



NICK BRIEGER & BOB DIGNEN

*DOWN TO BUSINESS*

*MARI BERBISNIS*

**GRAMMAR  
FOR  
INTERNATIONAL BUSINESS**

*ENGLISH*

*BAHASA INDONESIA*

**TATA BAHASA  
UNTUK  
BISNIS INTERNASIONAL**



# Contents

## Daftar Isi

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<b>1</b>	<b>Present Tenses</b> Kala Kini	2
<b>2</b>	<b>Present Tenses - Past Time</b> Kala Lampau	4
<b>3</b>	<b>Future Reference</b> Acuan Di Kemudian Hari	6
<b>4</b>	<b>If... If... If...</b> Jika...Jika...Jika...	8
<b>5</b>	<b>Modal Verbs</b> Verba Modalitas	10
<b>6</b>	<b>Verbs: -Ing/ Infinitive</b> Verba: <i>-ing/ Infinitif</i>	12
<b>7</b>	<b>Prepositions</b> Preposisi/ Kata Depan	14
<b>8</b>	<b>Asking Questions</b> Mengajukan Pertanyaan	16
<b>9</b>	<b>Adjectives</b> Ajektiva/ Kata Sifat	18
<b>10</b>	<b>Adverbs</b> Adverbia/ Kata Keterangan	20
<b>11</b>	<b>Passive - The Right Focus</b> Bentuk Pasif – Fokus Yang Tepat	22
<b>12</b>	<b>Prepositional &amp; Phrasal Verbs</b> Verba Prepositional & Frase Kata Kerja	24
<b>13</b>	<b>Nouns</b> Nomina/ Kata Benda	26
<b>14</b>	<b>Determiners (A, The, Some, Each...)</b> Determinator/ Kata Penentu (Sebuah, Tersebut, Beberapa, Setiap...)	28

# 1

## Present Tenses

### PRESENT SIMPLE

#### 1. Talking about general facts.

Q: Where do you live?  
A: I live in New York.

#### 2. Talking about routines.

Q: How often do you play golf?  
A: I play golf once a week.

#### 3. Talking about timetables.

Q: When does your plane leave?  
A: My plane leaves at 12.45

#### 4. Talking about wants/ needs/ likes.

Q: Do you want a receipt?  
A: Yes, thanks.

#### Some verbs are used mainly in the present simple

believe – cost – own – belong – know – mean –  
prefer – understand

#### Useful question

What do you do?	I'm a production manager.
Who do you work for?	I work for Macrohard.
Do you do any sport?	Yes, I play a little golf.
How much does a ticket cost?	It costs around \$400.
How long does it take to get to Paris?	It takes around three hours.

### PRESENT CONTINUOUS

#### 1. Talking about now

Q: What are you working on at the moment?  
A: Right now I'm working on a new project.



#### 2. Talking about fixed future plans, e.g. meetings/ travel arrangements.

Q: When are you leaving?  
A: I'm leaving Boston on Friday.



#### Grammar

I'm (not) leaving.      You're/ we're/ they're not leaving.  
He/ She/ It's (not) leaving.      Am I/ Are you/ Is she leaving?

#### It's different!

I work for ABM.	= You are an employee of ABM.
I'm working for ABM.	= It is a temporary situation. You work freelance.

I'm leaving Boston today.	= Everything is arranged. You have your ticket.
I'll fly to Boston tomorrow.	= You just decided to go. Nothing is arranged.

When speaking, use short forms: don't/ doesn't.



#### Grammar

- I/ you/ we/ they work.  
He/ she/ it works.
- I/ you/ we/ they don't work.  
He/ she/ it doesn't work.
- Do I/ you/ we/ they work?  
Does he/ she/ it work?

#### How often?

always	half yearly
often	monthly
sometimes	daily
hardly ever	every year
never	twice a week
yearly	once a month
quarterly	three times a day
weekly	

When speaking, use short forms:

I'm, you're, she's. he's. we're, they're.

#### Now

at the moment  
at present  
presently (US)  
currently  
for the moment  
actually

## KALA KINI SEDERHANA

## 1. Berbicara mengenai fakta umum.

Q: Di mana Anda tinggal?

A: Saya tinggal di New York.

## 2. Berbicara mengenai rutinitas.

Q: Seberapa sering Anda bermain golf?

A: Saya bermain golf seminggu sekali.

## 3. Berbicara mengenai jadwal kegiatan.

Q: Kapan pesawat Anda akan berangkat?

A: Pesawat saya berangkat pukul 12.45

## 4. Berbicara mengenai keinginan/ kebutuhan/ kesukaan.

Q: Anda ingin tanda terima?

A: Ya, terima kasih.

Beberapa kata kerja lebih sering dipakai pada kala kini sederhana percaya – berharga – memiliki – kepunyaan – tahu – arti – lebih suka - mengerti

## Pertanyaan yang berguna

Apa pekerjaan Anda?

Saya seorang manajer produksi.

Anda bekerja untuk siapa?

Saya bekerja untuk Macrohard.

Anda berolahraga?

Ya, saya bermain golf sedikit.

Berapa harga tiketnya?

Harganya sekitar \$400.

Berapa lama untuk sampai ke Paris? Sekitar 3 jam.

## KALA KINI PROGRESIF

## 1. Berbicara mengenai sekarang.

Q: Apa yang sedang Anda kerjakan saat ini?

A: Sekarang, saya sedang mengerjakan proyek baru.



## 2. Berbicara mengenai rencana masa depan yang sudah pasti, misalnya rapat/ rencana perjalanan.

Q: Kapan Anda pergi?

A: Saya akan pergi ke Boston hari Jumat.



## Tata Bahasa

Saya (tidak) akan pergi.

Kamu/ kita/ mereka tidak akan pergi.

Dia (tidak) akan pergi.

Apakah saya/ kamu/ dia akan pergi?

## Ini berbeda!

Saya bekerja untuk ABM.

= Anda adalah pegawai ABM.

Saya sedang bekerja untuk ABM.

= Situasi sementara. Anda bekerja secara lepas.

Saya akan pergi ke Boston hari ini.

= Semua sudah diatur. Anda sudah punya tiketnya.

Saya akan pergi ke Boston besok.

= Anda baru saja memutuskan untuk pergi. Belum ada yang diatur.

Ketika berbicara gunakan bentuk pendek: *don't/ doesn't*.



## Tata Bahasa

- Saya/ kamu/ kita/ mereka *work*.  
Dia (pria)/ dia (wanita)/ dia (benda) *works*.
- Saya/ kamu/ kita/ mereka *don't work*.  
Dia (pria)/ dia (wanita)/ dia (benda) *doesn't work*.
- *Do* saya/ kamu/ kita/ mereka *work*?  
*Does* dia (pria)/ dia (wanita)/ dia (benda) *work*?

## Seberapa sering?

selalu	setengah tahunan
sering	bulanan
terkadang	harian
hampir tidak pernah	setiap tahun
tidak pernah	dua kali seminggu
tahunan	sekali sebulan
triwulan	tiga kali sehari
mingguan	

Ketika berbicara gunakan bentuk pendek: *I'm, you're, she's, he's, we're, they're*.

## Sekarang

saat ini  
sekarang  
sekarang ini [US]  
yang sekarang  
pada saat ini  
~~sebenarnya~~

## Past Tenses – Past Time

### PAST SIMPLE

#### 1. Talking about the past - often with time stated

Q: When did you arrive?

A: I arrived yesterday evening.

#### Common mistakes

What ~~have you done~~ last night? = What did you do...?

Did you ~~went~~ to the US last year? = Did you go...?

I ~~didn't had~~ any problems. = I didn't have...

#### 2. Social questions - small talk with a visitor

How was your trip?

When did you arrive?

Did you have any delays?

Were there any problems?

What did you do last night?

Did you have any problems finding us?

### PRESENT PERFECT SIMPLE

#### 1. Talking about unfinished actions

Q: How long have you worked for Macrohard?

A: I've worked for Macrohard for ten years. (I **still** work there)  
[ IMPORTANT NOTE ]

The present perfect continuous with **since** or **for**:

Q: How long have you been working for Macrohard?

A: I've been working for Macrohard for ten years.

#### 2. Talking about developments/ news

Q: Have you finished the report yet?

A: Yes, I have. In fact, I've just finished it.

#### 3. Talking about general experience, no time stated

Q: Have you (ever) been to Japan?

A: Yes, I have.

Q: Really? Where did you go?

After a "yes" answer, continue with past simple questions!

#### Grammar

I/ you/ we/ they have worked. But he/ she/ it has worked.

I/ you/ we/ they haven't worked. But he/ she/ it hasn't worked.

Have I/ you/ we/ they worked? But has he/ she/ it worked?

#### Grammar

- Positive sentences  
For regular verbs = verb + -ed
- Learn irregular verb forms!
- Negatives = didn't + verb
- Questions = did + verb

#### Expressions with past simple

Yesterday A year ago

At the weekend Last night

In the morning On Tuesday



#### Since 10 years.

- Since = start point.  
Since 1990.  
Since January.  
Since Monday.
- For = duration.  
For ten years.  
For a month.  
For a week.



#### Recently/ lately

yet (US + past simple)

already (US + past simple)

Learn key irregular verbs by heart!

When speaking, use short forms:  
I've, you've, she's, he's.  
it's, we've, they've.



## Kala Lampau – Waktu Lampau

### LAMPAU SEDERHANA

#### 1. Berbicara mengenai masa lalu – sering kali waktunya jelas.

Q: Kapan kamu tiba?

