



Announcements

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Announcements

A photograph of a man standing in a large, modern, empty hall. The man is wearing a striped polo shirt and light-colored trousers, leaning against a large white pillar. The hall features a polished floor, several large white pillars, and two wide escalators on either side. A series of stanchions with a dark rope runs across the middle of the hall. The background shows more of the building's interior, including large windows and other people in the distance.

Bahasa Inggris Paket C Tingkatan V Modul Tema 4
Modul Tema 4 : Making Announcements

- Penulis: Agus Darmawan, S.Pd.
- Diterbitkan oleh: Direktorat Pembinaan Pendidikan Keaksaraan dan Kesetaraan-
Ditjen Pendidikan Anak Usia Dini dan Pendidikan Masyarakat-Kementerian Pendidikan dan
Kebudayaan, 2018

iv+ 40 hlm + ilustrasi + foto; 21 x 28,5 cm

Preface

Pendidikan kesetaraan sebagai pendidikan alternatif memberikan layanan kepada masyarakat yang karena kondisi geografis, sosial budaya, ekonomi dan psikologis tidak berkesempatan mengikuti pendidikan dasar dan menengah di jalur pendidikan formal. Kurikulum pendidikan kesetaraan dikembangkan mengacu pada kurikulum 2013 pendidikan dasar dan menengah hasil revisi berdasarkan peraturan Mendikbud No.24 tahun 2016. Proses adaptasi kurikulum 2013 ke dalam kurikulum pendidikan kesetaraan adalah melalui proses kontekstualisasi dan fungsionalisasi dari masing-masing kompetensi dasar, sehingga peserta didik memahami makna dari setiap kompetensi yang dipelajari.

Pembelajaran pendidikan kesetaraan menggunakan prinsip flexible learning sesuai dengan karakteristik peserta didik kesetaraan. Penerapan prinsip pembelajaran tersebut menggunakan sistem pembelajaran modular dimana peserta didik memiliki kebebasan dalam penyelesaian tiap modul yang di sajikan. Konsekuensi dari sistem tersebut adalah perlunya disusun modul pembelajaran pendidikan kesetaraan yang memungkinkan peserta didik untuk belajar dan melakukan evaluasi ketuntasan secara mandiri.

Tahun 2017 Direktorat Pembinaan Pendidikan Keaksaraan dan Kesetaraan, Direktorat Jendral Pendidikan Anak Usia Dini dan Pendidikan Masyarakat mengembangkan modul pembelajaran pendidikan kesetaraan dengan melibatkan pusat kurikulum dan perbukuan kemdikbud, para akademisi, pamong belajar, guru dan tutor pendidikan kesetaraan. Modul pendidikan kesetaraan disediakan mulai paket A tingkat kompetensi 2 (kelas 4 Paket A). Sedangkan untuk peserta didik Paket A usia sekolah, modul tingkat kompetensi 1 (Paket A setara SD kelas 1-3) menggunakan buku pelajaran Sekolah Dasar kelas 1-3, karena mereka masih memerlukan banyak bimbingan guru/tutor dan belum bisa belajar secara mandiri.

Kami mengucapkan terimakasih atas partisipasi dari Pusat Kurikulum dan Perbukuan Kemdikbud, para akademisi, pamong belajar, guru, tutor pendidikan kesetaraan dan semua pihak yang telah berpartisipasi dalam penyusunan modul ini.

Jakarta, Desember 2017
Direktur Jenderal

Harris Iskandar

Modul Dinamis: Modul ini merupakan salah satu contoh bahan ajar pendidikan kesetaraan yang berbasis pada kompetensi inti dan kompetensi dasar dan didesain sesuai kurikulum 2013. Sehingga modul ini merupakan dokumen yang bersifat dinamis dan terbuka lebar sesuai dengan kebutuhan dan kondisi daerah masing-masing, namun merujuk pada tercapainya standar kompetensi dasar.

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ANNOUNCEMENT



GUIDELINE

How to use this module?
 There are several steps in using this module:

G Guideline	Step 1 Guideline is a general explanation on each step how to use the module. (Petunjuk penggunaan adalah penjelasan umum setiap langkah bagaimana menggunakan modul ini)
O Learning Outcomes	Step 2 Learning outcomes are the outcomes a learner should fulfilled. (Tujuan atau capaian pembelajaran yang harus dipenuhi oleh peserta didik)
L Learning Activities	Step 3 Learning activities are various activities to help a learner to develop the language skills. (Kegiatan pembelajaran yang membantu peserta didik mengembangkan ketrampilan berbahasa).
X Exercise Activities	Step 4 Exercise is task set to practice the material a learner is learning (Latihan merupakan tugas untuk melatih menguasai materi yang sedang dipelajari).
A Assignment	Step 5 Assignment is pieces of work allocated to provide opportunities for a student to apply his/her learning activities in everyday life (Penugasan merupakan aktivitas yang diberikan untuk membantu peserta didik menerapkan kegiatan pembelajarannya dalam kehidupan sehari-hari).

S Summary	Step 6 Summary is a brief explanation to remind the learner about the previous material. (Rangkuman merupakan penjelasan singkat untuk mengingatkan kembali peserta didik terhadap materi).
E Evaluation	Step 7 Evaluation is assessment is the making of a judgement about the student capacity to take a higher level. (Evaluasi merupakan penilaian untuk mengukur kelayakan siswa untuk memasuki level berikutnya yang lebih tinggi).
C Completeness Criteria	Step 8 Completeness Criteria is several criteria a learner should complete to finish this module before go on to the next module. (Kriteria ketuntasan adalah kriteria yang harus dipenuhi oleh peserta didik untuk menyelesaikan modul ini).
R Additional References	Step 9 Additional references to enrich materials in order to develop language skills. (Referensi atau sumber belajar lain yang dapat digunakan peserta didik untuk menambah kemampuan berbahasanya.)
K Answer Key	Step 10 It is the key for the evaluation. Please check your score after you have finished doing your self-evaluation. (Kunci jawaban evaluasi. Sebaiknya dibuka setelah selesai mengerjakan evaluasi untuk menilai seberapa tinggi skor yang diperoleh).

