

MODUL
BAHASA INGGRIS 2 (LANJUT)



DISUSUN OLEH:
PUSPITA DEWI

PROGRAM STUDI S1 ILMU KOMPUTER
UNIVERSITAS BUMIGORA



KATA PENGANTAR

In the name of Allah, the Entirely Merciful, the Especially Merciful.

Alhamdulillah, segala puji syukur penulis panjatkan ke-hadirat Allah swt atas segala Rahmat dan Karunia yang diberikan sehingga penyusunan modul untuk mahasiswa Sastra Inggris ini dapat diselesaikan. Terima kasih yang setinggi-tingginya saya ucapkan kepada Bapak rektor Dr. Anthony Anggrawan, M.T.,Ph.D dan seluruh civitas akademika Universitas Bumigora yang telah mendukung penyusunan modul ini. Teruntuk Sahabat-Sahabat saya, terutama perempuan yang sempurna kuat yang telah banyak memberikan motivasi dan dukungan yang positif atas penyelesaian buku ajar ini.

Mohon kritikan dan saran yang konstruktif demi perbaikan penyusunan modul inikedepannya.

Puspita Dewi

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PENDAHULUAN

Materi pokok yang akan dipelajari dalam modul ini adalah cara memilih topik riset, cara memparafrasa, mengutip, dan menuliskan referensi. Materi-materi dalam buku ajar ini sangat penting Anda kuasai karena semua materi ini diturunkan dari RPS yang telah disusun untuk mahasiswa Sastra Inggris Semester 7 yang telah disesuaikan dengan KKNi.

Modul ini adalah salah satu panduan dalam menulis Bahasa Inggris yang lebih academic dan contoh-contoh yang digunakan dalam buku ini adalah topik-topik yang berhubungan dengan isu gender equality dan equity. Ini bertujuan untuk mempromosikan kesadaran gender bagi perempuan dan laki-laki. Buku ini dapat dibaca oleh siapa saja untuk menumbuhkan dan meningkatkan daya kreasi dalam menulis dan dapat menumbuhkan kesadaran melalui contoh-contoh yang diberikan yang berkaitan dengan isu gender equality yang menjadi salah satu isu dunia (SDGs). Isu gender dapat diselipkan dan diimbeded di berbagai mata pelajaran atau mata kuliah.

Bahasa Inggris merupakan salah satu mata kuliah wajib yang diampu oleh mahasiswa Ilmu Komputer. Mata kuliah ini diambil dua kali yaitu pada semester pertama dan kedua di mana kelilmuan ini bukan menjadi mata kuliah inti akan tetapi mata kuliah umum (MKDU) bagi mahasiswa Ilmu Komputer. Materi pokok yang akan dipelajari dalam buku ajar ini adalah beberapa jenis tenses seperti present tense, past tense, past continuous tense, future tense serta beberapa jenis teks seperti deskriptif teks, narrative, dan prosedur teks. Materi-materi dalam buku ajar ini sangat penting Anda kuasai karena semua materi ini diturunkan dari RPS yang telah disusun untuk mahasiswa Ilmu Komputer Semester 1 yang telah disesuaikan dengan KKNi. Sesuai Permen Nomor 22 tahun 2006, buku ajar ini bertujuan agar peserta didik memiliki kemampuan sebagai berikut.

- a. Mengembangkan kompetensi berkomunikasi dalam bentuk lisan dan tulis untuk mencapai tingkat literasi informational.
- b. Memiliki kesadaran tentang hakikat dan pentingnya bahasa Inggris untuk meningkatkan daya saing bangsa dalam masyarakat global.

- c. Mengembangkan pemahaman peserta didik tentang keterkaitan antara bahasa dengan budaya.

1.	 <p>RENCANA PEMBELAJARAN SEMESTER (RPS) UNIVERSITAS BUMIGORA Jurusan Ilmu Komputer Jl. Ismail Marzuki Mataram. Telp: (0370)634498, Fax: (0370)638369 Website: www.universitasbumigora.ac.id. Email: universitasbumigora.ac.id</p>
2.	Nama Mata Kuliah : Bahasa Inggris 2
3.	Kode Mata Kuliah : DSPK210103
4.	Semester : 2 (dua)
5.	Bobot (sks) : 2 SKS
6.	Dosen Pengampu : Puspita Dewi, M.Pd <hr/> <hr/>
7	<p>Capaian Pembelajaran : Jika diberikan matakuliah Bahasa Inggris 2, pada peserta didik program studi Ilmu Komputer selama 1 semester, maka peserta didik dapat berkomunikasi menggunakan Bahasa Inggris dengan baik.</p> <ul style="list-style-type: none"> • Kawasan Kognitif: Peserta didik atau Mahasiswa <ol style="list-style-type: none"> 1. Mampu menjelaskan atau mendeskripsikan susunan kalimat bahasa inggris yang baik. (pengetahuan) 2. Mampu menguasai aturan penulisan serta susunan kalimat yang baik (pemahaman) 3. Mampu menggunakan atau menulis kalimat bahasa inggris dengan susunan kalimat yang baik (penerapan) 4. Mampu menganalisa susunan kalimat bahasa inggris yang baik (analisis) 5. Mampu menggunakan kalimat bahasa inggris dengan <i>tenses</i> yang benar (sintesis) 6. Mampu menguasai keempat skills dalam bahasa inggris <i>Listening, Reading, Speaking & Writing</i> dalam konteks pembelajaran (evaluasi)

		<ul style="list-style-type: none"> • Kawasan Psikomotorik: Peserta didik memiliki keterampilan dalam menulis dan berbicara menggunakan bahasa inggris dengan susunan kalimat yang baik • Kawasan Afektif: Peserta didik memiliki sifat Mandiri dan Percaya diri dalam berkomunikasi menggunakan bahasa inggris yang baik
8	Bahan Kajian :	<ol style="list-style-type: none"> 1. Introduction to Course Outline 2. Listening Comprehension 3. Reading Comprehension 4. Types of Tenses 5. Types of Text (Reading & Written) 6. Introduction to Writing 7. Speaking & Sharing Information

Acara Pembelajaran

Minggu ke-	Kemampuan Akhir yang Diharapkan	Bahan Kajian	Strategi / Metode Pembelajaran	Alokasi Waktu (menit)	Kriteria (Indikator) Capaian	Instrumen Penilaian	Bobot Penilaian (%)	Pustaka/ Literatur
9	10	11	12	14	15	16	17	18
1	Students are aware of the subject's guide, references, materials, and expected learning outcomes	<ul style="list-style-type: none"> - contract, subject overview, - The Lesson Plan (RPS) 	Lecture	2x50	<ol style="list-style-type: none"> 1. Students are aware of the subject's guide, references, materials, and expected learning outcomes 2. Students are familiar with basic knowledge of the subject and divisions of group presentation 	Discussion	0	- The Lesson Plan (RPS)
2-3	Students are able to find out and analyze specific information in job vacancy advertisement.	<ul style="list-style-type: none"> - skimming - scanning 	<ul style="list-style-type: none"> - Lecture - Small group discussion: <ol style="list-style-type: none"> 1. Arranging jumbled sentences in job vacancy advertisement 2. Answering 	2x50	<ol style="list-style-type: none"> 1. Students are able to find main idea of job vacancy 2. Students are able to recognize the components of job vacancy advertisement. 3. Students are able to explain the content of each component. 	<ol style="list-style-type: none"> 1. Students' engagement 2. Group Task 	1 1	<ul style="list-style-type: none"> • Azar, S. Betty. 1992. <i>Fundamental of English Grammar 3rd Edition</i>. USA. Prentice-Hall, Inc. • Blanchard, K., Root, C. 2003. <i>Ready to Write: A First Composition Text (Third Edition)</i>. London. Oxford University Press. • Glendenning, E, H. McEwan, J. 2006. <i>Oxford English for Information Technology</i>.

