BASIC ENGLISH MASTERY
(A Complete Handout to Master English Easily for Non-English Department Students)

VERONIKA UNUN PRATIWI
ARIN ARIANTI
SARI HANDAYANI
NURNANINGSIH
PREFACE

English is one of important subject as general subject item among other general subject items in University. This handout is aimed to help the non-English university students mastery English easily with its clear, compact, short, and systematic edition. Besides discussing the basic theories, it also encloses some practices containing vocabularies, grammar, reading, and writing materials.

The goal writing of this handout is to help the non-English Department university students so that it generally can be accepted and useful in pushing and developing the students’ Basic English language skill.

The writer’s gratitude to the publisher, the institution, and any other participant who have helped the writers to issue this handout. We do expect that this handout could be useful in the future.

Surakarta, August 2013

Team
# TABLE OF CONTENT

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preface</td>
<td>2</td>
</tr>
<tr>
<td>Table of Content</td>
<td>3</td>
</tr>
<tr>
<td>Lesson 1. DAILY ACTIVITY</td>
<td>4</td>
</tr>
<tr>
<td>Lesson 2. NUMBERS, TIME, DAYS, MONTH AND YEAR</td>
<td>11</td>
</tr>
<tr>
<td>Lesson 3 ARTICLE</td>
<td>20</td>
</tr>
<tr>
<td>Lesson 4 PARTS OF HOUSE</td>
<td>31</td>
</tr>
<tr>
<td>Lesson 5 TALKING ABOUT SINGULAR AND PLURAL FORMS</td>
<td>37</td>
</tr>
<tr>
<td>Lesson 6 CONJUNCTIONS</td>
<td>43</td>
</tr>
<tr>
<td>Lesson 7 TALKING ABOUT HOW TO USE THE TELEPHONE</td>
<td>50</td>
</tr>
<tr>
<td>REFERENCES</td>
<td>54</td>
</tr>
<tr>
<td>About The Writer</td>
<td></td>
</tr>
</tbody>
</table>
LESSON 1
DAILY ACTIVITIES

SIMPLE PRESENT TENSE TO BE (am, is, are)

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>BE (AM, IS, ARE)</th>
<th>OBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>AM</td>
<td>A STUDENT</td>
</tr>
<tr>
<td>YOU</td>
<td>ARE</td>
<td>A STUDENT/STUDENTS</td>
</tr>
<tr>
<td>WE</td>
<td>ARE</td>
<td>STUDENTS</td>
</tr>
<tr>
<td>THEY</td>
<td>ARE</td>
<td>STUDENTS</td>
</tr>
<tr>
<td>HE</td>
<td>IS</td>
<td>A STUDENT</td>
</tr>
<tr>
<td>SHE</td>
<td>IS</td>
<td>A STUDENT</td>
</tr>
<tr>
<td>IT</td>
<td>IS</td>
<td>A BOOK</td>
</tr>
</tbody>
</table>

Example :

Positive : S + to be + O
(+ ) I am a student

Negative : S + to be + not + O
(- ) I am not a student

Interrogative : To be + S + O
(?) Am I a student?

Practice 1

Complete the sentences using is, am, or are.

1. You … the student of the first year.
2. Ani and I … friends.
3. Redi … a good boy.
4. We … sisters.
5. The cat … Tame.
6. The children … Cute.
7. Rita and Sani … going to the market.
8. She … a nurse.
9. He … naughty.
10. The apple … on the table.

**Practice 2**

**Complete this paragraph below with is, am, or are.**


**GRAMMAR**

**SIMPLE PRESENT TENSE :** Simple Present tense is used to express our habits and our daily activities.

Pattern:

A. For subject *He, She, It or 3rd single person*

<table>
<thead>
<tr>
<th>PATTERN</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>(+) S + V1 + s/es + O</td>
<td>She studies every day.</td>
</tr>
<tr>
<td>(-) S + does +not +V1+ O</td>
<td>She does not study every day.</td>
</tr>
<tr>
<td>(?) Does + S + V1 +O</td>
<td>Does she study every day?</td>
</tr>
</tbody>
</table>

B. For subject *They, We, I, You or Plural*

<table>
<thead>
<tr>
<th>PATTERN</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>(+) S + V1+ O</td>
<td>You get up at 05.00 o’clock.</td>
</tr>
<tr>
<td>(-) S + do+ not+ V1+O</td>
<td>You do not get up at 05.00 o’clock</td>
</tr>
<tr>
<td>(?) Do + S + V1 + O</td>
<td>Do you get up at 05.00 o’clock.</td>
</tr>
</tbody>
</table>
**Practice 1**

Choose the correct verb.

1. Willy (get up/gets up) at 6.30 in the morning.
2. Adel (make/makes) her bed.
3. Then, she (have/has) breakfast after taking a bath.
4. The school (start/starts) at 7.00 o’clock.
5. Ninik and her friends (have/has) a break at 10.25.
6. We (eat/eats) lunch at 12.20.
7. His schedule (finish/finishes) at 13.00 in the afternoon.
8. In the afternoon the children (do/does) extra activities.

**Practice 2**

Fill in the blanks with *do, does, don’t or doesn’t*.

1. Ael … go to school by bus.
2. … Arya get up late? No, he …
3. … Dipa and Ifqy have dinner at 07.00 o’clock?
4. The children … play in the yard.
5. …… you like your new bike?
6. ……. Aira come to see you?
7. What time … the school begin?
8. The cat … catch the mouse.

**Practice 3**

Change the sentences into the correct form!

1. People do not always know about the importance of plants.
   (+) ……………………………………………………
   (?) ……………………………………………………
2. A tree roots absorb water and nutrients from soil.
   (-) .................................
   (?) .................................

3. The cat catches the mouse
   (-) .................................
   (?) .................................

4. Do the birds lay eggs?
   (+) .................................
   (-) .................................

5. Everyone brings his pet into the room.
   (-) .................................
   (?) .................................

Practice 4
Rearrange this jumbled paragraph into a good order one.

Jakarta

Some places of interest in Jakarta are Ragunan Zoo, Taman Mini Indonesia Indah, Museums, Fatahilah Square, Maritime Museum, National Monument (MONAS), the Textile Museum, Museum Indonesia.

Jakarta is Indonesia’s capital. Jakarta compromise 300 different ethnic group speaking at least 200 different languages, not to mention influences from other ethnic groups such as Arab, Indian, Chinese, Portuguese, and Dutch among others.

For tourist, Jakarta offers a treasure trove of attractions shopping, museums, golf, fine dining, and nightlife that have made it one of Southeast Asia’s best-kept secrets.

THE EXPRESSION FOR GIVING INSTRUCTION AND PROHIBITION

<table>
<thead>
<tr>
<th>Instruction</th>
<th>Prohibition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listen to me!</td>
<td>Don’t interrupt!</td>
</tr>
</tbody>
</table>
Stand up!  Don’t sit down!
Spell your name!  Don’t be silent!
Come here!  Don’t go anywhere!
Be quick!  Don’t be late!
Open your book!  Don’t close the book!
Raise your hand!  Don’t be passive!
Close the window!  Don’t open the window!
Sit down!  Don’t stand up!
Be yourself!  Don’t be others!