A: Saya tiba kemarin pagi.

#### Kesalahan umum

Apa yang kamu lakukan semalam?

What ~~have you done~~ last night? = What did you do...?

Apakah kamu pergi ke Amerika tahun lalu?

Did you ~~went~~ to the US last year? = Did you go...?

Saya tidak punya masalah apapun.

I ~~didn't had~~ any problems. = I didn't have...

#### 2. Percakapan sosial – percakapan ringan dengan pengunjung.

Bagaimana perjalanan Anda?

Kapan Anda tiba?

Apakah Anda sempat tertunda?

Apakah ada masalah?

Apa yang Anda lakukan kemarin malam?

Apakah Anda kesulitan menemukan kami?

### KALA PERFECTUM KINI

#### 1. Berbicara mengenai tindakan yang belum selesai.

T: Berapa lama Anda bekerja untuk Macrohard?

J: Saya bekerja untuk Macrohard selama sepuluh tahun  
(Saya **masih** bekerja di sana)

[ CATATAN PENTING ]

Kala perfectum progresif dengan *since* atau *for*:

T: Berapa lama Anda telah bekerja untuk Macrohard?

J: Saya telah bekerja untuk Macrohard selama sepuluh tahun.

#### 2. Berbicara mengenai perkembangan/ berita.

T: Sudahkan kamu menyelesaikan laporannya?

J: Ya, sudah. Sebenarnya saya baru saja menyelesaikannya.

#### 3. Berbicara mengenai pengalaman umum, tidak ada pernyataan waktu.

T: Apakah Anda (pernah) pergi ke Jepang?

J: Ya, sudah.

T: Oh masa? Kapan Anda pergi?

Sesudah jawaban ya, lanjutkan dengan pertanyaan *past simple*!

#### Tata bahasa

Saya/ kamu/ kita/ mereka *have worked*.

Saya/ kamu/ kita/ mereka *haven't worked*.

*Have* saya/ kamu/ kita/ mereka *worked*?

Tetapi dia (pria)/ dia (perempuan)/ dia (benda) *has worked*.

Tetapi dia (pria)/ dia (perempuan)/ dia (benda) *hasn't worked*.

Tetapi *has* dia (pria)/ dia (perempuan)/ dia (benda) *worked*?

#### Tata bahasa

- Kalimat positif  
Untuk kata kerja beraturan = kata kerja + *-ed*
- Pelajari bentuk kata kerja tidak beraturan
- Negatif = *didn't* + kata kerja
- Pertanyaan = *did* + kata kerja

#### Keterangan waktu yang digunakan dengan lampau sederhana

Kemarin	Setahun yang lalu
Pada akhir minggu	Kemarin malam
Di pagi hari	Pada hari Selasa



#### Sejak 10 tahun.

- Sejak (*Since*) = saat dimulai.  
Sejak 1990.  
Sejak Januari.  
Sejak Senin.
- Selama (*for*) = durasi.  
Selama sepuluh tahun.  
Selama sebulan.  
Selama seminggu.



#### Recently/ lately (baru-baru ini/ akhir-akhir ini)

*yet* (US + lampau sederhana) (masih belum)  
*already* (US + lampau sederhana) (sudah)

Hafalkan kata kerja tidak beraturan!



## Future Reference

Doing business depends on accurate forecasting. Study the different ways below to talk about the future.

### 1. Timetables – present simple

Q: What time does the meeting start tomorrow?

A: The meeting starts at three o'clock, prompt!

[ ALSO – FUTURE CONTINUOUS ]

We use this form to talk especially about personal timetables.

Q: When will you be arriving?

A: I'll be arriving at around 11 o'clock.

### 2. Fixed plans – present continuous

Q: What are you doing tomorrow?

A: I'm flying to Rio in the morning.

### 3. Plans/ intentions – will/ going to

(Going to = if you're already decided)

Q: Any plans for tonight?

A: I'm going to plan my presentation.

(Will = if you've just decided)

Q: How can we solve this problem?

A: Don't worry. I'll call our technical department immediately.

### 4. Predictions will/ going to

(Going to = if you think something is going to happen soon)

Q: What do you think about our share price?

A: I'm sure it's going to improve in the next few days!

(Will = if you think something will happen at some point in the future)

Q: What do you think will happen about the takeover?

A: I think it will probably go ahead sometime next year.

### 5. Future possibility

We use different forms to express future certainty. The percentage below are only a general guide.

Will = 100% – This will/ won't create a problem.

Should = 80% – This should/ shouldn't create a problem.

Likely to = 80% – This is likely to/ unlikely to create a problem.

May = 40% – This may/ may not create a problem.

Might = 40% – This might/ might not create a problem.

Could = 40% – This could create a problem.

**Note:** Couldn't means not able to.

e.g. They couldn't come to the meeting.

### 6. Future facts – will

Some things in life are certain. We can use will to express these future facts.

- We **will** all die one day!

- My present computer **will** be out-of-date within six months.

#### Future verbs

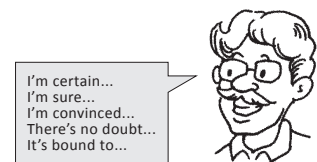
Forecast	Think
Expect	Hope
Anticipate	Believe
Predict	Foresee

#### Shall

- Offers  
Shall I book you a taxi?
- Proposals  
Shall we start?
- Formal texts



*Just about to = near future.*





## Acuan Di Kemudian Hari

Melakukan bisnis bergantung pada ramalan yang akurat.

Pelajari berbagai cara di bawah ini untuk berbicara mengenai masa depan.

### 1. Jadwal kegiatan – kala kini

T: Pukul berapa rapat akan mulai besok?

J: Rapat mulai pukul 3 tepat!

[JUGA – KALA MENDATANG PROGRESIF]

Kita juga menggunakan bentuk ini untuk berbicara khususnya tentang jadwal kegiatan pribadi.

T: Kapan kamu akan tiba?

J: Saya akan tiba sekitar jam 11.

### 2. Rencana pasti – kala progresif

T: Apa yang akan kamu lakukan besok?

J: Saya akan terbang ke Rio di pagi hari.

### 3. Rencana maksud – will/ going to

(*Going to* = jika kamu sudah memutuskan)

T: Ada rencana untuk malam ini?

J: Saya akan menyiapkan presentasi saya.

(*Will* = jika kamu baru saja memutuskan)

T: Bagaimana kita bisa memecahkan masalah ini?

J: Jangan khawatir. Akan saya panggil bagian teknisi kita segera.

### 4. Prediksi will/ going to

(*Going to* = jika Anda berfikir sesuatu akan segera terjadi)

T: Bagaimana menurut Anda mengenai harga saham kita?

J: Saya yakin harga saham kita akan segera membaik dalam beberapa hari ke depan!

(*Will* = jika Anda berfikir sesuatu akan terjadi di suatu saat di masa depan)

T: Menurut Anda apa yang akan terjadi dengan pengambilalihan itu?

J: Saya rasa akan terjadi juga suatu waktu di tahun depan.

### 5. Kemungkinan di masa depan

Kita menggunakan bentuk berbeda untuk mengekspresikan kepastian masa mendatang. Persentase di bawah ini hanya merupakan petunjuk umum.

*Will* = 100% – Ini akan/ tidak akan menimbulkan masalah.

*Should* = 80% – Ini seharusnya/ tidak seharusnya menimbulkan masalah.

*Likely to* = 80% – Ini sepertinya/ sepertinya tidak menimbulkan masalah.

*May* = 40% – Ini bisa/ tidak bisa menimbulkan masalah.

*Might* = 40% – Ini bisa jadi/ bisa jadi tidak menimbulkan masalah.

*Could* = 40% – Ini dapat/ tidak dapat menimbulkan masalah.

**Catatan:** *Couldn't* berarti tidak dapat.

Misalnya: Mereka tidak dapat menghadiri rapat.

### 6. Fakta masa mendatang – will

Ada beberapa hal dalam hidup yang pasti akan terjadi. Kita dapat menggunakan *will* untuk mengekspresikan fakta di masa mendatang ini.

- Kita semua **akan** mati suatu hari nanti!

- Komputer saya yang sekarang **akan** ketinggalan zaman dalam waktu enam bulan!

### Verba masa depan

Meramal	Berfikir
Mengharapkan	Berharap
Mengantisipasi	Percaya
Memprediksikan	Menduga

### Shall

1. Tawaran  
Dapatkah saya pesankan Anda taxi?
2. Usulan  
Bukankah sebaiknya kita mulai?
3. Text formal

Hai, Steve. Baru saja saya hendak menelepon Anda.



*Just about to* = dalam waktu dekat.

Saya pasti...  
Saya yakin...  
Saya percaya...  
Sudah pasti...  
Sepertinya akan...



## 4

## If... If... If...

In business, we need to connect actions and consequences. There are three main ways to do this using if.

I. If Clause	Main Clause
Present Simple	will/ can/ may + infinitive without to

You can use this form in many ways in business.

- To promise : If you deliver early, we'll pay you a bonus.
- To warn : If you don't deliver, we won't pay.
- To negotiate : If we agree to this, will you guarantee more orders?

For conversation, contract will = we'll, it'll, etc.

I. If Clause	Main Clause
Past Simple	would/ could/ might + infinitive without to

a. Wishing things were different!

- If I had more time, I could do all my work!
- If I didn't have so much work, I could relax more.
- If you had less work, would you be happy?

b. Considering possible options

- If we reduced our prices by 50%, we'd go out of business!
- If we didn't invest in training next year, it'd save a lot of money.
- If we asked Bob to take a 50% pay cut, do you think he would accept?

