

BBM 7

SPEAKING IV

oleh: Dra. Hj. Kimtafsirah, MA.

1. PENDAHULUAN.

Alhamdulillah! Puji syukur kepada Allah S.W.T, Tuhan yang Maha Esa, bahwa Anda telah mempelajari bahan Speaking I (satu) sampai Speaking III yang diuraikan dalam BBM 1 sampai BBM 6.

Kini Anda menghadapi tantangan untuk menguasai BBM 7, yang akan mendorong Anda untuk menguasai bahan Speaking IV (empat), yang akan menuntut Anda untuk dapat berkomunikasi secara lisan. Anda diharapkan mampu berbicara di depan publik dalam bahasa Inggris yang lancar dan fasih. Anda harus mampu memberi sambutan dalam bahasa Inggris, menjadi pembawa acara, moderator dalam seminar, dan berpidato dalam bahasa Inggris.

Contoh-contoh dan model yang berhubungan dengan topik yang akan dibicarakan akan disediakan dalam BBM 7 ini, tidak ketinggalan langkah-langkah yang harus Anda ketahui dan laksanakan.

Tujuan BBM 7 ini adalah memantapkan Anda agar memiliki *communicative competence* (kemampuan berkomunikasi) yang memadai, lebih-lebih lagi kemampuan “*oral communication*” atau *speaking mastery* yang handal. *Communicative Competence* adalah tujuan dari pembelajaran bahasa Inggris secara umum.

2. INDIKATOR

Setelah mempelajari BBM 7 ini, Anda diharapkan dapat :

- Menyebutkan ungkapan-ungkapan bahasa Inggris yang dipakai dalam kesempatan sebagai pembawa acara.
- Bertindak sebagai *chairman* dan moderator dengan menggunakan ungkapan yang tepat sesuai dengan situasi.
- Memberi sambutan secara mendadak bila Anda diminta dengan penampilan yang meyakinkan.
- Menyampaikan isi pidato dalam bahasa Inggris dengan kemampuan yang mencakup *language accuracy* dan *language fluency*.

KEGIATAN BELAJAR 1

How to Be The “Spoke-Person”.

Setelah Anda mempelajari kegiatan belajar ini, diharapkan Anda mampu berkomunikasi sebagai *spoke-person*, mewakili kawan-kawan Anda dalam kerja kelompok.

1.1. What is a spoke-person?

In group discussions certain classes, it is usual that each group should report the results of its discussions to the class. Each group usually points one of its members to be the representative of the group. That person is called spoke-person.

A spoke-person has the duties as follow:

- to open the session;
- to introduce the members of the group;
- to invite the speakers;
- to close the session.

1.2. An example of being a spoke-person

Here is an example of becoming a spoke-person. Group 5 is reporting an assignment to the class. The members of the group are Daud, Sinta, Isma, Bima, Aulia, and Faiz. Faiz is the spoke-person of the group.

Faiz : “Dear lecturer. Dear friends. Good morning.

We are the members of group 5. We would like to report the result of our discussion, based on the title *I had a dream last night*.

First of all, allow me to introduce the members of group 5. This is Daud. This is Sinta. This is Isma. This is Bima This is Aulia, and I am my self Faiz.

Ladies and gentlemen, now I would like to invite Daud to read the vocabulary taken from the picture, and Aulia to read the sentences. Daud and Aulia, please.

Daud : “This is a picture of Melbourne city in the evening.”
These are the words that we can take from the picture.

Vocabulary :

- | | |
|----------------------|---------------------------|
| 1. City of Melbourne | 9. Seven-Eleven, Safeway, |
| 2. Flinders Station | 10. cheap |
| 3. Scenery | 11. tram |
| 4. gorgeous | 12. Yara river |
| 5. glittering | 13. Art centre |
| 6. pedestrians | 14. Elizabeth Street |
| 7. hotels | 15. Crown Casino |
| 8. restaurant | |

Daud : “That is the end of my explanation, thank you.”

Aulia : Here are the sentences:

1. We visited the city of Melbourne last week.
2. We went to Flinders station by tram.
3. Look! The scenery is beautiful.
4. Melbourne is the gorgeous city.
5. We enjoyed then glittering light in the evening.
6. There were a lot of pedestrians.
7. Tourist spent the night at the hotels.

8. We went to the restaurants to enjoy T bone steak.
9. People go far shopping, they go to Seven Eleven, Safeway or Fed Mart.
10. Butter is cheap at Sven Eleven.
11. I want to go to the city by train.
12. People are sitting at the bank of Yara river.
13. Art centre is located near Yara river.
14. Can we find book store in Elizabeth street?
15. Many tourists love going to Crown Casino, which is located near Yara river.

Aulia : That is the end of my explanation. Thank you.

Faiz : Thank you, Daud and Aulia. Now I would like to invite Bima, Sinta and Isma to read the narrative text *I had a dream last night*. Please.

