

# ENGLISH FOR GENERAL COMMUNICATION

Dr. Imran Trista Udin, S.Pd., M.Pd.



# **ENGLISH FOR GENERAL COMMUNICATION**

Dr. Imran Trista Udin, S.Pd., M.Pd.



# ENGLISH FOR GENERAL COMMUNICATION

Writer:

**Dr. Imran Trista Udin, S.Pd., M.Pd.**

Cover Design:

**Musa, S.Kom., M.M.  
Nurhaedar, S.Kom., M.M.**

Layout:

**Handarini Rohana**

Editor:

**Dr. Zulkhaeriyah, S.S., M.Hum.  
Fiviyanti Hasim, S.Pd., M.Hum.**

ISBN:

**978-623-459-384-6**

First Printing:

**March, 2023**

Copyright 2023, At Author

---

Copyright Protected By Law

---

**Copyright © 2023**

**by Penerbit Widina Bhakti Persada Bandung**

All Right Reserved

It is strictly prohibited to translate, photocopy, or reproduce part or all of the contents of this book without written permission from the Publisher.

**PUBLISHER:**

**WIDINA BHAKTI PERSADA BANDUNG**

**(Grup CV. Widina Media Utama)**

Komplek Puri Melia Asri Blok C3 No. 17 Desa Bojong Emas  
Kec. Solokan Jeruk Kabupaten Bandung, Provinsi Jawa Barat

**Member of IKAPI No. 360/JBA/2020**

Website: [www.penerbitwidina.com](http://www.penerbitwidina.com)

Instagram: [@penerbitwidina](https://www.instagram.com/penerbitwidina)

Telpon (022) 87355370

## PREFACE

English for General Communication which is designed based on the basic competencies determined by curriculum, is written to meet with the need of sources for teaching and learning English in Politeknik LP3I Makassar.

This book is designed for the students to improve their English skills which cover speaking, reading, writing and listening. This module is aimed:

1. to train the students in practicing and developing the English skills which required to become professional employees or entrepreneurs;
2. to meet students' need to communicate in English accurately, fluently, appropriately, confidently in many useful situations in the work places as well as in societies;
3. as supplement materials for English lecturer in Politeknik LP3I that could be used in teaching and learning process, particularly at Politeknik LP3I Makassar.

The Module contains of:

1. Teaching materials which cover *Base Competences as follows*:
  - *Explaining the ongoing events by using simple ways;*
  - *Comprehending memo, simple menus, schedule of public transportations, signs and symbols;*
  - *Comprehending English terms and simple sentences based on their formulas;*
  - *Writing simple invitation.*

2. A wide variety of activities which are intended to develop the English skills of student which cover speaking, reading, writing and listening.

The writers realize that this module is not perfect, therefore constructive criticism and suggestions are very welcome.

Makassar, March 2023

**Writers**

# TABLE OF CONTENTS

No	Topics	Page	
<b>1</b>	<b>PREFACE</b>	<b>iii</b>	
<b>2</b>	<b>TABLE OF CONTENTS</b>	<b>v</b>	
<b>3</b>	Explaining the ongoing events by using simple ways	1.5.1. Telling and describing events	<b>1</b>
		1.5.2. Question about events	<b>5</b>
		1.5.3. Expressing of feelings/opinion concerning an event	<b>8</b>
		1.5.4. Present Continuous and Future Tense	<b>11</b>
		1.5.5. There + be	<b>18</b>
		1.5.6. English Preposition	<b>21</b>
<b>4</b>	Comprehending memo, simple menus, schedule of public transportation, sign and symbols	1.6.1. Memo	<b>27</b>
		1.6.2. Menu	<b>32</b>
		1.6.3. Signs and symbols	<b>38</b>
		1.6.4. Time table and schedule	<b>41</b>
		1.6.5. Degree of comparison	<b>45</b>
		1.6.6. Reported speech and pronouns changes	<b>50</b>
<b>5</b>	Comprehending English terms and simple sentences based on their formulas	1.7.1. Expressing preferences	<b>53</b>
		1.7.2. Conditional sentence type 1	<b>58</b>
		1.7.3. Expressing capabilities	<b>62</b>
		1.7.4. Asking for and giving direction	<b>65</b>

<b>6</b>	Writing simple invitation	1.8.1. Modal Auxiliaries	<b>73</b>
		1.8.2. Personal Invitations	<b>79</b>
		1.8.3. Writing	<b>85</b>
<b>7</b>	<b>BIBLIOGRAPHY</b>		<b>90</b>
<b>8</b>	<b>AUTHOR PROFILE</b>		<b>91</b>

# EXPLAINING THE ONGOING EVENTS BY USING SIMPLE WAYS

---

Target Language	After practicing this unit, the students should be able to: <ol style="list-style-type: none"><li>1. tell and describe events by using the appropriate tenses;</li><li>2. ask questions related to events both in WH questions and Yes – No questions;</li><li>3. express their feelings or opinions concerning the events.</li></ol>
-----------------	---

