**Session One**

**INTRODUCTION**

Greetings:
Hi
Hello
Good morning (00:01 - 12:00)
Good afternoon (12:01 – 18:00)
Good evening (18:01 – 24:00)

Getting Acquainted

<table>
<thead>
<tr>
<th>Statement</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Greetings</strong></td>
<td><strong>Greetings</strong></td>
</tr>
<tr>
<td>Good morning/afternoon/evening</td>
<td>Good morning/afternoon/evening</td>
</tr>
<tr>
<td>Hello</td>
<td>Hello</td>
</tr>
<tr>
<td>Hi</td>
<td>Hi</td>
</tr>
<tr>
<td><strong>Introduction</strong></td>
<td><strong>Introduction</strong></td>
</tr>
<tr>
<td>How do you do?</td>
<td>How do you do?</td>
</tr>
<tr>
<td>My name is/I am........</td>
<td>My name is/I am ........</td>
</tr>
<tr>
<td>Nice</td>
<td>Nice</td>
</tr>
<tr>
<td>Pleased to meet you</td>
<td>Pleased to meet you too</td>
</tr>
<tr>
<td>Glad</td>
<td>Glad</td>
</tr>
<tr>
<td>It’s a pleasure</td>
<td>It’s a pleasure</td>
</tr>
</tbody>
</table>
Exercises
I. Match these statements with their responses

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. What is your name?</td>
<td>a. No, I live in Sumedang</td>
</tr>
<tr>
<td>2. Are you Diana?</td>
<td>b. How do you do?</td>
</tr>
<tr>
<td>5. What is your telephone number?</td>
<td>e. No, I am not. I am a secretary</td>
</tr>
<tr>
<td>6. How many brothers and sisters do you have?</td>
<td>f. I was born in 1983.</td>
</tr>
<tr>
<td>7. Are you married?</td>
<td>g. No, I am not. I am Canadian.</td>
</tr>
<tr>
<td>8. Pleased to meet you</td>
<td>h. It’s 651-2307</td>
</tr>
<tr>
<td>12. When were you born?</td>
<td>l. Same here.</td>
</tr>
<tr>
<td>13. Where are you from?</td>
<td>m. I am from Surabaya.</td>
</tr>
<tr>
<td>14. Do you like watching movies?</td>
<td>n. I have a brother and two sisters.</td>
</tr>
<tr>
<td>15. Are you American?</td>
<td>o. I am a dentist.</td>
</tr>
</tbody>
</table>

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.
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.*

<table>
<thead>
<tr>
<th>Amanda</th>
<th>Hi Dian. How are you?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dian</td>
<td>Fine thank you. How about you?</td>
</tr>
<tr>
<td>Amanda</td>
<td>I am fine too. Look Dian, <em>I’d like you to meet</em> Mr Jonathan Lewis. He is coming from our headquarter office to visit us. Mr Lewis, <em>this is</em> our chief accountant, Ms Dian Ardianti.</td>
</tr>
<tr>
<td>Dian</td>
<td>How do you do, Mr Lewis?</td>
</tr>
<tr>
<td>Jonathan</td>
<td>How do you do? Oh, please call me Jon. Nice to meet you, Dian.</td>
</tr>
<tr>
<td>Dian</td>
<td>Nice to meet you, too.</td>
</tr>
</tbody>
</table>

**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!

<table>
<thead>
<tr>
<th>Country</th>
<th>Nationality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indonesia</td>
<td>Japanese</td>
</tr>
<tr>
<td>Britain</td>
<td>American</td>
</tr>
<tr>
<td></td>
<td>Egyptian</td>
</tr>
<tr>
<td>China</td>
<td></td>
</tr>
<tr>
<td>Germany</td>
<td>French</td>
</tr>
<tr>
<td></td>
<td>Dutch</td>
</tr>
<tr>
<td>Saudi Arabia</td>
<td></td>
</tr>
<tr>
<td>Greece</td>
<td></td>
</tr>
</tbody>
</table>

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

Frank + Marie

Robert       Raymond + Debra

Ally         Michael  Geoffrey

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:

\[ S + V_1 + O/\text{Complement} \]

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!

☐ position required
☐ educational background
☐ GPA
☐ interests

☐ age
☐ gender
☐ non-formal trainings
☐ 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.

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

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.

Lee Franco

Enc.: [10]
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

<table>
<thead>
<tr>
<th>Resume</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Information</strong></td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Place/Date of Birth</td>
</tr>
<tr>
<td>Home Address</td>
</tr>
<tr>
<td>Phone Number</td>
</tr>
<tr>
<td>Marital Status</td>
</tr>
<tr>
<td><strong>Formal Education</strong></td>
</tr>
<tr>
<td>Tertiary Education</td>
</tr>
<tr>
<td>Secondary Education</td>
</tr>
<tr>
<td>High School</td>
</tr>
<tr>
<td>Junior High School</td>
</tr>
<tr>
<td><strong>Primary Education</strong></td>
</tr>
<tr>
<td><strong>Skills and Abilities</strong></td>
</tr>
<tr>
<td><strong>Work Experience</strong></td>
</tr>
<tr>
<td><strong>Interests/Hobbies</strong></td>
</tr>
</tbody>
</table>
Session Six

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 if you like reading.
Could you tell me whether you like reading.

Direct Question:
Where do you live?

Embedded Question:
Could you tell me where you live?
I wonder where you live?
Please tell me where you live?
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 you 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

\[ S \rightarrow \text{will} \rightarrow \text{to be going to} \rightarrow V_{\text{infinitive}} \]

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
o Chinese restaurant
o Seafood restaurant
o Cocktail bar
o Snack-bar
o Tea/Coffee lounge
o Pub
o Another type of bar/restaurant

6. What services should the hotel have?
o 24-hour reception desk
o Nightly shoe cleaning
o Laundry and dry cleaning
o 24-hour room service
o 24-hour restaurant service
o Daily bus trips to places of interest
o Secretarial services
o Anything else?

7. Think of a special promotion event for the hotel’s opening.