

English For Students of Economics, Business, Communication, & Social Sciences

Sukirmiyadi



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PREFACE

This book is written specifically for the teaching of English to non-English Department students at tertiary level majoring in the fields of Economics and Business. It is meant as the basic needs of the learner's preparation for Academic English purpose that focuses in Reading Comprehension and the mastery of specific terms related to.

The passages or reading texts in this book are selected from those in various topics of Economics, Banking, Business, Communication Science and some other materials related to. Therefore, this book is designed to help the students develop the skills they need particularly to meet the reading demand during and after this course of formal studies in terms of material mastery of English for Academic Purposes. Moreover, this book is aimed at fulfilling the need of University students who are learning English in accordance with their own disciplines.

Besides, this book is also completed with some theories and exercises of Basic Grammatical Structure to prepare the learner's competence of English especially to face the test preparation of TOEFL Equivalence.

Finally, it is expected that this simple book will be useful and helpful to provide the students with valuable background knowledge in comprehending the scientific books which are mostly still written in English, and basic competence of Grammatical Structure as well.

Surabaya, January 7th, 2018

The Writer

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UNIT 1

A SOLE PROPRIETORSHIP

A business may be privately owned in three important forms. These are the sole proprietorship, the partnership, and the corporation. The sole proprietorship is the most common in American business. More than 80 percent of all businesses in the United States are sole proprietorship.

Sole proprietorships, however, do not do the greatest volume of business. They account for less than 16 percent of all business receipts. What kind of business is likely to be a sole proprietorship? These small businesses are very often service industries such as Laundromats, beauty salons, repair shops, and restaurants.

A sole proprietorship does not need a lawyer to form a business. The owner can start or stop the business whenever he likes. He also does not need to consult partners or a board of directors, so he can put his policies into effect quickly. He can decide his vacation, salary, hiring, and firing. Besides that, a sole proprietorship has some of the risks. The most important risk to remember is that it has unlimited liability. The owner is responsible for all business debts. If there is a bankruptcy, he will lose his own personal assets. Another thing to know is that he will not get some of the tax benefits, other types of business get. A bookkeeper is needed unless the owner can do the book himself.

ANSWER THESE QUESTIONS

A. Complete Answer

1. What are three ways that a business can be privately owned?
2. What form do most American businesses have?
3. What form do most businesses in your country have?
4. Do sole proprietorships make the most money?
5. List some businesses that are likely to be sole proprietorships?
6. List some businesses that are not likely to be sole proprietorships?

B. True and False Answer (T-F), If it is False, Correct it!

1. In America, sole proprietorships are less than partnerships and corporations. (.....)
2. A sole proprietorship can be regarded as a big business like service industries. (.....)
3. A bookkeeper is needed unless the owner can do the book himself. (.....)
4. One of the risks to be considered is that a sole proprietorship has limited liability. (.....)
5. If the business goes down, the owner can bear the bankruptcy with his partner. (.....)
6. Eighty four percent of all business receipts are from sole proprietorships. (.....)
7. Sole proprietorships account only a small part of all business transactions. (.....)
8. In opening the business, the owner has to consult with his partner. (.....)

VOCABULARY: Fill in the blanks with the words listed below:

- Corporation
- Forms
- Account for
- Receipts
- Privately
- Service
- Business

1. A sole proprietorship is very often a small that deals in a service.
2. The industries do not manufacture products.
3. Eighty four percent of all businesses are not from sole proprietorships.
4. Less than 20 percent of American businesses are partnerships or
5. Sole proprietorships only a small part of all business transactions.
6. Our bank is not public owned. It is owned.
7. There are three important of business ownership.

7. Mitha and Mila..... (16)..... good friends since in Senior High School until now although they (17)..... studying in a different University.
8. Who (18).....those gentlemen? ... (19).....they Mr. Johan and Mr. Teguh? They (20).....there since an hour ago.
9. Where (21)..... you when I called you just now? O., I (22)..... in the canteen.
10. How (23)..... your brother and sister? (24)..... both good?
11. Where (25a)..... you (25b) away? Your friend (26) here for 2 hours.
12. What (27) your parents doing? O., both my father and mother (28) lecturers in Australia before they moved to Indonesia last year. Now my father (29).....an entrepreneur and my mother(30)..... a house wife.

UNIT 2

PARTNERSHIP

A partnership is an association of two or more persons to carry on business for profit. When the owners of partnership have unlimited liability, they are called general partners. If one or more partners have limited liability, they are called limited partners. There may be a silent partner as well as if a person who is known to the public a member of the firm but without authority in management. The reserve of the silent partner is the secret partner, which is a person who takes part in management but who is not known to the public.

Any business may be operated as a partnership. There are partnerships in professional field such as medicine, law, accounting, insurance, and stockbrokerage. Limited partnerships are common forms of ownership in real estate, mining, and others.

Partnerships are more advantageous than the sole proprietorship if one needs multiple sources of capital. On the other hand, besides it is advantageous, there are a number of disadvantages. One is unlimited liability. This means that each partner is responsible for all debts and legal responsibilities in connection with the business. Another disadvantage is that the partner may disagree with each other. The next is when one of them dies suddenly; a share of the business could come into less desirable consideration.

ANSWER THESE QUESTIONS

A. Complete Answer

1. What is an important difference between a general partnership and a limited partnership?
2. What is the difference between a silent and a secret partner?
3. What are some professional fields in which partnerships are found?
4. Tell the advantages of partnership!
5. Tell the disadvantages of partnership!

B. True and False Answer (T-F), If it is False, Correct it!

1. A partnership is a business that consists of only person. (.....)
2. General partners are when the owners have unlimited liability. (.....)
3. Law, accounting, insurance, and stockbrokerage are common forms of ownership. (.....)
4. Real estate and mining are the kinds of limited partnership. (.....)
5. If one needs multiple source of capital, the business must be a sole proprietorship. (.....)
6. One of the disadvantages of the partnership is its unlimited liability. (.....)
7. If the partner of a business disagree each other, the business may still run well. (.....)
8. If one of the partners dies suddenly, a share of the business is usually undesirable (.....)

VOCABULARY: Fill in the blank with the words listed below:

- Capital
 - Benefits
 - Silent partner
 - Unlimited liability
 - Consideration
 - Management
1. A secret partner takes part in
 2. General partner has
 3. A Is known to the public as a member of the firm, but has no authority in management.
 4. Partnerships often receive tax from the government.
 5. One advantage of a partnership is that it offers a multiple source of
 6. A partner's share of the business can come into a less desirable upon the partner's death.

STRUCTURE 2: (Two): TENSES

1. Present Continuous / Progressive Tense :

Subject + be (is – am – are) + Verb I + ing + Object / Adverb

- * Time Signals: now, right now, right away, soon, at present, at this moment, soon after

Example: 1. Mitha is studying English in her room *now*.

2. The students are listening to the teacher very attentively at this moment.
3. I am reading a news paper right now.

2. Simple Present Tense:

a. *He – She – It* : Subject + Verb I + s/es/ies (+)

Subject + does + not + Verb I (-)

Does + Subject + Verb I (?)

b. *B) I – You – We – They*: Subject + Verb I (+)

Subject + do + not + Verb I (-)

Do + Subject + Verb I (?)

- * Time Signals: everyday, every week, always, usually, generally, often, sometimes, seldom, ever, once in a while, etc.

Example: a) Mitha studies ies English *everyday* (+)

Mitha does not study English everyday (-)

Does Mitha study English everyday ?

b) I study English everyday (+)

I do not study English everyday (-)

Do I study English everyday ?

Exercise: Structure 3 (Three):

A. Put the Verb in brackets into Simple Present or Present Continuous Tense:

1. Mira usually (do) her homework before she (go) to bed.
2. (not talk) in the class while the teacher (explain) the new lesson seriously
3. Sally (not want) to go before her friend Santi (come) to pick her up.
4. Look., The old woman (cross) the street. Please (help) her.
5. Some students often (play) in the yard when they (not have) any work to do.
6. What (do) you here? -- I (look) for my friend's address but I (not know) where he (live) in this town.
7. Don't just (listen) to the speech. Now (start) practicing to speak.
8. Donny (be) always diligent, but now he (come) very late.
9. My father (not smoke) cigarettes but he (have) a cough every morning.
10. Your teacher (not get) angry if we (do) our assignments regularly.

B. Change the Sentences above into Negative and Interrogative!

UNIT 3

ECONOMIC ACTIVITY

Economics is a science which is based upon the facts of our everyday lives. So, the science of economics is concerned with all our material needs and wants. Economist studies our everyday lives. He studies the system which affects our lives. The economist tries to describe the facts of the economy in which we live. He tries to explain how the system works. His methods should be objective and scientific. We need food, clothes, and shelter. If we could get food, clothes, and shelter without working, we probably would not work. However, when we have got those basic needs, we still want some other things such as radios, toys for children, books, seeing movies, and many others that might make our lives more enjoyable.

Most people have to work in order to earn their living. They produce goods and services. Goods are either produced on farms, such as rice, soybean, tobacco, and milk, or in factories, like cars, television, and computers. Services are produced by such things as schools, hospitals, and shops. Some people provide goods, some provide services. Other people provide both goods and services. For example, in the same garage, a man may buy a car, or he may buy some service which helps him to maintain his car.

All of the works which people do is called economic activity. Economic activities can make up the economic system. The economic system is the sum total of what people do and what they want. The work which people undertake either provides what they need or want, they need or provide them with money, because people buy essential commodities with money.

A. Comprehension Questions!

1. What do you know about economics?
2. What is the main job of economist? What does he do?
3. What are our basic needs?

- 4. Present Perfect Continuous / Progressive Tense**, and the other Tenses are used as the student's Task / Assignment:

***Make small groups consisting of 2 Or 3 students to do this assignment: - to explain about the usage, pattern, time signals, examples not less than 4 with different Subjects and Verbs. Those sentences should be in positive (+); negative (-) and interrogative (?)

A. Supply the Verbs in bracket into Simple Past or Past Continuous Tense

Pattern:

- 1. Subject + was / were + Verb-1 + ing + When + Subject + Verb-2**
- 2. Subject + was / were + Verb-1 + ing + While + Subject + was / were + Verb-1 + ing**
 - a. It (rain) very hard when I (get) up this morning
 - b. I (have) my dinner when some of my friends (come) to my house and (ask) me to go out with them.
 - c. What you (do) when I (call) you on the phone last night?
 - d. While Mrs. Rachmat (wash) the dishes, her children (play) in the yard.
 - e. The people (work) when the fire (break) out yesterday afternoon.
 - f. I (not want) anything on my last birthday. I just (want) my computer (repair)
 - g. My father (read) the news paper when I (arrive) home from campus.
 - h. I (listen) to the music in my bedroom when you (knock) at the door.

- i. Last Semester holiday I (go) out of town and (visit) some recreation places, but this semester I (not go) anywhere.
- j. The teacher (explain) in front of the class while the students (listen) to him seriously.
- k. Why (not attend) you the seminar last Saturday? There (be) two guest speakers from America.
- l. I (be) absent a week ago because I (have) to pick up my father in the airport.

B. Supply the Verb in brackets into Present Perfect, Present Perfect Continuous, Past Perfect, or Future Perfect Tense

1. Mr. Ahmad (not see) his family since last month.
2. I (know) my friend well since we were kids.
3. My father (work) since 6 o'clock in the morning, and now he is still completing his work.
4. By this time next October the students (study) at this campus for 2 years.
5. When the world war broke out, the Dutch (colonize) Indonesia for hundreds of years.
6. By the end of this year that man (drive) his car more than a million miles
7. The students (learn) English for more than 10 years, but up to now they are not able to speak it well.
8. If you (finish) your work, you may leave the class
9. Before I went to bed, I (close) all the doors and (switch) off the lights.
10. By this time next month, Mitha (live) in this town for seven months.
11. I left home after I (have) my breakfast and (get) some pocket money.

12. After the teacher (give) some quiz to his students, he left the class right away.
13. Don't disturb your mother. She busily (cook) in the kitchen all morning
14. He thanked me for what I (do) for him.
15. My sister (finish) her study within less than 4 years.

UNIT 4

CORPORATION

The privately owned business corporation is an institution established for the purpose of making a profit. It is operated by individuals whose shares of ownership are represented by stock certificates. Persons owning stock certificates are called stockholders.

The corporate form of ownership has several advantages. The first is its ability to attract financial resources. A second advantage is that if the corporation attracts a large amount of capital, it can make investments in plants, equipment, and research. A third advantage is that corporation can offer high salaries, and thus attract talented managers.

The privately owned business corporation is not the only type corporation that exists. Educational, religious, and charitable institutions are also permitted to incorporate. Usually, this type of corporation does not issue stock and is a non-profit institution. If there is a profit, it is generally reinvested in the institution rather than distributed to private stockholders.

In addition, there are governmental corporations in the United States which may be established by cities, states, and special agencies. Some examples of these government corporations are state hospitals, universities, and city-owned utilities. Governmental corporations are always non-profit and usually do not issues stock certificates.

ANSWER THESE QUESTIONS

A. Complete Answer

1. Who are the owners of corporation?
2. Is a corporation necessarily larger than a partnership?
3. List at least three advantages of the corporate form of partnership!
4. What do you think the disadvantages of the corporate form of the ownership might be?

5. The business corporation generally issues stocks to stock-holders. What types of corporations usually do not issue stock?
6. Name some well-known corporations from various countries or world, such as the USA, Germany, Japan, and your own country!

B. True and False Answer (T-F), If it is False, Correct it!

1. A business corporation is an institution that is larger than a partnership. (.....)
2. A business corporation is operated by an individual by using stock certificates. (.....)
3. One of the advantages of a corporation is being able to attract financial resources. (.....)
4. A corporation cannot encourage for talented managers. (.....)
5. A university is a charitable institution and a non-profit institution. (.....)
6. The profit from charitable institution will be shared out to the stock holders based on the capitals. (.....)
7. The government corporations in USA are probably established by cities, states, and special agencies. (.....)
8. Governmental corporations are always non-profit and always issue stock certificates. (.....)

