MAHIR BERBAHASA INGGRIS DALAM HITUNGAN MENIT

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

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Penulis

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INSTITUT AGAMA ISLAM SUNAN KALIJOGO MALANG

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Hak cipta dilindungi undang-undang
Dilarang memperbanyak karya tulis ini dalam bentuk dan dengan cara apapun tanpa ijin tertulis dari penerbit

KATA PENGANTAR

Alhamdulillah, segala puji bagi Alloh tuhan semesta alam yang telah melimpahkan Rahmat dan Anugerah-Nya, sehingga kami dapat menyelesaikan buku "*Mahir berbahasa Inggris dalam hitungan Menit"*

Shalawat serta salam semoga senantiasa Allah limpahkan kepada Nabi Muhammad SAW, keluarga, para sahabat dan orang-orang yang senantiasa istiqomah dijalan beliau, amin.

Buku ini disusun untuk para pemula dalam belajar Bahasa Inggris sehingga materi disajikan mulai dari materi paling dasar dalam Bahasa Inggris. Sehingga memudahkan siapapun yang akan belajar Bahasa Inggris meskipun tidak punya dasar sama sekali. Tidak hanya itu, buku ini juga dilengkapi dengan kosa kata Bahasa Inggris yang sering digunakan dalam kehidupan sehari hari, sehingga akan memudahkan para pemula untuk membuat contoh kalimat dalam Bahasa Inggris. Namun penulis hanyalah manusia biasa sehingga masukan dan kritik yang membangun selalu saya harapkan dari para pembaca yang budiman.

Buku ini kami persembahkan bagi kedua orang tua saya, Istri dan anak-anak saya beserta rekan rekan dosen yang terus mensuport dalam menyelesaikan buku ini. Saya mengucapkan terimakasih yang setinggi-tingginya atas segala dukungan baik moril atua materiil. Smoga semua amal baik kita semua diterima oleh Alloh SWT.

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Malang, 23 Juli 2020

Penulis

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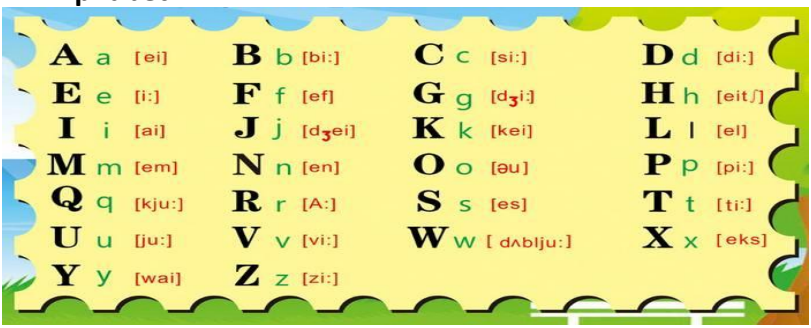
BAB 1
BASIC ENGLISH

1. Alphabet



Alphabet Song

Huruf	Pelafalan	Huruf	Pelafalan
A	Ay (seperti "way")	Q	Cue
B	Bee	R	Are
C	Cee	S	Ess
D	Dee	T	Tee
E	Ee	U	You
F	Eff	V	Vee
G	Gee	W	Double-you
H	Ay-tch	X	Ex
I	Eye	Y	Why… *and*
J	Jay	Z	Zee
K	Kay		
L	Ell		
M	Em		
N	En		
O	Oh		
P	Pee		

Reff:
Now, I know my A, B, C
Next time will you sing with me?

2. Days of the week (Notasi naik-naik kepuncak gunung)

Hari	Terjemahan
Sunday	Minggu
Monday	Senin
Tuesday	Selasa
Wednesday	Rabu
Thursday	Kamis
Friday	Jumat ,dan
Saturday	Sabtu

*Ingat ,,, ingat itu **"Remember**"*
*Jangan Lupa **"Don't forget**"*
*Aku Cinta Kamu **"I Love you"***
Hanya Kamu

3. Months of the Yeai

1) January
2) February
3) March ____*and*
4) April
5) May
6) June
7) July ___*And*
8) August
9) September
10) October
11) November
12) December

These are all of months of the year

BAB 2
SPEAKING SECTION

Dalam bab ini dibahas tentang beberapa expresi penting yang biasa dipraktekkan dalam kehidupan sehari- hari dalam Bahasa Inggris. Expressi ini juga disertai frase-frase penting yang bisa dirangkai sendiri dalam sebuah percakapan.

