



PENGURUS RANTING NAHDLATUL ULAMA
DK. BANJARANYAR DS. BANJARAGUNG
KEC. WARUREJA KAB. TEGAL

No. : 002/PRNU/XII/2022

Lamp. : -

Hal : *Permohonan Nara Sumber Motivasi dan Pelatihan Komunikasi Bahasa Inggris*

Kepada Yth.

Dekan Fakultas Sastra Budaya Dan Komunikasi
Universitas Ahmad dahlan

Assalamualaikum Wr. Wb.

Berkenaan pentingnya bisa berkomunikasi dengan Bahasa Inggris di era global, pimpinan ranting NU Dukuh Banjaranyar Ds.Banjaragung, Kecamatan Warureja, Kabupaten Tegal akan mengadakan acara Motivasi Pentingnya Bahasa Inggris di era global dan Pelatihan Dasar Dasar Komunikasi dengan Bahasa Inggris bagi kader kader IPNU dan IPPNU.

Berkenaan dengan hal ini, kami memohon kepada dekan Fakultas Sastra Budaya dan Komunikasi Universitas Ahmad Dahlan untuk menugaskan dosen Program studi Sastra Inggris yaitu bapak **Drs. Maftukhin, M. Hum.**, untuk menjadi nara sumber pada acara tersebut, yang dilaksanakan selama 7 pertemuan :

Demikian permohonan ini kami sampaikan, atas terkabulnya permohonan ini, kami ucapkan terima kasih.

Tegal, 3 Desember 2022



Ketua PRNU Dk. Banjaranyar

Maftukhin
Khafidin, SPd., M.Pd.



UNIVERSITAS AHMAD DAHLAN
FAKULTAS SAstra, BUDAYA, DAN KOMUNIKASI

KAMPUS 1 : Jalan Kapas 9, Semaki Yogyakarta 55166
KAMPUS 2 : Jalan Pramuka 42, Sidikan Yogyakarta 55161
KAMPUS 3 : Jalan Prof. Dr. Soepomo, S.H., Warungboto Yogyakarta 55164
KAMPUS 4 : Jalan Kolektor Ringroad Selatan, Tamanan Banguntapan Bantul Yogyakarta
KAMPUS 5 : Jalan Ki Ageng Pemanahan 19, Sorosutan Yogyakarta
TELEPON : (0274) 563515, 511830, 379418, 371120 Fax. (0274) 564604

SURAT TUGAS

Nomor : F7/403/H.1/XII/2022

Dekan Fakultas Sastra, Budaya, dan Komunikasi Universitas Ahmad Dahlan memberikan tugas kepada :

No.	Nama	Jabatan
1.	Drs. Maftukhin, M.Hum.	Ketua Program Studi Sastra Inggris

Sebagai Narasumber Motivasi Pentingnya Bahasa Inggris di era global dan Pelatihan Dasar Dasar Komunikasi dengan Bahasa Inggris bagi kader kader IPNU dan IPPNU yang diselenggarakan oleh Pimpinan Ranting NU kelurahan Banjaragung, Kecamatan Warureja, Kabupaten Tegal pada tanggal 15 – 31 Desember 2022.

Demikian surat tugas ini kami sampaikan agar dapat dipergunakan sebagaimana mestinya.

Dikeluarkan di : Yogyakarta
Pada Tanggal : 8 Desember 2022
Dekan



Wajiran
Wajiran, S.S., M.A., Ph.D.
NIY. 60030482



**PENGURUS RANTING NAHDLATUL ULAMA
DK. BANJARANYAR DS. BANJARAGUNG
KEC. WARUREJA KAB. TEGAL**

No. : 003/PRNU/I/2023
Lamp. : -
Hal : UCAPAN TERIMA KASIH

Kepada Yth.
Drs. Maftukhin, M.Hum.
Dosen Program Studi Sastra Inggris
Fakultas Sastra, Budaya, dan Komunikasi
Universitas Ahmad dahlam

Assalamualaikum Wr. Wb.

