

BAB I

NOUNS

1. Nouns

Noun atau kata benda, biasanya didahului oleh:

- a) Articles : a, an, the
- b) Pronouns: this, these, that, those, my, your, his, her, our, their.
- c) Numerals : one, two, hundred, etc
- d) Adjective : happy, big, good, many, much, some, few, little, etc

Nouns dibagi dalam dua kelompok besar yaitu Countable Nouns (kata benda yang dapat dihitung), dan Uncountable Nouns (kata benda yang tidak dapat dihitung).

Example

A. Countable Nouns

An agreement	--	Perjanjian
A company	--	Perusahaan
His driver	--	Sopirnya
That disease	--	Penyakit itu
Many employees	--	Banyak pegawai
My experience	--	Pengalaman saya
Our library	--	Perpustakaan kami
This lecture	--	Kuliah ini
Some marks	--	beberapa tanda
This occasion	--	kesempatan ini
An operation	--	operasi
These owners	--	pemilik-pemilik
ini		
One piece	--	Satu potong
Those prices	--	harga-harga itu
Your salary	--	Gaji anda
A strike	--	pemogokan

A statue	--	Patung
Four students	--	empat
mahasiswa		
Many spies	--	banyak mata-mata
That surgeon	--	ahli bedah itu
Their wages	--	upah-upah
mereka		
Few words	--	beberapa kata

Note: Di dalam bahasa Indonesia kita mengenal adanya kata benda abstrak dan konkrit (abstract and concrete nouns), tetapi hendaklah hal ini tidak di campur adukan dengan countable dan uncountable nouns.

Abstract Nouns yang Countble, seperti:

Pikiran	-	thought	-	thoughts
Usaha	-	effort	-	efforts
Pendapat	-	opinion	-	opinions

Abstract Nouns yang Uncountble, seperti:

Rasa hormat	-	respect	-	respect
Bantuan	-	assistance	-	assistance
Penghargaan	-	appreciation	-	appreciation

Exercise

Study the vocabulary above, then fill in the missing nouns in the sentences below :

1. Give me a of that cake, please.
2. this carhas many

.....

- 3..... have gone up with 10%
4. He has to take a long rest after his
5. There good books in that
6. All letters were late because of a

postal.....

7. The.....of this villa died a few years

ago

8. How many..... Passed the exams?
9. There were no.....of torture on the dead

body

10. He gave a.....on political science.
11. Thespread rapidly and killed many people.
12. I wish you all the best on this happy.....
13. The workers demanded higher.....
14. His..... is not big enough to send his son to the university.
15. The.....of a beautiful woman was found.

Exercise

Do you recognize the nouns in the sentence below?

Underline them

1. This village has a big population
2. His attended a conference in Singapore
3. Many people watched the demonstration
4. That is your responsibility
5. Try to solve this problem
6. That system is good
7. Some countries produce rice, sugar, etc
8. His wisdom is known all over the world
9. He is doing a research on education
10. His parents agreed to send him to the province
11. He lives in my neighborhood
12. People are attracted by his modesty
13. The detective wore a blue coat
14. This discovery was made a century ago

Exercise

Fill in the missing nouns. Use the ones you have just learned, or better still, find your own!

1. Do you know that man in the dark green
.....?
2. The workers organized a to get higher
.....
3. People still buy many things although Have
gone up
4. Many of private cars offered a ride.
5. of big buses need much driving
.....

6. Have you ever travelled by
.....?
7. He had run so fast that he was out of
when he arrived.
8. Hospital always need donors of
9. Which on TV do you like best?
10. The man on the bridge was wearing a blue
.....
11. Each country has to solve its own
12. The general will start in may 1977
13. The house is old, but situation in a nice
14. I wish you and in the
year to come.
15. Congratulations on your!
16. The archaeologist discovered a
.....
17. His wisdom has brought and the
..... To the country
18. Do not mess this!
19. A social gets in close contact
with the poor people
20. Watch your, please!

A. COUNTABLE NOUNS biasanya mendapat s pada bentuk jamaknya (drivers, patient). Tetapi ada pula COUNTABLE NOUNS yang bentuk PLURALnya

1. di tambah -es (box-boxes), jika berakhiran pada huruf desis: s,sh,ch.
2. berubah huruf akhirnya (company- companies)
3. berubah sama sekali (mouse - mice)
4. sama dengan singular (sheep- sheep)
5. di tambah - en (ox- oxen)
6. Berubah menjadi ves (leaf-leaves)

7. berubah suku kata akhirnya (memorandum - memoranda)

B. UNCOUNTABLE NOUNS

The air	-	hawa, udara
His anger	-	kemarahannya
Her breath	-	nafasnya
Brown clay	-	tanah liat coklat
Long drought yang panjang	-	musim kemarau
Much dust	-	banyak debu
The earth	-	bumi
That food	-	makanan itu
My hair	-	rambutku
Patience	-	kesabaranku
Petrol	-	bensin
Soil	-	tanah
Speed	-	kecepatan
Much tim	-	banyak waktu
Little water	-	sedikit air
Some information	-	sedikit keterangan

Fill in the missing nouns

1. He took a deep.....
2. Everybody needs fresh.....
3. Because of the long.....the streets were very dusty.
4. Indonesia's.....is very fertile.

5. Many cars were waiting to get.....
6. Formerly people did not believe that the.....was round.
7. The doctor told the patient to have.....
8. He drove at high.....
9. The man lost his.....and shouted at his employees.
10. A good manager always tries to divide his.....carefully.

Banyak NOUN di bentuk dari kata-kata lain dengan menambah akhiran ness,- ment,- ity,- y,- hood,- dom,- ism,- ion,- ian,- er,- ence,- ist.

Examples:

Happiness	-	kebahagiaan
Agreement	-	perjanjian
Wisdom	-	kebijaksanaan
Impatience	-	ketidaksabaran
Lecturer	-	dosen
Childhood	-	masa kanak- kanak
Comedian	-	pelawak
Operation	-	pembedahan, operasi
Criticism	-	celaan
Opportunity	-	kesempatan
Discovery	-	penemuan

Exercise

Fill the gaps with the nouns above

1. They did not have a happy.....
2. The.....was signed in 1972.
3. This.....is much liked by his student.
4. A.....makes people laugh.
5. His.....has saved his son from becoming an alcoholic.
6. I wish you and success in your new life.
7. Because of your you did wait for the bus but took a taxi
8. An important was made by the archeologists
9. Take this to study hard
10. You can expect a lot of when you publish that article.ise

BAB II

VERBS

Dalam kalimat berbahasa inggris terdapat kata kerja (*Verb*), kata kerja tersebut akan berubah bentuk sesuai dengan ***tenses***

Examples:

I look at the old man on the bridge

He looks at the old man on the bridge

They looked at the old man on the bridge yesterday

Jenis kata kerja sebagai berikut:

1. Regular Verb (Verbs yang beraturan)
2. Irregular Verb (Verbs yang tidak beraturan)
3. Auxiliary Verb (Verbs bantu)
4. Copulas (Verbs penghubung)

Regular dan Irregular Verb mempunyai empat bentuk antara lain:

1. Infinitive
2. Preterete (Past Tense)
3. Present (Participle)
4. Past Participle

I. REGULAR VERBS

Study	Studied	Studied
Wait	Waited	waited
Return	Returned	Returned
Discover	Discovered	Dicovered
Move	Moved	Moved
Exchange	Exchange	Exchange
Work	Worked	Worked
Talk	Talked	Talked

II. IRREGULAR VERBS

Catch	Caught	Caught
Shoot	Shot	Shot
Get	got	got
Draw	drew	drawn
Speak	spok	spoken
Put	put	put
Be	was, were	been
Do	did	done
Have	had	had

- III. Auxiliary Verbs
Berbeda dengan REGULAR dan IRREGULAR VERBS, AUXILIARY VERBS tidak memiliki bentuk PRESENT PARTICIPLE, dan tidak dapat berdiri sendiri, tetapi selalu mendahului VERB. AUXILIARY VERB banyak dipakai dalam NEGATIVES dan INTEEROGATIVES.
Termasuk daklam kelompok ini adalah:
CAN, COULD, MAY, MIGHT, SHALL, SHOULD, OUGHT TO, USED TO, WILL, WOULD, NEED, DARE, DO, HAVE
Khusus tentang verb "to be":
VERB ini memiliki tiga fungsi:
1. Sebagai FULL VERB - yang berarti: exist (ada)
God is
 2. Sebagai AUXIKIARY VERB (helping verb)
He is writing. They have been killed
We were stopped by rain
 3. Sebagai COPULA - (connecting verb)
He is rich. They were students
You are a real genius

Examples

1. Do you know where his documents are?
2. Can you come tonight?

3. He could not come to Padang Fair
4. You must always tell the truth
5. Will you hand me that document, please?
6. What may be the reason of his refusal?
7. You ought to do your duty
8. I should have finished writing this paper
9. The chairman used to have meetings in this buildings
10. He might ask you that questions
11. They have forgotten to report to the chairman
12. He does not have any experience
13. The journalist is writing a report
14. You need finish it to day
15. Would you go to the fair if you could get tickets?
16. Don't you dare to come nearer!

Dari AUXILIARY VERBS tersebut diatas WILL, DO, BE , HAVE, NEED, DARE dapat berlaku juga sebagai VERB biasa.

Examples

1. I willed myself to sleep - Saya memaksakan diri untuk tidur
2. He does his job well - Ia akan melakukan pekerjaannya dengan baik
3. The director was not in his office - direktur tidak ada dikantornya
4. I have nothing to say - saya tidak ada sesuatu yang akan dikatakan
5. These poor people need food - orang miskin itu membutuhkan makanan
6. I dare you to come nearer - saya menantang anda untuk mendekat

Satu diantara AUXILIARY VERBS ini, yaitu TO BE, selain dapat dipakai sebagai FULL VERB dan AUXILIARY VERB, juga dapat dipakai sebagai COPULA, yaitu yang menghubungkan SUBJECT

(pokok kalimat) dengan PREDICATE (kata kerja). Perhatikanlah EXAMPLES dibawah ini:

- a. TO BE as FULL VERBS
 1. I often visited my grandfather, but now he is no more
 2. You are late, the wedding was yesterday
 3. Let it be
 4. She wanted so much to have a child, but it was not to be.
 5. Think what might have been I

- b. TO BE as AUXILIARY VERB
 1. The date has been fixed already
 2. I am studying
 3. The man was killed
 4. That house is built on a hill
 5. We are looking at the men in the boat

- c. TO BE as COPULA
 1. You are a lawyer
 2. The people were angry with him
 3. He was a soldier in World War II
 4. I have been a journalist for four years
 5. The editor is in a difficult position

Exercise

You have studied regular, irregular and auxiliary verbs. Now try to use them in the sentence below. They are all in the Preterit or past participle form

1. I to him, but he did not hear me
2. Please for me, I will come soon
3. Have you The book for the library?
4. The statue was In 1920
5. He His brown coat for a blue one
6. She does not live there anymore, she
to Bali last year
7. The detective a spy
8. He a medal for his courage
9. This boat by the river bank
10. What have you all day today?

11. He nothing important to say
12. Her birthday last week
13. Where have you my jacket?
14. I did not To pass the bridge
15. What you Is a good rest
16. The police not find her identity
17. My girlfriend used to wear full-length skirts but now she
has to minis
18. you have come if I had invited you?
19. I a bad experience yesterday
20. He the broke t the library

BAB III

Adjective

Adjective ini disebut juga dalam bahasa Indonesia kata sifat dan adjective ini mendahului kata benda seperti contoh berikut ini:

A good teacher

A tall man

A big city

A beautiful girl

A small house

Etc

Pada bentuk Present Continues dapat berfungsi sebagai adjective, seperti berikut ini:

The smiling girl

A boring discussion

A challenging job

An embarrassing situation

The waiting list

Bentuk Past Continues dapat berfungsi sebagai adjective, seperti berikut ini:

An untold story

Written report

The decorated walls

An uninvited guest

The well known writer

Examples

1. A comfortable place
2. A sensible answer
3. Classical times
4. A creative man
5. A careless driver
6. An important discovery
7. Prominent persons
8. A prosperous country
9. An icy wind
10. A graceful woman
11. Tropic island
12. Bigger weapons
13. The poorest village

Exercise

- A. Make a list of the adjectives and nouns in the sentences below
1. The journalist failed to send the important information although the editor sent three urgent messages to him
 2. He published the article in its original form
 3. A famous archaeological discovered an ancient, precious statue. It was a beautiful woman.
 4. I was getting impatient so I decided to leave the talking ladies and pumped into a passing bus
 5. This is the easiest questions and so you must be able to give a satisfactory answer

B. Learn the adjectives below, then complete the sentences that

follow

Urgent	--	mendesak
Exact	--	tapat
Recent	--	baru-baru ini
Latest news	--	berita terbaru
Last news	--	berita terakhir
Careful	--	hati-hati
Similar	--	sama
Dense	--	padat
Anxious	--	cemas
Scientific	--	ilmiah
Remarkable	--	menakjubkan
Pleasant	--	menyenangkan
Professional	--	ahli
Convincing	--	meyakinkan
Active	--	aktif
Better	--	lebih baik
Honest	--	jujur
Simple	--	sederhana
Primitive	--	primitif

1. Have you seen the fashion?
2. This dress looks
3. His words before he died were "take
this letter to my wife, it is"
4. The lost child was brought back to its
parents
5. tribes have their own way of
communicating with each other
6. He played an role in this organization.
7. She is not a very good typist, but she is very
.....
8. In such a environment you can forget
your worries
9. A experiment you can forget your
worries
10. You must very when driving a car
in Jakarta
11. He got the price, because his voice was
..... than his rival's.

