

MODUL PANDUAN TERPADU

PROGRAM PROFESIONAL 1 TAHUN



BAHASA INGGRIS



Modul ini
berisi tentang
beberapa materi Bahasa
Inggris yang akan dipelajari selama
1 tahun pembelajaran.

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Profesional Computer & English Course
LKP/LPK ZAKIYAH MUARA ENIM
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BUKU PANDUAN BAHASA INGGRIS



PROGRAM PROFESIONAL 1 TAHUN

- ✓ Greeting
- ✓ Grammar
- ✓ Speaking
- ✓ Presentation



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GREETING

The first thing to know before we start speaking with the foreigner, we should know kinds of their greetings, and here some.

Formal Greeting

Good Morning (you can say it in the morning: around 6 up to 12)

Good Afternoon (you can use it at the afternoon: around 12 up to 18)

Good Evening (you can use it till night)

Note: some of use “Good Night” as greeting, but as metter of fact it is used as farewell. There of them “good morning., good afternoon, and good evening” also used in the informal as well as in semi-formal conversation.

Informal Greeting

Hi, hello (normal greeting used widely)

Good day (this is a normal greeting that used by Aussie that has a similar meaning like “Hi”. Some other phrases.

(Question)	(Response)
How do you do?	– How d’ you do
How are you?	– Fine thanks
How are things with you?	– (I’m) okay
How’s life?	– Not too bad, thank you
How are you getting on?	– Oh, pretty good, yourself?
How are you doing?	– No worries

Note: remember that "how d' you do" (or especially in USA "pleased to meet is only used after introduction, and cannot he used for later meetings.The answer should be the same or you can say, "Hi" or "Nice to meet you".

Here some more phrases as same as "how are you?" and the responds that may be.

(Question)	(Response)
☞ How has life been treating you?	– Wonderful
☞ How is it going?	– I can't complain
☞ How are you going?	– Nothing much
☞ How have you been?	– The same old stuff
☞ How are you keeping?	– The usual
☞ Is there any good news?	– Things couldn't be better
☞ What's cooking?	– Not much
☞ What are you up to?	– Great
☞ What's the good word?	– Cannot complain
☞ What’s new?	– I'm hanging in there

Or you also can say

What's up'? –not bad

What's going on? –super

What's happening? –pretty busy lately (not so good)

Well in some countries as well as in ours, we love to greet someone we've known by hugging, kissing, shaking hand, or even just saying "Hi".

Culture fact

When —mostly —Americans shake hands, they usually only shake hands for a few seconds. When they shake, they shake hands firmly, not loosely. "He shakes hands like a dead fish" refers to someone whose handshake is not firm enough. In the American culture, a weak handshake is a sign of a weak character. When Americans greet each other, introducing each other, and have conversations, they usually stand about an arm's distance (about eighteen inches) to two feet (twenty-four inches) apart.

INTRODUCTION

Self-Introduction

(Ladies and Gentlemen/Happy Brothers and Sisters. I would like to introduce myself to you)

My name is Johan Septriansyah but you can call me Johan

I am fourteen years old

I am from Purwokerto

INTRODUCTION CONVERSATION

Johan : Hi
 My name is Johan
Alex : My name is Alex
 How do you do?
Johan : How do you do? How old are you?
Alex : I am fourteen years old, and you?
Johan : I am twelve years old, where are you from?
Alex : I am from Surabaya

THE ALPHABET

A (ei)	J (jei)	S (es)
B (bi:)	K (kei)	T (ti:)
C (si:)	L (el)	U (ju:)
D (di:)	M (em)	V (vi:)
E (i:)	N (en)	W (dabelju:)
F (ef)	O (ou)	X (eks)
G (dji)	P (pi:)	Y (wai)
H (eitʃ)	Q (kju:)	Z (zi:/zet)
I (ai)	R (a:)	

Spelling:

Example:

Ana : What is your name?
Johan : My name is Johan
Ana : How do you spell your name?
Johan : J-o-h-a-n.

NUMERAL

❖ *Cardinal Number*

1	One	11	Eleven	30	Thirty
2	Two	12	Twelve	40	Forty
3	Three	13	Thirteen	50	Fifty
4	Four	14	Fourteen	60	Sixty
5	Five	15	Fiveteen	70	Seventy
6	Six	16	Sixteen	80	Eighty
7	Seven	17	Seventeen	90	Ninety
8	Eight	18	Eighteen	100	One hundred
9	Nine	19	Nineteen	1.000	One thousand
10	Ten	20	Twenty	10.000	Ten thousand

❖ Ordinal Number

1 st	First	11 th	Eleventh	30 th	Thirtieth
2 nd	Second	12 th	Twelfth	40 th	Fortieth
3 rd	Third	13 th	Thirteenth	50 th	Fiftieth
4 th	Fourth	14 th	Fourteenth	60 th	Sixtieth
5 th	Fifth	15 th	Fifteenth	70 th	Seventieth
6 th	Sixth	16 th	Sixteenth	80 th	Eightieth

DAYS

Sunday	/ˈsʌn.deɪ/	Minggu
Monday	/ˈmʌn.deɪ/	Senin
Tuesday	/ˈtjuːz.deɪ/	Selasa
Wednesday	/ˈwenz.deɪ/	Rabu
Thursday	/ˈθɜː.deɪ/	Kamis
Friday	/ˈfraɪ.deɪ/	Jumat
Saturday	/ˈsætə.deɪ/	Sabtu

MONTHS

January	/ˈdʒænuəri/	Januari
February	/ˈfebruəri/	Februari
March	/mɑːrtʃ/	Maret
April	/ˈeɪprəl/	April
May	/meɪ/	Mei
June	/dʒuːn/	Juni
July	/dʒuˈlaɪ/	Juli
August	/ˈɔːɡəst/	Agustus
September	/sepˈtembər	September
October	/ɒkˈtəbər	Oktober
November	/nəʊvembər/	November
December	/dɪˈsembər/	Desember

DATE

1 st , October 1990	<i>The first of October nineteen and ninety</i>	American
2 nd , September 2001	<i>The second of September two thousand and one</i>	American
November, 3 rd , 1995	<i>The third of November nineteen and ninety five</i>	British
March 4 th , 2019	<i>The fourth of March thousand and nineteen</i>	British

CONVERSATION

Bayu : What day is today?
Galang : Today is Wednesday
Bayu : What day is tomorrow and before today?
Galang : Tomorrow is Thursday and Yesterday was Tuesday
Bayu : What month is this month?
Alfi : This month is February
Bayu : How many months is in one year?
Alfi : In one year, there are twelve months.

TIME

❖ BRITISH STYLE

☞ If time is sharp we use o'clock.

Example:

- It is one o'clock (01.00)
- It is two o'clock PM (14.00 pm)
- It is exactly three o'clock A.M (03.00 am)

☞ If time is less, we use "To".

Example:

- It is five minute to six (05.55)
- It is twenty minute to ten (09.40)

☞ If time is past or more, we use "past".

Example:

- It is ten minutes past ten (10.10)

☞ If time is past fifteen minutes, we use "a Quarter."

Example: - It is a Quarter past seven (07.15)

☞ If time is past thirty minutes, we use "Half".

Example: - It is half past seven (07.30)

☞ If time isles fifteen minutes, we use "a Quarter to".

Example: - It is a quarter to three (02.45).

Exercise

What time is it ?