UNIT 1 SPOKEN ANNOUNCEMENT



In this unit you will learn about:

- Radio announcer profession
- School announcements
- Airport announcements
- Flight announcements
- Train /Railway announcements

LEARNING ACTIVITIES

1. Activity 1: Practical Reading
 - a. Vocabulary Building
 - b. Read the text and answer the questions
 - c. Read the text again and choose true or false
 - d. Match the words
2. Activity 2: Practical Grammar
 - a. Fill the blank with the most suitable answer
 - b. Is the underlined article in every sentence or false
 - c. Rearrange the sentence
3. Activity 3: Practical Speaking
 - a. Read the common spoken announcement expressions
 - b. Practice being an announcer
 - c. complete the dialogue and practice it
4. Activity 4: Practical Listening
 - a. Listen and repeat
 - b. Write true or false
 - c. Rewrite what you listen

5. Activity 5: Practical Writing

- a. Read the common expressions
- b. Complete the blanks
- c. Write an announcement text

1. Practical Reading

Vocabulary Building

Announcer	/əˈnaʊn.sər/	Penyiar
Audience	/ˈɔː.di.əns/	Pemirsa/pendengar
CV (curriculum vitae)	/kəˌrɪk.jə.ləm ˈviː.tai/	Daftar riwayat hidup
Application letter	/ˌæp.liˈkeɪ.jən ˈlet.ər /	Surat lamaran
Tape	/teɪp/	Rekaman
On air	/ ɒn eər/	Mengudara
Knowledge	/ˈnɒl.ɪdʒ/	Pengetahuan
Experience	/ɪkˈspɪə.ri.əns/	Pengalaman
Weather	/ˈweð.ər/	Cuaca
Entertaining	/en.təˈteɪ.nɪŋ/	Menghibur
Shift	/ʃɪft/	Giliran
Programming	/ˈprəʊ.græm.ɪŋ/	Acara
Equipment	/ɪˈkwɪp.mənt/	Peralatan
Editing	/ˈed.ɪtɪŋ /	Perbaikan
Broadcasting	brɔːd.kɑːstɪŋ/	Penyiaran

How to Be a Radio Announcer

Taken from <https://www.wikihow.com/Be-a-Radio-Announcer> on October 29, 2017.



If you want to work as an announcer in the radio industry there should be lots of information to be taken into consideration, such as: finding a station to work for, knowing important facts such as your audience, everything about the station you are working for, preparation for your shifts.

When you’ve found a station that you would like to work for, you need to send in your CV (curriculum vitae), application letter and a tape showing your on-air skills (personality pieces, interviews, news reading and weather, etc). It may help if you have some knowledge in the industry and have had previous work experience. If you have done so, put onto tape everything you’ve done that you think may sell yourself to the radio station/manager. If you haven't, put together a tape yourself using a stereo and microphone, recording yourself reading news and weather, and other things that are entertaining.

Before you actually get a shift on radio, you need to know about the station. This includes what music they play, their target audience, their programming, the station history and their audience. This is important because you need to know that what you're going to talk about on air is going to interest them.

It's very important that you know how to use the equipment that will be used during shifts. These include the phone system, computer system, main control board, audio editing programs, announcer desk, and what knowing the broadcasting system the station uses.

EXERCISES

A. Read the passage and answer the questions (20 points).

1. What information is important for those who want to be announcers?
2. Whom are you going to send your application letter if you want to be a radio announcer?
3. If you have not had previous work experience in the radio industry how can you show your on-air skills?
4. Why is it important to know about the radio station you would like to work for?
5. What does the word them in the fourth line of the third paragraph refer to?

B. Read the article again! Choose true or false!

6. If you want to work as an announcer in the radio industry finding a station to work for is not important.
A. True B. False
7. A tape showing your on-air skills is needed to send with application letter when you apply for a job as a radio announcer.
A. True B. False
8. Knowing about the radio station is important it is what you're going to talk about on air is going to interest the audience.
A. True B. False
9. Equipment that will be used in the radio station includes the station history.
A. True B. False
10. Before you actually get a job on radio, you need to know about their target audience
A. True B. False

C. Match the words in the left column to the right one! Just write the letter (alphabet), not the sentence!

11. Would like	a	Nroadcaster
12. Curriculum vitae	b	Essential
13. Application letter	c	Record
14. Announcer	d	Tool
15. Important	e	Attract
16. Consideration	f	Chronicle

17. Tape	g	Resume
18. Equipment	h	Organization
19. Interest	i	Want
20. History	j	Cover letter
	k	Attention

2. Practical Grammar

Article a, an, the, some, and no article

Articles are words that define a noun as specific or unspecific.

Article	Usage	Example
a/an	Generic nouns (singular count noun)	A banana is yellow.
	Indefinite noun(singular count noun)	I ate a banana.
a	Use a if the word start with consonant (sound)	She works in a bank
an	Use an if the word start with vowel (sound)	He is in an office
the	Definite nouns (singular count noun)	Thank you for the banana.
	Definite nouns (plural count noun)	Thank you for the bananas.
	Definite nouns (non count noun)	Thank you for the fruit.
some	Indefinite nouns (plural count noun)	I ate some bananas.
	Indefinite nouns (non count noun)	I ate some fruit.
no article	Plural count noun	Bananas are yellow.
	Generic nouns (non count noun)	Fruit is good for you.

General guidelines for article usage:

- Use the when you know or assume that your listener is familiar with and thinking about the specific thing or person you are talking about.
For example: The sun is bright today.
- Use the for the second mention of an indefinite noun..
For example: I saw some dogs. The dogs were chasing a cat. The cat was chasing a mouse. The mouse ran into a hole. The hole was very small
- Do not use the with a plural count noun or a non count noun when you are making a generalization
For example: Gold is a metal

A. Fill the blank with the most suitable answer

21. Susan is wearing _____ blouse today.
A. an B. a C. the D. no article
22. _____ food we ate yesterday was very delicious..
A. an B. a C. the D. no article
23. This building is designed by _____ architect.
A. an B. a C. the D. no article
24. She bought a book yesterday. _____ book is very interesting
A. an B. a C. the D. no article
25. _____ elephant is a kind of animal.
A. an B. a C. the D. no article

B. Is the underlined article in every sentence below true or false?

26. The airport in Surabaya is clean.
A. True B. False
27. There is an apple in the refrigerator.
A. True B. False
28. I see a tourist. The tourist comes from Singapore
A. True B. False
29. Ann likes to go to the supermarket.
A. True B. False
30. The sport is good for your health.
A. True B. False

C. Rearrange these words into good sentences

31. Tom – architect – be – wants – an – to
32. Surabaya – My father – a – in – house – has
33. The – shining – brightly – sun – today – is
34. Hook – send – to – the – this – teacher – please
35. Forget – to – door – don't – close

3. Practical Speaking

Spoken Announcement

What is spoken announcement?

Spoken announcement is a short passage that contains information of fact, event or intentions that are presented orally to the public.

What is the function of announcement?

The function of announcement is giving information to do something for public or just giving an information to us just for knowing about something that what need to be announced.

What is the content of announcement?

The content of announcement give detail about:

- Who is the text for?
- What is the event?
- When will it be held?

Where can we find announcement?

We can find announcement in every public place, such as: at school, in the office, in the airport, at bus station, at railway station, on a plane, on a train, on the radio, on television.

Read these common spoken announcement expressions:

Good morning / good afternoon / good evening
= Selamat pagi selamat siang selamat malam

Announcement

= Pengumuman

Attention (please)

= Dimohon perhatiannya

Your attention please!

= Mohon perhatian anda!

May I have your attention please!

= Mohon perhatian anda!