			the questions related to the job vacancy advertisement.					London. Oxford University Press.
4-5	Students are able to use and write application letter.	<ol style="list-style-type: none"> Components of application letter structure of application letter 	<ul style="list-style-type: none"> Lecture Small group discussion: <ol style="list-style-type: none"> Arranging jumbled letters of application letter Individual task Composing an application letter based on the job vacancy advertisement. 	4x50	<ol style="list-style-type: none"> Students understand the structure of application letter Students are able to use the appropriate salutation and closure Students are able to use the appropriate format of date 	<ol style="list-style-type: none"> Students' engagement Group Task 	<p>1</p> <p>1</p>	<ul style="list-style-type: none"> Azar, S. Betty. 1992. <i>Fundamental of English Grammar 3rd Edition</i>. USA. Prentice-Hall, Inc. Blanchard, K., Root, C. 2003. <i>Ready to Write: A First Composition Text (Third Edition)</i>. London. Oxford University Press. Glendenning, E, H. McEwan, J. 2006. <i>Oxford English for Information Technology</i>. London. Oxford University Press.

6-7	Students are able to understand and write curriculum vitae.	<ul style="list-style-type: none"> - 1. structure of curriculum vitae - 2. Components of curriculum vitae 	<ul style="list-style-type: none"> - Lecture - Small group discussion: -Arranging jumbled sentences of curriculum vitae -Reviewing the previous materials 	4x50	<ul style="list-style-type: none"> 1. students understand the structure of curriculum vitae 2. students are able to compose curriculum vitae 	<ul style="list-style-type: none"> 1. Students' engagement 2. Group Task 	1 1	<ul style="list-style-type: none"> • Azar, S. Betty. 1992. <i>Fundamental of English Grammar 3rd Edition</i>. USA. Prentice-Hall, Inc. • Blanchard, K., Root, C. 2003. <i>Ready to Write: A First Composition Text (Third Edition)</i>. London. Oxford University Press. • Glendenning, E, H. McEwan, J. 2006. <i>Oxford English for Information Technology</i>. London. Oxford University Press.
8	UTS (Ujian Tengah Semester)			2x50		Nilai patokan & Grade	30	
9-11	Students are able to describe and promote a product.	<ul style="list-style-type: none"> - Adjectives - Degree of comparison - Tips and trick in promotion 	<ul style="list-style-type: none"> - Lecture - Small group discussion: -Arranging picture and 	4x50	<ul style="list-style-type: none"> 1. Students understand and able to use the appropriate adjectives in describing a product. 2. Students understand and able to use the degree of comparisons in 	<ul style="list-style-type: none"> 1. Students' engagement 2. Individual assignment 	1 1	<ul style="list-style-type: none"> • Azar, S. Betty. 1992. <i>Fundamental of English Grammar 3rd Edition</i>. USA. Prentice-Hall, Inc. • Blanchard, K., Root, C. 2003. <i>Ready to Write: A First Composition Text (Third Edition)</i>. London. Oxford University Press.

			describing the pictures		describing a product. 3. Students understand and able to describe a product creatively and effectively.			<ul style="list-style-type: none"> • Glendenning, E, H. McEwan, J. 2006. <i>Oxford English for Information Technology</i>. London. Oxford University Press.
12-13	Students are able to explain process of making something.	<ul style="list-style-type: none"> - Passive voices - Time and sequence connectors 	<ul style="list-style-type: none"> - Lecture - Small group discussion: - Choosing one topic and explaining the procedures - Reviewing the materials 	4x50	<ol style="list-style-type: none"> 1. Students are able to use passive voices in explaining a process. 2. Students are able to use time and sequences and connectors. 	<ol style="list-style-type: none"> 1. Students' engagement 2. Individual assignment 	1 1	<ul style="list-style-type: none"> • Azar, S. Betty. 1992. <i>Fundamental of English Grammar 3rd Edition</i>. USA. Prentice-Hall, Inc. • Blanchard, K., Root, C. 2003. <i>Ready to Write: A First Composition Text (Third Edition)</i>. London. Oxford University Press. • Glendenning, E, H. McEwan, J. 2006. <i>Oxford English for Information Technology</i>. London. Oxford University Press.
14-15	Students are able to take part in job interview	<ul style="list-style-type: none"> - Common question in job 	<ul style="list-style-type: none"> - Lecture - Small group 	6x50	1.1. Students are able to understand the common questions	1. Students' engagement	5 5	<ul style="list-style-type: none"> • Azar, S. Betty. 1992. <i>Fundamental of English</i>

		<p>interview</p> <ul style="list-style-type: none"> - Etiquettes in job interview 	<p>discussion:</p> <ul style="list-style-type: none"> - Making some groups and the students practice with their groups - Making a video of job interview 		<p>2. Students are able to give the appropriate answer to common questions</p> <p>3. Students are able to understand to Etiquettes in job interview</p>	<p>2. Individual assignment</p>		<p><i>Grammar 3rd Edition.</i> USA. Prentice-Hall, Inc.</p> <ul style="list-style-type: none"> • Blanchard, K., Root, C. 2003. <i>Ready to Write: A First Composition Text (Third Edition).</i> London. Oxford University Press. • Glendenning, E, H. McEwan, J. 2006. <i>Oxford English for Information Technology.</i> London. Oxford University Press.
16	Final Test			2x50		Nilai patokan & Grade	50	

CHAPTER I: JOB VACANCY (NEWS)

A. TUJUAN PEMBELAJARAN

Tujuan dari Pembelajaran ini adalah:

1. Mahasiswa mampu menemukan dan menganalisis informasi yang spesifik dari job vacancy advertisement.
2. Mahasiswa mampu membuat poster job vacancy advertisement.
3. Mahasiswa mampu mendemonstrasikan atau mempresentasikan poster yang dibuat.

B. MATERI PEMBELAJARAN

1) Job Vacancy Advertisement

Dalam pertemuan ini, mahasiswa akan membaca sebuah teks terkait job vacancy advertisement. Silakan baca job vacancy di bawah ini.

Please read the following job vacancy advertisement.



We are a growing dynamic software development company delivering technology solutions primarily for overseas markets. We have many ongoing development projects in Australia. Our learning based innovative coaching culture expands and grooms you to be an inspiring leader.

ASSOCIATE SOFTWARE ENGINEER / ANALYST PROGRAMMER

Software developers (or computer programmers) are the brains behind the design, installation, testing and maintenance of software systems. Much more than just playing around with codes, if you work with software you'll play an important part in making a business more efficient and helping to provide a better IT service.

Typical duties and responsibilities:

- Development of high end interactive and compelling HTML5 games for desktop computers, smartphones and tablet computers.
- Prepare illustrations or rough sketches of material, discussing them with clients and/or supervisors and making necessary changes
- Participate in an agile development and collaborate with tech and design leads.
- Working closely with art direction and project management to fulfil high profile project requirements and company goals.

Skills / Qualifications:

- A degree or diploma in information technology or related field is preferable.
- Object Oriented game development in TypeScript and rich interactive HTML5 content development libraries like CreateJS or similar
- Proficient knowledge of web technologies like HTML, CSS, XML and JSON
- Experience with other OOP languages like ActionScript, JAVA, C++ or C#
- Background in computer graphics
- Excellent time management, organisational skills and communication skills
- The ability and willingness to work under pressure and meet deadlines

The selected candidates can look forward to an attractive remuneration package with an excellent opportunity for career growth.

