

MODUL 1

Writing

Rahmat Budiman, S.S.



PENDAHULUAN

Setelah mempelajari modul ini, Anda diharapkan dapat:

1. mendeskripsikan benda dalam bahasa Inggris;
2. menulis notes: menawarkan sesuatu;
3. menulis pendapat tentang orang lain.

KEGIATAN BELAJAR 1

Grammar: Adverbials

🕒 alam Kegiatan Belajar 1 ini kita akan membahas:

▪ **Adverbials**

- *Adverbials* biasanya adalah keterangan kata kerja (*adverb*), frasa keterangan kata kerja (*adverb phrase*) atau frasa kata depan (*preposition phrase*).
- *Adverbials* biasanya diletakkan setelah kata kerja (*verb*) atau setelah obyek apabila ada.
- *Adverbials of manner, place* dan *time* digunakan untuk menyatakan bagaimana (*how*), tempat (*where*) atau waktu (*when*) suatu peristiwa terjadi.
- Urutan *adverbials* pada umumnya adalah *adverbials of manner, place*, dan *time*.

1. Sebuah *adverbial* seringkali adalah satu kata keterangan.

Contoh:

She is smiling *sweetly*.

My father walks *quietly*.

Akan tetapi, sebuah *adverbial* bisa juga sekelompok kata.

- ♦ adverb of place : KD Lang sang *at JHCC* last night.
- ♦ prepositional phrase: They are playing *in the park*.
- ♦ noun group: The killer was arrested *last week*.

2. *Adverbial of manner* digunakan untuk menggambarkan cara (bagaimana) sebuah peristiwa terjadi.

Contoh:

Julius drives *carelessly*.

Butt walked *with great effort* to reach the white board.

Adverbial of place digunakan untuk menyatakan tempat sebuah peristiwa terjadi.

Contoh:

I found a piece of paper *near the body*.

The young boy was crying *on his dead mom*.

Adverbial of time digunakan untuk menyatakan waktu sebuah peristiwa terjadi.

Contoh:

My father died *in 2001*.

The new building will be opened *soon*.

3. Pada umumnya *adverbials of manner, place* dan *time* diletakkan langsung setelah kata kerja.

Contoh:

Vina came *immediately*.

Vina is singing *on the stage*.

Vina is singing *now*.

Apabila terdapat obyek, maka *adverbial* diletakkan setelah obyek.

Contoh:

She reads the novel *enthusiastically*.

I am listening to the songs *in the bedroom*.

Temmy returned my book *yesterday*.

Apabila terdapat lebih dari dua *adverbials* dalam sebuah klausa, maka urutannya adalah *adverbial of manner, place* dan *time*.

Contoh:

I delivered my speech *confidently in the party last night*.

4. *Adverbials of frequency, probability* dan *duration* diletakkan sebelum kata kerja.

The letter *occasionally* comes late.

I have *already* paid the school fee.

Beberapa *adverbs of degree* juga diletakkan sebelum kata kerja.

Contoh:

She *really* wanted to come.

5. Apabila ingin memfokuskan pada sebuah *adverb*, dalam sebuah klausa, Anda dapat meletakkannya dalam tempat yang berbeda.

- ♦ *Adverbial* dapat diletakkan di depan sebuah klausa, biasanya digunakan untuk memberi penekanan.

Contoh:

Slowly, the Titanic sank.

In September 11, 2001, the WTC buildings were hit by two airplanes.

- ♦ Posisi *adverbials of manner, place* dan *time* dapat diubah kedudukannya bilamana ingin memberi penekanan yang lebih terhadap salah satu dari ketiganya.

Contoh:

I delivered my speech *confidently in the party last night*.

Last night, I delivered my speech *confidently in the party*.

In the party last night I delivered my speech *confidently*.



LATIHAN

Latihan 1

Susunlah kata-kata di bawah ini menjadi kalimat-kalimat yang benar!

1. cried/ Marry / last night/bitterly/.
2. house/next year/will/,/orphan/be/ the/built/.
3. She/ me/in front of / to/the/spoke/class/angrily/.
4. Angelic/the/writing/is/her/ top of the page/name/on/ neatly/.
5. I// bed/my/the/wallet/found/under.
6. extremely/She/new/ astonished/ her/ is/ with/score.
7. The/ is/ loudly/broadcaster/laughing/.
8. some/the/There/ apples/ in /basket/are/.
9. on/ was/ She/ April 5, 1972 /born/.
10. a bench/ The/ woman/ old/ comfortably/ sitting/ on/ in/ is/ the park/.

Latihan 2

Lengkapilah terjemahan dibawah ini dengan *adverbial* yang tepat.

1. Para penonton menunggu kedatangan Lia dengan gelisah.

The audiences waited Lia's arrival _____.

2. Saya bisa bermain gitar, tetapi saya tidak bisa memainkannya dengan baik.
I play the guitar, but I don't play it _____.
3. Caroline biasanya pergi berenang pada akhir pekan.
Caroline _____ goes swimming at the weekend.
4. Tina benar-benar menikmati perjalanannya.
Tina _____ enjoyed her trip.
5. Saya mendengarkan lagu itu di rumah Joan.
I heard that song _____.
6. Habibie berbicara dengan cepat tetapi jelas.
Habibie speaks _____ but _____.
7. Undangan pernikahan itu datang tanpa diharapkan.
The wedding invitation came _____.
8. Secara otomatis, saya melaporkan apa saja yang saya lihat.
_____, I reported everything I saw.
9. Tiga hari yang lalu, Andrea meminum sebuah pil.
_____, Andrea took a pill.
10. Anda dapat membeli hampir semua barang dengan murah di Sero Supermarket.
You can buy most things _____ in Sero Supermarket.

● LANGUAGE IN USE

Dalam setiap kalimat di bawah ini terdapat empat kata yang digarisbawahi, salah satunya salah. Berilah tanda silang pada kata yang salah. Satu nomor sudah dikerjakan sebagai contoh.

