



BOB DIGNEN

NEED TO KNOW

YANG PERLU ANDA KETAHUI

ENGLISH GRAMMAR

ENGLISH

BAHASA INDONESIA

TATA BAHASA INGGRIS

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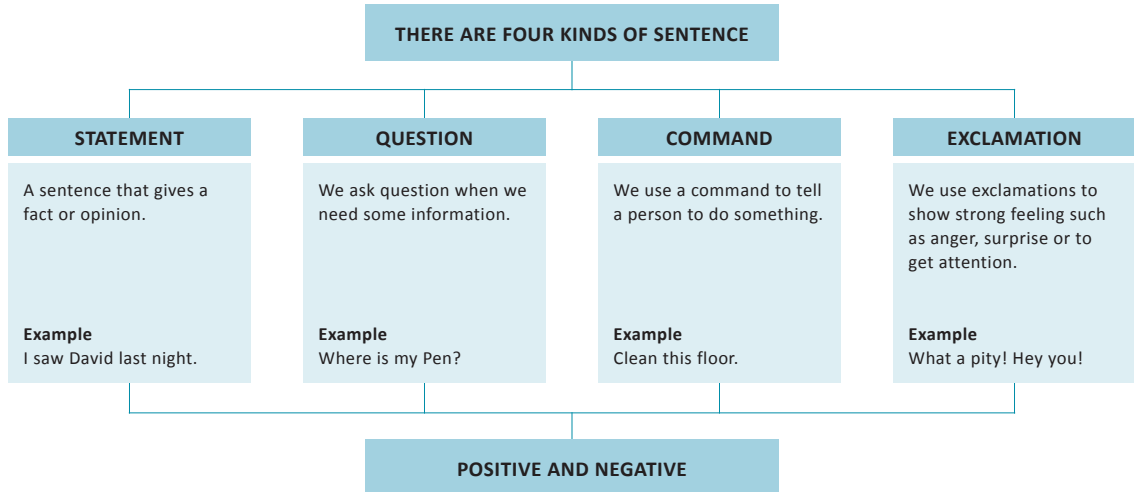
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1

Sentences

When we speak or write, we use sentences. A sentence is a group of words that has meaning. It starts with a capital letter (e.g. A, B, C, D, E) and finishes with a full stop (.), question mark (?) or exclamation mark (!).



STATEMENT

A statement can be positive or negative. A positive statement states facts or opinions that we think are true.

Example: John is in the garden. He is watering the flowers.

We use negative statement to say what we think is not true.

Example: John is not in the garden.

A negative sentence usually has **not** or **n't** in it. It usually has words like

cannot / can't	has not / hasn't	is not / isn't
should not / shouldn't	have not / haven't	are not / aren't
will not / won't	do not / don't	was not / wasn't
must not / musn't	does not / doesn't	were not / weren't
would not / wouldn't	did not / didn't	

Example: You can't come in.
He isn't here.
I will not fail the examination.



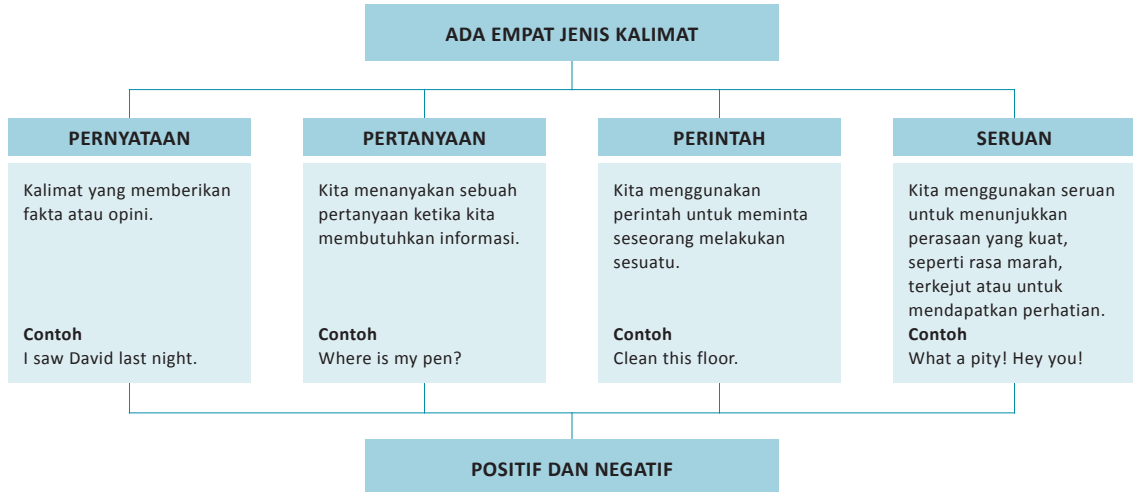
QUESTION

A question can be positive or negative. A positive question is used when you really do not know the answer.

Example: What's your name?
Do you like ice-cream?
Can you swim?



Ketika kita berbicara atau menulis, kita menggunakan kalimat. Kalimat adalah kumpulan kata-kata yang memiliki arti. Kalimat dimulai dengan huruf besar (contoh A, B, C, D, E) dan diakhiri dengan titik (.), tanda tanya (?) atau tanda seru (!).



PERNYATAAN

Pernyataan dapat bersifat positif atau negatif. Pernyataan positif menyatakan fakta atau opini yang menurut kita benar.

Contoh: *John is in the garden. He is watering the flowers.*

Kita menggunakan pernyataan negatif untuk mengatakan sesuatu yang menurut kita benar.

Contoh: *John is not in the garden.*

Di dalam kalimat negatif biasanya terdapat **not** atau **n't**. Kalimat Kalimat negatif biasanya memiliki kata-kata seperti

<i>cannot / can't</i>	<i>has not / hasn't</i>	<i>is not / isn't</i>
<i>should not / shouldn't</i>	<i>have not / haven't</i>	<i>are not / aren't</i>
<i>will not / won't</i>	<i>do not / don't</i>	<i>was not / wasn't</i>
<i>must not / musn't</i>	<i>does not / doesn't</i>	<i>were not / weren't</i>
<i>would not / wouldn't</i>	<i>did not / didn't</i>	

Contoh: *You can't come in.
He isn't here.
I will not fail the examination.*



PERTANYAAN

Pertanyaan dapat bersifat positif atau negatif. Pertanyaan dalam bentuk positif digunakan ketika Anda benar-benar tidak tahu jawabannya.

Contoh: *What's your name?
Do you like ice-cream?
Can you swim?*



Sentences: Question (continued)

A negative question is used when

- **you are surprised**

Example: Don't you like ice-cream?
Haven't you finished yet?

- **you want someone to agree with you**

Example: Isn't Peter a nice boy?
Aren't you Alan's wife?



NOTE

Negative questions have negative verbs. Negative verbs have the word **not** or **n't** in them. These words are usually:

Isn't / Aren't	Doesn't / don't / Didn't	Can't / Couldn't
Wasn't / Weren't	Hasn't / Haven't	

COMMAND

A command can be positive or negative.

A positive command is used to

- **tell someone to do something**

Example: Sit down.

- **give someone instructions**

Example: Put the teabag in the cup. Pour hot water onto it.

A negative command is used when you

- **tell someone NOT to do something**

Example: DON'T open that door.

- **give instructions NOT to do something**

Example: DO NOT cut the red wire.

NOTE

Negative commands use the words:

DO NOT	,	DON'T	or	NEVER
--------	---	-------	----	-------

Example: DO NOT use a pencil.
DON'T talk so loudly.
NEVER drink and drive.



EXCLAMATION

Exclamations are usually positive but there are few negative exclamations.

POSITIVE: Well done!
Good Luck!
Goal!

NEGATIVE: It's not fair!
No Way!
No fear!
No pain, no gain!

Kalimat: Pertanyaan (lanjutan)

Pertanyaan dalam bentuk negatif digunakan ketika

- **Anda terkejut**

Contoh: *Don't you like ice-cream?*
Haven't you finished yet?

- **Anda menginginkan seseorang setuju dengan Anda**

Contoh: *Isn't Peter a nice boy?*
Aren't you Alan's wife?



CATATAN

Pertanyaan negatif menggunakan verba negatif. Verba negatif mempunyai **not** atau **n't** di dalamnya

Isn't / Aren't *Doesn't / don't / Didn't* *Can't / Couldn't*
Wasn't / Weren't *Hasn't / Haven't*

PERINTAH

Kalimat perintah dapat berbentuk positif atau negatif.