VOCABULARY: Fill in the blank with the words listed below:

- | | |
|----------------|--------------|
| - Charitable | - Stock |
| - Non-profit | - Investment |
| - Resources | - Utilities |
| - Institutions | |

1. Gas, water, and power companies are
2. I bought some in Pan Am and IBM.
3. What do you think is better, buying stock or buying real estates?
4. The Red Cross is an international organization for the relief of the suffering in times of war or disaster is a institution.
5. The university is a corporation, it is an educational that reinvests all its money.
6. The company issued stock in order to attract greater financial

STRUCTURE 4 (Four): Passive Voice

Passive form is the most frequently used sentences in English for science and engineering. The general pattern of a passive sentence is:

Subject + be + past-participle / Verb III + adverbial

Example :

People make new experiments from time to time. (active)

→ New experiments are made from time to time.

Note: The form of 'Be' can be in 'Present (is-am-are); Past (was-were); Perfect (been); and remains the same ' BE' for Simple Future or Continuous Tense.

More Examples:

A. Active Sentence:

1. We speak English in class everyday (Simple Present)
2. We are speaking English in class now (Present Continuous)
3. We will speak English in class tomorrow (Simple Future)
4. We spoke English in class yesterday (Simple Past)

5. We have spoken English in class for two years (Present Perfect)

B. Passive Voice

1. English is spoken in class (by us) everyday
2. English is being spoken in class now
3. English will be spoken in class tomorrow
4. English was spoken in class yesterday.
5. English has been spoken in class for two years.

Exercise 1 (One): Change the following sentences into passive.
Omit the unspecified agent (doer of the action)

1. People apply mathematics in many different activities.
2. Every programmer uses the binary scale in electronic computers.
3. In the future, people will develop more applications of mathematics in the modern and sophisticated technology.
4. They form the square of number by multiplying the number by itself.
5. A scientist has made a lot of attempts to deceive the ordinary citizens.
6. People believe that science and technology will help the nation to reach the goal of the development.
7. Many scientists made a lot of scientific discoveries during the renaissance.
8. Mr. Joe is making an experiment to prove his new theory.
9. We should use statistics for analysis of data in all branches of science.
10. Mathematicians usually use decimals rather than fractions for scientific purposes.
11. They often call mathematics the language of science.
12. In the binary scale, people express numbers by combinations of zero and one.
13. It is easier to perform mathematical operations with computers if we use the binary system instead of the decimal one.
14. Susy is writing some letters to her friends
15. The students have to do their assignment regularly
16. I have finished my homework already
17. My family will visit my grandparents in the village next Lebaran Day

18. Many people enjoyed Metallica performance last month.
19. The teacher would not lock the door if some students didn't come very late.
20. Are the students studying English or French in this College?
21. Have you closed the door and switched off the lights before you go to bed?
22. Does your mother usually make some special cakes on Lebaran Day?
23. I have not done my homework yet.
24. You must finish the written test before the manager interview you (2)
25. Mira has to do the house works before she goes to school.

EXERCISE: 2 (Two)

A. Choose the correct answer

1. The blue whale _____ the largest creature on earth.
 - a. Generally classified as is
 - b. As is generally classified
 - c. Is generally classified as
 - d. Is classified generally as
2. The seminar wasbecause the invitations were not _____ in time.
 - a. Cancelling -----Printer
 - b. cancelled -----Printed
 - c. cancelling-----Printing
 - d. cancelled-----to Print
3. Mammals _____ into the placental, marsupials, and monomers.
 - a. Which are generally classified
 - b. Classified are generally
 - c. Are generally classified
 - d. Being generally classified
4. Many issues _____ by the committee, but they were unable to amid at any conclusions.
 - a. Were seriously discussing
 - b. Being seriously discussed
 - c. Which were seriously discussing

- d. Were seriously discussed
5. The tropical storms that occur each year in the North Atlantic and have winds reaching speeds of at least 117 kilometers per hour _____ hurricane.
- Which are commonly called
 - Commonly called
 - Is commonly called
 - Are commonly called
6. Mila by her parents to go alone last night.
- did not permit
 - were permission
 - was not permitted
 - is not permitted
7. The transfer of science and technology has to If we want to..... nation
- Be encouraged----- be developed
 - Encouraged----- developed
 - encourage-----develop
 - encouraging----- developing.
8. While a new lesson is by the teacher, the students are listening to him very attentively.
- explaining
 - explained
 - being explained
 - explain

B. Find the Incorrect Structure, Word(s), or Phrase Underlined Below:

9. One of the world's best-selling authors, Louis L' amour said
A B
to have written 101 books mostly westerns.
C D
10. For many years, space enthusiasts harbored hope that the atmosphere
A
of Venus could support life, but now it is know to be extremely dead.
B C D
11. The result of the failure to plan for the future is that a child from

UNIT 5

THE MEANING OF ECONOMICS

A world in which no one has to work, in which all time is leisure time, in which scarcity is unknown and nature freely gives to man all the goods and services that he would like to have is a beautiful dream world. But it is not the world in which we live.

Man has to work for a living. Nature supplies him with various resource with which he can work: soil, minerals, water, air, sunlight, wild animals, and plants. But man must use a part of his time to convert these resources into things that can satisfy his desires. He must have food, clothing, living quarters, house furnishings, medicine, and many other things that can make life more enjoyable.

However, although we sacrifice our leisure, we still do not produce enough to satisfy all our wants. Millions of people have not enough food, clothing, and shelter. They are in bad health and are always suffering from hunger. Other million have just enough to maintain their health and strength. Even those people who have a very high standard of living have many unsatisfied desires: they want more leisure, better clothes, bigger house, more cars, more travel, more books, more music, more plays, and many other things. In short, we live in a world of scarcity.

It is not only in our present society however, that there is scarcity; scarcity has always existed, and there is no reason to believe that it will disappear in the future. The productivity of economic system is increasing more and more, but people's desire will probably rise still faster, so that scarcity will persist.

EXERCISE

A. Complete the following sentence, marking the group of words which corresponds most closely to the text!

1. A world in which no one has to work
 - a. Is a dream world
 - b. Is a world in which leisure is not known
 - c. Is world in which nature does not give anything to man
2. Nature supplies man
 - a. With manufactured goods
 - b. With various resources like water, air, and minerals
 - c. With house furnishings, medicine, and clothing
3. We do not produce enough
 - a. Because we have a great deal of leisure
 - b. Because we are never satisfied
 - c. Because we have too much leisure
4. Millions of people all over the world, the greater part of mankind
 - a. Enjoy the highest standard of life
 - b. Have many unsatisfied of desires
 - c. Do not need any more books, clothes, or motorcars
5. There is very reason to believe
 - a. That scarcity will disappear in the near future
 - b. That people's desires will diminish
 - c. That scarcity will persist

B. Say whether the following statements are true (T) or false (F). If they are false, then say why or Correct it!

1. We live in a dream world (.....)
2. We all have to work for a living (.....)
3. Nature converts all resources into useful things (.....)
4. Because we sacrifice a great deal of our leisure time, we produce enough to satisfy all our wants (.....)
5. Nobody live below the minimum standards of health (.....)

6. There will always be scarcity in all societies (.....)
7. People's desires will one day be entirely satisfied (.....)

C. Answer the following questions basing your answer on the text!

1. What is the dream world the author is talking about?
2. What does nature supply man with?
3. What must man do in order to make use of these resources?
4. Why don't we produce enough to satisfy all our wants?
5. What are the three economic classes mentioned in the text?
6. What is the reason that scarcity will always persist?

D. Find single words within the paragraphs of the text for which these words could be substituted!

1. 1st paragraph
 Tool spare time supplies (with) process
2. 2nd paragraph
 Provides different earth beasts
 Change shelter agreeable
3. 3rd paragraph
 Sufficiently ill to keep in good condition
 Wants shortage
4. 4th paragraph
 Community think increase continue to exist

E. In each of these sentences a word is missing. Provide a word from the text from the lines given in brackets

1. is a science which is based on the facts of our everyday lives.
2. Most people produce either goods or
3. The goods which he are valuable.
4. This merchant sells products.
5. Most of Indonesia's is fertile and good for farming.
6. Indonesia is rich in natural such as oil and tin.
7. The enjoyment of leisure also necessitates the of other things.

8. In some countries the government decides what factories will and what they need.
9. The patient was from a mental disease.
10. In a garage a man buy a car or some service that helps him his car.
11. In this country you can easily form place to place.
12. Rendra's are still popular in Indonesia.
13. Many people say that in the year 2000 there will be a of gas and oil.
14. The cost of living has been in the last five years.
15. The boys(ed) in their habit of smoking, even when their father reduced their pocket money.

STRUCTURE 5 (Five): A. Conditional Sentence (If Clause)

*There are three (3) types of conditional Sentence:

I. Type One (1) refers to something which is possible to happen in the future

Tense: Simple Present -→ Simple Future

- Ex:** a) If I have much money, I will buy a new car
 b) If she is a popular singer, she can sing on television everyday

II. Type Two (2) refers to something that is impossible to happen at the present time.

Tense: Simple Past Tense -→ Past Future

- Ex:** a) If I had much money, I would buy a new car
 b) If she were a popular singer, she could sing on television everyday

III. Type Three (3) refers to something that is impossible to happen in the past

Tense: Past Perfect -→ Past Future Perfect

- Ex: a) If I had had much money, I would have bought a new car last month
- b) If she had been a popular singer, she could have sung on television

Exercise 1 (One): Change the Following Sentences into Conditional Sentence Type I – II – or III.

1. If she is not busy, she can help you whenever you want (I)
 (II)
 (III)
2. If the students did not study hard, they would not pass their exam (II)
 (I)
 (III)
3. You will not catch the train if you do not leave home earlier (I)
 (II)
 (III)
4. If she gets a good score of English, her father will give some reward (I)
 (II)
 (III)
5. If you do not eat too much, you will not be ill (I)
 (II)
 (III)
6. If I am a famous architect, I will design such beautiful buildings around the world..... (I)
 (II)
 (III)
7. He could not do his work properly if he did not practice regularly (II)
 (I)
 (III)

8. If he did not have any experiences, he could not finish his works perfectly (II)
 (I)
 (III)

B. CONDITIONAL CLAUSES WITH UNLESS

In many sentences, *unless* is equivalent of *If* *not*.

If you don't get off my property, I'll call the police; or

➔ Unless you get off my property, I'll call the police.

Use *unless* to replace *if* *not* in the following sentence.

EXAMPLE:

If it doesn't stop raining soon, they'll have to cancel the ball game.

➔ Unless it stops raining soon, they'll have to cancel the ball game.

Exercise 1

1. If he doesn't study harder, he won't pass the examination.
2. If she doesn't learn to be more courteous, she will never have any friends.
3. If there isn't more snow, we can't go skiing.
4. If he doesn't get better soon, he may have to drop out of school.
5. We will sue you if we don't get the money by tomorrow.
6. If we don't leave right away we'll miss our bus.
7. I wouldn't be bothering you now if I didn't need help desperately.
8. If we don't start out now, we won't get there before dark.
9. You'll lose the money if you don't put it in a safe place.
10. If he can't pay cash, they won't sell to him.
11. The strikers won't go back to work if a contract isn't signed.
12. If you don't watch your diet, you may become sick.
13. Don't give this package to him if he doesn't sign a receipt for.
14. If he doesn't get here soon, we'll have to leave without him.

REAL CONDITIONS (1): FUTURE TIME

Real conditions are conditions that are possible to be realized. They often refer to one event in the future.

1. With future main verb-*if the weather* is good, I'll go to the break.
2. With imperative main verb-*if he calls*, tell him to come here at once.

Usually the correct to verb forms for future conditions. Note where should may also be used in the conditional clauses.

Exercise 2

1. If they (not get) here soon, we (leave) without them.
2. If you (need) more help, please (ask) the janitor.
3. If you (not understand) this math problem, I (explain) it to you.
4. We (take) the train if the weather (be) very bad.
5. (Telephone) me at once if you (not find) the address.
6. We (not go) skating if you (think) the ice is dangerously thin.
7. If you (come) over now, (give) you the money.
8. You (have) enough time to buy the tickets if you (leave) half an hour early.
9. If you (see) Robert, (give) him my best regards.
10. If you (not drive) more carefully, you (have) and accident.
11. If a customer (want) to see me, (tell) him I'll be back in ten minutes.

12. If I (go) to the post office, I (get) you some stamps.
13. If you (eat) those green apples, you (may get) sick.

UNREAL CONDITIONS: CONTRARY TO FACT (Type II)

Such conditions are either impossible to realize or are not likely to be realized in the near future.

A. USE THE VERBS FORMS FOR PRESENT UNREAL CONDITIONS

EXAMPLE:

If he (study) studied harder he (pass) would pass his examinations.

Exercise 3

1. If he (love) her, he (not behave) so badly.
2. If he (attend) classes more often, he (be) a better student.
3. I (may speak) English better if I (have) more practice.
4. If I (be) in the library, I (look up) that information in the encyclopedia.
5. If I (have) a lot of money, I (help) the poor.
6. If I (know) more Spanish, I (visit) South America.
7. If I (have) more leisure time, I (take up) painting.
8. She (look) better if she (not use) so much make up.
9. If it (not be raining) I (go) fishing.

10. We (can play) tennis if we (have) some rackets.
11. If I (earn) enough money, I (buy) a car.
12. If I (be) in his place, I (accept) the job that was offered him.
13. I (lend) him money if he really (need) it.
14. If I (not be) so busy, I (go) to the movies with you.

B. USE THE VERBS FORMS FOR PAST UNREAL CONDITIONS FOR ALL THE SENTENCES IN “A”

EXAMPLE:

If he (study) had studied harder, he (pass) would have passed his examinations.

