

MODERN APPROACH TO MASTER ENGLISH Beginner Level

MUHAMMAD A. ZAMZAMI, S.Pd., M.Pd

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INSTITUT AGAMA ISLAM SUNAN KALIJOGO
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UCAPAN TERIMAKASIH

Ucapan terimakasih disampaikan kepada Pimpinan dan seluruh civitas akademika Institut Agama Islam Sunan Kalijogo Malang atas terselesaikannya buku ajar Manajemen Pembiayaan Bank Syariah ini.

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Malang, 30 April 2020

Tim Penulis

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BAB 1
INTRODUCTION

A. CARDINAL NUMBERS

The whole numbers representing a quantity.

1 one	11 eleven	30 thirty	100 a/one hundred
2 two	12 twelve	40 forty	500 five hundred
3 three	13 thirteen	44 forty four	1000 a/one thousand
4 four	14 fourteen	56 fifty six	10.000 ten thousand
5 five	15 fifteen	67 sixty seven	100.000 a hundred thousand
6 six	16 sixteen	78 seventy	600.000 six hundred thousand
7 seven	17 seventeen	83 eighty three	1.000.000 a/one million
8 eight	18 eighteen	91 ninety one	100.000.000 a hundred million
9 nine	19 nineteen	25 twenty five	2.000.000.000 two billion
10 ten	20 twenty	37 thirty seven	4.000.000.000.000 four trillion

The word “and” can be used to separate the tens in a number.

e.g. *5,642 = five thousand, six hundred and forty-two.*

- In writing commas or spaces are often used to divide large numbers into groups of three figures, by separating off the thousands and millions.
e.g. *3,256 or 3 256 5,446,850 or 5 446 850*

B. ORDINAL NUMBERS

The whole numbers representing order in a series

1 st first	11 th eleventh	100 th a hundredth
2 nd second	12 th twelfth	101 st a hundred first
3 rd third	13 th thirteenth	152 nd a hundred fifty second
4 th fourth	14 th fourteenth	173 rd a hundred seventy third
5 th fifth	20 th twentieth	194 th a hundred ninety fourth
6 th sixth	50 th fiftieth	1000 th a thousandth
7 th seventh	71 st seventy first	1000000 th a millionth
8 th eighth	82 nd eighty second	
9 th ninth	93 rd ninety third	
10 th tenth	64 th sixty fourth	

- The ordinal numbers are often used in titles before a noun.
e.g. *The fourth edition*

C. ROMAN NUMBERS

The Roman numbers are used in a few cases.

1 I 6 VI 11 XI 20 XX 60 LX 150 CL 500 D
 2 II 7 VII 12 XII 22 XXII 75 LXXV 175 CLXXV 1000 M
 3 III 8 VIII 13 XIII 40 XL 80 LXXX 1900 MCM
 4 IV 9 IX 14 XIV 45 XLV 90 XC
 5 V 10 X 15 XV 50 L 100 C

- The Roman numbers are often used to show the names of kings/queens. Page numbers in the introductions to some book, the numbers of paragraphs in some documents and occasionally the names of centuries.
 e.g. *Elizabeth II = Elizabeth the second.*

The key notions

Fraction

- A single fraction may be spoken with the combination of cardinal and ordinal numbers.
 e.g. $2/5 = \text{two fifth}$. $3/4 \text{ hour} = \text{three fourths of an hour}$
- More complex fractions can be expressed by the word “over”.
 e.g. $317/509 \text{ three hundred and seventeen over five hundred and nine}$.

Decimals

- Points are used to express the decimals.
 e.g. $4.7 = \text{four point seven}$.

Figure 0

- The figure 0 is usually called nought (British), zero (USA) or oh. Zero is common in measurement or temperature while nil is used for score in a game.
e.g. *zero degrees Celsius. The score is American three and France nil.*

Telephone

- The numbers are spoken separately in telephones, by pausing after groups of three or four.
e.g. *307 4922 = three oh seven, four nine double two.*

Dates

- In English there are some ways to write the dates. Commas are used before the year when the dates come inside a sentence.
e.g. *27 July 1965 = He was born on 27 July, 1965.*
- The dates may be written entirely in figures.
e.g. *27/7/65 = 27-7-65 = 27.7.65*
- The names of decades may add s to show the plurals.
e.g. *The 1960s*
- The spoken dates are as follows:
e.g. *1600 = sixteen hundred. 1996 = nineteen, ninety-six.*
2006 = two thousand six

Plural numbers

- Apostrophe 's may not be used in numbers but in measuring expressions.
e.g. *five thousand dollars.* → *but look Thousands of people.*

Calculations

- Some symbols of calculation may be described as follows:
+ (plus/and), - (minus/from), x (times), : (divided by)

e.g. $2 + 2 = 4$ (*two plus/and two is four*).

$3 \times 4 = 12$ (*three fours/ three times four is twelve*).

D. IRREGULAR VERBS

Present	Past	Participle	Present	Past	Participle
arise	arose	arisen	is/am/are	was/were	been
bear	bore	born	beat	beat	beaten
become	became	become	begin	began	begun
bend	bent	bent	besech	besought	besought
bet	bet	bet	bid	bid	bid
bind	bound	bound	bite	bit	bitten
bleed	bled	bled	blow	blew	blown

break	broke	broken	breed	bred	bred
bring	brought	brought	broadcas t	broadcas t	broadcas t
build	built	built	burn	burnt	burnt
burst	burst	burst	buy	bought	bought
cast	cast	cast	catch	caught	caught
choose	chose	chosen	cling	clung	clung
come	came	come	cost	cost	cost
creep	crept	crept	cut	cut	cut
deal	dealt	dealt	dig	dig	dig
do	did	done	draw	drew	drawn
drink	drank	drunk	drive	drove	driven
well	dwelt	dwelt	eat	ate	eaten
fall	fell	fallen	feed	fed	fed
feel	felt	felt	fight	fought	fought
find	found	found	flee	fled	fled
fling	flung	flung	fly	flew	flown
forbid	forbade	forbidde n	forecast	forecast	forecast
fit	fit	fit	forget	forgot	forgotten
forgive	forgave	forgiven	forsake	forsook	forsaken
freeze	froze	frozen	get	got	got

give	gave	given	go	went	gone
grind	ground	ground	grow	grew	grown
hang	hung	hung	have	had	had
hear	heard	heard	hurt	hurt	hurt
keep	kept	kept	Lay	laid	laid
lead	led	led	know	knew	known
lie	lay	lain	leave	left	left
let	let	let	lend	lent	lent
lose	lost	lost	light	light	light
make	made	made	mean	meant	meant
meet	met	met	mislay	mislaid	mislaid
mistake	mistook	mistaken	quit	quit	quit
pay	paid	paid	put	put	put
read	read	read	rid	rid	rid
ride	rode	ridden	rise	rose	risen
run	ran	run	ring	rang	rung
say	said	said	see	saw	seen
seek	sought	sought	sell	sold	sold
send	sent	sent	shake	shook	shaken
shed	shed	shed	shine	shone	shone
shoot	shot	shot	show	showed	shown
shrink	shrank	shrunken	shut	shut	shut