NOTE:
1. You may use ‘please’ at the end or at the beginning of the sentence.
   Example: Sit down, please! or Please sit down!
            Don’t speak up, please! or Please don’t speak up!
2. Pattern:
   - Infinitive + O + please  or  Please + infinitive + O
   - Be + N/Adj/Adv + please  or  Please + be + N/Adj/Adv

Practice 1.
Match the instruction on the left side with the meaning on the right side.

1. Take off your shoes!  a. ambil bolpoinmu!
2. Close the window!  b. kemarilah!
3. Move the chair!  c. lepas sepatumu!
4. Lock the door!  d. beri salam pada temanmu!
5. Switch on the lamp!  e. Tutup jendela!
7. Say hi to your friend!  g. kuncilah pintu!
8. Comb your hair!  h. keluar dari kelas!
9. Go out the class!  i. Sisirlah rambutmu!
10. Take your pen!  j. Pindahkan kursi ini!

THE USE OF TO-INFINITIVE

Study the following sentences using to-in infinitive.

1. We want to play in the yard.
2. I love to be in this school.
3. They don’t like to play basketball.
4. Jim hates to run around the court.
5. Melani needs to rest after school.

The sentences use certain verbs. They express statements.

The following are those certain verbs:

- Like
- Hate
- Have
- Need
- Want
- Love

The pattern:
S + Certain Verb/Verb +to infinitive/to+verb 1

Example:
- We have to make a surprise party.
- I want to be a doctor.
- Indra likes to sing an English song.

Practice 1

Do the exercises like the example.

Yulia/like/study hard ➔ Yulia likes to study hard

1. Maichel/want/have breakfast in the morning before going to school.
2. A teacher/ have/know all the students’ name
3. We/need/study seriously
4. Lidya/ need/ take notes during the class
5. I/ like/ dance during extra-curricular activities

Practice 2
Rearrange the following words into good sentences.
1. They-hate-the-do-activities-to
2. A rubber-need-to-buy-you
3. My-want-friends-to-together-study
4. We-wash-our-have-shirts-to
5. Dina-to-a-be-likes-member-OSIS-of

Practice 3
Give complete answers to each question by using to-infinitive.
1. What do you do?
2. Who do you want to say hello first?
3. What do you have to do for the future?
4. What do you need to do before test?
5. What do you like during the study tour?
LESSON 2

NUMBERS, TIME, DAYS, MONTH AND YEAR

EXPRESSING REGRET

<table>
<thead>
<tr>
<th>Apology</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forgive me. I’m terrible sorry about ……</td>
<td>That’s quite alright</td>
</tr>
<tr>
<td>Please accept my apologies for ……..</td>
<td>I understand completely</td>
</tr>
<tr>
<td>I apologize for …………………</td>
<td>Alright. It can happen to anyone</td>
</tr>
<tr>
<td>I’m sorry. I didn’t mean to …….</td>
<td>You don’t have anything to apologize</td>
</tr>
<tr>
<td>Oh, sorry</td>
<td>Don’t worry about it</td>
</tr>
<tr>
<td>Sorry about that</td>
<td>That’s okay</td>
</tr>
<tr>
<td>Pardon me</td>
<td>Never mind</td>
</tr>
<tr>
<td>Sorry to trouble</td>
<td>That’s all right</td>
</tr>
<tr>
<td>Sorry to bother you</td>
<td>It doesn’t matter</td>
</tr>
</tbody>
</table>

Practice 1

Study the following dialog then answer the questions below!

John : “I’m sorry, I’m late, Sir. I went to bed too late.”
Teacher : “That’s all right. What did you last night?”
John : “I watched TV till midnight. There was a football match.”
Teacher : “Okay, don’t be late next time.”
John : “All right, sir. I promise. Thank you.”

Questions:

1. Why did John come late?
2. Is the teacher angry with him?
3. What does John say to show regret?
4. What does the teacher say to respond to the expression of regret?
5. What did John do last night?
There are two kinds of number;

1. **Ordinal number**

   Ordinal Numbers are used to:
   - Show the rank
   - Show the date

   Example:
   - Anton is the first child in my family.
   - Today is Monday, the first of April two thousand and thirteen or April the first two thousand and thirteen (2013)

<table>
<thead>
<tr>
<th>Ordinal Number</th>
<th>1st = first</th>
<th>2nd = second</th>
<th>3rd = third</th>
<th>4th = fourth</th>
<th>5th = fifth</th>
</tr>
</thead>
<tbody>
<tr>
<td>6th = sixth</td>
<td>7th = seventh</td>
<td>8th = eighth</td>
<td>9th = ninth</td>
<td>10th = tenth</td>
<td></td>
</tr>
<tr>
<td>11th = eleventh</td>
<td>12th = twelfth</td>
<td>13th = thirteenth</td>
<td>14th = fourteenth</td>
<td>20th = twentieth</td>
<td></td>
</tr>
<tr>
<td>21st = twenty-first</td>
<td>22nd = twenty-second</td>
<td>23rd = twenty-third</td>
<td>24th = twenty-fourth</td>
<td>25th = twenty-fifth</td>
<td></td>
</tr>
<tr>
<td>27th = twenty-seventh</td>
<td>29th = twenty-ninth</td>
<td>30th = thirtieth</td>
<td>31st = thirty-first</td>
<td>50th = fiftieth</td>
<td></td>
</tr>
</tbody>
</table>

2. **Cardinal number**

   Cardinal Numbers are used to:
   - show prices. Example; it is one hundred rupiah (Rp. 100,-)
   - show time. Example; it is five o’clock (5.00)
   - show physical appearances such as weight, heights, ages, etc. Example; his weight is fifty five kg

**Practice 1**

Match column A with column B. numbers one has been done for you.

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Rp 3,950.00</td>
<td>A Eight three one one five three two</td>
</tr>
<tr>
<td>2. 1,500 m³</td>
<td>B Two hundred and fifty kilometers per hour</td>
</tr>
<tr>
<td>3. Apt.No. 35</td>
<td>C Two thousand and eight</td>
</tr>
<tr>
<td>4. 07.15 A.M.</td>
<td>D One thousand five hundred cubic meters</td>
</tr>
<tr>
<td>5. 50%</td>
<td>E Three thousand nine hundred and fifty rupiahs</td>
</tr>
<tr>
<td>6. 250 KPH</td>
<td>F Twenty-five kilograms</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>7.</td>
<td>100° C</td>
</tr>
<tr>
<td>8.</td>
<td>25 kg</td>
</tr>
<tr>
<td>9.</td>
<td>2008</td>
</tr>
<tr>
<td>10.</td>
<td>8311532</td>
</tr>
</tbody>
</table>

**Practice 2**

**Write the numbers!**

1. thirty-first
2. forty-sixth
3. ninety-second
4. fifth
5. twenty-seventh
6. eight hundred and third
7. four thousand and three hundredth
8. five hundred thousand and sixty-fourth
9. seventy-ninth
10. fourteenth

**Practice 3**

**Write the following number in English!**

1) 8 = _______________________
2) 89 = _______________________
3) 614 = _______________________
4) 800 = _______________________
5) 1.012 = _______________________

13
6) 9.000 = ________________________________
7) 300.000 = ______________________________
8) 515.000 = ______________________________
9) 999.000 = ______________________________
10) 1.000.000 = ____________________________

Practice 4

Do the following and write down in sentence!