REAL AND UNREAL CONDITIONS CLAUSES

Exercise 4

Complete the following sentences containing either real or unreal conditional clauses.

1. If I feel better today, _____
2. If you get sick, _____
3. If he had done what I told him, _____
4. If anyone asks for me, _____
5. If anyone insults me, _____
6. If we don't understand our teacher, _____
7. If Johan exercised more often, _____
8. If Mila had known you were coming, _____
9. If You had told me the truth, _____

10. If we had enough time, _____
11. If everybody feels this a good idea, _____
12. If the students don't stop talking, _____
13. If we had had more money, _____
14. If the world population continues to grow, _____
15. If the fire had spread, _____

Exercise 3 (Three): Select the Correct Answer:

1. If Jane had come with us, she a good time.
 - a. Would have
 - b. Would have had
 - c. Will have
 - d. Would had
2. If two waves a given point simultaneously, they would have no effect on each other's subsequent.
 - a. passed
 - b. passes
 - c. are passed
 - d. had passed
3. If the customer not satisfied, he could call the manager right away.
 - a. Is
 - b. was
 - c. were
 - d. had
4. If the waiternot served the customers very well, the manager would have discharged him.
 - a. Were
 - b. Did
 - c. was
 - d. had
5. Peter would have gone on the trip to Las Vegas If he.....much money.
 - a. Had
 - b. Had had
 - c. has had
 - d. is

UNIT 6

THE BASIC OF TRADE

Even in the most primitive societies the great majority of people satisfy a large part of their material needs by exchanging goods and services. Very few people indeed can make for themselves everything they need all their food, their clothes, their housing and their tools. Ever since men started living in communities, they have been satisfying their needs by means of specialization and exchange; increasingly each individual has concentrated on what he or she can do best, and has produced more than he can consume himself of these special goods or services. He has supplied other members of community with the surplus, and in exchange he has acquired the things he needs which other have produced.

The more advanced the community, the more complicated does the dual process of specialization and exchange become. In primitive communities there will only be few goods or services produced; they will be exchanged by barter. In more sophisticated societies, the range becomes very much greater, and it becomes necessary to have a special mechanism to regulate the exchange of goods and services. This special mechanism we call "money". And again, as society becomes more complex, the types of money and the ways in which buyers and sellers are brought together become more and more intricate, and so we have evolved the vast network of world trade that exists today. But however complicated the system, the principle behind it is exactly the same as it is in the primitive village community where some of the men hunt and other fish, while the women weave cloth – and where these simple goods are exchanged so that everybody has something to eat and something to wear.

EXERCISE

A. Complete the following sentences by marking the right letter: a, b, or c.

1. In order to live
 - a. People with the exception of those in primitive societies, have to trade.
 - b. All societies produce all their foods, their clothes, their housing, and their tools.
 - c. People in all societies have to exchange their goods and services.
2. People have to trade
 - a. Because they have to satisfy their material needs.
 - b. Because they belong to the most primitive societies.
 - c. Because they produce all their own foods, clothes, and tools.
3. Satisfying one's needs by means of specialization and exchange implies
 - a. That one consumes more than one produces.
 - b. An increasing concentration the production of basic commodities.
 - c. Concentration on what one can do best, and producing more than one consumes.
4. The dual process of specialization and exchange will be complicated
 - a. When only a few goods and service are produced.
 - b. When the range of goods and services is vast.
 - c. As soon as a special mechanism is used to regulated the exchange of goods and services.
5. In the process of evolving the vast network of world trade existing today
 - a. This special mechanism called money has become anything but valuable.
 - b. This system of specialization and exchange is most needed in the primitive village community.
 - c. The types of money and exchange become more and more complicated.

B. Answer the following questions based on the text (A) by marking one of the letter given below: a, b, or c.

1. Why does exchange take place?
 - a. Because people have to satisfy their material needs and they are unable to make for themselves everything they need.
 - b. Because primitive societies produce less than they can consume.
 - c. Because of the fact that only in advanced countries there is specialization.
2. What do people do with their surplus?
 - a. They consume their surplus goods in order to satisfy their material needs.
 - b. They use it to concentrate on the special goods and service they can do best.
 - c. They exchange their surplus goods with other members of society in order to obtain the thing they need.
3. How are sophisticated societies different from primitive societies?
 - a. In sophisticated societies the process of exchange and specialization is becoming less and less complicated.
 - b. In an advanced country, a special mechanism is necessary for the exchange of goods and service.
 - c. In an advanced community exchange takes place through barter.
4. Why has society introduced the use of money?
 - a. To regulate exchange when the range of goods and services produced develops to a certain point.
 - b. To facilitate barter when the range of goods and services produced develops to certain point.
 - c. As a special mechanism to produce goods and services.

5. What is the principle behind world trade?
 - a. Limiting men to hunting and fishing and women to weaving cloth and doing the cooking.
 - b. Exchanging only simple goods so that everybody has something to eat and something to wear.
 - c. Exchanging goods and services, as a result of specialization.

C. Below is a list of pronouns occurring in the text. Say what each pronoun refers to!

Example : their (in line 3)

Answer : 'their' in line 3 refers to 'majority' in line 2

- | | |
|------------------------|-------------------|
| 1. Themselves (line 4) | 6. It (line 22) |
| 2. He (line 8) | 7. Their (line 5) |
| 3. It (line 16) | 8. They (line 14) |
| 4. They (line 4) | 9. It (line 22) |
| 5. She (line 8) | |

Find single word(s) in the text (A) for which these words could be substituted!

1. Commerce (line 1)
2. Instruments (line 5)
3. Obtained (line 11)
4. Advanced (line 15)
5. Developed (line 20, 21)
6. Communities (line 2)
7. Provided (line 10)
8. Backward (line 13)
9. Complicated (line 18)
10. Precisely (line 22)

STRUCTURE: Subjunctive

Some Special Patterns are used after certain Adjectives or Verbs as the Following:

a. Adjective: important, essential, necessary, imperative

Example: It is important that she study hard regularly (not studies)

It is essential that Mira be on time (not is)

It is important that mathematics be learnt by all levels of students.

b. Verbs: insist, recommend, suggest, request, urge, demand

Example: Mr. Andy suggested that his wife speak English clearly (not speaks or spoke).

1. It is important that the TOEFL office _____ your registration.
 - a. Will confirms
 - b. Confirm
 - c. Confirms
 - d. Must confirm
2. It is essential that the Princess of Wales _____ the United States.
 - a. Visit
 - b. Visits
 - c. Has visited
 - d. Visited
3. After the assassination attempt, President Reagan's doctor suggested that he _____ a short rest on Niagara.
 - a. Takes
 - b. Must take
 - c. Take
 - d. Would take

4. It is imperative that you _____ there in person.
 - a. Be
 - b. Will be
 - c. Should be
 - d. Are

5. Albert's doctor insisted _____ for a few days.
 - a. That he is resting
 - b. His resting
 - c. Him to rest
 - d. That he rest

6. Growing urban populations requested that public facilities such as hospitals and higher education _____ with computer-based tools.
 - a. Equipped
 - b. Are completely equipped
 - c. Be completely equipped
 - d. Should be completely equipped

7. The researchers recommended that deforestation _____ because created land erosion the rainy season.
 - a. Be ceased
 - b. Was ceased
 - c. Is ceased
 - d. Cease

8. It is important that an athlete warming up before playing.

a. Does	c. doing
b. Do	d. to do

9. The project manager suggested that the team _____ closely together.
 - a. Worked
 - b. Are worked
 - c. Be worked
 - d. Work

UNIT 7

INDUSTRY

In modern society, work is highly organized. We have to produce enough goods to meet the needs of a large population. We call any organized and productive activity an industry. There is, for example, the timber industry, the iron and steel industry and the motor car industry.

Some industries make direct use of natural resources. The timber and mining industries are examples. Other industries take raw materials and make them into finished products. All these industries are called manufacturing industries. The iron and steel industry processes iron ore mined from the ground, and turns it into steel. Then it manufactures many kinds of other products from the steel.

Shipbuilding and clock-making are two quite different kinds of manufacturing industries. Shipbuilding is called a heavy industry. It uses large amounts of materials such as steel plate, and with the aid of heavy machines, makes them into massive products. Clock-making, on the other hand, is called a light industry. It uses only a small amount of materials to make quite small products. The main feature of industry today is the widespread use of machines. By using machinery, men can produce goods in greater quantities, more quickly, and more cheaply than they could by using their hands. The introduction of machines on a large scale about two hundred years ago brought about the Industrial Revolution.

EXERCISE

A. Answer the following questions, basing your answer on the text!

1. In a modern society why is it necessary to produce plenty of goods?
2. Give a definition of an 'industry'!
3. What materials does manufacturing industry make use of?
4. How is steel produced?

5. What kind of industry do we call shipbuilding?
6. Is clock-making a heavy industry?
7. What is the main feature of industry today?
8. What happened when more and more machines were introduced into industry?

B. Arrange the following sentences in their proper sequence in order to have a paragraph on ‘The Trade Unions’

1. Today, however, many unions have become very large and very powerful.
2. A great many workers in industry belong to a union.
3. The trade-union movement began in the late 1700s but did not become well-organized until much later.
4. As a result their demands and action can have a great effect on the economy of country.
5. A union’s purpose is to protect the interest of the workmen and to prevent them from being exploited by their employers.

STRUCTURE 5 (Five): Adjective Clause

* Adjective clause is a clause that functions as an Adjective in a complex sentence. Adjective clause is usually preceded by: *who*, *whom*, *whose*, *which*, *that*.

Example: 1) - The new apartment will be built not far from this campus.

- It is designed by my brother

→ The new apartment *that/which* will be built not far from this campus is designed by my brother

2) - The gentleman is the president director of big Company.

- He will become the keynote speaker of the seminar

→ The gentleman *who* will become the keynote speaker of the seminar is the president director of big Company.

Exercise 1 (One):

1. The notebook _____ on the bus was reported to the chief division of the security.
 - a. Whom he had lost
 - b. Which he had lost
 - c. Had lost
 - d. Who had lost

2. The Saiga, which _____ as the Russian antelope, is famous for the medical properties attributed to its horns.
 - a. Is also known
 - b. Also it is known
 - c. Twice is the largest known
 - d. More the largest is known

3. Artifacts are ancient objects _____ archeological site during excavation.
 - a. Which were found in
 - b. Which founded
 - c. Which found in
 - d. In the finding of

4. About 75 percent of the nation's two-and-four-year universities offer online courses _____ to continue the education at home.
 - a. Give people opportunities
 - b. Who give people opportunities
 - c. That give people opportunities
 - d. Have given people opportunities

5. Ecologists are trying to preserve our environment for future generations by protecting the ozone layer, purifying the air, and planting _____.
 - a. The trees that have been cut down
 - b. The trees have been cut down
 - c. The trees to cut down
 - d. To cut down the trees

6. The geographic position of North America, laying between the Atlantic
A
 and the Pacific oceans, isolated it in the early days of European
settlement.
B C
D
7. Food as tonic refers to using food to treat individual who have a
A B C
 general weakness, but no specific disease diagnosis.
D
8. To maintain the flow of energy and nutrients through the system,
A
 Ecosystems have a structure which consisting of producers, consumers,
B C D
 and decomposers.
9. An isotope is one of two or more specimens of the same chemical
A
who have different anatomic weight.
B C D
10. The small Pennsylvania town of Jim Thrope was named for the famous
A B C
 Indian football player whom is buried there.
D
11. It is not surprised that the Arabs, which possessed a remarkable gift of
A B C
 astronomy, mathematics, and geometry, were also skillful mapmakers.
D
12. In the mid-nineteenth century, land was expensive in large cities who
A B C
 architects began to conserve space by designing skyscrapers.
D
13. Unlike many other West African countries, Cameroon is a country of
A B
 ten million people who has been very successful in growing food for
 its people. C D

14. The teacher who son will be sent by this University to continue
A B C
studying in UK has taught there for more than ten years.
D

UNIT 8

ECONOMIC MOTIVES

In general we may say that the primary economic motive of industrials and business firm is to maximize their profits or to minimize their losses. Or we may say it is the attempt to obtain the greatest possible profit at the least possible cost. For business firm the profit or the gains consist mainly in net income for the individual the gains consists in the satisfaction of wants.

Even if all individuals attempted to maximize their economic gains we would not expect them all to act in the same way. Some individuals will prefer more leisure to the greater amount of goods and other will be willing to work longer to obtain more goods. Differences in temperament will also affect other aspects of economic conduct. Thus, daring people may be willing to assume great risks when there is a chance of large gains. Others will prefer security and will be content with small gains if there appears to be little risks of loss.

We should expect more uniformity in business decision than in the economic actions of individual consumers. Among businessmen, however, there are both daring and cautious individuals just as in other occupations. Even though businessmen may be guided by similar motives, their decision will be different as they place different interpretations upon facts. A fall in the price of a raw material, for instance, may cause some businessmen to buy great stock of it. Others may interpret the fall in price as a sign of a further decline and so may decrease their purchases rather than increase them. These circumstances are the reason why business planning in advance is so difficult. Not only do we have to know the facts, we have also to estimate how the majority of businessmen will react to them.

EXERCISE

A. Translate the text (A) into Indonesian!

B. Answer the following questions, basing your answer on the text!

1. What does a person have in mind if he wants 'to maximize his gains' or 'to minimize his losses'? (Use the term 'greatest possible' and 'less possible')
2. Why should we not expect all individuals to act in the same way in maximizing their economics gains?
3. In what way do daring people differ from cautious people in economic conduct?
4. Do business decisions differ from individual economic actions?
5. Fill in the blanks: "If a certain raw material decreases in price, some businessmen may in order to make a profit. Other businessmen may because they think prices may fall still further.