For conversation, contract would = they'd, it'd, we'd, etc.

## MEETINGS/ NEGOTIATIONS

You can use both I and II in meetings and negotiations.  
There is little difference between:

- I - If you lower your price by 10%, then we will sign the contract now.  
II - If you lowered your price by 10%, we would sign the contract now.

III. If Clause	Main Clause
Past Perfect (had + past participle)	would/ could/ might have + past participle

Analysing the past

- If we'd paid him more, he wouldn't have left the company.
- If we hadn't removed the bug, we'd have had network problems.
- If we'd offered better terms, would they have signed the contract?

For conversation, contract would have = we would've or we'd've, etc. Also, contract had = we'd, they's, it'd, etc.

## OTHER SITUATIONS

Describing processes If we don't receive a payment, we issue a reminder.

- Giving instructions If an alarm sounds, you must notify a supervisor.  
Advising If I were you, I would accept this offer.

**Style** - the use of were rather than was is often considered to be more correct in: "If I were you...", "If it were true..."

### Short answers

Yes, we will.  
No, we won't.

### A common mistake

If you ~~will~~ deliver,  
we will...

### Short answers

Yes, I would.  
No, I wouldn't.

### A common mistake

If you ~~would reduce~~ our  
price,...

↓  
reduce

### If – similar words

provided that  
providing  
on condition that  
as long as

### Short answers

Yes, they would.  
No, they wouldn't.

## Jika...Jika...Jika...

Di dunia bisnis, kita perlu mengaitkan tindakan dengan akibat. Ada tiga cara utama untuk melakukan ini dengan menggunakan *if*.

I. Klausula <i>If</i>	Klausula Induk
Kala kini	<i>will/ can/ may</i> + infinitif tanpa <i>to</i>

Anda bisa menggunakan bentuk ini dalam berbagai cara dalam bisnis.

- Menjanjikan : Jika Anda mengantarkan dengan lebih cepat, kami akan memberikan bonus.
- Mengingatkan : Jika Anda tidak mengantarkan, kami tidak akan membayar.
- Bernegosiasi : Jika kami setuju atas ini, apakah Anda akan menjamin lebih banyak pesanan?

Untuk percakapan, singkat *will* = *we'll, it'll*, dll.

II. Klausula <i>If</i>	Klausula Induk
Kala lampau	<i>would/ could/ might</i> + infinitive tanpa <i>to</i>

a. Berharap hal berbeda!

- Andai saja saya punya lebih banyak waktu, saya bisa melakukan semua pekerjaan saya!
- Seandainya saya tidak punya begitu banyak pekerjaan, saya bisa lebih santai.
- Seandainya Anda tidak terlalu banyak pekerjaan, apakah Anda akan senang?

b. Mempertimbangkan pilihan yang mungkin.

- Jika kita mengurangi harga sebanyak 50%, kita bisa bangkrut!
- Jika kita tidak berinvestasi pada pelatihan tahun depan, kita bisa menghemat/ banyak uang.
- Jika kita minta Bob untuk menerima pengurangan gaji 50%, kamu pikir dia akan menerima?

Untuk percakapan, singkat *would* = *they'd, we'd, it'd*, dll.

### RAPAT/ NEGOSIASI

Anda bisa menggunakan bentuk I maupun II dalam rapat dan negosiasi. Ada sedikit perbedaan antara:

- Jika Anda menurunkan harga 10%, kami pasti akan menandatangani kontraknya sekarang.
- Jika Anda menurunkan harga 10%, kami akan menandatangani kontraknya sekarang.

III. Klausula <i>If</i>	Klausula Utama
Pluperfektum [ <i>had</i> + kata kerja bentuk ketiga]	<i>would/ could/ might have</i> + kata kerja bentuk ketiga

Menganalisis masa lalu.

- Jika kita membayarnya lebih banyak waktu itu, dia mungkin tidak akan meninggalkan perusahaan.
- Jika kita tidak membasmi hama waktu itu, kita pasti sudah mengalami gangguan jaringan.
- Jika kita waktu itu menawarkan syarat yang lebih baik, akankah mereka sudah menandatangani kontrak tersebut?

Untuk percakapan, singkat *would have* = *we would've* atau *we'd've* dll.  
Juga, singkat *had* = *we'd, they'd, it'd* dll.

### SITUASI LAIN

- Menjelaskan proses : Jika tidak menerima pembayaran, kita akan mengeluarkan peringatan.
- Memberi instruksi : Jika alarm berbunyi, Anda harus memberi tahu pengawas.
- Menasihati : Seandainya saya adalah Anda, saya akan menerima tawaran ini.

**Gaya**  
Penggunaan *were* daripada *was* sering dipertimbangkan.  
Untuk lebih tepatnya: "*If I were you...*", "*If it were true...*".

**Jawaban singkat**

Ya, Saya akan.  
Tidak, Saya tidak akan.

**Kesalahan umum**

*If you ~~will~~ deliver,*  
*we will...*

**Jawaban singkat**

Ya, Saya akan senang.  
Tidak, Saya tidak akan senang.

**Kesalahan umum**

*If you ~~would~~ reduce our*  
*price,...*

↓  
*reduce*

***If* – serupa**

asal saja  
asalkan  
dengan kondisi  
asalkan

**Jawaban singkat**

Ya, mereka akan.  
Tidak, mereka tidak akan.

## Modal Verbs

Modal verbs are vital in business both socially and professionally.

		Meaning
Can	Can I use your phone? We can deliver on Friday. Can you confirm in writing, please? New software can create some problems.	Permission/ request Current ability Request General possibility
Could	Could I use your phone? In the past, we could deliver on Friday. Could you confirm in writing, please? This delay could create some problems. I could help you, if you want.	Permission/ request Past ability Request Future possibility Suggestion
May	May I use your phone? This delay may create some problems.	Permission Future possibility
Might	Might I use your phone? (very formal) She said the delay might create some problems.	Permission Future possibility
Shall	Shall I organize a taxi for you? Shall we have a short break? We shall deliver by 23 June 2010.	Offer Suggestion Written obligation
Should	You should notify me of any problems. If you go, you should see New York. We should be able to meet our target.	Obligation Recommendation Probability
Must	You must notify me of any problems. You mustn't smoke in the meeting room.	Strong obligation Prohibition
Needn't	You needn't make an appointment.	No necessity
Will	Will you confirm by letter, please? This delivery will create a problem. I'll confirm by letter.	Request Future Promise
Would	Would you confirm by letter, please? Would you like me to call a taxi for you? If we did this, it would cause a problem.	Request Offer Future speculation

Be careful! Some modal verbs have more than one meaning, share the same meaning in some situations, and can refer to present, future, and/ or past.

### GRAMMAR CHECK – HOW TO BUILD SENTENCES WITH MODAL VERBS

- Never use *to* before the main verb or add *-s* in the third person singular.
- Build questions by changing the word order:  
*You could* → *Could you?*
- Make negatives with *not* or *-n't*. Never use *don't* or *doesn't*.
- Won't* is common for will not. *Mighn't*, *mayn't*, and *shan't* are less used. *Cannot* is one word!

*Ought to* has the same meaning as *should*. It is typically used in positive sentences.



You ought to take a holiday. You look tired.

Verba modal sangat penting dalam dunia bisnis baik secara sosial maupun profesional.

		Arti
<i>Can</i>	Bisakah saya menggunakan telepon Anda? Kami dapat mengantarkan hari Jumat. Bisakah dikonfirmasi secara tertulis? Peranti lunak baru dapat menimbulkan masalah.	Izin/ Permohonan Kemampuan saat ini Permohonan Kemungkinan umum
<i>Could</i>	Bisakah saya menggunakan telepon Anda? Di masa lalu, kami bisa mengantarkan di hari Jumat. Bisakah dikonfirmasi secara tertulis? Penundaan ini bisa menimbulkan beberapa masalah. Saya bisa bantu, jika Anda mau.	Izin/ Permohonan Kemampuan masa lalu Permohonan Kemungkinan masa depan Saran
<i>May</i>	Bolehkan saya menggunakan telepon Anda? Penundaan ini bisa menimbulkan beberapa masalah.	Izin Kemungkinan masa depan
<i>Might</i>	Bisakah saya menggunakan telepon Anda? (sangat resmi) Dia bilang penundaan ini bisa menimbulkan beberapa masalah.	Izin Kemungkinan masa depan
<i>Shall</i>	Apakah sebaiknya saya pesankan taxi untuk Anda? Bagaimana jika kita jeda sejenak? Kami akan mengiriman paling akhir tanggal 23 Juni 2010.	Tawaran Saran Kewajiban tertulis
<i>Should</i>	Anda harus memberi tahu saya jika ada masalah. Jika Anda pergi, Anda sebaiknya melihat New York. Kita seharusnya bisa mencapai target kita.	Kewajiban Rekomendasi Kemungkinan
<i>Must</i>	Anda harus memberi tahu saya jika ada masalah. Kamu tidak boleh merokok di ruang rapat.	Kewajiban mutlak Larangan
<i>Needn't</i>	Anda tidak perlu membuat janji.	Tidak diperlukan
<i>Will</i>	Apakah Anda akan mengonfirmasi lewat surat? Pengiriman ini akan menimbulkan masalah. Saya akan konfirmasi lewat surat.	Permohonan Masa depan Janji
<i>Would</i>	Akankah Anda mengonfirmasi lewat surat? Apakah Anda ingin saya pesankan taxi? Jika kita melakukan ini, ini dapat menimbulkan masalah.	Permohonan Tawaran Spekulasi masa depan

Hati-hati! Beberapa verba modal memiliki lebih dari satu arti, memiliki arti yang sama dalam beberapa situasi dan bisa mengacu pada masa sekarang, masa mendatang dan/ atau masa lalu.