1) 23 + 19 = ______________________________
2) 16 x 7 = _______________________________
3) 45 – 16 = ______________________________
4) 6 x 4 = _________________________________
5) 77 – 26 = ______________________________
6) 15 : 3 = _________________________________

DAYS

There are six days in a week. They are:

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
MONTHS

There are twelve months in a year, they are:

1. January
2. February
3. March
4. April
5. May
6. June
7. July
8. August
9. September
10. October
11. November
12. December

Practice 1

Complete the following sentences with suitable words.

1. Today is Sunday. Tomorrow will be ……
2. Today is Friday. Yesterday was ……
3. Thursday is the day after ……
4. Monday is the day before ……
5. Tuesday is the day between …… and ……
6. Tomorrow will be Sunday. Today is ……
7. Tomorrow will be Wednesday. Yesterday was ……
8. Yesterday was Monday. Tomorrow will be ……
9. Friday is the day …… Saturday.
10. Monday is the day …… Sunday.
11. Wednesday is the day …… Tuesday and Thursday.
12. Yesterday was Thursday. Today is …

Practice 2

Complete the following sentences with suitable words.

1. This month is January. Last month was ……
2. This month is April. Next month will be ……
3. September is after ……
4. November is before ……
5. The second month of the year is ……
6. December is the …… month of the year.
7. August is the …… month of the year.
8. May is between …… and ……
9. The month after July is ……
10. The month before May is ……
11. Last month was February. This month is ……
12. Next month will be June. This month is ……
**Dates and Years**

Look at these dates, and match sentences.

1. June 3, 1996
2. March 16, 1992
3. May 20, 2004
5. April 12, 1966
6. August 17, 1945
7. September 2, 1982
8. November 13, 1999
9. October 5, 1988
10. December 10, 2005
11. February 29, 2001
12. November 13, 1999

- February the twenty-ninth, two thousand and one.
- October the fifth, nineteen ninety-eight.
- November the thirteenth, nineteen ninety-nine.
- March the sixteenth, nineteen ninety-two.
- April the twelfth, nineteen sixty-six.
- December the tenth, two thousand and five.
- January the first, two thousand and eight.
- August the seventeenth, nineteen forty-five.
- September the second, nineteen eighty-two.
- June the third, nineteen ninety-six.
- May the twentieth, two thousand and four.
- July the thirty-first, nineteen sixty-three.

**TIME**

a.m ; ante merediem
from 12.00 o’clock in the night to 12.00 o’clock in the afternoon
p.m ; post merediem
from 12.00 o’clock in the afternoon to 12.00 o’clock in the night

Notes :
15 minutes : quarter
30 minutes : half
Past : lebih
To : kurang
Example:

- it is 03.00 = it is three o’clock
- it is 03.15 = it is a quarter past three
- it is 07.45 = it is a quarter to eight
- it is 10.30 = it is a half past ten or it is a half to eleven
- it is 10.50 = it is ten to ten

**Practice 1**

**Write the sentence.**

What time is it?

1. 13.00 : __________________________
2. 14.05 : __________________________
3. 15.10 : __________________________
4. 16.15 : __________________________
5. 17.20 : __________________________
6. 18.25 : __________________________
7. 19.30 : __________________________
8. 08.35 : __________________________
9. 09.40 : __________________________
10. 10.45 : __________________________

**Practice 2**

**Complete the sentences**

1. The long hand is pointing twelve. The short hand is pointing to six. It is ______
2. The short hand is pointing between seven and eight. The long hand is pointing to three. It is ______
3. The long hand is pointing to six. The short hand is pointing between three and four. It is ______
4. The short hand is pointing to nine. The long hand is pointing twelve. It is ______
5. The long hand is pointing to nine. The short hand is pointing between ten and eleven. It is ______
Practice 3

Circle the correct time.

1. It is (01.50/02.10) ten to two.
2. It is (09.09/08.51) nine to nine.
3. It is (07.23/06.37) twenty three past seven.
4. It is (08.20/07.40) twenty to eight.
5. It is (10.10/10.15) a quarter past ten.
6. It is (03.15/04.45) a quarter to five.
7. It is (11.30/12.30) half past eleven.
8. It is (04.35/05.25) twenty five to five.
9. It is (12.00/11.00) twelve o’clock.
10. It is (12.15/11.15) a quarter past twelve.

GRAMMAR

PRESENT CONTINUOUS TENSE

Note:

We use it when we describe what is happening now.

<table>
<thead>
<tr>
<th>Pattern</th>
<th>Example</th>
</tr>
</thead>
</table>
| (+) S + to be (am, is, are) + V ing + O | • She is cooking now.  
                                        • They are doing their homework at present. |
| (-) S + to be + not + V ing + O    | • She is not cooking now.  
                                        • They are not doing their homework at present. |
| (?) To be + S + V ing + O       | • Is she cooking now?  
                                        • Are they doing their homework at present? |

Note:

The adverb of time which we use: now, at present, at the moment.
Practice 1

Write the sentences using present continuous form!

1. He (take) a nap now.
2. Listen! The telephone (ring).
3. Be quite please, the baby (sleep).
4. It (rain) again.
5. The cat (chase) the rat.
LESSON 3

ARTICLES

There are two kinds of articles:

a. The indefinite articles = kata sandang tak tentu
   Consists of a and an.
   - a and an can only be used with countable nouns (kt benda yang dapat dihitung) in
     singular (tunggal) ex: boy, girl, book, pen, etc.
   - a and an cannot be used with uncountable nouns (kt benda yang tidak dapat
     dihitung). Ex: water, milk, coffee, sugar, money.

b. The definite articles = kata sandang tertentu
   The definite article is The that means; itu, ini. The is used to:
   - Refer to a thing that has been mentioned. Ex; I have a new book. The book is
     interesting
   - Mention one single thing. Ex; the moon, the sun, the earth, the only daughter.
   - The superlative degree of adjectives. Ex; the most beautiful, the oldest, etc.

Practice 1
Please write a or an in these following sentences!
1. This is ... red pen.
2. That is ... island.
3. .... thumb is ... big finger.
4. This building is ... library.
5. ... elephant is ... animal.

Practice 2
Fill in these sentences with a, an, or the.
1. This is ... dog and that is ... cat.
2. It is ... long story but it is ... interesting story.
3. My private English pupil is ... only daughter in her family.
4. Wonderful, it is ... very good idea!
5. ... sun always rises from ... east.