1. Jack buys some orange in the store.
2. The students did the test individual in the classroom yesterday.
3. What's Mike is doing under that tree?
4. This shoes are made in Italy.
5. The game was extreme brutal.
6. John's sister made a lot of mistake this morning.
7. A young boy sitting behind the wheel of his car.
8. Susie have dedicated her life for her beloved country.
9. I brush my teeth twice a day, but it is not white enough.
10. Mr. Cutter will treat us if we pass the exam successful.

- **WRITING: Mendeskripsikan benda**

Pada subpokok bahasan ini Anda akan berlatih mendeskripsikan sebuah benda. Perbendaharaan kata (*vocabulary*) yang Anda kuasai sangat membantu dalam mengerjakan latihan-latihan di bawah ini.

Dalam mendeskripsikan sebuah benda, Anda harus menjelaskan benda yang dimaksudkan dengan jelas. Misalnya, bagaimana bentuknya, terbuat dari apa, apa fungsinya dan bagaimana memfungsikannya. Berikut sedikit penjelasan mengenai kata *made*.

Made in (dibuat di) diikuti nama negara atau daerah di mana benda itu dibuat. Misalnya: *made in Indonesia, made in England, made in Hong Kong dst.*

Made by (dibuat oleh) diikuti oleh nama orang atau siapa yang membuat benda itu. Misalnya: *made by Chay Chay, made by Sven Ericsson, made by Sonny Netonegoro, dst.*

Made of (terbuat dari) diikuti oleh satu jenis komposisi (bahan) saja yang terkandung dalam benda yang dimaksudkan. Misalnya: *made of wood, made of iron, made of lime, made of steel, dst.*

Made from (terbuat dari) diikuti lebih dari satu jenis komposisi (bahan) yang terkandung dalam benda yang dimaksudkan. Misalnya: *made from flour, eggs, milk, cheese and butter, made from lime, clay, and sand, dst.*

Contoh:

Vacuum cleaner.

Vacuum cleaner is made from plastic, iron, and other metals. The shape comes in varies. The simplest one is like a bar of iron but it has a hole in the edge to vacuum the dust. We usually find the bigger ones at hotels or big buildings. The shape, of course, is different from the simplest one. The bigger one is like a tube and it has a long hose to vacuum the dust. At the end of the hose, there is a broom. It looks like the elephant's trunk.

We need electricity to made it work. It sounds when it is operating. It really helps us clean our house. We can clean the dust in the very hard place to reach. One more advantage is that the dust is not flying in the air if we use vacuum cleaner.



LATIHAN

Latihan 3

Deskripsikan '*refrigerator*' dengan gaya bahasa Anda sendiri.

Latihan 4

Deskripsikan '*hoe*' dengan gaya bahasa Anda sendiri.

KUNCI JAWABAN LATIHAN

Latihan 1

1. Marry cried bitterly last night. *Atau* Last night, Marry cried bitterly.
2. Next year, the orphan house will be built. *Atau* The orphan house will be built next year.
3. She spoke to me angrily in front of the class. *Atau* In front of the class, she spoke to me angrily.
4. Angelic is writing her name on the top of the page neatly. *Atau* On the top of the page, Angelic is writing her name neatly.
5. I found my wallet under the bed. *Atau* Under the bed I found my wallet.
6. She is extremely astonished with her new score.
7. The broadcaster is laughing loudly.
8. There are some apples in the basket.
9. She was born on April 5, 1972.
10. The old woman is sitting comfortably on a bench in the park. *Atau* On a bench in the park, the old woman is sitting comfortably.

Latihan 2

1. anxiously
2. well
3. usually
4. really
5. at Joan's house
6. fast/quickly – clearly
7. unexpectedly
8. Automatically
9. three days ago
10. cheaply

LANGUAGE IN USE

1. Jack buys some orange (~~oranges~~) in the store.
2. The students did the test individual (~~individually~~) in the classroom yesterday.
3. What's Mike is doing (~~doing~~) under that tree?
4. This (~~These~~) shoes are made in Italy.
5. The game was extreme (~~estremely~~) brutal.
6. John's sister made a lot of mistake (~~mistakes~~) this morning.
7. A young boy sitting (~~is sitting~~) behind the wheel of his car.
8. Susie have (~~has~~) dedicated her life for her beloved country.
9. I brush my teeth twice a day, but it is (~~they are~~) not white enough.
10. Mr. Cutter will treat us if we pass the exam successful (~~successfully~~).

Latihan 3 (alternatif jawaban)**Refrigerator**

Refrigerator is made from iron, plastic, rubber, glass, and other metals. It is used to keep meat, vegetables, milk, fruits, eggs and many other things fresh. Commonly there are two places in one refrigerator. The first, at the upper part of the refrigerator, is called freezer. We keep meat, fish, ice cream, and ice cube in it. It makes them last longer or it protects the meat from decaying. This part is coldest than the lower part.

The lower part is used to keep vegetables, milk, eggs, syrup, and fruits. This part keeps them fresh. It also protects milk, vegetables and fruit from decaying but it does not freeze them.

It needs electricity to make it work. Without electricity, or it suddenly backs out for a long time, the things in the refrigerator will decay.

There are many colors and shapes. Both for right and left handed are available.

Latihan 4 (alternatif jawaban)**Hoe**

A hoe is garden tool that is used to dig up the soil. It has a long handle. The handle is made of wood or iron. The length is about 1 meter. At the edge of the handle there is a square of sharp iron. This part is used to dig up the soil.

In some provinces in Indonesia, the handle can be 2 meters long.



SUMMARY

She sang *happily on the stage last night*.

Karen made some cakes *patiently*.

Yesterday I met that blind man.

- *Adverbials* biasanya adalah kata keterangan (adverb), *adverb phrase* atau *preposition phrase*.

Sebuah adverbial bisa juga sekelompok kata.

- ◆ adverb of place : KD Lang sang *at JHCC* last night.
- ◆ prepositional phrase: They are playing *in the park*.
- ◆ noun group: The killer was arrested *last week*.

- *Adverbials of manner, place* dan *time* digunakan untuk menyatakan bagaimana (*how*), tempat (*where*) atau waktu (*when*) suatu peristiwa terjadi.

Contoh:

Julius drives *carelessly*.

