of a building. My office is clean and tidy. The furniture such as the chairs, desks, and cabinets are mostly white. I really like the attractive furniture. They have modern and minimalist design. I enjoy working here because the room is well lit and there are not too many stuffs inside, so there is plenty of space.

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