Practice 3
Please write a or an
1. This is ... apple.
2. That is ... office.
3. The door has ... special key.
4. This is ... blue shirt.
5. That sentence is ... useful exercise.
6. Ali is eating ... egg.
7. That building is ... bank.
8. This is ... umbrella.
9. My sister picked ... orchid flower.
10. Her oldest sister studies in ... university.
### Possessive Pronoun and Possessive Adjective

#### Personal Pronouns (Kata Ganti Orang)

<table>
<thead>
<tr>
<th>Subject Form</th>
<th>Object Form</th>
<th>Possessives</th>
<th>Reflexive Forms (Sendiri)</th>
</tr>
</thead>
<tbody>
<tr>
<td>S+A.V/V</td>
<td>O+V Prep+O</td>
<td>+Noun</td>
<td>+ no Noun</td>
</tr>
</tbody>
</table>

#### Singular

<table>
<thead>
<tr>
<th>1st person</th>
<th>3rd person</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>He</td>
</tr>
<tr>
<td>Me</td>
<td>Him</td>
</tr>
<tr>
<td>My ...</td>
<td>His ...</td>
</tr>
<tr>
<td>Mine</td>
<td>His</td>
</tr>
<tr>
<td>Myself</td>
<td>Himself</td>
</tr>
<tr>
<td>She</td>
<td>She</td>
</tr>
<tr>
<td>Her</td>
<td>Her</td>
</tr>
<tr>
<td>Her ...</td>
<td>Hers</td>
</tr>
<tr>
<td>Herself</td>
<td>Herself</td>
</tr>
<tr>
<td>It</td>
<td>it</td>
</tr>
<tr>
<td>its ...</td>
<td>-</td>
</tr>
<tr>
<td>Itself</td>
<td>Itself</td>
</tr>
</tbody>
</table>

#### Plural

<table>
<thead>
<tr>
<th>1st person</th>
<th>3rd person</th>
</tr>
</thead>
<tbody>
<tr>
<td>We</td>
<td>They</td>
</tr>
<tr>
<td>Us</td>
<td>them</td>
</tr>
<tr>
<td>Our ...</td>
<td>Their ...</td>
</tr>
<tr>
<td>Ours</td>
<td>theirs</td>
</tr>
<tr>
<td>Ourselves</td>
<td>Themselves</td>
</tr>
</tbody>
</table>

#### Singular & Plural

<table>
<thead>
<tr>
<th>2nd person</th>
</tr>
</thead>
<tbody>
<tr>
<td>You</td>
</tr>
<tr>
<td>You</td>
</tr>
<tr>
<td>Your ...</td>
</tr>
<tr>
<td>Yours</td>
</tr>
<tr>
<td>Yourself</td>
</tr>
<tr>
<td>Yourselves</td>
</tr>
</tbody>
</table>

#### Example:

**Possessive Pronoun**

- The book is mine
- The book is yours

**Possessive Adjective**

- This is my book
- This is your book

#### Practice 1

Choose the right answer with *my, mine, your, yours, our, ours, their, theirs, his, hers, or her!*

1. The bag on the table is (my/mine).
2. That is (your/yours) pencil.
3. The blue book is (her/hers).
4. This is (their/theirs) house. The house is (their/theirs).
5. The car is (our/ours).

Practice 2

Fill in the blanks with the correct words (possessive adjective or possessive pronoun) between brackets.

1. Is that … pencil? (your-yours)
2. Those books are … (my-mine)
3. Is this … class? Yes, it’s mine. (your-yours)
4. It’s not … ruler. (her-hers)
5. We love … school.(our-ours)
6. My belt is longer than … (Iwan-Iwan’s)
7. Mr. and Mrs. Smith have a canteen. This is … (their-theirs)
8. Mr. Lee has a library. That is … library. (her-his)
9. Anna copies … homework into another book. (her-hers)
10. Elizabeth has two brothers. … are Bobby and Andy. (they-their)

THERE

There is and There are mean *ada*.

There is followed by singular noun.

There are followed by plural noun.

Practice 1

Complete the sentence with *there is, there are, is there or are there*!

1. … a book on the desk.
2. … three boys sitting on the bench.
3. … an apple beside the cup.
4. … any ink in the bottle?
5. How many children … in your classroom?
6. … a vase on the table?
7. … Three books in the bag?
8. … a teacher in front of the class.
9. … students in the yard.
10. … one pencil in the pencil case.

**PREPOSITION**

Study the preposition below.

- At the corner: di sudut - the broom is at the corner
- On the left: di sebelah kiri - the boy is on the left
- On the right: di sebelah kanan - the girl is on the right
- Between: di antara - the boy sit between his parents
- Under: di bawah - the ball is under the chair
- On: di atas - the book is on the table
- In: di dalam - the pencil is in the box
- Beside: di samping - the bag is beside the book
- Behind: di belakang - the dog hides behind the cupboard
- In front of: di depan - the teacher is in front of the class
- Next to: di samping - the box is next to the bag
- At the beginning: di awal - My school is at the beginning of the road
- At the end: di akhir - My house is at the end of the road

**VOCABULARY**

**PROFESSION / JOB**

**Practice 1**

Match the following words with the suitable meanings in the right column!

1. Learning a. dinding
2. Keep b. untuk menulis
3. Wall c. setelah
4. To write d. suatu benda
<table>
<thead>
<tr>
<th>Job</th>
<th>Work Place</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>a teacher</td>
<td>restaurant</td>
<td>serve people</td>
</tr>
<tr>
<td>a doctor</td>
<td>office</td>
<td>make furniture</td>
</tr>
<tr>
<td>a civil servant</td>
<td>fields</td>
<td>teach students</td>
</tr>
<tr>
<td>a singer</td>
<td>street</td>
<td>treat patients</td>
</tr>
<tr>
<td>a police officer</td>
<td>ship</td>
<td>serve food</td>
</tr>
<tr>
<td>a postman</td>
<td>government office</td>
<td>work on a ship</td>
</tr>
<tr>
<td>a farmer</td>
<td>hospital</td>
<td>sell small things</td>
</tr>
<tr>
<td>a sailor</td>
<td>school</td>
<td>type letters</td>
</tr>
<tr>
<td>a vendor</td>
<td>furniture factory</td>
<td>solve crimes</td>
</tr>
<tr>
<td>a secretary</td>
<td>garage</td>
<td>deliver letters</td>
</tr>
<tr>
<td>a waitress</td>
<td>TV station</td>
<td>fix cars</td>
</tr>
<tr>
<td>a carpenter</td>
<td>post office</td>
<td>grow rice</td>
</tr>
<tr>
<td>a mechanic</td>
<td>police station</td>
<td>entertain people with songs</td>
</tr>
</tbody>
</table>
AGREEMENT AND DISAGREEMENT

Study the following dialogue!

1. A: We’d better stay here until the rain stops.
   B: I agree.
2. A: Hotel Sahid Raya is in Surabaya.
   B: I disagree with you

Do you agree or disagree with the statements below?

1. Parents should give freedom to children.
2. Children should have hobbies.
3. Children may smoke.
4. Children must go to bed early.
5. Your partner is talkative.
6. English is non-essential subject.
7. Our teachers are very patient and helpful.
8. Every student must come late to school.
9. You live in a remote area.
10. Our school is the best school in our town.

GRAMMAR

SIMPLE PAST TENSE

Used to express the action in the past.