Adverbial of place digunakan untuk menyatakan tempat sebuah peristiwa terjadi.

Contoh:

I found a piece of paper *near the body*.

- *Adverbial of time* digunakan untuk menyatakan waktu sebuah peristiwa terjadi.

Contoh:

My father died *in 2001*.

- *Adverbials* biasanya diletakkan setelah kata kerja (*verb*) atau setelah obyek apabila ada.

Contoh:

She teaches me patiently.

- Urutan *adverbials* pada umumnya adalah *adverbials of manner, place*, dan *time*.

Contoh:

I delivered my speech *confidently in the party last night*.

Made in (dibuat di) diikuti nama negara atau daerah di mana benda itu dibuat. Misalnya: *made in Indonesia, made in England, made in Hong Kong dst.*

Made by (dibuat oleh) diikuti oleh nama orang atau siapa yang membuat benda itu. Misalnya: *made by Chay Chay, made by Sven Ericsson, made by Sonny Netonegoro, dst.*

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TES FORMATIF 1

Pilihlah satu jawaban yang paling tepat!

Question 1

Lengkapilah terjemahan di bawah ini dengan mengisi bagian yang kosong dengan *adverbial*

1. Gedung bioskop itu terletak disebelah toko obat.
The cinema is _____ the drugstore.
2. Sebastian sungguh-sungguh lupa untuk menghadiri rapat itu.
Sebastian _____ forgot to attend the meeting.
3. Lumba-lumba itu berenang dengan bebasnya di lautan.
Those dolphins are swimming _____ in the ocean.
4. Hampir tidak pernah hujan di daerah ini.
It _____ rains in this area.
5. James memenangi pertandingan itu dengan mudah.
James won that game _____.
6. Jika Anda ingin duduk dengan nyaman, silahkan Anda ikuti saya.
If you want to sit _____, please follow me.
7. Saya bangun terlambat pagi ini.
I woke up _____ this morning.
8. Tahun lalu kami berlibur ke Roma.
_____ we had a holiday in Rome.

9. Mereka kemungkinan besar mengetahui rencana kita.

They _____ know our plan.

10. Para pelaut akan berangkat besok pagi.

The sailors are leaving _____

Question 2

Bacalah cerita di bawah ini. Ada 11 kesalahan *structure*. Temukan dan tulislah jawabannya di lembar jawaban, *satu kesalahan* sudah dikerjakan untuk Anda.

Dear Jessica,

Hi. How are you? I am fine but I been working hard lately. Next month I will take my annual leave and I am going to see you. Yesterday was my the most hardest day. I had to complete a new project in a suburb. One of my staffs was killed when he repaired a crane. I was very shocked. He was as older as your little brother, Sam. I knew him very well. He was married. I never met his wife and so did with his daughter. They live in Jambi. If I had time I will see them two days after today. That's my sad story.

You said that you have a new apartment, I really want to see it soon. It must be beauty. Is Catty still with you? I like that cat.

Actually, I can't leave my house because it is being redecorating by an interior designer. I want to make it new. And I hope you will like it. The house need a queen soon. Bye.

Love,



James.

Question 3

Buatlah sebuah deskripsi mengenai '*electric drill*.'

Cocokkanlah jawaban Anda dengan Kunci Jawaban Tes Formatif 1 yang terdapat di bagian akhir modul ini. Hitunglah jawaban yang benar. Kemudian, gunakan rumus berikut untuk mengetahui tingkat penguasaan Anda terhadap materi Kegiatan Belajar 1.

$$\text{Tingkat penguasaan} = \frac{\text{Jumlah Jawaban yang Benar}}{\text{Jumlah Soal}} \times 100\%$$

Arti tingkat penguasaan: 90 - 100% = baik sekali
80 - 89% = baik
70 - 79% = cukup
< 70% = kurang

Apabila mencapai tingkat penguasaan 80% atau lebih, Anda dapat meneruskan dengan Kegiatan Belajar 2. **Bagus!** Jika masih di bawah 80%, Anda harus mengulangi materi Kegiatan Belajar 1, terutama bagian yang belum dikuasai.

Khusus untuk soal *Question 3* (writing), Kami berikan dua buah contoh jawaban, yaitu jawaban yang baik dan buruk. Anda dapat bandingkan jawaban Anda dengan keduanya. Ada baiknya pula apabila Anda saling bertukar jawaban dengan teman untuk diperiksa. Kemudian, diskusikan penilaian Anda dan teman Anda. Apabila ada kesulitan silahkan hubungi Pembimbing Akademik (PA) Anda.

KEGIATAN BELAJAR 2

Grammar: Suggestion

alam Kegiatan Belajar 2 ini kita akan membahas:



▪ **Suggestion**

Untuk menyatakan ‘*suggestion*’, kita dapat memakai bentuk:

1. **Could**

Dipakai untuk menyarankan seseorang untuk melakukan sesuatu.

Contoh:

You could turn the TV on.

They could have a party.

Bentuk negatif (*couldn't*) dalam bentuk pertanyaan bermakna menyarankan seseorang untuk melakukan sesuatu.

Contoh:

Couldn't you stop smoking?

Couldn't she do it quietly?

2. **Shall we**

Bentuk ini digunakan untuk menyarankan seseorang melakukan sesuatu bersama orang lain.

Contoh:

Shall we start now?

Shall we change the topic?

Shall I juga dapat dipakai untuk menyatakan melakukan sesuatu oleh diri sendiri.

Shall I call your mother?

Shall I write your name on the top of the page?

3. **You might**

You might yang diikuti oleh kata kerja berarti *like* atau *want* untuk menyarankan sesuatu. Bentuk ini sangat sopan.

Contoh:

You might want to have another soup.

Bentuk lain adalah *it might be* yang diikuti oleh kata benda, kata sifat, dan *to infinitive*.

Contoh:

It might be a good idea to go shopping.

It might be happy to have a new car.

4. What about or how about

Bentuk ini diikuti oleh bentuk *ing*.

Contoh:

What about singing folksongs?

How about reading a novel?

5. Why don't

Bentuk ini diikuti oleh kata kerja pertama (*infinitive*).