12. You can solve that problem in a
Way
13. Give me the Date of your arrival
14. Jakarta has a population

BAB IV

Adverb dan Adverbial Phrase

Adverb atau kata keterangan biasanya menerangkan verb atau adjective, keterangan itu dapat berupa:

1. Adverb of manner
Contoh:
 - a. She announce the news officially
 - b. The thief accepted his punishment quietly
2. Adverb of place
Contoh:
 - I did not see him there
 - Her class room is upstairs

3. Adverb of time
 - a. He presented his papers yesterday
 - b. That matter will be discussd to night

4. Adverb of frequency (menunjukkan berapa seringnya kita melakukan kegiatan)

Contoh:

 1. They often went there on foot
 2. She never comes late

5. Adverb of Degree (menunjukan tingkat atau derajat suatu kegiatan)

Contoh:

 1. The ball is too high to get
 2. The tea is too hot to drink

Other **Examples:**

She acted in the same way (manner)

The seminar was held in the hotel (place)

This factory was burn down last year (time)

The football team meets every month (frequency)

Some time ago the statue was found (time)

Exercises

Choose the correct word in brackets

1. (careful, carefully) plans must be made before you can establish such a project
2. He broke the news (calm,calmy) so that no one was upset
3. Have you understood him (good, well)?
4. The prime minister cancelled his trp to Europe for (political, politically) reasons.

5. Let us do some (intelligent, intelligently) thinking on the issue.
6. He explained (patient, patiently) that he was late because he was caught in the heavy traffic
7. Man has always had four (physical, physically) advantages which explain why he became a culture-builder
8. The animal's reaction to life are (main, mainly) instinctive
9. War or flood can produce (Crucial, Crucially) situation
10. The council of older (real, really) governed the primitive tribes

BAB V

Preposition

Preposition di dalam bahasa Indonesia di sebut juga dengan kata depan, seperti berikut ini:

AT,IN,ON,UNDER,BETWEEN,
 BEHIND,ABOVE,UP,UNTIL,WITH,ABOUT .AFTER,ALONG,AMONG,
 BY, UP,TO, BELOW, BESIDE,OF,OFF,OUT OF, IN FRONT OF, OUT
 SIDE,TOWARD, WITH, WITHOUT. ETC

Contoh:

1. The old man are sitting under the tree
2. She often talks about you
3. He look at my children
4. We often talked the pas event
5. The student took care of their campus
6. The police hurried toward the place of the accident
7. Her office is not far from here
8. The hotel is next to the bank

Prepositions up,at dsb yang erat sekali hubungannya dengan verb, ini disebut verb preposition, seperti berikut ini:

1. Please put out the light.
2. The police blew up the bridge and the rebels gave in.
3. Without a word he walked away.
4. Pay back the money you borrowed.
5. Slowly he went backward.
6. Take off your coat, it is hot.

Ada pula ADVERB PARTICLE yang mempunyai lebih dari satu arti.

Examples:

1. Keep your coat on, it is cold.
2. Keep on talking.
3. Take your shoes off when you enter.
4. The plane took off at 5.

Exercise

Put the adverb particles in brackets in the correct order.

1. I (put down) him as a fool.
2. Do not get mad at him when he shouts at you. Just (put down) it to this nervousness.
3. Who (took out) you for dinner last night?
4. The stranger (took out) his passport and showed it to the customs officers.
5. Why should you (take out) it on him for not coming earlier if you were not there?
6. The retreating troops (blew up) the bridges behind them.
7. When I asked for a day off, my boss (blew up).
8. He (broke up) the bread and gave each child a piece.
9. You cannot (broke up) the meeting before everything has been discussed.
10. I am sure the spelling of "focused" is correct; I (looked up) it in the dictionary.

Bagaimana pentingnya **preposition** atau **adverb particle** dalam menentukan arti, dapat dilihat pada EXSAMPLES di bawah ini :

1. He is the right man **in** the right place.
2. **At** the end (pada akhir) of each chapter you will get a test.
3. **In** the end (akhirnya) he admitted that what he had done was wrong.
4. His children **are taken care** of (di urus) by the social affairs department.
5. We **looked after** (mengurus) the house when the occupants left it.
6. **I am looking for** (mencari) a good dictionary.
7. Look at (lihat pada) it carefully.

Exercise

Learn the above by heart. Then fill in the appropriate prepositions.

1. I drew a lot of money the bank.
2. Why do you refuse to comment his work.
3. He is complainingthe weather, the work, the traffic, etc.
4. Is the tax includedthe bill?
5. He congratulated me.....being promoted head of the department.
6. This burglar alarm will protect you.....people who have come with bad intentions.
7. Did anything emerge.....your discussion?
8. I dreamt.....the horror film last night.
9. You can never rely.....him to be punctual.
10. Nothing will prevent him.....carrying out this difficult task.
11. Are you interested politice?

12. He persisted asking questions and I had a hard time getting ridhim
13. Since we were separated The war, we have not heard each other.
14. I insisted His telling me the truth, so he said that my father could only be cured his illness if he was operated
15. You can count me if you need help in investing your money this enterprise
16. His report was based Wrong information
17. I suspect him having broken your house, but I can't accuse people anything until I have some evidence
18. The government has embarked a new educational system and researches are now concentrating the curriculum
19. Nowadays we must economize many things
20. He failed His attempt to escape prison
21. I have told him already that we cannot approve Hunting. But he said that is was unreasonable to demand Him to stop doing so
22. This man delights borrowing money others. I have warned him Losing his friends, but he said that he would never act my advice and that his friends consist People who are wealthy. He asked me not to get involved his business, so

from now on I despair Ever having any influence on him.

BAB VI

CONJUNCTIONS

CONJUNCTIONS atau kata penghubung adalah kata-kata AND, OR, BUT, SO yang tugasnya menghubungkan kata-kata, kelompok kata dan kalimat yang sejenis (AND, OR) tidak sejenis (BUT), akibat kalimat pertama (SO).

CONJUNCTIONS dapat dikelompokkan menurut jenis, misalnya:

A. "and" type. Conjunctions of this type are :

1. Both - and
2. Also;
3. Not only - but as well;
4. As well as.

Examples:

The success of this experiment depends on careful observation it depends on careful thought.

- a. The success of this experiment depends on careful observation and thought.
- b. The success of this experiment depends both on careful observation and thought.
- c. The success of this experiment depends on careful observation and also on careful thought.
- d. The success of this experiment depends not only on careful observation but on careful thought as well.
- e. The success of this experiment depends on careful observation as well as careful thought.

B. **“or” type.** Conjunctions of this type are:

- 1. Either - or
- 2. Neither - nor
- 3. Otherwise
- 4. Or else.

Examples

You can study in the library, you can study in my room

- a. You can study in the library or in my room
- b. You can either study in the library or in my room
- c. He is either a rich man or the owner of a big hotel
- d. She is neither intelligent nor hard working
- e. Didi has to study hard otherwise she will fall again.

C. **“But”** type seperti berikut ini:

- 1. However
- 2. On the other hand
- 3. While
- 4. Never the less
- 5. Whereas
- 6. Although
- 7. in spite of

Example:

The books in the library are old. They are valuable

- a. The book in the library are old but valuable
- b. The book in the library are old, however they are valuable
- c. The book in the library are old, yet they are valuable
- d. Although the books are old, they are valuable
- e. He passed the exam, although he had been sick
- f. In spite of his sickness, he passed the examination
- g. Although they are very poor they are always neatly dressed.
- h. In spite of their poverty, they always neatly dressed
- i. The party was a great success, on the other hand it costs us a lot of money

- j. He was working on his assignment, while the other students were watching TV
 - k. The old teachers used to apply the translation method in language, teaching, whereas language instructors nowadays are advocates of the direct method
- D. **“SO” type.** Conjunction of this type are:
- | | |
|---------------|-----------------|
| 1. Therefore | 4. That’s why |
| 2. Since | 5. because |
| 3. Because of | 6. consequently |

Example:

The experiment was a total failure, the expert had to find another approach

- a. The experiment was a total failure, so the expert had to find another approach
- b. The experiment was a total failure, consequently the expert had to find another approach
- c. The experiment was a total failure, that’s why the expert had to find another approach
- d. Because the experiment was a total failure, the expert had to find another approach
- e. Since the experiment was a total failure, the expert had to find another approach
- f. Because of the total failure of the experiment, the experts had to find another approach

Exercises

A. Join the sentences below using the conjunction in brackets

- 1. The teacher accepted the new method of teaching. The students accepted the new method of teaching. (Both and).

2. You must tell him the truth. Your sister must tell him the truth. (Either or).
3. I did not investigate it carefully. I did not make any preparations. (Neither nor)
4. That proposal is irrelevant. That proposal is vague. (Not only but as well)
5. This city is clean. It is well organized. The people know their rights and duties. (Not only But as well)

B. Now join the short sentences below to make longer ones using the conjunctions you have learned.

Yesterday I went to the airport to meet a friend. He was not on the plane, I went to the information desk. I asked whether he was on the list of passenger. They told me that he had missed the plane. His wife missed the plane. They had tried to pace him. He did not appear. His wife didn't appear.

I went home. I was disappointed. I was sad. When I arrived home he was there. His wife was there. They said they had tried to send me a cable informing that they would take an earlier flight. They forgot my address. There were only two things they could do. They could stay away. They could surprise me.

Exercises

AND

1. He studied English.
He studied Germany
2. John went home by taxi
Mary went home by taxi
3. She dances well
She sings well
4. Rafiah is tall
Rafiah is beautiful
5. Sylvia is a good nurse
Sylvia is a kind burse

6. The geography class is interesting
The history clas is interesting
7. She writes the words rapidly
She writes the word correctly
8. Don't be stupid
Don't be lazy
9. Mother is a teacher
Mother is a tourist
10. Don't be careless
Don't be prodigal

BUT

1. He is a rich man. He is a dishonest man
2. John is poor. John is honest
3. I saw him yesterday. He was not at home
4. We hurried to the station. The train had left
5. I can't go to the meeting. She can go to the meeting
6. He studied French. She didn't study French
7. Father usually takes a nap in the afternoon. Mother doesn't
take a nap in the afternoon
8. They don't want to go. My sister wants to go
9. She speaks English well. She writes English badly
10. He is smart student. He is a lazy student

NEITHER..... NOR

1. The car is not blue. The car is not green.
2. I am not for the proposal. I am not against the proposal
3. He could not stand up. He could not lie down
4. She is not likely to be present at the meeting. I am not likely
to be present at the meeting.
5. The house is not big. The house is not comfortable
6. The bag is not mine. The bag is not here
7. I don't hear it. I don't see it
8. The first show wasn't good. The second show was not good
9. His statement is not true. Your statement is not true
10. I don't like it. I don't hate it

NOT ONLY BUT AS Well

1. The man had been arrested. The man had been sent to the prison.
2. The poor man was robbed. The poor man was shot.
3. The teacher asked us to learn the conversation. The teacher asked us to memorized the conversation.
4. He is his teacher. He is his father
5. The passage is long. The passage is difficult
6. He came to see the victims. He gave the victims some money

BOTH AND

1. The husband likes living in Jakarta. The wife likes living in Jakarta.

IF AND UNLESS

Show the relationship between the ideas with “if” or “unless”

1. I am tired. I usually go to bed early
2. I am very tired. I seldom go to bed early
3. The water is warm enough. I like to go swimming
4. The water is too cold. I like to go swimming
5. Help me. I can't work these algebra problems.
6. Help me. I can work these algebra problems.
7. Paul's too busy. He takes a nap every afternoon.
8. Paul has time. He take a nap every afternoon
9. The train is on time. It arrives at 11:10
10. The train is late. It arrives at 11:10
11. I have enough money. I might go to Bali for my vacation
12. A student wants to learn English. He must practice everyday
13. Lend me some money. I can't buy any new shoes
14. I finish my homework. I shouldn't go to the movies
15. People speak slowly. The villager from west java can understand Indonesian
16. A student knows arithmetic well. It is difficult for him to learn algebra

17. Algebra students know arithmetic well. He must learn it quickly
18. An intelligent student knows arithmetic. Algebra is not difficult for him
19. It is raining. We have a picnic every Sunday.
20. John has finished his homework. He usually goes to the movie.