Berkenaan dengan telah terselenggaranya acara Motivasi Pentingnya Bahasa Inggris di era global dan Pelatihan Dasar Dasar Komunikasi dengan Bahasa Inggris bagi kader kader IPNU dan IPPNU ranting NU kelurahan Banjaragung, Kecamatan Warureja, Kabupaten Tegal, dengan ini kami ketua NU kelurahan Banjaragung, Kecamatan Warureja, Kabupaten Tegal mengucapkan banyak **TERIMA KASIH** kepada **Drs. Maftukhin, M. Hum.**, dosen Program Studi Sastra Inggris, Fakultas Sastra Budaya dan Komunikasi Universitas Ahmad Dahlan.

Demikian ucapan terima kasih ini kami sampaikan dengan setulus tulusnya, semoga kerjasama yang sangat bermanfaat ini dapat terselenggara lagi di masa yang akan datang.

Tegal, 3 Januari 2023



Ketua

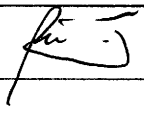
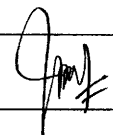
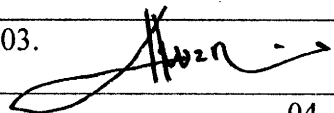


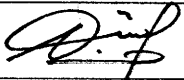
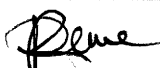
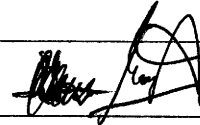

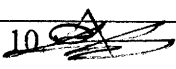


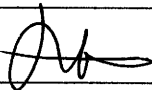



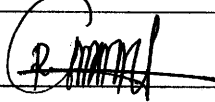

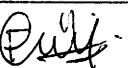
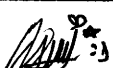
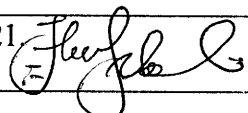
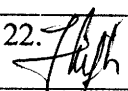
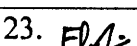
Khafidin, Spd., M.Pd.



**DAFTAR HADIR PELATIHAN KOMUNIKASI BAHASA INGGRIS
IPNU DAN IPPNU BANJARAGUNG, WARUREJA, TEGAL, JAWA TENGAH**

Hari/Tanggal : Senin 19 Desember 2022

Waktu : 14.00 - 16.00

Tempat : Gedung Pertemuan Masjid Dukuh
Banjar Agung, Banjaregung, Kec. Warureja
Tegal - Jawa Tengah

No	NAMA	TANDA TANGAN
01	Nabil Harbuna	01. 
02	Tomas Bakhar	02. 
03	Ahmad Alwan pradana.	03. 
04	Kharis Swi Harto	04. 
05	Rangga Ardi Pratama	05. 
06	Ahmad azhar	06. 
07	Rosi Fardulafif	07. 
08	Isthan agus hasan R	08. 
09	Hilmi fauzan	09. 
10	Cahaya garib atmajaya	10. 
11	@gulwan Rizki Hidayat	11. 
12	Lutfi syihobudin	12. 
13	umar Saparudin	13. 
14	Dewi kostika	14. 
15	Aisyah Arda Yulianti	15. 
16	Vika Sari	16. 
17	Rina Putri Mulyani	17. 
18	Fatma idaa Huthfatin	18. 
19	Feni amelia	19. 
20	Annisa Aurel Putri	20. 
21	Ayu Puspita Sari	21. 
22	Haryah Anoeni Maula	22. 
23	Elnia atim zahra	23. 

No	NAMA	TANDA TANGAN
24	Arista Kartikasari	24. 
25	Nayla Anggun prasasti	25. 
26		26.
27		27.
28		28.
29		29.
30		30.
31		31.
32		32.
33		33.

MATERI PELATIHAN KOMUNIKASI DENGAN BAHASA INGGRIS

1. Pronoun

Subject	Object	Possessive		Reflexive
		Adjective	Pronoun	
I	Me	My + N	Mine	Myself
You	You	Your + N	Yours	Yourself/yourselves
He	Him	His + N	His	Himself
She	Her	Her + N	Hers	Herself
They	Them	Their + N	Theirs	Themselves
We	Us	Our + N	Ours	Ourselves
It	It	Its + N	-	itself

- Examples:
- *I* met *him*.
 - *He* met *me*.
 - This is *my* book.
 - This book is *mine*.
 - This is *mine*.
 - with *me*
 - for *him*
 - He can help *himself*.