3 : 30

4 : 15

10 : 27

9 : 45

8 : 37

1 : 58

❖ AMERICAN STYLE

03.00 : Three o'clock

03.15 : Three fifteen

03.30 : Three thirty

03.45 : Three forty five

03.20 : Three twenty

☞ NOTE:

- A.M : ante meridiem (12 malam – 12 siang)
- P.M : post meridiem (12 siang – 12 malam)

GIVING DIRECTION

Berikut ini beberapa frase/instruksi yang bisa digunakan untuk menunjukkan arah :

Go to ... (menuju)	Between ... (di antara)
Go past the ... (melewati)	Behind ... (di belakang)
Go straight on ... (jalan lurus)	Beside ... (di samping)
Go down ... (jalan turun/turuni)	On the left ... (di sebelahkiri)
Go up ... (jalan naik/tanjakan)	On the right ... (di sebelah kanan)
Near ... (dekat)	Among ... (diantara banyak)
On the corner of ... & ... (di sudutantara ... &...)	Turn left ... (belok kiri)
Far from ... (jauh dari)	Turn right ... (belok kanan)
In front of ... (didepan)	Take the first corner ... (ambil sudut/belokan pertama)
Opposite ... (berlawanan)	Take the second corner ... (ambilsudut/belokan kedua)
Across ... (diseberang)	Intersection ... (perempatan)
Next to ... (berikutnya/di samping)	T-junction ... (pertigaan)

Untuk dapat memberikan gambaran yang lebih jelas lagi mengenai bagaimana cara/ kita dapat menanyakan dan memberikan petunjuk arah jalan, berikut beberapa contoh ekspresi atau kalimat yang bisa kalian gunakan.

Asking direction:

- Excuse me. could you tell me how to get to...?
(Permisi. Bisakah Anda memberitahu saya bagaimana jalan untuk sampai ke... ?).
- Excuse me, do you know where the...is?
(Permisi, tahukah Anda dimana... ?).
- Are we on the right road to. . . ?
(Apakah kita di jalan yang benar menuju... ?).
- Is this the right way to. . . ?
(Apakah ini arah jalan yang benar menuju... ?).
- Could you show me how to go to...?
(Bisakah Anda menunjukkan kepada saya bagaimana cara untuk pergi ke....?).
- How do I get to the main street?
(Bagaimana agar saya bisa sampai ke jalan utama?).
- Will you show me the way to ... please?
(Bisakah Anda tolong menunjukkan saya jalan menuju... ?).

GIVING DIRECTION:

- You're going the wrong way
(Anda menuju arah yang salah).
- Take this road
(Ambil/lewat jalan ini).
- Please turn right at the crossroads
(Silahkan belok ke kanan pada perempatan).
- Continue straight ahead for about a mile
(Jalan terus kira-kira satu mil).
- Turn left at the T-Junction and it is across the ... and beside .
(Belok kiri pada pertigaan dan tempatnya berada di seberang ... dan di sebelah ...).
- When you get to the ... turn left again
(Ketika Anda sampai di ... belok kiri lagi).
- First, go ahead this street about ... kilometers. Then go left at the T- Junction. It is on your left next to the ...
(Pertama, jalan terus sekitar ... kilometer. Lalu belok ke kiri pada pertigaan. Tempatnya berada di sebelah kiri di samping ...).

❖ EXCERCISE

PART OF SPEECH
PANCAVIP

- 1. **P : Pronouns** (Kata Ganti) : I, You, They, We, she.....
- 2. **A : Adjectives** (Kata Sifat) : God, Fussy, Handsome.....
- 3. **N : Nouns** (Kata Benda) : Book, Car, Pen.....
- 4. **C : Conjunctions** (Kata Sanbung) : And, But, Or.....
- 5. **A : Advers** (Kata Keterangan) : Now, Seriously, Here.....
- 6. **V : Verb** (Kata Kerja) ; Eat, Drink, Study.....
- 7. **I : Interjections** (Kata Seru) : Hi! Hello! Ouch!.....
- 8. **P : Preposition** (Kata Depan) : On, In, At.....

Pronouns

Subject Pronoun	Object Pronoun	Possessive Adjective	Possesive Pronoun	Reflexive Pronoun
I	Me	My.....	Mine	Myself
You	You	Your.....	Yours	Yourself /
We	Us	Our.....	Ours	ves
They	Them	Their.....	Theirs	Ourselves
He	Him	His.....	His	Themselves
She	Her	Her.....	Her	Himself
It	It	Its.....	-	Hirself
				Itself

SIMPLE PRESENT

❖ **Function**

- 1. To express habitual activities.
Example : I take a bath every morning.
- 2. To express general truth.
Example : I am a student

❖ **Formula**

➤ **Verbal Sentence**

Verbal	Example
(+) S+ V ₁ (s es) + O	(+) He speaks English
(-) S+do/does-not +V ₁ + O	(-) He does not speak English
(?) Do / does + S + V ₁ + O?	(?) Does he speak English?

DO : I, You, We, They

DOES : She, He, It, Jane.

Time signal :

Every day Often
Sometimes Never
Always Seldom
Usually etc.....

❖ **Conversation**

- Latif : Do we speak English?
- Toni : Yes, we speak English.
- Latif : Do we speak Arabic?
- Toni : No we don't, but we speak English.
- Latif : Does he speak English
- Toni : Yes, he speaks English.
- Latif : Does she speak Arabic?
- Toni : No he does'n, but she speaks English?
- Latif : Who speaks English?
- Toni : We speak English

❖ Verbs with es or s

WITH (ES)	WITH (S)
The last letter of verb is (ss, sh, ch, x, o) Example: Ss : kiss – kisses Express – expresses Sh : wash – washes Cherish – cherishes Ch : watch – watches Clinch – clinches X : fix – fixes Mix – mixes O : go - goes Do - does	The common way is by adding (s) Call - calls Bring – brings Write – writes Speak – speaks Sleep – sleeps Type – types Sweep – sweeps Sit – sits Drink – drinks Bring - brings
The last letter of verb it is started by (y) consonant, so (y) becomes (i)+(es) Example : <ul style="list-style-type: none">• Study – studies• Fry – fries• Ery - eries	The last letter of verb is (y), but it is started by vowel. Play – plays Say – says Buy – buys

➤ **Nominal**

Nominal	Example
(+) S + is/am/are + Comp	(+) I am a student.
(-) S + is/am/are + not + Comp	(-) I am not a student.
(?) is/am/are + S + Comp.?	(?) Am I a student ?

Am : I
Are : You, They, We
Is : He, She, It, Jane, Hendy.

Complement : - Adjective – Adverb - Noun

❖ **Exercise**

Change into (+), (-), or (?) form!

1. (+) My brother drives a car.
(-)
(?)
2. (-) Devi doesn't read a book
(+)
(?)
3. (+) They are student.
(-)
(?)
4. (?) Is he a teacher?
(+)
(-)

Translate the sentences below into English!

1. Ayahku pergi ke Paris setiap tahun.
.....
2. Ibuku di rumah.
.....
3. Rudi adalah siswa yang pandai.
.....
4. Mereka belajar Bahasa Inggris di LKP. ZAKIYAH.
.....
5. Warnanya merah.
.....

Tell about your daily activity!

Describe your favourite figure!

Describe the picture below!



PRESENT CONTINUOUS

- ❖ **Function**
To express activity that is in progress at the moment
- ❖ **Formula**
 - **Verbal**

Verbal	Example
(+) S + to be (is, am, are) V _{ing} + O	I am drinking water.
(-) S + to be (is, am, are) – not + V _{ing} + O	I am not drinking water.
(?) To be (is, am, are) + S + V _{ing} + O?	Am I drinking water?

Time signal :

- Now
- Right now
- At present etc...

- ❖ **Verb with -ing**

the last letter of verb is a consonant started by a vowel	Sit → Sitting
	Rob → Robbing
The last letter of verb is a consonant started by two vowel	Dream → Dreaming
	Rain → Raining
The last letter of verb is <i>-e</i>	Hope → Hoping
	Live → Living
The last letter of verb is <i>-ie</i>	Die → Dying
	Lie → Lying
The last letter of verb is <i>-w, -x, -y</i>	Play → Playing
	Fix → Fixing
	Blow → Blowing

- ❖ **Exercise**
Change into (+), (-), or (?) form!

- (+) My sister is beating a cat.
(-)
(?)
- (+) Runa and Maya are not blowing a balloon.
(-)
(?)
- (+) Is she bringing a notebook?
(-)
(?)

Translate the sentences below into English!