SO.....THAT

SUCH.....THAT

Connect these statements with so.....that/such

.....that

1. The class on philosophy was interesting. I never missed an assignment
2. The teacher gave many assignments. I was always busy
3. The book was long. I didn't finish it till 2:00 am
4. The book was written simply. I could read it rapidly
5. I was interesting. I didn't get sleepy
6. The system of education here is complex. It is difficult to understand
7. There are many books in the education library. I can never read all
8. Some of the books are important. I must read them
9. The library has many books. It is difficult to find the ones I want.
10. There are many librarians. I can always find one to help me
11. He is an interesting speaker. I don't want to miss him
12. He is about an important problem. They deserve our complete attentions.
13. I have a lot difficulty with the work. I have to ask many questions
14. This is an easy exercise. I can do it in two minutes
15. The lecturer gave me a long assignment. I will have to work late tonight

16. Professor A is an interesting teacher. We like to go to his classes
17. He gives clear explanation. We learn a lot about him
18. Paul is an intelligent young man. He learns more than his classmates
19. He is a good student. I want to be like him
20. Dutch is an easy language. We can learn it quickly

BECAUSE/BECAUSE OF/SINCE

1. I didn't go to school. I was sick
2. I stayed at home. It was raining
3. The doctor wrote the book. He was interested
4. He wrote it. He was interested
5. He went to Florida. The weather was cold in winter
6. He went to the lake. The weather was hot in August
7. Thomas wants the course. The professor is famous
8. He wanted to study business administrations. His father asked him to
9. He needed help with the letter. His English was not very good.
10. He didn't answer the letter immediately. He had a lot of homework to do

BAB VII

PRONOUNS

A. Personal Pronounce yang berfungsi sebagai subject,
seperti: I, WE, YOU, THEY, HE, SHE DAN IT

Examples:

1. I am a college student of early childhood Teacher
department of Education and Science Faculty of The State
University of Padang
2. They closed a contract with the company
3. We agreed to admit him to the club as a member

Direct object, seperti:

I	-	Me
YOU	-	You
He	-	Him
She	-	Her
It	-	It
We	-	us
They	-	them

Examples:

1. I told **him** about the decision of the director to transfer
him to Irian Jaya.
2. You promised **me** to return that record player this week.
3. The dog bit **him** in his leg when he tried to climb over
the gate.
4. Our T.V was out of order. I took **it** back to the shop
where I bought **it**.

5. The doctor informed **her** that she had to take a good rest.

INDIRECT OBJECT (pelengkap penyerta) PRONOUNS

biasanya di dahului TO atau FOR.

Example:

1. This experiment is very interesting for **him**.
2. He contributed a lot of money to **them**.
3. I don't know what I have said to **him**.
4. You have everything for **her** and yet she still grumbles about **you**.

Ada kalanya INDIRECT OBJECT tidak didahului TO atau FOR.

Example:

1. I gave **him** the answers to his questions.
2. They made **her** a delicious wedding cake.
3. We promised **them** 10% of whatever we sold.
4. Tell **me** how you arrived at such a decision.

POSSESSIVE PRONOUN (kata ganti punya). Bentuknya

berubah menjadi berikut:

1. Yang diikuti oleh NOUN.

I	--	my
You	--	your
He	--	his
She	--	her
It	--	its
We	--	our
You	--	your
They	--	their

Examples:

1. This is **my** typewriter
2. May I use **your** paper to type on?
3. You better get **his** ballpoint to correct the mistakes.
4. After that, go into **her** room and find carbon paper.
5. Put everything on our desk in the office

2. Yang tidak diikuti Noun

I	-	Mine
You	--	yours
He	--	his
She	--	hers
It	--	its
We	--	ours
You	--	yours
They	--	theirs

Examples:

1. That statement of mine cause many problems
2. This part is yours, take it !
3. Although the car is her, she never used it
4. The decision is his, so let us wait and see

B. DEMONSTRATIVE PRONOUN seperti:

This
These
That
Those

Examples:

1. Look, **this** building next to you is the library.
2. **That** man over there has just graduated.
3. **These** documents have been sent by airmail.

C. RELATIVE PRONOUNS

RELATIVE PRONOUNS merupakan bagian yang penting sekali dalam statement Karena menentukan subject karena tidak menimbulkan keraguan lagi.

RELATIVE PRONOUNS adalah

Who dan whom	--	menerangkan orang
Whose kepunyaan orang	--	menerangka
Which benda	--	menerangkan
That benda, binatang dan orang.	--	menerangkan

Examples:

1. The man **who** wrote that article was put in prison.
2. The book **that** is lying on the table is about
administration,
3. The girl **who** came in the blue car had an accident.

Sekarang perhatikan **EXAMPLES** berikut:

1. The man in the batik shirt, **who** was here last night, is a
doctor.
2. My eldest son, **who** is in grade III of primary school.
3. The book with the black cover, **that** lies on the table.

Exercise:

1. The instructor.....dissertation was accepted
became famous overnight.
2. The journalist.....failed to write a report was fired.
3. Where is the man.....daughter was kidnapped?
4. After a while the plane was hijacked took of

D. INTEROGATIVE PRONOUNCE adalah kata Tanya seperti:
Who, Whom, Whose, Which, What, How, When, Where, ETC

Examples:

1. Who won the Nobel prizes for chemistry?
2. Who did you refer to when you said that?
3. Whose paintings do you like best?
4. What is today's news about the changes he made in his office?
5. How did you overcome your financial problems?

BAB VIII

WORD ORDER

WORD ORDER dalam bahasa Indonesia di sebut urutan kata, karena ini dapat merubah arti. Kata sifat yang di pakai sebagai keterangan diletakan di depan kata benda, seperti berikut ini:

- Bus station
- Station bus
- Chocolate cooking
- Cooking chocolate
- Blue sky
- Sky blue
- Pocket watch
- Watch pocket

Kata sifat (kata benda) yang dipakai sebagai PREDICATE di letakkan di belakang kata benda.

Examples:

1. The child is **asleep**.
2. Life on a desert island is **simple**.

3. The statue was very **graceful**.
4. The country becomes **prosperous**.

Dalam SIMPLE SENTENCE kalimat tunggal WORD ORDER dalam kalimat Bahasa Inggrisnya biasanya SUBJECT - PREDICATE - COMPLEMENT(OBJECT)- ADVERBIAL QUALIFICATION.

SUBJECT: pokok kalimat (orang atau benda) yang melakukan suatu pekerjaan PREDICATE apa dikerjakan oleh pokok kalimat. Kata yang paling penting dalam PREDICATE ialah kata kerja (VERB)

Bila VERBnya INTRANSITIVE, yang berarti tanpa OBJECT, maka OBJECT digantikan dengan COMPLEMENT. (SUBJECT - VERB - COMPLEMENT)

COMPLEMENT adalah kata (kelompok kata) untuk memperlengkapi PREDICATE, supaya mempunyai sebuah pengertian.

Exercise:

Put subject, predicate and complement or object in the correct order.

1. The radio broadcast listened We to.
 2. From the past All of us must learn.
 3. To the brim The cup is full.
 4. He unconscious became.
 5. A good type of modern athlete is He.
- WORD ORDER dapat juga merubah STATEMENT menjadi INTERROGATIVE. Khususnya kalimat yang memakai "auxiliary"

Examples:

1. Where were you last night?
2. Was the governor present?
3. Is the announcer tired ?
4. Am I correct?

WORD ORDER dalam EXCLAMATION (kalimat seru) juga
SUBJECT + PRIDICATE.

Examples:

1. What a powerful king **he is** ?
2. What complicated problems **we are facing?**
3. What a fool **you are** !
4. How nice **the weather is!**

Exercise:

**Rewrite the following sentences using “what” and “how”
at the beginning.**

1. Those are interesting topics.
2. It is a terrific program.
3. She is an intelligent.
4. She is a narrow-minded person.
5. This is a complicated program.

Dalam suatu kalimat mungkin ada 2 **objects, yaitu
indirect objek** dan **direct object**.

Exercise:

1. Will tell/an interesting story/her grandmother/she.
2. Twice a week/a letter/john/her/sent.
3. The treasurer/a large check /at the bank/cashed.
4. Prescribed/the doctor/medicine/me.
5. Jono/his mother/much trouble/caused.

Beberapa TRANSITIVE VERBS memerlukan COMPLEMENT
bersama OBJECTnya.

Exercise:

1. We/the storm/saw/approaching.
2. Your gift/happy/will make/the boy.
3. Found/him/I/ working at his desk.
4. Felt/we/the house/shake.

5. The matter/we/rest there/cannot let.

BAB IX

TENSES

I. PRESENT TENSE

Simple Present Tense

Untuk 3rd PERSON SINGULAR yaitu: he, she, dan it. VERB ditambah "s" atau "es", dan bagian VERB yang akhirnya bersuara es diucapkan sebagai iz

Examples

Produces	-	produces
Publish	-	publishes
Analyze	-	analyzes
Organize	-	organized
Apologize	-	apologizes
Advice	-	advises
Abolish	-	abolishes
Memorize	-	memorizes

Present Continuous Tense

Present continuous tense adalah TO BE dalam bentuk Present Tense + VERB + ING

am/is/are + verb + ing dipakai

- Untuk suatu kegiatan yang sedang berlangsung sekarang
Sering dipakai dengan kata-kata: now, right now, at the moment, nowadays, at present
Mis: is john reading the newspaper? No, he is writing letters at the moment
- Untuk kegiatan yang belum selesai tetapi tidak sedang berlangsung pada waktu itu
Mis: I am writing a new novel. (I haven't finished it yet)
- Untuk suatu kegiatan dalam masa depan yang dekat (near future)

Sering dengan kata kerja yang menunjukkan gerakan seperti come, go, travel, fly, leave, take, etc. (biasanya disertai keterangan waktu)

Mis: my uncle is coming to see us tomorrow

He's flying to New York next week for a conference

Present Perfect Tense

Rumusnya ialah:

have/has + Past Participle

amanya, maka kegiatan itu berhubungan dengan Present Tense. Biasanya dijelaskan dengan kata-kata seperti: FOR, SINCE, NEVER, EVER, ALREADY, YET, RECENTLY, THIS MORNING, THIS YEAR, THIS MONTH, LATELY, Etc

Bentuk ini digunakan apabila kita ingin menunjukkan bahwa suatu kegiatan berlangsung di masa lampau, atau suatu keadaan asal mulanya di masa lampau dan ada hubungannya dengan masa kini. Saat di masa lampau itu tidak penting, mungkin baru saja berlalu. (I have just finished my dinner), mungkin sudah agak lama berlalu atau sama sekali tidak dipastikan (I have lived in Europe). Yang penting ialah hubungannya dengan masa kini.

Yang harus diingat ialah bahwa present perfect tense ini tidak boleh dipakai bersama kata atau keterangan waktu yang menunjukkan saat masa lampau yang pasti. Kalau ada kata yang demikian kita harus memakai Simple Past Tense.

Mis: I saw that film last week (bukan: I have seen that film last week)

Bentuk present perfect tense ini digunakan:

a. Untuk suatu kegiatan yang mulai di masa lampau dan

masih berlangsung sekarang juga

Mis:

We have known each other for the past ten years

I have never seen a zebra

- b. Untuk suatu kegiatan yang berlangsung di masa lampau tetapi saat terjadinya tidak dipastikan
 Mis:
 I have lost my driver's license
 He has been a teacher, a sales representative, a book-keeper, and now he is a journalist
- c. Untuk menunjukkan bahwa suatu kegiatan telah selesai dijalankan di masa lampau - baru saja atau sudah lama - dan hasil atau akibat dari kegiatan itu terlihat sekarang
 Mis:
 I have had my lunch
 You have told us that already
 It has rained during the night
 Someone has called while we have been out
- d. Untuk suatu kegiatan yang baru saja selesai dikerjakan, sering disertai kata just, recently
 Mis:
 I have just finished my work
 He has just gone out

Present Perfect Continuous Tense

Rumusnya ialah:

have/has + been + verb

Perfect Continuous Tense ini sama dengan Present Perfect Tense, hanya dalam tense ini kita lebih mengutamakan CONTINUITY dari kegiatan itu.

Example

- I have been living in Jakarta since 1980
 (means: I have been living here for 7 years uninterruptedly)
- She has been waiting for him for two hours
 (means: waiting for him for two hours without interruption)

Note:

Present Perfect Continuous Tense ini banyak digunakan dengan VERBS OF STATIC NATURE, seperti: STAND, STUDY, LIVE, REST, SIT, etc.

Present Perfect Continuous Tense ini digunakan untuk menunjukkan:

a. Bahwa suatu kegiatan dimulai di masa lampau dan masih berlangsung sekarang juga

Mis:

He has been sleeping for hours. (and is still sleeping)

I have been looking for a job for months (and I haven't found one yet)

b. Bahwa suatu kegiatan yang baru saja selesai memakan waktu yang lama

Mis:

I have been working hard all morning, and now I feel tired.

