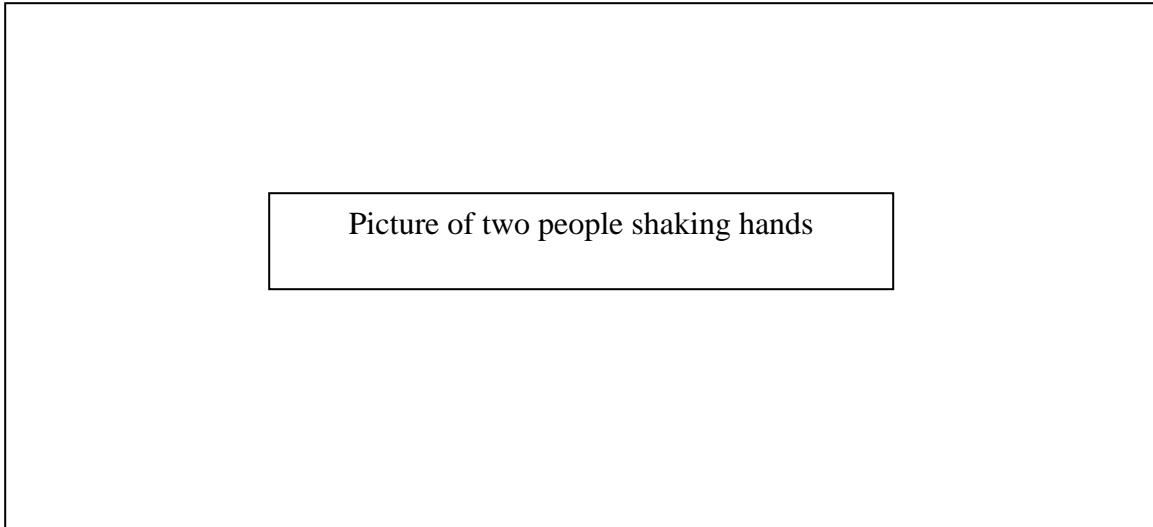


Session One

## INTRODUCTION



### Greetings:

Hi

Hello

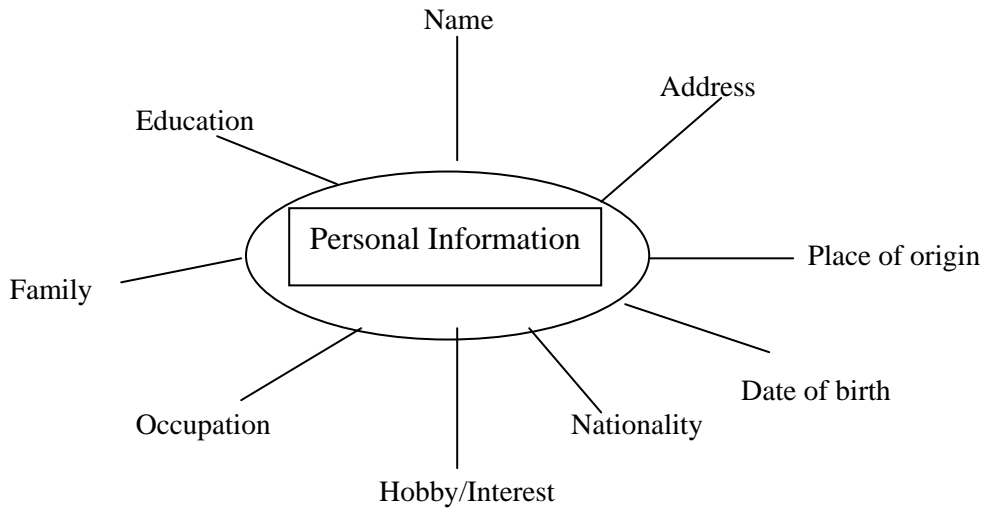
Good morning (00:01 - 12:00)

Good afternoon (12:01 – 18:00)

Good evening (18:01 – 24:000)

### Getting Acquainted

	<b>Statement</b>	<b>Response</b>
Greetings	Good morning/afternoon/evening Hello Hi	Good morning/afternoon/evening Hello Hi
Introduction	How do you do? My name is/ I am..... Nice Pleased to meet you Glad It's a pleasure	How do you do? My name is/I am ..... Nice Pleased to meet you too Glad It's a pleasure