Bima : “I had a dream that I went to the city of Melbourne, Australia. I went there alone, I stayed at the hotel in Melbourne.”

When I was walking in the city and enjoyed the beautiful scenery of the Yara river, the young girl who looked like Nicole Kidman appeared. She smiled at me, and said hello to me. Then we introduced our selves, having a talk. I was so happy to have a talk with her, the most beautiful girl I had ever seen. To my surprise, she invited me to have dinner at the luxurious restaurant and I accepted the invitation.” (Bima stopped).

Sinta : “We went to the restaurant which was in the city. She looked so beautiful in her red dress. I was so proud of myself. I tried to be gentle as I could. Then we were having delicious food.
(Sinta stopped)

Isma : “Suddenly, the light went out, it was so dark in that restaurant. I whispered : Shirley, where are you?” But there was no answer.

When the light went on, I was not at the restaurant. I was alone in the desert. I was so scared and I cried : help, help, help, help!
Not long after I cried, somebody woke me up, hi, wake up! Wake up!

“Alhamdulillah, thank God, it was only a dream.

Faiz : “Well, Ladies and Gentlemen, dear lecturer and dear friends. That is the end of our presentation about *I had a dream last night*. Being students, we realize this activity is very good for us. It improves our knowledge. Thank you very much.

1.3. Exercise 1

Look at the picture below. Work in a group to write a recount text based on the picture. After that, please, present the result to the class.

(Lihat gambar di bawah ini. Bekerjalah dalam kelompok untuk menulis sebuah teks recount. Setelah itu presentasikan kepada teman-teman di kelas).



1.4. Exercise 2

Find out the meaning of the following words and expressions.

- a) representative
- b) to represent
- c) assignment
- d) being assigned to
- e) allow me to introduce myself
- f) to my surprise
- g) gorgeous
- h) glittering
- i) T. Bone steak
- j) Delicious food

1.5. **Exercise 3**

Answer the following questions based on the example of being a spoke person.

- a) Who was the captain of the group?
- b) How many members are there in group 5?
- c) Who is Faiz?
- d) What is the duty of the spoke-person?
- e) Have you seen a tram?
- f) Where can you see many pedestrians?
- g) Are there any Seven elevens in your town?
- h) Did group 5 go to Melbourne?
- i) What did the writer of the story dream?
- j) Was the story happy ending?

1.6. **Exercise 4**

Complete the following sentences.

Ladies and, dear, dear friends, good

We are the of group 7. We like to of based on technique.

First of me to introduce the members of the group. This is,,,and I myself

Ladies and gentlemen, now I would like toAmir and Ani to the vocabulary taken from the picture and the sentences. Amir and Ani, please.

(after a moment)

Thank you, Amir and Ani. Now I would like to invite, and to the story or the narrative text based on I had atechnique.

Thank you.

This is the of our, thank you for your

1.7. Tes Formatif 1.

Choose the best answer.

1. The verb form of representative is
A. to present B. presentation
C. to represent D. representation
2. These are the duties of the spoke-person, except
A. to open the session B. to introduce
C. to invite the speakers D. to write a letter
3. Each group should based on I had a dream.
A. do the test B. write the recount text
C. to write fable D. write the novel
4. The story written by the group was
A. interesting B. interest
C. interested D. nicely
5. They not visit London but Melbourne last time.
A. do B. will C. did D. has
6. Thank you your help.
A. of B. will C. to D. for
7. I had a dream that
A. I become the artist B. I became the artist
C. I will become the artist D. I have become the artist
8. The waiter : May I?

Guest : Certainly.

- A. order some food? B. apply for the order?
C. take the order D. need the food?

9. The capital city of Australia is

- A. Sidney B. Canberra C. Melbourne D. Darwin

10. C : to Sidney?

D : Yes, I have.

- A. Have you been? B. Did you go
C. Have you D. You gone

Tindak lanjut dan umpan balik

Cocokkanlah jawaban Anda dengan kunci jawaban tes formatif yang ada pada bagian akhir modul ini. Hitunglah jawaban yang benar kemudian gunakanlah rumus dibawah ini untuk mengetahui tingkat penguasaan Anda terhadap materi.

Rumus =

Setiap nomor bobotnya 10. jumlah yang betul dibagi 10 X 100%, betul 8 = $\frac{8}{10} \times 100\% = 80\%$

Apabila tingkat penguasaan anda tercapai 70% ke atas, maka anda dapat meneruskan pembelajaran berikutnya. Jika tidak, Anda harus mengulanginya.

KEGIATAN BELAJAR 2

CONFERENCE ENGLISH

Setelah Anda mempelajari kegiatan belajar 2 ini, Anda diharapkan dapat berbicara sebagai ketua rapat, ketua konferensi yang mampu berbicara dalam bahasa Inggris dengan betul, antara lain membuka dan menutup rapat, memimpin diskusi.