It has been raining all day

c. Bandingkan dengan Present Continuous dengan Present Perfect Continuous

John is talking to the teacher

Ini menunjukkan apa yang john kerjakan sekarang

John has been talking to the teacher for two hours

Ini menunjukkan bahwa kegiatan dimulai di masa lampau dan sekarang masih berlangsung

II. PAST TENSE

Simple Past Tense

Dipakai untuk menyatakan, bahwa sesuatu terjadi pada waktu lampau. Yang diutamakan disini adalah waktu kejadiannya. Biasanya dijelaskan dengan keterangan waktu seperti: AGO, YESTERDAY, LAST NIGHT, LAST YEAR, LAST, etc

Examples

- The plane landed safely this morning
- Last year the two countries agreed to exchange information on the latest economic development
- The report in the newspaper said that ten people lost their lives in the demonstration last week
- Yesterday the Rector selected some people to be the leaders of the coming discussions groups
- A few years ago, we assisted the government with the selection of appropriately qualified trainees

Simple Past Tense digunakan:

- a. Untuk menunjukkan suatu kegiatan yang berulang atau menjadi kebiasaan dalam waktu yang lampau
Mis:
School started at seven o'clock in those days
In the middle ages people believed that the earth was flat
- b. Untuk menunjukkan bahwa suatu kegiatan berlangsung pada saat tertentu di waktu yang lampau
Mis:
The rain arrived late yesterday
John left the library at ten o'clock last night
- c. Untuk menunjukkan bahwa kegiatan berlangsung berturut-turut di waktu yang lampau, dan merupakan kegiatan utama dalam suatu cerita
Mis:
He hurriedly put the letter in an envelope, stamped it and ran out to find the nearest pillar box

Past Continuous Tense

Rumusnya ialah: Past Tense TO BE + VERB + ING

Was/Were + VERB + ING

- a. Untuk menunjukkan bahwa suatu kegiatan sedang berlangsung pada saat tertentu di waktu lampau
Mis:
At ten o'clock last night I was reading a book
Where were you sitting at the meeting last Friday?
- b. Untuk menunjukkan bahwa suatu kegiatan di masa lampau berlangsung untuk waktu yang lama
Mis:
People were rushing about the house all morning, trying to get everything ready for the wedding
We were playing cards all night last night
- c. Untuk latar belakang suatu cerita
Mis:
A cold wind was blowing and only a few people were walking in the streets when Peter left the house
- d. Apabila ada suatu kegiatan yang berlangsung untuk waktu yang lama, dan dipotong oleh kegiatan yang lain, maka untuk kegiatan yang lebih lama berlangsung digunakan

past continuous tense, sedangkan untuk kegiatan yang memotongnya dipakai simple past

Kata penghubung yang dipakai: when dan while

Mis:

I was eating sandwiches in a café when I first saw her

We were living in London when the war broke out

e. Apabila ada dua kegiatan berlangsung pada waktu yang sama di waktu yang lampau. Dalam hal ini sering dipakai kata penghubung while

Mis:

John was writing when I was reading

While Nero was playing the fiddle Rome was burning

Past Perfect Tense

Rumusnya ialah:

Had + Past Participle

Seperti halnya present perfect tense berhubungan dengan present tense, maka past perfect tense hubungannya ialah dengan past tense, maka past perfect tense hubungannya ialah dengan past tense. Past perfect tense ini dipakai untuk menyatakan bahwa suatu kegiatan telah selesai berlangsung sebelum saat di masa lampau yang sedang dibicarakan. Sering juga disebut dengan istilah DOUBLE FAST.

Biasanya disertai dengan kalimat atau bagian kalimat (phrase) dalam past tense, dan jarang past perfect tense berdiri sendiri. Sering pula dipakai dalam indirect speech.

Example:

- When we arrived, we found that they had prepared everything for our coming
- I had learned French long before I went to France
- She knew that the boy had stolen the money
- She told me that the man had tried to deceive her

- He said that he had studied for the exam

III. FUTURE TENSES

Present Future Tense

Rumusnya adalah:

Shall/ will
To be going to verb (ini lebih pasti daripada
shall/will + verb

Present future tense dipakai untuk mengatakan kegiatan yang akan dilakukan dalam waktu yang akan datang.

Biasanya tense ini:

1. Disertai dengan keterangan waktu, seperti: tomorrow, today, the day after tomorrow, next week, next year, next Tuesday, next day, dan lainnya.
2. Dipakai dalam CONDITIONALS (lihat chapter VII)
3. Berbentuk GOING TO + VERB
Bentuk future dengan GOING TO ini yang paling mudah dan sederhana, tetapi hanya digunakan apabila pembicaraan ingin menunjukkan niat dan kepastian. Apabila niat itu direncanakan maka harus dipakai GOING TO; apabila niat itu tidak direncanakan sebelumnya harus dipakai SHALL/WILL. Bentuk SHALL/WILL ini juga dipakai apabila ada kata IF.

Example:

1. The government will provide doctors and medicine for the victims of the flood
2. The government is going to provide doctors and medicine needed for the victims
3. The scientist will explain the efficiency of using computers

4. The scientist is going to explain the efficiency of using computers
5. Tomorrow the manager will analyze the constraints of the new project
6. Tomorrow the manager is going to analyze the constraints of the new project
7. He will join the study tour, if his mother gives permission (conditional)
8. I will fetch her to the graduation, if she asks me (conditional)

Ada beberapa cara untuk menunjukkan masa depan dalam bahasa Inggris. Yang paling biasa adalah menggunakan bentuk SHALL/WILL+VERB atau bentuk BE GOING TO+VERB.

Kita bisa katakan misalnya:

I shall decide tomorrow

I will decide tomorrow, atau

I am going to decide tomorrow

Masa depan yang dekat juga bisa ditunjukkan dengan menggunakan Present Continuous Tense seperti telah diterangkan pada bagian Present Continuous Tense.

I. SHALL/WILL+VERB

Biasanya penggunaan bentuk ini diterangkan sebagai berikut:

- a) Untuk orang pertama "SHALL", untuk orang kedua dan ketiga "WILL". Ini dipergunakan untuk 'pure future' (masa depan sempurna) tanpa tekanan khusus.

Misalnya : I shall hear more about it tomorrow
He will tell you the news himself next week

b) Untuk orang pertama "WILL", untuk orang kedua dan ketiga "SHALL". Ini dipergunakan untuk menunjukkan niat atau janji pada orang pertama, dan keharusan atau larangan pada orang kedua dan ketiga.
Misalnya : I will write to you everyday
You shall do the work, whether you like it or not (keharusan)

Akan tetapi, dalam percakapan kita gunakan " I'LL, YOU'LL " dsb. Baik untuk "SHALL" maupun "WILL" (SHAN'T dan WON'T dalam bentuk negative).

Biasanya keharusan juga dinyatakan dengan bentuk lain, misalnya dalam contoh diatas, sebagai pengganti

You shall do the work kita bisa katakana
I am going to make you do the work

.....
Perbedaan utama antara SHALL dan WILL ini harus diperhatikan sekarang, keterangan lebih lanjut akan diberikan kemudian. Untuk sementara waktu, kalau ragu-ragu tentang penggunaannya, pakailah WILL.

Exercise:

- A. Underline the Simple Future Tense
Next June my brother Tom will be a psychiatrist. Then he will work in a hospital, curing people who are mentally ill or mentally unbalanced. Now he is in Holland and he will be back in Indonesia after he has finished his study. We will meet him at the airport, then we are going to arrange a big party to celebrate his success. We are going to ask my sister's school band to play. I think everyone will have a very enjoyable time. I am sure, he will always remember this day.

B. Put the verbs between brackets in the Simple Future Tense by using WILL or GOING TO

1. Tomorrow the architect (finish) the plan of the building.
2. He (study) Linguistics at the University of Michigan next year.
3. The length of the work days (affect) productivity.
4. The (analyze) the problems of this community.
5. Next Tuesday the project leader (discuss) the matter with the committee.
6. The secretary (file) the documents.
7. I hope the leader of the party (approve) the new working conditions.
8. You (feel) better soon, if you take those capsules.
9. He (give up) his old trade and (work) in a factory.
10. The government (provide) adequate funds for the operation of the project.
11. The director of the agency (act) as the leader of the debating group.
12. Three-month training in the factory (give) enough experience.
13. We (explore) the possibilities of increasing productivity with modern equipment.
14. To reduce the population explosion the Government (launch) a family planning campaign.
15. Tomorrow my friend (fetch) me to go to his inauguration.
16. I (drop) by the bank to cash my traveler's cheques on Tuesday.
17. If you attend the seminar at the student center, you (learn) about the local problems.
18. If the proposal as accepted, the new method (be apply) soon.
19. Next week the voters (go) to the poll.
20. If I have the money I (visit) Bali.
21. You (become) a member of this political party, if you sign this form.
22. I (persuade) him to finish his study before looking for a job.

23. He (make) a lot of money by teaching traditional dances.
24. The Dean (explain) the situation, at the coming press conference.
25. Next year he (teach) a new subject.

Future Continuous Tense

Bentuk future dengan SHALL/WILL ini juga mempunyai bentuk continuous.

Misalnya: I shall be waiting for you outside the school

This time next year he will be studying in New York. Bentuk ini digunakan untuk suatu kegiatan yang belum selesai pada saat tertentu dimasa depan, dan arena itu hampir sama dengan continuous tense yang lain.

11. Present Future Perfect Tense

Rumusnya adalah :

Shall/Will + have + Past Participle

Seperti namanya Present Future Perfect Tense berhubungan dengan Present Future, yaitu untuk menyatakan suatu kegiatan yang akan telah selesai pada suatu saat di waktu mendatang. Karenanya TENSE ini dibarengi dengan suatu kalimat atau PHRASE dalam waktu yang akan datang

Example :

1. Before his next visit here, he will have returned from a world tour
2. What grammar patterns will you have mastered by the end of this course?
3. How long will you have lived in Jakarta by the end of this year?

4. By the end of this month the maintenance cost of this machine will have reached Rp. 5.000.000
5. He will have heard the news this evening, so we can expect him tomorrow

Compare :

11 I have read three of Shaw's plays
(I know about them now)

12 I shall have known seven of Shaw's plays by the end of the year
(I shall know about them then)

Exercise

- A. Underline the present future perfect tense
last Sunday three students left to climb Gunung Gede. The last time they were seen was when they passed the first base camp early Sunday morning. They have not been seen ever since. By tonight they will have been lost for almost a week, and members of the SAR team will have searched for them for four days. Their friends are determined to keep looking for them although they are afraid that Tom, the least experienced of the three, will have collapsed by now, as it has been cold and raining for the last few days. Their food will have last them for a few days only as they didn't bring very much with them.
- B. Put the verb between brackets in the Present Future Perfect Tense
 1. By the end of this century, the Indonesian population (increase) about 200 million.
 2. By the end of PELITA II all important roads (be repaired).
 3. I hope you (not forget) all this by tomorrow.
 4. By the end of this semester, he (teach) English for 3 years at the Faculty of Social Sciences.

5. If you stay in New York until December, do you think you (spend) more money than you planned to?
6. By the beginning of the next century, astronauts (land) on Venus.
7. If a train starts at 8 a.m. and travels at an average speed of fifty miles an hour, how far it (travel) by noon?
8. Before sundown tomorrow afternoon, my sister (get back) from Australia.
9. Weather permitting, by the end of next month the construction work (come) to an end.
10. Before you arrive tomorrow evening the cocktail party (be) over.

Present Future Perfect Continuous Tense

Rumusnya:

Shall/Will + have + been + verb + ing
--

Shall/Will have been living

Seperti Present Future Perfect Continuous Tense yang menyatakan, bahwa pada suatu saat mendatang sebuah kegiatan akan sudah selesai, maka dalam Present Future Perfect Continuous ini kegiatan itu berlangsungnya dalam jangka waktu yang lama dan hasilnya akan sudah tampak sementara kegiatan itu masih berlangsung.

Example :

1. By the end of this month he will have been living in Jakarta for fifteen years

2. By December Tono will have been attending school for five years

Past Future Form

Digunakan untuk :

1. Untuk memperhalus suatu kalimat : STATEMENT dan REQUEST

Example :

- I would appreciate receiving a prompt reply
- I am sure she would like to join our discussion
- I would prefer improving the quality of teachers to building more schools

Request :

- Would you come to the meeting tonight?
- Would you hand in your papers on time?
- Would you mind repeating that question?

2. Untuk menyatakan keinginan atau harapan (WISH) yang tidak/ belum dilakukan

Example :

- I wish you would join the study tour
- I wish you would say something
- I wish you would stop arguing

3. Dalam CONDITIONAL (Lihat Chapter VII)

Example :

- The director would make a business trip if it were necessary
- He would come if you invited him
- He would implement it if he were asked to do so
- He would ask for assistance if he needed it

4. Dalam menyatakan pengutamaan

Example :

- I would rather work for a very large company than for a small one
- He would rather live in a big city than in a village
- I would rather tell him about the problem myself

Exercise

A. Underline the Past Future Form

Would you mind listening to me? I would explain it more clearly if I knew you would listen. I wish you would look at me while I'm talking to you. But I am not surprised, I knew you would behave like that. If you were younger I would put you on my knees and spank you.

B. Put the verbs between brackets in the Past Future Form

- 1 (will) you mind helping me to mail the letters
- 2 I wish you (will not) repeat what you have heard
- 3 I wish the doctor (will) visit the patient more often
- 4 If I had a choice of life, I (will) like to fill every day with pleasure
- 5 (will) you sit by me, so that I could work better
- 6 Suppose you weren't allowed to join this exciting trip. How (will) you feel?
- 7 I wish he (will) stop that noise
- 8 If he said that, (will) you believe him?
- 9 Papa (will) recover soon, if he followed the doctor's advice
- 10 If I had the money, I (will) pay you
- 11 It (will be) a pity, if he didn't see her before she left
- 12 I wish you, (will) tell the truth
- 13 If he delivered a speech, everybody (will) listen attentively
- 14 Do you think he (will) apply for a job soon?

C. Complete the following sentences by using Present Future

Perfect Tense

- 1 If you start by now

.....

- 2 By seven o'clock tomorrow morning
.....
- 3 By the time he returns to the village
.....
- 4 By the beginning of next century
.....
- 5 By the end of this month
.....
- 6 By the weekend
.....
- 7 By the end of this decade
.....
- 8 If you start saving money now
.....
- 9 If we don't get there before seven
.....
- 10 By the end of summer
.....