1. INTRODUCTION

Dialog 1

Slamet : Hi. My name is Slamet.
Bowo : I am Bowo. How do you do?
Slamet : How do you do?
Bowo : Nice to meet you
Slamet : Nice to meet you, too.

Dialog 2

Gino : Good morning Sir.
Mr. Paijo : Morning, Gino.
Gino : I want to introduce my father to you. His name is Gatot Kaca.
Gatot Kaca : How do you do?
Mr. Paijo : How do you do? It's good to see you
Gatot Kaca : It's good to see you, too.

Monolog

Well, ladies and gentlemen. Today I want to introduce you all, our special guest.

In this program. Introducing… this is Professor Green from Oxford University.

Important Expression

Expressions used for introduction (introducing oneself) are as follows:

- How do you do?
- I am ….
- My name is ….
- I'd like to introduce myself
- Nice to meet you
- It's good to see you.
- I am very glad/happy to see you.

Expressions used for introducing others are as follows:

- I want to introduce you to …
- Let me introduce you to…
- I want you to meet…
- This is …

2. GREETING

Dialog

Mr. Mul : Good afternoon. Mrs. Inem
Mrs. Inem : Good afternoon, Mr. Mul
Mr. Mul : How are you today?
Mrs. Inem : I am very well, thank you. And you?
Mr. Mul : I am fine, thanks.

Important Expression

Expressions used for greeting someone are as follows:

Greeting	Response
- How are you? - How are you doing? - How's life? - Good morning/afternoon/evening - How are things?	- I am fine - Very well, thanks - Not so bad - Pretty good

3. LEAVING

Dialog 1

Yono : You seem very busy today. What's the matter?
Kirun : I have an English class at ten-thirty.
Do you know what time it is?
Yono : Yes. It's ten fifteen.
Kirun : Well. Yono, I must go now. Good bye
Yono : Good bye

Dialog 2

Dewa : Hello Irul. Nice to see you again
Irul : Hello Dewa. Haven't seen you for ages.
Where have you been?
Dewa : I've been to Japan as a matter of fact.
Irul : And how long have you been away?
Dewa : Just over a year.
Irul : Would you have time to drop round and have a chat with us this evening? I know Soimah would be glad to see you.
Dewa : It sounds nice. I'll call you later. It's time for me to go now. See you tonight.
Irul : See you later.

Important Expression

Expressions used for leaving are as follows:

- I must go now
- I must be off
- It's time for me to say good bye
- Good bye
- Bye-bye
- See you later
- See you soon
- Have a nice day

4. GRATITUDE

Dialog

Tom : Jane, you look upset today.

Jane : Yes. I lost my car key. Can you help me?

Tom : It's pleasure. Here it is.

Jane : Oh, yes. It's my car key. I don't know how to thank you

Tom : Never mind.

Important Expression

Expressions used for gratitude are as follows:

Gratitude	**Response**
- Thank you.	- You're welcome.
- Thank you very much/ so much.	- Never mind.
- Thanks a lot.	- Don't mention it.
- I don't know how to thank you.	- That's a pleasure.
- I would be grateful to you	- Just forget it
- That's very kind of you.	

5. APOLOGY

Dialog 1

Harto : Dono, why don't you join us to the party now?

Dono : I have a lot of things to do now. I am very sorry. I can't join now.

Harto : It doesn't matter. I know that. You may join next time.

Dialog 2

Lecturer : Karno, can you read the passage now?

Karno : I beg your pardon, sir. I can't hear a word.

Lecturer : Ok, I tell you to read the passage loudly now.

Karno : With pleasure, sir.

Dialog 3

Unyil : Excuse me! Can you tell me where I can get the museum?

Porter : Sure, no problem. You may go straight until you find the T junction. Then you can turn left about 100 meters. The museum is in front of the bank.

Unyil : Thank you.