sing	sang	sung	sit	sat	sat
sleep	slept	slept	slide	slid	slid
slit	slit	slit	speak	spoke	spoken
speed	ped	ped	spend	spent	spent
spin	spun	spun	spit	spat	spat
split	split	split	spread	spread	spread
spring	sprang	sprung	stand	stood	stood
steal	stole	stolen	sting	stung	stung
stick	stuck	stuck	stink	stank	stunk
strive	strove	striven	strike	struck	struck
string	strung	strung	swear	swore	sworn
string	strung	strung	sweep	Swept	swept
swim	swam	swum	swing	swung	swung
take	took	taken	teach	taught	taught
tear	tore	torn	tell	told	told
think	thought	thought	throw	threw	thrown
thrust	thrust	thrust	understa nd	understo od	understo od
underta ke	underto ok	undertak en	upset	upset	upset
wake	woke	woken	weave	wove	woven
weep	wept	wept	wind	wound	wound

withdra w	withdre w	withdraw n	wring	wrung	wrung
write	wrote	written	wear	wore	worn
win	won	won			

E. COUNTRIES & NATIONALITIES

This chart lists many of the countries or nations in the world, with the information such as name of country, adjective used for that country (also describes nationality) and noun used for a person from that country

e.g. She comes from France. She is French. Her nationality is French.

She is a Frenchwoman. She drives a French car. She speaks French.

Country	Adjective	Person
Afghanistan	Afghan	an Afghan
Albania	Albanian	an Albanian
Algeria	Algerian	an Algerian
Andorra	Andorran	an Andorran
Angola	Angolan	an Angolan
Argentina	Argentinian	an Argentinian
Armenia	Armenian	an Armenian

Australia	Australian	an Australian
Austria	Austrian	an Austrian
Azerbaijan	Azerbaijani	an Azerbaijani
Bahamas	Bahamian	a Bahamian
Bahrain	Bahraini	a Bahraini
Bangladesh	Bangladeshi	a Bangladeshi
Barbados	Barbadian	a Barbadian
Belarus	Belorussian or Byelorussian	a Belorussian or a Byelorussian
Belgium	Belgian	a Belgian
Belize	Belizian	a Belizian
Benin	Beninese	a Beninese
Bhutan	Bhutanese	a Bhutanese
Bolivia	Bolivian	a Bolivian
Bosnia-Herzegovina	Bosnian	a Bosnian
Botswana	Botswanan	a Tswana
Brazil	Brazilian	a Brazilian
Britain	British	a Briton

Brunei	Bruneian	a Bruneian
Bulgaria	Bulgarian	a Bulgarian
Burkina	Burkinese	a Burkinese
Burma (official name Myanmar)	Burmese	a Burmese
Burundi	Burundian	a Burundian
Cambodia	Cambodian	a Cambodian
Cameroon	Cameroonian	a Cameroonian
Canada	Canadian	a Canadian
Cape Verde Islands	Cape Verdean	a Cape Verdean
Chad	Chadian	a Chadian
Chile	Chilean	a Chilean
China	Chinese	a Chinese
Colombia	Colombian	a Colombian
Congo	Congolese	a Congolese
Costa Rica	Costa Rican	a Costa Rican
Croatia	Croat or Croatian	a Croat or a Croatian
Cuba	Cuban	a Cuban

Cyprus	Cypriot	a Cypriot
Czech Republic	Czech	a Czech
Denmark	Danish	a Dane
Djibouti	Djiboutian	a Djiboutian
Dominica	Dominican	a Dominican
Dominican Republic	Dominican	a Dominican
Ecuador	Ecuadorean	an Ecuadorean
Egypt	Egyptian	an Egyptian
El Salvador	Salvadorean	a Salvadorean
England	English	an Englishman, an Englishwoman
Eritrea	Eritrean	an Eritrean
Estonia	Estonian	an Estonian
Ethiopia	Ethiopian	an Ethiopian
Fiji	Fijian	a Fijian
Finland	Finnish	a Finn
France	French	a Frenchman, a Frenchwoman
Gabon	Gabonese	a Gabonese

Gambia, the	Gambian	a Gambian
Georgia	Georgian	a Georgian
Germany	German	a German
Ghana	Ghanaian	a Ghanaian
Greece	Greek	a Greek
Grenada	Grenadian	a Grenadian
Guatemala	Guatemalan	a Guatemalan
Guinea	Guinean	a Guinean
Guyana	Guyanese	a Guyanese
Haiti	Haitian	a Haitian
Holland (also Netherlands)	Dutch	a Dutchman, a Dutchwoman
Honduras	Honduran	a Honduran
Hungary	Hungarian	a Hungarian
Iceland	Icelandic	an Icelander
India	Indian	an Indian
Indonesia	Indonesian	an Indonesian
Iran	Iranian	an Iranian

Iraq	Iraqi	an Iraqi
Ireland, Republic of	Irish	an Irishman, an Irishwoman
Israel	Israeli	an Israeli
Italy	Italian	an Italian
Jamaica	Jamaican	a Jamaican
Japan	Japanese	a Japanese
Jordan	Jordanian	a Jordanian
Kazakhstan	Kazakh	a Kazakh
Kenya	Kenyan	a Kenyan
Kuwait	Kuwaiti	a Kuwaiti
Laos	Laotian	a Laotian
Latvia	Latvian	a Latvian
Lebanon	Lebanese	a Lebanese
Liberia	Liberian	a Liberian
Libya	Libyan	a Libyan
Liechtenstein	-	a Liechtensteiner
Lithuania	Lithuanian	a Lithuanian

Luxembourg	-	a Luxembourger
Macedonia	Macedonian	a Macedonian
Madagascar	Malagasay or Madagascan	a Malagasay or a Madagascan
Malawi	Malawian	a Malawian
Malaysia	Malaysian	a Malay
Maldives	Maldivian	a Maldivian
Mali	Malian	a Malian
Malta	Maltese	a Maltese
Mauritania	Mauritanian	a Mauritanian
Mauritius	Mauritian	a Mauritian
Mexico	Mexican	a Mexican
Moldova	Moldovan	a Moldovan
Monaco	Monégasque or Monacan	a Monégasque or a Monacan
Mongolia	Mongolian	a Mongolian
Montenegro	Montenegrin	a Montenegrin
Morocco	Moroccan	a Moroccan
Mozambique	Mozambican	a Mozambican

