



Bahasa. Inggris

1

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Bahasa. Inggris 1

Buku Bahasa Inggris 1 ini membahas tentang dasar-dasar Bahasa Inggris. Karena didalam menjalankan bisnis apapun tidak terlepas dari Bahasa Inggris. Setelah mahasiswa mengerti tentang dasar-dasar Bahasa Inggris, nanti mereka akan mempelajari tentang Bahasa Inggris Bisnis. Buku ini disajikan dengan Bahasa Inggris yang gampang dan mudah sehingga mahasiswa tidak akan mengalami kesulitan dalam memahami isi buku ini dan mahasiswa dapat memahami dan menguasai tentang Bahasa Inggris dasar sebagai persiapan untuk menghadapi Bahasa Inggris Bisnis. Buku ini adalah edisi kedua. Buku ini revisi dan melengkapi buku edisi pertama yang terbit pada tahun 2015.

Adapun materi yang ada pada buku ini terdiri dari sembilan bab, yaitu:

- BAB 1: Parts of speech
- BAB 2: Tenses
- BAB 3: Pronunciation
- BAB 4: Reading
- BAB 5: Kinds of Text
- BAB 6: Conditional Sentence
- BAB 7: Passive Voice
- BAB 8: Question Tag
- BAB 9: Relative Pronoun



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KATA PENGANTAR

Thanks to Almighty God who has given His blessings to the writers to help us finish the English book entitled "BAHASA INGGRIS 1". This English book corresponds with the curriculum of Pelita Bangsa University for the first semester. It is made up of 8 chapters and is intended to improve the English competence for students of the university.

This book contains an introduction to parts of speech, grammar structure, a pronunciation lesson, the basic structures for sentences in English, understanding English text, and activities in English.

This book is written in simple language and should be easy to understand for the students of Pelita Bangsa University. This book is a beginning reference for English and will increase the knowledge of English for Pelita Bangsa University students. The writers hope that Allah will guide us in learning English.

This book is dedicated to Hasan Basri and Nursialis, Ravina Prihata Putri, A. Md and Raihana Yasmina Rahma Putri because of their support.

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BAHASA INGGRIS 1



BAB 1

PARTS OF SPEECH

The words in the English language are grouped into parts of speech according to their meanings and their functions. There are eight parts of speech

A. Noun

Noun describes people, stuff or tool, place, plant, animal and idea. Such as Edward, television, rose, water, chai, etc.

Kinds of noun:

1. Proper Noun

Proper noun is a word stands for name person, country or any particular names which begun with the capital letter.

Examples: Hana, Vina, Jakarta, Indonesia, Simeru, etc

A noun is a part of speech that denotes a person, animal, place, thing, or idea. The English word noun has its roots in the Latin word *nomen*, which means "name." Every language has words that are nouns. As you read the following explanations, think about some words that might fit into each category.

a. Person - A term for a person, whether proper name, gender, title, or class, is a noun.

- 1) He is the person to see.
- 2) Indra started to run.
- 3) Imam Bonjol was an Indonesian Hero

BAB 2 | TENSES

Chart of Tenses

Tenses	Simple	Continuous	Perfect	Perfect Continuous
Present	I write a short story everyday	I am writing a short story now	I have written a short story in some magazine	I have been writing a short story for seven years
Past	I wrote a short story last month	I was writing a short story when you came yesterday	I had written a short story before I studied in university	I had been writing a short story for three years before I studied on university
Future	I will write a short story next month	I will be writing a short story when you come tonight	I will have written ten short stories by the time I finish my study	I will have been writing a short story by the time you come
Past Future	Hana said that she would write a short story next month	I would be writing at 8 this morning	I should have written a short story yesterday	I should have been writing a short story here for a month last year

BAB

3

PRONUNCIATION

For many learners of English, one of the hardest things to grasp about the language is its pronunciation. Not only are there many accents to get accustomed to – American, British, and Australian, among others – but there are many fundamental sounds within the language that can be difficult to produce. To make things even worse, English’s spelling system is horrendous and seldom a reliable indication – even for native speakers – of how to pronounce most word.