- Adik laki-laki ku sedang bermain sepak bola di lapangan.
.....
- Apakah Angel sedang menulis cerita?
.....
- Louis dan Miftah tidak sedang membeli buku.
.....
- Adit sedang mengirim pesan.
.....

Tell what are people doing in the picture!



Non progressive verb

We cannot use these word for making continuous tense, because these word will have different meaning.

❖ **Table of Non progressive verb**

1. Mental State	Know, realize, understand, recognize, believe, feel, suppose, imagine, doubt, remember, forget, want, need, desire, mean.
2. Emotional State	Love, like, appreciate, please, prefer, hate, dislike, fear, envy, mind, care, astonish, amaze, surprise.
3. Possession	Possess, have, own, belong.
4. Sense Perceptions	Taste, smell, hear, feel, and see.
5. Other Existing States	Seem, look, appear, sound, resemble, look like, cost, owe, weigh, equal, be, exist, matter, consist of, contain, include.

❖ **Conversation**

- X : Is the studying English?
Y : Yes, she is studying English.
X : Is the studying Arabic?
Y : No, she isn't, but she is studying English.
X : Are you speaking English?
Y : Yes I am studying English.
X : Are you studying Arabic?
Y : No, I am not, but Iam studying English?
X : What are you doing?
Y : I am speaking English.

PRESENT PERFECT

- ❖ **Function**
To express something happened before now.
- ❖ **Formula**
Have : I, you, we, they
Has : He, She, It

➤ **Verbal**

Verbal	Example
(+) S + Has/have + V ₃ + O	I have given you money.
(-) S + Has/have - Not + V ₃ + O	I have given you money.
(?) Has/have + S + V ₃ + O?	Have I given you money?

➤ **Nominal**

Nominal	Example
(+) S + Has/have + been + Comp.	Jane has been happy
(-) S + Has/have - not + been + Comp.	Jane has not been happy
(?) Has/have + S + been + Comp.?	Has Jane been happy?

- **Time Signal:**
Since -For -Lately -Recently

❖ **Verb with -d or -ed**

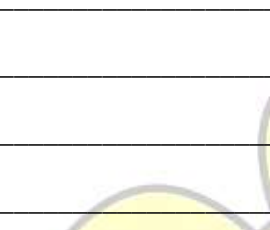
Verb with -d	Verb with -ed
The last letter Of verb is -e Hope → hoped Live → lived	The last letter of verb is -she, -sh, -ss, -x Push → pushed Watch → watched Miss → missed Fix → fixed
	The last letter of verb is -y started by consonant Cry → cried Try → tried
	Th last letter of verb is -y started by vowel Play → played Enjoy → enjoyed

- ❖ **Exercise**
Change into (+), (-), or (?) form!
 - (+) My uncle has watered the paint.
(-)
(?)
 - (+) They have not received the message.
(-)
(?)
 - (+) Has He printed the picture?
(-)
(?)
 - (+) My mom has been happy.
(-)
(?)
 - (+) They have not been sad.
(-)
(?)

Translate the sentences below into English!

1. Apakah kamu sudah mandi?
.....
2. Lisa belum mengerjakan tugas.
.....
3. Dia (lk) telah berada disini selama satu minggu.
.....
4. Ayahku memberiku tadi pagi.
.....
5. Aku sudah minum kopi pagi ini.
.....

Tell what have you done this morning!



SIMPLE PAST

❖ Function

To express something began and ended in the past.

❖ Formula

➤ **Verbal**

Verbal	Example:
(+) S + V ₂ + O	They bought a book.
(-) S + DID –not + V ₁ + O	They did not buy a book.
(?) Did + S + V ₁ + O?	Did they buy a boook?

➤ **Nominal**

Nominal	Example:
(+) S + was, were + Comp.	We were crazy.
(-) S + was, were - not + Comp.	We were not crazy.
(?) Was, were + S + Comp.?	Were we crazy?

➤ **Time Signal :**

- Yesterday - Last Week - Last Year - 2 days ago etc ...

Exercise

Change into (+), (-), or (?) form !

1. (+) My aunt picked the flower in the garde.
(-)
(?)
2. (-) They didn't protect the children
(+)
(?)
3. (?) Did he clean the room?
(+)
(-)
4. (+) My mom was happy
(-)
(?)
5. (-) They were not lazy.
(+)
(?)

Translate the sentences below into English!

1. Saya menyapu lantai kemarin.
.....
2. Jenny meminjam buku minggu lalu.
.....
3. Apakah Mr. Jo menghadiri rapat tadi malam?
.....
4. Apakah dia cantik?
.....
5. Mereka tidak pandai.
.....

Tell about your funny experience!

Tell about your unforgatable moment!

SIMPLE FUTURE

❖ **Function**
To express something happened in the future.

❖ **Formula**
➤ **Verbal**

Verbal	Example:
(+) S + Will/shall + V ₁ + O	I will buy a book tomorrow.
(-) S + Will/shall + not + V ₁ + O	I won't buy a book tomorrow.
(?) Will/shall + S +V ₁ + O?	Will I buy a book tomorrow?

➤ **Nominal**

Nominal	Example:
(+) S + will/shall + be + Comp.	(+) She will be happy.
(-) S + will/shall + Not + be + Comp.	(-) She will not be happy.
(?) will/shall + S + be + Comp.	(?) Will she be happy?

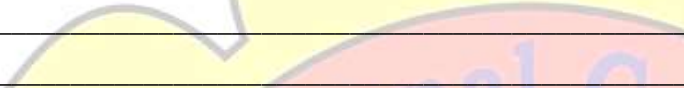
❖ **Time Signal :**
➤ Tomorrow
➤ Next time
➤ Next week

❖ **Exercise**
Change into (+), (-), OR (?) form!

- (+) My friends will memorize the vocabularies.
(-)
(?)
- (-) The chef will not mix the ingrediets.
(+)
(?)
- (?) Will she invite me?
(+)
(-)
- (+) He will be fine.
(-)
(?)
- (-) They will not be noisy.
(+)
(?)

Translate the sentences below into English!

- Saya tidak akan bernyanyi besok pagi.
.....
- Apakah mereka akan datang ke rumahku?
.....
- Sopir itu akan mengendarai mobil.
.....
- Akankah dia (pr) kurus?
.....
- Kue itu tidak akan pahit.
.....



1. Menanyakan Subject

What (apa) : untuk menanyakan subject yang bukan orang.

Who buys a new car?

Who were here ten minutes ago?

What is that?



2. Menanyakan Selain Subject

QUESTION WORD	FUNCTION	SENTENCE
What (apa)	Menanyakan benda atau suatu hal secara specific	What is your tote bag color? What do you think about Asian games? What are you doing?
Where (dimana)	Menanyakan tempat	Where do hyou live? Where is the classroom?
When (kapan)	Menanyakan waktu	When will yoi go home? When did ou buy this book?
How (bagaimana)	Menanyakan suatu cara	How do you go to school? How did you understand grammar?
Why (kenapa)	Menanyakan alasan	Why do you study English? Why did she come late yesterday?
Whom (siapa – object)	Menanyakan orang yang menerima aksi (objek)	Whome are you going to meet? Whom did you call?
Whose (siapa – possessive)	Digunakan untuk orang	Whose book is it? Whose turn is it?
	yang memiliki sesuatu (kepemilikan)	Whose pen have you borrowed?
Whice (yang mana)	Menanyakan sifat	Which book do you like? Whice car have you bought?
How many (berapa banyak)	Menanyakan jumlah benda yang bisa dihitung	How many pens will you buy? How many books are in your bag?
How much (berapa banyak)	Menanyakan jumlah benda yang tidak bisa dihitung	How much money do you have? How much sugar do you need?