Perintah positif digunakan untuk

- **meminta seseorang melakukan sesuatu**

Contoh: *Sit down.*

- **memberikan instruksi kepada seseorang**

Contoh: *Put the teabag in the cup. Pour hot water onto it.*

Kalimat perintah negatif digunakan ketika Anda

- **meminta seseorang untuk TIDAK melakukan sesuatu**

Contoh: *DON'T open that door.*

- **memberikan instruksi untuk TIDAK melakukan sesuatu**

Contoh: *DO NOT cut the red wire.*

CATATAN

Kalimat perintah negatif menggunakan kata-kata:

DO NOT , **DON'T** or **NEVER**

Contoh: *DO NOT use a pencil.*
DON'T talk so loudly.
NEVER drink and drive.



SERUAN

Kalimat seru biasanya dalam bentuk positif namun ada beberapa jenis

kalimat seru dalam bentuk negatif.

POSITIF: *Well done!*
Good Luck!
Goal!

NEGATIF: *It's not fair!*
No Way!
No fear!
No pain, no gain!

Nouns

Nouns are words for people, animals, things and ideas. The word *chair*, *chicken* and *chance* are common nouns. Proper nouns are special names for things, people and places. They start with capital letter, e.g. *Mr. Smith*, *John*, *Romeo and Juliet*, *America*.

SINGULAR AND PLURAL

Nouns can be singular or plural. *Singular* means one (1). *Plural* means more than one. To make a noun plural, you usually add **s** or **es**.

COUNTABLE AND UNCOUNTABLE NOUNS

[COUNTABLE NOUNS]

Countable nouns are things which can be counted. This is because they clearly exist as separate units or types. Countable nouns can be singular or plural.

They usually end with **s** in the plural.

Example: apples, pens, girls, cows, chickens.

However, some countable nouns do NOT simply end with **s** in the plural.

Unusual Plurals: knife – knives; sheep – sheep; mouse – mice; man – men.

[UNCOUNTABLE NOUNS]

Uncountable nouns are things which cannot be counted. This is because they are hard to see as separate units.

Example: salt, flour, pepper, tea, water, milk, cream, bread, cheese.

Uncountable nouns are usually singular only (no plural forms).

Example: Sugar *is* sweet.
The milk *is* sour.

COLLECTIVE NOUNS

Collective nouns refer to a group or collection of people or things.

Example: a team – A team is ONE group of MANY people.

It can be singular or plural.

Example:	<i>singular</i>	<i>plural</i>
	The team <i>is</i> very good.	The team <i>are</i> very good.

Example: class, crowd, police, club, staff, government, audience.

ABSTRACT NOUNS

Abstract nouns are ideas or concepts that we have in our minds. We can think about them but we cannot see or touch them. They are words like *love*, *hope*, *beauty*, *happiness*, *enjoyment*, *loneliness*.

POSSESSIVE NOUNS

Possessive nouns show that a person owns or possesses something.

Example: Jason's car. This means that Jason owns a car.

USING THE APOSTROPHE

The apostrophe is '.

1. When the noun (the owner) is singular, put the apostrophe *before* the **s**.

Example: Jason's car.
My brother's house.

2. When the noun is plural, put the apostrophe *after* the **s**.

Example: The teachers' staffroom.
The students' books.

Nomina (Kata Benda)

Nomina adalah kata untuk orang, binatang, benda, dan gagasan. Kata seperti kursi, ayam, dan kesempatan adalah nomina-nomina umum. Nomina nama diri (*proper nouns*) adalah nama-nama khusus untuk benda, orang, dan tempat. Kata-kata ini dimulai dengan huruf besar, seperti *Mr. Smith, John, Romeo and Juliet, America*.

TUNGGAL DAN JAMAK

Nomina dapat berbentuk tunggal dan jamak. Tunggal berarti satu (1). Jamak berarti lebih dari satu. Untuk membuat nomina jamak, Anda biasanya menambahkan **s** atau **es**.

NOMINA YANG DAPAT DIHITUNG DAN TIDAK DAPAT DIHITUNG

Nomina yang Dapat Dihitung

Nomina yang dapat dihitung adalah benda-benda yang dapat dihitung. Benda-benda tersebut dapat dilihat sebagai unit atau jenis yang terpisah. Nomina yang dapat dihitung dapat berbentuk jamak atau pun tunggal.

Nomina biasanya berakhir dengan huruf **s** jika dalam bentuk jamak.

Contoh: *apples, pens, girls, cows, chickens.*

Tetapi tidak semua nomina yang dapat dihitung menggunakan **s** ketika bentuknya jamak.

Kata Jamak yang Tidak Biasa: *knife – knives; sheep – sheep; mouse – mice; man – men.*

Nomina yang Tidak Dapat Dihitung

Nomina yang tidak dapat dihitung adalah benda-benda yang tidak dapat dihitung. Hal ini dikarenakan sangat sulit untuk melihat benda-benda tersebut sebagai unit yang terpisah.

Contoh: *salt, flour, pepper, tea, water, milk, cream, bread, cheese.*

Nomina yang tidak dapat dihitung biasanya berbentuk tunggal (tidak dalam bentuk jamak).

Contoh: *Sugar **is** sweet.* (Gula manis)

*The milk **is** sour.* (Susu itu asam)

NOMINA KOLEKTIF

Nomina kolektif merujuk pada grup atau kumpulan dari orang atau benda.

Contoh: *sebuah tim – sebuah tim adalah SATU grup yang terdiri dari BANYAK orang.*

Kata ini bisa dalam bentuk tunggal ataupun jamak.

Contoh: *tunggal*

jamak

*The team **is** very good.*

*The team **are** very good.*

Contoh: *class, crowd, police, club, staff, government, audience.*

NOMINA ABSTRAK

Nomina abstrak adalah ide atau konsep yang ada di dalam pikiran kita. Kita dapat berpikir tentang benda-benda abstrak ini tetapi kita tidak dapat melihat atau menyentuh mereka. Nomina abstrak antara lain seperti *love, hope, beauty, happiness, enjoyment, loneliness*.

NOMINA POSESIF

Nomina posesif menunjukkan bahwa seseorang memiliki sesuatu.

Contoh: *Jason's car.* Artinya Jason memiliki mobil.

MENGGUNAKAN APOSTROF

Tanda kutip (apostrof) adalah '.

1. Apabila nomina (pemilik) nya tunggal, letakkan apostrof *sebelum s*.

Contoh: *Jason's car.*

My brother's house.

2. Apabila nomina nya jamak, letakan tanda apostrof *setelah s*.

Contoh: *The teachers' staffroom.*

The students' books.

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Pronouns

Pronouns are used instead of nouns.

NOUN → James went into the hotel.
 PRONOUN → He went into the hotel.

SUBJECT PRONOUNS

Subject pronouns are used *before* the verb. They can be singular or plural.

Subject Pronoun	Verb	End	Singular	Plural
I It	saw was	the movie. very good.	I you he she it	we you they

OBJECT PRONOUNS

Object pronouns are used *after* the verb. They can be singular or plural.

Beginning	Verb	Object Pronoun	Singular	Plural
Mr. Smith I Somebody	called helped saaw	me. him. us.	me you him her it	us you them

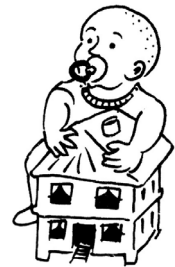
POSSESSIVE PRONOUNS

Possessive pronouns are used to show that a person owns or possesses something. The possessive pronouns are:

mine	yours	his	hers	its	ours	theirs
------	-------	-----	------	-----	------	--------

[NO NEED TO USE A NOUN]

Instead of saying: It's John's house. ← NOUN
 You can say: It's his. ← PRONOUN



This house is mine.

RELATIVE PRONOUNS

Relative pronouns are used to give *more information* about a person or thing. They are words like: *that, which, who*.

Example: That's the man **who** bought the car.



Use *who* for people, and *that, which* for things.

PRONOUNS AND POSSESSIVE ADJECTIVES

In the box below are listed the different but related forms of Pronouns and Possessive Adjectives. For more on possessive adjectives, see 5. **Adjectives**.

SUBJECT PRONOUNS	I	you	he	she	it	we	they
OBJECT PRONOUNS	me	you	him	her	it	us	them
POSSESSIVE ADJECTIVES	my	your	his	her	its	our	their
POSSESSIVE PRONOUNS	mine	yours	his	hers	its	ours	theirs

3

Pronomina (Kata Ganti)

Pronomina digunakan sebagai pengganti nomina.

NOMINA → **James** went into the hotel.

PRONOMINA → **He** went into the hotel.