Ladies and gentlemen

= (mohon perhatian) Tuan dan nyonya

Here is a special announcement

= Berikut adalah pengumuman khusus

This is a safety announcement

= Ini adalah pengumuman keselamatan

This is a security announcement Ini

= adalah pengumuman keamanan

In the interests of safety, ...

= Demi keamanan, ...

Testing, testing. One, two, three, four, five, six, seven, eight, nine, ten

= Pengujian, pengujian. Satu dua tiga empat lima enam tujuh delapan sembilan sepuluh

To all ...

= Untuk semua ...

For those who ...

= Bagi mereka yang ...

In accordance with ...

= berhubung ...

Examples of Announcements:

1. School announcements



Attention, please! Headmaster is speaking now!

Due to the fact that the next two days are religion holidays of Iedul Adha and followed by the five days school program, all students are requested to study at home during those days starting on tomorrow. School will begin on September 4th, 2017.

Happy Iedul Adha and happy holiday.

2. Airport announcements

- "Please proceed to gate number 8"
- "Please do not leave any bags unattended."
- "Flight GA 106 is now boarding"
- "Flight MA106 has been delayed"
- "Flight LA 106 has been cancelled"
- "Would passenger Joe Smith please come to the information desk?"
- "This is the final call for flight GA204 to Jakarta"
- "There has been a gate change."
(this means the flight will leave from a different gate)
- "Garuda Airlines flight 880 to Denpasar is now boarding."
(this means it's time for passengers to enter the plane)
- "Please have your boarding pass and identification ready for boarding."
- "We would like to invite our first- and business-class passengers to board."
- "We are now inviting passengers with small children and any passengers requiring special assistance to begin boarding."
- "We would now like to invite all passengers to board."
(this means everyone can enter the plane)
- "This is the final boarding call for Sriwijaya Air flight 880 to Malang."
(this means it is the FINAL OPPORTUNITY to enter the plane before they close the doors)
- "Passenger John Doe, please proceed to the Batik Air desk at gate 12."



3. Flight announcements

a. Pre-boarding Announcement

Good afternoon passengers. This is the pre-boarding announcement for flight 89B to Makasar. We are now inviting those passengers with small children, and any passengers requiring special assistance, to begin boarding at this time. Please have your boarding pass and identification ready. Regular boarding will begin in approximately ten minutes time. Thank you.



b. Final Boarding Announcement

This is the final boarding call for passengers Erick and Jean Doll booked on flight 372A to Medan. Please proceed to gate 3 immediately. The final checks are being completed and the captain will order for the doors of the aircraft to close in approximately five minutes time. I repeat. This is the final boarding call for Erick and Jean Doll. Thank you.

This announcement is usually made while the aircraft is parked at the gate and the last passengers are boarding.

"Ladies and gentlemen, the Captain has turned on the Fasten Seat Belt sign. If you haven't already done so, please stow your carry-on luggage underneath the seat in front of you or in an overhead bin. Please take your seat and fasten your seat belt. And also make sure your seat back and folding trays are in their full upright position.

If you are seated next to an emergency exit, please read carefully the special instructions card located by your seat. If you do not wish to perform the functions described in the event of an emergency, please ask a flight attendant to reseal you.

We remind you that this is a non-smoking flight. Smoking is prohibited on the entire aircraft, including the lavatories. Tampering with, disabling or destroying the lavatory smoke detectors is prohibited by law.

If you have any questions about our flight today, please don't hesitate to ask one of our flight attendants. Thank you."

4. Train /Railway announcements

- The next station is Balapan.
- This station is Balapan.

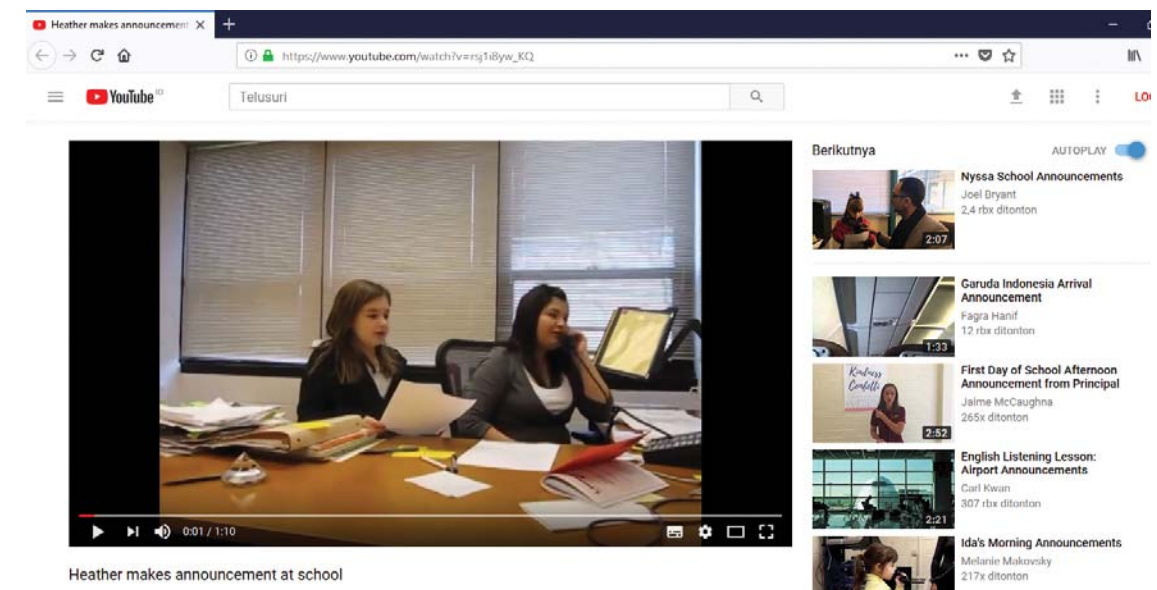
- This is a Bima (via Jogjakarta) terminating at PasarSenin.
- "May I have your attention please! Closed circuit television and remote video monitoring is in use at this station for your personal safety and security."
- "This is a safety announcement. It is not permitted to cycle, skateboard or roller blade within the station building."
- "Stand well back from the platform edge. The next train at platform X does not stop here."
- "The train now approaching platform X does not stop here, stand back from the edge of platform X, the next train is not scheduled to stop."
- "Please do not leave your luggage unattended on the station. Luggage left unattended may be removed without warning or destroyed or damaged by the security services."
- Please do not leave your luggage unattended. Unattended luggage may be removed or destroyed by the security services. A secure left-luggage facility is located on platform x (or any part of the concourse) to enable passengers to store their luggage.
- "Vehicles parked at unauthorized points may be clamped or removed without warning. Short and long stay parking is available at this station."
- "Security personnel tour this station 24 hours a day."
- "This is a security message. If you see something that doesn't look right, speak to staff or text the Police on 61016. We'll sort it. See it, say it, sorted."
- "Passengers are reminded that smoking is prohibited at all stations and on all train services."
- "For your safety and comfort, this station operates a no smoking policy. ("Gubeng is a no smoking station. Please refrain from smoking whilst at this station.")
- "All our trains and stations are no smoking areas. Please do not smoke until you have left the station premises."
- "Ticket checks are in operation at this station, please have your ticket ready for inspection."
- "Ticket checks are in operation at this station. please have your tickets available for inspection."
- "This is a safety announcement. Due to today's wet weather, please take extra care whilst on the station. Surfaces may be slippery."
- "This is a safety announcement. Due to today's inclement weather, please take extra care whilst on the station. Surfaces may be slippery."