2. Adjective

good, easy, old, rich, long, boring, bored, interesting, interested, angry, strong, etc.

Exercises:

a. Fill in the blank with *am, is, or are*

01. I from Jakarta.
02. She here
03. They.....angry.
04. My father At home.
05. My bookson the table.
06. Milk good for health.
07. Your book not good.
08. His parents in Japan now.
09. it yours?
10. One of the dogs mad.
11. Some rice in the big jar.
12. Some students In front of the college.
13. A tiger a wild animal.
14. Money very important for me.

b. Write in grammatical English.

01. Rumah ini milik kami.
02. Istrinya adalah seorang pengacara.
03. Buku-bukunya di atas meja.
04. Sally adalah seorang siswa. Dia berasal dari Inggris. Ibunya seorang guru.
05. Rumah kami jauh dari sini.
06. Bahasa Inggris sangat penting bagi kita.
07. Itali adalah sebuah negara. Kota-kotanya sangat indah.
08. John dan Ahmad adalah temanku.
09. Bahasa Inggris bukan mata kuliah yang sulit.
10. Teman-temanku ada di dalam rumahku.

3. Present Tense

Present tense is used :

- to express general statements of fact.
- to express habitual or everyday activity.

a. Present Tense with *be*

be (present) → am, is, are

Examples: The world is round.
 John is twenty years old.
 I am busy.
 You are hungry.

Mary is a farmer.
 You are a teacher.

Mary is from Mexico.
 She is at home.
 They are in the room.

---> (+) Mary is from Mexico.
 (-) Mary is not from Mexico.
 (?) Is Mary from Mexico ?

(Apakah Mary dari Mexico?)

→ say in English. - Apakah kamu dari Inggris ?
 - Apakah dia seorang perawat?
 - Apakah mereka di dalam kelas?
 - Apakah suaminya sakit ?

b. Present Tense with Verbs Other than *be*

He, She It Singular Noun Uncountable Noun	} V1 + s/es does not + V1	- <u>Adverb of time</u> everyday once a week every morning twice a month every night three times a day every four
They, We, I, You Plural Noun		} V1 do not + V1

Example: - He works every morning.
 - She works every morning.
 - John works every morning.
 - They work every morning.
 - I work every morning.
 - We work every morning.
 - John and Sally work every morning.

(+) He works every morning.
 (-) He does not work every morning.
 (?) Does He work every morning?

(Apakah dia bekerja setiap pagi ?)

→ Say in English - Apakah dia datang setiap hari ?
 - Apakah Sally pergi setiap malam?
 - Apakah anak perempuanmu belajar setiap malam?
 - Apakah Marry menyapu lantai setiap pagi?

(+) They work every morning.
 (-) They do not work every morning.
 (?) Do They work every morning ?

(Apakah mereka bekerja setiap hari ?)

- Say in English
- Apakah mereka berenang setiap minggu ?
 - Apakah Kamu tidur setiap pagi ?
 - Apakah mereka belajar bahasa Inggris setiap malam?
 - Apakah saudara-saudaramu menonton TV setiap malam?

Exercises:

c. Exercise -- ORAL: Answer, “No, Rano Karno”

Example : Are you an actor?
 Response : No, Rano karno is an actor.

01. Are you a president? No,
02. Are you a an English teacher? No,
03. Are you a singer? No,
04. Are you a minister? No,
05. Are you the president of Iraq? No,
06. Are you a badminton player? No,
07. Are you a lawyer? No,
08. Are you Chinese? No,
09. Are you the leader of National mandate party? No,
10. Are you a football player? No,

d. Excercise – ORAL: Answer, “ No, Maftukhin.....

Example : Do you teach English?
 Response: No, Maftukhin teaches English.

01. Do you have a car? No,
02. Do you play foot ball? No,
03. Do you sing Dangdut song? No.....
04. Do you sweep the floor of your house every morning? No,
05. Do you often go to foreign countries? No,
06. Do you wear earrings? No,
07. Do you play Tennis every week? No,
08. Do you cook the breakfast every morning? No,
09. Do you work as a reporter of television? No,.....
10. Do you teach in law faculty? No,

e. Translate into English.