PRONOMINA SUBYEK

Pronomina subyek digunakan *sebelum* verba. Pronomina subyek dapat berbentuk tunggal atau jamak.

Pronomina Subyek	Verba	Akhir	Tunggal	Jamak
<i>I</i> <i>It</i>	<i>saw</i> <i>was</i>	<i>the movie.</i> <i>very good.</i>	<i>I</i> <i>you</i> <i>he</i> <i>she</i> <i>it</i>	<i>we</i> <i>you</i> <i>they</i>

PRONOMINA OBYEK

Pronomina obyek digunakan *setelah* verba. Pronomina obyek dapat berbentuk tunggal atau jamak.

Awal	Verba	Pronomina Obyek	Tunggal	Jamak
<i>Mr. Smith</i> <i>I</i> <i>Somebody</i>	<i>called</i> <i>helped</i> <i>saw</i>	<i>me.</i> <i>him.</i> <i>us.</i>	<i>me</i> <i>you</i> <i>him</i> <i>her</i> <i>it</i>	<i>us</i> <i>you</i> <i>them</i>

PRONOMINA POSESIF

Pronomina posesif digunakan untuk menunjukkan bahwa seseorang memiliki sesuatu.

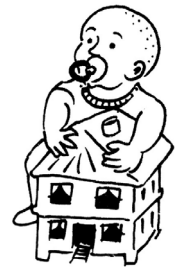
Pronomina posesif adalah:

mine	yours	his	hers	its	ours	theirs
------	-------	-----	------	-----	------	--------

Tidak perlu menggunakan nomina.

Daripada mengatakan: *It's John's house.* ← NOMINA

Anda dapat mengatakan: *It's his.* ← PRONOMINA



Rumah ini milik saya.

PRONOMINA RELATIF (PENGHUBUNG)

Pronomina relatif (penghubung) digunakan untuk memberikan informasi lebih tentang seseorang atau sesuatu.

Pronomina relatif (penghubung) adalah kata-kata seperti: *that, which, who*.

CONTOH: *That's the man **who** bought the car.*



Gunakan *who* untuk orang, dan *that, which* untuk nomina.

PRONOMINA DAN AJEKTIVA POSESIF

Di dalam tabel di bawah ini terdapat pronomina dan ajektiva posesif yang berbeda-beda tetapi memiliki kaitan yang erat.

Untuk penjelasan lebih lanjut mengenai ajektiva posesif, lihat bagian 5. **Ajektiva**.

PRONOMINA SUBYEK	<i>I</i>	<i>you</i>	<i>he</i>	<i>she</i>	<i>it</i>	<i>we</i>	<i>they</i>
PRONOMINA OBYEK	<i>me</i>	<i>you</i>	<i>him</i>	<i>her</i>	<i>it</i>	<i>us</i>	<i>them</i>
PRONOMINA POSESIF	<i>my</i>	<i>your</i>	<i>his</i>	<i>her</i>	<i>its</i>	<i>our</i>	<i>their</i>
PRONOMINA POSESIF	<i>mine</i>	<i>yours</i>	<i>his</i>	<i>hers</i>	<i>its</i>	<i>ours</i>	<i>theirs</i>

4

Articles

There are three kinds of article: *definite*, *indefinite* and *zero*.

1. Definite article: **the**
 2. Indefinite article: **a** or **an**
 3. Zero article: do not use **the** or **a** or **an**
- The article is usually placed in front of a noun. Usually, it is *next* to the noun. Sometimes it is *separated* from the noun.

Example: There was **a man** near the door. [NEXT TO]
There was a tall, slim **man** near the door [SEPARATED]

DEFINITE ARTICLE

The definite article is used in front of:

1. Nouns of *only one kind*. The noun can be just one thing, e.g. *the sun*, or a group of things, e.g. *the stars*.
2. Nouns of only kind *in a certain place or situation*.

Situation	Person or thing
School	<i>the</i> headmaster <i>the</i> staffroom



3. Nouns which have already been mentioned.

Example: He bought a bone for his dog. When the dog saw the bone, it began to bark.

4. Nouns which represent groups in general. For example, THE WHALE can be used to represent ALL WHALES.

Example: The whale is mammal.

5. *Superlatives* —————> See **5. Adjectives**.

ZERO ARTICLE

Zero article means there is no article in front of a noun.

There is no article (∅) in front of:

1. Plural (countable) nouns to express a general idea.
2. Uncountable and abstract nouns.
3. Names of countries, towns and people.
4. Names of diseases.

Example: ∅ Apples are delicious.

Example: ∅ Sugar is bad for you.

Example: ∅ Australia, ∅ London.

Example: She has ∅ cancer.

INDEFINITE ARTICLE

Indefinite article is **a** or **an**. It is always *singular*. It is *never* plural.

[A OR AN?]

We use **an** in front of nouns that begin with a, e*, i, o, u*.

Example: an apple, an egg, an Indian, an office, an umbrella

* But use **a** in front of nouns like: a unit, a university, a European.

The indefinite article is used in front of:

1. A singular noun. **Example:** a dog, a banana, a girl
2. A name of a job. **Example:** a teacher, a mechanic
3. Expressions of quantity. **Example:** a few, a little, a lot of
4. Expressions of speed, time, weight, etc. **Example:** three dollars akilo, twice a day, six kilometres an hour

Terdapat empat jenis artikel: *tertentu*, *tidak tentu*, dan *zero*.

1. Artikel tentu: **the**
 2. Artikel tidak tentu: **a** atau **an**
 3. Artikel *zero*: jangan menggunakan **the** atau **a** atau **an**
- Artikel biasanya diletakkan di depan sebuah nomina. Biasanya, *di sebelah* nomina. Terkadang artikel juga *terpisah* dari nomina.

Contoh: *There was **a** man near the door.* [DI SEBELAH]
*There was **a** tall, slim **man** near the door.* [TERPISAH]

ARTIKEL TENTU

Artikel tentu digunakan di depan:

1. Nomina yang bendanya *hanya satu-satunya* di dunia. Nomina tersebut hanya untuk satu benda saja.
Contoh: *the sun*, atau satu kumpulan benda, misalnya *the stars*.
2. Nomina yang hanya *ada dalam situasi dan tempat tertentu*.

Situasi	Orang atau benda
Sekolah	the headmaster (kepala sekolah) the staffroom (petugas ruangan)



3. Nomina yang sudah disebutkan dalam kalimat sebelumnya.

Contoh: *He bought **a** bone for his dog. When **the** dog saw **the** bone, it began to bark.*

4. Nomina yang mewakili grup secara keseluruhan. Sebagai contoh THE WHALE (IKAN PAUS) dapat digunakan untuk mewakili ALL WHALES (SEMUA IKAN PAUS).

Contoh: *The whale is mammal.*

5. *Bentuk superlatif* —————> Lihat bagian 5. **Ajektiva**

ARTIKEL ZERO

Artikel *zero* berarti tidak ada artikel di depan nomina.

Tidak ada artikel (\emptyset) di depan:

1. Nomina jamak (dapat dihitung) untuk mengungkapkan gagasan umum. **Contoh:** \emptyset Apples are delicious.
2. Nomina abstrak dan tidak dapat dihitung. **Contoh:** \emptyset Sugar is bad for you.
3. Nama negara, kota dan orang. **Contoh:** \emptyset Australia, \emptyset London.
4. Nama penyakit. **Contoh:** She has \emptyset cancer.

ARTIKEL TIDAK TENTU

Artikel tidak tentu adalah **a** atau **an**. Artikel ini selalu bentuk *tunggal*, *tidak pernah* jamak.

[A ATAU AN?]

Kita menggunakan **an** di depan nomina yang dimulai dengan a, e*, i, o, u*.

Contoh: *an apple, an egg, an Indian, an office, an umbrella*

*Tapi gunakan **a** di depan nomina seperti: *a unit, a university, a European*.

Artikel tidak tentu digunakan di depan:

1. Nomina tunggal. **Contoh:** *a dog, a banana, a girl*
2. Nama sebuah pekerjaan. **Contoh:** *a teacher, a mechanic*
3. Pernyataan kuantitas. **Contoh:** *a few, a little, a lot of*
4. Pernyataan kecepatan, waktu, berat, dan lain-lain. **Contoh:** *three dollars a kilo, twice a day, six kilometres an hour*

5

Adjectives

An adjective is a word that tells us more about a noun. An adjective tells us about the *quality* of person or thing.