## TEACHING MATERIALS

### A. TELLING AND DESCRIBING EVENTS

Describing events, either orally or in writing, is something that we commonly do in our daily activities. So, in describing events, we have to describe the event clearly so the viewer will have clearly understanding about it. In this case, we have to use our **“Sensory Description”** to bring the viewers entering the scene more effectively. Below, the element of sensory description as follows:



# COMPREHENDING MEMO, SIMPLE MENUS, SCHEDULE OF PUBLIC TRANSPORTATION, SIGN AND SYMBOLS

---

Unit Title	Memo
Competence Indicators	<p>After practicing this unit, the students should be able to:</p> <ol style="list-style-type: none"><li>1. differentiate between memo and other documents;</li><li>2. know the function of memo;</li><li>3. know the rules in writing memo;</li><li>4. write memo by following the rules for certain purpose.</li></ol>

## A. TEACHING MATERIALS

### English Memo

Memorandum (also more commonly memo) is a brief written record of communication, used in office, whether business, government, education institution or legal office. People commonly write memo for many reasons as follows:

- a) Announce a company policy or plan;
- b) Make a request;

# COMPREHENDING ENGLISH TERMS AND SIMPLE SENTENCES BASED ON THEIR FORMULAS

---

Unit Title	<b>Expressing Preferences</b>
Competence Indicators	After practicing this unit, the students should be able to: <ol style="list-style-type: none"><li>1. express their preferences appropriately;</li><li>2. construct simple conversation related to express preferences.</li></ol>

## A. TEACHING MATERIALS

### Expressing Preferences

Sometimes, we need to state a preference or “Keinginan / Pilihan / Kesukaan” whwn someone make a suggestion, offer something or asks your opinion about what to do. Often people are asking for our opinion and we can state our preference freely, other times, people have made an offer and we need to state a preference politely if we don’t want to do what has been suggested, or would rather do something else.

# WRITING SIMPLE INVITATION

---

Unit Title	<b>Modal Auxiliaries</b> <b>Will – Would &amp; Can - Could</b>
Competence Indicators	After practicing this unit, the students should be able to: <ol style="list-style-type: none"><li>1. know the kinds of English modal auxiliaries;</li><li>2. know the meaning of modal auxiliaries;</li><li>3. know the rules of using modal auxiliaries;</li><li>4. form sentences by using modal auxiliaries appropriately.</li></ol>

## A. TEACHING MATERIALS

### 1. The Kinds of English Modal Auxiliaries

No.	Modal Auxiliaries		Meaning
	Present Form	Past Form	
1	Can	Could	Dapat / Bisa
2	Shall	Should	Akan / Sebaiknya
3	Will	Would	Akan / Sebaiknya
4	May	Might	Boleh / Mungkin
5	Must / Have to	Had to	Harus / Wajin

## BIBLIOGRAPHY

ETS. 2004. *Preparation Course for the TOEIC Test*. New York: Oxford University Press.

[Http://www.bogglesworldesl.com](http://www.bogglesworldesl.com).

[Http://www.eslflow.com](http://www.eslflow.com).

[Http://www.learningEnglish.com](http://www.learningEnglish.com).

Lougheed, Lin. 2007. *TOEIC Test*. Jakarta: Binarupa Aksara.

Maria Regina D. P., Wirawan Sigit P., Suherman. 2008. *English For SMK 1*. Jakarta: Pusat Perbukuan Departemen Pendidikan Nasional.

Mas'ud, Fuad. 1998. *Essentials of English Grammar*. Yogyakarta: BPFE Yogyakarta.

Nurasik. 2004. *Standard English Vocabulary*. Makassar: Yayasan Fatiya.

Pardiyono. 2006. *Persiapan UAN Fokus Bahasa Inggris*. Jakarta: Erlangga.

Schramper Azar, Betty. 1993. *Understanding and Using English Grammar*. Jakarta: Binarupa Aksara.

Swan, Michael. 1996. *Practical English Usage*. New York: Oxford University Press.