- "Special announcement to all staff and passengers. As part of the weekly fire alarm test, you will hear an evacuation message. This is for testing purposes only."
- "Stand well away from the edge of platform / 2 / The approaching train is not scheduled to stop at this station and will pass at speed."
- "Here is a security announcement. Please do not leave luggage unattended anywhere on the station, any unattended luggage will be removed without warning and may be destroyed"
- "In the interests of safety, please stand back from the edge of the platform, until your train comes to a complete stop."
- "This is a security announcement. For your comfort and safety, closed-circuit television is in use at this station."
- "Please ensure you have a valid ticket for travel. Revenue Inspectors do travel on the trains, and you will be expected to produce your tickets, when asked to do so."
- "Testing, testing. One, two, three, four, five, six, seven, eight, nine, ten"
- "Please stand well back from the edge of platform X. A fast train is approaching".
- "Do not leave luggage or personal belongings unattended. Any unattended items may be removed, and destroyed or damaged by security forces".
- "Customers are advised that closed-circuit television, and remote video monitoring is in use at this station for your personal safety and security."
- "Your attention please. This is a security announcement. Customers are reminded not to leave luggage or belongings unattended, as they may be removed or destroyed without notice, by the security services."
- "Parents and guardians are reminded that the station can be a dangerous environment. Trains may pass through at high speed and without prior warning, when on the station and travelling on the rail services please make sure that your children are supervised at all times."
- "This is a customer announcement. Smoking is not permitted at this station."

ASSIGNMENT

Practice being an announcer

Access the internet and type this website to have on-line listening and speaking practice
https://www.youtube.com/watch?v=rsj1i8yw_KQ



Watch the video, listen to the dialogue, and repeat it while reading the text which is shown on the video.

EXERCISES

a. Supposed you are an announcer. Complete these announcements and read them loudly:

".....(36), please! Class captain is speaking now!
 To celebrate Indonesian's Independence(37), our school will have (38)
 English competition namely speech contest. It will be held on August 16th 2017. Registration
 will be held on 10th-15th August at OSIS room.
 Due to the fact that August 17th 2017 is(39) National Holiday, all students are
 requested to study at home during(40) day starting on tomorrow. School will
 begin on August 18th, 2017." Thank you for your attention.

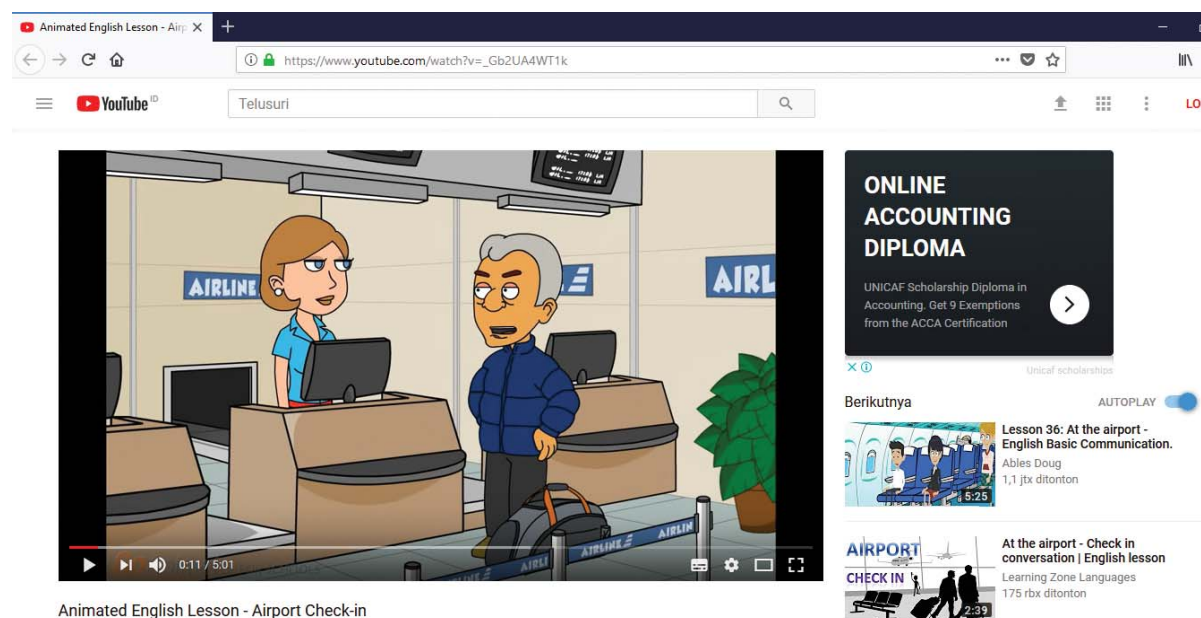
b. complete the dialogue and practice it

Dani : Excuse me Sir!
 Teacher :(41), come in.
 Dani : I am going to(42) an announcement.
 Teacher :(43) is the announcement about?

Dani : It is about the Kartini day.
 Teacher : Ok. Please read it?
 Dani : Thank you Sir. I'll read it for (44) students.
(45), please!
 Due to the fact that April 21st is(46) Kartini day, next month
 our school will have a dancing competition that will be held on April
 21st. All classes must register(47) team before April 10th.
 Registration will be held at OSIS room. Registration is free of charge
 and the winner will get (48) trophy and (49)
 prize. Thank you for (50) attention, and good luck!

ASSIGNMENT

Access the internet and type this website to have an on-line listening and speaking practice. https://www.youtube.com/watch?v=_Gb2UA4WT1k

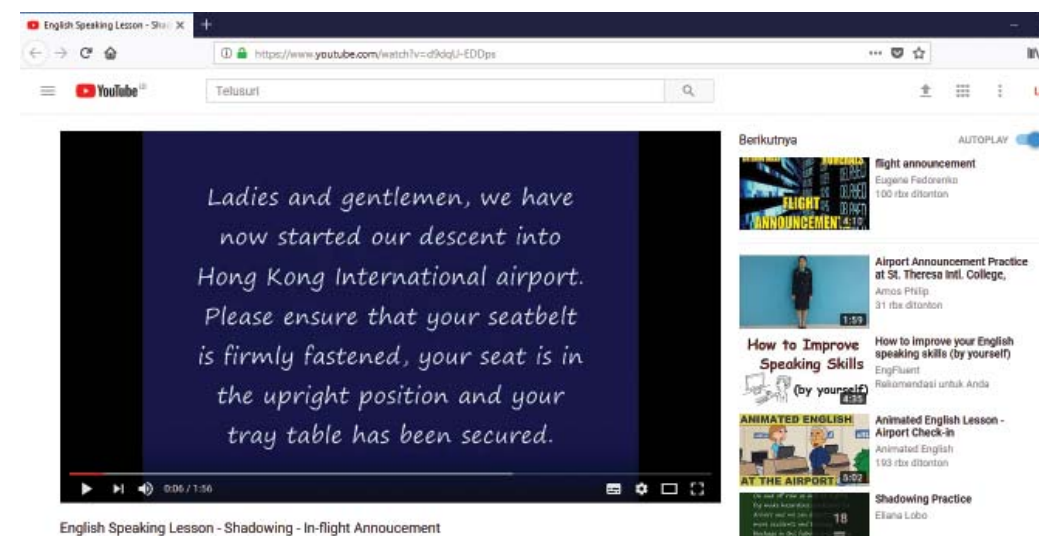


Watch the video, listen to the dialogue, and repeat it while reading the text which is shown on the video.