C. Stay whether the following statements are true (T) or false (F). If they are false, say why!

1. An individual attempts to obtain the greatest satisfaction from the last dollar spent on each article. (.....)
2. A businessman wants to make the greatest possible gain because he is mainly thinking of his financial profits. (.....)
3. People never take great risks in order to make a large gain. (.....)
4. All decision of business people show uniformity and are of the same pattern. (.....)
5. If we want to predict business events, we have to know the facts, and people's reactions to them. (.....)

D. Find the words in the text for which the following pronouns are substitutes!

- | | | |
|-------------------|--------------------|--------------------|
| 1. Their (line 3) | 4. Their (line 4) | 7. Their (line 8) |
| 2. Them (line 9) | 5. Their (line 20) | 8. Their (line 20) |
| 3. It (line 22) | 6. Them (line 24) | 9. Them (line 27) |

E. Find single words in the text for which the following word could be substituted:

- | | |
|-------------------------|-------------------------------|
| 1. Aims (line 1) | 13. Safety (line 14) |
| 2. Fundamental (line 2) | 14. Sameness |
| 3. Gains (line 3) | 15. Private (line 17) |
| 4. Principally (line 6) | 16. Prudent (line 18) |
| 5. Tried (line 8) | 17. Professions (line 19) |
| 6. Behave (line 9) | 18. Explanations (line 20-21) |
| 7. Manner (line 9) | 19. Drop (line 21) |
| 8. To secure (line 11) | 20. Purchase (line 22) |
| 9. Nature (line 11) | 21. Indication |
| 10. Influence (line 12) | 22. Reduce |
| 11. Bold (line 12) | 23. Situation |
| 12. Take on (line 13) | 24. Calculate (line 26) |

F. Give suitable opposites for the words in bold letters in these sentences. Choose the appropriate word from the list!

Primitive	a very large part	retreat	unusual
Acquired	the same	necessary	vast
United	intricate	supplied with	increases

1. If supply **decreases**, price will rise.
2. The pattern of inflation in the **advanced** societies of the western countries has caused disturbances.
3. A special department in 'SARINAH' sells jeans in **different** size and colors.
4. **A tiny portion** of the profit will go to the providers of the starting capital.
5. We have wasted a good deal of time and effort doing **superfluous** things.
6. The Indonesian peasant will not **advance** much without the use of good tools.
7. These words have acquired **a common** meaning in our every day speech.

8. He has **deprived** me of my belongings.
9. The man thinking sadly of all material things he had **lost** in life.
10. The two friends have been **separated** since the end of World War II.
11. For a great many people life in Jakarta used to be **simple** and quiet.
12. The school was provided with **a very small** playground.

G. Arrange the following sentences in their proper sequences in order to obtain a paragraph on ‘Economic Motives’

1. Acting on this principle he will not buy more of one commodity when a purchase of some other commodity would satisfy a want that is more intense.
2. Or if the gain offered by interest appears to be greater than the discomfort of postponing consumption, he will save and lend at interest.
3. i.e. He attempts to obtain an equal amount of satisfaction from the last dollar spent on each article.
4. An individual who is attempting to maximize his economic gains will try dividing the expenditure of his income in such a way that the goods and services he receives will give him the greatest amount of satisfaction.
5. If he foresees that his wants may be greater in the future, he may save some of his income rather than spend it all now.

H. Fill up the blanks with a word or words opposite in the meaning to the word(s) given in brackets at the end of each sentence. These words are all taken from the text. Choose the appropriate word(s) from the list below.

To be unfamiliar with in particular:

Bold	Rise	Diversity
Dissimilar	To get rid of	Dissatisfaction
Collective	Similarities	Frightened
Dissatisfaction	Reluctant	

1. I am addressing the providers of the initial capital (in general; line 2)
2. I am anxious these commodities (to obtain; line 4)
3. He expressed with the work of the new apprentice. (satisfaction; line 7)
4. Watching the twins I could notice some in the way they talked and smiled. (differences; line 11)
5. He had a look in his eyes. (daring; line 12)
6. He was to undertake such a risky business. (willing; line 13)
7. There is so much in the things he does that he has no reason to be bored in life. (uniformity; line 16)
8. A communistic system puts the emphasis on effort. (individual; line 17)
9. The student was enough to express his personal opinion in front of the teaching staff. (cautious; line 18)
10. The two sisters are in character and physical appearance. (similar; line 19)
11. A shortage of oranges will cause a in their price. (fall; line 23)
12. A long absence abroad has caused the manager certain changes in his enterprise. (to know; line 26)

STRUCTURE

A. Indirect Speech-Noun Clauses from Statements

Present Main Verb (No Sequence of Tenses)

He representing verb (that)

The train always arrives late

The train is arriving

The train arrived late

The train will arrive soon

Past Main Verb (Sequence of Tenses)

He said (that):

The train always arrived late

 The train was arriving

 The train had arrived soon

The train would arrive

That is omitted in informal usage. The present tense may be retained in a “that” clause object expressing a generalization (he said that the train always arrives late). No comma precedes or follows a noun clause.

B. Indirect Speech can also be formed from Positive and Negative Command.

1. Positive Command

Ex: a. Help me-→ My father told me to help him

 b. Wait for me here-→ Mrs. Ida told her son to wait for her there

 c. Be patient-→ Mila told her friend to be patient

2. Negative Command

a. Don't go anywhere before I come back home-→ My mother told me not to go anywhere before she came back home.

b. Don't be angry with me-→ My friends told me not to be angry with them.

Change into indirect speech.

1. 'Don't smoke in class'
The teacher told the students.....
2. Help me if you are free
My friend told me
3. Bring me a glass of coffee
Mr. Dony told his wife
4. Don't talk too much while I am teaching in class.
The teacher told his students.....

5. Let me help you whenever you need my help.
Rudy told his friend Shinta.....
6. Don't be late to come to my birthday party next week.
Mira told her friends.....
7. Don't spend your money too much to buy clothes.
Mrs. Sally told her son
8. Go to bed after you do your home work.
Mr. Ahmed told his children

Change into indirect speech Observe the sequence of tenses. Makes the necessary changes in pronouns.

EXAMPLE:

He said, "I need more time to get ready".

➔ He said that he needed more time to get ready

Exercise 1

1. Shinta said, "I have already finished my work".

2. Andy said, "Construction on your house will begin as soon as the lumber arrives".

3. The technician said, "The laboratory was repaired before 5 p.m".

4. The mechanic said, "Your car was painted and you could pick it up at the garage at any time".

5. The lady said, "We are planning a farewell party for our two guests".

6. Ronny said, "I could not meet you at the airport whenever you wished".

7. Our visitor said, "It rains a great deal in my country".

8. My father said, "The weather was so bad that I couldn't go out at all".

9. The gardener said, "The bushes should be trimmed once a month".

10. Sally said, "My parents' do not live too far away for me to visit them often".

11. Robby said, "I would like to see a good movie but I don't see anything in the paper that interests me".

B. Indirect Speech Noun Clauses From Questions A Change to indirect speech. Observe the sequence of tenses and make necessary changed in pronouns. Use a period at the end of the sentence.

EXAMPLE:

He asked me, "Does the train always arrive late?"

→ He asked me whether (or information it) the train always arrived late.

Exercise 2

1. Susy asked her friends, "Can you come to my home tonight?"

2. My friend asked me, "Do you come from Solo or Jogja?"

3. Someone asked me, "What is your name?"

4. Mr. Johan asked his daughter, "What color do you want?"

5. Husein asked his sister, "How many English books do you have?"

6. Shinta asked her friend Ahmad, "Can you play the guitar very well?"

7. Rudy asked his friends, "Have you done your assignment or not?"

8. Somebody asked me, "Where is the post office?"

9. Mila asked John: "Why didn't you answer when I called you?"

10. Mr. Hassan asked his wife: "What were you doing when I called you last night?"

11. Andy asked me, "How long have you been waiting for me here?"

12. Deddy asked Sarah, "When will your father leave for Chicago?"

13. Somebody asked me, "Can you tell me where the bus stop is?"

14. The teacher asked his students: "Have you ever been to Singapore?"

15. My father asked me, "Which computer do you want to buy?"

16. Richard asked Sally, "Whom are you waiting here?"

17. Billy asked me, "What time did you depart from the station?"

18. Shinta asked Tony, "Whose dictionary is given me?"

19. Muhammad asked me, "Does your sister study at UGM or ITB?"

20. My mom asked me, "How long have you been waiting for me here?"

21. My friend asked me, "Would you go to the movies or Concert?"

Exercise 3: STRUCTURE (General Review)

A. Select the Correct Answer:

1. If Jane a professional architect, she could design beautiful buildings.
a. is b. was c. were d. would be

2. If the customers had been satisfied, they here to complain.
- a. will not come c. would not came
b. were not came d. would not have come
3. If Petermuch money, he would have renovated his house last year.
- a. had had c. had c. has d. have had
4. Professor Baker..... we picked up in Juanda Airport was the keynote speaker of the International Seminar we held in our campus last week.
- a. who....whom c. whom.....which
b. whose..... that d. which... whose
5. The transfer of science and technology mustif the nation wants to
- a. be encourage – develop c. be encouraged – be developed
b. encourage – developing d. have encouraged – developed
6. Industrial technology has to well in developing countries like Indonesia.
- a. Be implemented c. is implemented
b. implemented d. implementing
7. All of the bad news about the new contractfinally clearly.
- a. have – confirmed c. has – been confirmed
b. has – been confirming d. have – to confirm
8. In canning, heat can bacteria and halt enzymes activity in food.
- a. uses to destroy c. be used to destroy
b. use to be destroying d. used to destroying
9. Not far from our campus, some new apartments recently.
- a. are building b. are being built c. will be built d. have built

largest crop of all.

D

19. The project manager suggested that the team worked closely together.

A

B

C

D

20. One professional manager who we invited to be the keynote speaker

A

B

C

in International Seminar a week ago was from USA.

D

21. Mr. Robby asked his daughter that she had done her home work
or not.

A

B

C

D

22. Mrs. Mira asked her friend how far she had been waiting

A

B

C

for her in a parking area.

D

23. Mr. Robby told his son did not smoke cigarettes before he got
some work.

A

B

C

D

24. The teacher asked the students that they had studied hard or not

A

B

C

before they had an English examination.

D

UNIT 9

BANKING AND ITS FUNCTION

Banks are closely concerned with the flow of money into and out of economy. They often cooperate with government in efforts to stabilize economies and to prevent inflation. They are specialists in the business of providing capital, and in allocating funds of credit. Banks originated as places to which people took their valuables for safe-keeping, but today the great banks of the world have many functions in addition to acting as guardians of valuable private possessions.

Banks normally receive money from their costumers in two distinct forms, on current account and deposit account. With a current account, a customer can issue personal checks. No interest is paid by the bank on this type of account. With a deposit account, however, the customer undertakes to leave his money in the bank for a minimum specified period of time. Interest is paid on this money.

The bank in turn lends the deposited money to customers who need capital. This activity earns interest for the bank, and this interest is almost always at a higher rate than any interest which the bank pays to its depositors. In this way, the bank makes its main profit.

We can say that the primary function of a bank today is to act as an intermediary between depositors who wish to make interest on their saving, and borrowers who wish to obtain capital. The bank is a reservoir of loan able money, with streams of money flowing in and out. For this reason, economists and financiers often talk of money being 'liquid'. Many small sums which might not otherwise be used as capital are rendered useful simply because the bank acts as a reservoir.

EXERCISE

A. Answer these questions in complete answer!

1. In what way do bank co-operate with governments?

2. What was the original function of a bank?
3. In what two ways do banks receive money from their customers?
4. What does the customer agree to do when he opens a deposit account?
5. How does the bank make its profit?
6. Between whom does the bank act as an intermediary?
7. Why do financiers talk of the liquidity of money?

B. Say whether these sentences are true or false based on the text!

1. Banks lend money to depositors who need capital. (.....)
2. The main profit of a bank comes from lending money at the fixed rate of interest. (.....)
3. Today the main functions of the great banks of the world are as the guardians of valuable private possessions. (.....)
4. With the current account, the customer leaves his money in the bank by getting interest. (.....)
5. The interest received by the depositors is the same as the interest paid by the borrowers. (.....)
6. We can say that the bank functions to act as an intermediary between depositors and borrowers. (.....)
7. Money is described as liquid because it is compared with the flowing water. (.....)
8. Because the bank acts as a reservoir, not all people can borrow and save money from the bank. (.....)

C. Vocabulary practice!

Common vocabulary

- | | | |
|------------|------------|---------------|
| - Busy | - Familiar | - Bus station |
| - Letter | - At home | -Accent |
| - Music | - Sick | |
| - Fluently | - Dear | |

1. Bill doesn't speak Spanish very well. He can't speak it
2. This is Bill's first year of Spanish and isn't to him yet.

3. He often makes mistakes in pronunciation. His isn't good.
4. When Bill wants to ask Helen to go to the music program, he writes her a
5. Bill begins the letter with "..... Helen."
6. Helen is, and off course, she can't go to the program.
7. Bill asks Martha to go to the program too.
8. Three girls want to meet Bill at the
9. Bill tells his parents, he is very at school.
10. Bill will be with his parents for a few days.

D. Complete these sentences into correct conditionals!

1. If we finish our work a little early, we
2. They would give you more money if you
3. My mother would have bought the clothes if
4. If it rained now, we could not
5. Unless John came right now, off course
6. What will you do if tomorrow.

E. Change these sentences into active!

1. The book was given to me by the teacher.
2. Some of my friends have been punished by our teacher.
3. The clothes will be ironed and tidily folded at home by him.
4. I was given a fatherly advice by your uncle last night.
5. The book would have been bought if I hadn't forgotten to bring money.
6. The house would have been built by my father if he had got the money from the bank.