# AUTHOR PROFILE

**Dr. Imran Trista Udin, S.Pd, M.Pd.**



## **Profile**

Having skill in English, both written and spoken and also operating computer, competence in curriculum and material development for English Language

## **Education Background**

- S1 English Education Department Universitas Muhammadiyah Makassar 2011
- S2 English Education Department Universitas Negeri Makassar 2013
- S3 English Education Department Universitas Negeri Makassar 2020

## **Employment History**

- Universitas Indonesia Timur
- AKBID Yapma
- Politeknik Pelayaran Barombong
- Politeknik LP3I Makassar

## **Publication**

- An analysis of speaking assessment task used by an English Teacher in Makassar

- Developing English speaking material based on critical thinking skill at vocational high school in Makassar
- The implementation of learn to speak English software as media for improving students' speaking skill
- Learn to speak English software the perspective and response
- Portfolio based instruction the perspective and response in teaching writing for secondary high school in Makassar
- EFL university students employed a criteria of hedges during their speaking class within the academic setting
- The reasons for EFL university students employ hedges during their speaking class

### **Books and Modules**

- English for general communication
- Business English
- Pengenalan Strategi Pembelajaran berbasis masalah (SPBM) pada program PPG dalam meningkatkan kualitas guru SD Indonesia (book chapter)

### **Speaker on Seminar and conferences**

- The 1st International ASEAN English language teaching conference
- International Journal of science and research
- Seminar hasil pelaksanaan program beasiswa Peningkatan kualitas publikasi internasional (PKPI) sandwich-like angkatan 2019
- The pandemic world need skillful and digitally smart students
- TOEFL Preparation bagi dosen Politeknik LP3I Medan
- Seminar Nasional penerapan kurikulum merdeka di tahun ajaran baru

- PKM guru SMKN 10 Makassar melalui pengaplikasian teknologi revolusi industri 4.0 dalam pembelajaran
- PKM guru SMKN 10 Makassar melalui pelatihan pembuatan trainer berbasis IOT (internet of things)
- Building critical thinking through debate
- Indonesia Transportation English Olympic
- Pelatihan start up pengembangan kewirausahaan berbasis pengelolaan sampah melalui pemanfaatan aplikasi teknologi informasi.
- PKM remaja dalam membekali keterampilan vokasional di Kabupaten Majene
- PKM guru SMK melalui pelatihan pengembangan perangkat pembelajaran berbasis STEM untuk mendukung literasi dan numerasi
- Preserving culture, language and education through English language studies in the post covid world
- Academic seminar and international conference (1st ASIC)
- TEDx POLITALA circle and workshop
- Pemuda bawa Perubahan (Baper) by continuing to learn, you have expanded your perspective
- Roadmap to global success in 2023 and beyond

### **Training**

- Sandwich-like 2019, Auckland University Technology, Auckland, New Zealand
- Preparing the Indonesian vocational institution for future global market through science and engineering innovation, university of strathclyde, Scotland, 2022
- Pengurusan jabatan fungsional akademik

- Implementasi Program MBKM dan Implikasinya terhadap pengelolaan sumber daya dan anggaran pendapatan belanja yayasan
- TOT penyusunan kurikulum MBKM

### **Organization**

- Reviewer the international journal of research in vocational studies (IJRVOCAS)

### **Date of birth**

- October, 19 – 1986

### **Nationality**

- Indonesia

### **Skills**

- English Written, Communication, translate
- Microsoft Office
- English language Curriculum and Material Development
- English Language research and Publication
- Office management

### **Hobby**

- Sport
- Writing and Reading



**Academic Vice Director**

CONTACT

PHONE:

+6285256361443

**Office:**

Politeknik LP3I Makassar

Jln. Minas Upa No. 7 Gunung Sari Kec. Rappocini, Kota Makassar , Sulawesi Selatan

**Home:**

Jln. Danau Metro Tanjung Bunga, perumahan Tamah Kahyangan, Jln. Telaga Utama No. 9 Kec. Tamalate Kota Makassar, Sulawesi Selatan

**Website:** [www.polteklp3imks.ac.id](http://www.polteklp3imks.ac.id)

**EMAIL:**

[Imran.trista@polimak.ac.id](mailto:Imran.trista@polimak.ac.id)

[imrantristan@gmail.com](mailto:imrantristan@gmail.com)

[www.imrantristan.com](http://www.imrantristan.com)



# ENGLISH FOR GENERAL COMMUNICATION

Buku *English for general communication* adalah buku Bahasa Inggris yang di susun oleh penulis dengan menggunakan pendekatan kegiatan sehari-hari melalui pendekatan kegiatan sehari-hari, penulis berangkat dari pengalaman sebagai seorang dosen bahasa Inggris di berbagai tempat yang mendapati masalah bahwa siswa masih sulit menerapkan pelajaran bahasa Inggris dalam kehidupan keseharian mereka, penulis berharap melalui buku ini para pembaca khususnya siswa bisa dengan mudah berkomunikasi dan mempraktikkan Bahasa Inggris dalam keseharian mereka.

Buku ini sangat mudah dipahami karena memakai contoh dan pendekatan yang dilakukan sehari-hari, dalam buku ini juga pembahasan materi sangat mudah di terima oleh pembaca baik itu yang akan memulai belajar dan sementara belajar bahasa Inggris, penulis berharap banyak melalui buku ini bisa membantu untuk pelajar dan masyarakat umum.