Namibia	Namibian	a Namibian
Nepal	Nepalese	a Nepalese
Netherlands, the (see Holland)	Dutch	a Dutchman, a Dutchwoman, or a Netherlander
New Zealand	-	a New Zealander
Nicaragua	Nicaraguan	a Nicaraguan
Niger	Nigerien	a Nigerien
Nigeria	Nigerian	a Nigerian
North Korea	North Korean	a North Korean
Norway	Norwegian	a Norwegian
Oman	Omani	an Omani
Pakistan	Pakistani	a Pakistani
Panama	Panamanian	a Panamanian
Papua New Guinea	Papua New Guinean or Guinean	a Papua New Guinean or a Guinean
Paraguay	Paraguayan	a Paraguayan
Peru	Peruvian	a Peruvian
the Philippines	Philippine	a Filipino

Poland	Polish	a Pole
Portugal	Portuguese	a Portuguese
Qatar	Qatari	a Qatari
Romania	Romanian	a Romanian
Russia	Russian	a Russian
Rwanda	Rwandan	a Rwandan
Saudi Arabia	Saudi Arabian or Saudi	a Saudi Arabian or a Saudi
Scotland	Scottish	a Scot
Senegal	Senegalese	a Senegalese
Serbia	Serb or Serbian	a Serb or a Serbian
Seychelles, the	Seychellois	a Seychellois
Sierra Leone	Sierra Leonian	a Sierra Leonian
Singapore	Singaporean	a Singaporean
Slovakia	Slovak	a Slovak
Slovenia	Slovene or Slovenian	a Slovene or a Slovenian
Solomon Islands	-	a Solomon Islander
Somalia	Somali	a Somali

South Africa	South African	a South African
South Korea	South Korean	a South Korean
Spain	Spanish	a Spaniard
Sri Lanka	Sri Lankan	a Sri Lankan
Sudan	Sudanese	a Sudanese
Suriname	Surinamese	a Surinamer or a Surinamese
Swaziland	Swazi	a Swazi
Sweden	Swedish	a Swede
Switzerland	Swiss	a Swiss
Syria	Syrian	a Syrian
Taiwan	Taiwanese	a Taiwanese
Tajikistan	Tajik or Tadjik	a Tajik or a Tadjik
Tanzania	Tanzanian	a Tanzanian
Thailand	Thai	a Thai
Togo	Togolese	a Togolese
Trinidad and Tobago	Trinidadian Tobagan/Tobagonian	a Trinidadian a Tobagan/Tobagonian

Tunisia	Tunisian	a Tunisian
Turkey	Turkish	a Turk
Turkmenistan	Turkmen or Turkoman	a Turkmen or a Turkoman
Tuvalu	Tuvaluan	a Tuvaluan
Uganda	Ugandan	a Ugandan
Ukraine	Ukrainian	a Ukrainian
United Kingdom (UK)	British	a Briton
United States of America (USA)	-	a citizen of the USA
Uruguay	Uruguayan	a Uruguayan
Uzbekistan	Uzbek	an Uzbek
Vanuata	Vanuatuan	a Vanuatuan
Venezuela	Venezuelan	a Venezuelan
Vietnam	Vietnamese	a Vietnamese
Wales	Welsh	a Welshman, a Welshwoman
Yemen	Yemeni	a Yemeni
Yugoslavia	Yugoslav	a Yugoslav

Zaire	Zairean	a Zairean
Zambia	Zambian	a Zambian
Zimbabwe	Zimbabwean	a Zimbabwean

F. British/North American Vocabulary

Here are some of the main differences in vocabulary between British, Canadian and American English.

British	Canadian	American
anywhere	anywhere	anyplace
autumn	autumn/fall	fall
barrister	lawyer	attorney
beeper, pager	pager	beeper
bill (restaurant)	bill	check
biscuit	cookie	cookie
block of flats	apartment block	apartment building
bonnet	hood	hood
boot (of car)	trunk (of car)	trunk (of automobile)
car	car	automobile
caravan	trailer	trailer

chemist	drugstore	drugstore
chest of drawers	dresser	bureau
chips	French fries/chips	French fries
chocolate bar	chocolate bar	candy bar
the cinema	movies	the movies
clothes peg	clothes peg	clothespin
coffin	coffin	casket
condom	condom	rubber
crisps	potato chips	potato chips
crossroads	intersection	intersection
cupboard	cupboard	closet
cutlery	cutlery	silverware
diversion	diversion, detour	detour
drawing-pin	thumbtack	thumbtack
driving licence	driver's licence	driver's license
dummy (for babies)	soother	pacifier
dustbin	garbage can, trash can	garbage can, trashcan

dustman	garbageman	garbage collector
engine	engine	motor
estate agent	real estate agent	realtor
film	movie	movie
flat	apartment	apartment
flat tyre	flat tire	flat
flyover	overpass	overpass
galoshes	galoshes	toe rubbers
gear-lever	gearshift	gearshift
Girl Guide	Girl Guide	Girl Scout
ground floor	ground floor, main floor	first floor
handbag	handbag	purse
holiday	holiday	vacation
jam	jam	jelly
jeans	jeans	blue jeans
jug	jug	pitcher
lift	elevator	elevator
lorry	truck	truck
luggage	luggage	baggage
mad	crazy	crazy

main road	main road, main thoroughfare	highway
maize	corn	corn
maths	math	math
mobile (phone)	cellular phone	cellular
motorbike	motorbike, motorcycle	motorcycle
motorway	highway, thoroughfare	freeway, expressway
motorway	freeway	freeway
napkin	serviette, table napkin	napkin
nappy	diaper	diaper
naughts and crosses	tick-tack-toe	tic-tack-toe
pants	shorts	shorts
pavement	sidewalk, pavement	sidewalk
petrol	gas, gasoline	gas, gasoline
The Plough	Big Dipper	Big Dipper
pocket money	pocket money	allowance
post	mail, post	mail

postbox	mailbox, post-box	mailbox
postcode	postal code	zip code
postman	mailman, letter carrier	mailman
pub	bar, pub	bar
public toilet	bathroom	rest room
puncture	flat	flat
railway	railway	railroad
return (ticket)	return	round-trip
reverse charge	collect call, reverse the charges	call collect
ring road	ring road	beltway
road surface	road surface, asphalt	pavement
roundabout	roundabout	traffic circle
rubber	eraser	eraser
rubbish	garbage, trash, refuse	garbage, trash
rubbish-bin	garbage can, trashcan	garbage can, trashcan

saloon (car)	sedan (car)	sedan (automobile)
shop	shop, store	store
single (ticket)	one-way (ticket)	one-way
solicitor	lawyer	attorney
somewhere	somewhere	someplace
spanner	wrench	wrench
spirits	spirits	hard liquor
sweets	candy, sweets	candy
tap (indoors)	tap (indoors)	faucet
tap (outdoors)	tap (outdoors)	spigot
taxi	taxi	cab
tea-towel	dish-towel	dish-towel
telly, TV	TV	TV
third-party insurance	third-party insurance	liability insurance
timetable	schedule	schedule
tin	tin can	can
toll motorway	toll highway	turnpike
torch	Flashlight	flashlight
trousers	pants	pants
tube (train)	subway, metro	subway

underground (train)	subway, metro	subway
underpants	shorts	shorts
van	truck	truck
vest	undershirt	undershirt
waistcoat	vest	vest
wallet	wallet	billfold
wellington boots	rubber boots	rubbers
whisky	whisky, scotch	whiskey, scotch
windscreen	windshield	windshield
zip	zipper	zipper