Important Expression

Expressions used to show apology are as follows:

Apologizing	**Responses**
- Sorry	- It's OK
- I am sorry	- No problem
- Pardon me	- It doesn't matter
- I beg your pardon	
- I am very sorry	**Other expressions**
- Forgive me	- I didn't do it on a purpose.
- Excuse me	- It's not my fault
- Will you accept my apology?	
- I apologize that	

6. SYMPATHY (CONDOLENCES)

Dialog

Supri : Rina, you look so sad today. What is the matter?

Rina : My father has just lost his job.

Supri : Oh. I am sorry to hear that. How can it be?

Rina : The manager has made some new regulations.: *"All employees who have worked for twenty years must be fired".*

Supri : It's terrible. The manager should honor the employees.

Important Expression

Expressions used for sympathy are as follows:

Small incidents	**Other responses**
- Oh, I am sorry	- Oh, my God
- I'm sorry to hear that	- Oh, no!
Medium incidents	- It's ridiculous
- It's terrible	- Damn it
- It's awful	- I am sympathetic
Big incidents	
- How terrible	
- How awful	
- It's a nuisance	

7. CONGRATULATIONS

Dialog

Tejo : Surti, you look so happy today. What's up?

Surti : The Company has promoted me to a higher position.

Tejo : Wow, congratulation! Your parents must be very proud of you.

Surti: Thanks a lot.

Important Expression

A congratulatory expression is used to indicate happiness about a person's success or good fortune. You can congratulate someone by

Congratulating
- I'd like to offer my congratulations on …. - Congratulations! - That's great - I'm very proud of you - You're our pride.

8. INVITATION

Dialog

Joko : Suro, today is my birthday. I'll have a birthday party in my house. Can you come to my house?

Suro : With pleasure. I'll come to your house.
Who will you invite to your party?

Joko : I'll invite all our classmates.

Important Expression

Expressions used to show invitation are as follows:

Inviting someone	**Accepting invitation**
- Can you come to …	- With pleasure
- Will you go to …	- I'd love to
- Would you like to come to …	- It would be nice
- Would you please come to …	- That's a good idea
- Would you mind coming to ...	- It sounds nice

Refusing invitation

- I'd love to but I can't
- I'm afraid I can't
- May be some time

9. LIKES/DISLIKES & PREFERENCES (Kesukaan)

Dialog 1

Parto : Inem, Where are you going?
Inem : I am going to market.
Parto : What are you doing there?
Inem : I run out of fruit in my refrigerator. I want to buy some.
Parto : What fruit do you want to buy?
Inem : I like oranges, apples and papayas. They seem very nice for a dessert.
Parto : What about bananas?
Inem : No. I dislike bananas.

Dialog 2

Yono : Bill, don't you remember that today is my birthday?
Budi : Oh. Sorry. I almost forget it. I promise to buy you something. Which one do you prefer, watch or bracelet?
Yono : I prefer watch to bracelet.
Budi : OK, let's take a bus to market.
Yono : That's a bad idea. I would rather ride a motorcycle than take a bus.
Budi : Yes. It's faster.

Important Expression

Expressions used to show Likes/Dislikes are as follows:

Likes	**Dislikes**
- I like /enjoy/love…	- I dislike/don't like …
- Do you like …?	- I hate …
- I'm very interested in …	
- I'm very fond of …	

Expressions used for preferences are as follows:

-	Would rather	+ Verb than Verb
-	Prefer	+ V-ing To V-ing
-	Prefer	+ Noun To Noun

10. CERTAINTY (Kepastian)

Dialog

Toni : Do you know what time the math class will begin tomorrow.

Gatot : I think the class begins at ten o'clock tomorrow.

Toni : Do you think Mr. Azam will come late?

Gatot : I am doubtful. He is never late to the class.

Toni : But he will join to the seminar at nine-thirty.

Gatot : If I see, it will be certainly true.

Important Expression

Expressions used to show certainty

Expressing certainty	Expressing uncertainty
- Sure/ I am sure - Certainly … - I am not convinced. - No doubt - I have no doubt - I am positive - I am 100 %/absolutely sure …	- I am not sure - I am uncertain - It's doubtful - I am convinced

11. POSSIBILITY (Kemungkinan)

Dialog

Anto : Ben, do you see Tom in the class today?