I. Regular Verb

<table>
<thead>
<tr>
<th>Pattern</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>(+) S+ V1+ed+O</td>
<td>I studied hard last night.</td>
</tr>
<tr>
<td>(-) S+ did not+ V1+ O</td>
<td>I did not study last night.</td>
</tr>
<tr>
<td>(?) Did+ S + V1+O</td>
<td>Did I study last night?</td>
</tr>
</tbody>
</table>
II. Irregular verb

<table>
<thead>
<tr>
<th>Pattern</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>(+) S+ V2+O</td>
<td>She went to Surabaya yesterday.</td>
</tr>
<tr>
<td>(-) S+ did not+ V1+O</td>
<td>She did not go to Surabaya yesterday.</td>
</tr>
<tr>
<td>(?) Did +S+V1+O</td>
<td>Did she go to Surabaya yesterday?</td>
</tr>
</tbody>
</table>

The adverb of time we use is: yesterday, last ..., ... ago, this morning.

Practice 1

Complete the sentences using the verbs below in past tense

Drink – Stay – Eat – Sing – Play – Go – Have

1. I … wonderful time last night.
2. I … to Martin’s birthday party.
3. Bob … the piano.
4. We … Songs together.
5. We … cake and … cola.
6. I … at Martin’s house nearly hours.

TO BE PAST

Was and Were

Was is used for subject I, He, She and It
Were is used for subject They, We, and You

Practice 1

Supply the past tense of to be.

1. Putra ... in the same class as Wiliam last year.
2. They ... good friends for many years.
3. Vincent ... not at school yesterday.
4. I ... busy all day yesterday.
5. The students ... hungry after so much exercise this morning.
6. There ... a lot of students absent from class last Saturday.
7. The teacher ... satisfied with the result of our tests yesterday.
8. We ... not able to get in touch with Mr. Reese.
9. John ... present, but Mary .... absent last Monday.
10. The exercises in the last lesson ... quite difficult.

READING

Look at the text below.

Hi, I have two friends. They are twins. Their names are Rina and Rini. They were born in Biak, Papua. Their father was a farmer and their mother was a housewife. They were always happy. Their friends were very kind to them. They were never sad. Life was very nice. Their first school in Biak was fun. Their teachers were smart and helpful. All the lessons were interesting.

Practice 1

Answer these questions based on the text above.

1. What are the twin names?
2. Where were they born?
3. Were the lessons interesting?
4. Where was their first school?
5. How were their teachers?
Read the passage carefully.

**Rainbow**

One afternoon after the rain had stopped, father and Mary were sitting on the steps of their porch. Suddenly, Mary cried out happily, “look, a rainbow!”

Then, Mary turned to father and asked, “how is a rainbow form?”

Father began to explain, sunlight is also known as white light. White light is made up of seven colors: red, orange, yellow, green, blue, indigo, and violet. When sunlight passes through a raindrop, it is split into its seven color and a rainbow is formed. For this to happen, sunlight has to enter through the front of the air again.

How do the colors arrange themselves? Mary asked.

All the colors in sunlight leave or scatter from the raindrops in different directions. That is why we see the colors arranged in a particular order, father explained.

Wow! Mary exclaimed, the rainbow is so beautiful and interesting.

**Practice 1**

Complete the following sentences by using one of the phrases below.

1. The rainbow is very ....
2. Mary felt very ....
3. We see the colors arranged ....
4. The colors in sunlight scatter from the raindrops ....
5. A rainbow happens when ....
6. White light has ....
7. Sunlight is the same as ....
8. When there was a rainbow, Mary and her father were ....
9. Sunlight passes through ....
10. The rain stopped ....

a. Raindrop
b. In different directions
c. Surprised
d. In a particular order
e. Sunlight passes through a raindrop and it is split into seven colors.
f. Sitting on the steps of the porch
g. Seven colors
h. White light
i. One afternoon
j. Beautiful and interesting

Practice 2
Use the words for the following sentences.

Rainbow - Sunlight - Rain - Directions - Split - Scatter - Air

1. The farmers water the rice and ... some fertilizer.
2. After it rains, you usually see a ... in the sky.
3. Because there was a big flood, the street was ... into two.
4. We can’t see anything because there is no ... In the room.
5. The environment gave ... how to protect rare animals.
6. It’s better to go out, the ... Inside is not good for our health.
7. We were trapped in that place, the ... made us stay there.
LESSON 4
PARTS OF THE HOUSE

Vocabulary

Talking about parts of the house

Practice 1

Draw a line to match each part of the house with its function.

1. The kitchen  a. a place to wash
2. The dining room  b. a place to sleep
3. The bedroom  c. a place to study
4. The garage  d. a place to relax or talk
5. The garden  e. a place to cook
6. The bathroom  f. a place to grow flowers
7. A storage room  g. a place to keep things
8. The living room  h. a place to keep a car
9. The study room  i. a place to eat

Practice 2

Where do you find the following things? Classify them in the box below.

a. Cushion  i. Dipper  q. Frying pan
b. Bathtub  j. Ashtray  r. Soap
c. Fork  k. Mat  s. Stove
d. Spoon  l. Mirror  t. Sofa
e. Bolster  m. Knife  u. Pan
f. Towel  n. Bed  v. Teapot
g. Bookshelf  o. Kettle  w. Plate
h. Pillow  p. Shower  x. Wardrobe
<table>
<thead>
<tr>
<th>No</th>
<th>Living room</th>
<th>Bed room</th>
<th>Kitchen</th>
<th>Bath room</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Practice 3**

**Answer the questions below correctly by filling in the blanks!**

1. We usually take a bath twice a day in the … and We clean our body with soap.
2. I am sick. I am sleeping in my … to take a rest.
3. Our family usually relax and watch TV in the …. 
4. My mother always cooks the meal in the ….
5. The gardener plants some flowers and tree in the ….

**GRAMMAR**

**PAST CONTINUOUS TENSE**

We use the past continuous for past actions that were in progress at a certain time.

<table>
<thead>
<tr>
<th>Pattern</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>(+) S+ to be (was/were)+ V+ ing</td>
<td>Mario was practicing karate yesterday.</td>
</tr>
<tr>
<td>(-) S+ to be +not + V+ing</td>
<td>Mrs. Myrna was not teaching Math yesterday.</td>
</tr>
<tr>
<td>(?) To be + S+V+ing?</td>
<td>Were you cooking last night?</td>
</tr>
</tbody>
</table>

**Practice 1**

**Complete the sentences using the past continuous of the verbs in the box.**

- Do
- Try
- Look for earn
- Sell
- Have

1. I saw him two days ago. He … a new job.
2. Yesterday at 9 a.m. I … breakfast.
3. The mechanic promised to repair my car last Saturday, but yesterday he … still … to find the problem.
4. Three years ago, he had a good job and he ... a lot of money.
5. This time last year, our country … oil to other countries, but now it is importing oil from a road.
6. My children … still … their homework at twelve o’clock last night.

Practice 2

Match the sentences

1. When the telephone rang in the doctor’s office
2. When their mother burned her hand
3. When they saw the accident
4. When the students took the exam
5. When the mailman knocked on our door
6. They were standing in line at the bank
7. When I walked in

   a. When they heard gun shots
   b. She was frying potatoes
   c. The teacher was watching them
   d. He was examining a patient
      e. He was dancing
   f. We were having lunch
   g. They were riding on the bus.
We also use the past continuous for two actions that were in progress at the same time.