BAB 2

PART OF SPEECH

Part of speech adalah kelas kata dalam bahasa Inggris yang harus diketahui oleh para pembelajar pemula dalam belajar Bahasa Inggris sehingga nantinya ketika Menyusun atau membuat kalimat bisa dengan baik dan benar. Sehingga Ketika belajar dengan tahap dan proses yang benar maka akan memudahkan dalam memahami dan menanamkan dasar Bahasa Inggris dan juga memudahkan dalam melanjutkan materi pembelajaran Bahasa Inggris tingkat lanjut.

Parts of Speech Woodward ENGLISH

NOUN <i>Name of a thing, a person, an animal, a place, or an idea.</i> Examples: Daniel, London, table, hope - <i>Mary uses a blue pen for her letters.</i>	PRONOUN <i>A pronoun is used in place of a noun or noun phrase to avoid repetition.</i> Examples: I, you, it, we, us, them, those - <i>I want her to dance with me.</i>
ADJECTIVE <i>Describes, modifies or gives more information about a noun or pronoun.</i> Examples: cold, happy, young, two, fun - <i>The little girl has a pink hat.</i>	VERB <i>Shows an action or a state of being. It can show what someone is doing or did.</i> Examples: go, speaking, lived, been, is - <i>I listen to the word and then repeat it.</i>
ADVERB <i>Modifies a verb, an adjective or another adverb. It tells how (often), where, when.</i> Examples: slowly, very, always, well, too - <i>Yesterday, I ate my lunch quickly.</i>	PREPOSITION <i>Shows the relationship of a noun, noun phrase or pronoun to another word.</i> Examples: at, on, in, from, with, about - <i>I left my keys on the table for you.</i>
CONJUNCTION <i>Joins two words, ideas, phrases together and shows how they are connected.</i> Examples: and, or, but, because, until, if - <i>I was hot and tired but I still finished it.</i>	INTERJECTION <i>A word or phrase that expresses a strong emotion. It is a short exclamation.</i> Examples: Ouch! Hey! Wow! Oh! Ugh! - <i>Wow! I passed my English exam.</i>

www.grammar.cl www.woodwardenglish.com www.vocabulary.cl

1. Noun (Kata Benda)

- Noun structure
There are three main ways in which it is possible to put nouns together, so one modifies another.
 - Double noun structure
e.g. *a table leg. a stone bridge.*
 - The **s** structure
e.g. *a man's leg. a tiger's skin*
 - The **of** structure
e.g. *a piece of land. a bunch of flowers*
- Nouns in groups
There are several categories to put nouns together.
 - Parts of things
Parts of living things use **s** structure while parts of non-living things use the others.

e.g. *a man's leg. → a table leg – a leg of the table*
 - Units / collections
Units / collections use the **of** structure.

e.g. *a sheet of paper.*
 - Measurement and time items
Measurement and time items use double noun structure.

e.g. *a ten pound note. a three mile walk. a ten minute delay.*
 - Containers
Containers use double noun structure.

e.g. *a match box. a tea pot. a coffee cup.*

- Expressions
Expressions referring to something produced from/used by use the **s** structure but something made of/killed to provide use double noun structure.

e.g. *cow's milk. women's magazines. a stone bridge. chicken soup*

2. PRONOUNS (Kata Ganti)

➤ Personal pronoun

- Subject forms

Words used to substitute a noun (phrase) for subject.

I,You,We,They,He,She,It

e.g. *I go to school*

You must study hard

He is a student

- Object forms

Words used to substitute a noun (phrase) for object.

Me,You,Us,Them,Him,Her,It

e.g. *Catch me, Paul!*

Come and Join us

Look at him!

The key notions

- ✚ Empty subject

It is sometimes used as a meaningless subject with expressions referring to time, weather, temperature, distance or just current situation.

e.g. *It's ten o'clock. It's raining*



Universal subject

One is sometimes used to substitute people or things in general

e.g. *One should have a good thinking.*



Answer cases

English sometimes uses one word answer of pronoun.

e.g. *Who said that? (It was) him (informal) → He did (formal)*



Pronouns in clauses

Pronoun expressions may come in a clause.

e.g. *It is I who need your help → It is her that needs your help.*



Conjunctive pronouns

Pronouns are sometimes used with conjunction in a sentence.

e.g. *My sister is shorter than me (I am)*

The combination of pronoun forms can be used with conjunction.

e.g. *You and I will be there. It is just for you and me.*

➤ **Possessive pronoun**

- With a noun

Words used as possessive adjective followed by a noun.

My, Your, Our, Their, His, Her, Its

e.g. *That's my dog*

Can I borrow your pen?

What is her address?

- Without a noun

Words used as possessive adjective not followed by a noun.

Mine, Yours, Ours, Theirs, His, Hers, Its

e.g. *He is a friend of mine*

Is that yours?

The house is hers.

The key notions

 Distributive use

A plural possessive may be followed by singular (collective) and plural (sense of each) nouns.

e.g. *This is our school* → *Everybody lost their houses because of flood.*

 Reflexive possessive

Possessive + own expressions are used as reflexive possessive.

e.g. *This is my own car.*

 Possessive particle

Particle **of** can be combined with possessive pronoun.

e.g. *He is a friend of mine.*

I'll show you the room of my father's

She did it with the way of her own.



Possessive question

Whose is used to ask about possessions

e.g. *Whose bag is it? → It is my bag*

Whose is this bag → That's mine



Universal possessive

One's is used to express universal possessive.

e.g. *It's good to share with one's idea.*

➤ **Demonstrative pronoun**

Words used as determiners/pronouns having the demonstrative meanings.

This / that (singular)

These / those (plural)

- Determiners

Showing as determiners in a sentence

e.g. *This child is smart. Those cats are big*

- Pronouns

Showing as pronouns in a sentence

e.g. *That is my car. These are my books*

- Distances
Demonstrative pronouns can be used to express the distances, which are close or distant to the speaker.
e.g. *Look at **this** map (close) → Look at **that** mountain (distant).*
- Time
Demonstrative pronouns can be used to express the time just about to start or come to end.
e.g. *The title of **this** song is good bye (start) → **That's** the nicest song (end).*
- Functional pronoun
Demonstrative pronouns can be used to express acceptance or rejection.
e.g. *I love **this** book (acceptance) → I hate **that** boy (rejection).*

➤ **Reflexive pronoun**

Words with a reflexive and emphatic use in a sentence.