2.1. Read the following information

- Large meetings are usually called conferences. Such meetings are often held at regular intervals, though they may also be called for a special purpose.
- Preparing a conference
The firm or the institution which acts as host for a conference will send out letters of invitation to delegates. If those invited cannot accept the invitation, they will write to say that they are unable to attend the meeting. The invitation will state the time and the place of the meeting. Forms are sent out for delegates to fill in the questionnaires.
- Officers must be named for the conference. A programme of workn is drawn up and staff are recruited. Those taking part will probably be paid an accommodation and subsistence allowance, and their travel expenses will be paid by their firm/institution.
Before the conference it is important that rules of procedure are decided upon. A provisional agenda will be fixed, and a time table will be drawn. Documents should be in order.
- Officers of the conference.
The officers of a conference include a chairman, probably a vice chairman, and a secretary who among other tasks keeps the minutes at meetings when the conference is in session. The chairman will open the meeting. He may declare the discussion open, or he may call upon

a certain speaker who has been asked to make a speech. While others are speaking, it is the chairman's duty to keep the meeting in order. He may for instance need to request delegates to keep to the point under discussion, or invite the speaker to be brief.

- The debate.

Those wishing to speak may put their names on the list of speakers or indicate their desire to intervene in a debate by saying to the chairman: "Mr chairman, I ask to speak".

A speaker may address the meeting from his place or go up to the rostrum. A delegate may express agreement with the previous speaker, or raise an objection to what another speaker has said. The objection may be sustained or overruled by the chairman.

During the debate a number of motions may be put forward. Before these can be voted upon, they must be seconded. Delegates may vote for or against a motion or abstain from voting. For a motion to be adopted it must be supported by the requisite majority. If everyone is in favour of the motion, it is carried unanimously and a resolution is passed.

Voting may be carried out by secret ballot, or the chairman may simply say: "Please, signify by show of hands".

Voting is performed in the same way for a candidate who agrees to stand for election to a particular office at the conference.

At the end of the session, the chairman closes the debate and adjourns the meeting. At the end of the conference he will probably make a closing speech and some delegate will propose, a vote of thanks for the host firm/institution.

(from Binham, P (1969). Execution English)

2.2. Conference Notes

Here are the conference notes.

1. conference = congress, convention (Am.ε)
2. in session = taking place.
3. accomodation = place to live in, e.g. a hotel room.
4. subsistence = food and drink.
5. provisional = temporary.
6. agenda = list of matters to be death with.
7. time table = schedule (Am.ε)
8. minutes = written record of what is said and done at the meeting.
9. to keep to the point under discussion = to keep talking based on the topic.
10. Mr. chairman if a lady is addressed, she is Madam chairman.
11. I ask to speak = I ask for the floor (Am.ε)
12. rostrum = platform for public speaking.
13. sustained = supported.
14. overruled = not allowed.
15. motion = proposal.
16. abstain from voting = not vote.
17. adopted = carried.
18. resolution = formal determination.
19. ballot = ticket.
20. signify = show how you wish to vote.
21. adjourns = suspend until a later time.

2.3. Exercise 1

Work in a group to read the above information. Then, translate it into Indonesian.

2.4. Exercise 2

Work in a group, learn by heart the unfamiliar words. Please, write your own sentences using the words.

2.5. Exercise 3

Answer the following questions based on the information in 2.1. and 2.2.

1. a. What is a conference?
b. What is a seminar?
2. What is a delegate?
3. Mention the duty of a host for a conference.
4. What is the difference between officer of the army and officer of the conference?
5. What do the delegates fill in the questionnaires for?
6. Please give the example of subsistence allowance.
7. Mention the officer of a conference.
8. What are the duties of a chairman?
9. What is the meaning of the underlined words in this sentence *If everyone is in favour of the motion, a resolution is passed.*
10. Describe the duty of a secretary.

2.6. Exercise 4

Fill in the blanks with appropriate articles (*the, a, or an*)

- a. Formotion to be passed it must be supported by requisite majority.
- b. firm which acts as host for conference will send out letters of invitation to delegates.
- c. documents are first drawn up, then reproduced for distribution.
- d. At end of session, chairman closes debate.
- e. speaker may address meeting from his places, or go up to rostrum.
- f. officers of conference include secretary who among other tasks keeps minutes at meetings.

- g. It is chairman's duty to keep meeting in order.
- h. foreign business man needs to have good grounding in commercial terminology.

2.7. Model of Text: At a Conference.

David Simpson is attending a conference at Brighton. The theme of the conference is "Translation For the Business World".