**Exercises**

**I. Match these statements with their responses**

<b>A</b>	<b>B</b>
<ol style="list-style-type: none"> <li>1. What is your name?</li> <li>2. Are you Diana?</li> <li>3. How do you do?</li> <li>4. Where do you live?</li> <li>5. What is your telephone number?</li> <li>6. How many brothers and sisters do you have?</li> <li>7. Are you married?</li> <li>8. Pleased to meet you</li> <li>9. Are you a teacher?</li> <li>10. How old are you?</li> <li>11. What do you do?</li> <li>12. When were you born?</li> <li>13. Where are you from?</li> <li>14. Do you like watching movies?</li> <li>15. Are you American?</li> <li>16. Where did you go to school?</li> </ol>	<ol style="list-style-type: none"> <li>a. No, I live in Sumedang</li> <li>b. How do you do?</li> <li>c. No, I am single.</li> <li>d. I am 23 years old.</li> <li>e. No, I am not. I am a secretary</li> <li>f. I was born in 1983.</li> <li>g. No, I am not. I am Canadian.</li> <li>h. It's 651-2307</li> <li>i. I am Suryarini.</li> <li>j. I am afraid no. I prefer doing sports.</li> <li>k. I went to University of Indonesia.</li> <li>l. Same here.</li> <li>m. I am from Surabaya.</li> <li>n. I have a brother and two sisters.</li> <li>o. I am a dentist.</li> <li>p. I live at Jl. Bunga no. 44.</li> </ol>

Now introduce yourself in front of your friends.

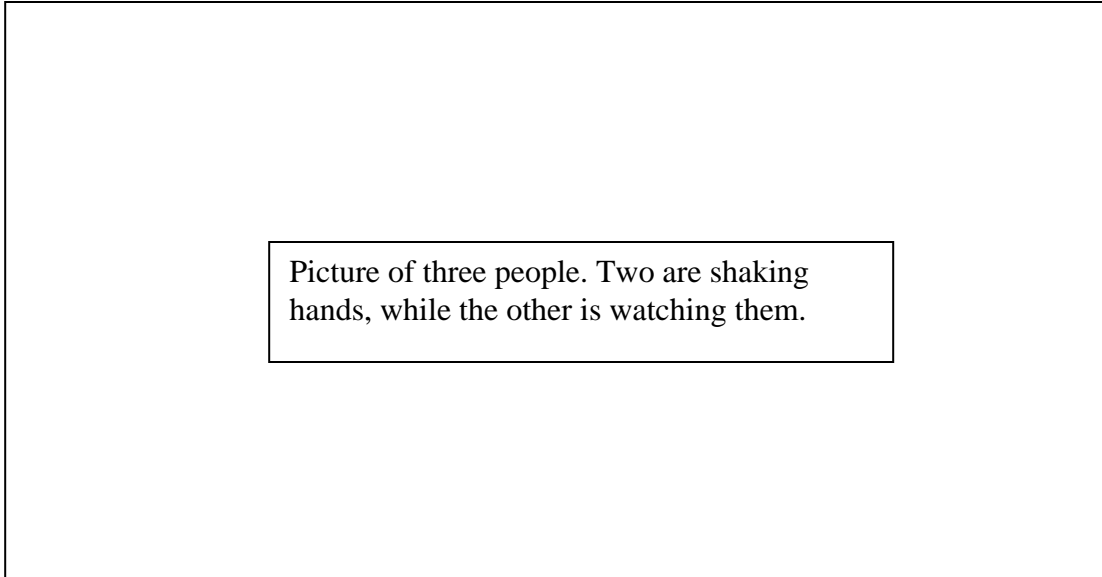
**II. Here are some answers, but what are the questions?**

- |                    |                                     |
|--------------------|-------------------------------------|
| 1. How do you do?  | 6. IBM.                             |
| 2. José Pérez.     | 7. They produce and sell computers. |
| 3. J-O-S-E.        | 8. The financial department.        |
| 4. I'm Spanish.    | 9. I'm an auditor.                  |
| 5. No, I'm single. | 10. English, Spanish, and Italian.  |

Now find out about the people sitting next to you.