5. The value of television is not only in providing inexpensive
 A B C
 entertainment but also in the education of its viewers.
 D
6. Astronomers all over the world gather data by accurately and
 A B
careful observing the heavens.
 C D
7. Many living creatures may follow the Dodo, the blue whale,
 A B
and to eliminate the carrierpigeon into extinction.
 C D
8. Geologists classify rocks by patient and painstakingly noting their
 A B
physical features and chemical composition.
 C D
9. The difference between a non-profit and a profit-making
 A
organization is that the latter may distribute property or profitable
 B C D
 to its stockholders.
10. Any community depends on its department's ability to respond
 A B
 quickly to fires, manage effective fire-fighting tactics, and
 C
its organization.
 D
11. Perennially, soldiers complain about the poor food, the boring
 A B C
 work, and the pay is low.
 D
12. The main reasons that tourists flock to Hawaii are because it has
 A B

warm weather not beautiful scenery and cultural.

C

D

13. The Severe Acute Respiratory Syndrome (SARS) outbreak is

A

causing growing unease in Hong Kong, emptying restaurants and

B

shopping malls, and force most residents to wear face masks in

C

D

public.

14. Federal policy toward the native American has a long history of

A

B

inconsistency, reversal, and fail in the late 1700.

C

D

UNIT 10

BANK AND BUSINESSES

In the United States, commercial banks are classified into two main groups. First, there are national banks, which are chartered and supervised by Federal Governments. Secondly, there are state banks which are chartered and supervised by the state in which they are operated. In either case, all commercial banks can make loans to borrowers.

Commercial bank in major cities throughout the world such as Tokyo, Rio de Janeiro, or Paris, cooperate each other. In this way, they can finance import and export between countries. When an importer buys merchandise from another country, he will usually pay for it in the currency of that country. He buys this currency from the foreign exchange department of his bank. In the same way, when an exporter receives foreign money from sales to other countries, he sells this currency to his bank. By this method, the currency of any country can usually be exchanged for that of any other. This system is called international exchange.

The relation of the banks to business is that the bank makes loan to corporations, to organizations, to individuals, and to small companies. For this service, the banks always charge interest. The loans are divided into two kinds: a short-term loan and a long-term loan. A business may receive a loan from a bank by deciding its financial statement. This list what the company has in inventory, accounts receivable and other assets and liabilities. The company's income and expenses are shown in a profit and loss statement.

EXERCISE

A. Answer these questions!

1. What can all commercial banks do?

2. How many kinds of commercial banks are there in United States?
What are they called?
3. Who regulated the operation of national banks?
4. When an importer buys goods from another country, what kind of
currency does he generally use?
5. What is meant by the expression “International Exchange”?
6. What is the currency of our native called?
7. What is the rate of exchange between your currency and that of
three other countries?

**B. Say whether these statements are true (T) or false (F) based on
the text!**

1. In USA, a national bank is chartered and supervised by the
federal government. (.....)
2. Both national banks and state banks are commercial banks that
make loans to borrowers. (.....)
3. Commercial banks are mostly in small town and countries
supervised by regional governments. (.....)
4. When an importer buys merchandise from another country he will
pay by bank drafts. (.....)
5. The currency he buys from the foreign exchange department is
sold to his bank. (.....)
6. International exchange is the system of the exchange of any
country to each other. (.....)
7. The bank makes loan to borrowers that they will pay back twice.
(.....)
8. The financials statement of a company consists of all things in
inventory, accounts receivable, other assets, and liabilities.
(.....)

C. Vocabulary practice

Fill in the blanks with the following word listed!

- | | |
|--------------------|------------|
| - Commercial | - Finance |
| - Federal | - Imports |
| - Foreign exchange | - Currency |

3. Only one of all the states in the United States are larger than Texas. A B C D
4. If both the President and Vice-President should be simultaneously B
 A
 incapacitated, it is the speaker of the House of Representatives
 C
which is next in line.
 D
5. The first electric lamp had two carbon rods from which vapor B
 A
serve to conduct the current across the gap.
 C D
6. A thunderhead, dense clouds that rise high into the sky in the B C
 A
 huge columns, produce hail, rain, or snow.
 D
7. Never before has so many people in the United States been C
 A B
interested in soccer.
 D
8. Almost all books have a few errors in them in spite of the care B
 A
taken to check its proof pages before the final printing.
 C D
9. Our biggest and most serious problem are that the supplies B
 A
are not readily available.
 C D
10. Awards annually given to the company is displayed in the lobby. C D
 A B
11. All of the bad news about the new contract have finally been confirmed. D
 A B C
12. Although isolated pockets of hunger still remain, the World Bank B
 A

nowadays gives some African countries money to sustain its self-sufficiency in food production. C D

13. There is separate sources of hazard in the process of supplying energy by nuclear power. A B C D

14. All nuclear power stations produces wastes that in most cases will remain radioactive for thousands of years. A B C D

15. Among the various effects of air pollution, climatic changes are A slow, the deterioration of health is insidious, and the damage to B plants, animals, or materials seem to remote to those not directly involved. C D

UNIT 11

BANKING ACTIVITY

My name is Jane Carson, and I'm the manager of a saving bank in Portland, Oregon. My bank is open every day from 08:30 in the morning until 04:00 in the afternoon. On Fridays the bank remains open until 06:30 in the evening. Friday is our busiest day. Many people get their paychecks on Fridays and they come in to deposit them. I find that on Fridays I have to keep six windows open all day long. My bank tries very hard to reduce the amount of time that customers have to wait for service. We have many signs to remind people that they need their passbooks for all transactions and that they must still fill out their deposit or withdrawal slips completely. If our depositors cooperate with us we can accommodate them with as few delays as possible.

Of course, people do forget. The tellers inform me that many customers still forget to endorse their checks or try to open or close joint accounts with the signature of only one of the parties. But I hope my program of information for customers will reduce such delays. Banking has changed a lot in recent years. Computers now do much of the work that the tellers used to do. As computers improve, they are able to accomplish more difficult task and they help us serve our customer better.

Another important change in banking, especially for savings banks, is the many different term-deposit accounts that are now available to our customers. Since these certificates of deposit offer very high interest rates, they help attract depositors to our bank. I make sure that my staff always has the latest information about these accounts so that they can advise our depositors correctly.

My bank is not a very large bank. The total of our current assets and fixed assets comes to 15.550.000 dollars. I'm proud of our balance sheet. Although some banks across the country are having difficulties, my bank has more assets than liabilities. We are solvent and growing.

The numbers of customers we serve has increased this year and I expect that it will continue to grow in the future.

EXERCISE

A. Vocabulary practice:

Select the answer that correctly completes these sentences!

1. An account that two depositors have together:
 - a. Joint account
 - b. Term-deposit account
 - c. Saving account

2. In order to withdraw money the bank requires your
 - a. Depositor
 - b. Interest
 - c. Signature

3. The bank records all transactions of an account in the customers'
 - a. Withdrawal slip
 - b. Assets
 - c. Passbook

4. Many banks work with so many different customers and accounts that they needto record all transactions.
 - a. Refrigerator
 - b. Computer
 - c. Calculator

5. You have to your check in order to cash it.
 - a. Withdraw
 - b. Endorse
 - c. Accommodate

B. State whether the sentences are true (T) or false (F) based on the reading!

1. Jane Carson's bank closes at 03:00 p.m. on Fridays.
2. Fridays are very busy days at Jane Carson's bank.

3. Ms. Carson has an information program for customers.
4. Computers and term-deposit accounts have brought changes to banks.
5. Jane Carson's bank has more liabilities than assets.

C. Answer the following questions orally!

1. What does a bank manager do?
2. How many windows are open on Fridays?
3. Why do they need so many windows on Fridays?
4. What are some of the ways in which customers cause delays?
5. What does a depositor have to do to open or close a joint account?
6. Why are computers important to a bank?
7. How does term-deposit accounts help a bank get new customers?
8. Why does the bank manager want her staffs to have the latest information on term-deposit accounts?
9. How much money does Jane Carson's bank assets?
10. Why is Ms. Carson hopeful about the future of her bank?

D. Composition: Make a list of the most important aspects of Jane Carson's job!

E. Building Vocabulary: Match-making

Find the words in the right-hand column that match the words closest in meaning in the left-hand column:

- | | |
|--------------------------|------------------|
| 1. Percentage | a. Savings |
| 2. Customer of a bank | b. Joint-account |
| 3. Person's written name | c. Rate |
| 4. Money owed | d. Slip |
| 5. Two-party account | e. Delay |
| 6. Director | f. Account |
| 7. Piece of paper | g. Manager |
| 8. Money in the bank | h. Depositor |
| 9. Record | i. Signature |
| 10. Lateness | j. Liabilities |

Structure: Present Habit, Past Habit and Some Special Patterns

1. Present Habit: Subject + be (is-am-are) + used to + Verb-1 + ing

- Ex: - I am used to reading the news paper in the morning.
- The teacher is used to explaining the new material before he gives some quiz.

2. Past Habit:

a. Subject + used to + Verb-1.

- Ex: Donny used to play kites with his friends when he was a small boy.

b. Subject + be (was/were) used to + Verb-1 + ing

- Ex: Donny was used to playing kites with his friends when he was a small boy.

3. Some certain Verbs such as: ask, request, demand, permit, use, prohibit in Passive Construction, consider (ing form): Subject + Passive Construction + to + Verb-1

- Ex: You *are demanded to work* hard; Sheila is not permitted to go out with her boy friend.

4. Verbs such as: want, decide, like, have, expect, need, plan, (+ to + Verb-1)

- Ex: I *expect to get* a good score for my English subject this semester.

5. Some other Verbs such as: stop, like, start, practice, avoid, keep on, can't help, enjoy, fail, finish, look forward to (+ Verb-1 + Ing).

- Ex: I enjoy(ed) *listening* to the classical music very much.

6. Subject + (Had better – Would rather) + Verb-1

- Ex: I would rather *go* home earlier

Exercise:

1. Many students _____ having lunch at the campus cafeteria before having a math class.
 - a. Are used to
 - b. Used to
 - c. Use to
 - d. Were used
2. Mila _____ her seat a week before the departure if she wants to go to Jakarta.
 - a. Had better to reserve
 - b. Had to better reserve
 - c. Had better reserve
 - d. Had to reserve better
3. Unlike most Europeans, many Americans _____ a bowl of cereal for breakfast every day.
 - a. Used to eating
 - b. Are used to eat
 - c. Are used to eating
 - d. Use to eat
4. In Indonesia as early as ten years old, young boys enjoyed _____ football.
 - a. To play
 - b. Playing
 - c. Played
 - d. The play
5. The hotel manager looked forward _____ from you as soon as possible before Winter season.
 - a. To hear
 - b. To hearing
 - c. Hearing
 - d. To be heard

UNIT 12

MONEY AND ITS FUNCTION

All values in economic systems are measured in terms of money. Our goods and services are sold for money, and that money is in turn exchanged for other goods and services. Coins are adequate for small transactions, while paper notes are used for general business. There is additionally a wider sense of the word “money”, covering anything which is used as a means of exchange, whatever form it may take. Originally, a value metal (gold, silver, or copper) served as a constant store of value, and even today the American dollar is technically “backed” by the store of gold which the US government maintains. Because gold has been universally regarded as a very valuable metal, national currencies were for many years judged in terms of the so called “gold standard”. Nowadays, however national currencies are considered to be as long as the national economies which support them.

The value of money is basically its value as a medium of exchange, or as economists put it, its “purchasing power” is dependent on supply and demand. The demand for money is reckonable as the quantity needed to affect business transactions. An increase in business requires an increase in the amount of money coming into general circulation. But the demand for money is related not only to the quantity of business but also to the rapidity with which the business is done. The supply of money, on the other hand, is the actual amount in notes and coins available for business purposes. If too much money is available, its value decrease, and it does not buy as much as it did, say, five years earlier. This condition is known as “inflation”.

EXERCISE

A. Answer the following questions!

1. How are all values in the economic system measured?
2. What kind of money is used for general business?
3. What is the wider sense of the word “money”?

4. What originally served as a store of value?
5. What phrase do economists use for the value of money?
6. How do we reckon the demand for money?
7. What word is used to describe the flow of money round the economic system?
8. What is inflation?

B. State whether the sentences are true (T) or false (F) based on the reading!

1. The US dollar is a constant store of value.
2. Instruments of credit are accepted because they can be converted easily into substitute money.
3. The purchasing power of money depends upon supply and demand.
4. The demand for money is related to the rapidity with which business is done.
5. The demand for money requires an increase in the amount of it coming to general circulation.
6. Purchasing power as the economists put it as a medium of exchange is dependent on supply and demand.
7. The supply of money on the other hand, is the actual amount for working purposes.
8. Inflation is the condition where the money is less available.

C. Vocabulary practice:

Common vocabulary

Fill in the blank with the words listed:

- | | | |
|-----------|----------|----------|
| - made | drank | happened |
| - changed | stealing | heart |
| - trust | catch | spent |

1. He often too much at Pele's bar.
2. Joe listened to the voices. He two men talking to each other.
3. Joe Martin ten years in Centerville.
4. The men wanted to take money from the Centerville bank. The police caught them the money.
5. Joe Martin helped the policemen the two thieves.
6. Joe money by doing work for families of the town.
7. Everything was different for Joe Martin after the robbery. His life had
8. Mr. Chamberlain needed a man he could to watch his bank at night.
9. Joe decided to go to another town where no one would know what to him in Centerville.

STRUCTURE

Exercises:

NOUN CLAUSES AFTER WISH (1) REFERRING TO PRESENT TIME

After the verb wish, a noun clause may refer to present or past time. The introductory that is often omitted, especially in informal language.

Wishes referring to present time are the often contrary to fact. The past subjunctive form of the verb is used for such wishes. Supply the correct form the following present contrary to fact wishes. Omit the introductory that:

EXAMPLE:

a. I'm at home now. I wish (be at the beach).

I wish I were at the beach (only the form were is used for the verb)

b. That's a beautiful picture. I wish (know how to paint).

I wish I know how to paint.

c. Our refrigerator is always reaking now. I wish (can afford to buy a new refrigerator).