Does this sound like you? If so, send your CV directly to careers@itelasoft.com with non-related referees indicating the position applying for within 14 days of this advertisement.

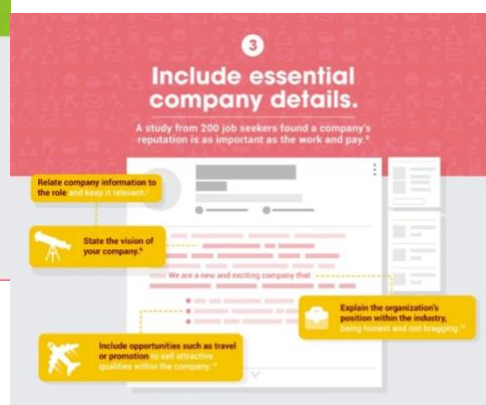
2) Please answer the following questions based on the poster.

1. What is the name of the company?
2. In what field does the company work?
3. What type of work does the company offer?
4. If you work at the company, you do not have to interact with clients and supervisors.
True or false?
5. As an Associate Software Engineer at the company, why are you required to work closely with art direction and project management?
6. If you are just a senior high school graduate, can you apply for that position?
7. What Object-Oriented Languages do you need to master if you want to apply for that position?
8. You hate to work under pressure and meet deadlines, then are you a good candidate for that position? Why?
9. If the job vacancy advertisement is released on March 28th 2018, when is the last day for sending an application?
10. Where should you send your application letter and CV to?

3) Components in Job Vacancy Advertisement

Nah, ada beberapa komponen yang harus diketahui kaitannya dengan iklan pekerjaan atau lowongan pekerjaan. Oleh sebab itu, silahkan mempelajari komponen-komponen yang ada di dalam iklan tersebut supaya bisa dibaca dengan skimming atau cepat. Harus ada beberapa informasi yang digaris bawahi.

Components of Job Vacancy Advertisement:



4 Define the work with role responsibilities.

This will tell job-seekers what they will need to accomplish to deliver key results if employed.¹¹



- Include day to day responsibilities by going through a typical day and noting key tasks performed.¹²
- List three to seven main tasks. Too much detail is overwhelming.¹³
- Relate the role to the company's overall work objective.¹⁴

5 Describe your ideal employee with a person specification.


Job-seekers will match their skills to decide if they can apply.



- Specify at least five skills and abilities you are looking for.¹⁵
- Specify the level of experience required to fulfill the role to a high standard.¹⁶
- Include specific qualifications or education, such as a specific degree.¹⁷
- State the personality and character traits of the role that would fit in with your team as well as do a great job.¹⁸

6 Reel candidates in with salary and benefits.

A study found that when job ads include a salary range, they got over 30% more applicants.¹⁴



- Include unique job benefits and perks.¹⁹
- Remember, you don't have to be specific. Time saved is time recognized if necessary.²⁰
- Include a salary range to avoid wasting everyone's and your time if they want a different pay.²¹

7 Describe and include location details.

57% of people said location is more important than salary.¹⁷



- Include a brief office description, highlighting any attractive qualities such as a break out room or kitchen.²²
- Describe the surrounding area such as cafes and shops where people can grab lunch or coffee.²³
- Include transport links. Can people access from any nearby subways, bus routes or trams?²⁴

8 Don't forget to tell job-seekers how to apply.

Your application process reflects your company's culture – so it's important to get it right.²⁵



- Include a closing date for applications.²⁶
- Specify clearly where applicants should send their applications.²⁷
- Provide a point of contact should people have any questions.²⁸
- State if applicants should send a cover letter and CV or fill out a job application.²⁹

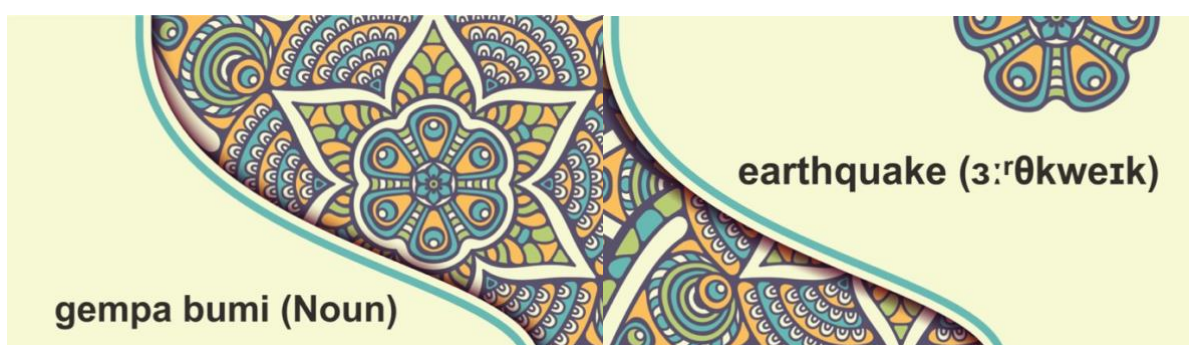
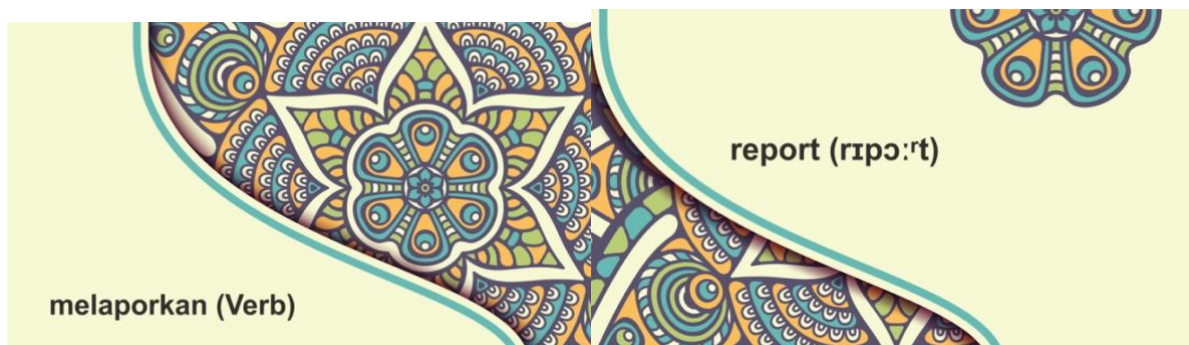
4) Collect Vocabularies


Apakah anda tahu bahwa kosakata menjadi landasan dan dasar yang kuat ketika mau berbicara bahasa Inggris. Nah berikut adalah beberapa kosakata yang berkaitan dengan news yang dapat dibaca oleh Anda.

Please repeat after your tutor.

- report (rɪpɔːrt): melaporkan (Verb)
- earthquake (ɜːrθkweɪk): gempa bumi (Noun)
- dangerous (deɪndʒərəs): bahaya (Adjective)
- ridiculous (rɪdɪkjʊləs): konyol (Adjective)
- interrupt (ɪntərʌpt): menginterupsi (Verb)
- headlines (ˈhedlaɪnz): berita utama (Noun)
- achievement (ətʃɪvmənt): pencapaian (Noun)
- provide (prəvaɪd): menyediakan (Verb)
- encourage (ɪnkʌrɪdʒ): mendorong (Verb)
- persuade (pəˈsweɪd): membujuk (Verb)

Berikut Cue Card yang bisa diprint dan dijadikan bahan bacaan yang handy dibawa ke mana-mana.