Contoh:

Why don't you talk to her directly?

Why don't they submit the homework?

6. Let's

Let's (Let us) diikuti oleh kata kerja bentuk pertama (*infinitive*).

Contoh:

Let's see Mr. Kawasna Karidage in the hospital.

Let's go camping.



LATIHAN

Latihan 1

Buatlah kalimat *suggestion* berdasarkan kalimat-kalimat di bawah ini. Bentuk *suggestion* berdasarkan perintah yang ada dalam kurung.

1. She wants to see the concert but she doesn't have any money. (shall)
2. They are very exhausted. (why don't)
3. The house is in a mess. (let's)
4. I miss my mom. (shall)

5. The program is extremely terrible. (what about)
6. Your hair needs to be cut. (could)
7. Today is Christ's birthday. (why don't)
8. Peter lost his job last week.(let's)
9. My father wants to see his uncle in Taiwan. (could)
10. I am bored with my style. (might)

▪ **Offer and invitation**

Untuk menyatakan '*offers and invitations*', digunakan bentuk:

1. Would you like

Bentuk *would you like* digunakan untuk menawarkan sesuatu kepada seseorang atau mengajak seseorang untuk melakukan sesuatu.

Contoh:

Would you like something to drink?

Would you like to spell your name, please?

Untuk menawarkan sesuatu kepada seseorang juga dapat memakai bentuk *will you* dengan catatan bahwa bentuk ini dipakai dalam situasi yang tidak formal atau bila kita benar-benar mengenal orang yang kita ajak bicara.

Contoh:

I know Teddy Sherringham very well. So, I say '*Will you have another beer?*'

Will you come to my party, Teddy?

2. Can I or could I

Can I atau *Could I* dipakai manakala kita menawarkan sesuatu kepada seseorang. *Could I* lebih sopan dan dipakai lebih formal dibandingkan dengan *Can I*.

Contoh:

Could I help you with the menu, madam?

Can I carry your bag?

Bentuk *Shall I* juga dapat dipakai untuk menawarkan sesuatu khususnya apabila Anda cukup yakin bahwa penawaran Anda akan diterima.

Contoh:

Shall I open the window?

Shall I fill the form for you, sir?

3. You have

Bentuk ini digunakan untuk mengajak seseorang untuk melakukan sesuatu secara sangat persuasif.

Contoh:

You have to come before dinner.

You have to see your teacher for she is in the hospital now.

4. Bentuk lain dalam menawarkan dan mengajak tanpa menggunakan bentuk *modals*. Misalnya menggunakan kata *Let me* untuk menawarkan sesuatu kepada seseorang.

Contoh:

Let me send the letter.

Let me wash your car.

Dalam bentuk informal juga dapat dipakai bentuk *imperative*.

Contoh:

Have a drink.

Come and see me.

Dapat pula kita meletakkan kata ‘*Do*’ di depan kata kerja sebagai bentuk penekanan.

Contoh:

Do come.

Do have a beer.

Selain itu dapat pula digunakan bentuk ‘*Why don’t you* atau ‘*How about.*’

Contoh:

Why don’t you come to my house?

How about ordering pizza?



LATIHAN

Latihan 2

Buatlah kalimat *offer* atau *invitation* dari kata-kata di bawah ini.

1. can– new paintings
2. must – visit
3. will– stay
4. why don't – call by
5. shall – shut
6. how about – playing
7. would like – look after
8. must – go
9. let– post
10. could– help

● LANGUAGE IN USE

Pasangkanlah kalimat-kalimat di wabah ini dengan kalimat-kalimat *offers* yang ada di sebelah kanan.

- | | |
|------------------------------------|-------------------------------------|
| 1. You look pale. | A. You must slow down the car. |
| 2. I have plenty of time. | B. Shall I open the window? |
| 3. The coat is dirty. | C. Have a rest. |
| 4. You are speeding. | D. Could I come over for dinner? |
| 5. The room is hot. | E. We might see her soon. |
| 6. The play is two more hours. | F. Why don't we have meal first? |
| 7. I have got toothache. | G. Let's have a drink. |
| 8. My mom cooked salmon. | H. Can I take it to the laundry? |
| 9. The chocolate tastes delicious. | I. Would you like to have some? |
| 10. Samantha's parents are sick. | J. Why don't you go to the dentist? |

● WRITING: menulis notes: offers and invitations

Menulis *notes* berbeda dengan menulis surat biasa. Kalimat-kalimat yang dipergunakan dalam menulis *notes* hanyalah kalimat-kalimat pendek. *Notes* hanya berisi informasi-informasi penting saja.

Contoh 1

Berikut sebuah contoh *notes* undangan untuk merayakan malam tahun baru.

December 17, 2002

Dear Mike and Mona,

How are you? I haven't heard from you for a long time.

We're having a New Year's Eve and we will be very happy if you can come. Bring your children we have a lot of space so there's no problem about staying over.

Anyway, let us know soon.

All the best,

Jake and Maria

Jake and Maria

Contoh 2

Berikut contoh *notes* menawarkan bantuan kepada kawan yang baru saja pindah ke lingkungan Anda.

Dear Dick and Donna,

I am really glad that you move to your new house. How's your honeymoon? It must be great.

Anyway, since you're new here I can show you the city and the facilities. I am sure your need to adjust yourselves quite hard. Bogor and New Jersey are like heaven and earth. Don't hesitate to call us. You still keep my phone number, don't you?

Please, call by some time. Your house and ours are only two blocks away.

Yours truly,

Lexy Winata and Sisie Chan

**LATIHAN** _____

Buatlah *notes* berupa undangan untuk menghadiri ulang tahun.

Latihan 4

Buatlah *notes* yang berisi tawaran untuk menjaga anak kawan Anda yang berusia 4 tahun selagi kawan Anda pergi ke luar negeri selama dua minggu untuk urusan bisnis.

KUNCI JAWABAN LATIHAN**Latihan 1 (alternatif jawaban)**

1. Shall I lend her some money?
2. Why don't they take a rest for a while?
3. Let's clean it up.
4. Shall I call her for you?
5. What about seeing another program?
6. Could I cut your hair?
7. Why don't we celebrate it?
8. Let's cheer him up.
9. Could you buy the ticket to Taiwan?
10. You might change your hair and clothes style.