I wish I could afford to buy a new refrigerator.

Exercise 1

1. I have black hair. I wish (have a red hair).

2. Our apartments are very noisy. We wish (can move away from here).

3. I'm only a housewife. I have often wished (be a glamorous movie star).

4. They live in tropical climate now. They wish (can live in a moderate climate).

5. We have to go to work on our income tax tonight. Don't you wish (can go to a good movie instead)?

6. It's very cold outside. I wish (be warmer).

7. She lives in the eastern part of the country. She wishes (live in the west).

8. It's hard for me to express myself in English. I wish I (can speak English well).

9. We are sorry you have to leave now. We wish (can stay longer).

10. Our television set isn't working. I wish (know how to fix it).

11. It's winter now. I wish (be summer).

12. It takes me a long time to get work by bus. I wish (have a car) and (can drive to work).

13. The cat isn't eating. I wish (know what the matter is).

NOUN CLAUSES AFTER WISH (2) REFERRING TO PAST TIME

Wishes referring to past time are not realized. Past perfect forms are used in such wishes. Supply the correct form the following past unrealized wishes. Omit the introductory that:

EXAMPLE:

- a. I feel very uncomfortable. I wish (not eat so much)
I wish I had not eaten so much.
- b. I don't have enough money with me when I left the house. I wish
(take more money)
I wish I had taken more money with me when I left the house.

Exercise 2

1. She lives in the city now. She wishes (never leave the country).

2. This house is too small. I wish (not be in such a hurry to sell it).

3. I can't come to the meeting. I wish (know about it yesterday).

4. Everyone at the party is dressed do formally. I wish (put on my new suit).

5. I'm catching a cold. I wish (not go out in the rain yesterday).

6. The car is out of gas. I wish (think of getting some before we started out trip).

7. He has undertaken an impossible task. In a few weeks he will wish (never start it).

NOUN CLAUSES WITH INFINITIVE ABRIDGEMENT

Replace the word *this* with an abridged noun clause based on the second sentence in each group of sentences.

EXAMPLE:

- a. We haven't decided this.
When should we hold the dance?
We haven't decided when to hold the dance.

- b. She is showing the children this.
How should they draw a tree?
She is showing the children how to draw a tree.

Exercise 2

- 1. I can remember this. How can start your car?

- 2. We must find out this. Where should we deliver these packages?

- 3. I have forgotten this. Which road should I take to get to the lake?

- 4. I can't decide this. Should I go to the movies or should I stay home and watch television?

- 5. Please tell me this. What should I buy?

- 6. The office manager will explain this to the new typist. Where should she work and what should she do?

- 7. I don't know this. Whom should I see about my taxes?

- 8. The committees must decide this soon. When should it have its next meeting?

- 9. I don't know this. Should I buy the red dress or the blue one?

- 10. We must decide this. Where shall we put all the new furniture?

11. We will soon let you know this. Where should you deliver the merchandise?

12. She asked the doctor this. When should I change the bandages?

13. They are considering this. Should they buy a new car?

Present participle (example, offering): The time of the main verb determines the time of participle

EXAMPLE:

- a. The woman who is washing the dishes is our new cook.
The woman washing the dishes is our new cook. (The participle is derived a progressive verb)
- b. Anyone who violates this law will be punished.
Anyone violating this law will be punished. (The participle is derived from non progressive verb)

Exercise 3

1. The gentlemen who are crossing the street is an old friend of my father's.

2. Anyone who travels in a foreign land should make sure that he has the proper documents.

3. All passengers who are not going to rockaway must change trains at the next stop.

4. We need a room which seats one hundred people.

5. Anyone who doesn't enter the country legally will be immediately deported to the country he comes from.

6. The young woman who was running to catch the bus stumbled and fell.

2. Sustainable development calls for improving the quality of life for
A
all of the world's people without increase the use of natural
B C
resources beyond the earth's carrying capacity.
D
3. New synthetic materials have improved the construction of
A B
artificial body parts by provide the power and the range of action
C D
of a natural limb.
4. In the year 1864, Robert E. Lee concentrated all his attention on
A B C
win the civil war.
D
5. Many modern architects insist on use materials native to the local
A B C D
region.
6. The scientific revolution of the early 1990's affected education by
A B
change the nature Of technology.
C D
7. Last summer the bank defined the finance ministry by raise short-
A B C
term rates from zero To 0.25.
D
8. Very few people in the modern world obtain their food supply by
A B
hunt in the natural environment surrounding their homes.
C D
9. The Federal Reserve System's primary function is to control
A B

monetary policy by influence the cost and availability of money

C

D

and credit through the purchase and sale of government securities.

10. Fresh from his Virgin Blue success, Richard Branson has expressed

A

B

C

interest in invest in a low fare operation specifically in Asia.

D

UNIT 13

CHECKING ACCOUNT

In the United States, checking accounts are available only at commercial banks. Commercial banks specialize in demand deposits, such as checking accounts. A checking account is money that a customer deposits in order to use that money to write checks. Saving accounts pay the depositor interest but checking accounts do not. In fact, checking accounts' customers pay the bank service charge for the book keeping involved in administering the account.

The method of record keeping is also different in saving accounts and checking accounts. A depositor must present his passbook for any savings account transaction. The bank records these transactions in the depositor's passbook. Checking account customers however do not have passbooks. They themselves record the amounts of the checks that they write and they receive a monthly statement from the bank. This statement lists all the checks that the bank paid and all deposits that the account holder made during the month. The bank usually sends the statements with the customer's cancelled checks. The customer then compares the balance on the statement with the balance in his own records by subtracting the total of his outstanding checks.

There are other fees that the bank may collect from checking account holders. For instance, banks charge a fee for stopping payment on a check. When a depositor decides that he doesn't want the bank to pay a payee, but he has already written a check to that person, he may give the bank a stop payment order. The bank will then refuse to pay his check, and charges the depositor a fee. Banks also charge a depositor a fee when he is overdrawn. A depositor account is overdrawn when he writes a check for more money than the balance in his account. The bank marks the check, "insufficient funds". Returns it and charges a penalty for it. In everyday language we say that a check returned for insufficient funds has "bounced".

Recent changes in banking regulations have allowed savings banks to offer negotiable order of withdrawal accounts. These accounts, called N.O.W. accounts are very similar to checking accounts but they pay interest like saving accounts. The depositor can write withdrawal orders against the balance in account. These withdrawal orders look like checks, and depositors receive a monthly statement summarizing deposits and withdrawals. There is often no charge if depositors keep a minimum balance in their accounts. Commercial banks also offer N.O.W. accounts.

As far checking accounts go, the difference between saving banks and commercial banks is growing smaller in the U.S.

EXERCISE: Comprehension Check!

A. State whether the sentences are true (T) or false (F), and Correct if it is False!

1. Checking accounts are available at savings banks.
2. Both checking accounts and saving accounts pay interest.
3. Checking account holders receive a monthly statement from the bank.
4. There is no fee for a stop payment order.
5. N.O.W. accounts are not available at saving banks.

B. Answer the following questions based on the text!

1. Why do checking accounts holders have to pay a service charge?
2. What information appears on a monthly statement?
3. What does “insufficient funds” mean?
4. How can N.O.W. account holders avoid paying a service charge?
5. In what ways has the difference between savings bank and commercial banks gotten smaller in the U.S.?

C. Composition

Write a short paragraph explaining the differences between:

1. A checking account and N.O.W. account.
2. A passbook and a monthly statement.

D. Building your vocabulary

Select the answer that correctly completes each sentence!

1. Money in checking account is a
 - a. Demand deposit
 - b. Term deposit
 - c. Savings
 - d. Interest

2. A service charge is a kind of
 - a. Transaction
 - b. Fee
 - c. Credit card
 - d. Loan

3. The check is written of payment.
 - a. Statement
 - b. Order
 - c. Note
 - d. Money

4. I wrote a check to John last month, but he hasn't cashed it. That check is called
 - a. Outstanding
 - b. Cancelled
 - c. Stop payment
 - d. Withdrawal

5. I don't know how much money is in my account. I must check my
 - a. Penalty
 - b. Balance
 - c. Slip
 - d. Service charge

STRUCTURE:

Used To / Be Used To:

I. Present Habit : Subject + is / am / are /+ used to + verb I + ing

Ex: I am used to drinking plain water in the morning

II. Past Habit :

a) Subject + used to + Verb I

Ex: - I used to play in the rain when I was a small boy

b) Subject + was / were / used to + Verb I + ing

Ex: - I was used to playing in the rain when I was a small boy

1. Your sister used to _____ you quite often.
 - a. Visit
 - b. To visit
 - c. Visiting
 - d. Visited
2. John _____ in the rain with friends when he was a little boy.
 - a. Is used to playing
 - b. Is used to play
 - c. was used to playing
 - d. Were used to playing
3. Many students _____ their lunch at the campus cafeteria.
 - a. Are used to having
 - b. Used to have
 - c. Used to having
 - d. are used to have
4. Unlike most Europeans, many Americans _____ a bowl of cereal for breakfast every day.
 - a. Used to eating
 - b. Are used to eat
 - c. Are used to eating
 - d. Use to eat

UNIT 14

ACCOUNTING

Accounting provides a financial picture of a business firm. An accounting department records and measures the activity of a business and reports on the effects of these transactions on the firm's financial condition. Accounting records and reports provide data that are used by management of stockholders, creditors, independent analysis, banks, and government.

The income statement and balance sheet are the two types of records that most business prepares regularly. By reading these statements, one can identify how money was received and spent by company. By analyzing these records, one can determine whether or not the activities of the company have been good or not.

One major tool for the analysis of accounting records is ratio analysis. A ratio analysis is the relationship of the two figures. There are three main categories of ratios in finance. One such ratio deals with profitability. The main example of this is the Return of Investment Ratio, which is the most widely, used as single measure of a firm's operating efficiently.

A second set of ratio helps a company evaluates its current financial position. This ratio deals with assets and liabilities. A third set of ratios deals with the overall financial structure of a company, primarily analyzing the value of the ownership of the firm.

EXERCISE

A. Answer the following questions!

1. In general terms, what is the purpose of accounting?
2. Who uses the date which is provided by accounting records?
3. What are the two types of records that are prepared by most business?

4. What can one learn by analyzing the income statement and balance sheet of a company?
5. What is ratio analysis used for?
6. What are three categories of ratio in finance?

B. Say whether these statements are true (T) or false (F) based on the text!

1. An accounting is needed to record and measure the activity of a business. (.....)
2. All the effects of the transactions of business is called and accounting. (.....)
3. The two types of records that most business prepares regularly are the income statement and balance sheet. (.....)
4. The statements will use how money was received and spent by a company. (.....)
5. Whether or not the activities of a company have been good or not depend on the credit received. (.....)
6. Ratio analysis is a kind of machine that can work itself to measure accounting records. (.....)
7. A ratio analysis is the relationship of two figures that are dependent each other. (.....)
8. The example of ratio of profitability is the Return on Investment Ratio. (.....)
9. A second set of ratio is widely used measures of firm's operating efficiency. (.....)
10. A third set of ratios primarily analyzes the value of the ownership of the firm. (.....)

C. Vocabulary practice: Fill in the blank with the words listed below:

- | | | |
|--------------|--------------|--------------|
| - Record (n) | - Report (n) | - Profit (n) |
| - Record (v) | - Report (v) | - Profit (v) |

1. Accounting is needed to All business transactions.
2. He keeps very neat

3. Our firm's current is very high.
4. They from their association with that company.
5. Our of accounts receivable shot that % 5.000 is owned to us.
6. The activity is.....on income statements and balance sheets.

D. Choose the correct answer!

1. I am sorry for you this trouble.
 - a. Doing
 - b. Making
 - c. Creating
 - d. Causing
2. I have cleaned all the spoons in the kitchen
 - a. Each by each
 - b. Each to one
 - c. One by one
 - d. One to each
3. We heard her them the results of the tournament.
 - a. Say
 - b. Speak
 - c. Inform
 - d. Tell
4. My father asked the bank manager to tell the of this account.
 - a. Final
 - b. Gross
 - c. Net
 - d. Balance
5. If you don't mind, I would not play this evening.
 - a. Prefer
 - b. Suggest
 - c. Rather
 - d. Wish

6. Many people are to be bad-tempered.
- a. Acted
 - b. Tended
 - c. Inclined
 - d. Wanted
7. The old men standing on the corner didn't look well. He looked
- a. Happy
 - b. Angry
 - c. Pale
 - d. Serious
8. He is a good singer now. He took his lesson two years ago.
- a. Singing
 - b. Music
 - c. Guitar
 - d. Dancing
9. A person is the one that you often see and hear.
- a. Strange
 - b. Familiar
 - c. Fun
 - d. Anxious
10. When we are away from our house, we can get a room in a
- a. Church
 - b. Library
 - c. Hospital
 - d. Hotel

UNIT 15

MARKET

A market is commonly thought of as a place where commodities are bought and sold. Thus, fruits, vegetables, and meat are sold wholesale at certain big markets. But there are markets for things other than commodities in the usual sense. There are real estate market, foreign exchange markets, labor markets, and so on. There are may be market for anything that has a price and there may be no particular place to which trade is restricted. Buyers and sellers may be scattered over the whole world, and instead of meeting together in a market place they may trade with one another by telephone, cable or letter, and agents may act on instructions from clients far away.

Thus agent may buy great quantities of meat on behalf of retail butchers all over the country and brokers on the Stock Exchange may buy and sell securities on instructions from clients all over the world. We must therefore define a market as any area over which buyers and sellers are in such close touch with one another, either directly or through agents, that the price obtainable in one part of the market affect the prices paid in other parts.

Modern means of communication are so rapid that a buyer can discover what price a seller is asking, and can accept it if he wishes, although he may be thousands of miles away. Theoretical speaking the market for any commodity may be the whole world, but in fact things have, normally, only a local or national market. The main reason why many things do not have a world market is that he yare expensive or difficult to transport.