## PEMERIKSAAN TATA BAHASA – BAGAIMANA CARA MEMBUAT KALIMAT DENGAN VERBA MODAL

- Jangan pernah menggunakan *to* sebelum verba utama atau menambahkan *-s* pada bentuk orang ketiga tunggal.
- Susun kalimat tanya dengan mengubah urutan kata: *You could* → *Could you?*
- Bentuk kalimat negatif dengan *not* atau *-n't*. Jangan pernah menggunakan *don't* atau *doesn't*.
- Won't* adalah bentuk lain dari *will not*. *Mightn't*, *mayn't* dan *shan't* jarang digunakan. *Cannot* merupakan satu kata!

*Ought to* memiliki arti yang sama dengan *should*. Biasa digunakan dalam kalimat positif.



Kamu sebaiknya mengambil liburan. Kamu kelihatan lelah.

## Verbs: -ing/ Infinitive

Many mistakes when writing or speaking English are caused by incorrect use of verb + -ing/ infinitive. The most important verbs are below.

### 1. Verbs + -ing

- We must avoid making this mistake again.
- He suggested having another meeting.
- They delayed making any decision until the end of the week.

### 2. Verbs + to + infinitive

- They agreed to reduce the price by 10%.
- We managed to finish the project on time.
- He forget to send a confirmation by e-mail.

### 3. Verbs with an object + to + infinitive

- She didn't want him to lead the project.
- We don't allow people to take over 3 weeks' holiday.
- The court ordered the company to pay compensation.

### 4. Verbs with both -ing and to + infinitive

#### • With no change in meaning

We began to negotiate/ negotiating at ten o'clock.

#### • With a change in meaning

I like going to the dentist. = I enjoy going to the dentist.  
I like to go to the dentist once a year. = I think it is a good idea – not necessarily enjoyable.

We stopped to have a break. = We stopped in order to have a break.  
We stopped having a break. = We no longer have any breaks.

I regret giving a 10% discount. It's too much = I think I made a mistake.  
I regret to inform you that I can't attend the meeting. = We're sorry about the information we give.

### 5. Common problems with -ing/ infinitive

#### a. Used to

I used to do a lot of sport when I was young. = Past situation.  
I am used to working under pressure. = It's normal for me.

#### b. Let/ Allow

- Please allow me to help.  
→ *Allow* + person + verb with *to*
- Please let me help.  
→ *Let* + person + verb without *to*

#### c. Look forward to

I look forward to...  
I'm looking forward to... ]

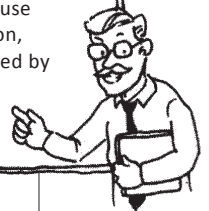
seeing/ meeting you  
hearing from you/  
~~reading~~ you

admit	postpone
mind	deny
consider	suggest
resist	appreciate
enjoy	miss
imagine	risk
avoid	finish

afford	hope
attempt	offer
decide	start
forget	arrange
manage	choose
prepare	fail
agree	intend
begin	promise
expect	want

advise	allow
ask	encourage
expect	force
help	invite
permit	persuade
recommend	remind
request	want
tell	

We say *to* + *-ing* because here *to* is a preposition, which must be followed by *-ing*



## Verba: *-ing*/ Infinitif

Banyak kesalahan dalam menulis atau berbicara bahasa Inggris disebabkan oleh penggunaan verba + *-ing* / infinitif yang salah. Verba yang paling penting diberikan di bawah ini.

### 1. Verba + *-ing*

- Kita harus menghindari membuat kesalahan ini lagi.
- Dia menyarankan untuk mengadakan rapat yang lain lagi.
- Mereka menunda membuat keputusan apapun sampai akhir minggu.

### 2. Verba + *to* + infinitif

- Mereka setuju untuk mengurangi harga sebesar 10%.
- Kita berhasil menyelesaikan proyek tepat pada waktunya.
- Dia lupa mengirimkan konfirmasi lewat e-mail.

### 3. Verba dengan obyek + *to* + infinitif

- Dia tidak ingin pria itu memimpin proyek tersebut.
- Kita tidak mengizinkan karyawan untuk mengambil liburan lebih dari 3 minggu.
- Pengadilan memerintahkan perusahaan tersebut untuk membayar kompensasi.

### 4. Kata kerja dengan *-ing* dan *to* + infinitif

#### • Tanpa perubahan dalam arti

*We began to negotiate / negotiating at ten o'clock.*

#### • Dengan perubahan arti

*I like going to the dentist.* = Saya menikmati pergi ke dokter gigi.  
*I like to go to the dentist once a year.* = Saya pikir itu ide yang bagus – tapi tidak berarti menyenangkan.

*We stopped to have a break.* = Kami berhenti dengan tujuan jeda.

*We stopped having a break.* = Kami tidak lagi bisa jeda.

*I regret giving a 10% discount. It's too much.* = Saya rasa saya membuat kesalahan.

*I regret to inform you that I can't attend the meeting.* = Kami menyesal atas informasi yang kami berikan.

### 5. Masalah umum dengan *-ing*/ infinitif

#### a. *Used to* (dulu suka/ terbiasa)

Saya dulu suka melakukan banyak olahraga ketika saya muda. = Situasi masa lampau.

Saya terbiasa bekerja di bawah tekanan. = Ini normal buat saya.

#### b. *Let/ Allow* (membiarkan/ mengizinkan)

- *Please allow me to help.* (Tolong izinkan saya untuk membantu.)

→ *Allow* + orang + verba dengan *to*

- *Please let me help.* (Tolong izinkan saya membantu.)

→ *Let* + orang + kata kerja tanpa *to*

#### c. *Look forward to* (menantikan)

*I look forward to...* (Saya menantikan untuk...)

*I'm looking forward to...* (Saya menantikan untuk...)

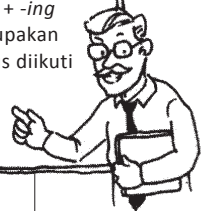
*seeing/ meeting you*  
*hearing from you/*  
*reading you-*

mengakui	menunda
memperhatikan	menyangkal
mempertimbangkan	menyarankan
menolak	menghargai
menikmati	merindukan
membayangkan	mengambil resiko
menghindari	selesai

mampu	berharap
berusaha	menawarkan
memutuskan	memulai
lupa	mengatur
mengatur	memilih
menyiapkan	gagal
setuju	bermaksud
mulai	berjanji
berharap	ingin

menasihati	membolehkan
bertanya	mendorong
mengharap	mendesak
membantu	mengundang
mengizinkan	membujuk
merekomendasikan	mengingatkan
meminta	ingin
memberitahu	

Kita menggunakan *to* + *-ing* karena *to* di sini merupakan kata depan yang harus diikuti oleh *-ing*



# Prepositions

## PREPOSITIONS - TIME

**AT** the weekend/ three o'clock/ Christmas/  
Thanksgiving/ midnight/ lunch time/ breakfast/ dinner/  
the same time/ the moment/ the age of/ the end of/ beginning of

**IN** September/ summer/ 1999/ the 21st century/ the morning/  
the afternoon/ the evening/ a few minutes/ a week (future)/  
six month's time/ the middle of

**ON** Monday/ 22 September/ Christmas day/ Tuesday afternoon/  
Friday evening

### Other key time prepositions

**By:** introduces a deadline. It combines with almost any time expression.

I need the report by Monday at the latest.

I would like a decision by 22 September, the date of the Board Meeting.

**Until:** introduces the end of a period. It combines with many expressions.

I'm staying in Seattle until Saturday morning. I'm leaving in the afternoon.

You can contact me in my office until 3 o'clock this afternoon.

**During:** introduces a period when something happened.

I wrote the report during the night.

I made notes during the meeting.

**For/ since:** *for* introduces how long something happened. *Since* introduces when something began.

I stayed in Paris for a couple of days.

I have worked here since 1999.

### Important note

No preposition before next, last, this, that.

- I look forward to seeing you next Friday.

- Nice to see you again. We met last summer at a conference.

### Prepositions - place

#### Location

At the top/ bottom/ end/ back/ front (of)

In the middle/ corner (of)

On the right/ left/ page/ edge/ third floor (of)

Behind In front of Opposite

Next to Near Close to

Beside Between On top of

On Underneath Above/ below

#### Direction

Across Away from Between Over

Into Out of Past Under

Around Through Towards Thru (US)

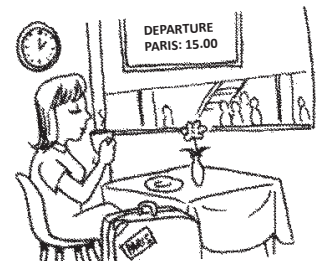
### On Time

I am always on time = punctual



### In time

When I travel, I like to arrive at the airport **in time to** check in, relax, and have a cup of coffee.



**In time** = early in order to do something.

### Travel

To go by car/ plane/ train

To go on foot



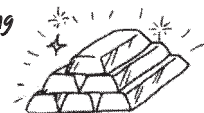
### Golden rule

A preposition is always followed by the -ing form of the verb!