**Session 2**

**INTRODUCING OTHERS**



*Amanda is introducing, Mr Lewis, a visiting manager from the headquarter office to her colleague Dian.*

- Amanda : Hi Dian. How are you?  
Dian : Fine thank you. How about you?  
Amanda : I am fine too. Look Dian, *I'd like you to meet* Mr Jonathan Lewis. He is coming from our headquarter office to visit us. Mr Lewis, *this is* our chief accountant, Ms Dian Ardianti.  
Dian : How do you do, Mr Lewis?  
Jonathan : How do you do? Oh, please call me Jon. Nice to meet you, Dian.  
Dian : Nice to meet you, too.

**Expressions for introducing others**

*I'd like you to meet.....*  
*I'd like to introduce you to .....*  
*This is.....*

**Exercises:**

**I. Match phrases (a) – (i) with blanks 1-9 in the conversations below.**

- (a) By the way,
- (b) who is here to look at our research programme
- (c) Chief Designer for Nippon Toys
- (d) We're very pleased that you could come today.
- (e) from the Leningrad Technical Institute
- (f) Are you going to give a talk at this conference?
- (g) And I'm very pleased to be here
- (h) I've heard a lot about your research
- (i) He's our Chief Technical Officer

*1. (at the headquarters of a British company)*

Arthur : Jeff, I'd like you to meet Elsie Long. 1. \_\_\_\_\_ . She's  
the R&D Manager for our new Hong Kong subsidiary. Elsie, this is Jeff  
King. 2. \_\_\_\_\_ . He'll answer all your questions.  
Jeff : Hello, pleased to meet you.  
Elsie : How do you do. 3. \_\_\_\_\_ .

*2. (at a conference)*

Mike : It's difficult to find a seat, isn't it?  
Olga : Yes. It's a very popular lecture.  
Mike : 4. \_\_\_\_\_ my name is Mike Collins, Denton Engineering.  
Olga : I'm Olga –Olga Svetlanova 5. \_\_\_\_\_ .  
Mike : Hi Olga. Nice to meet you. 6. \_\_\_\_\_ .  
Olga : No. I just have to write a report for my Institute.

*3. (a Japanese executive visits an Australian company)*

Peter : Now, may I introduce you to Bill Wells, our Sales Manager. Bill, this is  
Fuji Sakamoto, 7. \_\_\_\_\_ . He has a lot of new ideas to  
discuss with us.  
Bill : How do you do, Mr Sakamoto.  
Fuji : How do you do.  
Bill : 8. \_\_\_\_\_ . Nippon Toys is one of our most important  
suppliers, and we've heard a lot about your design team.  
Fuji : 9. \_\_\_\_\_ . Feedback from customers is very important  
for us.

## Countries and Nationalities

Look at these name cards. Can you tell where do the people come from?

Complete the grids with either the name of the countries or the nationalities!

Country	Nationality
Indonesia	
	Japanese
Britain	
	American
	Egyptian
China	
Germany	
	French
	Dutch
Saudi Arabia	
Greece	

## Games

Session 3

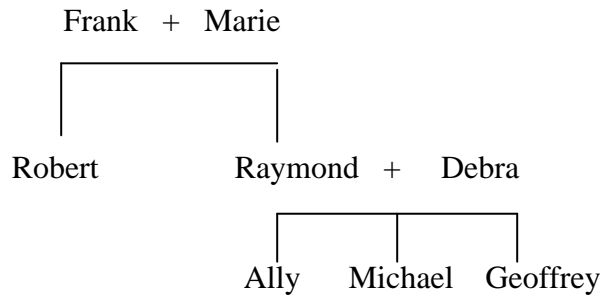
# Family

## Family and Relatives

Arrange the letters into the correct terms of family and relatives

- |        |   |
|--------|---|
| TUNA   | = a sister of our mother or father              |
| PENWEH | = a son of our sister or brother                |
| SUNICO | = a child of our mother/father's sister/brother |
| ENCIE  | = a daughter of our sister or brother           |

## Raymond's Family



Raymond and Debra have three children –a daughter and twin sons. Ally, Raymond's daughter is eight years, and the twins are three years old.