Myself ,Yourself, Ourselves, Themselves, Himself
,Herself, Itself

e.g. *I cut myself with a hammer*

Take by yourself!

He himself cooked this food.

- Reflexive person or thing
Reflexive pronouns are used to show the actions done by the subject/object with the same person /thing.
e.g. *I hurt myself with a knife.*

- Emphatic use
Reflexive pronouns can be used as subject or object emphasis to mean nobody/one/thing else.

e.g. *I myself made this cake.*

- Universal reflexive
Oneself is used to express universal reflexive.

e.g. *Talking to oneself is the first sign of madness.*

➤ **Relative pronoun**

Words used to introduce relative clauses referring to people or things and following their nouns directly.

Who, Whom, That, Which

e.g. *The man who met me at the party was my friend.*

The man whom I saw at the party was Mr. John

The book which is on the table belongs to me.

- Subject case → used as subject
 - Who/that (person)
e.g. *The man is my friend, he met me at the party*

→ *The man who met me at the party is my friend.*

- Which/that (thing)
e.g. *The car was expensive, it caused a sensation.*

→ *The car which caused a sensation was expensive.*

- Object case → used as object
 - Whom/that (person)

e.g. *The man is my friend, I saw him at the party.*

→ *The man whom I saw at the party is my friend.*
 - Which/that (thing)

e.g. *The movie was interesting, we saw it last week.*

→ *The movie which we saw last week was interesting.*
- Possessive relative

Whose can be used as possessive relative.

e.g. *The girl is my friend, her brother got an accident.*

→ *The girl whose brother got an accident is my friend.*

➤ **Indefinite pronoun**

Words used to show indefinite substitution of people or things.

- Person
 - Including in a certain number of groups.

Somebody, anybody, nobody, everybody

e.g. *I found somebody/nobody/everybody in the class*

I did not find anybody in the class
 - Not including in a certain number of groups

Someone, anyone, no one, everyone

e.g. *I saw someone/no one/everyone in the street.*

I did not see anyone in the street.

○ Things

• Indefinite thing

Something, anything, nothing, everything

e.g. *We know something/nothing/everything about you*

We do not know anything about you.

• Indefinite place

Somewhere, anywhere, nowhere, everywhere

e.g. *You can go somewhere/nowhere/everywhere.*

You cannot go anywhere.

The key notions



Distributive quantity

Indefinite pronouns are followed by a singular verb and a plural personal pronoun.

e.g. *Everybody likes her. Nobody called, did they?*



Pronoun complementation

Indefinite pronouns can be followed by an adjective.

e.g. *Let's find something hot. I am looking for somebody strong.*

➤ **Reciprocal pronoun**

Words used to show an alternate substitution of people or things.

- Another
One more in addition to the one already mentioned (count nouns).

e.g. There are so many foreign students here. One of them is from America, another student is from Singapore and another is from Canada.
- Other
Several more in addition to the one already mentioned.

e.g. I have so many books at home. One of them is a history book, other book are scientific books and others are language books.
- The other (s)
The rest(s) in addition to the one already mentioned.

e.g. I buy three pens, one is blue and the other(s) pen(s) are black.
- Each other/one another
To indicate reciprocal actions.

e.g. We must help each other.
- Every other
To indicate alternate actions.

e.g. I'll meet you every six other days.

3. Adjective (Kata Sifat)

- Descriptive (good, bad...)
- Size (small, big...)
- Age (old, young...)
- Shape (round, square...)
- Temperature (cold, hot...)
- Colour (red, blue...)
- Country (Italian, French...)
- Complementation (V-ing/ed – adj)
- Material (gold, silver...)

e.g. I have a very beautiful small old black Italian interesting hand bag.

○ Adjective positions (Penempatan Adjective)

- Predicative position

Is used as a predicate and comes after **copular verbs**

eg. *She is afraid. He is alone here. It is still alive.*

- Attributive position

Is used as an attribute of a word.

- Fixed phrase after noun

e.g. *God almighty*

- Measurement after noun

e.g. *Two meters high*

- Well known group / Nationality

e.g. *The Irish. The poor and the rich*

- Abstract idea
e.g. *A new house*
- Adjectival object
e.g. *Let's get something hot*

4. Verbs (Kata Kerja)

- Kinds of verbs
 - Transitive → followed by an object – *I watch TV*
 - Intransitive → not followed by an object – *I sleep*
 - Ergative → in/transitively used with various subject – *the door opens.*
 - Copular → used to describe the subject – *she seems very happy now.*

- Verbs complementation

Different verbs can be followed by different kinds of words and structures.

- Verbal object complement
Verbs can be followed by adjective, adverb and noun.

e.g. *I feel happy. I watch TV. I study hard.*

- **as** structure
Verbs can be followed by **as** structure to say commonly how to describe somebody/one/thing.

e.g. *I see you as a basically kind person.*

It is a beautifully expensive car.

- Preparatory **it**
It can also be used as an object describing something.

e.g. *I found it hard to understand him. Just take it easy.*

○ Verb particle

Verbs can be followed by a particle in a sentence.

• Adverbial verbs

Verbs combined with a particle showing as an adverb.

e.g. *She is out. You must go in.*

• Prepositional verbs

Verbs combined with a particle without changing the base meaning in the production of it.

e.g. *I believe in god but I do not believe you*

• Phrasal verbs

Verbs combined with a particle with changing the base meaning in the production of it.

e.g. *Look! She is looking for her shoes now.*

5. Adverb (Keterangan)

○ Adverb order

A sentence may sometimes contain about several adverbs put in a particular order.

Adverbs					
Fr	Cr	Dg	Mn	Pl	Tm

Frequency → often, always, seldom...

Certainty → probably, possibly, certainly...

Degree → very, quite, rather...

Manner → hard, quickly...

Place → here, at home...

Time → now, yesterday, tomorrow...

e.g. *He often certainly sings some songs very sweetly on the stage every Sunday.*

- Adverb particle
Adverb made by a particle and used to describe the subject or object.

e.g. *She is out. You must go in*

- Adverb modifier
An adverb can also be used to modify adjective, adverb and participle.

e.g. *It is terribly cold. This car is unusually fast.*

- Adverb positions
 - Mid → *He often does this. It is certainly true.*
 - Final → *You must study hard. I stay at home*
 - Initial/Final → *Today he is attending the meeting.*

The key notions (adjectives and adverbs)

 Ending **ly**

The words ending **ly** are not always adverbs, they can be adjectives.

e.g. *She is a friendly girl. It is the deadly poison taken from the snake.*



The same forms
Adjectives and adverbs sometimes have the same forms.

e.g. *You must study hard (adv). It is a hard work (adj).*

6. Preposition (Kata depan / Kata Sandang)

Preposition bisa diartikan juga kata yang menghubungkan antara noun dan pronoun. Untuk memudahkan pengertiannya dengan lebih baik, contoh-contoh umum dari preposition yang sering digunakan dalam percakapan sehari-hari adalah seperti *in, of, to, by, for, with, under, above, into, upon, behind, beside, before, after, towards, inside, outside, below*, dan lain-lain.