- I'm interested in hearing your new ideas.

- After seeing the bad sales figures, they held a crisis meeting.

preposition + -ing





## PREPOSISI – WAKTU

**AT** Akhir pekan / pukul tiga / Natal / Thanksgiving / tengah malam / makan siang / makan pagi / makan malam / waktu yang sama / saat (di, pada) ini / umur ... / akhir dari / awal dari

**IN** September / musim panas / 1999 / abad 21 / pagi hari / siang hari / sore hari / beberapa menit / satu minggu (masa depan) / waktu 6 bulan / tengah - tengah

**ON** Hari Senin / 22 September / hari raya Natal / Selasa siang / Jum'at sore (pada)

**Preposisi waktu penting lainnya**

**By (paling lambat):** menunjukkan batas waktu. Digabungkan dengan hampir semua ekspresi waktu.

Saya membutuhkan laporan paling lambat pada hari Senin.  
Saya ingin mendapatkan keputusan paling lambat tanggal 22 September, tanggal rapat dewan.

**Until (hingga/sampai):** menunjukkan akhir periode. Digabungkan dengan hampir semua ekspresi.

Saya tinggal di Seattle sampai Sabtu pagi. Saya pergi di siang harinya.  
Anda bisa menghubungi saya di kantor hingga pukul 3 siang ini.

**During (selama):** menunjukkan waktu ketika sesuatu terjadi.

Saya menulis laporan sepanjang malam.  
Saya membuat catatan selama rapat.

**For/ since (dari/sejak):** For menunjukkan seberapa lama sesuatu terjadi = Saya tinggal di Paris selama beberapa hari.

Since menunjukkan waktu sesuatu dimulai = Saya telah bekerja di sini selama 3 tahun.

**Catatan penting**

Tidak ada preposisi sebelum kata-kata *next, last, this, that*  
- Saya menantikan bertemu Anda Jumat depan.  
- Senang bertemu Anda lagi. Kita bertemu musim panas tahun lalu di sebuah konferensi.

**Preposisi – tempat****Lokasi**

Di atas / bawah / akhir / belakang / depan  
Di tengah-tengah / pojok  
Di sebelah kanan / kiri / halaman / ujung / lantai tiga  
Belakang Depan Lawan  
Sebelah Dekat Dekat  
Samping Antara Atas dari  
Atas Bawah Atas / Bawah

**Arah**

Seberang Jauh dari Antara Atas  
Ke dalam Keluar dari Melewati Di bawah  
Di sekitar Melalui Melalui Melalui [US]

**On Time = Tepat Waktu**

Saya selalu tepat waktu = punctual

**In time – tepat pada waktunya**

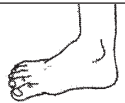
Ketika saya dalam perjalanan, saya tiba di bandara tepat pada waktunya untuk *check in*, bersantai, dan menikmati secangkir kopi.



**In time = lebih awal** dengan tujuan untuk melakukan sesuatu.

**Perjalanan**

Dengan mobil / pesawat / kereta  
Dengan berjalan kaki

**Peraturan penting**

Preposisi selalu diikuti dengan bentuk kata kerja *-ing*

- Saya tertarik mendengar ide baru Anda.  
- Setelah melihat angka penjualan mobil yang buruk, mereka segera mengadakan rapat.

preposisi + -ing



# Asking Questions

what why who where which how

Asking the right questions at the right time is critical to business success.

## Direct questions

- Just change the word order.
  - You are coming to the meeting. Are you coming to the meeting?
  - She has arrived. Has she arrived?
  - He can speak Japanese. Can he speak Japanese?
 Mistake: ~~Do you are coming to the meeting?~~
- For present/ past simple, use do - does/ did
  - I work for Alcabel: Who do you work for?
  - He works in Paris: Where does he work?
  - He arrived yesterday: When did he arrive?
 Mistake: ~~When did you arrived?~~
- Sometimes we just need a question word!
  - Who has arrived? Peter has arrived.
  - What happened? Nothing happened.
- Negative questions are useful to indicate:
  - Surprise : Didn't you receive my mail?
  - Anger : Haven't you finished the report yet?
  - We expect agreement : Didn't we meet in Berlin last year?

## Indirect questions

Do you know...? Could you tell me...?

Direct : When does the project start?  
 Indirect : Could you tell me **when the project starts**?

Direct : When did he arrive?  
 Indirect : Do you know **when he arrived**?

## Statement questions

In conversation, statements with rising intonation act as questions.

- The contract has been signed? They agreed?

## Question tags and reply questions

Two kinds of short question are common in conversational English.

- At the end of statements, to ask for confirmation/ clarification:
  - You've met Bob, haven't you?
  - You didn't have any problems, did you?
- "Reply" questions are important socially to show interest:
 

A: We have appointed a new CEO.  
 B: Have you?

A: We won an award!  
 B: Did you? Congratulations!

## Short answers

Do you like it? Yes, I do.  
 No, I don't.  
 Does he agree? No, he doesn't.  
 Yes, he does.  
 Will he agree? Yes, he will.  
 No, he won't.

## More short answers

I think so/ I don't think so.  
 I hope so/ I hope not.

## Indirect questions

no inversions  
**and**  
 no use of do - does/ did



## More negative questions

**Why didn't you** telephone?  
 - Sorry, I forgot.  
 = Ask why something did not happen.  
**Why don't you** telephone?  
 - That's a good idea. I'll do it.  
 = Suggest future actions.



# 9

## Adjectives

Adjectives add power to business communication. You can create an impact by building sentences with adjectives in two important ways:

1. The adjective is before the noun. A fantastic profit.
2. The adjective is after to be and some other verbs. The profit was fantastic.  
This idea sounds great.

### WORD ORDER

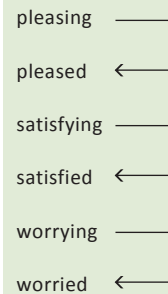
Use the guidelines below on adjective position to build complex sentences.

Size	Age	Color	Origin	Material	Purpose	+ Noun
huge			American			company
small		black		leather		purse
	latest				scientific	device

#### It was interesting - I am interested

Many -ing and -ed adjectives combine with to be

1. -ing adjectives describe the quality of things and people.
  - The presentation was interesting. He is an interesting person.
2. -ed adjectives describe our attitude to something or someone.
  - I am very interested in business management.



### COMPARATIVE AND SUPERLATIVE ADJECTIVES

Structure	Adjective	Comparative	Superlative
One syllable	high low	higher lower	the highest the lowest
Two syllables ending in "-y"	heavy easy	heavier easier	the heaviest the easiest
Two or more syllables	expensive important	more/ less - expensive - important	the most/ the least - expensive - important
Irregular adjectives	good bad little far	better worse less farther/ further	the best the worst the least the farthest/ furthest

#### Examples

Our price is higher than the market price.  
Our product is much cheaper than theirs.  
Their product is not as reliable as ours.  
Our company is the best in the world.

#### Grammar

*than* after a comparative  
*much* + comparative  
*not as... as...*  
*the superlative in the*

#### Other important structures

1. The price was so high that I refused.
2. It was such a high price that I refused.
3. Their quality was not high enough.
4. She is too young for senior management.
5. He is too young a candidate.

#### Grammar

*so* + adjective + *that*  
*such a* + adjective + noun + *that*  
adjectives precede *enough!*  
*too* + adjective  
*too* + adjective + *a* + noun

A thousands- dollar cheque: A three-hours meeting.  
without -s

## Ajektiva (Kata Sifat)

Ajektiva memberi tambahan kekuatan dalam komunikasi bisnis. Anda dapat mempengaruhi pihak lain dengan menyusun kalimat dengan ajektiva melalui dua cara penting:

1. Ajektiva terletak sebelum nomina. *A fantastic profit.*
2. Ajektiva terletak sesudah *to be* dan beberapa verba. *The profit was fantastic.*  
*The idea sounds great.*

### URUTAN KATA

Gunakan petunjuk mengenai posisi ajektiva untuk membentuk kalimat majemuk di bawah ini.

Ukuran	Umur	Warna	Asal	Bahan dasar	Tujuan	+ Kata benda
besar			Amerika			perusahaan
kecil		hitam		kulit		dompet
	terbaru				ilmiah	peralatan

menyenangkan	←
senang	
memuaskan	←
puas	
mengkhawatirkan	←
khawatir	

### Hal itu sangat menarik – saya tertarik

Banyak kata sifat *-ing* dan *-ed* yang digabungkan dengan *to be*

1. kata sifat *-ing* menggambarkan kualitas benda dan orang.
  - Presentasinya sangat menarik. Dia pribadi yang sangat menarik.
2. kata sifat *-ed* menggambarkan sikap kita terhadap sesuatu atau seseorang.
  - Saya sangat tertarik dengan manajemen bisnis.

### AJEKTIVA KOMPARATIF DAN SUPERLATIF

Struktur	Ajektiva	Komparatif	Superlatif
Satu suku kata	tinggi rendah	lebih tinggi lebih rendah	paling tinggi paling rendah
Dua suku kata diakhiri '-y'	berat mudah	lebih berat lebih mudah	paling berat paling mudah
Dua atau lebih suku kata	mahal penting	lebih / kurang - mahal - penting	Paling (banyak) / paling (sedikit) - mahal - penting
Kata sifat tidak beraturan	baik buruk sedikit jauh	lebih baik lebih buruk Kurang lebih jauh	terbaik terburuk paling sedikit paling jauh

#### Contoh

Harga kami lebih tinggi daripada harga pasar.  
Produk kami jauh lebih murah daripada produk mereka.  
Produk mereka tidak dapat diandalkan sebaik kami.  
Perusahaan kami adalah yang terbaik di dunia.