Latihan 2 (alternatif jawaban)

1. Can you have a look at my new paintings?
2. You must visit traditional costume festival.
3. Will you stay at Kempinski Hotel?
4. Why don't we call by her at her office?
5. Shall we shut the computer down?
6. How about playing hide and seek?
7. Would you like to look after my baby?
8. They must go to the disco tonight.
9. Let me post the letter for you.
10. Could you help me with this question?

LANGUAGE IN USE

- | | |
|------|-------|
| 1. C | 6. G |
| 2. F | 7. J |
| 3. H | 8. D |
| 4. A | 9. I |
| 5. B | 10. E |

Latihan 3 (alternatif jawaban)

*Sylvestre will be seven !
To celebrate his birthday, we would love for you to come for a birthday party.*

*Monday, June 17, 2002
8 p.m.*

*Jl. Kemuning Gading Blok B9/5
Bukit Sentul, Bogor*

*RSVP Killy
(021) 334 5643*

Latihan 4 (alternatif jawaban)

*June 15, 2002
Dear Mrs. Sullivan,*

I heard that you would go away for two weeks from Ann. I was wondering if you could let me look after your son, Jan. I looked after him couples months ago when you went to Saudi Arabia for five days. I would love to look after him since he is a cute boy and he'll be in the good hand.

Please inform me and I will be very happy if accept my offer.

*Sincerely yours,
Emily Lopez*



SUMMARY

Dalam mengungkapkan *suggestion*, dapat menggunakan:

1. Could
Could I turn on the TV?
2. Shall we
Shall we start now?
3. You might
You might want to have another soup.
4. What about and How about
What about singing folksongs?
5. Why don't
Why don't we speak English?
6. Let's
Let's go camping.

Dalam mengungkapkan *offers and invitations*, kita dapat menggunakan:

1. Would you like
Would you like to have dinner now, sir?
2. Can I or Could I
Can I carry your suitcases, madam?
3. *Could I put your suitcase on the bed, madam?*
Could I lebih sopan dan formal dibandingkan *Can I*.
4. You have to
You have to wear a cowboy hat.
5. Let
Let me put the pin on.



TES FORMATIF 2

Question 1

Buatlah kalimat *suggestion* berdasarkan kalimat-kalimat di bawah ini.

1. Cher: 'My visa is over due.'
You: '_____.'

2. Cher: 'I don't think my English is improving.'
You: '_____.'
3. Cher: 'I get cold easily.'
You: '_____.'
4. Cher: 'The subjects I take are very difficult.'
You: '_____.'
5. Cher: 'I can hardly sleep at night.'
You: '_____.'

Buatlah kalimat *offers and invitations* berdasarkan kalimat-kalimat di bawah ini.

6. Cher: 'I want to go to the party but I don't have a nice dress.'
You: '_____.'
7. Cher: 'My mobile phone is broken.'
You: '_____.'
8. Cher: 'I am terribly thirsty.'
You: '_____.'
9. Cher: 'I always get bad marks.'
You: '_____.'
10. Cher: 'I can't fill in this form because I don't understand Spanish.'
You: '_____.'

Question 2

Isilah bagian-bagian yang kosong dalam cerita di bawah ini dengan satu kata saja.

Last week my brother and I (1) _____ our car to Highland Park. We (2) _____ home at 7 a.m. and (3) _____ a tent with us. We arrived in Highland Park (4) _____ 1 p.m. We (5) _____ the tent near Yellow Bat Valley. At the park we (6) _____ a lot of people.

At night we saw a lot of stars (7) _____ the sky. It was a beautiful night. We did not sleep at that night. The night was too gracious (8) _____ be missed. I also (9) _____ some falling stars. We (10) _____ there for two nights.

Question 3

Buatlah sebuah *notes* berdasarkan informasi di bawah ini!

Anda akan bepergian selama satu minggu untuk berlibur ke luar kota. Anda meminta teman dekat Anda untuk menjaga kucing kesayangan Anda selama Anda pergi. Persilakan teman Anda untuk tinggal di rumah Anda.

Cocokkanlah jawaban Anda dengan Kunci Jawaban Tes Formatif 2 yang terdapat di bagian akhir modul ini. Hitunglah jawaban yang benar. Kemudian, gunakan rumus berikut untuk mengetahui tingkat penguasaan Anda terhadap materi Kegiatan Belajar 2.

$$\text{Tingkat penguasaan} = \frac{\text{Jumlah Jawaban yang Benar}}{\text{Jumlah Soal}} \times 100\%$$

Arti tingkat penguasaan: 90 - 100% = baik sekali
80 - 89% = baik
70 - 79% = cukup
< 70% = kurang

Apabila mencapai tingkat penguasaan 80% atau lebih, Anda dapat meneruskan dengan Kegiatan Belajar 3. **Bagus!** Jika masih di bawah 80%, Anda harus mengulangi materi Kegiatan Belajar 2, terutama bagian yang belum dikuasai.

Khusus untuk soal *Question 3* (writing), Kami berikan dua buah contoh jawaban, yaitu jawaban yang baik dan buruk. Anda dapat bandingkan jawaban Anda dengan keduanya. Ada baiknya pula apabila Anda saling bertukar jawaban dengan teman untuk diperiksa. Kemudian, diskusikan penilaian Anda dan teman Anda. Apabila ada kesulitan silahkan hubungi Pembimbing Akademik (PA) Anda.

KEGIATAN BELAJAR 3

Grammar: Used to

🕒alam Kegiatan Belajar 3 ini kita akan membahas:

- **Used to**

Used to digunakan untuk menyatakan kebiasaan dulu atau kegiatan yang biasa dilakukan pada waktu yang telah lampau dan sekarang tidak dilakukan lagi. Untuk pola kalimatnya lihat penjelasan di bawah ini.