4. Practical Listening EXERCISES

a. Listen and repeat

Access the internet and type this website to have anon-line listening and reading practice. <https://www.youtube.com/watch?v=d9dqU-EDDps>



Watch the video, listen to the voice of the speaker, and repeat it while reading the text which is shown on the video.

b. Rewrite what you listen

Rewrite the announcement that you listened from the video.

c. Write true or false

After having a listening practice, please choose true or false for each of these statements:

51. The announcer asks that every passenger firmly fasten his/her seatbelt when the plane is landing.

A. True
B. False
52. All passengers' electronic devices must be turned on when they are on the plane.

A. True
B. False
53. Passengers may turn on their electronic devices in the terminal.

A. True
B. False
54. The temperature in Hong Kong International Airport is 28 degrees.

A. True
B. False
55. The plane is landing in Hong Kong International Airport at 8:59 a.m.

A. True
B. False

Choose one of the websites, watch the video, and try to imitate the way the announcer speaking. If you get difficulties to imitate the announcer's voice, click the menu subtitle to enable you listening while reading the subtitle.

https://www.youtube.com/watch?v=_xDULss8zk&t=43s

<https://www.youtube.com/watch?v=mdtTCbhq-A4>

https://www.youtube.com/watch?v=_hN5NKc5SSg

5. Practical Writing

EXERCISES

a. Complete the blanks

.....(56) please!

.....((57) all students of PKBMBangunBangsa.

Due to the fact that the next two days are religion holidays of IedulAdha, all students are requested to study((58) home during those days. The holidays will begin((59) Thursday, August 31 and((60) on Sunday, September 3. We will have Eid Prayer at Masjid An-Nuur. Surabaya. School will begin on September 4th, 2017.

Happy IedulAdha and happy holiday. Eid Mubarak to you and your families!

Amar

School Principle

ASSIGNMENT

b. Write an announcement text to inform PKBM class meeting, which will be held:

- On Sunday, November 12, 2017
- At 08:00
- At PKBM BangunBangsa Hall
- Competition list: volley ball, badminton, table tennis, English speech contest
- Registration starts on Monday, November 6, 2017 at students' association office.
- The winner of the competition will get trophy and amount of money.

UNIT 2 WRITTEN ANNOUNCEMENT

In this unit you will learn about:

- Written announcements
- School written announcements
- Invitation letter

LEARNING ACTIVITIES

1. Activity 1: Practical Reading
 - a. Vocabulary Building
 - b. Read the text
 - c. Answering the questions
 - d. Match the words
2. Activity 2: Practical Grammar
 - a. Fill the blank with the most suitable answer
 - b. Complete the dialogue
 - c. Circle true or false
 - d. Rearrange the sentence
3. Activity 3: Practical Speaking
 - a. Read the common expression
 - b. Practice it
 - c. Read the dialogue
 - d. Rearrange the dialogue
4. Activity 4: Practical Listening
 - a. Listen and repeat
 - b. Write true or false
 - c. Rewrite what you listen
 - d. Evaluation
5. Activity 5: Practical Writing
 - a. Read the common expressions
 - b. Complete the blanks
 - c. Write an announcement text

1. Practical Reading

Vocabulary Building

Reasons	/ˈriːzən/	Alasan
Include	/ɪnˈkluːd/	Termasuk
Graduation	/ˌɡrædʒ.uˈeɪ.ʃən/	Wisuda
College	/ˈkɒl.ɪdʒ/	Perguruan tinggi
Engagement	/ɪnˈɡeɪdʒ.mənt/	Pertunangan
Marriage	/ˈmæɪ.ɪdʒ/	Pernikahan
Wedding	/ˈwed.ɪŋ/	Pernikahan
Pregnancy	/ˈpreg.nən.si/	Kehamilan
Birth	/bɜːθ/	Kelahiran
Adoption	/əˈdɒp.ʃən/	Adopsi
Baptism	/ˈbæp.tɪ.zəm/	Baptisan
Save the date	/seɪvðədeɪt/	Simpan (janganlupa) tanggalnya
Moving	/ˈmuː.vɪŋ/	Pindah
Promotion	/prəˈməʊ.ʃən/	Promosi / kenaikan (pangkat)
Retirement	/rɪˈtaɪə.mənt/	Pensiun
Funeral	/ˈfjuː.nər.əl/	Pemakaman
To tailor	/tuˈteɪ.lər/	Untuk menyesuaikan
Direct	/daɪˈrekt/	Langsung/jujur
Concise	/kənˈsaɪs/	Ringkas
Refer back	/rɪˈfɜːrbæk/	Lihat kembali
Tone	/təʊn/	Nada
Wish	/wɪʃ/	Harapan
Confidence	/ˈkɒn.fɪ.dəns/	Kepercayaan (diri)
Allegiance	/əˈliː.dʒəns/	Kesetiaan
Helpfulness	/ˈhelp.fəl/	Sukamenolong
Recognize	/ˈrek.əg.naɪz/	Mengakui
Present	/prɪˈzent/	Menyajikan
Plain	/pleɪn/	Polos
Respectful	/rɪˈspekt.fəl/	Hormat

How to Write an Announcement

Taken from: <http://www.whitesmoke.com/how-to-write-an-announcement.html>, on November 12, 2017

People write announcements for many reasons. Just some types of announcements that people write include public service announcements, high school graduation announcements, college graduation announcements, engagement announcements, marriage and wedding announcements, pregnancy announcements, birth announcements, adoption announcements, baptism announcements, save the date announcements, moving announcements, business announcements, job announcements, promotion announcements, retirement announcements, and funeral announcements.

No matter which kind of announcement you need to write, you will find the following tips useful. Remember to tailor the tips to the specific announcement you need to write, and get on your way.