D. Put the verbs in brackets into the Future Tense, using shall/will

1. I (know) the result in a week
2. You (be) able to drive after another five lessons
3. Do you think that he (recognize) me?
4. Newspaper announcement : The President (drive) along the high street in an open carriage
5. Her mother (send) her to France next year
6. You (feel) better when you've had a meal
7. I wonder if he (succeed)
8. Notice: The management (not be) responsible for articles left on the seats
9. What your father (say) when we hears about this accident?
10. You (have) a cigarette? No, thanks, I don't smoke

E. Put the verbs in brackets into the Present Continuous Tense, to show near future

1. She (come) out of hospital next week
2. We (have) dinner early tonight as we (go) to the theatre
3. The committee (meet) next Monday
4. How you (get) to the party Tomorrow? I (go) by car. Who (drive)?
5. I (catch) the 6.30 plane tomorrow. Where you (leave) your car? I (leave) it at the airport
6. Her mother (send) her to France next years
7. You (do) anything tonight? Yes, I (go) to a talk by the head of the government.....
8. We've bought a new house and (move) in very soon
9. I (lend) him my car for the holidays
10. The strikers (return) to work next week

F. Put the verbs into the correct future form, using shall/will + 1st form of the verb or the Future Continuous

1. There is going to be a bus strike. Everyone (walk) to work next week
2. You've just missed the last bus! Never mind, I (walk).
3. I'll ring you tomorrow at six. No, don't ring at six; I (have) visitors then. Ring later
4. You've left the light on. Oh, so I have. I (go) and turn it off
5. Before you leave the office you (hand) the keys of the safe to Mr. Pitt. Do you remember?
6. Are you nearly ready? Our guests (arrive) any minute now
7. I've just been appointed assistant at the local library. Then you (work) under my sister. She is head librarian there
8. Will you have lunch me on the 24th? I'd love to, but I'm afraid I (do) my exams then
9. Loud speaker announcement: This ship (leave) in a few minutes all persons not travelling are asked to go ashore
10. Guest: May I use your phone to ring for a taxi?

Hostess: Oh, there's no need for that: my son (drive) you home,

- G. Put the verbs in brackets into the Future Perfect Tense
1. In 1980 I (live) here twenty-five years
 2. I (finish) this book by tomorrow evening
 3. By the time he leaves hospital his parents (spend) more than Rp 500.000. on his illness
 4. The police (hear) of the theft by this time
 5. By midnight he (be) unconscious for forty-eight hours
 6. The treasurer said, "By the end of the year all our debts (be paid) off.
 7. When we reach Valparaiso we (sail) all round the world
 8. I'll still be here next summer but Tom (leave)
 9. When you come back I (finish) all the housework
 10. If we don't hurry the train (go) before we reach the situation

Past Future Perfect Form

Rumusnya :

Should/Would + have + past participle

Tense ini banyak digunakan dalam CONDITIONALS yang menyatakan IMPOSSIBILITY (ketidak mungkin) atau PAST POSSIBILITY yaitu kemungkinan yang telah lampau. (lihat CONDITIONALS type 3)

Example :

- He would have come if you had called him (You didn't call him. So he didn't come)
- If I had the time I would have visited all the museums (I didn't have time. So, I didn't visit all the museums)

- If I had asked for directions I wouldn't have taken the wrong road.
(I didn't ask for directions. So, I took the wrong road)

Exercise

- A. Underline the Past Future Perfect Tense
The students were discussing their examination. Anto and Jono had not been able to complete it and it seemed that they had found it too difficult. Anto said that if he had known that so many questions would have been asked of comprehension, he would have concentrated on reading rather than on vocabulary. Jono argued that if he had gone more carefully through the material he would not have had so many difficulties with the grammar. All students agreed that if they had made good notes they would have been more successful.
- B. Put the verbs between brackets in the Past Future Perfect Tense
- 1 If you had done as I told you, you (succeed)
 - 2 If she hadn't answered the telephone, she never (hear) the good news
 - 3 If I had the courage I (answer) him back
 - 4 Everything (be solve) if you hadn't said that
 - 5 If you had got up earlier, you (not miss) the train
 - 6 If the committee had arranged the programs earlier, no one (feel disappointed)
 - 7 If the proposal had been accepted, there (be) more domestic tourists from Sumatra
 - 8 I (help) you if I had heard about your trouble
 - 9 If I had known you didn't have the key, I (not lock) the door
 - 10 We (not dispatch) the goods if they hadn't been in good condition
- C. Complete the following sentences

- 1 If it hadn't been raining
.....
- 2 If I had plenty of money
.....
- 3 If I had known he was there
.....
- 4 If you had worked harder
.....
- 5 If your message had not come
.....
- 6 If the Seine had overflowed its banks
.....
- 7 If the director hadn't signed the contract
.....
- 8 If you had reached the station a bit earlier
.....
- 9 If I hadn't lost my savings
.....
- 10 If you had reminded him
.....

Tense Revision

1. I (always have) trouble with my carburetor these days
2. He (be born) in London but (spend) most of his childhood in the country
3. At present he (read) a biography it is the third biography he (read) this year
4. If you start now and save twenty dollars a month, including this month, how much you (save) by the end of December?
5. He (go) away for a change as soon as the holidays begin
6. The more money he had the more he (want)
7. Though he is a poor man he never (do) anything dishonest
8. It was very unlikely that he (reach) home before 6.00 p.m.
9. Tomorrow you (do) what I (do) today, and today you (do) what I (do) yesterday
10. I wish you (promise) me that such a thing never (happen) again

11. There was a rumor that he (perish) in the fire, which (break) out in the village yesterday
12. If he had come earlier, he (get) a ticket
13. I hope that you (return) home soon
14. I admitted that I (act) foolishly
15. Every leap year, February (have) 29 days
16. I (go) to the zoo tomorrow. You ever (be) there?
Yes I (be) there Sunday, I (go) nearly every week end
17. You (like) bridge?
Yes, but I (not play) for many years thought at present I (live) with a good bridge player
18. (will) you mind rewriting this application letter again?
19. If he had taken my advice, he (not get) into his trouble
20. He is disappointed with the result that he (decide) to give up all further attempts
21. I (not see) him for years
22. I'm sorry that I (keep) you waiting so long last night
23. He told me that he (win) the first prize at motor racing last week
24. They already (renovate) some of the old houses and (make) them more healthy and comfortable
25. I gave no answer because I was afraid I (make) him more angry than ever

NEGATIVES

Untuk membuat NEGATIVES dari STATEMENT yang memakai VERBS digunakan bentuk dari AUXILARY DO + NOT + INFINITIVE.

Subject	Verb	Object/Complement
I	like	Detectives stories
The prosecutor	Investigated	The case
The case	Came	Before the court
The Jury	Tries to be	Objective

Subject	Verb Do/does/did + not + infinitive	Object / Complement
I	Do not like	Detective stories
The prosecutor	Did not investigate	The case
The case	Did not come	Before the judge
The jury	Do not try to be	Objective

I am not	-- I'm not	can not	-- can't
Are not	--aren't	could not	--
couldn't			
Were no	-- weren't	must not	-- mustn't
Was not	--wasn't	need not	-- needn't
Do not	-- don't	ought not	--
oughtn't			
Did not	-- didn't	shall not	--
shan't			
Has not	-- hasn't	should not	-- shouldn't

Bentuk MAYN'T and MIGHTN'T kadang-kadang terdengar juga, akan tetapi karena agak sukar untuk mengucapkannya, bentuk ini jarang dipakai.

Exercise :

A. Make the following sentences negatives

1. A journalist **leads** an exciting life
2. In the course of his job he **meets** kinds of people and experiences the most interesting things
3. Journalists **compete** with each other to be the first with the latest news and in so doing often risk their own lives
4. He **knew** how to shoot but at that time he only shot animals with his camera
5. Last year a journalist friend of mine **accepted** an assignment to go to Africa with a hunting party
6. He **ran** for his life when a lion attacked the party
7. Natives **thought** they had hostile intentions and **used** poisoned arrows to frighten them away
8. Twice he **fell** into a wild rushing river, the first time he broke three ribs, the second time he **broke** his leg
9. He **had to** leave the party and **travelled** two days before he arrived at the nearest hospital

10. The doctor **advised** him to fly home immediately
11. Leaders **can make** decisions that change history
12. These decisions **may lead** to success or failure
13. A leader **might insist** that there was no alternative
14. He **could have taken** another decision
15. A leader **must rely** on certain groups for support
16. The **author selected** twenty-three persons for his study of the young delinquent
17. They were **interviewed** by the author with their consent
18. These stories **were checked** by discussing them with the staff
19. However, the author **left** many important facts unverified
20. Later he **discovered** that some of them told him lies

B. Instead Of

He doesn't have books, we usually say : **He hasn't got any books**

He doesn't have money **He hasn't got any money**

We don't have time **We haven't got time**

a. Now rewrite the following sentences

1. The children's home doesn't have funds to meet all its expenses
2. The members of the board do not have time to discuss the problems in detail
3. The home takes care of children who do not have relatives
4. Some of the children do not have problems adjusting to life in an orphan's home
5. They are happy to be there as they do not have a place to go

C. Instead of

he hasn't got any money, we can say : **He has no money**

there aren't any relatives,

he hasn't got

any money

1. The delinquent boy didn't have any relatives
2. The court doesn't have any proof of his being the murderer
3. The scientist won't have any opportunity to try out their theories
4. The student's should not have problems with the subject
5. They haven't had any difficulty raising the money
6. There isn't any room for doubt
7. There hasn't been any rain for months
8. He didn't have any questions about that matter
9. There won't be any time to discuss the problem with the others
10. There aren't any reasons to distrust him

INTERROGATIVE

Untuk mengubah STATEMENT yang memakai PREDICATE menjadi INTERROGATIVE dipakai bentuk dari **AUXILIARY DO + SUBJECT + INFINITIVE**

Subject	Verb	Object/Complement
The united nations	Convene	Once a year
Minister malik	Goes	There every year
He	Spoke	At the conference last year
They	Discussed	The documents

INTERROGATIVE

Do/does/did	Verb (Infinitive)	Object/Complement
Do the united nations	Convene	Once a year?
Does Minister malik	Go	There every year?
Did he	Speak	At the conference last year?
Did they	discuss	The documents?

Exercise:

1. Manual workers receive far more money than clerks who work in offices
2. Many people often sacrifice higher pay for the privilege of becoming white collars workers
3. They feel that the rise in status is well worth the loss of money
4. Alfred bloggs worked as a dustman for the Tilesmere Corporation
5. He succeeded in letting his wife believe that he was an office worker
6. He felt too embarrassed to say anything to his wife about his job

7. His fellow dustmen kept his secret
8. Every morning he left home dressed in a fine black suit
9. Then he changed into overalls
10. Finally he found a job as a junior clerk in an office

Apabila STATEMENT itu memakai salah satu bentuk dari BE atau suatu AUXILARY, maka STATEMENT itu menjadi INTERROGATIVE dengan mengubah susunan kalimat SUBJECT - VERB menjadi VERB/ FIRST AUXILARY - SUBJECT .

Examples:

STATEMENT

Subject	Predicate	Object/ Complement
They	Are	Representative
They	Were	At the meeting
He	Ought to have started	Immediately
The lawyers	Could help	Him
His competitors	Will sue	Him
They	Might have been	Right
He	Should have listened	To his advisers

A. INTERROGATIVE

Are	Subject	Predicate	Object/Complement
Ought	They		Representative?
Were	They	To have started	Immediately?
Could	They		At the meeting?
Will	The lawyers	Help	Him?
Might	His competitors	Sue	Him?
Should	They	Have been	Right?
Be/go	He	Have listened	To his advisors

Exercise:

a. Make the following sentences interrogative

1. Up to now, historians have assumed that calendars came into being with the advent of agriculture.
2. Recent scientific evidence seems to indicate that this assumption is incorrect
3. Historians have been able to read the markings left by early nomads
4. Freedom of the press can easily be abused
5. Stories about people will often attract far more public attention than political events
6. The story of a poor family that acquired fame and fortune overnight, illustrates the power of the press
7. With five children, life was a perpetual struggle against poverty
8. If they only had one more child, the fact would have passed unnoticed
9. They would have continued to live in obscurity
10. But they suddenly became the parents of quintuplets

b. SHORT FORM RESPONSES USING AUXILIARIES

AUXILIARIES sangat penting untuk member SHORT

RESPONSES (jawaban pendek)

Dalam jawaban pendek itu dipakai PERSONAL PRONOUN

untuk SUBJECT dan AUXILIARY yang dipakai dalam

INTERROGATIVE itu.

Example:

Are you his secretary?

Yes, I am

(bukan Yes, I'm

No, I am not (I'm

not)

Does John always listen to your advice?

Yes,

he does

Has the doctor arrived on time?

Yes, he has

Should the universities take part in the program? they should

No, he hasn't
Yes,
No they shouldn't

Please compare

English: can't you go with me? No, I
can't
Indonesian: tak dapatkah kamu ikut dengan saya?

Ya, saya tidak bias
English: you don't like it, do you? No, I
didn't
Indonesian: kamu tidak suka itu, bukan? Ya,
saya tidak suka

Exercise:

- a. Give the short answer to these questions. Use personal pronouns (you,it,they, etc) or there in the short answer. Use contracting only for short answer with no.