Beni : No, I have not seen him all morning.

Anto : Where is he now?

Beni : Perhaps, he is at the library now.

Anto : I'll go there to find him because I need to see him now.

Important Expression

Expressions used to show the possibility

Expressing possibilities	Expressing impossibilities
- Perhaps - It's possible - It's probable - Possibly/probably… - May be - It might be …	- It's impossible - It's improbable

12. COMPLIMENTS (Pujian)

Dialog

Harry : Ann, you look different with your new dress now.
Ann : Really! What do you think, Harry?
Harry : What a nice dress! You seem a very beautiful princess.
Ann : I think you have made my day. Thank you.
Harry : How did you get the dress?
Ann : My father bought me for my birthday last week.

Important Expression

A compliment is a flattering remark used to express praise, respect, affection or admiration to a person. Expressions used to show compliments are as follows:

Complimenting	Response
- What a nice …	- It's nice of you to say so.
- Those are/ that's a really nice …	- I'm flattered
- I really like your …	- I'm glad you like it.
- You have a really nice…	- You've made my day!
- How nice …	

13. REQUEST (Permintaan)

Dialog

Jaya : Why do you look so sad today?
Ani : I must do my homework but I don't understand English. Would you be kind enough to lend me your dictionary?
Jaya : I'd be glad to. When do you need it?
Ani : How about tomorrow?

Jaya : OK, Will you go to the library tomorrow? I'll give it to you there.

Ani : All right.

Important Expression

Expressions used to show requests are as follows:

Requesting	**Response**
- Would you be kind enough to … - Would / could you please … - Can / will you … - Do you think you'd be able to … - Would you mind …	- It would be my pleasure - Of course - All right - Not at all - I don't mind - I'd be glad to. - I'm afraid not (refusal)

14. OFFERING HELP (Tawaran Bantuan)

Dialog

Dennis : You must clean the meeting room now, mustn't you?

Cindy : Yes, but I have to prepare the food for the meeting tonight.

Dennis : Would you like me to clean the meeting room?

Cindy : I'd appreciate it.

Dennis : Don't worry. I used to do it before you worked here.

Important Expression

Expression used to show offering (help) are as follows:

Offering help	Refusing an offer
- May I help you?	- I appreciate your offer
- Can I / Could I …	- That's not necessary
- Would you like me to …	- Thanks for asking
- Would you mind if I ….	- Thanks anyway

Accepting an offer

- I'd appreciate it
- If you don't mind
- Please
- Sure

15. GIVING OPINIONS (Memberikan Opini)

Dialog

Luna : Have you read the newspaper today?

Laura : Not yet. What's the matter?

Luna : The government will increase the tax.

Laura : In my opinion, the government should think about the people in this town.

Luna : So, what do you mean?

Laura : Speaking for myself, it's not fair if the tax will be increased. There will be many people who get difficult to pay the high tax since they are poor.

Important Expression

Expressing used to give opinions are as follows:

Giving opinions

- I'm one of the opinion that …
- As far as I am concerned …
- Speaking for myself …
- In my opinion …
- I believe/think that …
- If you ask me …

16. PERMISSION (Permisi)

Dialog

Teacher : Jo, you look very upset. What's the matter?
Paijo : I lost my book. I think I have left it at the library.
Teacher : How come?
Paijo : I went to the library this morning. May I go to the library to get my book now?
Teacher : Yes, please. But don't forget to come back to the class.
Paijo : OK, sir!

Important Expression

Expressions used to give/ask permission are as follows:

Asking permission	**Granting permission**
- May I go … - Would it be possible for me to … - Can/could I leave … - Is it all right if I … - Would you mind If I left …	- By all means - Certainly / of course - All right

Responding permission
- I'd rather/prefer that you not
- I am afraid not
- I am sorry, you can't

17. CAPABILITY (Kemampuan)

Dialog

Takul : Do you know Agus?
Sainah : Sure. He is a very smart student in the class.
Takul : What is so special about him?
Sainah : He is capable of speaking five foreign languages.
Takul : Wow, it's great.

Important Expression

Expressions used to show capability.