Contoh:

- *In January, In March, In 2018*
- *On Sunday, on the table, On a wall, etc*
- *At sunset, At the moment, At the school, etc*
- They are going **to** the classroom
- I believe this book was written **by** Ken Adams

7. Conjunction (Kata Hubung)

Conjunction dalam bahasa Indonesia bisa dipahami sebagai “kata sambung”. Dalam grammar bahasa Inggris, kata sambung tentu sangat penting. Apakah fungsinya? Untuk membuat antar paragraf atau antar kalimat menyambung satu sama lain.

Bahkan konteksnya bisa lebih dari itu. Secara definitif, conjunction adalah:

- *A word used to connect clauses or sentences or to coordinate words in the same clause.*
- *A word that joins two or more words, phrases, or clauses.*
- *Glue words, phrases, and clauses together.*

Bisa disimpulkan bahwa conjunction membuat sebuah kalimat menjadi lebih menarik. Jika tidak menggunakan kata sambung, maka sebuah kalimat atau paragraf akan sulit dipahami.

Ada 3 jenis kata sambung atau conjunctions dalam Bahasa Inggris, yaitu:

Coordinating (For, And, Nor, But, Yet, Or, So)

Correlative

BOTH – AND

WHETHER – OR

EITHER – OR

NEITHER – NOR

NOT – BUT

NOT ONLY – BUT ALSO

SUCH – THAT

AS MANY – AS

RATHER – THAN
NO SOONER – THAN
SCARCELY – WHEN

Subordinating

AFTER
ALTHOUGH
AS
BECAUSE
BEFORE
HOW
IF
ONCE
SINCE
THAN
THAT
THOUGH
UNTIL
WHEN
WHERE
WHETHER
WHILE

8. Interjection (Kata Seru)

"Interjection" is a big name for a little word. Interjections are short exclamations like Oh!, Um or Ah! They have no real grammatical value but we use them quite often, usually more in speaking than in writing. When interjections are inserted into a sentence, they have no grammatical connection to the sentence. An interjection is sometimes followed by an exclamation mark (!) when written.

Here are some interjections with examples:

interjection	meaning	example
ah	expressing pleasure	<i>"Ah, that feels good."</i>
	expressing realization	<i>"Ah, now I understand."</i>
	expressing resignation	<i>"Ah well, it can't be helped."</i>
	expressing surprise	<i>"Ah! I've won!"</i>
alas	expressing grief or pity	<i>"Alas, she's dead now."</i>
dear	expressing pity	<i>"Oh dear! Does it hurt?"</i>
	expressing surprise	<i>"Dear me! That's a surprise!"</i>
eh	asking for repetition	<i>"It's hot today." "Eh?" "I said it's hot today."</i>
	expressing enquiry	<i>"What do you think of that, eh?"</i>
	expressing surprise	<i>"Eh! Really?"</i>

	inviting agreement	<i>"Let's go, eh?"</i>
er	expressing hesitation	<i>"Lima is the capital of...er...Peru."</i>
hello, hullo	expressing greeting	<i>"Hello John. How are you today?"</i>
	expressing surprise	<i>"Hello! My car's gone!"</i>
hey	calling attention	<i>"Hey! look at that!"</i>
	expressing surprise, joy etc	<i>"Hey! What a good idea!"</i>
hi	expressing greeting	<i>"Hi! What's new?"</i>
hmm	expressing hesitation, doubt or disagreement	<i>"Hmm. I'm not so sure."</i>
oh, o	expressing surprise	<i>"Oh! You're here!"</i>
	expressing pain	<i>"Oh! I've got a toothache."</i>
	expressing pleading	<i>"Oh, please say 'yes'!"</i>

ouch	expressing pain	<i>"Ouch! That hurts!"</i>
uh	expressing hesitation	<i>"Uh...I don't know the answer to that."</i>
uh-huh	expressing agreement	<i>"Shall we go?" "Uh-huh."</i>
um, umm	expressing hesitation	<i>"85 divided by 5 is...um...17."</i>
well	expressing surprise	<i>"Well I never!"</i>
	introducing a remark	<i>"Well, what did he say?"</i>

BAB 3

TENSES

Tenses adalah penyusunan kalimat berdasarkan waktu. Pada dasarnya ada 16 Tenses dalam Bahasa Inggris yang perlu kita ketahui:

1. Simple Present
2. Present Continuous
3. Present Perfect
4. Present Perfect Continuous
5. Simple Past
6. Past Continuous
7. Past Perfect
8. Past Perfect Continuous
9. Present Future
10. Present Future Continuous
11. Present Future Perfect
12. Present Future Perfect Continuous
13. Past Future
14. Past Future Continuous
15. Past Future Perfect
16. Past Future Perfect Continuous

Untuk membuat sebuah kalimat berdasarkan waktu kita perlu memahami 2 tabel Matrix, sehingga akan mempermudah dalam memahami susunan kalimatnya. Kita juga perlu memahami bahwa sebuah kalimat itu minimal harus ada “Subjek” dan “Predikat”, supaya lebih lengkap lagi bisa ditambah “Objek” maupun “Keterangan” . Hal ini berbeda dengan Frase, sepanjang apapun frase, dia tidak memiliki “Subjek” dan “Predikat”.

Matrix Tenses of Azam

Table I

No	Tenses	Auxiliary verb	Verb	Meaning
1	Present	Do/Does	V1 s/es	Masa kini
2	Past	Did	V2	Masa Lampau
3	Perfect	Have/ Has	V3	Telah
4	Continuous	Be (is, am , are)	V ing	Sedang
5	Future	Will/shall	V base	akan

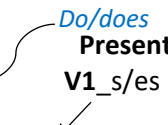
Table II

No	Auxiliary verb	Verb 1	Verb 2	Verb 3	Verb_ ing	Verb_ bare
1	Do/Does	Do/Does	Did	Done	Doing	Do
2	Did	Do/Does	Did	Done	Doing	Do
3	Have/ Has	Have/ Has	Had	Had	Having	Have
4	Be (is, am , are)	Be (is, am, are)	Was/we re	Been	Being	Be
5	Will/shall	Will/shall	Would/S hould	X	X	Will

Important Rules

1	Untuk membuat kalimat positif dengan matrix tenses of Azam dimulai dari kanan, Turunkan Verb paling kanan, kemudian silangkan Aux Verb dengan yang didepanny, hasilnya turunkan , Terakhir tambahkan subjek, dan jika mau lebih lengkap lagi boleh ditambahkan Objek atau Keterangan
2	Untuk membuat kalimat negative letakkan not setelah Auxilairy verb yang pertama
3	Untuk membuat kalimat introgative, letakkan Auxilairy verb yang pertama di depan Subjek