#### Tata bahasa

*than* setelah komparatif  
*much* + komparatif  
*not as... as...*  
*the superlatif in the*

#### Struktur penting lainnya

1. Harganya terlalu tinggi sehingga saya menolak.
2. Saat itu harganya sebegitu tinggi sehingga saya menolak.
3. Kualitas mereka tidak cukup bagus.
4. Dia terlalu muda untuk manajemen senior.
5. Dia terlalu muda untuk menjadi kandidat.

#### Tata bahasa

*so* + ajektiva + *that*  
*such as* + ajektiva + nomina + *that*  
ajektiva mendahului *enough!*  
*too* + ajektiva  
*too* + ajektiva + *a* + nomina

*A thousands- dollar cheque: A three-hours meeting.*

tanpa -s

# Adverbs

significantly

sharply

steadily

slightly

moderately

slowly

**Adverbs focus our messages by adding information to verbs. They are very important in business when we are talking about business results.**

**Adverbs also combine with adjectives and other adverbs.**

- a. adverb + adjective He is well/ highly organized.  
 b. adverb + adverb The project was completed incredibly quick.

## ADVERBS WITH VERBS - MAIN TYPES

### Manner = how

These adverbs often end -ly, and stand at the end of sentences.

[ ADJECTIVE ] [ ADVERB ]

- Professional Professionally He handled the situation professionally.  
 Easy Easily They won the contract easily.

### Time = when

- We have just taken over our competitor!  
 - We will see a rise in our market share eventually.



afterwards - now - soon - still

### Frequency = how often

- We often have this production problem.  
 - Have you ever had this problem?

always - continually - frequently -  
 occasionally - once - never

### Place = where

- The product is very successful. It is selling everywhere!  
 - We could meet somewhere downtown this evening, if you like.

away - here - there - nowhere -  
 somewhere

### Introducing sentences

- Clearly, we need to solve this problem quickly.  
 - Actually, I don't agree. I think the product will sell.

actually - apparently - surely -  
 surprisingly

Technically speaking,...  
 Economically speaking,...  
 Financially speaking,...  
 Generally speaking,...



### Comparison = more/ the most

- She works more professionally than him. But I work the most professionally.

Some adverbs use -er/ -est  
 = fast/ soon/ late/ hard.  
 Some adverbs are irregular  
 = well, better, the best.

## ADVERBS WITH ADJECTIVES - DEGREE

These adverbs often give more information about adjectives.

- This product is absolutely fantastic.  
 - The meeting was completely useless.

## PROBLEM WORDS

- He works hard. (good employee) He hardly (ever) works. (bad employee)  
 This is really good. (UK) This is real good. (US)  
 I'll explain briefly. (in a few words) I'll explain shortly. (soon)

almost - entirely - fairly - nearly -  
 quite - rather - really - very

# Adverbia (Kata Keterangan)

*secara signifikan    secara tajam    secara teratusedikit    sedang    perlahan*

Adverbia memperkuat pesan kita dengan menambahkan informasi pada adverbia. Adverbia sangat penting dalam bisnis terutama ketika kita sedang berbicara tentang hasil bisnis.

Adverbia juga menggabungkan ajektiva dan adverbia lainnya.

- adverbia + ajektiva *He is well / highly organized.*
- adverbia + adverbia *The project was completed incredibly quickly.*

## ADVERBIA DENGAN VERBA – TIPE UTAMA

### Sikap = Bagaimana

Adverbia ini sering berakhiran *-ly*, dan berada di akhir kalimat.

[ AJEKTIVA ]    [ ADVERBIA ]

- Professional    Professionally*    Dia menangani situasi tersebut dengan profesional.  
*Easy    Easily*    Mereka memenangkan kontrak dengan mudah.

### Waktu = Kapan

- Kami baru saja mengambil alih saingan kami!
- Kita akan melihat kenaikan di saham pasar kami pada akhirnya.

### Frekuensi = Seberapa sering

- Kita sering menghadapi masalah produksi.
- Apakah Anda pernah menghadapi masalah seperti ini?

### Tempat = Di mana

- Produk tersebut sangat sukses. Produk tersebut dijual di mana-mana.
- Kita dapat bertemu di suatu tempat di kota sore ini, jika Anda mau.

### Membuka kalimat

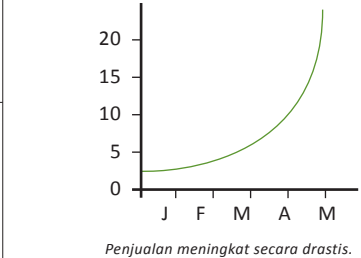
- Jelas, kita butuh menyelesaikan permasalahan ini secepatnya.
- Sesungguhnya, saya tidak setuju. Saya pikir produk tersebut akan laku.

*Technically speaking,...*  
*Economically speaking,...*  
*Financially speaking,...*  
*Generally speaking,...*



### Perbandingan = lebih / paling

- Wanita itu bekerja dengan lebih profesional dari pada pria itu. tetapi saya bekerja yang paling profesional.



sesudahnya - sekarang - segera - masih

selalu - berkelanjutan - sering -  
sesekali - sekali - tidak pernah

jauh - di sini - di sana - tidak di  
manapun - di suatu tempat

sebetulnya - rupanya - tentunya -  
ternyata

Beberapa adverbia menggunakan *-er/ -est*  
= *fast/ soon/ late/ hard*.  
Beberapa adverbia bentuknya tidak  
beraturan  
= *well, better, the best*.

## ADVERBIA DENGAN AJEKTIVA – TINGKAT

Adverbia sering memberikan lebih banyak informasi mengenai ajektiva.

- Produk ini sangat amat fantastis
- Rapat tersebut sangat sia-sia.

## KATA-KATA YANG PERLU DIPERHATIKAN

- He works hard.* (pekerja yang baik)    *He hardly (ever) works.* (pekerja yang buruk)  
*This is really good.* (Inggris)    *This is real good.* (Amerika)  
*I'll explain briefly.* (dengan singkat)    *I'll explain shortly.* (segera)

selalu - seluruhnya - agak - hampir -  
sungguh - cukup - benar-benar - sangat

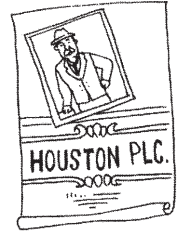
# Passive - The Right Focus

## Meaning

Passive grammar changes the focus of sentences. Compare:

Active : Jack Houston set up the company in 1889.

Passive : The company was set up in 1889 (by Jack Houston).



Changing the focus.



## Common mistakes

~~The policy is be reviewed.~~ = The policy is being reviewed.  
~~Your salary will be increase.~~ = Your salary will be increased.  
~~A mistake was maked by Jan.~~ = A mistake was made by Jan.



## Overview

Tense	Active	Passive	Remember: verb to be + past participle !
Present Simple	It increases.	It is increased.	
Present Continuous	It is increasing.	It is being increased.	
Past Simple	It increased.	It was increased.	
Past Continuous	It was increasing.	It was being increased.	
Present Perfect	It has increased.	It has been increased.	
Past Perfect	It had increased.	It had been increased.	
Modal Verbs	It will increase. It must increase	It will be increased. It must be increased.	

## The passive for business communication

- To describe processes
  - Firstly, the job candidates are interviewed.
  - Then a selection is made.
- To communicate rules
  - Smoking is forbidden.
  - Badges must be worn at all times.
- To drop unnecessary mention of who does an action
  - When it is obvious : The consignment will be delivered (by us) tomorrow.
  - To be diplomatic : The goods were delivered late. (by YOU)
- To report/ present ideas
  - It is estimated that mobile phone users will soon exceed 30 million.
  - It is claimed that mobile phones can lead to brain damage.
- To stress information by placing it at the end of the sentence
  - The strategy was agreed by EVERYONE!
  - The mistake was made by YOU!
- To link and integrate ideas in business conversation
  - I'm going to a conference. It has been arranged by a competitor.
  - We've made a decision. Only time will tell if the correct option was taken.



Smoking is banned - even in winter!



## Pasif – fokus yang tepat

### Arti

Tata bahasa pasif mengubah fokus kalimat. Bandingkan:

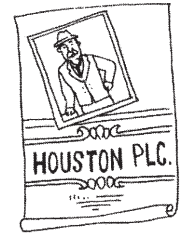
Aktif : Jack Houston mendirikan perusahaan pada tahun 1889.

Pasif : Perusahaan didirikan pada tahun 1889 (oleh Jack Houston).



### Kesalahan Umum

~~The policy is be reviewed.~~ = The policy is being reviewed.  
~~Your salary will be increase.~~ = Your salary will be increased.  
~~A mistake was maked by Jan.~~ = A mistake was made by Jan.



Mengganti fokus.