Example: beautiful, clever, nice, pleasant, friendly

An adjective tells us about *physical states* such as:

- SIZE e.g. big, small, tall, thin, fat
- AGE e.g. old, young, middle-aged
- SHAPE e.g. round, square, oval
- COLOUR e.g. red, green, blue

ORDINARY ADJECTIVES

Ordinary adjectives go *in front of* a noun.

Example: The *fat* man.
The *green* balloon.

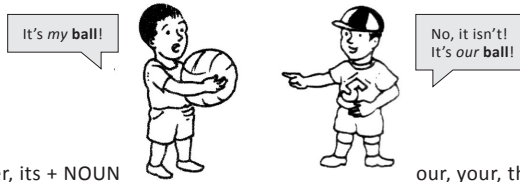
END ADJECTIVES

End adjectives are put *after* a noun or pronoun. Sometimes, the adjective is at the end of a sentence.

Example: The water is *warm*.

POSSESSIVE ADJECTIVES

Possessive adjectives are used to show that a person owns something. You must use *a noun* with the possessive adjective.



DEMONSTRATIVE ADJECTIVES

We use demonstrative adjective to point to things or persons. Use *this* (singular) and *these* (plural) for things that are near. Use *that* (singular) or *those* (plural) if they are far away.

COMPARATIVE AND SUPERLATIVE ADJECTIVES

We use comparative adjectives to compare two things or persons. We add **er** to short adjectives, e.g. big \longrightarrow bigger, small \longrightarrow smaller, nice \longrightarrow nicer.

If the adjective is long, we put the word **more** in front of it, e.g. more expensive, more beautiful.

Example: I am *taller* than John.

The book is *more enjoyable* than the movie.

DON'T FORGET TO ADD **THAN**

We use superlative adjectives to compare three or more things or persons. We add **est** to short adjectives,

e.g. big \longrightarrow biggest, small \longrightarrow smallest, nice \longrightarrow nicest.

If the adjective is long, we put the word **most** in front of it, e.g. the most expensive, the most beautiful.

Example: She is the *tallest* girl.

Julia was the *most attractive* girl.

DON'T FORGET TO USE **THE**

PARTICIPLES

The present participle (verb + **ing**) and past participle (verb + **ed** or **en**) can be used as adjectives.

With **-ing**

interesting frightening

With **-ed or -en**

excited broken

Example: It was an *interesting* story.
The *excited* children went home.

Ajektiva (Kata Sifat)

Ajektiva adalah kata yang memberikan kita informasi lebih rinci mengenai nomina. Ajektiva menjelaskan *kualitas* dari seseorang atau suatu benda.

Contoh: *beautiful, clever, nice, pleasant, friendly*

Ajektiva menyatakan *kondisi fisik* seperti:

- UKURAN contoh: *big, small, tall, thin, fat*
- BENTUK contoh: *round, square, oval*
- UMUR contoh *old, young, middle-aged*
- WARNA contoh *red, green, blue*

AJEKTIVA BIASA

Ajektiva biasa diletakkan *di depan* nomina.

Contoh: *The **fat** man.*
*The **green** balloon.*

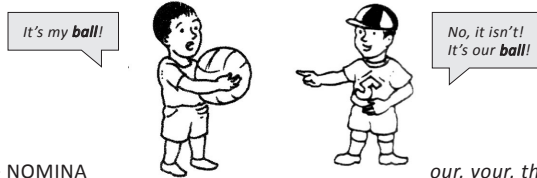
AJEKTIVA AKHIR

Ajektiva akhir diletakkan *setelah* nomina atau pronomina. Ajektivanya terkadang diletakkan di akhir kalimat.

Contoh: *The water is **warm**.*

AJEKTIVA POSESIF

Ajektiva posesif digunakan untuk menunjukkan bahwa seseorang memiliki sesuatu. Anda harus menggunakan *nomina* ketika menggunakan ajektiva posesif.



my, your, his, her, its + NOMINA

our, your, their + NOMINA

AJEKTIVA DEMONSTRATIF (PENUNJUK)

Kita menggunakan ajektiva demonstratif (penunjuk) untuk menunjuk sesuatu atau orang. Gunakan *this* (bentuk tunggal) dan *these* (bentuk jamak) untuk menunjuk sesuatu yang dekat. Gunakan *that* (bentuk tunggal) dan *those* (bentuk jamak) jika benda tersebut jauh.

AJEKTIVA SUPERLATIF DAN KOMPARATIF

Kita menggunakan ajektiva komparatif untuk membandingkan dua hal atau dua orang. Kita menambahkan **er** untuk bentuk ajektiva yang pendek, contoh: *big* → *bigger*, *small* → *smaller*, *nice* → *nicer*.

Jika ajektivanya panjang, kita menambahkan kata **more** di depannya, contoh: *more expensive*, *more beautiful*.

Contoh: *I am **taller** than John.*

*The book is **more enjoyable** than the movie.*

JANGAN LUPA UNTUK MENAMBAHKAN **THAN**

Kita menggunakan ajektiva superlatif untuk membandingkan tiga atau lebih orang atau benda. Kita menambahkan **est** untuk bentuk ajektiva yang pendek, contoh: *big* → *biggest*, *small* → *smallest*, *nice* → *nicest*.

Jika ajektivanya panjang, kita menambahkan kata **most** di depannya, contoh: *the most expensive*, *the most beautiful*.

Contoh: *She is the **tallest** girl.*

*Julia was the **most attractive** girl.*

JANGAN LUPA UNTUK MENAMBAHKAN **THE**

PARTICIPLES

Present participle (verba + **ing**) dan *past participle* (verba + **ed** atau **en**) dapat digunakan sebagai ajektiva

Dengan **-ing**

interesting *frightening*

Dengan **-ed or -en**

excited *broken*

Contoh: *It was an **interesting** story.*
*The **excited** children went home.*

Quantifiers and Determiners

Quantifiers are sometimes called *determiners*. Basically, they help to show *how much* or *how many* people or things or ideas there are. A quantifier can be a *number*. If you don't want to use an exact number, you can use a *general quantifier*. Quantifiers are usually placed *in front of nouns*.

QUANTIFIERS AS NUMBERS

1 9 2nd
first
one

WITH SINGULAR COUNTABLE NOUNS

a	an	another	any	each
either	every	neither	no	

Example: Please give me *another* biscuit.
The competition is open to *any* child.
Every child got a present.

[EACH AND EVERY]

- Use each with small numbers.
Example: There are two cars. *Each* car has a radio.
- Use every with larger numbers.
Example: *Every* boy wants a dog.

WITH PLURAL COUNTABLE NOUNS

all	any	both	enough	few
fewer	many	more	most	
much	no	other	several	some

Example: I only have a *few* apples.
I have *many* cassettes.
I have *enough* potatoes.

[SOME AND ANY]

Any is usually used in *negative sentences* and *questions*.

Example: I haven't *any* bread.
Have you got *any* milk?

Some is usually used in *positive sentences*.
Example: I want *some* bread.

WITH UNCOUNTABLE NOUNS

all	any	enough	less	little
more	most	much	no	some

Example: He lost *all* hope.
I have only a *little* water.
We need *some* information.

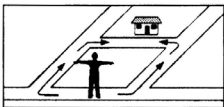
[MUCH]

Usually much is used in *negative sentences* and *questions*.

Example: I haven't got *much* bread.
How *much* money have you got?

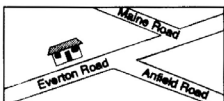
[EITHER AND NEITHER]

Either is used for choosing one person or thing.



You can go along *either* road to my house.

Neither means it is not one or the other.



"Is your house in Maine Road or Anfield Road?"
"My house is in *neither* road. It is in Everton Road."

Pembilang dan Determinator

Quantifier atau Pembilang terkadang disebut sebagai *determiner* atau determinator. Pada dasarnya pembilang membantu menunjukkan *seberapa banyak* orang, benda, atau gagasan yang ada.

Pembilang dapat berupa *angka*. Jika Anda tidak ingin menggunakan angka pasti maka Anda dapat menggunakan *pembilang umum*. Pembilang biasanya diletakkan *di depan* nomina.