Perhatikan contoh penerapan MTA berikut ini:

- 1) **Simple Present**

X + V1_s/es + O
I go to school everyday
- (-) S + Do/Does+ Not + V1_s/es + O**
The sun does not rise from the west
- (?) Do/Does+ S + V1_s/es + O**
Do you understand the lesson?

o Usages (Penggunaan)

◆ Habitual action

The present simple tense is used to express habitual action or things happening regularly all the time.

e.g. *He is a doctor. She goes to school every day.*

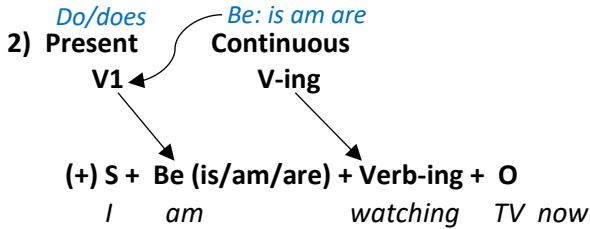
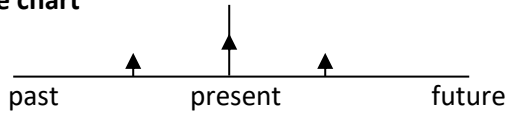
◆ General truth

The present simple tense is also used to talk about the permanent situations or things that are true in the past, present and future.

e.g. *The fire is hot. The sun rises from the east.*

- **Time signals** → always, often, usually, seldom, sometimes ...etc

- **Time chart**



(-) **S + Be (is/am/are) + Not + Verb-ing + O**
She is not speaking English

(?) **Be (is/am/are) + S + Verb-ing + O ?**
Are you coming soon?

- Usages

- ◆ Time of speaking

The present progressive tense is used to express things that are happening around the time of speaking.

e.g. *I am watching TV now.*

- ◆ Period of event

The present progressive tense is also used to talk about things that are in progress or a period around now.

e.g. *He is taking an English course this semester.*

◆ Process of change

The present progressive tense can be used for temporary situations or things that are in a process of getting change.

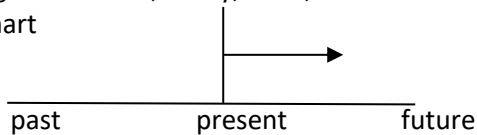
e.g. *The economic situation is getting worse.*

◆ Process of arrangement

The present progressive tense can refer to the future within a process of arrangement

e.g. *I am coming soon.*

- Time signals → now, today, soon, at the moment ...etc
- Time chart



Do/does *Have/has*
3) Present Perfect
V1 V3

(+) **S + Have/Has + Verb III + O**
I have cleaned my room

(-) **S + Have/Has + Not + Verb III + O**
She has not done her homework

(?) **Have/Has + S + Verb III + O ?**

Have you finished your homework?

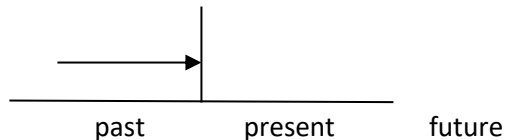
- Usages
- ◆ Result of recent event
The present perfect tense is used to express the result of recent/past activities at present.

e.g. *I have just cleaned my room.*

- ◆ News of repeated/continuous event
The present perfect tense can also be used to talk about news of recent events that have happened several times up to the present.

e.g. *I have ever been to Singapore. I have seen that film twice.*

- Time signals → never, ever, just, already, yet, for, since ...etc
- Time chart



5. Simple Past
X ← ^{did} Past V-2

(+) S + Verb II + O

I went to a movie last night

(-) S + Did + Not + Verb I + O (Verb Kembali ke bentuk satu)

She did not go anywhere

(?) Did+ S + Verb I + O

Did you tell him the truth?

○ Usage

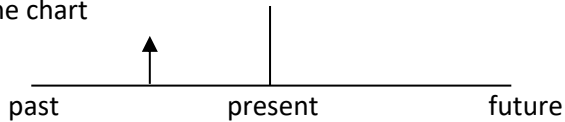
◆ Past activity

The past simple tense is used to talk about activities happened in the past with references to finished periods and moments of time.

e.g. I opened the door last night.

○ Time signals → yesterday, last night, two days ago...etc

○ Time chart



The key notions

✚ Past verb forms

▪ Regular verbs

- Add d/ed

Work → worked

rain → rained

- Verbs ending -e

Hope → hoped

decide → decided

- Verbs ending in a stressed vowel

Stop → stopped

plan → planned

- Verbs ending a consonant + y

Study → studied

cry → cried

- Verbs ending a vowel + y

Play → played

stay → stayed

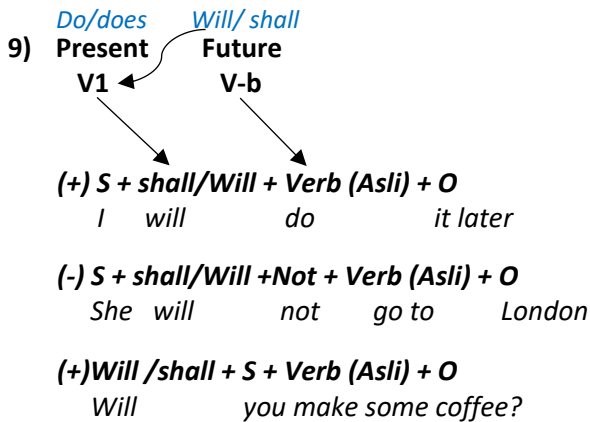
▪ Irregular verbs

Speak → spoke → spoken



Expressive items

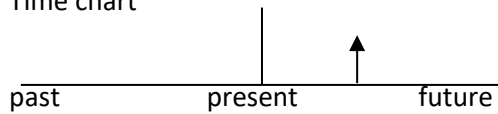
- Past habit
e.g. *I used to smoke (but I don't)*
- Non-strange habit
e.g. *I am used to smoking (It's not something strange)*
- New habit
e.g. *I get used to smoking (I did not smoke)*



- Usage
 - ◆ Prediction/Willingness
The future simple tense is used to talk about prediction or willingness that will happen in the future.

e.g. *I will take an English course.*
- Time signals → tomorrow, next week...etc

- Time chart



The key notion

- ✚ Expressive items
 - Willingness
e.g. *I'll take an English course.*
 - Plan
e.g. *I'm going to take an English course next month.*
 - Future arrangement
e.g. *I am taking an English course this semester.*
 - Future time table
e.g. *The class closes at 9 p.m.*
 - Distributive use
e.g. *I will clean my room before I go.*

I will call you when I arrive.