### Ikhtisar

Tense	Aktif	Pasif	Ingat: verba to be + bentuk ketiga !
Kini	<i>It increases.</i>	<i>It is increased.</i>	
Kini Progresif	<i>It is increasing.</i>	<i>It is being increased.</i>	
Lampau	<i>It increased.</i>	<i>It was increased.</i>	
Lampau Progresif	<i>It was increasing.</i>	<i>It was being increased.</i>	
Perfektrum	<i>It has increased.</i>	<i>It has been increased.</i>	
Pluperfektum	<i>It had increased.</i>	<i>It had been increased.</i>	
Verba Modal	<i>It will increase.</i> <i>It must increase</i>	<i>It will be increased.</i> <i>It must be increased.</i>	

### Kalimat pasif untuk komunikasi bisnis

- Untuk menggambarkan proses
  - Pertama, calon karyawan diwawancara.
  - Lalu seleksi dilakukan.
- Untuk mengkomunikasikan peraturan
  - Merokok dilarang.
  - Tanda pengenal harus dikenakan kapan pun.
- Untuk menghilangkan penyebutan yang tidak perlu mengenai siapa yang melakukan tindakan
  - Ketika sudah jelas : Pengiriman akan dilakukan [~~oleh kami~~] besok.
  - Untuk berdiplomasi : Barang-barang tersebut terlambat diantarkan. [~~oleh ANDA~~]
- Untuk melaporkan/ memaparkan ide
  - Diperhitungkan bahwa pengguna telepon genggam akan segera melebihi 30 juta.
  - Dikatakan bahwa telepon genggam dapat menyebabkan kanker otak.
- Untuk menekankan informasi dengan menempatkannya pada akhir kalimat
  - Strateginya disetujui oleh SEMUA ORANG!
  - Kesalahan itu dibuat oleh ANDA!
- Menghubungkan dan menyatukan ide dari percakapan bisnis
  - Saya akan pergi ke konferensi. Konferensi ini telah diatur oleh pesaing.
  - Kita telah membuat keputusan. Hanya waktu yang bisa membuktikan apakah pilihan yang tepat telah diambil.



Merokok itu dilarang - bahkan di musim dingin!

## Prepositional & Phrasal Verbs

Combination verbs - verbs accompanied by a preposition or an adverb, such as work for, focus on, break down - are used every day by native speakers. Understanding and using this vocabulary is essential.

1. Prepositional verbs = verbs accompanied by a preposition.
2. Phrasal verbs = verbs accompanied by an adverb.

### PREPOSITIONAL VERBS

As with other verbs, there are two main types of prepositional verb:

I - Intransitive	II - Transitive
<b>verb + preposition + object</b>	<b>verb + object + preposition + object</b>
I listened to the business news.	We will build this into the contract.
I work for a large company.	You can set this against your tax liability.
We must focus on this objective.	You are reading a lot into this.

#### Remember!

1. Prepositional verbs **always** contain a **prepositional object**.
2. If you combine another verb with a prepositional verb, use the -ing form.
  - \* We have succeeded *in increasing* profits by 20%.

### PHRASAL VERBS

As with other verbs, there are two main types of phrasal verb:

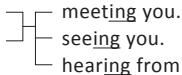
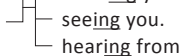
I - Intransitive	II - Transitive
<b>verb + adverb</b>	<b>verb + object + adverb</b>
The machine broke down.	We broke the negotiation off.
The plane took off.	We took our main competitor over.
This idea will never catch on.	We put the meeting off.

#### The adverb position is flexible!

1. We put off the meeting?
2. We put the meeting off?
3. We put it off?
4. **We put-off it?**

#### Phrasal - prepositional verbs

Some phrasal verbs consist of a verb, an adverb, and a preposition. An important example is to look forward to.

I look forward to  meeting you.  
I'm looking forward to  seeing you.  
hearing from you.

#### Common mistake

! look forward to see you.

#### Organize your learning!

Key words: WORK  
for a company      in Paris  
on a project        with a colleague

Key themes: MEETINGS  
put off      bring forward  
call off     pencil in

Phrasal verbs and synonyms      To kick off with (a topic)      = to start  
To run up against (a problem)    = to encounter  
To cut down on (spending)        = to reduce

## Verba Preposisional Dan Frase Verbal

Verba kombinasi – verba yang diikuti dengan preposisi atau adverbial, seperti bekerja untuk, fokus pada, memerinci – biasa digunakan setiap hari oleh penutur asli. Pemahaman dan penggunaan kosa kata ini adalah penting.

1. Verba preposisional = verba yang diikuti oleh preposisi atau kata depan.
2. Frase verbal = verba yang diikuti oleh adverbial.

### VERBA PREPOSISIONAL

Seperti pada verba lainnya, ada dua tipe utama verba preposisional:

I - Intransitif	II – Transitif
<b>verba + preposisi + obyek</b>	<b>verba + obyek + preposisi + obyek</b>
Saya mendengarkan berita bisnis.	Saya akan menyusun ini menjadi sebuah kontrak.
Saya bekerja untuk sebuah perusahaan besar.	Anda dapat menggunakan ini (untuk memeriksa) atas kewajiban pajak Anda.
Kita harus fokus pada tujuannya.	Kamu mengartikan terlalu banyak mengenai ini.

#### Ingat!

1. Verba preposisional **selalu** mengandung sebuah **obyek preposisi**.
2. Jika Anda menggabungkan verba lain dengan verba preposisional, gunakan bentuk *-ing*.  
\* *We have succeeded in increasing profits by 20%.* (Kami telah berhasil meningkatkan keuntungan sebesar 20%.)

### FRASE VERBAL

Dengan verba lain, ada dua tipe utama frase verbal:

I - Intransitif	II – Transitif
<b>verba + adverbial</b>	<b>verba + obyek + adverbial</b>
Mesinnya rusak.	Kami membatalkan negoisasi.
Pesawat tersebut lepas landas.	Kami mengambil alih pesaing utama kami.
Ide tersebut tidak akan pernah diterima.	Kami menunda rapatnya.

#### Posisi adverbial fleksibel

1. *We put off the meeting?*
2. *We put the meeting off?*
3. *We put it off?*
4. ***We put off it?***

#### Frase – verba preposisional

Beberapa frase terdiri atas sebuah verba, sebuah adverbial, dan sebuah preposisi. Satu contoh yang penting adalah *to look forward to* (menantikan).

*I look forward to* } *meeting you.*  
*I'm looking forward to* } *seeing you.*  
 } *hearing from you.*

#### Kesalahan umum

*I look forward to see you.*

#### Mengatur cara belajar!

Kata kunci : BEKERJA untuk perusahaan di Paris dalam sebuah proyek dengan rekan kerja	Tema kunci : RAPAT menunda memajukan membatalkan mengagendakan
Frase verbal dan sinonim	membuka dengan (sebuah topik) = memulai menemukan (sebuah masalah) = menghadapi memotong atas (pengeluaran) = mengurangi

### PROPER NOUNS

Proper nouns are names and must be written with a capital letter: Ben Lewis, Microsoft, etc. In certain cases, the is required: with countries (the USA/ the UK), with stock exchange indexes (the Dow Jones/ the Hang Seng), with newspaper (the Times), and some magazines (the Economist).

### COMMON NOUNS

#### Countable

Countable nouns have a singular and plural - so they can go before both a singular and plural verb, depending on the meaning.

- My trip to the US usually takes five hours.
- Business trips are a way to meet the client.

#### Plurals - exceptions

We normally form plurals by adding -s. However, there are some key exceptions.

- A criterion/ several criteria
- A crisis/ several crises

#### Collective nouns

Collective nouns such as staff, team, management, can take either a singular or plural verb depending on whether we consider the word to mean a single unit or a group of individuals. In the US, the singular verb is preferred.

- Our management is very efficient.
- All the team have reached their objectives.

#### Uncountable

Uncountable nouns have no plural form. Therefore, we use them only with a singular verb. You cannot use a or an with an uncountable noun! However, they are often preceded by this, some, any, a little, or no.

- This information is very important.
- I need a little advice.

#### Both countable and uncountable

Some words can be used both as a countable and an uncountable noun, with a different meaning.

General senses : I don't have much experience of sales. (uncountable)

Specific sense : I had many interesting experiences in Russia. (countable)

#### Plural variations

box - boxes  
company - companies  
shelf - shelves

#### Genitive - 's

Human: President Clinton's problem

Organization: The board's decision

Location: America's trading partner

Time: In three week's time

Use of for talking about things:

The development of market share

↓  
market share's development

#### Informations

Advices

#### Uncountable

traffic	information
weather	advice
baggage	experience
news	help
luggage	knowledge
damage	work

### NOUN COMPOUNDS

Noun compounds are two or more nouns combined together.

A company car  
A phone card  
A market survey

P →	Subject	Object	Possessive	Reflexive	Determiner
<b>R</b>	I	me	mine	myself	my
<b>O</b>	you	you	yours	yourself	your
<b>N</b>	she	her	hers	herself	her
<b>O</b>	he	him	his	himself	his
<b>U</b>	it	it	its	itself	its
<b>N</b>	we	us	ours	ourselves	our
<b>N</b>	you	you	yours	yourselves	your
<b>S</b>	they	them	theirs	themselves	their

## NOMINA NAMA DIRI

Nomina nama diri adalah nama dan harus ditulis dengan menggunakan huruf besar: Ben Lewis, Microsoft dll. Dalam kasus tertentu, *the* dibutuhkan: dengan negara (the USA / the UK), dengan indeks pasar saham (the Dow Jones/ the Hang Seng), dengan koran (the Times) dan beberapa majalah (the Economist).

## NAMA JENIS

## Terbilang

Nomina terbilang memiliki bentuk tunggal dan jamak – jadi nomina-nomina ini bisa digunakan sebelum verba tunggal dan jamak, tergantung artinya.

- Perjalanan saya ke Amerika Serikat biasanya memakan waktu lima jam.
- Perjalanan bisnis adalah cara untuk bertemu dengan klien.