QUESTION	SHORT ANSWER
1. Do you know where professor Ali is?	No,
2. Is he in the conferences room?	Yes,
3. Is there going to be a meeting tonight?	Yes,
4. Will you attend the meeting?	No,
5. May we smoke in the room?	Yes,
6. Do you have to go now?	Yes,
7. Were there many people at the concert?	Yes,
8. Did your music enjoy the music?	Yes,

9. Weren't they interested in meeting the speaker? No,

10. Will there be money enough to cover all the
 expenses? Yes,
11. Would he be willing to support the project?
 Yes,
12. Was this assignment too difficult to do?
 No,
13. Won't you come and watch the game with me?
 No,
14. Will it rain this afternoon? No,

15. Have you given him our telephone number?
 Yes,

2. Kata- kata seperti LITTLE,FEW, HARDLY, SCARCELY,RARELY, SELDOM dianggap NEGATIVE dan mendapat POSSITIVE TAG.

Example:

- Few people knew the answer, did they?
- Little progress has been made, has it?
- We could scarcely hear what he said could we?
- We seldom see them nowadays, do we?

Meskipun few dan little itu negative, a few dan a little adalah positive dan memerlukan negative tag.

Example:

- A few people supported the theory, didn't they?
- A little progress has been made, hasn't it?

3. Jika subject dari statement itu adalah suatu personal pronoun, maka personal pronoun itu diulang sebagai subject dari tag question. Begitu pula apabila kata there menjadi subject. Apabila subject dari kalimat itu bukan personal pronoun maka yang menjadi subject dari tag question itu ialah he, she, it atau they sesuai dengan pokok kalimat dalam statement itu. One sebagai personal pronoun dalam suatu statement diulang dalam question tag.

Examples:

- He is an interesting person, isn't he?
- Mrs. Hassan isn't a psychiatrist, is he?
- The campus bookstore is very well stocked, isn't it?
- The students don't seem very enthusiastic, do they?
- One can't always be enthusiastic, can one?

C. Tag Question

Tag question adalah pertanyaan yang ditambahkan pada suatu statement untuk memberi tekanan pada statement itu atau untuk menarik perhatian orang pada statement itu. Meskipun pada hakekatnya tag question itu meminta pendapat orang yang diajak bicara, sesungguhnya pembicara itu menganggap orang yang diajak bicara itu setuju dengan apa yang dikatakannya. Tag Question ini dipergunakan dalam percakapan antara kawan atau dalam surat-menyurat antara kawan. Perhatikan cara membuatnya :

1. Suatu Positive Statement mendapat Negative Tag, dan suatu Negative Statement mendapat Positive Tag
Examples:

- The lecture is very interesting, isn't it?
- It is not at all boring, is it?
- We have plenty of time, haven't we?
- We hadn't much time, had we?

Suatu Negative Statement tidak selalu dinyatakan dengan Negative Verb. Kalimat itu mungkin mempunyai positive

verb dengan negative subject, object atau complement, atau suatu negative adverb yang mempengaruhi verb. Selama kalimat itu mempunyai arti negative, maka kalimat itu adalah kalimat negative dan memerlukan positive tag.

Examplea:

- None of the food was wasted, was it?
- We saw no-one we knew, did we?
- A little disadvantage like that is nothing, is it?
- Money goes nowhere nowadays, Does it?

D. INTERROGATIVE sebagai QUESTION WORD

WHO, WHOM	- untuk menanyakan orang
WHOSE	- untuk menanyakan milik
WHAT	- untuk menanyakan benda - untuk menanyakan orang/benda (berfungsi sebagai adjective)
WHICH	- untuk menanyakan orang/ benda apabila ada pilihan
WHEN	- untuk menanyakan waktu (bila)
WHERE	- untuk menanyakan dimana atau kemana
WHY	- untuk menanyakan mengapa
WHO/ HOW	- untuk menanyakan cara

Examples:

- Who introduced the speaker of the evening?
- Who did you meet during the meeting?

- Whose suggestion was accepted?
- What did he suggest?
- What reason did he give for his absence?
- Which of the representatives seconded the motion?
- Which library do you usually go to?
- When will the meeting be closed?
- Where did he study for his Master's degree?
- Why did he choose that particular university?
- How did he solve the problem?

Exercise:

a. WHO, WHOM, WHOSE, WHAT, WHICH

Study the following questions and short answer carefully.

Notice that some of the questions have STATEMENT WORD ORDER. Indicate with a check (v) the questions with statement word order, and then answer the question.

QUESTION ANSWER

1. Who introduced the speaker of the evening?

.....

2. Who (m) did Mr. Sumadi introduce?

.....

3. What did he talk about?

.....

4. What happened after the meeting?

.....

5. Whose guest will he be during his stay in Indonesia?

.....

6. Which color did you use the most?

.....

7. With whom did he go to that conference?

.....

8. What kind of car does Mr. Hartono have?

.....

9. Which model does he have?

.....

10. What is the national language of your country?

.....

b. QUESTION WITH HOW

Study the following with how Notice the short answers

1. How did you open that lock?
.....
2. How did you like that play?
.....
3. How is the weather today?
.....
4. How often do students go on a fieldtrip?
.....
5. How did he get here this morning?
.....
6. How much English does he know?
.....
7. How long will he stay in English?
.....
8. How was the lecture?
.....

Use adjectives (big, long, cold, etc) or many/much offer 'How' in the following Questions and answer the Questions.

QUESTION

ANSWER

1. How Will the trip last?
.....
2. How Is the hospital from the University?
.....
3. How scholarship are there available?
.....
4. How Do you have to pay for board and lodging?
.....
5. How credit points do you have to get during the first semester?
.....
6. How are Professor Suleiman's assignments?
.....
7. How students attend his lectures?
.....

8. How is the conference hall in square feet?
.....
9. How does it get in the North Pole?
.....
10. how cups of coffe do you drink to stay awake all
night?

C. Read the answer to thee question. Then supply the appropriate question word (why, when, which, etc) in the blank space

QUESTION

ANSWER

1. are the students going now?
.....
2. English dictionary is this?
.....
3. time does the lecture start?
.....
4. paint do you need?
.....
5. do you like his talks?
.....
6. is his address then?
.....
7. is his telephone number?
.....
8. does he want to know all this?
.....
9. do you like my new dress?
.....
10. kind of materials is it madfe of?
.....

D. Write a question about the underlined part of the sentence.
Begin each question with a question word (where, what, etc)

Examples:

- They will stay there for two week How Long will they stay there?
- Mr. Sidik is in charge of a project. Who is in charge of this project?

Exercise:

1. One of the greater advance of modern technology has been **the invention of computers**
2. They are already widely used **in industry and universities**
3. Soon **ordinary people** will be able to use them as well
4. Computers are capable of doing **extremely complicated work** in all branches of learning
5. **Computers** can solve the most complex mathematical problems

BAB X

PASSIVE VOICE

Suatu kalimat dikatakan dalam susunan PASSIVE VOICE, bila SUBJECTnya bukan pelaku. Jadi kebalikannya dengan ACTIVE VOICE dimana SUBJECT menjadi pelaku.

Examples

ACTIVE VOICE : The Rector opened the Seminar
PASSIVE VOICE : The Seminar was opened by the Rector

Passive voice tidak banyak digunakan dalam bahasa Inggris, jelas tidak sebanyak seperti dalam bahasa Indonesia. Susunan ini kadang-kadang dipakai sekedar untuk variasi gaya bahasa saja. Secara tata bahasa active voice selalu bias dialihkan ke passive voice, bila persyaratannya terpenuhi. Tetapi hal ini akan mengakibatkan tersusunnya alimat-kalimat yang janggal dalam bahasa Inggris.

Namun demikian ada kalanya passive voice dipakai dalam keadaan-keadaan tertentu, seperti berikut ini:

- a. Bila tidak diketahui siapa pelakunya.

Examples

1. The book was printed in Jakarta
2. He was shot right in his head
3. This device was made in France.
4. The participant has been booked for flight of 724
5. The book he borrowed from the library had been written in Bali

- b. Bila dianggap lebih baik untuk tidak menyebut pelakunya.

Examples

1. The applicant was told that his English was satisfactory for the course
2. The report had been reviewed several times
3. Discussions were held to solve the problem
4. A new way of introducing modern technology into agriculture is being tried out.
5. Dr. Tuaga was brought up from the R and D Center to assist the task force.

- c. Bila object lebih dipentingkan daripada pelakunya

Examples

1. The cause of failure of the new system must be discovered.
2. The consultant had been given a new assignment.
3. Education is considered the key to success
4. After World War II most colonies were replaced by independent countries.

5. The research is sponsored by many donor agencies.
- d. Bila hasil dari sesuatu usaha lebih terkenal dari yang melakukannya, atau setidaknya setara seperti kejadian-kejadian menonjol dalam sejarah atau masyarakat.

Examples

1. Indonesia raya was composed by W.R. Supratman
2. twilight in Jakarta was written by Moechtar Lubis
3. the v-1 and v-2 were invented by the Germans
4. Indonesia's independence was proclaimed by Soekarno and Hatta
5. Electricity was invented by Edison.

Kalimat-kalimat seperti tersebut dalam **EXAMPLES** a. dan b. tidak pernah menyebutkan pelakunya. **EXAMPLES** dalam c. pelakunya dapat disebutkan dapat pula tidak, sedangkan kalimat-kalimat dalam **EXAMPLES** d. harus menyertakan pelakunya. Pelakunya dalam hal ini ditempatkan sesudah VERB dan didahului oleh BY

Seperti dapat dilihat dari susunan kalimat dalam passive voice seperti tersebut dalam **EXAMPLES** terdahulu, maka dalam setiap kalimat selalu terdapat suatu bentuk be diikuti oleh verb dalam bentuk PAST PARTICIPLE. Bila ada kata-kata AUXILIARIES, maka kata-kata tersebut ditempatkan sebelum BE.

SUBJECT	AU X	BE	VERB (PAST Participle)	OBJECT-PLACE TIME AGENT
The book	Mus	Was	Printed	In Jakarta.

The cause of failure Indonesia raya The consultant A new technique	t Had is	Be Was Been being	Discovered Composed Given Tried out	By w.r. supratman A new assignment
---	------------------------	----------------------------	--	---

Exercises

- Mention five names of famous pieces of literature and their authors. Use a passive construction
- Do the same for famous pieces of musical compositions
- Similarity try also for famous discoveries and inventions

Note:

People say -- it is said

People say that girls do better than boys in studying foreign languages

it is said that girls do better than boys in studying foreign languages.

Girls are said to do better than boys in studying foreign languages

Exercises

Here are some more sentences for you to make passive

1. people have to obey the law
2. you must write your thesis on one side of the paper only
3. no one has ever beaten Indonesia at badminton
4. they fought a big battle there a few years ago
5. he made this desk himself
6. they still deny women the right to vote in some countries
7. the director asked the rest of us to come at 8 o'clock
8. the principal told the new students where to sit
9. this company offers a job with a good salary
10. someone ordered the soldier to shoot
11. She was asking the students difficult questions.
12. They told me to go away
13. Can anybody repair my TV?
14. What ought we to do about this?
15. Nobody may make mistakes
16. People should not speak about such things in public
17. The police could arrest the journalist for writing such an article
18. Somebody must have brought this child up very badly
19. You have to do something for these poor men
20. They asked me why I went out with him
21. We have asked some friends of her to join me
22. You must not throw away empty bottles
23. People will laugh at you if you do that
24. They read prayers after the ceremony
25. Why do you talk to me as if I were a child?
26. They will tell us the results by the end of next week
27. People say tortoise live longer than elephant
28. The police would arrest you for speeding on Savanna Street
29. Could you prepare some sate for the social evening?

30. The government was not going to adopt another school system
31. They spent their holidays by being helpful to people in the rural areas
32. Do you have to do all the work on your own?
33. He can't find his watch anywhere
34. I was making the necessary revisions, when the dean calling me
35. Did he do the work as he was supposed to?

Cross the number of sentences which are passive

1. tickets for band performances are usually easily sold out
2. our understanding of the solar system occurred over many centuries
3. planned parenthood is gradually accepted
4. currently, there are limited school facilities available
5. concerted efforts were made to strengthen the program
6. the data in the report were wrongly interpreted
7. usually, small libraries do not have special encyclopedias
8. the chairman will give his report in the next meeting
9. the "world almanac" is published each year
10. traditional views have given way to more modern ones
11. the suffering during the Japanese occupation was intense and widespread
12. traditional views have given way to more modern ones
13. experienced teachers have found that most students tend to make the same kinds of mistakes
14. handicapped people are excused from military services

15. it is anticipated that the world champion will retain his title
16. there are many reasons why university students should study English
17. in many cases people in the rural areas were neglected and exploited lot
18. impromptu speeches are usually delivered only by experienced speakers
19. the future secondary schools shall adopt an integrated curriculum, combining academic and vocational subject
20. several activities were carried out to effect the inter-country transfer of innovative experience

BAB XI

CONDITIONAL SENTENCES

Yang dinamakan CONDITIONAL SENTENCES ialah kalimat yang mengandung suatu syarat. CONDITION berarti syarat. Biasanya dalam bahasa Indonesia kalimat semacam ini memakai : jikalau, jika, kalau, andaikan, dsb

Dalam bahasa inggris kata-kata itu biasanya diterjemahkan dengan if. Ada tiga macam CONDITIONAL SENTENCES:

1. future conditionals
2. present conditionals
3. past conditionals

A. FUTURE CONDITIONAL

yaitu kalimat yang mengandung persyaratan yang berlaku untuk waktu yang akan datang

Example

1. if it rains tonight, I will not attend the meeting
2. if he passes all his crams, he will graduate in junr
3. my cousin will study law, if he finishes high school

Tense yang dipakai untuk kalimat semacam ini ialah : PRESENT TENSE dalam IF-CLAUSE (anak kalimat if) - dan PRESENT FUTURE TENSE (WILL, CAN, MAY + INFINITIVE) dalam MAIN CLAUSE (kalimat tunduk).