Pola I:

Subject + used to + verb1 (infinitive)

Contoh:

I used to smoke. (It means that I don't smoke anymore)

She used to drive a taxi. (It means that she does not drive a taxi anymore)

They used to play card. (It means that they do not play card anymore)

Bentuk *negative*-nya adalah:

Subject + did not (didn't) + use to + verb1 (infinitive)

Contoh:

I did not use to wake up early in the morning. (Now I always wake up early)

She did not use to smoke. (Now, she always smokes)

Bentuk *interrogative*-nya adalah:

Did + subject + use to + verb1 (infinitive)?

Contoh:

Did you use to work with computer?

Pola II:

Subject + used to + be + adjective/adverb/noun

Contoh:

I used to be a bartender. (It means that I am not a bartender anymore)

She used to be rich. (It means that she is poor now)

They used to be in high temperature. (It means that they are now in low temperature)

Bentuk *negative*-nya adalah:

Subject + did not (didn't) use to + be + adjective/adverb/noun

Contoh:

I did not use to be a leader. (Now, I can be a leader)

She did not use to be lazy. (Now, she is lazy)

Bentuk *interrogative*-nya adalah:

Did + subject + use to + be + adjective/adverb/noun?

Contoh:

Did you use to be a pilot?

Used to tidak dapat dipakai untuk menjelaskan suatu kegiatan yang masih dilakukan meskipun intensitasnya sangat jarang.

Misalnya: When I was in college I smoked. Now, I only smoke when I hang around with my college-mates.

Dari ilustrasi di atas, bentuk *used to* tidak bisa digunakan karena saya masih merokok meskipun hanya ketika sedang bersama dengan teman-teman.



LATIHAN

Latihan 1

Buatlah kalimat dengan menggunakan *used to* dari gambar di bawah ini.



Dikutip dari: Vistas Interactive Course in English Workbook 4

1. *She used to have long hair.*
2. _____
3. _____
4. _____
5. _____
6. _____

Latihan 2

Lengkapilah terjemahan di bawah ini dengan bentuk *used to*.

1. Lima belas tahun lalu kami berjalan kaki ke sekolah.
Fifteen years ago, we _____ to the school.
2. Dulu, para pelajar tidak biasa mengenakan seragam.
Students _____ uniforms.
3. Mereka dulu biasa tinggal di Senegal.
They _____ in Senegal.
4. Kami dulu tidak biasa menonton TV sampai jam 11 malam.
We _____ TV until 11 p.m.
5. Clarence biasa sendirian sekarang dia tinggal bersama kakaknya.
Clarence _____, now he lives with his brother.
6. Apakah Anda dulu seorang pecandu narkoba?
_____ you _____ a drug addict?
7. Ibu saya dulu biasa lari pagi.
My mother _____ in the morning.
8. Mereka dulu biasa mandi pada jam 4 pagi.
They _____ at 4 a.m.
9. Mr. Coly tidak dulu biasa makan makanan pedas.
Mr. Coly _____ spicy food.
10. James dulu seorang sutradara film.
James _____ a film director.

- **LANGUAGE IN USE**

Ada sebelas kesalahan dalam cerita di bawah ini, satu kesalahan sudah diberikan sebagai contoh. Temukan dan garisbawailah kesebelas kesalahan tersebut.

I use to live in a village. I did not used to speak bahasa Indonesia when I was a child, but I studied it later when I was in kindergarten. Everyday I speak Sundanese language with my family; my parents, my brothers, and my sisters. I was very_like my father. He always taught me bahasa Indonesia and he was the one who introduce English to me.

My father send me to an international school in town when I was 7. I spoke English since then. At school I spoke English with friends and the teachers. At that time, my English was more better than my bahasa Indonesia.

I will be never forgot my father. I love him so much. Now, we speak English at home. My sisters and brothers speaks English as well. My mother used to be speak Chinese but now she speak English well.

- **WRITING: Menulis pendapat tentang seseorang**

Dalam subpokok bahasan ini Anda akan berlatih menilai pribadi seseorang dalam bentuk tulisan. Tentunya penilaian Anda akan sangat subyektif, dengan kata lain, penilaian Anda akan berbeda dengan teman Anda dalam menilai pribadi seseorang. Anda dituntut untuk benar-benar mengenal orang yang dibicarakan, misalnya dosen Anda, teman karib Anda, tetangga Anda dan seterusnya.

Penilaian Anda tidak perlu banyak, namun Anda diharapkan dapat meminimalisir kesalahan mendasar penggunaan tatabahasa. Perhatikan contoh di bawah ini.

Contoh 1

My lecturer's name is Ms. Delaware

I like my lecturer very much. She teaches grammar. She is a lovely person, patient and well communicated. She dresses beautifully to the class. She always greets the students in a good manner. If we have a problem, she is

always ready to discuss it. She never gets angry. She is fair in marking our exams. It's nice to be her student.

Contoh 2

Berikut tanggapan siswa lain terhadap Ms. Delaware

She is okay but she is too patient and she is too slow. Her patience is her weakness. She is too close with the students. She treats us like her friends. She is fair and I like it. On the other hand, she seems too generous in marking the exams. One thing I like best from her is her method in teaching grammar. Grammar is easy with her.



LATIHAN

Latihan 3

Tulislah pendapat Anda tentang kawan dekat Anda. Tulisan Anda paling sedikit terdiri dari 60 kata.

Latihan 4

Tulislah pendapat Anda tentang ayah Anda. Tulisan Anda paling sedikit terdiri dari 60 kata.

KUNCI JAWABAN LATIHAN

Latihan 1

1. She used to have long hair.
2. She used to wear glasses.
3. She used to be single. (Because she's wearing a wedding ring)
4. She used to be a receptionist.
5. She used to type with a typewriter.
6. She used to work for Craig & Everts.

Latihan 2

1. used to walk
2. did not use to wear
3. used to live
4. did not use to watch

5. used to be alone
6. Did – use to be
7. used to jog
8. used to take a bath
9. did not use to eat
10. used to be a

I **use** to live in a village. I **did not used** to speak bahasa Indonesia when I was a child, but I studied it later when I was in kindergarten. Everyday I **speak** Sundanese language with my family; my parents, my brothers, and my sisters. I was **very like** my father. He always taught me bahasa Indonesia and he was the one who **introduce** English to me.