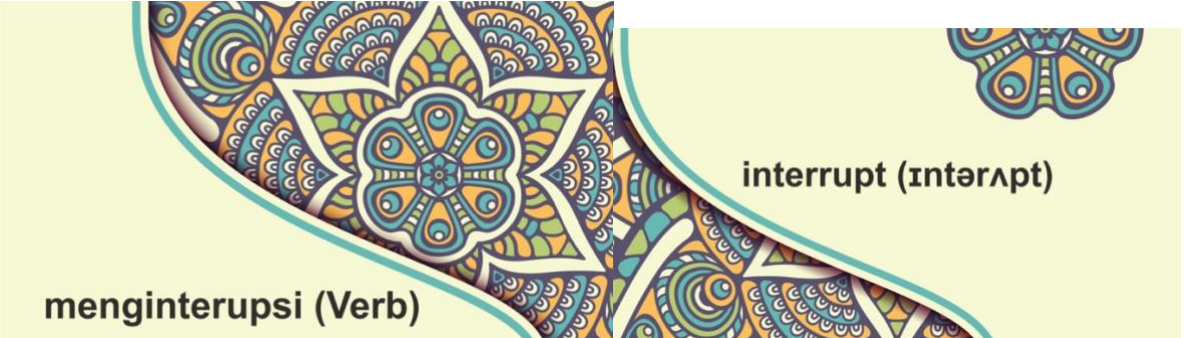
bahaya (Adjective)

dangerous (deɪndʒərəs)



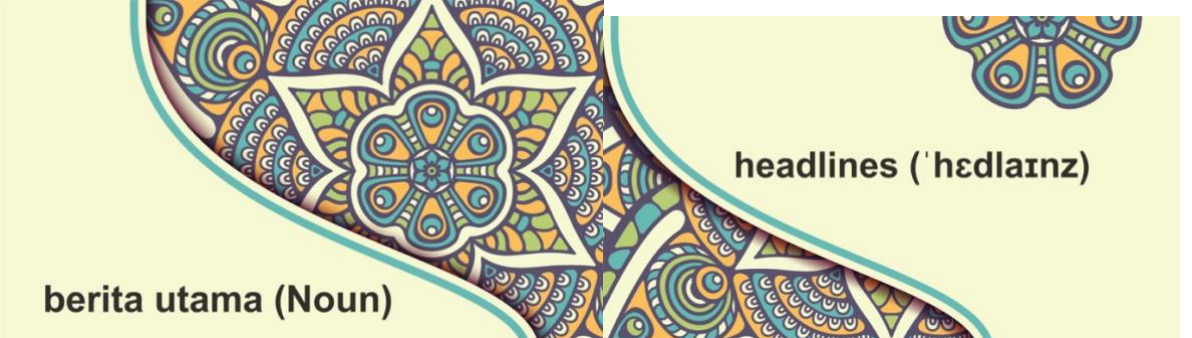
konyol (Adjective)

ridiculous (rɪdɪkjʊləs)



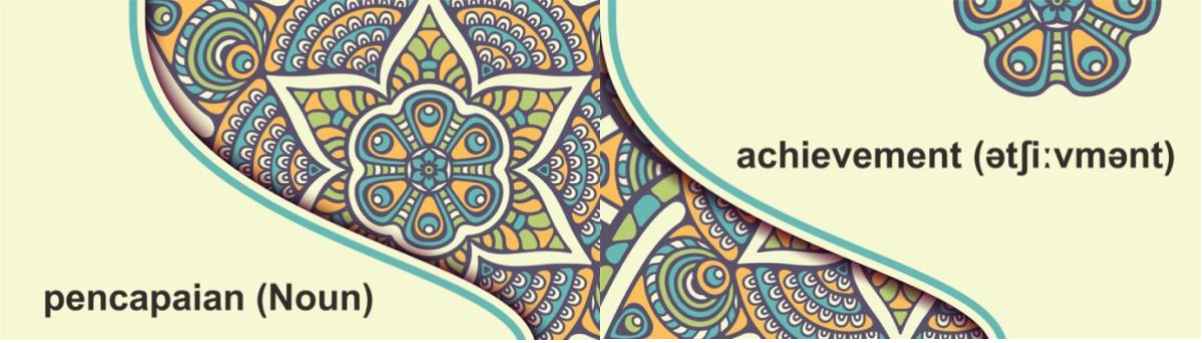
menginterupsi (Verb)

interrupt (ɪntəʁʌpt)



berita utama (Noun)

headlines (ˈhedlaɪnz)



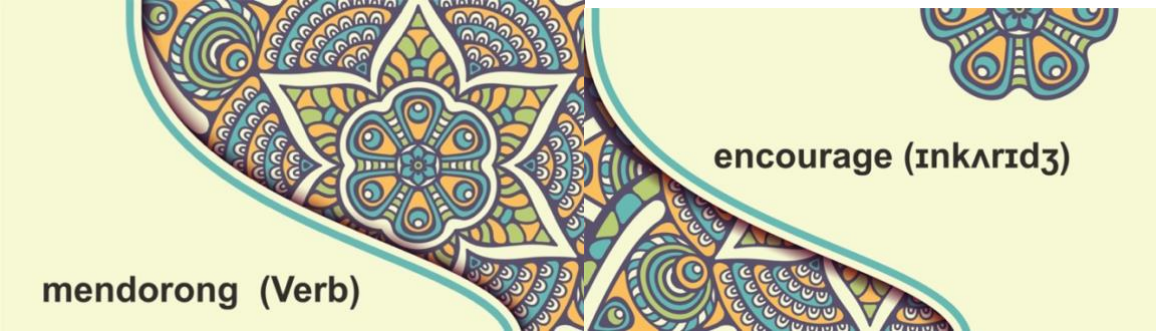
pencapaian (Noun)

achievement (ətʃi:vmənt)



menyediakan (Verb)

provide (prəvaɪd)



mendorong (Verb)

encourage (ɪnklɪdʒ)



membujuk (Verb)

persuade (pə'sweɪd)

5) Please translate the following poster



Dimensions IT is a sister company of a leading UK based Software Development Company. We are looking for candidates who are dynamic, innovative, motivated and creative with very good interpersonal skills to join our expanding team based in **Gampaha (Nittambuwa), Sri Lanka**.

Junior Web Designer

Excellent Photoshop skills is essential

Responsibilities:

- Deliver for a range of design needs including static and dynamic websites, navigation components, logos etc.
- Analyse and evaluate current front-end design/usability challenges and implement effective design solutions.
- Redesign existing websites with brand new designs and components.

Requirements:

- University Degree/Diploma in Computer Science/IT/Web Design or equivalent qualification is highly desirable.
- **Minimum 1 years of industry experience** in Web Design using **Photoshop**.
- **Excellent Photoshop skills is essential**.
- Strong portfolio of visual designs.
- Knowledge and experience in Responsive Web Design, Bootstrap etc is an added advantage.
- Excellent eye for design and knowledge of current web design trends in the UK.

If you're interested in applying for the above position, please send us an email that includes,

- Your CV (Please name the file as "**your name – Junior Web Designer**").
- A **covering letter in the body of the email**, Include your **name, mobile number** and your **current address**. Also please make sure that you list to your education/work experience, related to the qualifications listed above.