Because of this, it’s useful to try to depict the pronunciation of the English language through a set of symbols besides the Latin alphabet – namely, the International Phonetic Alphabet. Known as the IPA for short, this phonetic system might be familiar to you, and in my experience, it’s a useful tool for learning any language.

The great thing about the IPA is that its symbols are meant to be universal. This means that if you learn the set of symbols used for English sounds, you can apply them to most other languages you might want to learn, from French to Arabic to Japanese.

It is not a perfect system, since its details can only be so fine, and nuances like tone and stress are often overlooked in IPA transcription, which can be a bit of a problem with tonal languages like Mandarin and Vietnamese. However, for our purposes with English, these phonetic symbols can definitely come in handy if you’re looking to improve your pronunciation.

BAB 4

READING

A. The Notion of Reading

Reading is the activity of who read books, articles, which are intended to be read, reading matter/material". It can be stated is activity of reader when they read books, articles or other reading materials. Reading is the way to understanding something from the book.

Understanding a written text mean extracting the required information from it as efficiently as possible. For example, we apply different reading strategies when looking at notice board to see if there is an advertisement for a particular type of flat and when carefully reading an article of special interest in a scientific journal. Yet locating the relevant advertisement on the board ad understanding the new information contained I the article demonstrates that the reading purpose in each case, a competent reader will quickly reject the irrelevant information and fid what he is gist of the text more detailed comprehension is necessary.

Reading is constant process of guessing, and what one brings to the text is often more important than what one finds in it. This is why, from the every beginning, the students should be taught to use what they know to understand elements, whether these are ideas or simple words. This is best achieved through a global approach to the text.

Reading is a complex activity by deploying a large number of separate actions. Include: the need to use the understanding and imagination, observing and remembering to remember. We cannot read without moving eyes without using our minds.

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KINDS OF TEXT

Text is when the words are put together to communicate a meaning. Text consists of written or spoken words that have the purpose of conveying the message. Text is created by spoken or written. When constructing a piece of text, the speaker or writer makes a choice about the words choice. The words and the sentence choose demand on the purpose of the text.

There are many kinds of the text, they are:

A. Explanation Text

Explanation text is how and why something occurs. Explanation can be written or spoken and the purpose is to tell each step and to give the reason. Explanation text is also the text which content process about nature phenomena, society, science, culture and another. An explanation text usually come from the question of writer about “why” and “how” about a phenomena.

Generic structure of Explanation the first is general statement, its stating the phenomenon issues which are to be explained. The second is sequenced explanation, its stating a series of steps which explain the phenomena.

Language feature are

1. Featuring generic participant; sun, rain, etc
2. Using chronological connection; to begin with, next, etc
3. Using passive voice pattern
4. Using simple present tense

Examples and structures of the text

BAB

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CONDITIONAL SENTENCE

Conditional sentences are sentences to express the factual implications, or hypothetical situations and their consequences. They are so called because the validity of the main clause of the sentence is conditional on the existence of certain circumstances, which may be expressed in a dependent clause or may be understood from the context.

A conditional sentence is one which expresses the condition as well as its consequences. A conditional sentence contains two clauses: the dependent clause expressing the condition, called if clause; and the result clause expressing the consequence. An example of such a sentence is the following:

If it rains, the agenda will be cancelled.

Here the condition is expressed by the clause "If it rains", this being if clause, while the consequence is expressed by "the agenda will be cancelled", this being the main clause. If clause may either precede or follow the main clause; it is equally possible to say "The agenda will be cancelled if it rains". In terms of logic, if clause corresponds to the antecedent, and the result clause to the consequent.

Languages use a variety of grammatical forms and constructions in conditional sentences. The forms of verbs used in if clause and result clause are often subject to particular rules as regards their tense and mood. Many languages have a specialized type of verb form called the conditional mood – broadly equivalent in meaning to the English "would (do something)" – for use in some types of conditional sentence.