- Chairman : Ladies and gentlemen. Now that we have heard the main speakers, I declare the discussion open.
- Brand : Mr. Chairman, I just wish to say that in my capacity of export manager in large U.S. corporation exporting all over the world, I have found that it is always best where possible to use one's own translators.
- Lovelace : Mr. Chairman, I ask to speak.
- Chairman : Yes, Mrs – er –
- Lovelace : Miss Lovelace. Mr. Chairman, I'm sure what the last speaker says is very true, but my experience as a translator is that very few companies, at any rate in this country, are willing to take on translators as permanent staff at a decent salary. I remember in 1956 – or was it '57? – trying to get a job of this kind, and I must have applied to half a dozen firms, but none of them showed the slightest.
- Chairman : Thank you Miss Lovelace, but I'm afraid we're straying a little from the point under discussion. If I may just remind the meeting, our subject today is 'How can we train good translators?'
- Simpson : Mr. Chairman, I—
- Chairman : Yes. Mr — er — Simpson, isn't it?
- Simpson : That's right. Mr. Chairman. I must confess that I'm rather new in this field, but it has struck me that a commercial translator

must need a good deal of commercial experience, which he — or she — is unlikely to get unless he works in a commercial firm.

Brand : Right. That's just my point. I —

Chairman : Mr. Brand, I must remind you that all remarks should be addressed to the Chair.

Brand : I apologize Mr. Chairman. — May I go on?

Chairman : Yes, but please be brief — there are several other delegates who have indicated that they wish to speak.

Brand : Thank you. Well, Mr. Chairman, as I was about to say, I believe that a business translator should have both a sound linguistic and business training in the first place, and he should then be permanently employed by the corporation for whom he translates.

Chairman : Mr. Simpson.

Simpson : Mr. Chairman, I should like to ask whether any research work has been done to discover what in fact is the background of the translators used at present, and to what extent they are on the permanent staff of the firms that use them?

Chairman : Can anyone help us on this point? — No? — Well, this seems to be a question which should be resolved before we can go into our subject more deeply. Perhaps we should form a committee to look into it.

Simpson : I propose that Miss Lovelace should be on the committee.

Brand : I second that.

Chairman : Any more proposal? — Well, could I suggest that perhaps Mr. Brand and Mr. Simpson might serve on the committee also?

Voice : I second Mr. Brand.

Voice : I second Mr. Simpson.

Simpson : Mr. Chairman. I appreciate the honour, but I regret that I have to leave the conference tomorrow, so I am obliged reluctantly to refuse to serve on the committee.

Chairman : I think our committee should consist of at least three members, so could I please have another nomination.

Voice : I propose Mr. Fields.

Voice : Seconded.

Chairman : thank you. If there are no further nominations, it will be unnecessary to take a vote. And now I see it is just five o'clock, so I decide the meeting adjourned until tomorrow at 10 a.m.
(from Executive English)

2.8. Vocabulary

Here are the vocabulary in the model of the conference above.

1. theme = subject.
2. in my capacity of = while acting as
3. decent = reasonably good.
4. straying = wandering away from, not keeping to the point.
5. addressed to the chair = spoken to the chairman in other words Brand should have begun his remark by saying "Mr. Chairman".
6. sound = thorough, reliable.
7. resolved = to which an answer should be found.
8. go into = examine.
9. look into = examine, o into.
10. reluctantly = unwillingly.
11. nomination = proposal of a candidate.

2.9. Exercise 5

Write 'TRUE' if the statement(s) are correct, or "FALSE" if the statements are incorrect.

1. David Simpson is the chairman.
2. David Simpson is an delegate.
3. The conference is taken place in London.
4. Mr. Brand is the chairman.
5. Translator is needed in the business world.

6. Miss Lovelace describes something which strays from the point of discussion.
7. David Simpson disagrees to the idea of hiring a translator in the business world.
8. A business translator should have both a sound linguistic and business training.
9. The translator of the company is the permanent staff.
10. Mr. Simpson agrees to serve on the committee.

2.10. Exercise 6

Answer the following questions based on the model of the conference.

1. What was the theme of the conference?
2. How many people asking for the floor after Miss Lovelace?
3. Why did the Chairman remind Miss Lovelace to be brief?
4. What is the meaning of "I must confess"?
5. Do you think that a translator is needed in the business world?
6. Why did the chairman remind Mr. Brand?
7. Did the chairman permit Mr. Brand to go on talking?
8. Why did the chairman propose to form a committee to examine, why the translator is needed?
9. Who should be on the committee?
10. Why did not Mr. Simpson agree to serve on the committee?

2.11. Exercise 7

Work in a group to prepare a meeting. One of the members should act out as the chairman, who should open the meeting and keep the meeting in a good order. The other members should speak up. Follow the example. One of you should stray away from point under discussion, the other one should act out as the speaker who forgets to address the chairman. The point of discussion is *Holding A Farewell Party*.

- Tugas kelompok :
 Bermain peran sebagai ketua rapat yang sedang memimpin rapat tentang mengadakan pesta perpisahan. Anda dan kawan-kawan membicarakan kapan, dimana tempat perpisahan tersebut, biayanya darimana, siapa yang diundang, acaranya apa, dsb.
 Bermain peranlah seperti dalam contoh, ada yang bicara tanpa mengatakan sesuatu kepada ketua, ada yang bicaranya menyimpang, dsb.
 Selamat berlatih, buat dulu scenario dan dialognya.