Practice 3

Complete the sentences.

Sleep prepare – Read - Watch out - Not listen – Give – Eat - Wash - Talk - Put up – Listen

1. Mita and Cici ………….. while their mother ……….. the dishes in the kitchen.
2. While I ……… the newspaper, my daughter ……….. cartoons on TV.
3. Indra ………. To the teacher while she …………. The lesson. He …………… to his friend.
4. She ………… to the radio while she …………. Dinner.
5. The couple …………. The popcorn while they …………. The film at the cinema.
6. We ……….. lunch while our friends ……………. the tent at the campground.

READING

Read the following news.

The History of Newspaper

Before the development of movable metal type in the mid-15th century, news was disseminated by word of mouth, by written letters, or by public notices. Not until 1609 were the earliest known newspapers published. These papers, printed in northern Germany, were called “corantos”, and they dispensed about events in other countries. The word news was not coined until a century later.

Within 20 years newspaper were published in Cologne, Frankfurt, Berlin, and Hamburg, Germany, Basel, Switzerland, Vienna, Amsterdam, and Antwerp, Belgium. The Amsterdam papers, printed in both English and French, soon found their way to London, where the first newspaper was published in 1621, and to Paris, where a newspaper was begun in 1631. By 1645 Stockholm had a court paper.

Early newspaper were small in size, usually consisting of only one page. They had neither headlines nor advertising and looked more like newsletters than today’s broadsheet papers with their bold headlines and numerous pictures.

Practice 1

Answer these questions based on the text above.

1. How did people spread news before the mid-15th century?
2. What does the word ‘their’ in the last paragraph refer to?
3. … headlines and numerous pictures (last paragraph) what is the synonym of the word numerous?

4. When and where were the first newspaper published?

5. What did people call the newspaper?

6. What did the early newspaper look like?

7. How large were the early newspaper?

8. What did the newspaper contain about?

9. What language did the Amsterdam paper use?

10. How long was the newspaper published in Cologne?

Let’s Relax

Sing this Song

**Stuffs in My House**

This is a bedroom.... this is a bathroom

This is a kitchen......this is livingroom

That is diningroom...that is a garden

That is storage room to keep the things
LESSON 5

TALKING ABOUT SINGULAR AND PLURAL FORMS

SINGULAR AND PLURAL NOUN

1. Some plural do not end in –s
   Ex: man-men, child-children, goose-geese, woman-women, etc.

2. The plural of noun is usually –s
   Ex:
   - a flower - some flowers
   - a week – some weeks
   - a toy – some toys

3. –y becomes –ies
   Ex:
   - Baby – babies
   - Dictionary – dictionaries

4. –f/ef becomes –ves
   Ex:
   - Shelf – shelves
   - Knife – knives

5. –es after –s/-sh/-ch/-x
   Ex:
   - Dish – dishes
   - Bus – buses
   - Glass – glasses
   - Box – boxes
Practice 1

Write the plural forms

1. Ox : ............
2. Plate : ............
3. Sheep : ............
4. Tooth : ............
5. Spoon : ............
6. Watch : ............
7. Child : ............
8. Man : ............
9. Monkey: ............
10. Mouse : ............

GRAMMAR

DEGREE COMPARISON

- Degree comparison of adjectives can be divided into 3 categories:
  a. Positive
  b. Comparative
  c. Superlative
- Positive Idegree (ordinary) is used if two equal adjectives appear
  .......... as+adjective+as............

Example:
  • Roni is as fat as his father.
  • This dictionary is as expensive as my dress.
- Comparative degree is used when the two unequal things appear.
  ........ + adjective(+er)+than+..........
  ........ +more+adjective+than+ ........
Example:

- Cow is bigger than dog.
- Peacock is more beautiful than turkey.

- superlative degree is used when the adjectives of a thing is the most ... than others.
  
  ..........+the+adjective(+est)+..........  
  ..........+the+most+adjective+..........  

Example:

- Giraffe is the tallest animal in the world.
- Borobudur is the most beautiful temple in Indonesia.

**Practice 1**

**Change the words in the brackets into the correct ones.**

1. Mango tree is (tall) than Rafflesia Arnoldi.
2. Rose is (beautiful) than Sun flower.
3. Dolphin is (clever) among the fish in the sea.
4. I think black orchid is (expensive) among the other orchids.
5. Is cheetah the (fast) runner in the jungle?
6. Indra is (good) than Iwan.
7. Liputan 6 is the (interesting) program in SCTV.
8. This is the (bad) film I’ve ever seen.
9. What is the (long) animal in the world?
10. Devi is (pretty) than Rani.

**EXPRESSIONS COMPLIMENTS AND SYMPATHY**

1. Expressing used in giving compliments.
   - Fantastic!
   - Wonderful!
   - That’s great!
- Congratulation!
- What a good news!
- Well done!

2. Expressing used in responding to compliments.
- Thank you.
- Thanks I need that.
- It’s very kind of you to say that.

3. Expressing sympathy on someone’s success
- I’m glad to hear that!
- I’m happy to hear your success!
- Great!
- Marvelous!
- Congratulation on your success!

4. Expressing sympathy about someone’s sadness.
- I’m sorry to hear that.
- Oh that’s too bad. I’m sorry to hear that.

5. Expressing regret about a minor accident or event.
- X: I’ve spilled ink on my new shirt.
  Y: What a shame! / Oh, no!
- X: I think I’ve lost my new book.
  Y: Oh, that too bad!

READING

Read the text. Then answer the questions.

The Olympic Games

The Olympic Games is a very popular sport event in the world. It is held every four years in different cities around the world. Those who participate in the Games are usually famous for the rest of their lives. About 100,000 people have competed in the Games. These athletes are all amateurs. They play sports. And they get no money for their play. They must
qualify or win regional and national event and they often play on their country’ national teams. play on their countries' nationalism.

Athletes compete or play against each other in hopes of winning. That might mean crossing the finish. Line first or putting on a perfect performance throughout the games the contestants are Supposed to play with a spirit of sportsmanship. This means that they must play with honor. Their goal is to do their very best in their sport, and not specifically to defeat the other players.

Unfortunately, some athletes and coaches have tried to cheat or used rugs. They Used steroids so they could have stronger muscles and better stamina. In that way they could win the game but of course they won the game illegally.

Wars between two countries or inharmonious relationship between two countries Could also affect the Olympics. Sometimes athletes refuse to compete against others with Different ideology In short, nationalism has sometime become a problem in the Olympics.

Although the Olympics have the problems of cheating and doping ,and sometimes Nationalism, the Games are still popular .perhaps it is because we can learn a lot of things from the Games. Show us what we are capable of. We can also learn that we can actually compete with each other but we are still friends.

Practice 1
Answer these questions:

1. Who participate in the Olympic Games?
2. When were the last Olympic Games held?
3. When will the next Olympic Games be held?
4. Is the Olympic Games held every four years?
5. What is sportsmanship?
6. Mention two problems that the Olympic games usually have
7. What is an amateur athlete?
8. "They" in paragraph 1, line 7 refers to ....
9. "Others in paragraph 4h, line 3 refers to ....
10. What is the main idea of the first paragraph?