Tips on How to Write an Announcement:

1. Be direct and concise in your announcement. Your reader will be able to understand the information quickly and can refer back to it easily.
2. Write a short, friendly announcement that's to the point when you're sharing positive news. Written in the right tone, an announcement can show a wish to keep up a business or personal relationship. It can also build on positive feelings like confidence, allegiance, and helpfulness.
3. Recognize what others have achieved in your announcement, and motivate your reader to reach similar goals.
4. Present your information in a plain and complete way, so your reader will understand you the first time (and not ask questions later).
5. If the news you are announcing is bad, write it in a direct statement. Add a message of understanding and optimism to your announcement, in a respectful tone.

▶ EXERCISES

A. Read the passage and answer the questions

1. What types of announcements do people write?
2. How do you tailor the tips that are given by the writer?
3. Why should you be direct and concise in writing announcement?
4. Why is it important to present your information in a plain and complete way?
5. How should you write a bad news?

B. Read the article again! Choose true or false!

6. In order to make your reader be able to understand the information quickly you must be direct and concise in your announcement
A. True B. False
7. When you're sharing positive news you should write a short, friendly announcement.
A. True B. False
8. Recognizing what others have achieved in your announcement, can motivate your reader to reach similar goals.
A. True B. False
9. To make your reader not ask questions later you should not present your information in a plain and complete way .
A. True B. False
10. You should not write a bad news in a respectful tone.
A. True B. False

C. Match the words in the left column to the right one! Just write the letter (alphabet), not the sentence!

11.	College		Acceptance
12.	Marriage		Contain
13.	Promotion		Straightforward
14.	Funeral		to the point
15.	Wish		Loyalty
16.	allegiance		Institute
17.	Adoption		Progress
18.	Concise		Creation
19.	Include		Cremation
20.	Direct		Hope
			Wedding

2. Practical Grammar

Demonstrative pronoun this, that, it, these, those, and they
Demonstrative pronoun is Pronounthatpointtospecificthings:this, that, these, andthose.
A demonstrative pronoun represents a thing or things.
This and these near in distance or time
That and those far in distance or time

	NEAR	FAR	NEUTRAL
SINGULAR	This	That	It
PLURAL	These	Those	They

A. Fill the blank with the most suitable demonstrative pronoun

21. was such an interesting experience.
A. That B. These C. Those D. Such
22. Are your shoes?
A. That B. Them C. Those D. This
23. You'll have to get your own pen. is mine.
A. That B. Those C. Such D. This
24. There is no end to
A. Such B. Those C. This D. None
25. Because of their bad behavior, of the children were given allowances.
A. None B. That C. Those D. Them
26. of them had seen it before.
A. Those B. Neither C. Such D.This
27. Is yours?
A. This B. Those C. These D. Such
28. Everyone ate early. When we arrived, was left.
A. That B. Such C. None D. Neither

29. Please give me one of
- A. That B. Those C. This D. Such
30. are nice-looking.
- A. This B. That C. These D. Such

Personal Pronouns

A. personal pronoun is a pronoun that is associated primarily with a particular person, in the grammatical sense.

When discussing “person” in terms of the grammatical, the following rules apply:

- First person, as in “I”
- Second person, as in “you”
- Third person, as in “It, he, she”

Personal pronouns may take on various forms depending on number (singular or plural for the most part). They may also take different forms depending on case, gender, or formality. It is important to note that personal pronouns may refer to objects, animals, or people.

Personal pronouns provide us with the following information:

- The person – Who is speaking?
- The number – Is the pronoun plural or singular?
- The gender – Is the pronoun feminine, masculine, or neuter?

SUBJECT PRONOUN	OBJECT PRONOUN	POSSESSIVE ADJECTIVE	POSSESSIVE PRONOUN	REFLEXIVE PRONOUN
I	Me	My	Mine	Myself
We	Us	Our	Ours	Ourselves
You	You	Your	Yours	Yourself
He	Him	His	His	Himself
She	Her	Her	Hers	Herself
They	Them	Their	Theirs	Themselves
It	It	It's	Its	Itself

B. Is the underlinedpersonal pronoun in every sentence below true or false?

31. He often reads until late at night.
A. True B. False
32. You is running up and down the stairs.
A. True B. False
33. Theyis from Ireland.
A. True B. False
34. Doyou have a dog, Ani?
A. True B. False
35. We enjoy the songs so much. They really cheer up the party.
A. True B. False
36. Melissa isn’t an architect; He is an engineer.
A. True B. False
37. Are she friends or not?
A. True B. False
38. My doctor was born in Germany. He teachesbiology lessons in his spare time.
A. True B. False
39. All of my teachers are Americans. They come from all over the country.
A. True B. False
40. Our friends are athletes. All of they are either strong, fast, or both.
A. True B. False

3. Practical Speaking

Announcement and invitation

What is written announcement? The definition of announcement relating to learning English functional text is an official notification about something. So publicly people know what, when, and where it is about.

The purpose, function, and goal of announcement is giving certain people some information of what has happened or what will happen. The generic structure of announcement in English text can be seen below

1. Stating Purpose: The text that contains what event will be held
2. Stating Day and Date and time : Day and Date realization. The text that contains when the event will be held
3. Stating Place : The text that contains where the event will be held
4. Informing Sender : The text that contains name of the person who will be contacted

Now after we give you the common generic structure of any types of announcement, the sample text below will give you better understanding on what and how an announcement is written. Here they are!

a. Read these common written announcement expressions:

Written Announcements and Invitations - Birth

- We are happy to announce the birth of...

(Used when a couple want to announce the birth of their child)

- I'm happy to tell you that...now have a little son/daughter.

(Used when a third party is announcing the birth of a child)

- We would like to announce the birth of our new baby boy/girl.

(Used when a couple want to announce the birth of their child)

- We are delighted to introduce you to...our new son/daughter.

(Used when a couple want to announce the birth of their child, usually found on cards with a picture of the child)

- Ten little fingers, ten little toes, and with these new digits our family grows. and are delighted to announce the birth of.....

(A common saying in English, used when a couple want to announce the birth of their child)

- With love and hope we welcome...to the world.

(Used when a couple want to announce the birth of their child)

- We're proud to introduce/announce the newest member of our family...

(Used when a couple want to announce the birth of their child)

- We are overjoyed to announce the arrival of our son/daughter.

(Used when a couple want to announce the birth of their child)

Written Announcements and Invitations - Engagement

- and...are engaged.

(Used when announcing an engagement)

-are happy to announce their engagement.

(Used when a couple want to announce their engagement)

- We are happy to announce the engagement of...and...

(Used when announcing an engagement)

- Mr and Mrs.....of, announce the engagement of their daughter,, to, son of Mr and Mrs....., (also) of..... . An August wedding is planned.

(Traditional, used when parents want to announce the engagement of their daughter)

- Come and join us at a party for.....and.....to celebrate their engagement.

(Used as in an invitation to an engagement party)

- •You are cordially invited to and engagement party on...

(Used as in an invitation to an engagement party)

Written Announcements and Invitations - Marriage

- We are happy to announce the wedding/marriage of...and...

(Used when announcing a marriage)

- Miss.....is soon to become Mrs. ...