Please send your mails to careers@jp-websolutions.co.uk with the subject "**Junior Web Designer – Your Name**"

A large rectangular box containing 25 horizontal lines, intended for writing or drawing.

6) Please compose your own poster.

A large, empty rounded rectangular box with a green border, intended for creating a poster. The box is centered on the page and occupies most of the vertical space below the instruction.

C. KESIMPULAN

Membaca job vacancy advertisement sangat penting untuk mahasiswa karena pada dasarnya setelah lulus dari Universitas, mereka akan mencari lowongan pekerjaan. Oleh sebab itu, hal ini penting dilakukan supaya mahasiswa dapat membaca dengan cepat dan detail lowongan pekerjaan berbahasa Inggris.

CHAPTER II: WHAT ARE YOUR STRENGTHS?

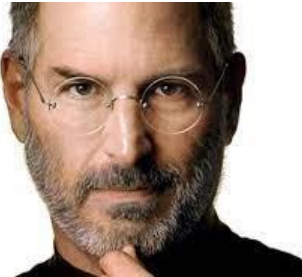
A. TUJUAN PEMBELAJARAN

Tujuan dari Pembelajaran ini adalah:

1. Mahasiswa mampu membaca dan memahami application letter.
2. Mahasiswa mampu mengetahui komponen-komponen application letter
3. Mahasiswa mampu memahami struktur dari application letter.
4. Mahasiswa mampu berbicara terkait dengan application letter.
5. Mahasiswa mampu membuat application letter.

B. MATERI PEMBELAJARAN

1) Please write the names of these influencer.



2) Components of Application Letter

Ada beberapa komponen yang seharusnya diketahui oleh mahasiswa sebelum mereka menulis application letter.

Ada beberapa komponen dalam application letter yaitu heading, inside address, salutation, introductory paragraph, 1st main paragraph, 2nd main paragraph, closing paragraph, complimentary paragraph, signature, name dan enclosure. Masing-masing komponen akan dijelaskan dengan disertai contoh.

HEADING	Your Mailing Address City, State Zip Code Today's Date <i>(4 "Return"s or "Enter"s on Keyboard)</i>
INSIDE ADDRESS	Employer's Name Job Title Business Name Business Address City, State Zip Code
SALUTATION	Dear (Mr./Mrs./Ms.) <i>(Use the name of the person that will read the letter):</i>
INTRODUCTORY PARAGRAPH Tell why you are writing.	In response to the February 24th advertisement in the <i>Bangor Daily News</i> , I have enclosed my resume for the Receptionist position.

Adapted.

Heading merupakan bagian awal application letter yang meliputi alamat, kota dan tanggal dan kemudian diikuti oleh inside address yang meliputi nama employer, posisi yang diapply, alamat, dan kota perusahaan. Solutation adalah kata-kata sapaan seperti dear ms, Mrs, Mr, dan lain-lain. Sedangkan, introductory paragraph berisi dari mana membaca atau mendengar lowongan pekerjaan tersebut pada tanggal berapa, di platform mana dan posisi apa yang diapply.

1ST MAIN PARAGRAPH

Describe your qualifications. Sell your skills and knowledge. Tell why you are interested in the company or college. Point out any related experience you have.

2ND MAIN PARAGRAPH

Continue to describe qualifications. Highlight relevant training or classes that relate to the job or major for which you are applying.

CLOSING PARAGRAPH

Close by thanking the reader and requesting an interview.

I have two years of prior work experience as a receptionist with XYZ Telecommunications. My work has involved answering ten incoming lines and greeting customers in a fast-paced office setting. I have also been responsible for all incoming and outgoing mail, as well as purchase orders. I am very detail oriented and able to handle multiple tasks simultaneously.

I am currently completing an Associate Degree in Executive Administrative Assistant at Northern Maine Technical College. In completing this program, I have gained valuable experience in several computer programs including Microsoft Word, Excel, and Access. Additionally, my training has provided me with the skills to reach my goal of office management.

I welcome the opportunity to discuss my qualifications with you in person. I can be reached at (207) 555-1234. Thank you for your time and consideration.

Ini salah bagian inti di mana bagian ini menceritakan tentang diri sendiri, tempat mempromosikan kelebihan yang dimiliki sehingga pemilik perusahaan bisa mempertimbangkan untuk menghire yang bersangkutan. Bagian ini berisi paragraf utama berisi mendeskripsikan kualifikasi dan mempromosikan kelebihan yang berupa pengalaman yang relevan, dan keterampilannya, barangkali pengalaman pelatihan yang pernah diikuti. Dalam paragraf ini, silakan didetailkan pengalaman, pengetahuan serta keterampilan yang dimiliki.

COMPLIMENTARY CLOSE**SIGNATURE****NAME****ENCLOSURE**

This indicates that you have enclosed other items (resume, transcripts, etc.) for the reader to see.

Sincerely,

(4 "Return"s or "Enter"s on Keyboard)

Joe Doe

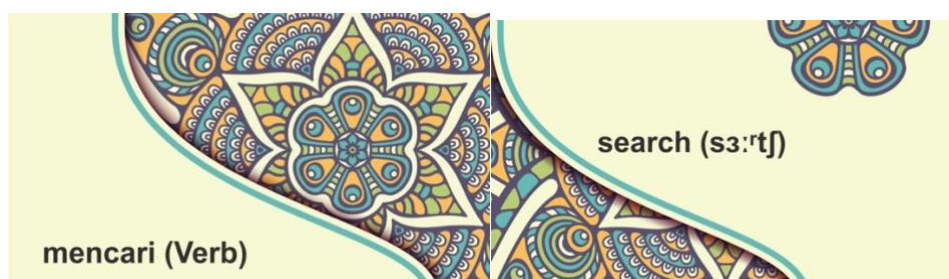
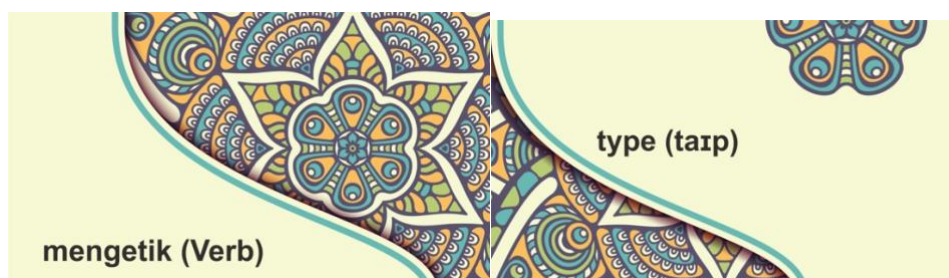
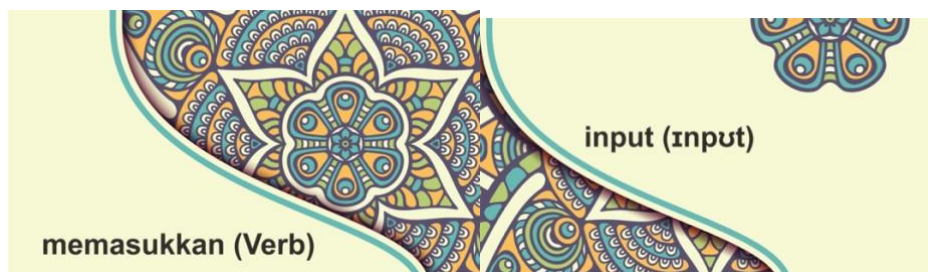
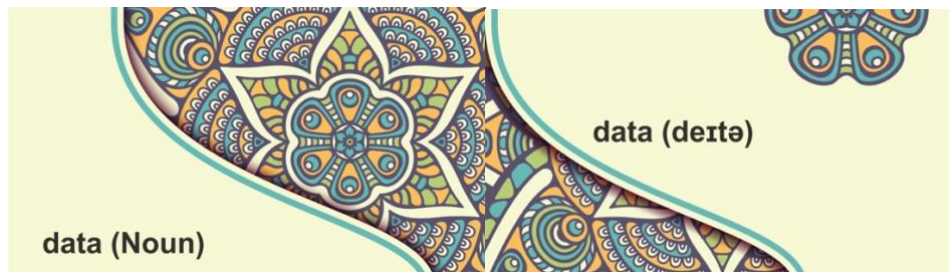
Enclosure

Dibagian akhir dari application letter ini adalah complimentary close seperti kata regards, sincerely, dan lainnya dan diikuti dengan tanda tangan dan nama. Bagian paling terakhir dari penutup ini adalah enclosure.