2.12. Tes Formatif 2.

I. Complete the following sentences :

1. Chairman : "Ladies and gentlemen, I the meeting open.
2. B : "Mr. chairman, may I?"
 Ch : "yes, Mr. B, please go on".
3. The duty of the chairman is to keep the meeting in a order.
4. At of the session the chairman of the debate.
5. Simpson : "Mr. chairman I the honour but I regret that I have to the conference tomorrow.

II. Choose the best choice.

1. Large meeting is called
 A. seminar B. work shop
 C. graduation day D. conference
2. The congress is in session means
 A. is taking place B. is over
 C. was over D. happened last week
3. have youthe letter of invitation of BIPA conference?
 A. accepted B. get
 C. received D. receive
4. I proposed that Miss Lovelace the committee.
 A. is in B. shall be in C.on D. should be on

5. The synonym of to intervence is to
- A. stop B. begin C. interrupt D. start

Tindak lanjut dan umpan balik

Cocokkanlah jawaban Anda dengan kunci jawaban tes formatif yang ada pada bagian akhir modul ini. Hitunglah jawaban yang benar kemudian gunakanlah rumus dibawah ini untuk mengetahui tingkat penguasaan Anda terhadap materi.

**Rumus =
yang dari bagian I x 2 + yang betul dari bagian II x 2 dibagi dua.**

Contoh : $\frac{(3 \times 2) + 4 \times 2}{2} \times 100\% = 70\%$

**Apabila tingkat penguasaan anda tercapai 70% ke atas, maka anda dapat meneruskan pembelajaran berikutnya.
Jika tidak, Anda harus mengulanginya.**

KEGIATAN BELAJAR 3

HOW TO BE A MODERATOR

Setelah Anda mempelajari kegiatan belajar 3 ini, Anda diharapkan dapat menjadi moderator yang mampu berbahasa Inggris dengan betul, antara lain memandu diskusi bersama pembicara.

3.1. Being a good moderator

Read the following example.

Master of ceremony : Ladies and Gentlemen, distinguished guest, good morning. (Ass, Wr. Wb).

Welcome to one day seminar held by Indonesia University of Education in corporation with British Council the theme of the seminar is The Importance of Reading Habit.

Now, allow me to invite the speaker Mrs. Campbell from British Council to proceed to the stage, please. And I would like to invite Mr. Firmansyah as the moderator to proceed to the stage. Mrs. Campbell and Mr. Firmansyah, please.

Mr. Firmansyah : “Ladies and Gentlemen, distinguished guest, dear lecturers and students, dear audience, good morning (ass, Wr. Wb.).

Allow me to introduce Mrs. Campbell who is the speaker this morning she would present her paper, entitled The importance of reading habit.

Ladies and Gentlemen, Mrs. Campbell was born in London, currently she is the chief of British Council. She was graduated from oxford University in 1983. She has been in British Council, Jakarta for 10 years.

Ladies and Gentlemen, she would present her paper in 45 minutes and we will spend the rest of the time for question and answers.

Ladies and Gentlemen, Mrs. Campbell.

.....

Thank you Mrs. Campbell. Ladies and Gentlemen, we still have 30 minutes for questions and answers. Allow me to invite the questions from the floor. Three questions for the first session, please. Do not forget to mention your name and your institution where you work, thank you.

(after finishing questions and answers).

Ladies and Gentlemen, this is the end of Mrs. Campbell's presentation. Let us give her a big applause for her lucid presentation.

Thank you very much for your attention.

3.2. Exercise 1

Complete the following sentences.

1. Ladies and Gentlemen, guests, good morning.
2. Welcome to, which is held this morning.
3. Allow me to the speaker.
4. Mr. is the professor of, he got his PhD in Melbourne Uni, in 1998.
5. he will his paper in 30 minutes.
6. Reading habit is very for us.
7. Mrs. Campbell in Indonesian for 10 years.
8. Ladies and Gentlemen, allow me to
9. I would like to my paper entitled the importance of reading habit.
10. Welcome to seminar.

3.3. Exercise 2

Put the verbs into the correct form.

1. Seminar (be) different from congress.
2. I (be) invited to have a talk last week.
3. You (attend) the conference held by TEFLIN Committee last week.
4. The chairman (open) the discussion.
5. if the delegates (be) unable to attend the meeting (send) letters to the committee.

Cocokkanlah jawaban Anda dengan kunci jawaban yang ada pada bagian akhir modul (BBM) ini.

KEGIATAN BELAJAR 4

THE METHOD OF PREPARING AND DELIVERING A SPEECH

Anda diharapkan mampu berpidato dalam bahasa Inggris, setelah Anda membaca informasi dibawah ini.