01. Dia tak pernah datang terlambat.
02. John mempunyai banyak uang.
03. Susu baik untuk kesehatan.
04. Sungai Amazon mengalir ke samudra pasifik.
05. Ana tidak sering minum kopi.
06. Dia tidak pernah lelah.
07. Apakah buah ini mengandung vitamin A?
08. Apakah kamu di rumah setiap malam?
09. Apakah kamu membeli sebuah mobil baru setiap tahun?
10. Apakah dia seorang petani?
11. Apakah dia suka ayam goreng?
12. Apakah dia seperti ibunya?

4. Past Tense

- We use past tense to talk about actions or situations in the past.

a. Past Tense with Be

- (present) → (past)
- am, is → was
 - are → were

Examples:

<u>Subject</u>	<u>(Verb) be</u>	<u>Complement</u>	<u>(Adverb)</u>
- My car	was	dirty	(last week).
- They	were	fat	(last year).
- I	was	busy	(three days ago).
- Mr. Allen	was	a lawyer	(in 1980).
- She	was	a student	(last year).
- You	were	a teacher	(twenty years ago).
- Ahmad	was	here	(last Sunday)
- She	was	at home	(yesterday)
- They	were	in the room	(two hours ago).

→ (+)	Mary	was	here	last Sunday.
(-)	Mary	was not	here	last Sunday.
(?)	Was	Mary	here	last Sunday?

(Apakah Mary di sini hari Minggu yang lalu ?)

- Apakah dia gemuk tahun lalu?

→ Say in English

- Apakah kamu sakit tiga hari yang lalu?

- Apakah mereka absen minggu lalu?

b. Past Tense with Verbs other than Be

He, She, It	} VII (did not) + VI	- <u>Adverb of time:</u>
They, we, I, you		yesterday
Singular, plural noun		Last week
Uncountable noun		last night
		last
		two days ago
		three months ago

Examples:

- He worked yesterday.
- They went to Jakarta.
- They came here yesterday.
- My mother bought a new car two months ago.

→ (+)	He	worked	yesterday.
(-)	He	did not work	yesterday.
(?)	Did	he	work

(Apakah dia bekerja kemarin ?)

→ Say in English

- Apakah mereka datang ke konferensi itu minggu lalu?

- Apakah kamu membeli mobil ini pada tahun 1990?

- Apakah anda membangun rumah ini dua tahun yang lalu?

c. List of Regular Verbs:

<u>V. I</u>	<u>V. II</u>	<u>V. III</u>	<u>Meaning</u>
answer	answered	answered	menjawab
ask	asked	asked	bertanya
arrive	arrived	arrived	sampai/tiba
borrow	borrowed	borrowed	meminjam
decide	decided	decided	memutuskan
finish	finished	finished	selesai
happen	happened	happened	terjadi
etc.			

d. List of Irregular Verbs

<u>V. I</u>	<u>V. II</u>	<u>V. III</u>	<u>Meaning</u>
-------------	--------------	---------------	----------------

be (am,is,are)	was/were	been	-
bear	bore	born	lahir
become	became	become	menjadi
break	broke	broken	memecah
bring	brought	brought	membawa
build	built	built	membangun
burn	burnt	burnt	membakar
buy	bought	bought	membeli
catch	caught	caught	menangkap
choose	chose	chosen	memilih
come	came	come	datang
cost	cost	cost	harganya
cut	cut	cut	memotong
do	did	done	mengerjakan
draw	drew	drawn	menggambar
drink	drank	drunk	minum
drive	drove	driven	mengendarai
eat	ate	eaten	makan
feel	felt	felt	merasa
find	found	found	menemukan
forget	forgot	forgotten	lupa
get	got	got	mendapat/sampai/jadi
give	gave	given	memberi
go	went	gone	pergi
have	had	had	mempunyai
hear	heard	heard	mendengar
hide	hid	hidden	bersembunyi
hit	hit	hit	memukul
know	knew	known	mengetahui/tahu
learn	learnt/learned	learnt	belajar
leave	left	left	meninggalkan/ber- angkat
lend	lent	lent	meminjami/kan
let	let	let	membiarkan
make	made	made	membuat
mean	meant	meant	berarti/maksud
meet	met	met	bertemu
pay	paid	paid	membayar
put	put	put	meletakkan
read	read	read	membaca
run	ran	run	berlari
say	said	said	berkata
see	saw	seen	melihat
sell	sold	sold	menjual
send	sent	sent	mengirim
show	showed	shown	menunjukkan
sing	sang	sung	menyanyi
sit	sat	sat	duduk
sleep	slept	slept	tidur
speak	spoke	spoken	berbicara
stand	stood	stood	berdiri
steal	stole	stolen	mencuri
sweep	swept	swept	menyapu
swim	swam	swum	berenang
take	took	taken	mengambil
teach	taught	taught	mengajar
tell	told	told	bercerita
think	thought	thought	berpikir
understand	understood	understood	mengerti
wake	woke/waked	woke/waked	membangunkan
wear	wore	worn	memakai
win	won	won	menang