MODAL AUXILARY

- ❖ **Function**
Modal auxiliary adalah kata kerja bantu yang memberikan makna tambahan pada kata kerja utamanya (*ordinary verb*).
- ❖ **Kinds of modal auxiliaries**

No	Modal	Meaning	Function	Similar Expression of Modal
1	Can	Dapat / bisa	Ability	Be able to
2	Must	Harus	Obligation & necessity	Have to
3	Would	Dulu terbiasa	Past habit	Used to
4	Can Could May Shall Will would	Bolehkah / maukah	Request & over / invitation	Be allowed to
5	Can May	Boleh	Permission	Be allowed to
6	May	Semoga	Wishes	-
7	Should Ought to Had better	Seharusnya / sebaiknya	advisability	Be supposed to

- ❖ **Rules of Modal Auxiliary**
- 1. Bentuknya tetap**
 - She ~~can~~s speak English.
(She can speak English.)
 - 2. Modal Auxiliary selalu diikuti V₁**
 - She can speak English.
 - We must study hard.
 - 3. Tidak boleh di ikuti atau di dahului oleh “to”**
 - She wants to ~~can~~ speak English fluently.
(She wants to be able to speak English fluently.)
 - 4. Tidak boleh ada dua modal murni bertemu dalam satu kalimat**
 - Ben ~~will can~~ drive a car.
(Ben will be able to drive a car.)
- ❖ **Pattern:**
- (+) S + Modal Aux. + V₁ + O
- (-) S + Modal Aux. -not + V₁ + O
- (?) Modal Aux. + S + V₁ + O?

❖ **Function of Modal Auxiliary**

1. Ability (kemampuan)

Modal	Example
Can, be able to dapat / bisa (<i>present / future</i>)	<ul style="list-style-type: none">• He <u>can</u> play the guitar.• He <u>is able to</u> play the guitar.
Could , be able to Dapat / bisa (<i>past</i>)	<ul style="list-style-type: none">• I <u>could</u> swim when I was 4 years old.• I <u>was able to</u> swim when I was 4 years old.

2. Obligation & Necessity (keharusan)

Modal	Example
Must, have to Harus (<i>present / future</i>)	<ul style="list-style-type: none">• You <u>must</u> get up earlier in the morning.• I <u>have to</u> study English.• She <u>has to</u> go tonight.
Had to Harus (<i>past</i>)	<ul style="list-style-type: none">• I <u>had to</u> work yesterday.
Needn't Tidak perlu	<ul style="list-style-type: none">• We <u>needn't</u> wait for her.• You <u>needn't</u> help him.

3. Prohibition (larangan)

Modal	Example
Musn't Tidak boleh (<i>present / future</i>)	<ul style="list-style-type: none">• We <u>mustn't</u> make a noisy.• You <u>mustn't</u> park here.

4. Habitual in past (kebiasaan di masa lampau)

Modal	Example
Would, used to Dulu terbiasa	<ul style="list-style-type: none">• We <u>would</u> play football together.• She <u>used to</u> eat banana every morning

5. Request & over / invitation (permintaan & tawaran / undangan)

Modal	Example
Can, could, may, might, shall, will, would Bolehkah, maukah (<i>present / future</i>)	<ul style="list-style-type: none">• <u>Can</u> I borrow your dictionary?• <u>Can</u> you help me?• <u>Could</u> I ask you a question?• <u>Could</u> you give me some advice?• <u>May</u> we go home now?• <u>Might</u> I borrow our pen?• <u>Could</u> I make you something to eat?• <u>Shall</u> I open the door for you?• <u>Will</u> you have dinner with us?• <u>Would</u> you give me a coffe?• <u>Would</u> you like to go to a party on saturday?
Be allowed to Bolehkah, maukah (<i>all tenses</i>) *hanya untuk request	<ul style="list-style-type: none">• <u>Are</u> you <u>allowed</u> to use the car?

*may hanya digunakan untuk subject I dan we

6. Permission (izin)

Modal	Example
Can, may, couold, might Boleh	<ul style="list-style-type: none">• You <u>can</u> borrow my camera to take picture.• You <u>may</u> go to the party tonight.• Students <u>could</u> choose what they want to study.• We <u>might</u> enter the room after check in.
Be allow to Boleh	<ul style="list-style-type: none">• You <u>are allowed</u> to smoke in smoking area

7. Wihes (harapan)

Modal	Example
May semoga	<ul style="list-style-type: none">• <u>May</u> God bless you!• <u>May</u> she rest in piece!• <u>May</u> you live a long and happy life!

8. Advisability (nasehat)

Modal	Example
Should, ought to, had better Seharusnya, sebaiknya	<ul style="list-style-type: none">• You <u>should</u> attend the class.• You <u>ought</u> to study harder.• We <u>had better</u> to rweaed the book.
Be supposed to Seharusnya, sebaiknya	<ul style="list-style-type: none">• I <u>am supposed</u> to go to meeting.

9. Possibility (kemungkinan)

Modal	Example
May, might mungkin	• She is absent. She may take a rest.
Must pasti	• He is absent. He must be sick. • They must be tired.

10. Impossibility (ketidakmungkinan)

Modal	Example
Cannot, could not Tidak mungkin	• She <u>cannot</u> be sleeping now. • Sam <u>could not</u> be hungry. I saw him eat a hue meal.
Must not Pasti tidak	• John sleeps. He <u>must not</u> meet you.
May not, must not Mungkin tidak	• She is sick. She <u>may not</u> come here.

❖ Exercise
Move into +,-,or?

1. She can swim as far as the length of the pol.
(-)
(?)
2. We can't take the car here.
(+)
(?)
3. We are nont able to finish the work ontime.
(+)
(?)
4. Must we the class soon?
(+)
(-)
5. Can she improve her pronunciation?
(+)
(-)

Translate into English

1. Kita harus makan makanan bergizi.
.....
2. Kita harus bisa berbicara Bahasa inggris dengan lancer
.....
3. Harry mungkin akan kembali besok pagi
.....
4. Mereka tidak boleh menggunakan HP di kelas
.....
5. Mereka pasti datang sekarang
.....

PASSIVE VOICE
(di/ter.....)

❖ The formula

➤ Be+v3+by+agent

Tobe (is,am,are,was,been,being,be)

➤ The rules

1. Tobe+v3
2. **Subject** to be **by object**
3. **Object** to be **subject**
4. Transitive verb
5. Depend on tenses

✓ Simple present

Formula	Excample
S+is/am/are + V3 + by + agent	A: she takes her bag B: her bag is taken by her
S+is/am/are + not + V3 + by + agent	A: She doesn't take her bag B: Her bag is not taken by her
Is/am/are + s + V1+by +agent	A : Does she take her bag? P : Is that bag taken by her

❖ Exercise

Change into passive!

1. She waters flower every afternoon
.....
2. My father doesn't polish shoes every morning
.....
3. Do they eat bread?
.....
4. Jean washes dress in the river
.....
5. Do you watch movie in the cinema every weekend?
.....

Translate into English

1. Nasi dimakan oleh orang Indonesia setiap hari
.....
2. Teh ditanam di dataran tinggi
.....
3. Bir tidak diminum oleh anak-anak
.....
4. Apakah mereka digaji dengan baik?
.....
5. Apakah lantai sudah disapu?
.....

✓ **Present continuous**

Formula	Example
S+is/am/are + being + V3 + by + agent	A: they are buying this book P: this book is being bought by them
S+is/am/are + not + being + V3 + by + agent	A: they are not buying this book P: this book is not being bought by them
Is/am/are + s + V3 + by + agent	A: are they buying this book? P: is this book being bought by them?

❖ **Exercise present perfect**

Change into passive

1. Saski is soaking some dresses in the big bucket
.....
2. Rudi is not smoking a cigar in the class room
.....
3. Is the raking leaves into a big pilo?
.....
4. Roni is not picking some roses
.....
5. Are the refuges waiting for some help?
.....

Translate into English!

1. Tanaman itu sedang disiram oleh Rani
.....
2. Kamarnya (pr) sedang didekorasi
.....
3. Apakah pencuri sedang ditangkap oleh polisi?
.....
4. Pasien sedang diperiksa oleh dokter
.....
5. Apakah rapat sedang dipimpin oleh direktur?
.....