3) Collect Vocabularies

Berikut beberapa kosakata yang dapat dipelajari oleh pembelajar dalam rangka meningkatkan kosa kata baru yang berkaitan dengan komputer.

- data (deɪtə): data (Noun)
- input (ɪnput): memasukkan (Verb)
- type (taɪp): mengetik (Verb)
- search (sɜːtʃ): mencari (Verb)
- explore (ɪksplɔːr): mengeksplorasi (Verb)
- handle (hændl): menangani (Verb)
- impression (ɪmpreʃn): kesan (Noun)
- appear (əpɪər): tampak (Verb)
- visible (vɪzɪbəl): terlihat (Adjective)
- waste (weɪst): membuang (Verb)





mengeplorasi (Verb)

explore (ɪksplɔːr)



menangani (Verb)

handle (hændəl)



kesan (Noun)

impression (ɪmpresjən)



tampak (Verb)

appear (əpiəːr)



terlihat (Adjective)

visible (vɪzɪbəl)



membuang (Verb)

waste (weɪst)

4) Know Yourself

Please write at least 50 words what are your strengths and your weaknesses.

Lined writing area for student response.

5) Jumble paragraphs

Please rearrange the following application letter based on the template.

5 Atkins Avenue
Northville, ME 04400
January 3, 2003

Signature

Dear Ms. Bailey:

Joseph Smith

I work well under the pressure of deadlines, and I have been involved in many group projects. My work experiences have taught me that one must be prepared to work beyond the typical forty-hour week to achieve success. I am willing and able to do so for XYZ Law Offices.

This letter is in reference to the paralegal position that was listed through Central Maine Technical College's Career Center. I am familiar with XYZ Law Office's recent growth and I am confident that my skills and qualifications will benefit your company.

Your consideration of my credentials would be greatly appreciated. I will call you next week to confirm your receipt of this letter and enclosed resume. Please feel free to contact me if you require additional information to support my candidacy.

I am eager to utilize my research and writing skills while working as a paralegal. My academic courses at CMTC have required many research papers and projects. I have a tremendous capacity to undertake research and report findings in clear and concise fashion.

Ms. Christine Bailey
XYZ Law Offices
123 Main Street
Auburn, ME 04210

Sincerely,

Enclosures

A large rounded rectangular box with a green border, containing 18 horizontal lines for writing.

C. KESIMPULAN

Application letter sangat penting untuk mahasiswa karena ini akan digunakan di dunia kerja. Oleh sebab itu, ini perlu diajarkan untuk mahasiswa terutama application letter untuk bahasa Inggris supaya mereka dapat bersaing di dunia internasional.

CHAPTER III: WRITE YOUR CV

A. TUJUAN PEMBELAJARAN

Tujuan dari Pembelajaran ini adalah:

1. Mahasiswa mampu membaca dan memahami curriculum vitae.
2. Mahasiswa mampu mengetahui komponen-komponen curriculum vitae.
3. Mahasiswa mampu memahami struktur dari curriculum vitae.
4. Mahasiswa mampu berbicara terkait dengan curriculum vitae
5. Mahasiswa mampu membuat curriculum vitae.

A. MATERI PEMBELAJARAN

1) What do you need to write when composing curriculum vitae?

2) Components of Curriculum Vitae

Saya yakin Anda pernah menulis curriculum vitae karena biasanya ini dibutuhkan untuk banyak hal misalnya mencalonkan diri jadi ketua OSIS, melamar pekerjaan, dan lainnya. Ada banyak komponen dalam Menyusun dan menulis curriculum vitae. Pertama Anda perlu menulis nama lengkap dan jika diperlukan menuliskan gelar. Ini kemudian diikuti dengan menulis personal statement dimana isinya berupa sebutkan lulusan mana Nda dan apa yang Anda inginkan atau posisi yang ingin diapply. Personal detail meliputi nama, tempat tanggal alhir, dan email dan nomor telpon atau HP. Untuk lebih rincinya dapat dilihat pada gambar berikut ini.

..... CV	
I am a	
I am looking for	
Personal details	
Address:	...
Email:	...
Phone:	...
Date of birth:	...
Education and qualifications	
... - ... :
... - ... :

Year	Name of school/university, Major. Title
------	---

Komponen yang lainnya juga adalah Pendidikan dan kualifikasi yang berisi tahun Pendidikan ditempuh, disekolah/universitas mana serta jurusan yang diambil. Ini penting ditulis oleh Anda karena ini akan menjadi pertimbangan employer untuk menghire Anda.

3) Collect Vocabularies

Ada beberapa kosa kata yang bisa Anda pelajari sehingga Anda dapat input baru dan bisa diimplementasikan Ketika berbicara Bahasa Inggris.

- citizen (sɪtɪzən): warga Negara (Noun)
- collective (kəlektɪv): kolektif (Adjective)
- neighbour (neɪbər): tetangga (Noun)
- network (netwɜ:k): jaringan (Noun)
- collaborate (kələbɔreɪt): kolaborasi (Verb)
- interaction (,ɪntər'ækʃən): interaksi (Noun)
- communicate (kəmju:nɪkeɪt): berkomunikasi (Verb)
- disappear (dɪsəpɪər): menghilang/tidak tampak (Verb)
- familiar (fə'mɪliər): familiar (Adjective)
- react (rɪækt): reaksi (Verb)

4) Please write your experiences related to education and trainings.

5) Please write your own curriculum vitae in the following box.

A large rounded rectangular box with a green border and horizontal lines for writing a curriculum vitae. The box is empty and contains 25 horizontal lines.

D. KESIMPULAN

Curriculum Vitae atau disingkat CV merupakan dokumen yang harus diketahui semua orang sebelum melamar pekerjaan, Di dalam menulis CV, ada beberapa hal yang harus dipertimbangkan dan diketahui sehingga Anda dapat menulis CV dengan baik.

CHAPTER IV: PROMOTE YOUR PRODUCT

A. TUJUAN PEMBELAJARAN

Tujuan dari Pembelajaran ini adalah:

1. Mahasiswa mampu mengidentifikasi adjectives.
2. Mahasiswa mampu mendeskripsikan benda dan orang menggunakan kata sifat.
3. Mahasiswa mampu membuat poster produk.
4. Mahasiswa mampu menjelaskan poster yang dibuat.
5. Mahasiswa mampu mempromosikan produk.

B. MATERI PEMBELAJARAN

1) Guess, where is the Antonym and Synonym of each number.