I will not attend	, if it rains
lectures	
Nana can pass	, if she does well on her final exams
What will you do	, if you need help

Dalam CONDITIONAL SENTENCES, tidak selalu if clause harus diletakkan dibelakang

Examples

1. if you lend me your motorbike, I will be very grateful
2. You will soon be able to swim, if you practice hard.
3. Will he try it once again, he fails this time?

Exercise

1. If you invite me
2. If the weather is nice
3. If you need help
4. If the prices go up
5. If you work hard
6. What will you do, if
7. The book will be published soon, if
8. I will put more sugar in the tea, if
9. I will answer your questions, if
10. If you read the instructions
.....

B. PRESENT CONDITIONAL

adalah kalimat yang mengandung suatu **pengandaian** yang berlaku untuk waktu sekarang

Examples

1. if I had time, I would visit him at the hospital
2. if father had money, he would buy me new scooter
3. if he finished his assignment, he could attend the social function

TENSE yang dipakai di sini ialah SIMPLE PAST dalam IF CLAUSE, dan PAST FUTURE TENSE (WOULD, COULD, MIGHT + INFINITIVE) dalam MAIN CLAUSE.

He would help her	If he only knew
The professor might give his approval	If you asked him
He could take social sciences	If he wanted

Dalam hal ini, AUXILIARY BE dalam IF CLAUSE menjadi WERE untuk siapapun.

Example

1. if I were you, I would leave college
2. they would understand things better, if they were given laboratory experience
3. she might look down upon me, if she were a VIP
4. if he were in my place, he could not escape

IF I WERE dan IF I HAD - dapat juga disingkat menjadi WERE I

Example

1. if I were in his place, I would forget everything
2. were I in his place, I would kill that man
3. were you me, you would say something else
4. were he an engineer, he would not hire a mechanic
5. had I the time, I would join you

Untuk memberi tekanan atau untuk menyatakan suatu harapan (WISH) IF dapat diikuti oleh ONLY

Example

1. If only were richer, dear, I would buy you a nice car
2. My tutor would certain correct my mistakes, if only he had more time.
3. He would gave me his support, if only he knew I am in danger
4. If only Noes passed her matriculation-test, she would not be that depressed

Exercises

1. If I had not said that,
.....
2. He would have come, if
3. If I were him,
.....
4. If that accident did not happen,
5. If he were here,
.....
6. If only he had the money,
7. If only the teacher encouraged her,
8. They might call you, if
.....
9. The children would listen to him
10. If you were not ill,
.....

C. PAST CONDITIONAL

Yaitu kalimat yang mengandung suatu pengandaian yang berlaku untuk waktu lampau

Example

1. if I had known it was going to rain, I would have taken my umbrella with me
2. You would have passed your exam long ago, if you had studied better.
3. Mother could have come earlier, if only she had not missed the train.
4. We should not have discarded the goods, if they had been in good condition.
5. If only they had been honest and cooperative, everything might have turned out alright.

TENSE yang dipakai dalam PAST CONDITIONAL ialah PAST PERFECT dalam IF CLAUSE dan PAST FUTURE PERFECT (WOULD, COULD, MIGHT + HAVE + PAST PARTICIPLE) dalam MAIN CLAUSE.

The student council would have been grateful	If the board had lowered the tuition fee
The meeting might have prolonged the discussions	If they had had full authority

Exercise

1. If I had known you were here,
2. He would not have borrowed your book, if
3. The police would not have discovered his secret, if
4. If you had given me your phone-number,
5. If you had asked that questions earlier,
6. What would you have done, if

7. If you had told me that story
.....
8. If he had given us the correct address
.....
9. If that accident had not happened
.....
10. If I had enough time
.....

Example

1. If he had been a psychiatrist, he would have offered her his services.
 Had he been a psychiatrist,
2. If the demands had not increased,
- Had the demands not increased,
3. If father had noticed this before,
- Had father noticed this before,

Meskipun lazimnya kata if yang dipakai untuk menunjukkan suatu syarat atau pengandaian, namun sering juga dipakai UNLESS = (IF NOT, PROVIDE THAT, ON CONDITION THAT, IN CASE, SUPPOSE, dsb). TENSE yang dipakai sama sekali tidak mengalami perubahan.

Example

1. If you meet him, tell him the truth
 In case you meet him, tell him the truth

2. Provided that he concentrates on his study. He will pass his entrance test .
3. Unless you want to discuss things at some other place, I will meet you in the auditorium tonight.
4. Suppose there were a rapid population growth, what steps would then be taken by the government.
5. She will sacrifice her holidays, on condition that she allowed to do her research

Now compare the three different conditionals below and try to understand the different ideas.

1. If you make all your assignments today, you will have nothing to do tomorrow.
2. If you made all your assignments now, you would not be able to attend today's lectures.
3. If you had made all your assignments, you would not have got a reminder from the professor.

Exercise

a. Underline the future conditional in the passage below

Father worries about the poor marks that my sister gets in criminology quizzes. "What will you do if you don't pass criminology" father asked her. "If I don't pass it, I will take it again. It's a required subject in my field". After a little while she added: "Professor Salim says that my work is improving and that I can still pass if I do well on the exam. I will still be promoted, unless I fail in another subject". "Well, I am sure, that you will succeed if you do your utmost", her father said.

b. Put the verbs in the correct form

1. If you (ask) the Dean politely, he (help) you.

2. I (stop) smoking, if prices (go) up again.
3. You (be late) for the enrolment, if you (not hurry).
4. If the equipment (work) all right, we (not have) any stagnation.
5. He never (succeed), unless he (listen) to some good advice.
6. What the social scientist (do), if he (not have) enough data?
7. Can a tatement (be) reliate, if there (be not) enough proof
8. If the survey (not produce) enough data, what steps (take) by the team
9. In case I (miss) this opportunity, I (look) for another job
10. If the team (win), the (quality) for the finals.

c. Combine the two sentences, using “if”

Example

Perhaps it will rain. He'll get wet.

He'll get wet, if it rains

1. I may go to the hospital. I will see john
2. Perhaps he makes a goal. The team will give him some reward
3. The group will go on a study tour. I will join them
4. The freshman may need some advice. He will go to his tutor
5. He may break the law. He will be arrested.

Exercises

a. Underline the present conditional

Nana lived with her aunt near the campus. If nana didn't have an aunt she would live in a dormitory. One day her aunt asked her, whether she needed transportation. She said that if the faculty were not on the bus route, her aunt would take her in her aunt car. If her aunt had no car, nana would probably buy a push-bike. If she had money, she would perhaps purchase a scooter.

b. Put the verbs in the correct form!

1. If they (plan) the arrangement carefully, no one (make) any complains.
2. You (catch) the train, if you (be) earlier.
3. If the long paragraph (be) divided into three, it (be) much easier to comprehend.
4. Suppose they (run out) of money, he (borrow) from me.
5. The situation (improve) if only the government (take) strict measures.
6. If he (be) an expert, he (have) a different view of the topic.
7. Unless the author (give) a supplementary explanation, nobody (understand) the purpose of the book.
8. Provided that the unit costs of education (remain) constant, the ministry (not make) many alterations in the budget.
9. In case we (not accomplish) anything, what approach you (suggest) ?
10. If that newly established company (ask) for a loan, the bank (agree) ?

c. Underline the past conditional in the paragraph

below

My friend told me that she wouldn't have chosen criminology if she had known how difficult the discipline was. If only her father had not insisted, it would never have come up in her mind to study criminology. She would have taken public administration instead, if he had approved.

d. Put the verbs in brackets in the correct form

1. If they (follow) the rules strictly, the research (be) a success.
2. The intuition (conduct) the survey, on condition that the government (give) full authority.
3. In case the educational objectives (prove) to be irrelevant, they (apply) another system

4. The board (take) another strategy, unless their new policy (be) effective.
5. Unless he (show) more responsibility, his boss only (entrust) to him a part time job
6. The clerk (not open) the filing-cabinet unless he (look) for some important documents
7. Sanur beach (be) ideal for a holidays, if only people (can afford) the cost
8. The insane man (be killed), if the rain (not stop) quickly
9. The judge (not mention) these clauses to him, if the accused (not deny) the crime
10. If she (not answer) the telephone, she never (hear) the news

e. Read the following sentences carefully and say what kind of conditional each sentence is

1. You would be sick, if you ate too much
2. Will you help me, if I need help?
3. If you were the dean, what would you do in this case?
4. In case you can't find him tonight, who will you speak to?
5. If only men were most reasonable, there would be no more conflicts!
6. The curriculum would be a failure in the end, unless it was preceded by a try-out.
7. The project should be conducted by experts, if the department wanted to expect satisfactory results.
8. I would have come sooner, if I had know you were there
9. It would be easy to draw picture, if one know how to
10. I should have lost my money, if I had invested it in some real-estate
11. If you wanted me to help, why didn't you say so?
12. If it is convenient, let us meet at nine o'clock tomorrow
13. You will take a great risk, if you work with that concern
14. The developing countries would make progress right away, if they did everything cooperatively

15. Had I been in his place, I would have looked at the matter from a different angle
16. The employer would have given her raise, if only that girl had enough talent.
17. Were the sample people illiterate, the team would apply another method.
18. Provided the numbers of facilities are increased, there is little hope for success.
19. Had I known he had committed a crime, I would have reported him to the police
20. If only the poor boy had enough courage to speak up, the matter would take a different course.

f. Complete the following conditionals!

1. If you want everything to be ready on time,
.....
2. Why didn't you listen to him, if
.....
3. Had the company ordered the google earlier,
.....
4. Will you do the same, if
.....
5. Were you in my place,
.....
6. The boy would have won the price, if
.....
7. In case he doesn't accept the proposal,
.....
8. I am sure he would sacrifice everything, if
.....
9. Get ready quickly, if
.....
10. Unless the lecture used less technical terms,
.....

11. If the rain keeps falling,

-
12. The office would give him as increase, on condition
 that
13. If I know the details night,

14. If only I had known the decision yesterday,

15. If only I knew the answer,

16. Had you told me the real story,

17. Suppose ha had not been a hardworkinh guy

18. Would be planning the tracers feel rewarded, if

19. If the panning bard agreed with the proposal,

20. The dances would be much more nicer, if

21. If the department did not increase the number of
 vocational schools,
22. In case they don't make the necessary changes in
 the curricula
23. The students would have more credits points, if

24. Would the audiences remain patient, if

25. Provided they increased the budget, ,

BAB XII

REPORTED SPEECH (INDIRECT SPEECH)

Yang dinamakan reported speech, ialah kalimat tidak langsung. Report = melaporkan, speech = ucapan. Jadi reported speech ialah melaporkan apa yang diucapkan oleh seseorang.

Reported speech dibagi dalam:

1. REPORTED IMPERATIVE SENTENCES

IMPERATIVE = perintah. Yang dilaporkan disini ialah suatu perintah. Karena suatu perintah biasanya tidak mengenai SUBJECT, maka VERB dalam DIRECT IMPERATIVE tidak mengalami perubahan. VERB dan INDIRECT IMPERATIVE menjadi INFINITIVE PHRASE.

Example

“Go away !”	-- He told me to go away
“Don’t do that!”	-- She asked him not do that
“Be on time!”	-- The chairman told us to be on time

REPORTING VERB yang dipakai dalam REPORTED IMPERATIVE SENTENCES ini biasanya : TELL, ASK, ORDER, COMMAND, SUGGEST.

Exercises

Put the following sentences into the reported speech using the verb indicated

1. “Study harder!”. Mother keeps telling me
.....
2. “Follow the directions strictly!”. The doctor said
.....

3. "Be alert!". He ordered
.....
.....
4. "Leave me alone!". She begged him
.....
.....
5. "Hold tight!". The bus conductor asked the
passengers
6. "Don't turn left but go straight ahead !" The
policeman advised us.....
7. "Let's start the work all over again !" She suggested
.....
8. "Be careful and don't spill anything on the clean
tablecloth !" I told her
9. "Don't clean your dirty shoes on my clean carpet !"
The landlady told him
10. "Don't be silly and get ready for work !" We
told him

2. REPORTED STATEMENTS

- A. Disini yang dilaporkan bukan suatu "perintah" melainkan suatu STATEMENT.
 - beda dengan REPORTED IMPERATIVE, maka dalam REPORTED STATEMENTS ada perubahan PRONOUN, dan di dalam hal ini dipakai kata penghubung that, REPORTING-VERB dalam STATEMENTS ialah: SAY, TELL, REMARK, etc
 - Apabila REPORTING-VERB dalam bentuk PRESENT TENSE atau PRESENT PERFECT atau FUTURE TENSE, maka DIRECT STATEMENT tidak mengalami perubahan TENSE

“I am very sorry”

He says that he is very sorry

“I can’t help you”

Mother has told me that she can’t help me.

“It is certainly not your fault”

Father will tell them that it is certainly not their fault.

“You are not working hard enough”

The boss keeps saying that I am not working hard enough.