PEMBILANG DALAM ANGKA

1 9 ^{2nd}
first
one

DENGAN NOMINA TUNGGAL YANG DAPAT DIHITUNG

a an another any each
either every neither no

Contoh: *Please give me **another** biscuit.*
*The competition is open to **any** child.*
***Every** child got a present.*

[EACH DAN EVERY]

- Gunakan *each* dengan angka yang kecil.
Contoh: *There are two cars. **Each** car has a radio.*
- Gunakan *every* untuk angka yang lebih besar.
Contoh: ***Every** boy wants a dog.*

DENGAN NOMINA JAMAK YANG DAPAT DIHITUNG

all any both enough few
fewer many more most
much no other several some

Contoh: *I only have a **few** apples.*
*I have **many** cassettes.*
*I have **enough** potatoes.*

[SOME DAN ANY]

- Any* biasanya digunakan dalam *kalimat negatif* dan *pertanyaan*.
Contoh: *I haven't **any** bread.*
*Have you got **any** milk?*
- Some* biasanya digunakan dalam *kalimat positif*.
Contoh: *I want **some** bread.*

DENGAN NOMINA YANG TIDAK DAPAT DIHITUNG

all any enough less little
more most much no some

Contoh: *He lost **all** hope.*
*I have only a **little** water.*
*We need **some** information.*

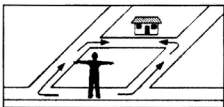
[MUCH]

Biasanya *much* digunakan di dalam *kalimat negatif* dan *pertanyaan*.

Contoh: *I haven't got **much** bread.*
*How **much** money have you got?*

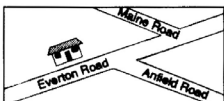
[EITHER DAN NEITHER]

Either digunakan untuk memilih seseorang atau benda.



*You can go along **either** road to my house.*

Neither berarti bukan yang satu atau yang lainnya.



"Is your house in Maine Road or Anfield Road?"
*"My house is in **neither** road. It is in Everton Road."*

7

Verbs

VERBS are words that tell us what a person is DOING or FEELING or who a person IS.

FEELINGS	ACTION WORDS	ACTION or THING?
Use verbs like <i>be</i> , <i>feel</i> and <i>seem</i> to show how you feel and who you are. Example: I <i>feel</i> hot. I <i>am</i> angry. My name <i>is</i> John.	Our <i>actions</i> are what we do. Example: I <i>hit</i> him. I <i>creid</i> .	An action is a verb. But sometimes it looks like a NOUN in a sentence. It is a gerund. Example: <i>Smoking</i> is bad for you. <i>Jogging</i> is good for you.

WHO DOES WHAT?

The doer is the subject of the verb. If you want to say who the subject is, the verb is ACTIVE.

Subject	Active Verb	End
I Mrs. Smith	ate washes	the apple. the dishes.

[SUBJECT + VERB]

When the *present tense* is used, the subject *he*, *she* and *it* change the spelling of the verb.

Example: I wash, you wash,
he/ she/ it washes,
we wash, you wash, they wash

[PASSIVE]

The verb is *passive* if you do not want to use the subject. Here, the *action* is more important than the doer.

Example: The floor was *swept*.
Who swept the floor?
We do not know.

WHO DOES WHAT?

When you do something to a PERSON or THING, that person or thing is the object of the verb.

Subject	Verb	Object
She	watched	television.

When you can put an object after the verb, the verb is called *transitive verb*.

THE PASSIVE

[INTRANSITIVE VERBS]

If you cannot put an object after the verb, the verb is intransitive.

Subject	Active Verb	No Object
She	died.	X
The boy	cried.	X

ONLY TRANSITIVE VERBS CAN BE MADE PASSIVE.

I swept the floor. (object)

The floor was swept.



Verba (Kata Kerja)

VERBA adalah kata yang membuat kita mengetahui apa yang seseorang LAKUKAN atau RASAKAN atau SIAPA orang tersebut.

PERASAAN	KATA AKSI	AKSI atau BENDA?
Gunakan verba seperti <i>be, feel, dan seem</i> untuk menunjukkan apa yang Anda rasakan dan siapa Anda. Contoh: <i>I feel hot.</i> <i>I am angry.</i> <i>My name is John.</i>	Aksi kita adalah apa yang kita lakukan. Contoh: <i>I hit him.</i> <i>I cried.</i>	Aksi adalah verba. Namun terkadang aksi terlihat seperti sebuah NOMINA di dalam suatu kalimat. Kata ini disebut gerunds (nomina yang dibentuk dari verba ditambah <i>-ing</i> . Contoh: Smoking is bad for you. Jogging is good for you.

SIAPA MELAKUKAN APA?

Orang yang melakukan pekerjaan adalah subyek dari verba. Jika Anda ingin mengatakan siapa subyeknya, maka verbanya adalah verba AKTIF.

Subyek	Verba Aktif	Akhir
I Mrs. Smith	ate washes	the apple. the dishes.

[SUBYEK + VERBA]

Ketika kala ini digunakan, subyek *he, she* dan *it* mengubah ejaan dari verba.

Contoh: *I wash, you wash,*
he/ she/ it washes,
we wash, you wash, they wash

[PASIF]

Verba dibentuk *pasif* apabila Anda tidak ingin menggunakan subyek. Dalam hal ini *aksi* menjadi lebih penting daripada si pelaku.

Contoh: *The floor was swept.*
Who swept the floor?
We do not know.

SIAPA MELAKUKAN APA?

Ketika Anda melakukan sesuatu terhadap SESEORANG ATAU BENDA maka orang atau benda itu adalah obyek dari verba.

Subyek	Verba	Obyek
<i>She</i>	<i>watched</i>	<i>television.</i>

Ketika Anda dapat meletakkan obyek setelah verba maka verba tersebut disebut dengan verba *transitif*.

BENTUK PASIF

[VERBA INTRANSITIF]

Jika Anda tidak dapat menaruh sebuah obyek setelah verba maka verba tersebut disebut intrasitif.

Subyek	Verba Intransitif	Tidak Ada Obyek
<i>She</i> <i>The boy</i>	<i>died.</i> <i>cried.</i>	X X

HANYA VERBA TRANSITIF YANG DAPAT DIBUAT MENJADI PASIF.

I swept the floor. (obyek)

The floor was swept.



Transitive Verbs: The Passive (continued)

HOW TO FORM THE PASSIVE

	TO BE (any tense)	+	PAST PARTICIPLE
Example:	1. Past tense		The floor was swept.
	2. Present Tense		The floor is swept every day.
	3. Present Continuous		The floor is being swept
	4. Present Perfect		The floor has been swept.
	5. Future		The floor will be swept.

TIME WORDS

Verbs are also time words. They tell us when an action takes place, e.g. *past, present, future* or *no particular time*.

TENSE

Tenses are used to show whether the *timing* of an action is on-going, partly completed, fully completed, not started yet or not particularly fixed.

FULLY COMPLETED : Past tense, Past perfect

PARTLY COMPLETED: Present Perfect

ON-GOING : Present, Past and Future continuous (or progressive)

NOT FIXED : Present tense

NOT STARTED : Future time

[PRESENT TENSE]

No particular time

The present tense is used for:

- THINGS THAT NEVER CHANGE He works in Tokyo.
- HOW PEOPLE FEEL I am angry.
- ACTIONS THAT HAPPEN FROM TIME TO TIME They play football every week.
- WHAT PEOPLE LOOK LIKE She is tall and thin.

[PAST TENSE]

Fully completed past actions

The past tense is used for an action that happened in the past. The action is *completed*. You usually add **ed** to the verb.

Example: walked, shouted, washed.

These are called *regular verbs*. However, you cannot add **ed** to some verbs. You have to change their spelling. These are called *irregular verbs*.

Example: buy – bought eat – ate give – gave

[PAST PERFECT]

Partly completed actions

The past perfect is used for completed actions that happened *before* a certain other action in the past.

Example: He felt cold. He *had forgotten* to bring his coat.

[PAST, PRESENT, AND FUTURE CONTINUOUS OR PROGRESSIVE]

These continuous tenses indicate an action that is on-going at a particular point in time. It has started but has not finished.

Example: It is raining.

I was shopping (when the earthquake happened).

Verba Transitif: Bentuk Pasif (lanjutan)

BAGAIMANA MEMBENTUK KALIMAT PASIF

	TO BE (kala apa saja)	+	PAST PARTICIPLE
Contoh:	1. Kala lampau		<i>The floor was swept.</i>
	2. Kala kini		<i>The floor is swept every day.</i>
	3. Kala kini kontinu		<i>The floor is being swept</i>
	4. Kala perfektum kini		<i>The floor has been swept.</i>
	5. Kala mendatang		<i>The floor will be swept.</i>

KATA PENUNJUK WAKTU

Verba juga merupakan kata yang dapat menunjukkan waktu. Verba memberi tahu kita kapan sebuah aksi terjadi, misalnya *di masa lalu, sekarang, masa depan*, atau *tidak ada waktu spesifik*.