(Used when announcing the marriage of a woman)

- Miss.....and Mr.....kindly request your presence at their wedding. You are welcome to come and enjoy the special day with them.

(Used by the couple when inviting people to their wedding)

- Mr and Mrs...request your presence at the marriage of their son/daughter on..... at.....

(Used by the parents of the man/woman who is getting married to invite people to the wedding)

- Because you have been very important in their lives,and.....request your presence at their wedding on.....at.....

(Used by the couple when inviting close friends to their wedding)

Announcements and Invitations - Gatherings / Special Events

- We would be delighted if you would join us on..at...for...

(Used to invite people to a social occasion on a specific day, at a specific time and for a specific reason)

- We request the pleasure of your company at a dinner to celebrate.....

(Used to invite people to a dinner party and to give the reason why)

- You are cordially invited to...

(Formal, used to invite people to a formal event. Commonly used for company dinner parties)

- We are having a party amongst friends to celebrate.....and we would be very glad if you could come.

(Formal, used to invite close friends to an important social occasion)

- We would very much like you to come.

(Used in an invitation after having asked the recipient to come, in order to emphasize that you would like them to be present)

- Would you like to come to.....for.....?

(Informal, used to invite friends round for no other purpose then to see them)

b. Complete the dialogue and practice it

- Diana : Dani, do(41) have plans for this weekend?
- Dani : I don't have anything to do yet.
- Diana : It's Ronny's birthday(42) Saturday. Would you like to accompany me to go to his party?
- Dani : Certainly. Where will the party be?
- Diana : It's at his own house.
- Dani : What time shall(43) meet and where?
- Diana : The party will begin at 3 in the afternoon. How about going there at 2:30 from my house?
- Dani : It's ok.
- Diana : Don't forget to bring(44) present.
- Dani : Sure. We'll have a great time then. See(45) at your house
- Diana : See you, Dani

4. Practical Listening

a. Listen and repeat

Access the internet and type this website to have an on-line listening and reading practice. <https://www.youtube.com/watch?v=bhGyfsXY8c>

Written Announcement

Announcement to All staff

It's that time of year again. As you all know, Christmas is our busiest season of the year. Every year it is a struggle for management and supervisors to find the time and energy to organize a staff Christmas party. This year, we have decided to postpone the Christmas party until after our busy season.

Party Details:

- Date : Second or third Saturday in January
- Theme : Beach
- Food : Caribbean
- Special events : Karaoke and happy dancing

We apologize that the celebration will have to wait until the new year. Anyone interested to help out with the event is encouraged to call Lucy. Lucy's cell phone number is 222-3098. Please contact Lucy outside business hours regarding this matter.

Thank you,
Management

Access the internet and type this website to have an on-line speaking practice <https://www.youtube.com/watch?v=vz5bJoVFJMA>

Watch the video, listen to the voice of the speaker, and repeat it while reading the text which is shown on the video.

b. Rewrite what you listen

Rewrite the announcement that you listened from the video.

c. Write true or false

After having a listening practice, please choose true or false for each of these statements:

46. Announcement is containing information.

A. True B. False

47. There are two types of announcements, namely written announcement and spoken announcement

A. True B. False

48. You can hear a spoken announcement in a hospital

A. True B. False

49. The flight is delayed because of the bad aeroplane

A. True B. False

50. Flight FR3421 boarding at gate 28

A. True B. False

Choose one of the websites, watch the video, and try to imitate the way the announcer speaking. If you get difficulties to imitate the announcer's voice, click the menu subtitle to enable you listening while reading the subtitle.

<https://www.youtube.com/watch?v=u-JLULydSPY>

<https://www.youtube.com/watch?v=mdtTCbhq-A4>

https://www.youtube.com/watch?v=6DxoW_GVISs

5. Practical Writing

Engagement Announcement Letter Sample:

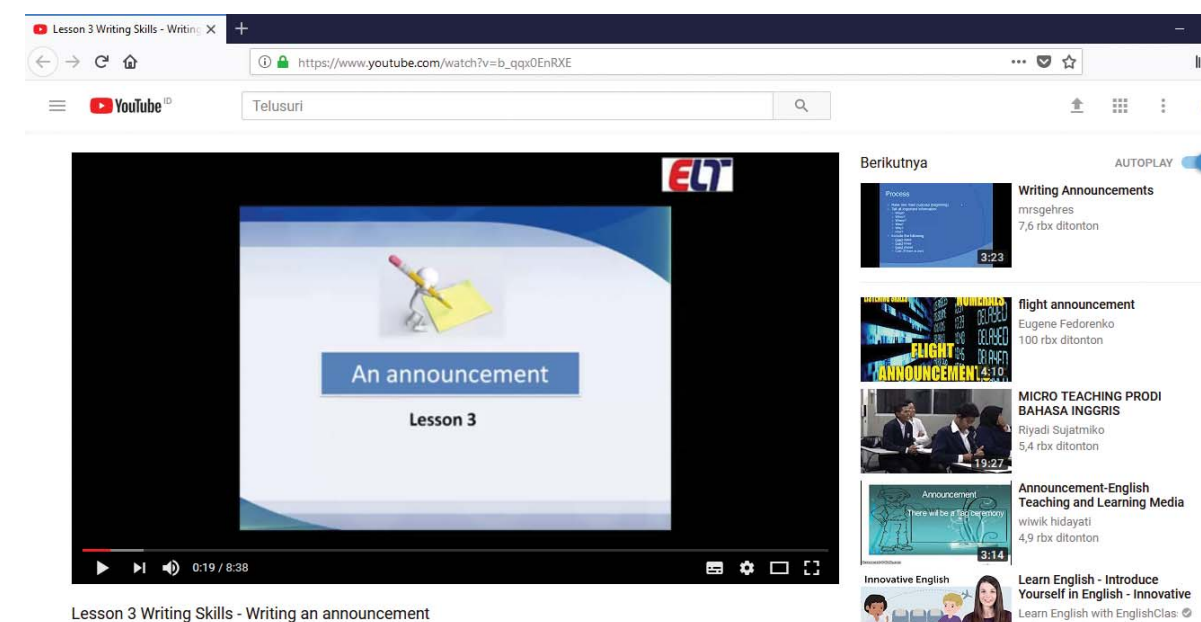
Dear Friends,

We are thrilled to announce the engagement of our daughter, Becca Jo, to her long-time love, Beau Jackson. After dating for many joy-filled years, Beau Jackson asked for Becca Jo's hand in marriage. Of course Becca Jo said yes!

We hope to share more happy news with you in the future (like a wedding announcement), and that you are also experiencing joy in your lives.