Expressing capability

- … be able to + Verb I
- … capable of + Verb-ing
- … unable to + Verb I (negative)
- I can / could …

18. STATING INTENTION (Menyatakan Niat/ Keinginan)

Dialog

Paimo : What do you think about your apartment?
Daniel : Oh, that's terrible
Paimo : What's wrong?

Daniel : The place is dirty and it seems very far from the station.
Paimo : So, what will you do now?
Daniel : I'm determined to move to another apartment. I'm looking for a very beautiful, big, white, interesting apartment.
Paimo : Great.

Important Expression
Expressions used to state intention are as follows:

Stating intention	**Expressing sorrow**
- I'm determined to … - I've decided to … - I'm going to … - I intend to … - I'm planning to …	- That's awful - That's terrible - What a shame/pity
Surprising	**Expressing approval**
- I'm really surprised - Really? - You're kidding!	- Excellent / wonderful/great - Good/fine/nice - Allright/OK

19. GIVING ADVISE (Menasehati)

Dialog
Mike : Jane, You look pale. What's the matter?
Jane : I guess I get a toothache now.
Mike : It sounds bad. I advise you to see a dentist soon.
Jane : Do you think I can find a dentist at school.

Mike : Of course not. But you may ask permission to the teacher.

Jane : That's a good idea.

Important Expression

Expressions used to give advice are as follows:

Giving advice

- I advise you to …
- I recommend that you … (subjunctive)
- You should / ought to …
- Why don't you …

Accepting advice

- That's a good idea/suggestion
- You're right, I'll do it.

Refusing advice

- That's not such a good idea for me.
- I'm afraid that it won't help me.
- I can't do that

20. AGREEMENT (Persetujuan)

Dialog

Siti : Mr. Azam is going to give us the examination tomorrow.

Jono : Is that true?

Siti : Yes, sure. What do you think?

Jono : I disagree. I am not ready yet.

Siti : We have to ask him to cancel the examination.

Jono : I think so.

Important Expression

Expressions used to show agreement.

Expressing agreement

- I agree with you
- I think so
- I'm with you
- I'm in your side
- That's true
- That's a good point
- I feel the same way
- I'll say
- You're right.

Expressing disagreement

- I don't agree that
- I disagree with you
- I don't think so
- I have another idea/plan
- On the other hand …
- You're wrong.
- Yes, but …

21. SATISFACTION (Kepuasan)

Dialog

Lala : Hen, Where are you going?

Hendro : I am going to eat at a restaurant. Do you want to eat now?

Lala : Yes, I do. Let's go to Junky's.
Hendro : No, I'm not satisfied with the food there.
Lala : How can it be?
Hendro : The food sometimes doesn't taste good. Also the service is bad. How about Wendy's?
Lala : That's a good idea. The place is good, clean and interesting. I'm really satisfied.

Important Expression
Expressions used to show satisfaction

Expressing satisfaction

- I'm satisfied with …
- It's great satisfactory
- I'm very pleased with…
- Everything is perfect
- It gives me great satisfaction
- I can't think of anything better

Expressing dissatisfaction

- I'm not satisfied with …
- I'm dissatisfied
- I'm disappointed
- It's disappointing
- It's not as good as I thought.

22. HOPES AND WISHES (Harapan)

Dialog
Galih : It has been raining all morning.
Raka : Yes, It's nine o'clock now.

Galih : We have a seminar at nine-thirty, don't we?
Raka : That's right. I hope the rain will stop soon.
I don't want to be late at seminar.
Galih : I hope so.

Important Expression

Expressions used to show hopes and wishes.

Hoping	**Expressing praise**
- I hope … - I hope so - I am hopeful with … - I hope a lot - I wish to … - I wish that … (subjunctive) - I expect that …	- May God be … - May God bless … - May you ….

23. TELLING TIME

Dialog

Bambang : Min, what time is it?
Minah : It's nine o'clock. Why?
Bambang : I want to go to the book store
Minah : When does the book store open?
Bambang : It opens at 09.30 a.m.

Important Expression

Expressions used for telling time are as follows:

Asking about time

- What time is it?
- What is the time?
- Can you tell me what time it is?
- (At) what time do you …?
- When is …?