4.1. Preparing a Speech

These are the steps that you have to do before delivering a speech.

1. Determine the purpose for which you speak.
 - Good public speaking is purposeful.
 - Determine the time and energy spent in preparing.
 - Prepare in a systematic and reasonable manner.
 - Begin with the statement of your purpose in speaking.

2. Select the central idea o the speech. (humour and narration, exposition, argument, motivation).

3. Being a speaker, you should do the followings ;
 - To gain attention, to attract the audience's attention, based on these devices :
 - **enthusiasm**
 - **organization**
 - **variety**
 - **novelty**
 - **familiarity**
 - **unity**

Enthusiasm → be vigorous (strong and powerful speaker). Use highly specific language and supporting material.

Organization → the message should be meaningful, clear and understandable.

Variety → voice, pronunciation physical movement, gesture should be appropriate.

Novelty → something new. Novel technique = funny story, a memorable example.

Familiarity → be friendly; keep on smiling.

Unity → to refer to the audience, to make the audience laugh together be humorous, open, to understand others.

4.2. Some examples of speeches

Speech 1

NATIONAL SEMINAR ON TEACHERS.

Honourable Chief Guest, Ladies and Gentlemen.

This is a big moment for me because I am addressing you, teachers, whom I regard as the most important members of our community. From my childhood, I have always maintained a deep respect for teachers.

Teacher are builders of our society and you may say, our civilisation. The students of today will build up and propagate the civilisation of tomorrow. Once a film actress was asked the question as to what she thought about teachers, she replied that she considered teachers to be the most perfect of beings. She was in a way right, because the students who is being taught thinks his teacher as the be-all and end-all of superiority.

I may tell you another small episode which is relevant in this context. I knew the head of our coaching institute who used to get lots of school drop-outs and rowdy students of low intellectual levels, who took coaching from this institute to appear as private candidates in school-final examinations. Before selecting a teacher, he would provisionally put a teacher in the most indiscipline class. If the teacher could manage that

class, could keep the class quite, then he was in, he require no other recommendations.

I think I would tell all you teachers to keep this mind that if a teacher is good in his or her field of teaching and if this teacher loves the students, and is committed to teach them, then that teacher would be doing his duty in the best manner. As teachers, I think we must remember one thing, and that is, that the students are not our competitors, they are our wards. There is no good student or bad student, but just 'student' who of course has his or her limitation of intelligence, his capacity of take-in and reproduce, that is all.

Parents and teachers are the two pillars of a child's citadel. The structure of the child's life and career does rest on these two pillars, and if the parents on the one hand and the teachers on the other guide the child in the right direction, then there is every certainly that the children, all children would bloom to the best according to their inherent calibre.

Ladies and Gentlemen, teaching is one of the noblest of professions, and a sacrificing one too. It is sacrificing because the students learn not only from the words of the teachers, but also from the life and mode of conduct of the teacher. Teaching is a very responsible job. I wish all teachers every where will realise their responsibilities.

(from Whiteman, reading made Speeches).

Speech 2

MARRIAGE ANNIVERSARY.

Ladies and Gentlemen.

It is with great pleasure I announce that at this fifth anniversary of Mrs. And Mr. D'souza, our very good friends, we congratulate them and wish them a long married life and eternal happiness.

All our friends will bear with me that it was a very happy occasion for us when we attended the marriage of these love-birds, when with much amusement we noticed that they had eyes for only each other no one else. I hope my friend D'souza and Mrs. D'souza will forgive us for mentioning this, but I mentioned this on purpose to point out to you friends, that we would pray to the Heavens so that all married couples may be blessed with love at their marriage.

Then, friends, we remember their first anniversary and we saw strengthening and maturing of their love in their actions and glances, and our happiness knew no bounds. Love is the foundation of marriage, and with such a married couple as D'souza among us, we feel ourselves to be lucky.

The married life of the D'souza was further blessed with their first born, their darling son, and we the close friends of D'souza found contentment to see them finally settle down in family-life.

At this fifth anniversary we see them blooming out properly, spreading out the petals of married life. We wish them, unhindered peace and joy in their joint-life forever, and while praying for them to have all the material prosperity and happiness, I for one, would like to come back to them every year, on this date, with my family and friends, to say to them 'many happy returns of the day'.

4.3. Exercise 1

Complete these sentences by choosing the words in the brackets.

1. Ladies and Gentlemen, on behalf of (=atas nama), I would like to thank the for coming to my birthday party.
(niece's, committee, host and hostess, guests)

2. I have always deep respect for teacher. (argued, maintained, dislike, disagreed)
3. The teacher should be able the class (to manage, managing, managed)
4. teachers must keep this that they must love their students (in heart, in mind, in brain)
5. Ladies and Gentlemen, teaching is one of the of professions, and a sacrificing too. (noble, nobler, noblest)

4.4. Exercise 2

Choose the words in the box to complete the sentences.

a) anniversary	b) a long married life
c) attended	d) pray
e) the foundation	f) happiness

1. Congratulations on your marriage We wish you
2. We the wedding ceremony of Mr and Mrs. D'souza last week.
3. Love is the of marriage.
4. We would for your true happiness.
5. When is your wedding

4.5. Exercise 3

Complete these sentences.