✓ **Present perfect**

Formula	Example
S + have/has + V3 + by + agent	A: You have visite me P : I have been visite by you
S + have/has + not + V3 + by + agent	A: You have not visited me P : I have not visited by you
Have/has + s + V3 + by + agent	A: have you visited me? P : have I visited by you?

❖ Exercise

Change into passive voice!

1. Tasya hasn't collected final task
.....
2. Winda has cooked some cookies for us
.....
3. Have the farmers irrigate their corn fields?
.....
4. He hasn't taken my phone
.....
5. Tina's brother has broken my bike
.....

Translate into English!

1. Apakah motormu sudah diperbaiki?
.....
2. Undangan kita belum disebar
.....
3. Apakah rumah itu telah dijual?
.....
4. Saya dikunjungi oleh orangtua saya
.....
5. Lemari saya tidak dikunci
.....

✓ Simple Past

Formula	Example
S + was/were+ V3 + by + agent	A: We invited them yesterday P : They were invite by us yesterday
S + was/were + not + V3 + by + agent	A: We di not invite them yesterday P : They were not invite by us yesterday
Was/were + s + V3 +by + agent	A : did we invite them yesterday P : were they invited by us yesterday?

❖ Exercise

Change into passive !

1. My father didn't drink coffee
.....
2. Did Lisa plant rose in the back garden?
.....
3. Rama paid a bank loan on time
.....
4. The seller offered some discount to the buyer
.....
5. Did your mother buy a new T-shirt for you?
.....

Translate into english

1. Jembatan itu dibangun pada tahun 2008
.....
2. Tasku dipinjam oleh temanku kemarin
.....
3. Pesannya(lk) tidak dibalas oleh ayahnya
.....
4. Hadiah tidak diterima oleh Susan
.....
5. Apakah laptop dioperasikan olehnya(pr)
.....

✓ **Simple future**

Formula	Example
S+will be+v3+by+agent	A : Jane will take a new project P : a new project will be taken by Jane
S + will be + not + V3 + by + agent	A : Jane will not take a new project P : a new project will not be taken by Jane
Will be + s + V3 + by + agent	A : Will jake take a new project? P : Will a new project be taken by jane?

Exercise

Change into passive

1. He won't save money at the bank
.....
2. Will they invite us for dinner?
.....
3. Ana will ask a question
.....
4. Will she type the report soon?
.....
5. Rico won't send the message
.....

Translate into English

1. Sebuah lagu akan dinyanyikan oleh penyanyi
.....
2. Bukuku tidak akan dibakar oleh ayahku
.....
3. Akankah soal-soal ini dijawab dengan benar?
.....
4. Tugas ini akan dikumpulkan besok pagi
.....
5. Buah tidak akan dimakan oleh kucing
.....

DEGRESS OD COMPARISON

a. One syllable

For comparative, we add “ER”

For superlative, we add “EST”

Example:

Adj.	Comp.	Superlative
Big	Bigger	Biggest
Hot	Hotter	Hottest

b. Two syllable

For comparative, we add “MORE”

For superlative, we add “MOST”

Example:

Adj.	Comp.	Superlative
Beautiful	More beautiful	Most beautiful
Handsome	More handsome	Most handsome

- Santi is more beautiful than Santa
- Susan is the most beautiful girl.

c. For adj. which are ended by OW, ER, LE, Y

For comparative, we add “ER”

For superlative, we add “EST”

Example :

Adj.	Comp.	Superlative
Clever	Cleverer	Cleverest
Narrow	Narrower	Narrowest
Lazy	lazier	laziest

d. Possitive Degree

as + adj + as

e.g. Ali is as clever as Tya
Toha is as handsome as Ali

e. Irregular Adjective

Eample:

Adj.	Comperative	Superlative
Good/Well	Better	Best
Bad/sick	worse	worst

- She is the best student

❖ **Exercise**

Fill in the blank with the comparative and superlative degrees!

Positive	Comperative	Superlative
Fast		
Easy		
Pretty		
Difficult		
Luxurious		
Deep		
Narrow		
Old		
Bad		
Dangerous		
Far		
Near		
Young		
Comfortable		
Little		

Tranlsate into English!

1. Andi lebih cerdas dari Tino
.....
2. Sintia secantik ibunya
.....
3. Mereka tinggal di rumah yang lebih besar
.....
4. Siapa orang terkaya di Indonesia?
.....
5. Tasya terpandai dari semua teman-temannya
.....
6. Matematika sama sulitnya dengan fisika
.....
7. Dimanakah gunung tertinggi di Indonesia?
.....
8. Saya tidak bisa berteriak lebih keras
.....
9. Siapakah orang terkaya sedunia?
.....
- 10.Dia (pr) terlihat lebih cantik sekarang
.....

QUESTION TAG

Merupakan bentuk pertanyaan berekor yang fungsinya untuk mempertegas suatu pertanyaan.

❖ **Syarat utama dalam membuat question tag adalah :**

- Apabila kalimat utamanya / pernyataannya berbentuk kalimat positif, maka kalimat tag-nya, harus dibentuk dalam kalimat negative.
- Apabila kalimat utamanya/pernyataannya berbentuk kalimat negative, maka tag-nya harus berbentuk kalimat positif

Untuk memudahkan cara pembuatan tag, kalimat dibagi menjadi dua:

1. Kalimat yang menggunakan auxiliary Kata Bantu
2. Kalimat yang tidak mengandung auxiliary.

➤ **Kalimat mengandung auxiliary**

S + Auxiliary + V/be + O/Complement + auxiliary not + S

S + auxiliary not + V/be + O/Complement + auxiliary + S

Contoh:

- She is going to come here, isn't she?
- He cannot go now, can he?
- You will be here with me, won't you?

➤ **Kalimat yang tidak mengandung auxiliary**

S + Verb-1 + O/Complement + do / does + not + S ?

S + Verb-2 + O/Complement + did + not + S ?

S + do / does / did + not + V/be + O + do / does / did + S ?

Contoh

- She loves me, doesn't she ?
- He visited you, didn't he?
- They don't watch TV, do they?

❖ **Hal – hal yang perlu diperhatikan dalam question tag**

- a) Subyek dalam kalimat pernyataannya harus diulang dalam bentuk personal pronoun (kata ganti).

Contoh :

1. Henri will here, won't he?
2. The players have a good skill, don't they?

- b) Kalimat yang subyeknya everyone, everybody, everything, anyone, anybody, no one, nobody, harus diulang dalam tag-nya menjadi "They".

Contoh:

1. Everybody watched movie, didn't they?
2. No one cares of me, don't they?

- c) Apabila kalimatnya berbentuk kalimat perintah, tag-nya menjadi "Will you"

Contoh

1. Close the door, will you?
2. Don't take my book, will you?

- d) Kalimat yang diawali dengan kata let's / let us diulang dalam tag-nya menjadi, "shall we"

Contoh

1. Let's play the game, shall we?
2. Let us pay attention to the teacher's speaking, shall we?

- e) Apabila ada kalimat yang subyeknya "I am" dalam kalimat positif, tag-nya harus menggunakan "Aren't I"

Contoh

1. I am clever, aren't I?
2. I will get the prize in this contest, aren't I?

- f) Tetapi apabila kalimatnya negative dan kalimatnya menggunakan subyek "I am not", tag-nya akan kembali menggunakan Am I.

1. I am not a student, am I ?
2. I am not lazy to study English, Am I ?

- g) Apabila ada kalimat yang dimasuki oleh kata never, seldom, rarely, barely, hardly, few, little, dianggap sama kedudukannya dengan kalimat negative.

Contoh

1. She seldom comes late, does she?
2. They never spoke English, did they?

- h) Penggunaan modal dalam question tag

She can sing, can't she?

We needn't do that, need we?

❖ Jawaban question tag :

- 1) Membenarkan :

Contoh : You are working, aren't you? Yes, I am

You aren't a doctor, are you ? No, I am not

- 2) Menyangkal

Contoh : He is clever, isn't he? No, he isn't

❖ Exercise

Put the question tag on these sentences!