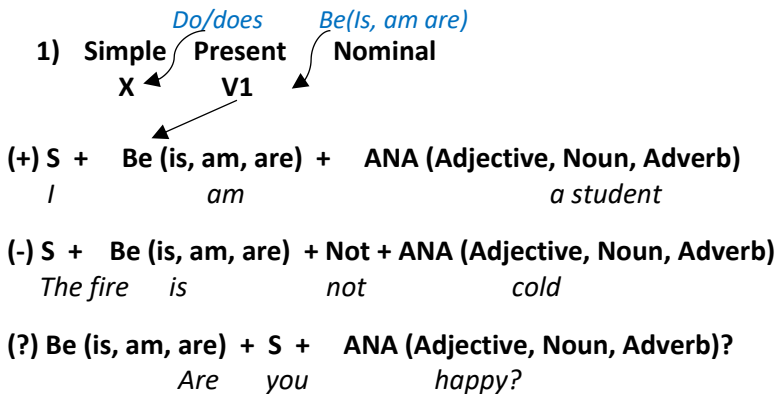
Dari uraian diatas saya hanya menjelaskan beberapa tenses yang sering dipakai dalam kehidupan sehari-hari, sisanya silahkan untuk Latihan sendiri untuk membuat rumus menggunakan Matrix Tenses of Azam. Pemakaian Auxilairy Verb dalam kalimat menyesuaikan dengan Subjeknya.

BAB 4

NOMINAL SENTENCE

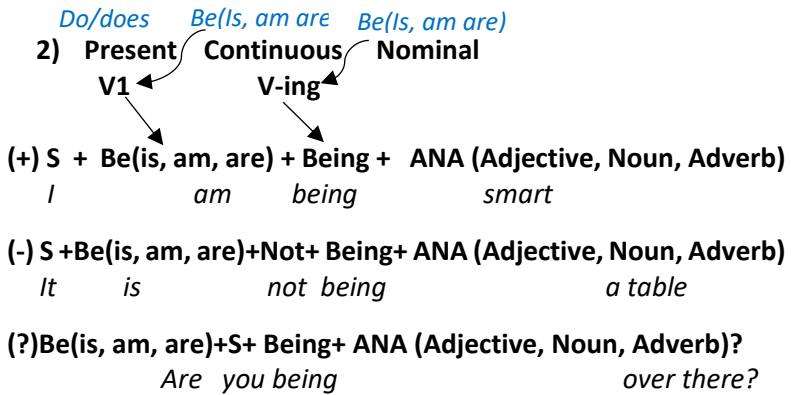
Kalimat Nominal dalam konteks Bahasa Indonesia adalah kalimat yang tidak mengandung kata kerja, lawan dari kalimat Nominal adalah kalimat verbal pada bab 3. Sedangkan dalam Bahasa Inggris kalimat Nominal adalah kalimat yang Predikatnya Menggunakan “Be” dan memakai pelengkap kalimat berupa “ANA” *Adjective, Noun, Andverb*

Berikut ini penerapan Matrix Tenses of Azam dalam Kalimat Nominal



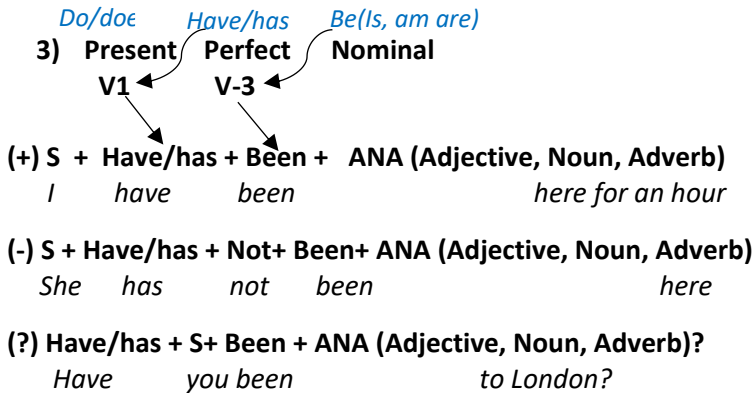
Study this example situation

Paijo is a bus driver, but now he is in bed asleep. So, he is not driving. He is a sleep. He drives a bus. Driving is his profession and habitual action.



Study this example situation

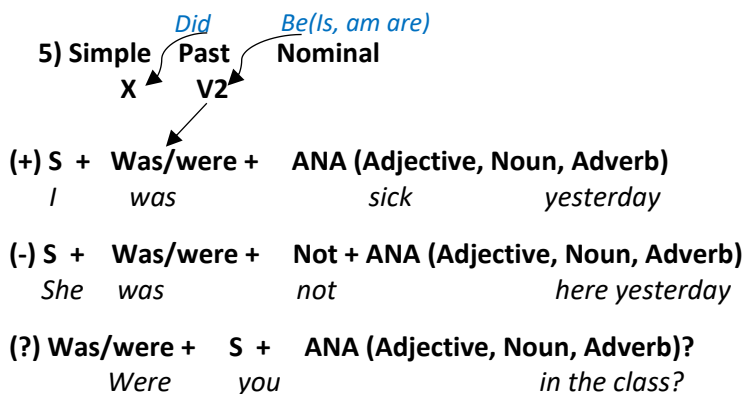
Soimah is being in her car. She is being on her way to work. She is driving to work now. This means that she is driving now – at the time of speaking. And the action is not finished.



Study this example situation

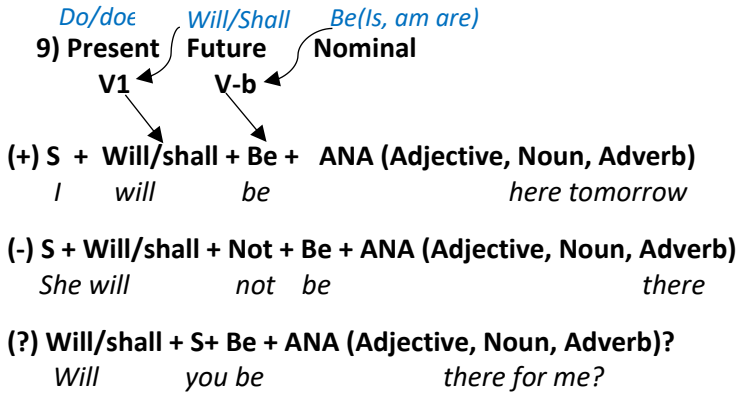
Joko is looking for his key. He can't find it. He has lost his key.

He has lost his key = he lost it and he still has not got it yet.



Study this example situation

Wolfgang Amadeus Mozart was an Austrian musician and composer. He lived in 1756 to 1791. He started composing at the age of five and wrote more than 600 pieces of music. He was only 35 years old when he died.



Study this example situation

Bowo loves football and this evening there is a big football match on TV. The match begins at 07.30 and ends at 09.15. He wants to watch it. So he will watch the match on TV tonight.

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