1. Ladies and Gentlemen, I'd now like to Mr. Rey to present his main points in his paper, with in 25 to 30 minutes.
2. Then We will the rest of the time, about 15 to 20 minutes for questions and answers.
3. Mr. Rey, proceed to the stage.

4. Ladies and Gentlemen, on behalf of all the in this session, I'd to extend my and thanks to Mr. Rey for a lucid presentation He a big applause. Thank you.
5. On of committee members, as a symbol of our gratitude, we'd to present a of appreciation (kenang-kenangan) to the speaker. I would like to request the Dean of the Faculty of Language and Arts present this token to Mr. please

Cocokkanlah jawaban Anda dengan kunci jawaban yang ada pada bagian akhir modul (BBM) ini.

4.6. Tes Formatif 3.

I. Answer the following questions.

1. What is the meaning of subsistence?
2. Describe the duty of a chairman.
3. When do you say : "I ask for the floor?"
4. a) Have you attended a seminar?
b) Can you describe the situation?
5. Who should write the minutes?

II. Complete the following sentences by choosing the word within brackets.

1. The conference in holiday Inn last week.
(held, was held, hold)
2. Margareth the conference with her boss. (past T)
(attending, attends, attended)
3. At the conference, there were a lot of from various cities and towns. (directors, engineers, delegates)
4. One of the delegates, a speech in the rostrum.
(delivering, was delivered, delivered)

5. He his opinion on the importance of the translator in the business world. (applied, put forward, looked into)
6. Being a speaker, we should the audience. (interest, attract, attractive)
7. Good public speaking is (purposeful, purpose, propose)
8. The moderator the key note speaker on the conference held yesterday. (invites, invited, was invited)
9. Madam chairman has to at the meeting. (open the session, introduce the session, write the minutes)
10. On of the committee, I would like to thank all the speakers. (behalf, half, connection)

Tindak lanjut dan umpan balik

Cocokkanlah jawaban Anda dengan kunci jawaban tes formatif yang ada pada bagian akhir modul ini. Hitunglah jawaban yang benar kemudian gunakanlah rumus dibawah ini untuk mengetahui tingkat penguasaan Anda terhadap materi.

Rumus :

N = yang betul pada bagian I x 2 + yang betul pada bagian II x 2 dibagi dua x 100%.

Contoh : Bagian I = betul 3 → 3 x 2 = 6
 Bagian II = betul 7

$$N = \frac{6 + 7 \times 100\%}{2} = 65\%$$

KEGIATAN BELAJAR 5

UNDERSTANDING MISCELLANEOUS SPEECH: BEAUTY CONTEST.

Setelah Anda mempelajari kegiatan belajar empat (4) ini, Anda diharapkan mampu mengidentifikasi dan menjelaskan jenis pidato yang topiknya bermacam-macam.

5.1. A speech in a beauty contest

Dibawah ini adalah contoh pidato yang diambil dari jenis topik kontes kecantikan. Marilah kita pelajari dengan seksama.

Beauty Contest.

(speech of chairman. Organising committee)

Mr Chairman of the Jury of Judges members of the judges, excellencies, Honourable Guests, Ladies and Gentlemen.

I have the honour to present to you a very glamorous pageant of beautiful ladies who have placed them in a competition for selection as the Beauty Queen of the year.

These young girls, will now pass before you in a parade of beauty. There are exactly fifty five beautiful ladies from all over the world. These are not ordinary girls, mind you, ladies and gentlemen, but they are the queens of their own countries, the most beautiful girls, pride of their nations, who have worn the crown of beauty queens in their respective lands. Ladies and Gentlemen, please give them a big hand as they pass before you on the stage.

We believe these contests are very important to distinguish and find out the best beauties who also are endowed with best brains. The questions they answer instantly without batting their eyelashes, are much above ordinary intelligence. Also the tests they go through would at once pronounce them as extra ordinary persons.

Ladies and Gentlemen, our contest is about to begin and I am sure that at the end of the contest we will have before us three Young Ladies, the Winner, the First runner up and the Second runner up, who have combination of the best beauty and best brain.

Thank you.

5.2. Exercise 1

Write True (T) or False (F) after reading the statements.

1. Organising committee is panitia penyelenggara.
2. The speaker is the chairman of the Jury of the Judges.
3. The beauty contest is held in Asia.
4. The competition is held to select the beautiful princess.
5. Beauty contest is held to select the beauty queen of the year.
6. They are ordinary girls who come from different countries.
7. These beautiful girls should be smart or they must have best brains.
8. They will be appointed to be the best speakers only.
9. They will be crowned to be extra ordinary persons.
10. The jury will finally select 4 young ladies to be crowned.