1. She isn't an actress,?
2. They have nothing for their breakfast,?
3. Suzan has gone to many beautiful places,?
4. He wanted to buy shoes,?
5. Nothing comes free,?
6. Children like playing games,?
7. I meet no one in her house,?
8. Don't enter that building,?
9. Leave them alone,?
10. Corruption can be stopped,?
11. Illegal logging is a serious problem,?
12. She won't meet us soon,?
13. Someone is waiting for you,?
14. Everyone welcomes the new year,?
15. She has never left me,?

CONDITIONAL SENTENCE

❖ Conditional Sentence Type 0

Digunakan ketika result/consequence (hasil) dari condition (syarat) selalu terwujud karena merupakan fakta ilmiah atau general kebenaran umum yang merupakan kebiasaan.

Formula	Example
If + simple present + simple Present	If you heat ice, it melts (jika kamu memanaskan es, itu mencair) If it rains, the grass gets wet (jika hujan, rumput basah)

❖ Exercise

Translate into English !

1. Jika kamu membekukan air, itu menjadi es
.....
2. Polusi meningkat jika jumlah kendaraan bertambah
.....
3. Jika kita mendinginkan air, itu mencair
.....
4. Jika tidak ada sinar matahari, tumbuhan tidak berbuah
.....
5. Jika kamu memanaskan air pada suhu 100 derajat celcius, itu mendidih
.....

❖ Conditional Sentence Type 1

Digunakan ketika result/consequent (hasil) dari condition (syarat) memiliki kemungkinan untuk terwujud di masa depan.

Formula	Example
If + simple present + simple future	If I meet him, I will introduce myself (jika saya bertemu dia, saya akan memperkenalkan diri) If you tell her the truth, she will forgive you (Jika kamu menceritakan yang sebenarnya kepadanya, dia akan memaafkannya)

❖ Exercise

Translate into English!

1. Jika aku punya banyak uang, aku akan membeli rumah yang mewah
.....
2. Saya bisa mengumpulkan tugas besok jika saya menyelesaikannya hari ini.
.....
3. Jika kamu tidak cepat-cepat, maka kamu akan ketinggalan bus.
.....
4. Adik perempuanku akan senang jika ibunya membelikan coklat untuknya.
.....
5. Saya meminta kamu menelpon saya jika kamu melihat kakak saya
.....

❖ Conditional Sentece Type 2

Digunakan ketika result/ consequence (hasil) dari *condition* (syarat) tidak memiliki atau hanya sedikit kemungkinan untuk terwujud.

Formula	Example
If + past tense + past future	If I became the president of this country, I would pay more attention to teacher' prosperity (jika aku menjadi presiden negara ini, aku akan memberikan perhatian lebih pada kesejahteraan guru) If I spoke Italian, I would be working in Italy. (jika aku berbicara Italian,aku akan bekerja di Itali)

❖ Exercise

Translate into English!

1. Dia akan pergi berbelanja jika dia punya banyak uang.
.....
2. Saya akan mentraktir teman baik saya jika saya mendapat beasiswa.
.....
3. Jika aku jadi kamu,aku akan belajar keras
.....
4. Seandainya saya punya sayap-sayap yang kuat,saya akan terbang
.....
5. Jika aku mendapat nilai tinggi aku akan belajar di luar negeri
.....

❖ Conditional Sentence Type 3

Digunakan ketika result/consequence (hasil) dari condition (syarat) tidak ada kemungkinan terwujud karena situasinya berlawanan dengan kenyataan.

Formula	Example
If + past Perfect + past future Perfect	If I had studied harder, I would have passed the exam <i>(jika aku belajar lebih giat, aku pasti lulus ujian)</i> If you had remembered to invite me, I would have attended your party. <i>(jika kamu ingat mengundang saya, saya akan hadir di pestamu)</i>

❖ Exercise

Translate into English!

1. Jika dia mengunci rumah, pencuri tidak akan mencuri rumahnya.
.....
2. Jika Saya mendapat promosi, saya akan kerja di Jakarta.
.....
3. Ketika akan menyelesaikan pekerjaan kita jika computer kita tidak rusak
.....
4. Jika dia tahu tentang masalahku, dia akan menawarkan pertolongan.
.....
5. Aku akan mendapatkan banyak uang jika aku bekerja keras.
.....

PROMOTING PRODUCT

Good morning everybody!
How are you today? Let me introduce myself. My name is Destya Vinka. You can call me Vinka, I'm from Otsuka companies. I will tell you about the best product of our company, it is Pocari Sweat! You are already familiar with the name Pocari Sweat, is not it? Yes, Pocari Sweat is soft drink that will replace fluids in your body. The ingredients are water,sugar, citric acid,trisodium citrate, calcium lactate, magnesium carbonate,and flavour. Certainly all of the ingredients is safe, no side effect. Okay, if anyone of you are interested,palce don't hesitate to contact me or come to our palce. But, if you buy Pocari Sweat now, you can get discount until 10%. The cost of this Pocari Sweat is Rp. 7000-, So you can get it a price Rp. 6.300-,
• I think Enough for me, thank you very much for your attention. And if
• I disturb your rest time, my apology for the inconvenience. See you next time!

Assalamu'alaikum Wr Wb.
Good Morning Everybody!
Nice to meet you all today!

I am Indra and here I am as representative of our pharmacy company to introduce our top product that is Smart Detox. Smart Detox is one of the best way to get healthy life with the modern way for all you who want to get the optimal healthy with the best appeatance and ideal weight.

Smart Detox is safe to be consumed for all ages because itd use the detoxification method or the way to throw away the poison from the body by metabolism system that is safe concerned with nature. This product has brand Smart Nutrition and Food Supplement from America that is trusted during 40 years and spread in 70 countries with FDA Approval certificate.

Get the further information,free consultation,and interesting price form us for all of you who want to change your life style to be healthier, get your ideal weight, and lose your weight until 21 kg in 20 days only. Call our customer service by Chat,WhatsApp, or LINE in 081208120812 and BBM : 585B2E94.

Wa'alaikumussalam Wr. Wb

PRESENTATION

Contoh Bahasa Inggris presentasi yang baik dapat memberikan anda pemah if viaman bagaimana membuat presentasi yang baik,yang runtut, logis dan mudah dipahami. Pada dasarnya, sebelum kita membuat draft presentasim kita harus mengetahui dengan baik materi yang akan disampaikan serta target yang akan dihadapi.

Presentasi terdiri dari :

1. Pendahuluan,
2. Bagian Inti,
3. Dan Penutup.

Kita harus menyusun draft presentasi yang singkat, padat dan jelas. Untuk memperjelas paparan dalam peresntasi, anda bias menggunakan bantuan aplikasi Power Point.

- **Pendahuluan**

Di pendahuluan, Anda bisa memperkenalkan diri dan lembaga atau profesi yang anda wakili.

Di bagian ini, anda juga bisa memberikan latar belakang dan ringkasan singkat mengenai materi dalam presentasi ada.

Good morning ladies and gentlemen,

First of all, I would to introduce myself. I'm Arini, the representative of Yogyakarta Youth Centre. Before We Start our discussion about bullying in education instratution. Let me present about bullying from different point of view. In this presentation, I would like to ask you to se bullying from our society's eyes. At the end of presentasion, you are supposed to have your own opinion and to decide on what side you would stand by. By having different point of view, we will have better and wiser solusion for this problem.

Ladies and gentlemen,

Let's start looking at bullying in Indonsia. The cases of bullying in Indonesia, especially in educational institutions, has been a public concern for the last few decades. People are beginning to feel the bullying is an inhumane behaviour and needs to be eliminated from tradition. What has triggered the public reaction is many unfolding event related to leading-to-death bullying. There are pros and cons in society related to bullying behaviour. ps in society related to bullying behaviour. Psychologists and sociologists assert that bullying behaviour can lead to

some bad effect on victims socially and emotionally. Nevertheless, some opinions circulating in the community state that bullying is a positive thing, especially in training a person’s mental strength.