- 1. agree, disagree _____
- 2. cold, freezing _____
- 3. easy, difficult _____
- 4. argue, squabble _____
- 5. guess, estimate _____
- 6. bottom, top _____
- 7. tired, energetic _____
- 8. huge, gigantic _____
- 9. sink, float _____
- 10. windy, calm _____
- 11. noisy, quiet _____
- 12. unhappy, sad _____

2) Do you Know the formula of Adjectives? Here it is.

Formula:

(+) S+tobe (am,is,are/was/were)+Adjectives

They are diligent because they want to get good GPA.

(-) S+tobe (am,is,are/was/were)+not+Adjectives

They are not lazy because they want to get good GPA.

(?) Tobe (am,is,are/was/were)+S+Adjectives

Are they diligent because they want to get good GPA?

C

3) Adjectives Endings



https://www.123rf.com/photo_53793982_stock-vector-creating-or-building-own-business-concept-puzzle-piece-construction-and-development-build-construct-.html

Adjectives have different **endings**.
Some adjectives end in **-ful or -less**.

a **beautiful** dress

a **careless** driver

a **faithful** dog

a **harmless** insect

a **useful** tool

An adjective that ends in **-less is the opposite of** the same adjective that ends in **-ful**.

For example:

careful – careless useful – useless

colorful – colorless harmful – harmless.

The **-ful ending means having a lot of something**.

For example:

painful = having a lot of pain

hopeful = having a lot of hope

The **-less ending means without**.

For example:

leafless = without leaves

sleeveless = without sleeves

Adjective Endings with **Y**

a **dirty** street

a **noisy** room

a **sleepy** passenger

a **sunny** day

Adjective Endings with **-ive**

an **active** child

an **attractive** students

a **creative** toy

An **expensive** cloth

A **talktive** child

Adjective Endings with **-ing**

a **caring** nurse

an **interesting** book

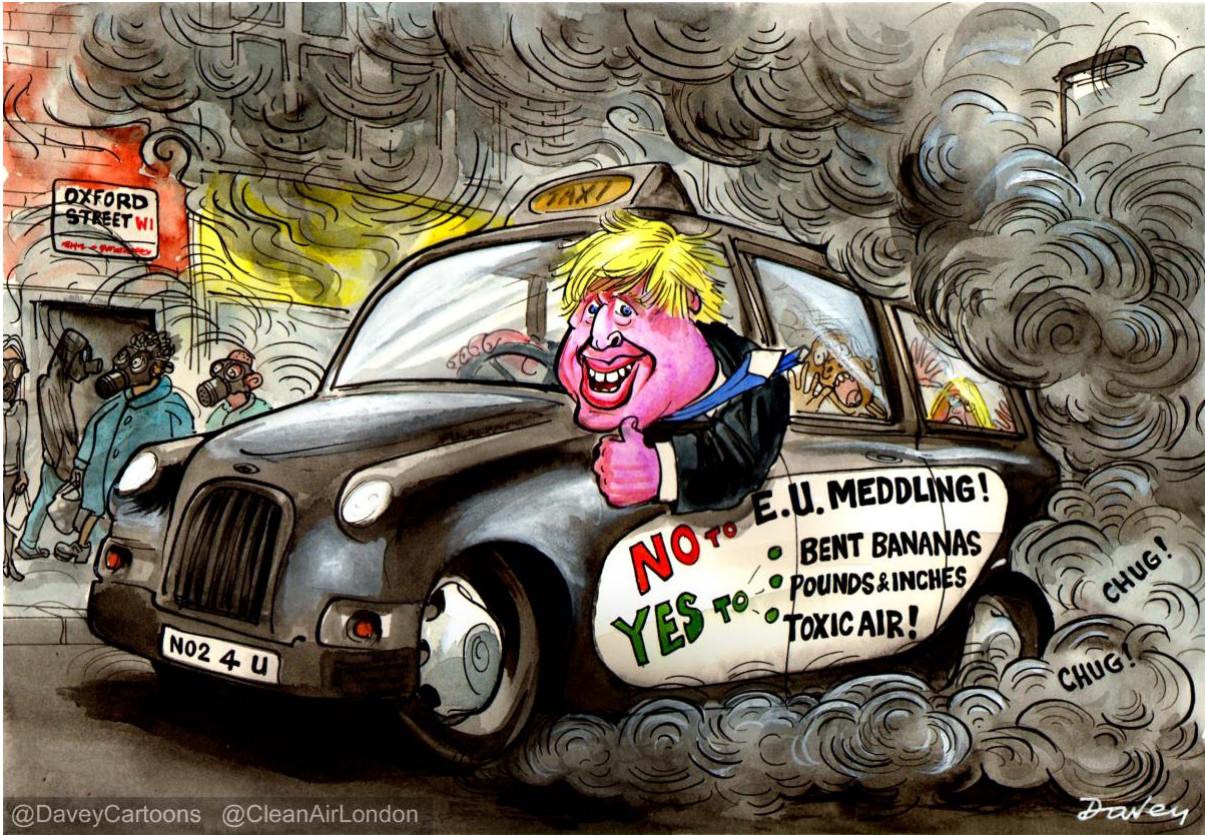
loving parents

matching clothes

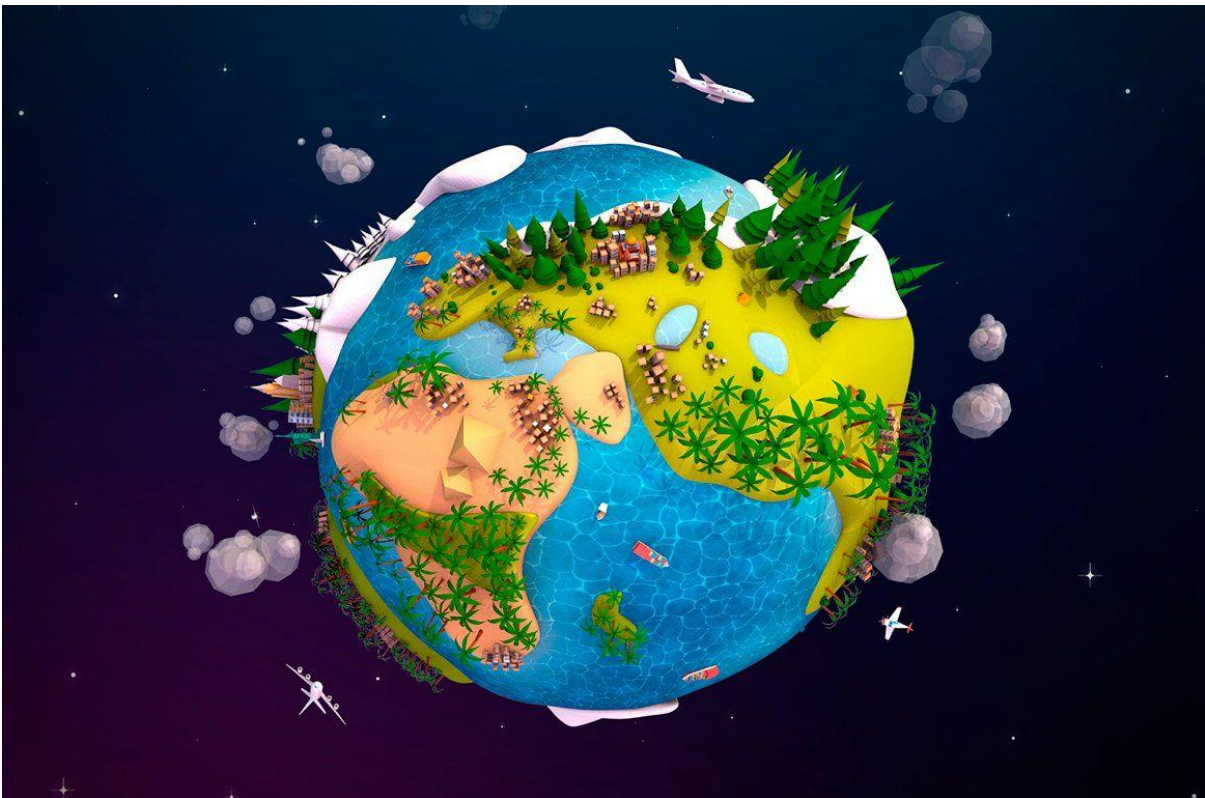
a **smiling** face

This materials are adopted
from:

4) Please describe one of these pictures.