My father **send** me to an international school in town when I was 7. I spoke English since then. At school I spoke English with friends and the teachers. At that time, my English was **more better** than my bahasa Indonesia.

I **will be never forgot** my father. I love him so much. Now, we speak English at home. My sisters and brothers **speaks** English as well. My mother **used to be** speak Chinese but now she **speak** English well.

Latihan 3 (alternatif jawaban)

My best friend's name is Myra.

I like her very much, but sometimes she is a bit difficult to work with. She is a nice Australian woman. She is very nice to talk to, because she does not just listen. She often helps me over come my problems. She trusts me, and I trust her. She always keeps her promise and she is always punctual. I like her very much.

Latihan 4 (alternatif jawaban)

My father is a doctor.

He is the best father. He takes care of us since our mother passed away seven years ago. He bears his responsibility as a father and a mother as well. He is humorous. He creates a brotherhood atmosphere at home. He is an interesting man to discuss anything. His vision about our future is unbelievable. He loves us as he loves our late mother.



SUMMARY

Used to digunakan untuk menyatakan kebiasaan pada waktu lampau dan tidak pernah lagi dilakukan pada masa sekarang.

I used to work offshore when I was young.
She used to be a nurse.

Perbedaan *used to* dengan bentuk *simple past*.

- A. I smoked yesterday.
- B. I used to smoke.

Bentuk A. *I smoked yesterday*, mengungkapkan kejadian waktu kemarin. Hari ini atau besok saya kemungkinan besar akan kembali merokok.

Bentuk B. *I used to smoke*, mengungkapkan kebiasaan pada waktu lampau dan kebiasaan ini tidak akan atau tidak pernah lagi dilakukan pada masa sekarang.



TES FORMATIF 3

Question 1

Lengkapilah terjemahan ini dengan bentuk *used to*.

1. Mantan presiden itu dulu biasa terbang dengan pesawat Boeing 767.
The former president _____ with Boeing 767.
2. Waktu terus berubah. Dulu saya suka begadang setiap malam.
Time changes. I _____ every night.
3. Tessa dulu tidak biasa mengemudi kendaraan.
Tessa _____ a car.
4. Apakah Angela dulu biasa bepergian sendirian.
_____ Angela _____ alone?
5. Dia dulu seorang ketua sebuah partai politik.
He _____ a party chairman.
6. Dulu saya mendengarkan musik rock, tetapi sekarang saya mendengarkan musik country.
I _____ rock music, but now I listen to country music.

7. Dulu kamu adalah kawan pesta yang menggemaskan.
You _____ my party doll.
8. Dulu kami biasa mengkonsumsi lemak hewan.
We _____ animal fat.
9. Frank sekarang adalah seorang penyanyi tenar. Dulu ia seorang pengamen.
Now Frank is a popular singer. He _____ a street musician.
10. Dulu saya berpikir bahwa semua orang itu baik.
I _____ that all people were good.

Question 2

Tuliskan 10 buah kalimat tentang diri Anda dengan menggunakan bentuk *used to*.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Question 3

Tuliskan pendapat Anda tentang salah seorang sahabat ibu Anda yang Anda kenal cukup baik. Tuliskan Anda paling sedikit terdiri dari 60 kata.

Cocokkanlah jawaban Anda dengan Kunci Jawaban Tes Formatif 3 yang terdapat di bagian akhir modul ini. Hitunglah jawaban yang benar. Kemudian, gunakan rumus berikut untuk mengetahui tingkat penguasaan Anda terhadap materi Kegiatan Belajar 3.

$$\text{Tingkat penguasaan} = \frac{\text{Jumlah Jawaban yang Benar}}{\text{Jumlah Soal}} \times 100\%$$

Arti tingkat penguasaan: 90 - 100% = baik sekali
80 - 89% = baik
70 - 79% = cukup
< 70% = kurang

Apabila mencapai tingkat penguasaan 80% atau lebih, Anda dapat meneruskan dengan modul selanjutnya. **Bagus!** Jika masih di bawah 80%, Anda harus mengulangi materi Kegiatan Belajar 3, terutama bagian yang belum dikuasai.

Khusus untuk soal *Question 3* (writing), Kami berikan dua buah contoh jawaban, yaitu jawaban yang baik dan buruk. Anda dapat bandingkan jawaban Anda dengan keduanya. Ada baiknya pula apabila Anda saling bertukar jawaban dengan teman untuk diperiksa. Kemudian, diskusikan penilaian Anda dan teman Anda. Apabila ada kesulitan silahkan hubungi Pembimbing Akademik (PA) Anda.

Kunci Jawaban Tes Formatif

Tes Formatif 1

Question 1

1. next to
2. totally or really
3. freely
4. hardly ever
5. easily
6. comfortably
7. late
8. Last year
9. probably
10. tomorrow morning

Question 2

Dear Jessica,

Hi. How are you? I am fine but I **been working** hard lately. Next month I will take my annual leave and I am going to see you. Yesterday was my **the most hardest** day. I had to complete a new project in a suburb. One of my staffs was killed when **he repaired** a crane. I was very shocked. He was **as older as** your little brother, Sam. I knew him very well. He was married. I never met his wife and **so did** his daughter. They live in Jambi. If I **had** time I will see them two days after today. That's my sad story.

You said that you **have** a new apartment, I really want to see it soon. It must be **beauty**. Is Catty still with you? I like that cat.

Actually, I can't leave my house because it **is being redecorating** by an interior designer. I want to make it new. And I hope you will like it. The house **need** a queen soon. Bye.

Love,



James.

Dear Jessica,

Hi. How are you? I am fine but I **have been working** hard lately. Next month I will take my annual leave and I am going to see you. Yesterday was my **the hardest** day. I had to complete a new project in a suburb. One of my staffs was killed when **he was repairing** a crane. I was very shocked. He was **as old as** your little brother, Sam. I knew him very well. He was married. I never met his wife and **neither did** his daughter. They live in Jambi. If I **have** time I will see them two days after today. That's my sad story.

You said that you **had** a new apartment, I really want to see it soon. It must be **beautiful**. Is Catty still with you? I like that cat.