BAB

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PASSIVE VOICE

Passive Voice is a grammatical construction. In this construction subject of the sentence doesn't do the action but receive the action (receiver of action) by the doer of action, even mentioned or not. Verbs are also said to be either *active* or *passive* in voice. In the active voice, the subject and verb relationship is straightforward: the subject is a be-er or a do-er and the verb moves the sentence along. In the passive voice, the subject of the sentence is neither a do-er or a be-er, but is acted upon by some other or by something unnamed. Computerized grammar checkers can pick out a passive voice construction from miles away and ask you to revise it to a more active construction. There is nothing inherently wrong with the passive voice, but if you can say the same thing in the active mode, do so.

A. The Pattern of Passive Voice

The pattern of passive voice is as bellow:

S + to be + V3

Note:

To be can be primary auxiliary verb (is, are, was, were, be, been, being), combination between two primary (is/are being, has/have been), between primary and modal auxiliary verb (will be, will have been). The verb which used is transitive verb

BAB

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QUESTION TAG

A. Mean and Function

Question Tags is the question for asking the agreement from the listener or object. Question tag is the short question in the end of the sentence. The function of the question tag is to asking the agreement from the listener about something which speaker is not sure yet. Question tags are the short questions that we put on the end of sentences – particularly in spoken English. There are lots of different question tags but the rules are not difficult to learn.

Example:

He is a doctor, isn't he?

Question Tags

He is a doctor is a statement, and isn't he?

Question Tags is formed from to be, modal auxiliaries, and another Auxiliary Verb (is, am, are, does, do, did, can, have, may, must, will, shall, etc) which combined by Personal Pronoun, they are I, we, you, they, he, she, it.

B. Form of Question Tag

There are some rules which must be paid attention in question tag, they are:

1. If the statement is positive, question tag is negative

Examples:

- a. He is a doctor, isn't he?
- b. You are a teacher, aren't you?
- c. I speak Japanese every day, don't I?

BAB 9

RELATIVE PRONOUN

Relative Pronoun is pronoun in forming relative clause (subordinate clause which explaining noun in the main clause in a complex sentence). In relative clause, relative pronoun could be subject, object or possessive which not mention singular or plural, male or female.

Relative pronouns are: who, whom, whose, which, and that and indefinite relative pronoun with suffix *-ever*, such as: whoever, whomever, and whichever.

Form of Relative Clause and Complex Sentence

Relative Pronoun is the part of Relative Clause which can't stand alone, but must be in complex sentence. The complex sentence is the combination of independent clause and subordinate clause (relative clause). We could see from this form:

Relative Clause = Relative Pronoun +/- Subject + Verb

Complex Sentence = Independent Clause + Relative Clause

Example:

Relative pronoun = that

Relative Clause = that I bought last week

Complex Sentence = It is the bicycle that I bought last week.

A. Using And Examples Of Relative Pronoun

Who and whoever

This relative pronoun is to combine noun as person (human being) even subject or object with verb to relative clause. In relative clause, relative pronoun is as subject or object.

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Lahir di Padang, 17 Januari 1984. Adalah anak ke-7 dari 7 orang bersaudara yang mendalami Bahasa Inggris dan Bahasa Arab di Pondok Modern Darussalam Gontor Ponorogo Jawa Timur. Yang mana pondok tersebut menggunakan Bahasa Inggris dan Bahasa Arab sebagai Bahasa komunikasi sehari-hari. Kemudian penulis belajar untuk lebih mendalami lagi tentang Bahasa Inggris beserta pembelajarannya di STKIP Kusuma Negara Jakarta, supaya selain menguasai Bahasa Inggris, juga menguasai cara pengajarannya, metode metode, serta teknik teknik yang dipergunakan dalam mengajar Bahasa Inggris yang baik dan yang benarm. Penulis mengerti bahwa dalam pembelajaran writing, speaking, reading, maupun listening butuh startegi yang tepat supaya dapat dimengerti dengan maksimal oleh mahasiswa. Saat ini sebagai dosen di Prodi Manajemen STIE Pelita Bangsa, Jl. Inspeksi Kalimalang Tegal Danas arah DELTAMAS Cikarang Pusat Kabupaten Bekasi.

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