

## UNIT 2 TALKING ABOUT WORKING LIFE IN INDONESIA

**Practice 1.** Have you ever worked before? Did you have experience to do part time job? look at these pictures. What were their educational backgrounds? Then, why did these workers need to improve their professional skill?

Picture 2.a. Meeting



Picture 2.b. Seminar



Picture 2.c. Speech



Picture 2.d. Presentation



### Practice 2. Grammar Focus

#### How to Prepare for Presentation

##### A. Some Expressions to Use in Giving A Presentation

Someday if you are worker or businessman, You may need to deliver a presentation to your potential clients, partners or consumers. You have to share your ideas to audience in presentation. Then, you may not have the experience of talking in front of an audience. Even though, if you have an excellent idea, its acceptance depends on how effectively it is presented. The following tips may help you avoid this situation.

##### 1. Welcoming

- Good morning, ladies and gentleman

- Welcome to ...
- It's very nice to see you all today
- 2. Introducing the Subject**
  - I'm going to talk about ...
  - This talk is ...
  - The title of today's presentation is ...
- 3. Referring Forward**
  - I'll say more about that in a moment
- 4. Referring Back**
  - As I said/mentioned earlier/before ...
- 5. Moving On**
  - That brings me to my next point
- 6. Referring to Visuals**
  - The figure show...
  - As you can see from this diagram/graph/table...
- 7. Giving Examples**
  - For instance...
  - For example...
  - Let me give you an example...
- 8. Inviting Questions**
  - Any questions so far?
  - Is that clear?
  - Does everyone follow that?
- 9. Finishing Off**
  - Thank you very much for your attention
  - Well that was a brief overview of the subject

## **B. Adverbial Clauses of Contrast**

Adverbial clauses of contrast contains an idea that is in conflict with the one in the main clause. For example: **Even though, even if, although, though, while, where, whereas, and when.**

- I couldn't finish the assignment **although** we worked day and night.
- **Even though** she was introvert person, she went to family gathering with her family to please them.

### Practice 3. Answer these following questions directly!

1. What is your favorite topic presentation?
2. Have you found problems in doing presentation? if yes please tell your teacher and classmates.
3. How do you solve those problems?
4. Here are some problems before or during presentation.
  - You forgot to bring your notes to the presentation
  - The microphone doesn't work
  - Several people in the audience are yawning and getting up for coffee
  - When you tell a joke as an opener, no one laughs
5. How do you solve them?

### Practice 4. Giving a presentation!

Now, work in pair to prepare and give a short presentation on one of the following topics!

- Your company
- Your products
- A project you have been involved recently
- New development in your field
- Your business plan

Before you begin, decide:

- Who you are talking to
- How many people there are
- Who they are
- If it's formal or informal occasion

Prepare any props you need, e.g: whiteboard, cartoon, marker, etc. You have 10 minutes to make the presentation.

### Practice 5. Joining Training or Workshop

To improve your professional skills in company or in business, you must join some trainings or workshops. Write down your target to join some seminars, trainings, workshops and so on. No 1 has been done for you as example

No	Trainings/workshops	Reason	Target
1	English skill	As professional teacher, I have to improve my English skill, even, I am not an English teacher	Fluent in English, oral and written

No	Trainings/workshops	Reason	Target
2	.....	.....	.....
3	.....	.....	.....
4	.....	.....	.....
5	.....	.....	.....
6	.....	.....	.....
7	.....	.....	.....

### Practice 6. Preparing for a speech!

Imagine you are a **business owner**. You have to give speech about your successful business in national business seminar in college. You are going to give business tips, how to survive in business, how to win the competition in business, how to use social media as promoting media effectively and so on.

Compose your speech and preform it in front of class

**Note:** *you have to do speech without reading the text, just looking at key words or important points*

### Practice 7. Doing a business meeting.

As employee, you will have meetings in your company to make collective decision. Now, write down the parts of meeting and their functions.

1. Moderator = .....
2. Leader of meeting = .....
3. Secretary = .....
4. Member of meeting = .....
5. .... = .....

**Practice 8.** Have you ever done a meeting? What is the function of meeting in business? Right now, form a group (3-4 persons). Then, act as you and your friends do a weekly company meeting to evaluate “the negative result of marketing target in 2018”. Remember to decide for secretary, members, moderator and leader of meeting

**Practice 9.** Read the text carefully!

**The Double Life of Alfred Bloggs**

*(taken from L.G Alexander in Guided Speaking:  
Practical guide to Speak English,122-123)*

These days, people who do manual work often receive far more money than clerks who work in offices. People who work in offices are frequently referred to as “white collar workers” for the simple reason that they usually wear a collar and tie to go to work. Such is human nature, that a great many people are often willing to sacrifice higher pay for the privilege of becoming white collar workers. This can give rise to curious situations, as it did in the case of Alfred Bloggs who worked as a dustman for the Corporation

When he got married, Alf was too embarrassed to say anything to his wife about his job. He simply told her that he worked for the Corporation. Every morning, he left home dressed in a fine black suit. He then changed into overalls and spent the next eight hours as a dustman. Before returning home at night, he took a shower and changed back into his suit. Alf did this for over two years and his fellow dustman kept his secret. Alf’s wife has never discovered that she married a dustman and she never will, for Alf has just found another job. He will soon be working in an office as junior clerk. He will be earning only half as much as he used to, but he feels that his rise in status is well worth the loss of money. From now on, he will wear suit all day and others will call him “Mr Bloggs”, not “Alf”.

**Answer these questions directly**

1. What do you think of Alfred Bloggs? Why
2. Find the badness and goodness of a white collar worker?
3. Find the badness and goodness of people who do manual work?
4. Why did the speaker do such thing?
5. What is the moral value of the story?

**Practice 9.2** Retell the story above by using your own words and perform it in front of the class!

**Practice 10.** Nowadays, business or working can be done by using technology. We have been familiar with online seller, blogger, youtuber, content creator, it consultant, and so on. All of those professions can be done at home and without regular working hours.

- Now, work in group (3 – 4 students) to discuss about “the benefit of using social media to promote your business or product”.
- Present your result of discussion in front of your friends.