Actually, I can't leave my house because it **is being redecorated** by an interior designer. I want to make it new. And I hope you will like it. The house **needs** a queen soon. Bye.

Love,



James.

Question 3

Jawaban yang diharapkan

Electric drill is like a gun. It has two parts, the first is the handle where there is a trigger to make it work, the second is the edge. At the edge, there is a bit. It is use to make small holes. On the handle there is an input wire.

Electric drill is made of iron. And it needs electricity to make it work. We need to pull the trigger and the bit will spin very fast.

KOMENTAR:

Meskipun pendek, penjelasan yang diberikan cukup memadai. Kalimat-kalimat terorganisasi dengan baik. Struktur tatabahasa yang digunakanpun cukup baik, kalimat kompleks (yang diberi garis bawah) sudah mulai tampak.

Jawaban yang buruk.

Electric drill is ~~make from~~ **made of** iron. It is like a gun. We use it to make holes. It ~~need~~ **needs** electricity to run ~~it~~. At the handle there is a trigger. If we full the trigger, the bit ~~spin~~ **spins**.

Komentar:

Struktur tatabahasa yang digunakan sangat lemah. Penjelasannya pun tidak tuntas.

*Tes Formatif 2*Question 1 (alternatif jawaban)

1. Why don't you extend it now?
2. You could take an English course.
3. You might want to wear a sweater every time.
4. Shall we study together?
5. What about drinking a glass of milk before going to bed?
6. Would you like to wear mine?
7. You must have it repaired.
8. Would you like to drink iced water?
9. You must study hard.
10. Let me fill it in for you.

Question 2

1. drove
2. left
3. brought
4. at
5. put
6. met
7. in
8. to
9. saw
10. stayed

Question 3 (alternatif jawaban)

Jawaban yang diharapkan

*June 13, 2001**Dear Angie,*

Just a short note to say that I'm having a holiday in Bali for one week. Can you take care of my cat, Eric, during my absence? You may stay at my home. I've prepared his food. All you must do is feeding him three times a day. He's a nice cat and he won't bother you at all. Please give me a call a.s.a.p.

*Best regards,**Paul*

*a.s.a.p : as soon as possible (sesegera mungkin)

KOMENTAR:

Jawaban di atas telah sesuai dengan perintah pada soal. *Grammar* yang dipakai sudah memenuhi kaidah bahasa Inggris yang baik. Informasi yang diberikan runtut dan mudah dipahami. Kalimat-kalimat yang pendek mempermudah daya cerna dan justru tidak memberi kesan sebagai tulisan orang yang baru belajar bahasa Inggris.

Jawaban yang buruk

June 13, 2001

Dear Angie,

How are you, Angie? I am going to **have** holiday in Bali one week. I leave my cat at home. Can you come to keep my cat at your home? I ~~buy~~ **bought** **or have bought** its food for you. ~~It~~ **Its** name is Eric. You can call him Eric too. Be careful with my cat, he is nice. Thank you.

Best regards,

Paul

KOMENTAR:

Contoh jawaban di atas sangat buruk, baik dari segi tatabahasa maupun dari segi runtutan informasi yang diberikan. Lebih parah lagi adalah jawaban ini keliru dalam menjawab perintah soal. Dalam soal disebutkan bahwa Anda meminta teman Anda untuk tinggal di rumah Anda, bukannya membawa kucing yang Anda titipkan ke rumah teman Anda.

Kesalahan *grammar* ditunjukkan dengan kalimat yang diberi garis bawah. Kesalahan mendasar tersebut seharusnya tidak perlu terjadi apabila *grammar* diperhatikan dengan baik.

Informasi yang diberikan seharusnya runtut. Nama kucing, misalnya, diletakkan pada kalimat kedua atau ketiga, bukan di tengah atau akhir paragraf.

*Tes Formatif 3*Question 1

1. used to fly
2. used to stay up
3. did not use to drive
4. Did – use to travel
5. used to be
6. used to listen to
7. used to be
8. used to consume
9. used to be
10. used to think

Question 2 (alternatif jawaban)

1. I used to share a room with my brother.
2. I used to smoke.
3. I used to have long hair.
4. I used to be naughty.
5. I used to steal my mom's money.
6. I used to live in a remote village.
7. I used to have breakfast.
8. I used to be an introvert.

9. I used to wear thick glasses.
10. I used to be single.

Question 3 (alternatif jawaban)

Jawaban yang diharapkan

I don't like Mrs. Cutter, my mother's friend. I can't stand with the way she dresses up. She likes to comment on anything she sees. Everything is commendable in her eyes. She never keeps her promise and she changes her minds easily. No one can be her friend. She is also bad temper. She likes to criticize but she does not like to be criticized. In general, she is not interesting at all.

Actually, she used to be a nice person. She used to be helpful and generous. My mother and I used to come to her house. One thing that made her change is that she used to be rich and an important person in her office.

KOMENTAR:

Beberapa hal yang membuat jawaban di atas cukup memuaskan adalah:

1. Tidak terdapat kesalahan dalam penggunaan grammar.
2. Informasi yang diberikan tersusun rapi walau hanya dalam satu paragraf.
3. Paragraf terakhir memberikan sebuah gambaran mengapa perubahan terjadi kepada subyek pembicaraan dan hal ini menjadi cukup menarik.

Jawaban yang buruk.

I don't like Mrs. Cutter, my mother's friend. She is too active. She often ~~comment~~ **comments on** her friend. For example, ~~they the~~ **the way they speak,** the way they dress up, and the way they walk. She is not friendly. She ~~is get~~ **gets angry easily.** She is not a good woman. She always critics but she ~~not~~ **does not** like to be ~~critics~~ **criticized.** I am not ~~interesting with~~ **interested** in her.

KOMENTAR:

Yang membuat jawaban di atas buruk adalah:

1. Kalimat-kalimat pendek terasa mengganggu.
2. Kesalahan penggunaan *grammar* kerap muncul, bahkan untuk kalimat-kalimat sederhana sekalipun.
3. Beberapa kalimat tidak jelas maksudnya sehingga mengaburkan makna.

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