Telling the time

- It's two o'clock
- 10.15 ➔ It's ten-fifteen
  It's fifteen (a quarter) past/after ten
- 09.45 ➔ It's nine-forty five
  It's fifteen (a quarter) to/before ten

24. APPROVAL (Persetujuan)

Dialog

Lisa : We will have a holiday next week.
Mother : What will you do then?
Lisa : Tom and I plan to go camping in the forest. What do you think, mom?
Mother : I don't think I can approve it.
Lisa : Why? Camping is my hobby. It looks very exciting for me.
Mother : Today is winter. It is too dangerous for you to go camping in winter.
Lisa : How about going to grandpa's house?
Mother : I am really in favor of going there with you.
Lisa : It's a good idea. It will be a very nice journey.

Important Expression

Expressions used for approving are as follows:

Approving

- I think I can approve it
- I am really in favor of …
- I am very impressed with …
- It's quite what I expect.
- It seems to be perfectly great

Disapproving

- I don't think I can give my approval.
- I don't think I can approve it.
- It's not quite what I expect.
- I'm sorry to say this but …
- I regret to announce that …
- I don't want to bring this up but …

25. EMBARRASSMENT (Memalukan)

Dialog

Hawk : Duke, What's the matter with you? You look so dirty.

Duke : I have just fallen into the sewer on the way here.

Hawk : Oh, no! But… This is our party. Everybody is looking at you now. They think you're crazy with the clothes like this.

Duke : I know that. It really makes me ashamed. Would you please lend me your shirt?

Hawk : Never mind. Come on and follow me now. I'll lend you my shirt..

Important Expression

Expressions used for showing embarrassment are as follows:

Embarrassing
- How embarrassing! - It really makes me ashamed. - I'm so embarrassed - Tell me it didn't happen. - It's shameful - You're shameless - I feel akward

26. GETTING PAIN AND FEAR (Sakit dan Takut)

Dialog

Tomo : Ouch! Sonia, help me!

Sonia : What's up, Nike?

Tomo : I hurt myself with a knife when I wanted to cut the paper. I feel pain.

Sonia : Well, let's go to a doctor now.

Tomo : No way. I'm scared to go to a doctor.

Sonia : Why? It will help you.

Tomo : I'm afraid of being injected.

Sonia : I think you're not necessary to be injected. It's OK.

Important Expression

Expressions used to show pain and fear are as follows:

Expression of pain	Expression of fear
- Ouch! - I suffer a relapse - I feel pain - You sacred me.	- I'm scared/frightened/terrified - I'm afraid of … - I'm not brave to …

27. ANNOYANCE (Jengkel/ Gangguan)

Dialog

Yitno : Can you turn off the radio, please?

Parto : The music is good. It's really fantastic.

Yitno : I know. But I am trying to concentrate on my lesson now. Would you please stop it now? It's bothering.

Parto : Ok, no problems. I'll turn it off.

Important Expression

Expressions used for getting annoyance are as follows:

Getting annoyance

- I' very annoyed
- It annoys me
- That's really a bother
- It's annoying
- I can't take this anymore.
- It's bothering/disgusting/disturbing/annoying

28. RELIEF (Kelegaan/ Syukur)

Dialog

Inem : Gino, Do you see John?

Gino : Yes. He is in the tent now.

Inem : Thank goodness! I am afraid that he gets lost in the forest. He has been to the forest since we ate our lunch this afternoon.

Gino : Don't worry. He is all right now.

Inem : I'll tell him not to go to the forest alone.

Important Expression

Expressions used to show the relief are as follows:

Showing relief	
- I'm afraid it was done.	- Thank goodness
- Thank God for …	- It's a relief to know that
- Oh, what a relief.	

29. ANXIETY

Dialog

Dina : Yono, where is Laurent?

Yono : I don't know. You look worried. What's matter?

Dina : I'm so worried about him. He is a new comer in this town. I'm afraid he will get lost to go somewhere.

Yono : Have you met his friends? Perhaps he is going to his friend's house.

Dina : I'll try to ask them.

Important Expression

Expressions used to how anxiety are as follows:

Felling anxious

- I am worried
- I worry
- I'm anxious about …
- I want to show my anxiety to …

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