write

wrote

written

menulis

Exercises:

a. Exercise – ORAL : Make questions and answers with past be (was/were)

Example: Student 1 : Were you here last week?

Student 2 : No, I was not here last week./ Yes, I was here last week.

01. Were you (sakit) yesterday? No,/ Yes,
02. Were you(di Jakarta) two days ago? No,..... / Yes.....
03. Were you.....(rajin) when you were in senior high school? No, .../Yes,.....
04. Were you(gemuk) when you studied in a university? No,...../yes,.....
05. Were you(di sini) last week? No,/ Yes,
06. Were you.....(lelah) last night/ no,/Yes,.....
07. Were you.....(di rumah) two days ago/ No,/Yes,.....
08. Were you.....(kaya) when you studied in a university? No,...../Yes.....
09. Were you.....(bahagia) when you graduated from university? No, .../Yes....
10. Were you.....(absen) last week? No,/Yes

b. Translate into English.

01. Apakah anda berbicara dengan pak Ali tadi malam ?
02. Kemarin John tidak ikut kelas bahasa Inggris karena dia sakit.
03. Apakah dia selalu sarapan sebelum dia berangkat ke kantor ?
04. Dia selalu hadir tepat waktu walaupun dia sibuk.
05. Apakah dia berbicara bahasa Inggris setiap hari?
06. Apakah dia bosan dengan pekerjaannya?
07. Apakah kamu menengok dia di rumah sakit tadi malam?
08. Ali tidak di sini dua hari yang lalu.
09. Mereka tidak datang ke sini hari Minggu yang lalu.
10. Apakah kamu membeli sebuah rumah baru dua bulan yang lalu?

5. Present Continuous Tense

Present continuous tense is used:

- to talk about something which is happening at the time of speaking.
- To talk about something which is happening around the time of speaking, not exactly at the time of speaking.

S + Be (am, is, are) + Ving

Examples:

- Please don't make so much noise. I **am studying**.
- Listen! He **is singing**.
- He **is building** his own house.

Exercises: - Translate into English.

- Mereka sedang bermain sepak bola.
- Siswa-siswa itu sedang mengerjakan tes.
- Saya tidak sedang mengetik laporan.
- Dia sedang pergi ke kampus.
- Apakah Umar sedang mengajar?
- Apakah mereka sedang mendiskusikan masalah mereka?

b. Fill the blanks with , **am, is, are, was, were, do, does, or did**

01. My parents in Jakarta now.
02. you have any stamps ? I need one now.
03. John not always study at night.
04. They not play tennis last week.

05. When I came into his room, He not there.
 06. Where you last night ?
07. Edi and Sam swim once a week?
 08. I not hungry now but last night I very hungry.
 09. Where he go yesterday?
 10. your mother sweep the floor every morning?
 11. I not here last week.
 12. The students playing football now.
 13. Why you angry when she gave you something ?
 14. Look! That man trying to open the door of your car.

6. Present Perfect Tense

S + HAVE/HAS + V. III (PAST PARTICIPLE)

S (he, she, it, singular/uncountable noun) + has + V. III (past participle)
S (they, we, I, you, plural noun) + have + V. III (past participle)

- I *have lost* my key. Can you help me look for it ?
- They *have moved* into a new apartment.
 (+) They *have moved* onto a new apartment.
 (-) They *have not moved* into a new apartment.
 (?) **Have** they **moved** into a new apartment ?
 (Apakah mereka sudah/Sudahkah mereka pindah ke apartemen baru ?
 Apakah kamu sudah membayar pajak?
 → Say in English Sudahkah dia mengembalikan bukumu ?
 Apakah John sudah menemui doctor ?
 Sudahkah kau minum obat ?