Practice 2

Read the text aloud and then answer the questions below.

Televisions is a kind of mass media. It is electronic mass media. There is one government Television and some private ones in our country. The government television is TVRI , white the private ones are RCTI, TPI, SCTV, Indosiar, TV 7,GlobalTVMetro,TVMetro on so on. All the station show various interesting programs They compete to present the best program for their viewers.

Some years ago, television was a luxury item, but nowadays it isn't. It is very important to get information and entertainment for us, so almost everyone has a TV.
Television has a many programs such as news, music quizzes TV series sport films and education programs.

   Television offers positive impacts for the viewers but it also has negative impacts for the viewers, such as violence and laziness.

Practice 3

Answer the following questions below.

1. What is the best title for the text above?
2. What is a television?
3. Is it a printed or electronic mass media?
4. Is television a luxury item now?
5. Why is television very important?
6. Is TVRI the only government TV station?
7. What program does television offer us?
8. How many kinds of television stations do we have?
9. What does the word ones in the first paragraph refers to?
10. Mention some negative impacts of television!
LESSON 6
CONJUNCTIONS

CONJUNCTIONS BUT, AND, OR.

Example:
- The sky is clear but suddenly the weather changes.
- The rain falls heavily and causes flood.
- It is a dry season or the rainy season.

Practice 1
Fill in the blanks with ‘but’, ‘and’ or ‘or’.

1. The rain begins to fall … the soil is still dry.
2. The sky is dark … the rain falls heavily.
3. The weather is bad … the flight is cancelled.
4. Does the wind usually blow hard in the morning … in the afternoon.
5. The meteorologist forecast the weather …. It is sometimes wrong.
6. It is very cold at night … The air is humid.
7. Sometimes the river overloads … causes flood to this area.
8. The sun shines … suddenly it is cloudy.
9. It is wet season now … the sky looks clear and sunny.
10. Sometimes wear a jacket … a sweater to protect his body from the cold air.

Practice 2
Match the words and their definitions by drawing the line.

1. Expensive a. the soft part of a fruit or vegetable that can be eaten
2. Bear b. fully grown and ready to eat
3. Jam c. sharp points that grow on plants
4. Juicy d. containing a lot of juice
5. Husk e. jelly made from fruit and sugar, eaten on bread
6. Flesh | f. say somebody cannot do something
7. Ban | g. having long sharp points
8. Ripe | h. cost a lot of money
9. Thorns | i. the dry outer part of coconut, corn, etc
10. Spiky | j. produce, give

Practice 3

Match the sentences with the words on the right column.

1. Line connecting the north and south poles. a. river
2. Line that parallels to the equatorial line. b. plain
3. Full of mountains. c. valley
4. Largest area of water surrounded by land. d. lake
5. Lowland between hills or mountains. e. volcano
6. Large area of water enclosed by land. f. latitude
7. Long narrow body of water. g. longitude
8. A large land surrounded by seas. h. mountainous
9. Earth opening that spills lave, rock and gases. i. island
10. Area of level/flat country. j. ocean

VOCABULARY

Study the following words by looking up your dictionary.

1. The same 9. Instead of
2. Humid 10. Colourful
3. Followed 11. Unpleasant
4. Lasts 12. Seasons
5. Cold 13. A swim
7. Turn 15. Snow
8. Different
Practice 1

Fill in the blanks with the suitable words above.

1. Therefore some people enjoy winter. They do sports such as ....
2. Winter is an … Season because it is very cold and snowy.
3. In winter … Usually falls down and covers the earth. It looks white.
4. The seasons in the United States are quite … from there are in Indonesia.
5. In winter it is very … so people wear thick jackets.
6. Most Americans call ‘fall’ season … Instead of autumn.
7. The … leaves make the nature beautiful.
8. The leaves of trees … their colour into yellow, orange and red in autumn.
9. Some people enjoy summer by going for … in lakes or beaches.
10. Summer is almost … as the dry in Indonesia.
11. In summer the air is often very .....  
12. Spring season is … by summer.  
13. In spring flowers start to … so the nature looks beautiful.  
14. Spring … three months.  
15. Some western countries have four …. 

GRAMMAR

Direct and Indirect Speech

a. Reported

It refers to using a noun clause to report what is someone has said. No quotation marks are used Notice the changes in the verb forms from quoted speech to reported speech in the following.

example:

<table>
<thead>
<tr>
<th>Quoted speech</th>
<th>Reported speech</th>
</tr>
</thead>
<tbody>
<tr>
<td>She said,&quot;I watch TV everyday.&quot;</td>
<td>She said (that) she watches TV everyday.</td>
</tr>
<tr>
<td>She said,&quot; I am watching TV.&quot;</td>
<td>She said she was watching TV.</td>
</tr>
<tr>
<td>She said,&quot; I have watched TV.&quot;</td>
<td>She said she had watched TV.</td>
</tr>
<tr>
<td>She said,&quot; I watched TV.&quot;</td>
<td>She said she had watched TV.</td>
</tr>
</tbody>
</table>
b. General guidelines on tense usage in a noun clause

1. If the reporting verb (the main verb of the sentence e.g. said) is in the past the verb in the noun clause will usually also be in a past form.
2. This formal sequence of Tenses in noun clauses is used in both speaking and writing. However, some time in spoken English no change is made in the noun clause verb.
3. Also some time the present tense is retained even in formal English when the reported sentence deals with a general truth. She said that the world is round.
4. When the reporting verb is simple present perfect of future the verb in the noun clause

Example:

Direct
1) pronouns -you
   -I
   -we
   -me
   -us
   -my
   -your

Reported
I/ she / me/ her / we / us
he / she
we / she
him / her
us / them
his / he
my / his / her / our

Present
2) Tense is/ am/ are
doesn't/ don't
modals (present)
past
was / were
didn't

Past
was / were
didn't
modals(past)
pas perfect( had+ verb III)
hat / been
had not + verb III

<table>
<thead>
<tr>
<th>Direct</th>
<th>Reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>She says, &quot;I watch TV everyday.&quot;</td>
<td>+ She says that she watches TV everyday.</td>
</tr>
<tr>
<td>She has said, &quot;I watch TV everyday.&quot;</td>
<td>+ She has said that she watches TV everyday.</td>
</tr>
<tr>
<td>She will say, I watch TV everyday</td>
<td>+ She will say that she watches TV everyday</td>
</tr>
</tbody>
</table>

When the reporting Verbs are in the past or past perfect (Said told, had said), the change is including the following:
### Practice 1

Yesterday you met a friend of yours. Here are some of the things Charlie said to you. Later that you tell another friend what Charlie said. Use reported speech!

1. I'm living in London now.  
   Answer:
2. My father isn't very well.  
   Answer:
3. Sharon and Paul are getting married next month.  
   Answer:
4. Margaret has had a baby.  
   Answer:
5. I don't know what Fred is doing.  
   Answer:
6. I saw Helen at a party in June and she seemed fine.  
   Answer:
7. I haven't seen Diane recently.  
   Answer:
8. I'm not enjoying my job very much.  
   Answer:
9. You can come and stay at my flat if you are ever in London.  
   Answer:
10. My car was stolen a few weeks ago.  
    Answer:

### Practice 2

Translete these direct and indirect speech below!