- Frank is Raymond's .....
- .....is Marie's eldest son
- .....is Debra's mother-in-law
- Ally is Robert's .....
- Michael and Geoffrey are Robert's .....
- Ally is Michael's .....
- Debra is Raymond's .....

### **Grammar Points:**

**'s (apostrophe s) = to show possession**

## Exercise

1. My mother's son is my .....
2. My father's sister is my .....
3. My uncle's children are my .....
4. My mother's mother is my .....
5. My husband's father is my .....
6. My sister's son is my .....
7. My mother's brother is my .....
8. My wife's brother is my .....
9. My son's daughter is my .....
10. My daughter's husband is my .....

Session Four

## Daily Activities

Look at these pictures. Put them in order!

**Grammar Points:**

Present Tense to describe habits and general knowledge:

Formula                      **S + V<sub>1</sub> + O/ Complement**

**Examples:**

1. I am an accountant.
2. I have breakfast at 8 o'clock in the morning.
3. He goes to Padjadjaran University.
4. They live at Jl. Bunga no. 12.
5. Jakarta is the capital of Indonesia.



Session 5

**APPLYING FOR A JOB (I)**

Look at these job advertisements. What position are you interested in? Why?

Identify the requirements of each job!

- |   |   |
|---|---|
| <input type="checkbox"/> position required      | <input type="checkbox"/> age                  |
| <input type="checkbox"/> educational background | <input type="checkbox"/> gender               |
| <input type="checkbox"/> GPA                    | <input type="checkbox"/> non-formal trainings |
| <input type="checkbox"/> interests              | <input type="checkbox"/> working experience   |

## *Making an Application Letter*

### **Elements of letter:**

- the heading : shows the writer's address.
- date
- inside address : shows the address of the intended company
- salutation : greeting
- introduction : tells about the writers' name and purpose.
- body : tells the necessary information relevant to the job.
- closing remarks : ends the letter
- complimentary : regards
- signature
- name

**Rearrange these parts of an application letter into the correct order**

**Complete the application letter by filling in the blanks with the provided words in options.**

422 Broward  
University of Texas at Arlington  
Arlington, Texas 75016  
May 15, 2006

Rae Clemens, Director of Human Resources  
Taleno, Ward Marketing, Inc.  
1471 Summit Boulevard  
Houston, Texas 78211

[ 1 ] \_\_\_\_\_  
I am answering the [ 2 ] \_\_\_\_\_ that Taleno, Ward placed in today's Houston Chronicle. My name is Lee Franco, and now I am working on my Master's degree.

Marketing has been one of the emphases of my course work here at the [ 3 ] \_\_\_\_\_, as you will see on my [ 4 ] \_\_\_\_\_. This past year, I gained more practical [ 5 ] \_\_\_\_\_ as well, when I developed marketing techniques that helped to turn my typing service into a busy and profitable small business.

Successfully marketing the typing service (with flyers, advertisements in college publications, and even a two-for-one promotion) makes me a very [ 6 ] \_\_\_\_\_. I can think of no better way to become a professional than [ 7 ] \_\_\_\_\_.

I will be here at the Arlington campus through August 1, and would appreciate the [ 8 ] \_\_\_\_\_. Should you wish to call rather than write me, I can be reached at 555-1976.

[ 9 ] \_\_\_\_\_

Lee Franco

Enc.: [ 10 ] \_\_\_\_\_

- a. experience
- b. advertisement for a marketing trainee
- c. Sincerely
- d. working for Taleno, Ward
- e. University of Texas, Arlington
- f. enthusiastic novice
- g. Dear Ms Clemens
- h. enclosed resume
- i. Resume
- j. opportunity for an interview.

*(adapted from **Handbook for Writers**/Lynn Quitman Troyka in LIA's book. Intermediate 3)*

Now it's your turn to write an application letter.