## Jamak – pengecualian

Kita biasanya membentuk bentuk jamak dengan menambahkan -s. Namun, ada beberapa pengecualian.

- *A criterion/ several criteria.*
- *A crisis/ several crises.*

## Nomina kolektif

Nomina kolektif seperti *staff, team, management* dapat menggunakan verba tunggal maupun jamak tergantung apakah kita menganggap kata tersebut sebagai satu unit sendiri atau sekelompok individual.

Di Amerika Serikat, verba tunggal lebih disukai.

- *Our management is very efficient.*
- *All the team have reached their objective.*

## Tak Terbilang

Nomina tak terbilang tidak memiliki bentuk jamak. Oleh sebab itu kita menggunakan kata-kata ini hanya dengan verba tunggal. Anda tidak dapat menggunakan *a* atau *an* dengan nomina tak terbilang! Namun, nomina ini biasanya diikuti oleh *this, some, any, a little*, atau *no*.

- Informasi ini sangat penting.
- Saya membutuhkan sedikit nasihat.

## Terbilang dan tak terbilang

Beberapa kata bisa digunakan sebagai nomina terbilang dan tak terbilang.

Arti umum : *I don't have much experience of sales.* [tidak terbilang]

Arti khusus : *I had many interesting experiences in Russia.* [terbilang]

## Variasi jamak

*box - boxes*  
*company - companies*  
*shelf - shelves*

## Genitif –'s

Manusia: Masalah Presiden Clinton

Organisasi: Keputusan dewan

Lokasi: Partner dagang Amerika

Waktu: Dalam waktu 3 minggu

Digunakan untuk berbicara mengenai hal:

*The development of market share*

↓  
*market share's development*

## Informations

*Advices*

## Tak terbilang

lalu lintas	informasi
cuaca	nasihat
bagasi	pengalaman
berita	bantuan
kopor	pengetahuan
kerusakan	pekerjaan

## NOMINA MAJEMUK

Nomina majemuk adalah dua atau lebih nomina yang digabungkan bersama. →

*A company car*  
*A phone card*  
*A market survey*

P →	Subyek	Obyek	Posesif	Refleksif	Determinator
R	<i>I</i>	<i>me</i>	<i>mine</i>	<i>myself</i>	<i>my</i>
O	<i>you</i>	<i>you</i>	<i>yours</i>	<i>yourself</i>	<i>your</i>
N	<i>she</i>	<i>her</i>	<i>hers</i>	<i>herself</i>	<i>her</i>
O	<i>he</i>	<i>him</i>	<i>his</i>	<i>himself</i>	<i>his</i>
M	<i>it</i>	<i>it</i>	<i>its</i>	<i>itself</i>	<i>its</i>
I	<i>we</i>	<i>us</i>	<i>ours</i>	<i>ourselves</i>	<i>our</i>
N	<i>you</i>	<i>you</i>	<i>yours</i>	<i>yourselves</i>	<i>your</i>
A	<i>they</i>	<i>them</i>	<i>theirs</i>	<i>themselves</i>	<i>their</i>

## Determiners (a, the, some, each...)

*a    an    the    many    a few    a little    any    some*

### A/ an

We generally don't use a singular countable noun without a determiner such as a/ an or the. Don't use a/ an with plural countable or uncountable nouns. Use an instead of a when the singular countable noun or its adjective begins with a vowel:  
A - E - I - O - U.

- An idea - An exciting idea - A good idea

Some words beginning with U... or Eu... take a not an as initial sound is like you.

- A university graduate - A European country

### The

1. Use a/ an when we talk about a thing for the first time. After that, we can refer to it more specifically with the:

- Macrohard is an American company. I worked for the organization between 1991 and 1997.

2. Use the when referring to something which is clear to everyone.

- We must solve the problem very quickly.

3.. Other uses of the:

- Specific people: I would like to speak to the sales director, please.

- Nationalities: The French are well-known for their wine.

- Hotels: the Hilton.

- Restaurants: the Cury Emporium, the Milano.

- Theatres: the National Opera, the Theatre Royal.

- Institutions: the Bank of England, the European Commission.

- Newspaper: the Times, the Washington Post.

### Talking about quantity

The type of word you use depends on whether the noun is countable or uncountable. The table will help you decide.

SC = singular countable noun  
PC = plural countable noun  
Unc= uncountable

Countable		Uncountable	Examples
[ SINGULAR ]	[ PLURAL ]		
all/ all (of) the	all/ all (of) the	all/ all (of) the	E-mail all of the information. (Unc)
most of the	most (of the)	most (of the)	I read most of the report. (SC)
	many (of the)	much (of the)	Many managers were unhappy. (PC)
a lot of the	a lot of (the)	a lot of (the)	I read a lot of the report... (SC)
	lots of (the)	lots of (the)	Lots of data is useless. (Unc)
	several (of the)		Several items were discussed. (PC)
	some/ any (of the)	some/ any (of the)	Do you have any questions? (PC)
	a few (of the)	a little (of the)	I need a little information. (Unc)
	(very) few	(very little)	Few managers work 80 hours. (PC)
each	each of the		Each manager must work 40 hours. (SC)
every			Every problem will be solved. (SC)
either	both (of the)		Both suppliers bid for the tender. (PC)
neither			Neither suppliers was successful. (SC)
no	no	no	I'm afraid I have no information. (Unc)
	none of the	none of the	None of the participants arrived. (PC)
this	these	this	This luggage is very heavy. (Unc)
that	those	that	I will answer those questions later. (PC)

## Determinator (sebuah, tersebut, beberapa, setiap ...)

*sebuah sebuah itu banyak sedikit (terbilang) sedikit (tak terbilang) beberapa (negatif) beberapa (positif)*

### A/an

Biasanya kita tidak menggunakan nomina tunggal terbilang tanpa sebuah determinator atau kata penentu seperti *a/ an/* atau *the*. Jangan gunakan *a/ an* dengan nomina jamak atau nomina tak terbilang. Gunakan *an* dari pada *a* ketika nomina tunggal yang terbilang atau ajektivanya dimulai dengan huruf vokal:

A – E – I – O – U

- *an idea – an exciting idea – a good idea*

Beberapa kata dimulai dengan *U...* atau *Eu...* catatlah bahwa bunyi awalnya menyerupai *you*.

- *a university graduate – a European country*

### The

- Gunakan *a/ an* ketika kita berbicara mengenai suatu benda untuk pertama kali.  
Setelah itu, kita dapat mengacu pada benda tersebut secara lebih spesifik dengan menggunakan *the*:
  - Macrohard adalah sebuah perusahaan Amerika. Saya bekerja untuk organisasi tersebut antara tahun 1991 dan 1997.
- Gunakan *the* ketika mengacu pada sesuatu yang jelas bagi semua orang.
  - Kita harus menyelesaikan masalahnya dengan cepat.
- Penggunaan *the* lainnya:
  - Orang tertentu: Saya ingin berbicara dengan Direktur Penjualannya.
  - Kewarganegaraan: Bangsa Perancis terkenal dengan minuman anggur mereka.
  - Hotel: *the Hilton*
  - Restoran: *the Curry Emporium, the Milano*
  - Teater: *the National Opera, the Theatre Royal*
  - Institusi: *the Bank of England, the European Commission*
  - Koran: *the Times, the Washington Post*

### Berbicara mengenai kuantitas

Tipe penggunaan kata bergantung dari apakah nomina tersebut terbilang atau tak terbilang. Tabel dibawah ini akan membantu Anda menentukan.

SC = nomina tunggal terbilang  
PC = nomina jamak terbilang  
Unc= tak terbilang

Terbilang		Tak Terbilang	Contoh
[ TUNGGAL ]	[ JAMAK ]		
<i>all/ all (of) the</i>	<i>all/ all (of) the</i>	<i>all/ all (of) the</i>	<i>E-mail all of the information. (Unc)</i>
<i>most of the</i>	<i>most (of the)</i> <i>many (of the)</i>	<i>most (of the)</i> <i>much (of the)</i>	<i>I read most of the report. (SC)</i> <i>Many managers were unhappy. (PC)</i>
<i>a lot of the</i>	<i>a lot of (the)</i> <i>lots of (the)</i> <i>several (of the)</i> <i>some/ any (of the)</i> <i>a few (of the)</i> <i>(very) few</i>	<i>a lot of (the)</i> <i>lots of (the)</i> <i>some/ any (of the)</i> <i>a little (of the)</i> <i>(very little)</i>	<i>I read a lot of the report... (SC)</i> <i>Lots of data is useless. (Unc)</i> <i>Several items were discussed. (PC)</i> <i>Do you have any questions? (PC)</i> <i>I need a little information. (Unc)</i> <i>Few managers work 80 hours. (PC)</i>
<i>each</i>	<i>each of the</i>		<i>Each manager must work 40 hours. (SC)</i>
<i>every</i>			<i>Every problem will be solved. (SC)</i>
<i>either</i>	<i>both (of the)</i>		<i>Both suppliers bid for the tender. (PC)</i>
<i>neither</i>			<i>Neither suppliers was successful. (SC)</i>
<i>no</i>	<i>no</i> <i>none of the</i>	<i>no</i> <i>none of the</i>	<i>I'm afraid I have no information. (Unc)</i> <i>None of the participants arrived. (PC)</i>
<i>this</i>	<i>these</i>	<i>this</i>	<i>This luggage is very heavy. (Unc)</i>
<i>that</i>	<i>those</i>	<i>that</i>	<i>I will answer those questions later. (PC)</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>