KALA

Kala digunakan untuk memberi tahu kita apakah sebuah aksi tengah berjalan, hampir selesai, sudah selesai, belum dimulai atau tidak menunjukkan waktu yang pasti.

SUDAH SELESAI : Kala lampau, Kala lampau perfektum

SETENGAH SELESAI : Kala kini perfektum

SEDANG BERJALAN : Kala kini, lampau dan kala mendatang kontinu (atau progresif)

TIDAK PASTI : Kala kini

BELUM DIMULAI : Kala mendatang

[KALA KINI]

Tidak ada waktu spesifik

Kala kini digunakan untuk:

- HAL YANG TIDAK PERNAH BERUBAH *He works in Tokyo.*
- BAGAIMANA PERASAAN SESEORANG *I am angry.*
- AKSI YANG TERJADI DARI WAKTU KE WAKTU *They play football every week.*
- SEPERTI APA PENAMPILAN SESEORANG *She is tall and thin.*

[KALA LAMPAU]

Aksi di masa lalu yang sudah selesai dilakukan

Kala lampau digunakan untuk aksi yang terjadi di masa lalu. Aksi ini sudah selesai dilakukan. Biasanya tambahkan **ed** pada verbanya. **Contoh:** *walked, shouted, washed.*

Verba ini disebut verba beraturan/*regular*. Walaupun begitu tidak semua verba dapat ditambahkan **ed**. Ada verba yang Anda harus ganti ejaannya. Verba ini disebut dengan verba tidak beraturan/*irregular*.

Contoh: *buy – bought eat – ate give – gave*

[KALA PLUPERFEKTUM]

Aksi yang baru terpenuhi setengahnya

Kala lampau perfektum digunakan untuk aksi yang sudah dilakukan dan terjadi *sebelum* aksi lainnya terjadi di masa lalu.

Contoh: *He felt cold. He had forgotten to bring his coat.*

[KALA LAMPAU, KINI DAN MENDATANG KONTINU ATAU PROGRESIF]

Kata kontinu mengindikasikan bahwa aksi ini sedang dilakukan pada satu titik. Aksinya sudah berjalan namun belum selesai.

Contoh: *It is raining.*

I was shopping (when the earthquake happened).

Tenses: Future Time (continued)

[FUTURE TIME]

Actions not yet started

We use different ways to indicate an action that will happen in the future, e.g. tomorrow, next week.

1. WILL or SHALL (making a prediction/ expressing willingness)

Example: He will win.
I'll help you.

2. PRESENT TENSE (for fixed times and dates)

Example: My train leaves at 6 a.m.

3. PRESENT CONTINUOUS (for future plans and arrangements)

Example: I'm meeting John at lunch time.

4. GOING TO (for expressing intention or expectation)

Example: I'm going to kill you.
It is going to rain.

NO TIME!

If time is expressed in one verb already, the next verb may not need to express time—so the *infinitive* form will be used.

Example: He went (past time) to *meet* his mother.

[THE INFINITIVE]

The infinitive is the basic form of the verb. Usually it is used with the word **to** after certain verbs like *want, like, try, ask* and *decide*.

Example: I want to go.

Sometimes, there is no **to**, especially after modal verbs. See **8. Auxiliary Verbs**.

Example: You must go.

THE CONDITIONAL

Sometimes we use different tenses to show different *degrees of certainty*. There are three common conditionals:

CONDITIONAL A	CONDITIONAL B	CONDITIONAL C
<p>If + Present Tense + will.</p> <p>This is used when you are quite sure that something will happen.</p> <p>Example: If I catch the thief, he will go to jail.</p>	<p>If + Subjunctive* + would, should, etc.</p> <p>This is used when you are quite sure that something will NOT happen.</p> <p>Example: If we were clever, we would catch the thief (but we are not clever, so we will probably NOT find the thief). (*It looks like the past tense.)</p>	<p>If + Past Perfect Tense + would have, should have, etc.</p> <p>This is used to show that something did NOT happen.</p> <p>Example: If we had stayed awake, we would have seen the tiger (but we definitely did not stay awake so we did NOT see the tiger).</p>

Tenses: Kala Nanti (lanjutan)

[KALA MENDATANG]

Aksi belum terjadi

Jika menggunakan cara yang berbeda untuk mengindikasikan aksi yang akan terjadi di masa depan, misalnya: besok, minggu depan.

1. **WILL** atau **SHALL** (membuat prediksi/ menunjukkan keinginan)

Contoh: *He will win.*
I'll help you.

2. **KALA KINI** (untuk waktu dan jam yang sudah pasti)

Contoh: *My train leaves at 6 a.m.*

3. **KALA KINI KONTINU** (untuk rencana masa depan dan persiapan)

Contoh: *I'm meeting John at lunch time.*

4. **GOING TO** (untuk menunjukkan maksud/ harapan)

Contoh: *I'm going to kill you.*
It is going to rain.

TIDAK ADA PENANDA WAKTU!

Jika waktu sudah ditunjukkan di dalam satu verba, maka verba selanjutnya kadang tidak perlu menunjukkan waktu—jadi bentuk *infinitif* yang akan dipakai.

Contoh: *He went (sudah dilakukan) to **meet** his mother.*

[INFINITIF]

Infinitif adalah bentuk dasar dari verba. Biasanya digunakan dengan kata **to** setelah verba tertentu seperti *want, like, try, ask* dan *decide*.

Contoh: *I want to go.*

Terkadang, tidak terdapat **to**, terutama setelah verba modal. Lihat **8. Verba Bantu**.

Contoh: *You must go.*

PENGANDAIAAN

Terkadang kita menggunakan kala yang berbeda untuk menunjukkan *derajat kepastian*. Terdapat tiga jenis pengandaian:

PENGANDAIAAN A	PENGANDAIAAN B	PENGANDAIAAN C
<p>If + Present Tense + will.</p> <p>Ini digunakan ketika anda cukup yakin bahwa sesuatu akan terjadi.</p> <p>Contoh: <i>If I catch the thief, he will go to jail.</i></p>	<p>If + Subjunctive* + would, should, dan lain-lain.</p> <p>Ini digunakan ketika anda cukup yakin bahwa sesuatu TIDAK AKAN terjadi.</p> <p>Contoh: <i>If we were clever, we would catch the thief (but we are not clever, so we will probably NOT find the thief).</i> (*Bentuknya terlihat seperti kala lampau)</p>	<p>If + Past Perfect Tense + would have, should have, dan lain-lain.</p> <p>Ini digunakan untuk menunjukkan bahwa sesuatu di masa lampau TIDAK terjadi.</p> <p>Contoh: <i>If we had stayed awake, we would have seen the tiger (but we definitely did not stay awake so we did NOT see the tiger)</i></p>

Auxiliary Verbs

There are MAIN verbs and there are AUXILIARY verbs. The *main verb* is the most important verb in the sentence. An auxiliary verb is a kind of “helping” verb—it supports the *main verb* in order to:

- help with the *grammatical* organization.
- help by adding *new meaning*.

THERE ARE TWO KINDS OF AUXILIARY VERB

PRIMARY AUXILIARY VERBS

These verbs help out with the GRAMMAR.
These are three: *do, have, be*.

TENSES

The verbs *have* and *be* help to form tenses and the passive.

Example:

Present Perfect : I *have* found it.

Passive : It *was* broken.

Present Continuous: I *am* coming.

QUESTIONS

They are used to form questions.

Example:

DO : Does he know her?

What do you want?

BE : Is she a dancer?

What is her name?

HAVE: Have you got a cigarette?

Where have you been?

NEGATIVES

They are used to form negatives.

Example:

DO : I don't like him.

BE : He isn't very nice.

HAVE: I haven't seen him.



MODAL AUXILIARY VERBS

These verbs bring added meaning of *possibility, ability, permission, obligation*, etc.

can	could	dare
may	might	must
shall	should	need
will	would	ought to
		used to

NOTE

Modals do not have **-s** forms, **-ing** forms or **-ed** participles.

• MUST

Used to force somebody to do something.

Example: You must brush your teeth.

• SHOULD

Used to give advice or when you expect something soon.

Example: You should go to the doctor.
He should arrive soon.

• OUGHT TO

Should (advice).

• CAN

Used to show ability and what is possible, and ask for or give permission.

Example: I can swim.
Smoking can be dangerous.
Can I go now?

• MAY

Used permission and what is possible (in the future).

Example: You may go now.
It may rain tomorrow.

• WOULD

Used to ask a favour, give an invitation, make an offer.

Example: Would you help me?
Would you like to go to a movie?
Would you like a drink?