Coal is produced much more cheaply in the United States than in Europe, but because the costs of transporting it by rail from the inland mines are high, American coal is seldom exported to Europe. Sea transport however is very much cheaper than land transport. Therefore commodities that can be sent by sea and which are produced near a port

can often be transported quite long distances. Thus Swedish iron ore comes by sea to the Ruhr, and British coal is transported to Canada.

The markets for real estate are local, because the markets for land and buildings are usually restricted to certain localities. Soil has been transported from French vineyards to California, and historic mansions have been pulled down in Europe to be built again in the United States, but as rule land building are not transported.

Some goods, like new bread and fresh cream, must be consumed very soon after they have been produced, and this restricts their sale to local market. Other goods do not travel well. Many locals' wines which cannot be transported can be bought in the district more cheaply than similar wines which have a wider market. Transport services by rail or tram are obviously local in that passengers or goods must travel between points on the fixed track. In the same way such things as gas, water, and electricity supplied by means of system of pipes or wires cannot be sold to places which are not connected to such a system.

EXERCISE:

A. Translate the text into Indonesian!

B. Answer the following questions, basing your answers where possible on the text!

1. What is the common definition of 'market'?
2. What kinds of goods are sold wholesale in ordinary markets?
3. What do you understand by real estate markets?
4. What is bought and sold in a foreign exchange market?
5. Why is it not strictly correct to define a market as a place where buyers and sellers are actually meeting each other?
6. Explain how buyers and sellers in different places can negotiate with one another?
7. Who does an agent buy and sell for?
8. Why it that prices in one part of a country is are able to affect those in other parts of the country?
9. Why do many things not have a word market?

10. Why American coal is seldom exported to Europe?
11. Why is Swedish iron ore transported by sea to Ruhr?
12. Why does real estate usually have a local market?
13. Why is the market for perishable goods usually local?
14. Why do so few mines have a word market?
15. What adverb in line 43 suggests that transport services must be local?
16. Why things such as gas are, wires, and electricity only sold locally?

C. Say whether the following statements are true (T) or false (F). Explain your answer in either case!

1. A market in the economic sense is a fixed place where commodities are bought and sold. (.....)
2. In the real estate market land and buildings are offered for sale. (.....)
3. In trade and agent acts for other people. (.....)
4. Brokers make a living by buying and selling on the stock exchange. (.....)
5. Prices in one part of a country are able to affect those in other parts of the country. (.....)
6. Modern means of communication prevent sellers from offering their things to buyers. (.....)
7. In actual practice any commodity has a world market. (.....)
8. American coal is easily transported to Europe by rail from the island mines. (.....)
9. Land transport is much cheaper than sea transport. (.....)
10. Swedish coal is transported by sea to the Ruhr. (.....)
11. Bread and fresh cream, which are perishable goods, are restricted to local markets. (.....)

D. Arrange the following sentences in their proper sequence in order to obtain a paragraph 'on markets'

1. Nowadays, however, there need not be any specific market place in which exchanges are carried on, although these market places do exist for many commodities.

2. For some other commodities there are local markets that are more or less independent from one another.
3. Such a market is simply a set of conditions permitting buyers and sellers to work together.
4. A market for a commodity used to be an area in which buyers and sellers of the commodity were in communication with one another, and in which exchanges took place.
5. For some commodities such as wheat, rubber, and the principal metals, the market is worldwide.
6. Part of town was kept as the market, and people would travel long distances on special market days in order to buy and sell various commodities.
7. The area which comprised the market varied from one commodity to another.

Structure 13 (Thirteen): The Use of Present & Past Habit

Present Habit : Subject + is / am / are /+ used to + verb I + ing

- Ex:** - I am used to drinking plain water in the morning
 - My sister is used to singing while she is taking a bath.

III. Past Habit : a) Subject + used to + Verb I

- Ex:** - I used to play in the rain when I was a small boy

b) Subject + was / were / used to + Verb I + ing

- I was used to playing in the rain when I was a small boy

Exercise: Choose the Correct Answer of the Following Sentences!

11. Your sister used to _____ you quite often.
 - a. Visit
 - b. To visit
 - c. Visiting
 - d. Visited

12. Mary and John _____ to the parties at the Student Union every Friday.

a. Used to going	c. Are use to go
b. Used to go	d. Were used to go

13. They _____ having lunch at the campus cafeteria.
- Are used to go
 - Used to
 - Use to
 - Were used
14. Unlike most Europeans, many Americans _____ a bowl of cereal for breakfast every day.
- Used to eating
 - Are used to eat
 - Are used to eating
 - Use to eat
15. Ancient civilizations such as those of the Phoenicians and the Mesopotamians _____ goods rather than use money.
- Use to trade
 - Is used to trade
 - Used to trading
 - Were used to trading
16. As a young child, the author was used to sit for hours on the river
A B
bank fishing in the river and thinking about life.
C D
17. In Asian countries, such as China, India, and Malaysia restrictive
A B
policies on foreign exchange are used to limit what the bank
can actually do. C
D
18. Adidas was used to split its operations in the region: the
A
distribution and marketing and the sourcing side which is a global
B
sourcing business based in Hong Kong.
C D

19. Chinese second largest mobile phone and consumer electronics
A
manufacturer, TCL Corp, is used to engineer a novel
restructuring. B C D
20. The Asian Development Bank (ADB) is used to support power
A B
plant projects in Thailand to help meet the country's long-term
C
need for reliable energy.
D

UNIT 16

AN AUTO LOAN

John Baker works in the loan department of a bank in Denver, Colorado. He is a loan officer. Stanley Fanelli has an appointment with him now to ask about a loan. He needs money to buy a new car.

- Mr. B : Hello Mr. Fanelli, please have a seat. What can I do for you today?
- Mr. F : I want to borrow some money to buy a car. A friend of mine, Jack Richardson, bought a new last week. He told me that he got his loan here.
- Mr. B : Oh yes. I remember him. I was the loan officer who spoke to him.
- Mr. F : He said you were very helpful. I know very little about loans and I hope you can explain things to me.
- Mr. B : I will certainly try. What question did you have for me?
- Mr. F : First, I want to know if loans for buying cars are commercial loans or personal loans.
- Mr. B : Neither, Mr. Fanelli. They're auto loans. A commercial loan is principal that bank lend to businesses. Personal loans are made to individuals, but not for buying cars.
- Mr. F : What about interest rates?
- Mr. B : The rate of interest currently in effect on auto loans is 6%.
- Mr. F : For how long will I have to make monthly payments?
- Mr. B : The terms of the loans are three years, so there will be 36 monthly payments.
- Mr. F : Do I have to give the bank any collateral?

- Mr. B : The car serves as collateral. If you default, the bank can take possession of the car. The bank also checks your credit file to make sure that you always paid back your loans in the past. Do you have any charge accounts?
- Mr. F : My wife and I bought our furniture with our charge card and we even used it to buy airplane tickets for our vacation in California last year. We paid off both those debts promptly.
- Mr. B : That's very good. I assume there will be no problem. But the first thing you have to do is fill out this loan application.
- Mr. F : Thank you very much. I'll start right now.

EXERCISE

A. Answer these questions based on the reading!

1. What kind of loan is a commercial loan?
2. Will Mr. Fanelli make monthly payments?
3. What is the current rate of interest on car loans?
4. How does Mr. Fanelli's new car serve as collateral for the loan?
5. How does the bank decide whether or not to give Mr. Finelli a loan to buy a new car?
6. What did Mr. Finelli and his wife use their charge card for?
7. Did Mr. Finelli and his wife pay off their debts in the past?

B. State whether each statement is true (T) or false (F) based on the dialogue between John Baker and Stanley Fanelli!

1. Mr. Fanelli needs a loan to buy his new car.
2. A teller gave him the loan.
3. Car loans are personal loans.
4. The tenure of auto loans is three years.
5. Mr. Fanelli doesn't have any charge accounts.

C. Composition

Write a short paragraph explaining what a bank customer has to do in order to get an auto loan!

D. Vocabulary

Loan	: money that one party gives to another to use temporarily.
Loan department	: the section or division of a bank that takes care of loans.
Loan officer	: officer of the bank who interviews people who want to borrow money.
Loan application	: the form that a customer fills out when he wants a loan.
Currently	: at the present time, at this moment.
In effect	: valid, currently in use.
Commercial loans	: money that banks lend to business.
Personal loans	: money that banks lend to individual borrowers.
Collateral	: property or money that a bank takes as security for a loan credit.
Credit file	: information about a bank customer who wants to borrow money.
To pay back	: to return the money that you borrow (also: repay)
Charge account	: an account that allows a customer to get merchandise or service immediately, but pay later.
Charge card	: a piece of plastic with the name of the charge account holder and his charge account number. The account holder presents this card when he uses charge account to buy something.
To borrow	: to make from someone and promise to return it.
To lend	: to permit someone to use your money temporarily with the understanding that she has to return it.

	<p>Example: I need to borrow some money. Can you give me \$ 100? The party who lends the money is the lender. The party who borrow the money is the borrower.</p>
Term	<p>: period of time. Example: The term of the loan is three years.</p>
Principal	<p>: the amount of money that the lender lends to the borrower.</p>
Due	<p>: payable at particular time. Example: payments are due the first of every month.</p>
To default	<p>: not to pay money that is due.</p>
To take possession of	<p>: to become the owner of, to property from another person. Example: if you default on your car loan, the bank will take possession of your car.</p>
To pay off	<p>: to finish paying back.</p>
Debt	<p>: money that you owe. Example: before you borrow anymore money, you should pay off your debts.</p>
To compute	<p>: to figure, to calculate. Example: the bank computes interest payment on the principal.</p>
Tenure	<p>: the term of the loan. Example: long-term loans may have tenure of ten years.</p>
Credit rating	<p>: the amount, type, and term of loans that the credit department of a bank decides that it can offer to a customer.</p>
Creditor	<p>: lender.</p>
Debtor	<p>: borrower, someone who has debts.</p>

E. Select the answer that correctly completes each sentence!

1. If you need money I can you some.
 - a. Pay back
 - b. Borrow
 - c. Lend

2. When my friend needed a loan he offered the bank his house as
 - a. Debt
 - b. Term
 - c. Collateral

3. James has not paid back two loans. He must have a terrible
 - a. Credit rating
 - b. Charge card
 - c. Principal

4. If you your car loan, that bank will take possession of your car.
 - a. Pay off
 - b. Default on
 - c. Compute

5. In order to calculate the monthly payments on your loan, the bank adds the interest to the and divides the total by the number of months.
 - a. Tenure
 - b. Principal
 - c. Charge account

F. Find the words below that match in meaning with the words in the following Part: a-b-c-d-j!

*** Choice of Words**

- | | |
|------------------|--------------------|
| 1. In effect | a. Commercial loan |
| 2. Payback | b. Collateral |
| 3. Security | c. Debtor |
| 4. Calculate | d. Valid |
| 5. Term | e. Currently |
| 6. At present | f. Tenure |
| 7. Business loan | g. Repay |
| 8. Borrower | h. Compute |
| 9. Money you owe | i. Default |
| 10. Not pay off | j. Debt |

G. Make each pair of sentences have the same meaning by completing the second sentence of each pair with the proper from one of the words of this lesson.

Model : She took a loan \$ 10.000.

The of her loan was \$ 10.000 → answer: principal

1. The bank checks information about borrowers.

The bank checks borrowers'

2. I can buy things at the store with my charge card.

I have a at the store.

3. At last I don't owe the bank more money.

I've my loan.

Structure 14 (Fourteen): Parallel Structure

1. Parallel of Adjective: She is not only *beautiful* but also *smart*.
2. Parallel of Adverb: During the rush hour, we must drive more *carefully* and *slowly*.
3. Parallel of Noun: My mother wants to buy *some groceries* and *some other things*.
4. Parallel of Verb / Gerund: His favorite sport is *swimming* and *diving*.

22. Geologists classify rocks by patient and painstakingly noting their
A B
physical features and chemical composition.
C D
23. The difference between a non-profit and a profit-making organization
A B
is that the letter may distribute property or profitable to its
stockholders. C D
24. Any community depends on its department's ability to respond
A B
quickly to fires, manage effective fire-fighting tactics, and
its organization. C
D
25. Perennially, soldiers complain about the poor food, the boring work,
A B C
and the pay is low.
D
26. The main reasons that tourists flock to Hawaii are because it has
A B
warm weather not beautiful scenery and cultural.
C D
27. The Severe Acute Respiratory Syndrome (SARS) outbreak is causing
A
growing unease in Hong Kong, emptying restaurants and shopping
B C
malls, and force most residents to wear face masks in public.
D
28. Federal policy toward the native American has a long history of
A B
inconsistency, reversal, and fail in the late 1700.
C D

UNIT 17

THE LETTER HEADING AND THE LAYOUT

Business letters are usually typed on notepaper bearing a specially designed heading which provide the reader of the letter with essential information about the organization sending it. Normally the heading will include the company's name and address, its telephone numbers and telegraphic addresses, the type of business it is engaged in, its telex code and V.A.T. number, and in many cases the names of the directors. It is becoming increasingly common for firms to print an emblem or trademark on their stationery.

Here is an example of a heading that might be used by a British company:

The firm in this example is a *limited company*, and this fact is indicated by the word 'Limited' (very often abbreviated to 'Ltd. '), which is printed after the name. Since the name of the company does not show what its line of business is, that is stated separately.

Here are two more examples of letter headings, both of which would be used by *partnership*.