1. The old man said that he was not interested in the show.  
2. "Our school ends at one thirty everyday," The teacher says.  
3. "I haven't seen you since yesterday." The girl told the boy.
4. The old woman said that someone had broken my spectacles the month before.  
5. "Our school begins at 7 o'clock every morning." Susi said.
6. "You didn't see the film last night." Mother told my brother
7. "My sister didn't go to school because she was ill." The girl said.
8. The children told the young man that we understood your explanation
The plane was late and detectives were waiting at the airport all morning. They were waiting a valuable parcel of diamonds from South Africa. Several hours before, someone told the police that thieves would try to steal the diamonds. When the plane arrived, some of detectives were waiting inside the main building and the others were waiting at the airfield.

Two men took the parcel off the plane and carried it into the Customs House. While two detectives were keeping guard at the door two others opened the parcel. To their surprise, the valuable parcel was full of stones and sand!

a. What is the best title based on the text above!
b. Make 5 questions and the answers based on the text!
c. Translate the passage above!
d. Continue the story in a paragraph!
LESSON 7

TALKING ABOUT HOW TO USE THE TELEPHONE

GRAMMAR

PRESENT PERFECT TENSE

Is used to state events that have happened or have been done.

<table>
<thead>
<tr>
<th>Pattern</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>(+) S + Have/Has + V3 + O</td>
<td>I have brought the new television.</td>
</tr>
<tr>
<td>(-) S + Have/ Has + Not + V3 + O</td>
<td>I have not brought the new television.</td>
</tr>
<tr>
<td>(?) Have/Has + S + V3 + O</td>
<td>Have you brought the new television?</td>
</tr>
</tbody>
</table>

Practice 1

Put the verbs in brackets into present perfect tense!

1. Indra (operate) the computer since he was 8 years old.
2. He (store) the data into the computer.
3. Nina (learn) how to use her new vacuum cleaner.
4. The students (own) hand phones since they were in elementary school.
5. Television (become) the most important technology which serves its viewers with information and entertainment.
6. They (not subscribe) Kompas since 2006.
7. Mother (give) us a special cake.
8. I (read) this novel for two hours.
9. Where you (be)? I have never seen you for a long time?
10. Maichel already (fall) a sleep.
**READING**

Read the following text and answer the question:

Telephone is an electronic device for communication. Telephone becomes an essential means of communication nowadays, either for business or just for ordinary use. It seems to be a part of human beings.

Most telephones have handset and base. The handset contains the transmitter and receiver and sometimes the dial. The receiver is the part of handset which we place on our mouth for speaking. The base is the main part where the process of sending and receiving call is operated.

Many phones have wire to connect the handset and the base connects to the telephone network. However, some telephones use radio signals instead of wires to send and receive the sound. The signals connect the handset of a cordless phone to the base. This kind of phone let us walk around while talking, you can’t go too far. Radio signals from a cordless phone only work over a short distance.

Nowadays many people prefer portable phones called cell phone. This kind of telephone is so practical as it is portable. It does not need a base to connect to the telephone network. It is so small and light that we can take it almost everywhere we like. but it can only work in the area in which the phones get radio signals from the network.

<table>
<thead>
<tr>
<th><strong>Telephone</strong></th>
<th><strong>Title</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone is an electronic device for communication. Telephone becomes an</td>
<td>General classification</td>
</tr>
<tr>
<td>essential means of communication nowadays, either for business or just for</td>
<td></td>
</tr>
<tr>
<td>ordinary use. It seems to be a part of human beings.</td>
<td></td>
</tr>
<tr>
<td>Most telephones have handset and base. The handset contains the transmitter</td>
<td>Description</td>
</tr>
<tr>
<td>and receiver and sometimes the dial. The receiver is the part of handset</td>
<td></td>
</tr>
<tr>
<td>which we place on our mouth for speaking. The base is the main part where</td>
<td></td>
</tr>
<tr>
<td>the process of sending and receiving call is operated.</td>
<td></td>
</tr>
<tr>
<td>Many phones have wire to connect the handset and the base connects to the</td>
<td></td>
</tr>
<tr>
<td>telephone network. However, some telephones use radio signals instead of</td>
<td></td>
</tr>
<tr>
<td>wires to send and receive the sound. The signals connect the handset of a</td>
<td></td>
</tr>
<tr>
<td>cordless phone to the base. This kind of phone let us walk around while</td>
<td></td>
</tr>
<tr>
<td>talking, you can’t go too far. Radio signals from a cordless phone only</td>
<td></td>
</tr>
<tr>
<td>work over a short distance.</td>
<td></td>
</tr>
<tr>
<td>Nowadays many people prefer portable phones called cell phone. This kind of</td>
<td></td>
</tr>
<tr>
<td>telephone is so practical as it is portable. It does not need a base to</td>
<td></td>
</tr>
<tr>
<td>connect to the telephone network. It is so small and light that we can take</td>
<td></td>
</tr>
<tr>
<td>it almost everywhere we like. but it can only work in the area in which the</td>
<td></td>
</tr>
<tr>
<td>phones get radio signals from the network.</td>
<td></td>
</tr>
</tbody>
</table>

1. What is telephone?
2. How is telephone for human beings nowadays?
3. What does a telephone commonly consist of?
4. What does the handset contain?
5. What is a transmitter?
6. How does the handset connect to the base in common telephone?
7. What does a cordless use to connect to the base?
8. We can not go too far when we use cordless phone? Why?
9. Why do many people prefer cell phones nowadays?
10. Telephones becomes an essential means of ..........? the synonym of essential is ..........

GRAMMAR

PASSIVE VOICE

Study the following dialogue:

- The mouse is connected to the CPU.
- The printer is being used by mother.
- This computer will be changed.
- The cable has been plugged into the electricity cord.

The pattern:

(be) + Past Participle (V3)

The word/form ‘be’ is changed as its needs (tenses).

Practice 1

Change into passive voice.

1. People do not realize the danger of pollution.
2. The CPU processes the work.
3. The secretary has used the computer for two years.
4. The operator always turns off the computer in the evening.
5. We should keep the machine properly.

VOCABULARY

Practice 1

Study the following words and find the meaning by looking up your dictionary.

1. Contains : 
2. Device :
3. Connect :
4. Ordinary : 
5. Essential : 
6. Portable : 
7. Distance : 
8. Receive : 
9. Main : 
10. Instead of : 

**Practice 2**

**Complete the sentences below using the words above.**

1. The … part of a telephone is the base.
2. With a cell phone we can … a call while going somewhere.
3. Cordless phone is like an … telephone, but it does not need wire to connect the handset and the base.
4. Nowadays telephone becomes an … means of communication either for business or daily use.
5. We can use a telephone to speak with another person directly although we are separated in a long …. 
6. Telephone is an electronic … For communication.
7. Cell phone is … so we can take it almost everywhere we like.
8. The handset of a telephone … a receiver and a transmitter.
9. The radio signals can … the cell phone to the telephone network.
10. Many people like to use cell phones … home phones as they are more practical.
REFERENCES