<https://cleanair.london/davey-cartoons/>



<https://www.pinterest.com/pin/580401470718012003/>

5) What do you know if the following products.



SAMSUNG



LG



AUDI



XENIA



EPSON L120



EPSON L220

C. KESIMPULAN

Kata sifat atau adjectives menjadi bagian penting Ketika mendeskripsikan atau menggambarkan sesuatu atau menggambarkan seseorang. Di dalam Bahasa Inggris, kita bisa mengidentifikasi apakah kata itu kata sifat atau tidak dilihat dari pola afiksasinya yaitu akhiran dari kata tersebut. Contohnya danger (verb) Ketika ditambahkan -ous maka akan berubah menjadi kata sifat, dangerous; beauty (noun), kata ini berubah menjadi adjectives jika ditambahkan akhiran -ful menjadi beautiful.

CHAPTER V: JOB INTERVIEW

A. TUJUAN PEMBELAJARAN

Tujuan dari Pembelajaran ini adalah:

- 1) Mahasiswa mampu mengidentifikasi the degree of comparison.
- 2) Mahasiswa mampu menjelaskan the degree of comparison.
- 3) Mampu membandingkan produk.

A. MATERI PEMBELAJARAN

1) Which one would you buy? Give reason why?

iPhone
X



Google
Pixel 2



2) The Degree of Comparison

POSITIVE

Fast
Big
Good
Handsome

COMPARATIVE

Faster
Bigger
Better
More Handsome

SUPERLATIVE

Fastest
Biggest
Best
Most Handsome

3) Please compare two of your favourite products.

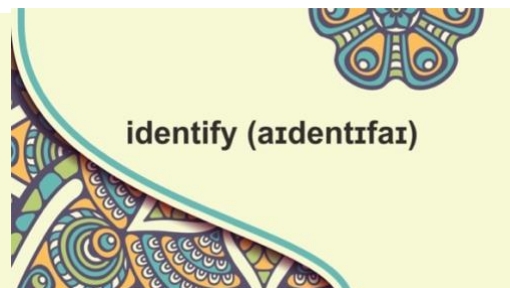
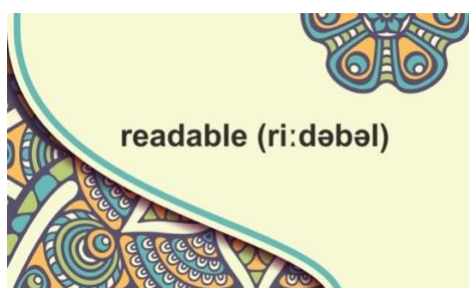
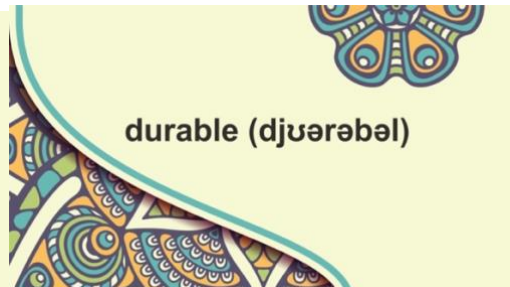
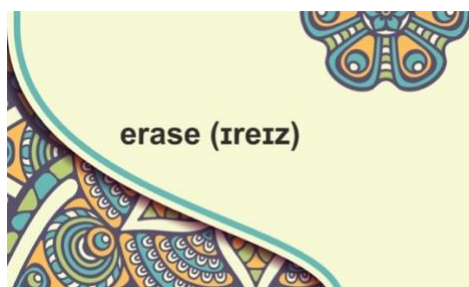
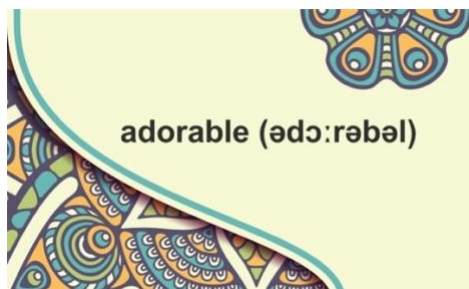
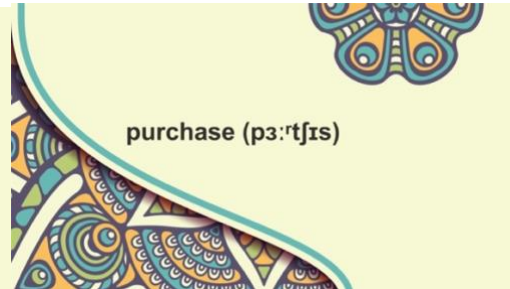
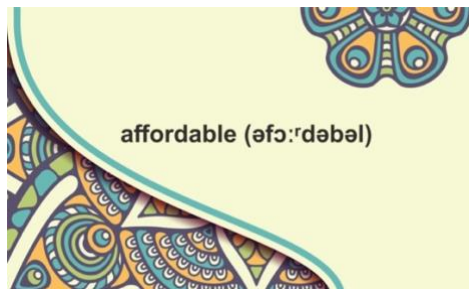
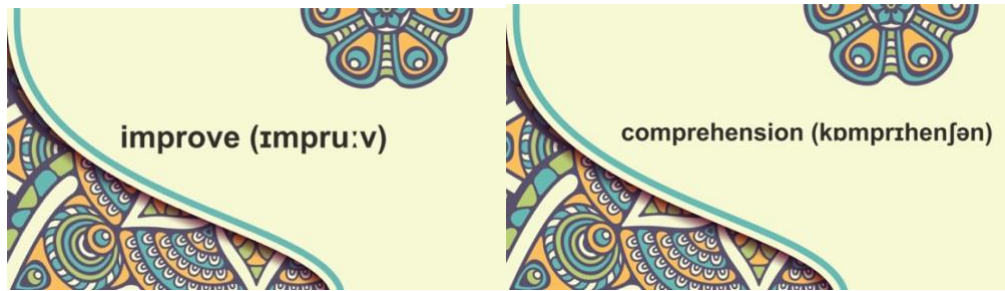


A large, rounded rectangular box with a green border, containing 15 horizontal lines for writing. The lines are evenly spaced and extend across the width of the box.



A second large, rounded rectangular box with a green border, identical to the first one, containing 15 horizontal lines for writing.

4) Please categorize the adjectives of the words in the cards by giving a tick.



5) Please compare two of the following products with your pairs.



**Canon Pixma
TS8050**

HP 3630



D. KESIMPULAN

Dalam Bahasa Inggris, untuk menyatakan perbandingan, seperti sama, lebih, dan paling, ini memiliki pola khusus. Hal ini berbeda dengan Bahasa Indonesia yang tidak memiliki pola khusus dalam menyatakan perbandingan. Dalam Bahasa Inggris ada 3 tipe dalam menyatakan perbandingan yaitu positive, comparative dan superlative.