• **Bagian Inti**

Di bagian inti ini presentasi anda bias memberikan penjelasan lebih detail tentang materi yang akna anda sampaikan. Dukung penjelasan anda dengan opini dan data sehingga presentasi anda dapat memberikan kesan yang mandalam.

Ladies and Gentlemen.

The first comes from mostly psychologists and sociologists. Psychologists and sociologists suggest that bullying can affect the victims emotionally and socially. The bullying victims may become anti socials. They become shy, not confident, closed , and even always feel threatened while among people, so they not able to develop strong social relations with the surroundings. They always feel that the people around him is a thret, some cases even show that a person experiencing bullying at a young age has the potential to become a bullying target during adulthood and even become the bullying agent itself. This makes bullying into a cycle with a difficult chain to break.

Different opinions have evolved whitin the community itself. Some community groups claim that bullying is necessary to train a person’s mental to be more resilient. With bullying. A person will be more respectful and appreciative of an older or more senior person in an organization. This is widely seen in formal educational institutions wrapped in an introduction to school or campus environment such a OSPEK or MOS. Educational institutions with highest bullying cases occur in official school with semilitary education models such as IPDN. This annual tradition is strongly influenced by the culture of seniority in the miliraty hierarchy and feudal traditions that are deeply rooted in the culture if Indonesia society.

• **Penutup**

Sebelum anda menutup presentasi anda,buat kesimpulan dari materi yang telah anda presentasikan. Anda bias memberikan kesempatan pada audiens untuk memeberikan suatu pertanyaan, atau anda bias mengakhirinya langsung setelah sebekumnya menyampaikan terima ksh atas perhatiannya audience.

Ladies and Gentlemen,

At the final section, I would like to make a summary. Regardless of the pros and cons of bullying,let’s look at it from the point of view of the victim. What are their opinions and feelings when they experience bullying? Do they benefit from the action or even cause prolonged resentment? Is there a strong correlation between bullying and mental action?

Once you have the answer, you should decide where to stand,of course along with logical reasons. You should do the right action to overcome bullying in society and make sure that the victims still have a chance to continue their lives safely without any resentment in their hearts. At last, please set up your opinion and feel to share them in our discussion after this. Thank you.

Lembar Pengamatan Presentasi

Nama :.....
Kelas :.....

No	Nama Siswa	INDIKATOR SIKAP					
		Aktivitas diskusi	Menghargai pend.org lain	Kehadiran siswa	Tanggung jawab	Skor	Nilai

Contoh Speech I

Assalamu’alaikum Wr. Wb.
Good morning all the respectable principal,the teachers and all the staff, and my dear beloved friends. Let me to sat thank you for this opportunity to deliver my speech in this nice day about saving money.

If we have the habit for saving mony this will give us a lot of advantages, but this is not easy. Most of us know that it is important to save money, but we let ourselves be carried away by impulses of buying everything that interest us and we do not have a good money management, this can affect

our future. Therefore,I would like to give you my view on the advantages of saving money for teenagers.

Dear Audience, by saving money, we can have the possibility of enjoying a healthy financial future and reach our plans and goals. What do I mean by this? People who save from save from a very young age can aspire to a better financial future. Although saving requires short-term sacrifices,after several years of saving and side aside our money, we can enjoy better conditions in future One of the main advantages of saving is that is allows us to carry out many of our plans and reach our goals. When we want to acquire a certain newest gatget with a high prince, we can use our saving to buy it. Or we can also use our saving to pay for our school fee in our dream school. So, it is always necessary to save.

Another advantage is that it can train us to be discipline. Great discipline can help us achieve our goals. As we know, it is not always so easy to save money, but the habit of saving encourages self-discipline,because we do not make some current expenses to have better benefits in the future. This requires a great deal of will and these will help us achieve other personal goals.

My beloved friends, the next advantage would be no need to borrow. We all know that there are now and pay later, the so-called credits. But one of the great benefits of saving is that we can pay cash,therefore,we have no need to borrow to achieve our goals.

Now that we have known the reason for saving and the importance of creating an emergency fund, it is time to develop a savings plan. The savings plan serves as a guide to meet our individual and family financial goals. To develop this savings Plan we have to keep track of our income and expenses,this will allow us to analyse our savings capacityAs I have explained before,saving is an indispensable habit to enjoy good health and financial freedom in the future, but it must be made clear that it is not easy when you do not have the habit, at the beginning it can be complicated. But this you do not have going away little by little and we will get a habit of well-defined savings. Let's save our money for our future. That's all that I can say for this short speech. I hope it can be beneficial for us. Thanks you for your attention,wassalamu'alaikum Wr.Wb

VERB

No.	Verb 1	Verb 2	Verb 3	Verb-ing	Meaning
1	Drink	Drank	Drunk	Drinking	Minum
2	Eat	Ate	Eaten	Eating	Makan
3	Sing	Sang	Sung	Singing	Menyanyi
4	Make	Made	Made	Making	Membuat
5	Read	Read	Read	Reading	Membaca
6	Come	Came	Come	Coming	Datang
7	Bring	Crought	Brought	Bringing	Membawa
8	Buy	Bought	Bought	Buying	Membeli
9	Write	Wrote	Written	Writing	Menulis
10	Give	Gave	Given	Giving	Memberi
11	See	Saw	Seen	Seeing	Melihat
12	Draw	Drew	Drawn	Drawing	Menggambar
13	Stand	Stood	Stood	Standing	Berdiri
14	Take	Took	Taken	Taking	Mengambil
15	Wear	Wore	Worn	Wearing	Memakai

VERB

No.	Verb 1	Verb 2	Verb 3	Verb-ing	Meaning
1	Drive	Drove	Driven	Driving	Mengendarai
2	Put	Put	Put	Putting	Meletakkan
3	Think	Thought	Thought	thinking	Berpikir
4	Sleep	Slept	Slept	Sleeping	Tidur
5	Go	Went	Gone	Going	Pergi
6	Sweep	Swept	Swept	Sweeping	Menyapu
7	Do	Did	Done	Doing	Mengerjakan
8	Use	Used	Used	Using	Menggunakan
9	Get	Got	Gotten	Getting	Mendapatkan
10	Cry	Cried	Cried	Crying	Menangis
11	Play	Played	Played	Playing	Bermain
12	Sit	Sat	Sat	Sitting	Duduk
13	Fall	Fell	Fallen	Falling	Jatuh
14	Wait	Waited	Waited	Waiting	Menunggu
15	Run	Ran	Run	Running	Berlari

VERB

No.	Verb 1	Verb 2	Verb 3	Verb-ing	Meaning
1	Meet	Met	Met	Meeting	Bertemu
2	Visit	Visited	Visited	Visiting	Mengunjungi
3	Study	Studied	Studied	Studying	Belajar
4	Tell	Told	Told	Telling	Bercerita
5	Find	Found	Found	Finding	Menemukan
6	Speak	Spoke	Spoken	Speaking	Berbicara
7	Cut	Cut	Cut	Cutting	Memotong
8	Lend	Lent	Lent	Lending	Meminjamkan
9	Borrow	Borrowed	Borrowed	Borrowing	Meminjam
10	Kiss	Kissed	Kissed	Kissing	Mencium
11	Smell	Smelt	Smelt	Smelling	Mencium (bau)
12	Forgive	Forgave	Forgiven	Forgiving	Memaafkan
13	Forget	Forgot	Forgotten	Forgetting	Lupa
14	Pay	Paid	Paid	Paying	Membayar
15	Invite	Invited	Invited	Inviting	Mengundang