Verba Bantu

Dalam Bahasa Inggris, ada verba UTAMA dan ada juga verba BANTU. Verba Utama adalah verba yang paling penting dalam kalimat. Verba Bantu adalah kata kerja yang berfungsi untuk "membantu" – verba ini mendukung verba utama untuk:

- membantu menyusun *tatanan* kata.
- membantu menambahkan *arti baru*.

ADA DUA JENIS VERBA BANTU

VERBA BANTU UTAMA

Verba ini membantu TATANAN BAHASA.
Ada tiga jenis: *do, have, be*.

KALA

Verba *have* dan *be* membantu membentuk kala dan kalimat pasif.

Contoh:

Kini perfektum : I **have** found it.

Pasif : It **was** broken.

Kini Kontinu : I **am** coming.

PERTANYAAN

Verba bantu digunakan untuk membentuk kalimat tanya.

Contoh:

DO : Does he know her?
What do you want?

BE : Is she a dancer?
What is her name?

HAVE : Have you got a cigarette?
Where have you been?

KALIMAT NEGATIF

Verba bantu digunakan untuk membentuk kalimat negatif.

Contoh:

DO : I don't like him.

BE : He isn't very nice.

HAVE : I haven't seen him.



VERBA BANTU MODAL

Verba ini memberi arti tambahan untuk kalimat yang bersisi tentang kemungkinan, kemampuan, izin, tanggung jawab, dll.

<i>can</i>	<i>could</i>	<i>dare</i>
<i>may</i>	<i>might</i>	<i>must</i>
<i>shall</i>	<i>should</i>	<i>need</i>
<i>will</i>	<i>would</i>	<i>ought to</i>
		<i>used to</i>

CATATAN

Verba Bantu Modal tidak memiliki bentuk **-s, -ing** atau akhiran **-ed**.

• MUST

Digunakan untuk memaksa seseorang untuk melakukan sesuatu.

Contoh: You **must** brush your teeth.

• SHOULD

Digunakan untuk memberikan anjuran atau ketika Anda mengharapkan sesuatu untuk terjadi dengan segera.

Contoh: You **should** go to the doctor.
He **should** arrive soon.

• OUGHT TO

Should (anjuran).

• CAN

Digunakan untuk menunjukkan kemampuan dan apa yang mungkin, dan meminta atau memberi ijin.

Contoh: I **can** swim.
Smoking can be dangerous.
Can I go now?

• MAY

Digunakan untuk meminta atau memberi izin dan menyatakan sesuatu yang mungkin terjadi (di masa depan).

Contoh: You **may** go now.
It **may** rain tomorrow.

• WOULD

Digunakan untuk meminta bantuan, mengundang seseorang, membuat tawaran.

Contoh: *Would you help me?*
Would you like to go to a movie?
Would you like a drink?

Adverbs

Adverbs tell us *more* about the verb. They tell us:

- HOW to do something.
- WHERE we do something.
- WHEN something happens.
- HOW OFTEN we do something.



[THERE ARE FIVE KINDS OF ADVERBS]

ADVERBS OF MANNER

Adverbs of manner are used to show HOW we do something. Often, these words end with **-ly**.

Example: loudly, quietly, quickly.

NOTE easy – easily
heavy – heavily
happy – happily

NOTE These four adverbs of manner do not end with **-ly**: *fast, well, hard, straight*.
Example: He played well.

ADVERBS OF TIME

Adverbs of time are used to show WHEN we do something. They are words like: *soon, now, still, yet, then, when*.

Sometimes, they are phrases like: *every day, in the afternoon, on Saturdays*.

Example: Now what are we going to do?

He'll be here soon.

ADVERBS OF FREQUENCY

Adverbs of frequency are used to show HOW MANY TIMES we do something. They are words like: *always, usually, seldom, sometimes, often, never*.

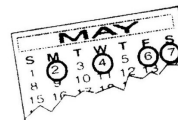
Look at these calendars. They will help you to understand these words.



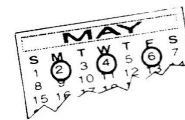
always (7x)



usually (6x)



often (4x)



sometimes (3x)
seldom (2x)
never (0x)

Example: I always have cereal for breakfast.
I usually go to the club after work.

ADVERBS OF PLACE

Adverbs of place are used to show WHERE we can find people or things. They are words like: *nearby, upstairs, everywhere, somewhere, anywhere, here*. Sometimes, they are phrases like: *on the left, over there, in the library*.

ADVERBS OF DEGREE

Adverbs of degree usually tell us more about *adjectives*.

Example: If someone is good, an adverb of degree tells us *how good*.

He can be *very good* or *quite good* or *fairly good*.

They are words like:

very quite rather fairly so almost nearly slightly
just too extremely entirely

Adverbia (Kata Keterangan)

Adverbia *menjelaskan* tentang verba. Adverbia menjelaskan tentang:

- BAGAIMANA kita melakukan suatu pekerjaan
- DI MANA kita melakukan sesuatu
- KAPAN sesuatu terjadi
- SEBERAPA SERING kita melakukan sesuatu.



[TERDAPAT LIMA JENIS ADVERBIA]

ADVERBIA CARA

Adverbia cara digunakan untuk memperlihatkan BAGAIMANA kita melakukan sesuatu. Biasanya kata ini berakhiran **-ly**.

Contoh: loudly, quietly, quickly.

CATATAN easy – easily
heavy – heavily
happy – happily

CATATAN Empat kata keterangan berikut tidak memiliki akhiran **-ly**: fast, well, hard, straight.
Contoh: He played well.

ADVERBIA WAKTU

Adverbia waktu digunakan untuk menunjukkan KAPAN kita melakukan sesuatu. Adverbia waktu seperti: soon, now, still, yet, then, when. Kadang adverbia waktu berbentuk frase seperti: every day, in the afternoon, on Saturdays.

Contoh: Now what are we going to do?
He'll be here soon.

ADVERBIA FREKUENSI

Adverbia frekuensi digunakan untuk menunjukkan SEBERAPA BANYAK kita melakukan sesuatu. Kata-kata yang digunakan seperti: always, usually, seldom, sometimes, often, never.

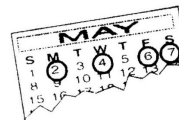
Lihatlah kalender di bawah ini. Kalender ini akan membantu anda untuk memahami adverbia frekuensi.



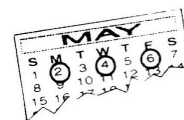
always (7x)



usually (6x)



often (4x)



sometimes (3x)
seldom (2x)
never (0x)

Contoh: I **always** have cereal for breakfast.
I **usually** go to the club after work.

ADVERBIA TEMPAT

Adverbia tempat digunakan untuk menunjukkan DI MANA kita dapat mencari orang atau benda. Kata-katanya seperti: nearby, upstairs, everywhere, somewhere, anywhere, here. Adverbia tempat terkadang juga memakai frase seperti: on the left, over there, in the library.

ADVERBIA DERAJAT

Adverbia derajat biasanya memberikan penjelasan mengenai ajektiva.

Contoh: Jika seseorang baik, adverbia derajat menjelaskan seberapa baik.
Orang tersebut bisa: **very good** atau **quite good** atau **fairly good**.

Berikut adalah kata-kata yang digunakan:

very quite rather fairly so almost nearly slightly
just too extremely entirely

10

Prepositions

Prepositions tell us:

- WHERE something or someone *is*.
- WHERE something or someone *is going*.
- WHEN something happens.

[THERE ARE THREE KINDS OF PREPOSITION]

PREPOSITION OF PLACE

We use preposition of place to show WHERE something or someone is.

They are words like:

in on at near behind under between opposite next to

[AT]

Use *at* with public places and buildings.

Example:

He's *at* the station.

She's *at* home.

[IN]

Use *in* when the place is an area or district, region, town, city.

Example:

He's *in* New York.

I enjoyed my holiday *in* France.

[ON]

Use *on* when you talk about the surface or top of a place.

Example:

The cat is sitting *on* the wall.

Your keys are *on* the table.

You can also use *in* for people or things inside a building or room.

Example:

They are *in* the kitchen.

They are *in* the restaurant.

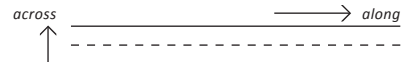
PREPOSITION OF MOTION

We use preposition of motion to show WHERE something or someone is going to or coming from. They are words like:

around, along, across, towards, to, from, out of, into.

Example: They cycled *along* the path.

He walked *across* the road.



PREPOSITION OF TIME

We use preposition of time to show WHEN something happens. They are words like: *on, at, in, before, during, after, for, since, until.*

[ON]

Use *on* with days.

on Mondays (every Monday)

on Monday

e.g. I'll see you *on* Monday.