- She *has been* here since seven o'clock.
- I *have known* him for many years.

since + a particular time
for + a duration of time

7. Modal Auxiliary

can	: dapat, mungkin, boleh
may	: mungkin, boleh, semoga
must	: harus, pasti
shall	: akan, harus
will/would	: akan, mau/bersedia
should	: sebaiknya

Note: can = be able to → dapat (ability):

He *can* speak English.
 He *is able to* speak English.
 He *must be able to* speak English fluently.

Examples:

- He *can* speak English well.
- He *can not* speak English well.
- **Can** he speak English well ?
- He *must be able to* speak English well.
- You *may* borrow my book.
- She *must* be happy.
- He *will* buy a new car.

6. Who met Tuti yesterday ? (Edi)
 7. Whom did Edi meet yesterday ? (Tuti)
 8. When did Edi meet Tuti ? (yesterday)
- d. She will go to Jakarta.
 9 10
9. Who will go to Jakarta? (she)
 10. Where will she go ? (to Jakarta)

Exercises:

a. Make **wh-question** of the following sentences.

A. John sells cars in Texas.
 1 2 3

B. John saw Mary.
 4 5

C. Ahmad bought a new book last week.
 6 7 8

D. Her father is reading a magazine.
 9 10

E. This car is Rp. 600,000,000.
 11

F. He usually gets up at five o'clock.
 12 13

G. He is sad because he doesn't have money at all.
 14

H. He is twenty years old.
 15

I. She has been living in Japan for two years.
 16

J. Sally goes to work by car.
 17 18

K. She visits her grandmother twice a month.
 19 20

b. Translate into English.

01. Apa yang sedang kau kerjakan?
02. Mengapa kau pergi tiap hari?
03. Jam berapa kau akan datang besok?
04. Siapa yang mengajar bahasa Inggris?
05. Dimana dia membeli buku bahasa Inggris itu kemarin?
06. Berapa harganya ini?
07. Apa yang bisa saya kerjakan untuk mu?
08. Berapa banyak uang kau punya?
09. Siapa yang kau temui tiap hari?
10. Siapa yang menemuimu tiap hari?

9. There is/are/will be/ ... (ada...)

- There is/was + S (singular/uncountable noun) (ada....)
- There are/were + S (Plural) (ada....)
- There is/was/are/were not (tidak ada...)
- Is/was/are/were there + S (adakah/apakah ada....)

Examples:

- There *is* a book on the table. (ada sebuah buku di atas meja)
- There *is* much water in my well. (ada banyak air di sumurku)
- There *are* two men in the street. (ada dua orang di jalan)
- There *were* 30 people attending the meeting yesterday. (ada 30 orang yang menghadiri rapat kemarin.)
- There *will be* a concert tomorrow. (akan ada konser besok)
- There *must be* an air condition in each class. (harus ada AC di tiap kelas.)

Exercises:

a. Fill in the blank with **is** or **are**.

01. There many Chinese shops along that street.
02. There a little path to that house.
03. There two narrow windows on the wall of that room.
04. There two more persons dying in the hospital.
05. There an important letter left in the taxi.
06. There no more time for the examination.
07. There not many students interested in this matter.
08. There much trouble in your way.
09. Hanging on the nail, there an old gun.
10. To put him into prison, there not enough strong evidences.
11. There enough people to help you.
12. In that old big box there a skeleton, necessary for the investigation.

b. Translate into English.

01. Ada sepuluh orang di kelas ini.
02. Ada cukup uang untuk membeli sebuah buku.
03. Ada sesuatu untuk anda.
04. Ada banyak menteri di pertemuan itu.
05. Tidak ada buku di atas mejamu.
06. Apakah ada banyak kursi di ruangan itu?
07. Berapa banyak siswa ada dalam kelas itu?
08. Ada sebuah rumah sakit disamping rumahku.
09. Ada banyak binatang di kebun binatang itu tahun lalu.
10. Akan ada sebuah pertandingan sepak bola besok.
11. Harus ada lampu lalu lintas di perempatan jalan itu.
12. Ada sebuah universitas yang bagus di Yogyakarta.