VERB

No.	Verb 1	Verb 2	Verb 3	Verb-ing	Meaning
1	Teach	Taught	Taught	Teaching	Mengajar
2	Steal	Stole	Stolen	Stealing	Mencuri
3	Sell	Sold	Sold	Selling	Menjual
4	Win	Won	Won	Winning	Menang
5	Share	Shared	Shared	Sharing	Membagi
6	Say	Said	Said	Saying	Berkata
7	Fly	Flew	Flown	Flying	Terbang
8	Remind	Reminded	Reminded	Reminding	Mengingat
9	Gather	Gathered	Gathered	Gathering	Berkumpul
10	Repeat	Repeated	Repeated	Repeating	Mengulang
11	Begin	Began	Begun	Beginning	Mulai
12	Lose	Lost	Lost	Loosing	Kalah
13	Lie	Lied	Lied	Lying	Berbohong
14	Know	Knew	Known	Knowing	Tahu/kenal
15	Ride	Rode	Ridden	Riding	Menunggang

VERB

No.	Verb 1	Verb 2	Verb 3	Verb-ing	Meaning
1	Send	Sent	Sent	Sending	Mengirim
2	Receive	Received	Received	Receiving	Menerima
3	Spend	Spent	Spent	Spending	Menghabiskan
4	Help	Helped	Helped	Helping	Menolong
5	Dream	Dreamt	Dreamt	Dreaming	Bermimpi
6	Ask	Asked	Asked	Asking	Bertanya
7	Hide	Hid	Hidden	Hiding	Sembunyi
8	Close	Closed	Closed	Closing	Menutup
9	Laugh	Laughed	Laughed	Laughing	Tertawa
10	Open	Opened	Opened	Opening	Membuka
11	Become	Became	Become	Becoming	Menjadi
12	Walk	Walked	Walked	Walking	Berjalan
13	Throw	Threw	Thrown	Throwing	Membuang
14	Offer	Offered	Offered	Offering	Menawarkan
15	Forbid	Forbade	Forbidden	Forbidding	Melarang

VERB

No.	Verb 1	Verb 2	Verb 3	Verb-ing	Meaning
1	Change	Changed	Changed	Changing	Mengganti
2	Swear	Swore	Sworn	Swearing	Bersumpah
3	Promise	Promised	Promised	Promising	Bersumpah
4	Work	Worked	Worked	Working	Bekerja
5	Hurt	Hurt	Hurt	Hurting	Menyakiti
6	Feed	Fed	Fed	Feeding	Kasih makan
7	Swim	Swam	Swum	Swimming	Berenang
8	Listen	Listened	Listened	Listening	Mendengarkan
9	Grow	Grew	Grown	Growing	Tumbuh
10	Attend	Attended	Attended	Attending	Menghadiri
11	Stay	Stayed	Stayed	Staying	Tinggal
12	Live	Lived	Lived	Living	Tinggal
13	Choose	Chose	Chosen	Choosing	Memilih
14	Call	Called	Called	Calling	Memanggil
15	Support	Supported	Supported	Supporting	Mendukung

VERB

No.	Verb 1	Verb 2	Verb 3	Verb-ing	Meaning
1	Plan	Planned	Planned	Planning	Berencana
2	Explain	Explained	Explained	Explained	Menjelaskan
3	Cook	Cooked	Cooked	Cooking	Memasak
4	Prepare	Prepared	Prepared	Preparing	Menyiapkan
5	Learn	Learnt	Learnt	Learning	Mempelajari
6	Discuss	Discussed	Discussed	Discussing	Berdiskusi
7	Realize	Realized	Realized	Realizing	Menyadari
8	Obey	Obed	Obed	Obed	Mentaati
9	Disobey	Disobeyed	Disobeyed	Disobeying	Melanggar
10	Refuse	Refused	Refused	Refusing	Menolak
11	Offer	Offered	Offered	Offering	Menawarkan
12	Need	Needed	Needed	Needing	Membutuhkan
13	Ask	Asked	Asked	Asking	Bertanya
14	Talk	Talked	Talked	Talking	Berbicara
15	Carry	Carried	Carried	Carrying	Membawa

VERB					
No.	Verb 1	Verb 2	Verb 3	Verb-ing	Meaning
1	Type	Typed	Typed	Typing	Mengetik
2	Combine	Combined	Combined	Combining	Menggabungkan
3	Want	Wanted	Wanted	Wanting	Ingin
4	Thank	Thanked	Thanked	Thanking	Berterima-kasih
5	Present	Presented	Presented	Presenting	Mempersembahkan
6	Hunt	Hunted	Hunted	Hunting	Berburu
7	Cycle	Cycled	Cycled	Cyclinng	Bersepeda
8	Annoy	Annoyed	Annoyed	Annoying	Membuat jengkel
9	Protect	Protected	Protected	Protecting	Melindungi
10	Daydream	Daydreamt	Daydreamt	Daydreamt	Melamun
11	Disturb	Disturbed	Disturbed	Disturbing	Mengganggu
12	Replace	Replaced	Replaced	Replacing	Mengganti (posisi)
13	Overcome	Overcame	Overcome	Overcoming	Mengatasi
14	Oversee	Oversaw	Overseen	Overseeing	Mengawasi
15	Shout	Shouted	Shouted	Shouting	Berteriak

VERB					
No.	Verb 1	Verb 2	Verb 3	Verb-ing	Meaning
1	Partake	Partook	Partaken	Partaking	Membangun
2	Catch	Caught	Caught	Catching	Menangkap
3	Creep	Crept	Crept	Creeping	Merangkak
4	Dig	Dug	Dug	Digging	Menggali
5	Fight	Fought	Fought	Fighting	Berkelahi
6	Freeze	Froze	Frozen	Freezing	Membeku
7	Hold	Held	Held	Holding	Mengadakan
8	Grave	Graved	Graved	Graving	Mengubur
9	Hit	Hit	Hit	Hitting	Memukul
10	Grind	Ground	Ground	Grinding	Menggiling
11	Ring	Rang	Rung	Ringing	Berdering
12	Rise	Rose	Risen	Rising	Terbit
13	Sink	Sank	Sunk	Sinking	Tenggelam
14	Spit	Spit/Spat	Spit/Spat	Spitting	Meludah
15	Slink	Slunk	Slunk	Slinking	Menyelinap

VERB					
No.	Verb 1	Verb 2	Verb 3	Verb-ing	Meaning
1	Steal	Stole	Stolen	Stealing	Mencuri
2	Stick	Stuck	Stuck	Sticking	Menempel
3	Sting	Stung	Stung	Stinging	Menyangat
4	Swing	Swung	Swung	Swinging	Mengayunkan
5	Wring	Wrung	Wrung	Wringing	Menjepit
6	Tear	Tore	Torn	Tearing	Merobek
7	Undergo	Underwent	Undergone	Undergoing	Mengalami
8	Whisper	Whispered	Whispered	Whispering	Berbisik
9	Peep	Peeped	Peeped	Peeping	Mengintip
10	Postpone	Postponed	Postponed	Postponing	Menunda
11	Pass	Passed	Passed	Passing	Melewati
12	Neglect	Neglected	Neglected	Neglecting	Melalaian
13	Nod	Nodded	Nodded	Nodding	Mengangguk
14	Operate	Operated	Operated	Operating	Menjalankan
15	Sate	Sated	Sated	Sating	Mengenyangkan

Change these sentences into the other tenses

1. Borry doesn't live in a big city
Simple Future :
Present perfect :
2. That machine works well
Present continuous :
Simple past :
3. They sent us some flowers
Simple Present :
Simple future :
4. Anita will visit her grandmother next week
Simple Future :
Present perfect :
5. Mariska will not attend the meeting tomorrow
Simple present :
Simple past :
6. Are we practicing our English in the classroom?
Simple Future :
Present perfect :

Change into conditional sentence type 2 and 3

1. She will stay if it rains
Type 2 :
Type 3 :
2. If Romy is here, I will share my problem with him
Type 2 :
Type 3 :
3. She can't buy the car if she doesn't have much money
Type 2 :
Type 3 :
4. Father will not go for business if mother stops him
Type 2 :
Type 3 :
5. If I am in Italy, I will visit many beautiful places there
Type 2 :
Type 3 :