All the best,

Access the internet and type this website to have an on-line listening and reading practicehttps://www.youtube.com/watch?v=b_qqx0EnRXE.



a. (Replay the invitation with thank-you note)

c. Match the words in the left column to the right one! Just write the letter (alphabet), not the sentence! (20 points)

11. attendance	a	club
12. organize	b	a person known informally
13. association	c	place
14. cordially	d	achievement
15. acquaintances	e	advantage
16. memorable	f	power
17. venue	g	coordinate
18. performance	h	participant
19. benefits	i	collaboration
20. authority	j	monumental
	k	Genially

d. Fill the blank with the most suitable answer (20 Points)

21. Johnny is eating applenow.
A. an B. a C. the D. no article
22. filmIwatchedlast week was very interesting.
A. an B. a C. the D. no article
23. This picture is painted by.....greatartist.
A. an B. a C. the D. no article
24. arethe boys I met yesterday.
A. that B. this C. those D. such
25. Are your friends?
A. that B. them C. those D. this
26. is such a nice song.
A. these B. those C. such D. this

27. are great children.
A. such B. those C. this D none
28. One ofstudentshas an interesting story.
A. that B. those C. this D. such
29. people work at the same place.
A. those B. neither C. such D.this
30. cat does not eat meat.
A. this B. those C. these D. such

e. Rearrange these words into good sentences (15 points)

31. idea – have – you – an – do ?
32. novel – reads – afternoon – a – every – she
33. morning – rises – the – sun – the – in
34. letter – read – I – the – sent – last – please – week
35. homework – forget – to – the – don't – do

f. Supposed you are an announcer. Complete these announcements and read them loudly: (15 points)

.....(36), please!
Students of Class11 will be going on a field-trip to Museum MpuTantular (37) saturday, March 10, 2017. After the trip every student has to write(38)report and submit it to (39) class guardian. If there is (40) question the headmaster is ready for consultation.

g. Complete the dialogue (10 points)

Dini : Hi, Jon!
 Joni : Hi, Din!
 Dini : What (41)that?
 Joni : This is(42) announcement I've got from the office.
 Dini : What (43) it about?
 Joni : It is about English contest. I'll read this in front of the class.
 Dini : Sure. Halo everybody, let's come into the classroom. Joni will read (44) announcement for us.
 Joni : Attention please!
 There is an announcement text on(45) announcement board. Please read it yourself. Otherwise you'll miss the important information. Thank you for your attention.



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- <http://www.givingupcontrol.com/2015/01/27/airport-announcements/> on October 29, 2017.
- <https://confessionsofatrolleydolly.com/2013/09/16/inflight-manual-public-announcements-pas/> on October 29, 2017.
- https://www.youtube.com/watch?v=rsj1i8yw_KQ on October 29, 2017.
- https://www.youtube.com/watch?v=_Gb2UA4WT1k on October 29, 2017.
- <https://www.youtube.com/watch?v=d9dqU-EDDps> on October 29, 2017.
- <http://www.whitesmoke.com/how-to-write-an-announcement.html>, on November 12, 2017
- <https://www.youtube.com/watch?v=vz5bJoVFJMA> on November 12, 2017
- <https://www.youtube.com/watch?v=x0-AevDwcmM>. on November 12, 2017
- https://www.youtube.com/watch?v=b_gqx0EnRXE. on November 12, 2017



RECOMENDED ADDITIONAL RESOURCES

- https://www.youtube.com/watch?v=_xDULss8zk&t=43s
- <https://www.youtube.com/watch?v=mdtTCbhq-A4>
- https://www.youtube.com/watch?v=_hN5NKc5SSg
- <https://www.youtube.com/watch?v=u-JLULydSPY>
- <https://www.youtube.com/watch?v=x0-AevDwcmM>.
- https://www.youtube.com/watch?v=ud9qTsp_OLo
- <https://www.youtube.com/watch?v=mdtTCbhq-A4>
- https://www.youtube.com/watch?v=6DxoW_GVISs

COMPLETENESS CRITERIA

The current grading system provides the following alternatives:

Grade Point	Interpretation	Recommendation
91 – 100	Outstanding	recommended to take the next higher level
81 – 90	Very satisfactory	recommended to take the next higher level
71 – 80	satisfactory	recommended to take the next higher level
61 - 70	Average	not recommended to take the next higher level
51 – 60	Unsatisfactory	not recommended to take the next higher level
< 51	Poor	not recommended to take the next higher level

Unit 1

1. finding a station to work for, knowing important facts such as your audience, everything about the station you are working for, preparation for your shifts
2. a station that you would like to work for
3. put together a tape yourself using a stereo and microphone, recording yourself reading news and weather, and other things that are entertaining
4. because you need to know that what you're going to talk about on air is going to interest them
5. audience
6. B
7. A
8. A
9. B
10. A
11. I
12. G
13. J
14. A
15. B
16. K
17. C
18. D
19. E
20. F
21. B
22. C
23. A
24. C
25. D
26. A
27. A
28. A
29. B
30. B
31. Tom wants to be an architect.
32. My father has a house in Surabaya
33. The sun is shining brightly today
34. Send this book to the teacher please
35. Don't forget to close the door
36. attention
37. day
38. an
39. a
40. the
41. please
42. read
43. what
44. the
45. attention
46. the
47. their
48. a
49. a
50. your
51. A
52. B
53. A
54. A
55. B
56. Attention
57. For
58. at
59. on
60. end

Unit 2

1. People write announcement for many reasons, namely public service announcements, high school graduation announcements, etc.
2. You need to write, and get on your way.
3. To let the reader be able to understand the information quickly and can refer back to it easily.
4. To let the reader understand you the first time (and not ask questions later)
5. write it in a direct statement. Add a message of understanding and optimism to your announcement, in a respectful tone.
6. A
7. A
8. A
9. B
10. B
11. F
12. K
13. G
14. I
15. J
16. E
17. A
18. D
19. B
20. C
21. A
22. C
23. D
24. B
25. C
26. D
27. A
28. A
29. B
30. C
31. A
32. B
33. B
34. A
35. A
36. B
37. B
38. A
39. A
40. B
41. you
42. this
43. we
44. your
45. you
46. A
47. A
48. A
49. B
50. B
51. meet
52. Thursday
53. talk
54. decide
55. them
56. our
57. library
58. teach
59. wait
60. visit

Evaluation

1. Alumni Association Card Launching
2. It will be conducted on December 7, 2017 at 10:00
3. The event is going to take place at Garden Palace Hotel
4. meet old friends, classmates, acquaintances and teachers, reminiscing memorable experiences and sharing stories of success and most specially to renew commitment
5. the alumni association
6. A. true
7. A. true
8. B. false
9. A. true
10. B. false
11. H. participant
12. G. coordinate
13. A. club
14. K. genially
15. B. a person known informally
16. J. monumental
17. C. place
18. D. achievement
19. E. advantage
20. F. Power
21. A. an
22. C. the
23. B. a
24. C. those
25. C. those
26. D. this
27. B. those
28. B. those
29. A. those
30. A. this
31. Do you have an idea?
32. She reads a novel every afternoon.
33. The sun rises in the morning.
34. Please read the letter I sent last week.
35. Don't forget to do the homework
36. Attention
37. On
38. the
39. the
40. a
41. is
42. an
43. is
44. an
45. the