[AT]

Use *at* with times.

at six o'clock

at three thirty

[IN]

Use *in* with months.

in January

in February

in March

FOR AND SINCE

[FOR]

Use *for* when talking about a certain amount of time between two points in time,

e.g. 1st point: 4.45 p.m., 2nd point: 5.00 p.m.

Example:

I have been waiting *for* 15 minutes.

[SINCE]

Use *since* when talking about a certain amount of time that starts at a definite time, e.g. 4.45 p.m.

Example:

I have been waiting *since* 4.45.

Preposisi (Kata Depan)

Preposisi (kata depan) menjelaskan:

- DI MANA sesuatu atau seseorang *berada*.
- KE MANA sesuatu atau seseorang *pergi*.
- KAPAN sesuatu terjadi.

[TERDAPAT TIGA JENIS PREPOSISI]

PREPOSISI TEMPAT

Kita menggunakan preposisi tempat untuk menunjukkan DI MANA seseorang atau sesuatu berada.

Kata-kata yang dipakai adalah:

in on at near behind under between opposite next to

[AT]

Gunakan *at* untuk tempat umum dan gedung.

Contoh:

He's at the station.

She's at home.

[IN]

Gunakan *in* ketika tempatnya berupa area atau distrik, daerah, kota.

Contoh:

He's in New York.

I enjoyed my holiday in France.

Anda juga dapat menggunakan *in* untuk orang atau benda yang berada di dalam gedung atau ruangan.

Contoh:

They are in the kitchen.

They are in the restaurant.

[ON]

Gunakan *on* ketika Anda berbicara tentang permukaan atau bagian atas suatu tempat.

Contoh:

The cat is sitting on the wall.

Your keys are on the table.

PREPOSISI BERGERAK

Kita menggunakan preposisi bergerak/*motion* untuk menunjukkan DI MANA sesuatu atau seseorang akan pergi atau datang. Kata-kata yang digunakan seperti: *around, along, across, towards, to, from, out of, into*.

Contoh: *They cycled along the path.*

He walked across the road.



PREPOSISI WAKTU

Kita menggunakan preposisi waktu untuk menunjukkan KAPAN sesuatu akan terjadi. Kata-kata yang digunakan adalah: *on, at, in, before, during, after, for, since, until*.

[ON]

Gunakan *on* untuk nama hari.

on *Mondays (every Monday)*

on *Monday*

Contoh: *I'll see you on Monday.*

[AT]

Gunakan *at* untuk waktu.

at *six o'clock*

at *three thirty*

[IN]

Gunakan *in* untuk bulan.

in *January*

in *February*

in *March*

FOR DAN SINCE

[FOR] Selama

Gunakan *for* ketika Anda berbicara tentang sejumlah waktu di antara dua titik waktu, misalnya titik pertama: 4.45 p.m., titik kedua: 5.00 p.m.

Contoh:

I have been waiting for 15 minutes.

[SINCE] Sejak

Gunakan *since* ketika berbicara tentang waktu yang dimulai pada waktu tertentu, misalnya: 4.45 p.m.

Contoh:

I have been waiting since 4.45.

Conjunctions

Conjunctions are joining words. They join two sentences or ideas together. They are words like:

and but so or because therefore either...or as...as if since although

JOINING SENTENCES

- **The sentences can be main sentence or clauses.**

Example: Mrs. Jones likes gold watches. (MAIN)

Mrs. Jones likes diamond jewellery. (MAIN)

The two sentences can be joined together with *and* to make one longer sentence.

Mrs. Jones likes gold watches *and* diamond jewellery.

- **One sentence can be the main sentence/ clause and the other sentence can be the subordinate sentence/ clause.**

Example: Mrs. Jones likes gold watches. (MAIN)

They are expensive. (SUBORDINATE)

Mrs. Jones likes gold watches *although* they are expensive.

MEANINGS

Conjunctions express different meanings in sentences.

- A. ADDITION and

Example: He went to the shops *and* bought some things.

- B. CONTRAST but, yet, nevertheless, still, however

Example: He is tall *but* he is not handsome.

- C. CHOICE or, either...or, neither...or

Example: He is *either* in the library *or* at home.

- D. REASON as, because, since

Example: He became ill *because* he didn't eat properly.

- E. RESULT so, therefore, for

Example: I felt tired *so* I went straight to bed.

APPENDIX ON IRREGULAR VERBS

Some of the commonest and most useful English verbs are irregular e.g. the verb *to be* has simple past *was* and past participle *been*. The past participle is used for the passive and perfect tenses. It is necessary to learn the irregular forms. Here are just a few irregular forms.

[VERB]	[SIMPLE PAST]	[PAST PARTICIPLE]
be	was	been
do	did	done
get	got	got
go	went	gone
have	had	had
let	let	let
make	made	made
say	said	said
see	saw	seen
take	took	taken

Konjungsi (Kata Sambung)

Konjungsi adalah kata penggabung. Kata ini menggabungkan dua kalimat atau ide. Kata-kata yang biasa dipakai adalah:

and but so or because therefore either...or as...as if since although

MENGGABUNGKAN KALIMAT

- **Kalimat-kalimat itu bisa merupakan kalimat atau klausa INDUK.**

Contoh: *Mrs. Jones likes gold watches.* (KALIMAT INDUK)

Mrs. Jones likes diamond jewellery. (KALIMAT INDUK)

Dua kalimat tersebut dapat digabungkan dengan kata *and* untuk membuat kalimat yang lebih panjang.

Mrs. Jones likes gold watches and diamond jewellery.

- **Satu kalimat menjadi kalimat/ klausa induk dan kalimat lainnya menjadi anak kalimat/ klausa.**

Contoh: *Mrs. Jones likes gold watches.* (KALIMAT INDUK)

They are expensive. (ANAK KALIMAT)

*Mrs. Jones likes gold watches **although** they are expensive.*

ARTI

Konjungsi memperlihatkan perbedaan arti dalam kalimat.

- A. PENAMBAHAN *and*
Contoh: He went to the shops **and** bought some things.
- B. PERBEDAAN *but, yet, nevertheless, still, however*
Contoh: He is tall **but** he is not handsome.
- C. PILIHAN *or, either...or, neither...or*
Contoh: He is **either** in the library *or* at home.
- D. ALASAN *as, because, since*
Contoh: He became ill **because** he didn't eat properly.
- E. HASIL *so, therefore, for*
Contoh: I felt tired **so** I went straight to bed.

DAFTAR VERBA TAK BERATURAN

Verba dalam bahasa Inggris yang paling umum dan paling sering digunakan adalah verba tidak beraturan, misalnya verba *to be* yang memiliki bentuk lampau *was* dan bentuk verba bentuk ketiga *been*. Bentuk verba ketiga digunakan untuk kalimat pasif dan kala-kala perfektum. Mempelajari bentuk verba tidak beraturan sangat penting. Berikut ini adalah beberapa bentuk verba tidak beraturan.

[VERBA]	[BENTUK KEDUA]	[BENTUK KETIGA]
<i>be</i>	<i>was</i>	<i>been</i>
<i>do</i>	<i>did</i>	<i>done</i>
<i>get</i>	<i>got</i>	<i>got</i>
<i>go</i>	<i>went</i>	<i>gone</i>
<i>have</i>	<i>had</i>	<i>had</i>
<i>let</i>	<i>let</i>	<i>let</i>
<i>make</i>	<i>made</i>	<i>made</i>
<i>say</i>	<i>said</i>	<i>said</i>
<i>see</i>	<i>saw</i>	<i>seen</i>
<i>take</i>	<i>took</i>	<i>taken</i>

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Office of English Language Programs
<http://englishprograms.state.gov>

English Teaching FORUM Magazine online
<http://forum.state.gov>

Online English Language Center Project
<http://oelp.uoregon.edu>

Engaging the World
<http://www.america.gov>

American Indonesian Exchange Foundation (AMINEF)
<http://www.aminef.or.id>

The Indonesian International Education Foundation
<http://www.iief.or.id>

VOA Special English
<http://www.voanews.com/learningenglish>

Resources for Educational Excellence - FREE
<http://www.free.ed.gov>

ERIC - Education Resources Information Center
<http://www.eric.ed.gov>

The Partnership for 21st Century Skills
<http://www.p21.org>

TESOL - Teachers of English to Speakers of Other Languages
<http://www.tesol.org>

Educational Testing Service
<http://www.ets.org>

ASCD - Educational Leadership
<http://ascd.org>