Exercises

Put the following sentences in the reported speech

1. Elly has to give a lecture” – He says
2. “I have been smoking too much” -- John always tell me
3. “My cultural background is different from yours” – the guide has told the tourist
4. “The program on TV has been changed” – They say
5. “You will miss the opportunity” – My adviser says

B. Apabila reporting verb itu dalam bentuk past tense atau past perfect, maka verb dalam direct statement berubah sebagai berikut:

Direct Speech

Indirect (Reported Speech)

<p>1 Present Tense (Simple/Cont.)</p> <p>“I am a doctor” “Prices go up” “We are doing fine”</p>	<p>Past Tense (Simple/cont.)</p> <p>-- He told me that he was a -- doctor -- The butcher said that prices went up They said that they were doing fine</p>
<p>2 Present Perfect/Pres. Pf. Cont.</p> <p>Becaks have become scarcer lately The mission has been making necessary changes</p>	<p>Past Perfect/Past Pf. Cont.</p> <p>-- Mother told us that becaks had become scarcer lately -- They had told us that the mission had been making the necessary changes</p>
<p>3 Past Tense (Simple/Cont.)</p> <p>We decided to transmigrate</p> <p>The group was making a lot of progress</p>	<p>Past Perfect Tense/Past Pf. Cont.</p> <p>-- The local people told us that -- they had decided to transmigrate The board had stated that the group had been making a lot of progress</p>

ADVERBS OF TIME AND PLACE berubah pula sebagai berikut:

<p>Direct Here Now Yesterday This These Next week</p>	<p>Indirect There Then The day before That Those The following week</p>
--	--

Last week
Ago
Tomorrow

The week before
Before
The following day, the next day

Meskipun biasanya kata penghubung that dipakai dalam REPORTED STATEMENTS, namun boleh juga that itu diabaikan, seperti dalam **Example** berikut ini:

He told me that he was a lawyer

He told me he was a lawyer

Mother reminded me that I had been working too hard

Mother reminded me I had been working too hard

Exercises

Put the following statements in the reported speech, putting the reporting verbs in the past tense

1. The archaeologist explored a temple in an ancient city three centuries ago
2. The man was dressed in a light, grey jacket last night.
3. I am awfully sorry but I really didn't intend to hurt her
4. by the time we arrive at the station, the train will have left
5. you can gain a lot of experience while you are here
6. the new clerk is very industrious but she doesn't have common sense
7. father has been piling up logs in the back yard since yesterday
8. my brother is working hard on his dissertation right now

9. you must follow the directions strictly or else you will get into a lot of trouble
10. If you don't want to listen to me, I won't help you any longer.

3. REPORTED QUESTIONS

Dalam hal ini perubahan tense sama dengan perubahan yang berlaku untuk REPORTED STATEMENTS. Namun berbeda dengan REPORTED STATEMENT, maka REPORTED QUESTIONS ini mengalami INVERSION dalam word order; reporting-verb dalam questions ialah: ASK, INQUIRE, WANT TO KNOW, WONDER, dsb

Example

“Where can you keep your money safely?”

The old lady asked her grandchild where she could keep her money safely.

“How would you solve the problem?”

The professor asked the students how they would have solved the problem.

“Why did you go out last night?”

The judge asked the thief why he had gone out the night before

Exercise

Put the following questions in the reported speech, putting the reporting verb in the past tense

1. Where can you obtain these application forms?

2. Why didn't you attend lectures in this morning?
3. Since when have you received financial aid from this institution?
4. Who told you all that nonsense?
5. Whose responsibility is it to clear up this terrible mess?
6. Who seconded the motion at the meeting yesterday?
7. In what way can I be of any help to you?
8. Which foreign languages have you studied?
9. When does the student council start publishing the journal?
10. How will the debate be conducted?

Jikalau QUESTION itu tidak dimulai dengan QUESTION WORD, tetapi berupa pertanyaan yang harus dijawab dengan YES or NO (Open Questions) maka dalam hal ini dipakai kata penghubung IF, atau WHETHER dalam REPORTED QUESTION.

Example

"Have you understood the topic thoroughly?"

My tutor asked me if/whether I had understood the topic thoroughly

"Is that the only thing you can do?"

She asked me whether that was the only thing I could do

"Do you usually take a nap?"

The doctor asked me whether I usually took a nap

Exercise

Put the following questions in the reported speech, putting the reporting verb in the past tense

1. Was he chosen as leader of the base ball team?
2. Will the crowd be satisfied with such an acknowledgement?
3. Has he told her bluntly that he works for the corporation?
4. Did the editor read the article but refuse to publish it?
5. Can you immediately set out to check the truth of this news?
6. Didn't the police arrest the thief?
7. Isn't there any urgent need to take strict measures in this case?
8. Shall I show you the original text or are you satisfied with this carbon copy?
9. Must we keep this sort of medicine in a cool dry place?
10. Do you need to worry, if you have been told that everything is fine?

4. REPORTED REQUESTS

Karena REQUESTS pada dasarnya susunan katnaya serupa dengan OPEN-QUESTIONS, maka perubahannya dalam REPORTED SPEECH juga sama dengan OPEN-QUESTIONS

Example

1. "Could you help me please?" She asked me whether I could help her.
2. "Would you mind joining us our debate?" The chairman asked the professor whether he would mind joining them in their debate

5. EXCLAMATION IN REPORTED SPEECH

EXCLAMATIONS sering tidak dipergunakan dalam REPORTED SPEECH.

“What a lovely garden this is!”

He remarked what a lovely garden it was.

Example

“Good gracious! I’ve made the same mistake again!”

She exclaimed that she had made the same mistake again.

“What on earth are you aiming at!”

He cried out what I was aiming at.

6. REPORTED SPEECH (MIXED TYPES)

Jika IMPERATIVES, STATEMENT, QUESTIONS atau EXCLAMATIONS dicampur dalam suatu percakapan, maka tiap jenis kalimat dalam REPORTED SPEECH harus diperlakukan menurut peraturan-peraturan yang berlaku untuk masing-masing jenis kalimat.

Reporting-verb untuk jenis statement dan imperative ialah: TELL, SAY, EXPLAIN, REMARK, COMMAND, ORDER, etc. sedangkan untuk questions AND REQUEST mis: ASK, INQUIRE, WANT TO KNOW, WONDER, etc. Jangan lupa menambahkan “AND” sebagai penghubung.

Example

1. "Please, accept that job!" the rise in status is well worth the loss of money".
We advised John to accept the job and told him that the rise in status was well worth the loss of money".
2. "You really look beautiful in your new dress. Does the full length skirt come back into fashion now?"
He said that she really looked beautiful in her new dress and asked her whether the full lengths skirt came back into fashion then.
3. "Good heavens! I split some turpentine on my new overall. What shall I do?"
He exclaimed that he had split some turpentine on his new overall and wondered what he should do.
4. "Why don't you take a shower and change your clothes? It's certainly very refreshing after a hard day work"
Mother asked him why he didn't take a shower and change his clothes and said that it was certainly very refreshing after a hard day work.
5. "Oh, how nice you all are! Do you think I deserve such a great reward?"
He remarked how nice all of us were and asked whether we thought he deserved such a great reward.

7. "MUST" in REPORTED SPEECH

- A. POSITIVE MUST menjadi HAD TO, jika REPORTING VERB dalam waktu lampau
"You must be a little more accurate"

She said I had to be a little more accurate
- B. THE NEGATIVE MUST NOT MENJADI WOULDN'T HAVE.
"You mustn't do your own way."

She said I wouldn't have to do my own way

C. THE NEGATIVE MUSTN'T MEANING NEEDN'T

menjadi DIDN'T HAVE

"Your needn't worry, dear"

He told his wife that she didn't have to worry

D. MUST yang artinya RULE, PROHIBITION, NATURAL LAWS dan ETERNAL TRUTH, tetap dalam bentuk SIMPLE PRESENT.

Examples

"We must help others who are in need"

Mother said that we must help others who are in need

8. SHALL IN REPORTED SPEECH

a. Shall in statements, denoting pure future □ would.

"I shall finish this assignment by the end of the second semester"

He said he would finish that assignment by the end of second semester.

b. Shall in questions/requests □ should
'Shall I lend you a hand in your business?'

He asked me politely whether he should lend me a hand in my business

Exercise

Change the sentences below into the Reported Speech, putting the reporting verbs in the PAST TENSE

1. They have built a sea-side cottage on the promontory of Pulau Alor in Bali. Do you feel like paying a visit to it?
2. What are you going to do with that badly damaged car?
3. Wouldn't it be better to go there yourself? You will have a better idea of the situation
4. As long as he is not able to do his work, everything will be my responsibility
5. Did you see the fire last night? Two shops were burnt to the ground
6. Shall I break the news to him or is it better to wait for a more suitable situation?
7. How many times have you stayed away from lectures this week? Don't you think it will harm your reputation?
8. What is the doctor telephone's number? The maid has fallen downstairs and broken her leg.
9. Oh, how I hate the dirty business! Won't be possible for you to look for more a respectable job?
10. Did you ring me up last night? Sorry, I wasn't in, because I had to attend a meeting.
11. Mr. Kasim wants to be an insurance agent. Do you think it's a good idea?
12. Have you ever been to the Jonolon-Caves? The piles of limestone glittering in all the colors of the rainbow are really spectacular.
13. Don't behave like a child! You are old enough to stand on your own
14. What time is the library open? I need some books for my paper
15. Which of those two systems will be applied in our country? Do you think it's the right time to start with it?

e. Sesudah PREPOSITION

Examples

1. the government now is in the middle of reforming the educational system
2. the participant submitted his working paper before joining the meeting
3. in judging other countries' matters, the Government has to consider several political aspects.

f. Sesudah PERSONAL/POSSESSIVE PRONOUNS

Examples

1. the magistrates prefers his leaving the townhall
2. I cannot bear his being rude
3. The ambassador is afraid of their getting into difficulties.

g. Sesudah VERBS tertentu, seperti misalnya
MIND, KEEP, LIKE, LOVE, GIVE, UP, PREFER, STOP, HATE, NEED,
HELP

Examples

1. My driving license needs renewing
2. My boss keeps telling me to concentrate on my work
3. why do not give up drinking?

h. Sesudah PHRASES tertentu

Examples

1. it's no use trying to convince him
2. it's worth starting the work right now
3. it's no use doing the work all over again

Exercise

a. Put the word in brackets in the correct form

1. please, stop (play) chess all the time
2. we really enjoy (watch) the beautiful scenery
3. the audience prefers (he) (leave) the convention hall
4. some people still imagine (fly) to be more dangerous than
(travel) by train
5. they postponed (build) a new student centre until they had
collected enough money
6. the crowd remembered (he) (make) trouble during the
orientation week sometime ago
7. I wonder, if you would mind (allow) (I) to leave the work
8. The witness denies (have seen) (he) before
9. I hate (they) (mention) bygones
10. Few youngsters realize that (take)
drugs will lead (they) to destruction

b. Complete these sentences

1. He has just given up
.....
.....
2. Why do not you stop
.....
.....
3. Do you like
.....
.....
4. Do you really enjoy
.....
.....
5. We do not mind
.....
.....
6. I hate
.....
.....

7. You really ought to start

.....

8. Shall I stop

.....

9. He really prefers

.....

10. I wonder if you would mind

.....

11. You had better continue

.....

12. It's no use

.....

13. Do you think it's worth

.....

14. They cannot help

.....

15. Can you imagine me

.....

16. I really need

.....

17. Does he remember

.....

.....

18. He very much loves
.....

19. My mother keeps
.....

20. The lab equipment needs
.....

c. Put the words between brackets in the correct form or add "to" if necessary

1. Do you object to (we, study) in the library?
2. I am sorry (disturb) you with my continual questions, but I am really at loss
3. Let (we, watch) the actors (rehearse)
4. If you don't like (peel) onions try (hold) (they) underwater while (do) so
5. The manager has his employee (do) all the dirty work
6. We regret (say) that the lectures were very dull and weren't worth (listen) to
7. There was a little incentive (work) harder
8. I advise you (wait) before (decide) (accept) the job
9. Why does he want so much (buy) that old dilapidated rocky chair?
10. Now that he has failed, the student means (work) harder next year
11. (have) a party tonight means (work) extra harder tomorrow
12. You can be sure, that I'll make (she leave) the house as soon as possible
13. (realize) that he has lost the game, he doesn't mind (pay) all the bills
14. The dean let the demonstrators (do) what they want to (do)
15. Please, allow (they, make, they) own decision!

16. Stop (make) a fool of yourself by
(keep on) (repeat) the same question
17. I would love so much (have) the
chance of (meet) (he) again
18. It's no use (go) all the way back just
for such dull play
19. Please, excuse (we come) a little late
without (let you, know)
20. Will it be worth (allow, they) (do) the
work all over again?
21. I heard (they all, come) downstairs
and (go) into the dining room
22. Let (we both) (have) a try!
23. He tries (make) the best of
everything, though his parents (hate, he) (start) this new
project
24. The poor girl began (look)for the
missing papers a few days ago, but now she must stop (try)
to find them.
25. His failure has made (he, think)
seriously of his future
26. Mother doesn't like the idea of (he,
join) the army
27. It certainly won't be of any help
(provide, he) with some supplementary support
28. We can't let (she, make) her own
choice
29. I can't imagine (they, refuse) to pay
for it
30. The nasty weather won't stop (we,
play) in the match