## Writing Curriculum Vitae (Resume)

### Elements of the Curriculum Vitae:

- Personal Information:
  - Name
  - Place/Date of Birth
  - Address
  - Gender
  - Marital Status
  - Religion
- Educational Background:
  - In Chronological Order from recent to earliest
- Trainings/Skills and Abilities:
  - In Chronological Order from recent to earliest
- Working Experiences:
  - In Chronological Order from recent to earliest
- Interests

Fill in this resume

Resume	
Personal Information	
Name	
Place/Date of Birth	
Home Address	
Phone Number	
Marital Status	
Formal Education	
Tertiary Education	
Secondary Education High School Junior High School	
Primary Education	
Skills and Abilities	
Work Experience	
Interests/Hobbies	

## APPLYING FOR A JOB (II)

### Job Interview

Frequently Asked Questions:

- ✓ Personal Information
  - What's your name?
  - Could you tell me where you live?
  - When were you born?
- ✓ Educational Background
  - What university did you graduate from?
  - What major did you take?
- ✓ Working Experiences
  - Have you had any working experience?
  - What kind of company did/do you work?
- ✓ Trainings
  - I wonder if you have had any trainings in this field of work?
- ✓ Interests
  - What is your hobby?
  - What do you like to do in your spare time?

### **Grammar Point:**

---

Embedded Questions = making direct questions indirect

Direct Question:

*Do you like reading?*

Embedded Question:

I wonder		<i>if</i>		<i>you like reading.</i>
Could you tell me		<i>whether</i>		

Direct Question:

*Where do you live?*

Embedded Question:

Could you tell me		<i>where you live?</i>
I wonder		
Please tell me		

---

**Exercise: Change these direct questions into indirect ones!**

1. Did you graduate from Padjadjaran University?
2. When were you born?
3. How many times have you been to Bali?
4. Have ever got training in accounting?
5. What kinds of music do you like?
6. Are you married?
7. How many brothers and sisters do you have?
8. What do you like to do in your spare times?
9. Are you fond of doing sports?
10. How old are you?

Session 8

## **Accounting Terms**

Session 9

*Socializing*

Do you like to go partying? What do you usually do at a party? Look at the picture.  
Match



Look at these pictures. What are these people doing?

What do you like to do in your leisure time?

Session 10

## **Making Arrangements**

Look at the picture. What information can you get?

Answer the following questions

1. Suppose you are going to take

**Grammar Point:**

Future Tense

Formula

$$S + \left| \begin{array}{c} \text{will} \\ \text{to be going to} \end{array} \right| + V_{\text{infinitive}}$$

Examples:

1. I will go to Jakarta tomorrow.
2. She will take the exam next week.
3. We are going to leave for Singapore tonight.
4. I am going to babysit my niece.

Session 11

## Meetings

Discussion

Your company is building a new hotel in a city centre of your choice. It will have

- 376 double bedrooms
- 106 single bedrooms
- 7 suites

Hold a meeting to decide what facilities and services the hotel should offer. You can elect a chairman if you wish.

First, study the phrases below to help you control the discussion.

**Starting**

*Shall we get started?*

*We need to discuss....*

**Moving on**

*Shall we move on to ....?*

*Let's turn to*

Now look at the points below and decide what to do

1. What sort of guests do you want to attract to the hotel?
  - ≈ business travelers
  - ≈ conference guests
  - ≈ tourists –coach parties
    - family groups
    - couples
    - singles
  
2. What image should the hotel have?
  - ≈ businesslike and efficient
  - ≈ friendly and welcoming
  - ≈ grand and luxurious
  - ≈ good value for money
  - ≈ anything else?
  
3. What style of décor should the hotel have?

4. What facilities should the hotel have? You have enough space and money to choose one item from each box below

Japanese-style garden  
Minigolf course  
Three outdoor tennis court  
Outdoor swimming pool

Hairdresser's  
Gift shop  
Library/writing room

Indoor swimming-pool  
Shopping arcade  
Discotheque

Gymnasium with weight-training  
equipment  
Two squash courts  
Sauna  
Indoor tennis court

5. What bars and restaurants should the hotel have? You have enough space for three of the following:
- French restaurant
  - Local cuisine restaurant

- Chinese restaurant
  - Seafood restaurant
  - Cocktail bar
  - Snack-bar
  - Tea/Coffee lounge
  - Pub
  - Another type of bar/restaurant
6. What services should the hotel have?
- 24-hour reception desk
  - Nightly shoe cleaning
  - Laundry and dry cleaning
  - 24-hour room service
  - 24-hour restaurant service
  - Daily bus trips to places of interest
  - Secretarial services
  - Anything else?
7. Think of a special promotion event for the hotel's opening.