Let us now look at an example of a letter typed on the stationery of a British limited company:

Note the layout in the example. Currently there are several ways of setting out a business letter in Britain, and policy in this respect differs from company to company. The form in which a business letters appears has not been standardized in the United Kingdom to the extend it has in the U.S.A. and most European countries, and many British firms still indent the first line of each paragraph, and use more punctuation in the inside name and address and in the date than is the case in our example. Nevertheless there is a growing tendency in Britain, due largely to

foreign influences and the widespread use of the electric typewriter, to use block paragraphing in other words, to begin every line at the left-hand margin and to dispense with unnecessary punctuation in the date and the name and address of the person or organization written to. It is still considered necessary to put a full stop after abbreviations, as we have done in the case of *Co.* (company), *Ltd.* (limited), and *St.* (street) in our example. However, it is becoming more and more common to type *Mr* and *Mrs* i.e. without a stop and practice may well be extended to other abbreviations in the near future.

The parts of the letter:

- (a) *The heading.* This has already been mentioned. Note that this example, like the one on page 3, contains all the information mentioned in the first paragraph of this chapter.
- (b) *The reference.* This is typed on the same line as the date, but on the left, and consists of the initials of the person who signs the letter (in this case JAS) and those of the typist (DS). Sometimes other initials of figures are added, according to whatever may suit the filling system of the firm in question. It is usual to quote the reference initials of the addressee company in a reply.
- (c) *The date.* The form in which the date is written in this letter – 13 July 1978 – is probably the simplest and clearest of all current forms used in the English-speaking world, but there are alternative ways of writing the date, for example:
July 13 1978 (Americans put the name of the month first),
13th July 1978, and
July 13th 1978.

Some firms still insist on a comma before the year, but others consider this unnecessary. It is important to note that the name of the town or city where the letter originates is *not* repeated before the date, although this is normally done on the Continent. Another practice widely used in Europe is to write the date in a highly abbreviated form – 12.7.1978, for example – but this should not be done in letters written in English, since in Britain

12.7.1978 means 12 July 1978, whereas in the U.S.A it means 7 December 1978. It is obvious that the use of such form could result in confusion.

- (d) *The inside address.* A few points concerning the name and address of the firm written to need to be made. Firstly, they are typed on the left, normally against the margin. The diagonal grading of the name and address is rare nowadays, and the style shown in the example is neater, as well as being quicker for the typist.

Secondly, the use of *Messrs.* (an abbreviated form of *Messieurs*, the French word for *Gentlemen*) should not be used in front of the name of a limited company, nor should it appear with the names of firms which indicate their line of business and do not consist of family names. It follows, therefore, that *Messrs.* will be used mostly when a partnership is being addressed, as in this example:

Messrs. Hamilton and Jacobs
265 High Holborn
London WCI 7GS

Note also that the number of the street in the address always precedes the name of the street, and that in the case of large towns and cities in the United Kingdom the name of the country is not required. It is not necessary, for example, to add 'Lancashire' to the address in the example on page 4. However, when the firm addressed is situated in a smaller town, the country name is necessary, and it should be remembered that in Britain there are two Richmonds, one in Surrey and another in Yorkshire, and several Newports, for example.

- (e) *The salutation.* Below the address a double space at least is left, and the words 'Dear Sirs' are typed. This is the usual *salutation* in British business letters addressed to a company. Very often a comma is typed after the salutation, but an increasing number of firms are eliminating this, considering the spacing to fulfill the

function of traditional punctuation. Once again there are no hard-and-fast ‘rules’, but every form will have its own policy. In the U.S.A the most common salutation is ‘Gentlemen’. Note that the salutation is typed against the left hand margin.

When writing to an individual within the firm addressed, the salutation is ‘Dear Sir’ (‘Dear Madam’ if the recipient is known to be a woman), or ‘Dear Mr. _____’, ‘Dear Mrs. _____’, ‘Dear Miss _____’, or ‘Dear Ms. _____’ if the addressee is addressed by name rather than by position.

In recent years the use of the form *Ms* has become quite common. It originated in the U.S.A. and, like its ‘male’ equivalent Mr., it does not indicate whether the person addressed is married or unmarried.

- (f) *The complimentary close.* This is typed above the name of the firm sending the letter, and then a space is left for the signature. If the salutation is ‘Dear Sirs’ or ‘Dear Sir’, the complimentary close will read ‘Yours faithfully’ or, less commonly, ‘Yours truly’. If the correspondent is addressed by his or her name – ‘Dear Mr. Brown’. ‘Dear Miss James’, etc.- the complimentary close will take the form ‘Yours sincerely’

Here are some examples:

Name and address	Salutation	Complimentary close
Southern airways Ltd. 250 Oxford Street London W1 7TM	Dear Sirs	Yours faithfully (Yours truly)
The Marketing Manager Software Ltd. Richmond Surrey SFY 3DF	Dear Sir	Yours Faithfully (Yours truly)
Ms. J. Faulkner British Films Ltd. 3 Wardour St. London W1 5JN	Dear Ms. Faulkner	Yours sincerely

- (g) *The signature.* It often happens that the person who has dictated a letter is unable to sign it as soon as it has been typed. Since it is often essential to send a letter as soon as possible, the typist or some other employee connected with the letter in question will sign it instead: in such cases he or she will write the word 'for' or the initials 'p.p.' immediately before the typed name of the employee responsible for the letter.

The name of the person signing the letter is typed below the space left for the signature, and is followed on the next line by his position in the company or by the name of the department he represents.

Traditionally the complimentary close and signature have been typed in the middle of the page, but it is becoming more and more common for firms to place them against the left-hand margin.

The example on page 4 does not mention an *enclosure*, nor does it have a *subject line*.

If an enclosure accompanies the letter, this fact is indicated both in the text itself and by the word *Enclosure* (often reduced to *Enc.* Or *Encl*) typed against the left-hand margin some distance below the signature. There are other ways of referring to enclosures—the use of adhesive labels, for instance, or the typing of lines in the left-hand margin beside the reference in the text to the document or documents enclosed—but typing the word *Enclosure* at the bottom of the letter is by far the most common.

The subject matter of a letter is often indicated in a *subject line* which appears below the salutation:

Dear Sirs

You order no. 6544 of 15 March 1977

The term 'Re-' is seldom used these days to introduce the subject: like other Latin words which have been employed in British correspondence for decades, it is now considered old-

fashioned and artificial. (*Set Chapter 1*) Subject lines are not always required, and the date of a letter referred to the first of the answer is often sufficient to indicate what the subject is.

STYLE OF AMERICAN FIRMS

Foreign learners of English commercial correspondence should beware of drawing sharp distinction between British and American style. The fact of the matter is that the similarities are more striking than the differences, and the differences between British and American English in general are fewer and less important now than they were, say fifteen or twenty years ago. For correspondence purpose it is quite enough to be familiar with one particular layout and one particular set of conventions, since Americans have no difficulty in understanding British business letters, and *vice versa*. Another point to bear in mind is the fact that the majority of business letters today are written, not by Americans or British people, but by individuals and firms using English as foreign language. This is another factor which has caused the two styles to merge to a very considerable extent, and provided you follow the advice given in this chapter and elsewhere, your letters will conform to modern business practice.

TYPES OF BRITISH FIRMS

The *limited liability company* or *joint stock company* is the commonest type of firm in the United Kingdom. The company is owned by shareholders, and the term 'limited liability' means that when full price of a share has been paid the holder has no further liability to contribute money to the company.

The shareholders in a limited company elect a Board of Directors, and these men and women are responsible for looking after the financial interests of those who elect them. The directors appoint one of their numbers to the position of Managing Director, and he or she is the link between the Boards, who make policy determined on. Thus the Managing Director is in charge of the day-to-day running of the company, and in large organizations he is often assisted by a General Manager. The various departmental managers – the Sales Manager, the

Personal Manager, the Chief Buyer, and others – are responsible to the Managing Director for the efficient running of their departments. British company law requires a limited company to have a Company Secretary. (See Chapter 14)

Another type of firm is the *partnership*. In this case limited liability does not extend to the whole firm and all partners (even in *limited partnership* there must be at least one partner with unlimited liability), so partnerships are very seldom manufacturing or trading firms. They tend rather to be professional organizations such as firms of solicitors, auditors, architects, or management consultants. The names of all partners must, in accordance with the law in Britain, be printed on the stationery of a partnership.

EXERCISE

1. Design a letter heading for a company manufacturing washing machines, refrigerators and other household equipment; include all the information about your company which is normally shown in a modern letter heading.
2. Write out the following date in three or four different ways in which it might appear at the top of a business letter: *the fourteenth of April nineteen-seventy-eight*.
3. Imagine you are writing to the company whose letter heading appears on page 4. How would you set out the inside address, and what would the salutation and complimentary close be?
4. Below are names and addresses which might appear – suitably set out, of course – in the top left-hand corner of a business letter. Give the correct salutation and complimentary close in each case:
 - a. Burke and Sons Ltd., 55 Inker man Road, London SE 5 8 BZ.
 - b. The Sales Manager, BGW Electrics Ltd., Liverpool 4.
 - c. Mr. A. L. Moon, British Rail (Southern Region), London W1M 2 BT.
 - d. Ms Angela Box. Gorton and Sons, 344 Oxford St., London W1A 3BA
5. Which of the organizations mentioned in Exercise 4 should be addressed as *Messrs.*? Give your reasons for including or omitting *Messrs.* In all four cases.

UNIT 18

THE ENQUIRY

Most letters of enquiry are short and simple, so much so that many firms have adopted the practice of sending printed enquiry forms, thereby eliminating the need for a letter. As a prospective buyer, the writer of an enquiry states briefly and clearly what he is interested in, and this is all the receiver of the letter needs to know.

It is rather different when the object of your enquiry is to obtain a special price for regular orders, or selling in your area. In cases like these you are asking for concessions, and you have to 'sell' your proposal to the supplier. This requires much more skill than does the writing of a routine enquiry, and he will be returning to letters of this type shortly.

A first enquiry – a letter sent to a supplier with you have not previously done business – should include:

- (a) A brief mention of how you obtained your potential supplier's name. Your source may be an embassy, consulate, or chamber of commerce; you may have seen the goods in question at an exhibition from a business associate, or on the basis of an advertisement in the daily, weekly, or trade press.
- (b) Some indication of the demand in your area for the goods which the supplier deals in.
- (c) Details of what you would like your prospective supplier to send you. Normally you will be interested in a catalogue, a price list, discounts, methods of payment, delivery times, and, where appropriate, samples.
- (d) A closing sentence to round off the enquiry. Here are some suggestions for sentences which you might include in a routine enquiry:

Opening lines

1. Your name has been given us by the British Chamber of Commerce in Hamburg

2. The British Embassy in Copenhagen has advised us to get in touch with you concerning
3. We say your products demonstrated at the Hanover Fair earlier this year, and would like to know whether
4. Messrs. Rawlingson and Townsend of Bletchley, who we understand have been doing business with you for some years, inform us that you may be able to supply us with
5. We have seen your advertisement in last Sunday's Observer, and would be grateful if you would let us have details of
6. Your advertisement in this month's issue of *The Shoemaker* states that you can offer

Indicating the state of the market

7. There is a brisk demand here for high-quality sports shirts of the type you manufacture.
8. Demand for this type of machine is not high, but sales this year will probably exceed £25.000.
9. These fancy goods are in demand during the tourist season (late May to early September), but for the rest of the year sales are moderate, and often rather low.
10. There is no market here for articles of this type in the higher price ranges, but less expensive models sell very well throughout the year.
11. You can count on a brisk turnover if prices are competitive and deliveries prompt.

Asking for information

12. Will you please send us your catalogue and price list for
13. Will you please quote prices c.i.f. Amsterdam for the following items in the quantities stated:
14. We would be glad to receive specifications of your new SE11 typewriter, together with your current export price list and details of trade discounts.
15. We are also interested in your terms of payment and in discounts offered for regular purchases and large orders.

16. If we place orders with you we will have to insist on prompt delivery.
Can you guarantee delivery within three weeks of receiving orders?
17. We would appreciate a sample of each of the items listed above.

Closing sentences

18. We are looking forward to hearing from you.
19. We would appreciate a prompt answer.
20. As our own customers are pressing us for a quotation, we hope you will be able to make us an offer within a fortnight from today's date.
21. We hope to hear from you shortly.
22. Since the season will soon be under way, we must ask you to reply by the end of this month.

The first three model letters in this chapter are examples of routine first enquiries. Letters 1 and 2 are addressed direct to suppliers, while no. 3 is written to an agent.

UNIT 19
SOME EXAMPLES OF APPLICATION LETTER

Dear Sir,

I wish to apply the position of....., which you advertised in the “.....” of

Education :

Diploma :

Experience :

Reason of change :

Character : I am Indonesian-born..... years of age

I trust that these qualifications may meet your requirements and that you will give me the pleasure of a personal interview.

Very truly yours,

.....
Sophia Clara

Example 2

Sir,

Please consider me as an applicant for the position of which you advertised in the of

I have received my diploma from the school and I am eager to get one in an office like yours, since I am especially interested in.

During the last years I worked as a in the and learned something about office practice and routine.

For information about my character and ability, I can refer you to:

Mr.

Mr.

I shall be glad to come to your office for an interview at any time you suggest.

Sincerely yours,

.....
Bella Permatasari

Example 3

Sir,

Referring to your advertisement in the “.....”, I beg to offer you my services to fill the place of chief Clerk, which has become vacant in your respected house.

Without overstepping the bounds of modesty, I may assure you that I am able to undertake, and do satisfactorily any kind of mercantile office – work that may offer itself.

After having, for 3 years, served my articles with Mr. manufacturer of at , I was employed as clerk with Messrs at and since then I have filled the place of second book-keeper with Messrs of this place.

In all those houses I have had frequent and various opportunities of extending my knowledge, and as you will see from the annexed copies of certificates, my principals have always been satisfied with my service.

As in your advertisement you desire a statement of the salary requires, I beg to inform you that in my present situation receive Rp..... per month, and that I should have no objection to begin with the same sum.

Hoping you will consider my offer and comply with my request, I remain.

Yours Sincerely,

.....

Ahmad Juliano Frediansyah

Ncl. : copies of certificates

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