5.3. Exercise 2

Answer these questions.

1. Are you interested in Beauty Contest?
2. Do you agree to the idea that Indonesian girls should take part in Beauty Contest?
3. mention the qualifications of the Beauty Contest!
4. What do you think of the public issue, relating to Beauty Contest in Indonesia?
5. Explain the following expression “beauty is in eyes of the beholders”.

Cocokkanlah jawaban Anda dengan kunci jawaban yang ada pada bagian akhir modul (BBM) ini.

5.4. Tes Formatif 5

I. Choose the best choice.

1. ladies and gentlemen, I have theto present to you a very glamorous pageant of beautiful ladies.
 - A. honourable
 - B. honour
 - C. time
 - D. beautiful
2. That singer sang last night.
 - A. beauty
 - B. beautiful
 - C. beautifully
 - D. beautify
3. Being the speaker he should
 - A. be communicative
 - B. communicator
 - C. able to make speech
 - D. communicative
4. Those girls are to participate in the contest.
 - A. want
 - B. will
 - C. willing
 - D. willingness
5. To take part in the contest means to in the contest.
 - A. go
 - B. come
 - C. participate
 - D. joining

II. Use the following words or expressions in your own words.

- a) honourable guests
- b) on behalf of
- c) to beautify
- d) beauty parlour
- e) to attend the conference.

Tindak lanjut dan umpan balik

Cocokkanlah jawaban Anda dengan kunci jawaban tes formatif yang ada pada bagian akhir modul ini. Hitunglah jawaban yang benar kemudian gunakanlah rumus dibawah ini untuk mengetahui tingkat penguasaan Anda terhadap materi.

Rumus :

$N = \frac{\text{yang betul pada bagian I} \times 2 + \text{yang betul pada bagian II} \times 2}{2} \times 100\%$.

Contoh : $N = \frac{(3 \times 2) + (4 \times 2)}{2} \times 100\% = 70\%$

KUNCI JAWABAN LATIHAN (EXERCISES)

Kunci jawaban

Kegiatan Belajar 1

1.3. Exercise 1

Tidak disediakan kunci jawaban. Silakan kembangkan sesuai dengan perintah. Anda disarankan untuk menggunakan kamus.

1.4. Exercise 2

- a) perwakilan
- b) mewakili
- c) tugas
- d) ditugasi
- e) perkenalkan saya untuk mengenalkan
- f) ternyata (dalam keadaan terkejut)
- g) bagus, indah, baik

- h) menyilaukan
- i) Steak T Bone
- j. makanan enak

1.5. Exercise 3

- a) The captain of the group was Faiz
- b) There are five members.
- c) He is the spoke-person.
- d) To introduce the members and to invite the speakers.
- e) Yes, I have/no I have not.
- f) In the city.
- g) Yes there are.
- h) No, they did not.
- i) They dreamt about going to Melbourne city.
- j) No, it was not.

1.6.Exercise 4

Tidak disediakan kunci jawaban, Anda dapat melihat isinya dalam contoh teks dalam kegiatan belajar 1

Kegiatan belajar 2

2.3. Exercise 1

Tidak disediakan jawaban. Anda dapat menggunakan kamus ketika menerjemahkan

2.4. Exercise 2

Tidak disediakan jawaban. Anda dapat membuat kalimat sendiri. Anda disarankan menggunakan kamus.

2.5. Exercise 3

1. a) Conference is a large meeting.
b) Seminar is kind of meeting where the participants listen to the speakers who put forward their idea, then they can ask questions or put forward their argument if it is needed.
2. A delegate = a representative
3. To prepare the conference to recruit the officers, to send out letters of invitation to delegates.
4. officers of the army = para perwira angkatan darat

officers of the conference = para pengurus.

5. To give information of their identities.
6. Subsistence allowance = food and drink
7. chairman, secretary.
8. To open and close the session, to chair the debate/discussion.
9. agrees to the motion.
10. to write the minutes during the conference.

2.6. Exercise 4

- a) a; --
- b) A; --; the; --; a; --; --; --;
- c) --;
- d) the; a ; the ; the
- e) the; the; the
- f) --; a; a; --;--; the
- g) the; the;--
- h) A; A; A;

2.9. Exercise 5

1. F
2. T
3. F
4. F
5. T
6. T
7. F
8. T
9. T
10. F

2.10. Exercise 6

1. "Translation For the Business World"
2. Two persons
3. Because she did not say straight to the point

4. Saya harus mengatakan yang sebenarnya
5. yes
6. because Mr. Brand did not ask for the chairman's permission to speak
7. yes
8. because there was a subject to be resolved
9. Miss Lovelace
10. he had to leave the conference a day after

2.11. Exercise 7 (Tidak disediakan kunci jawaban)

Kegiatan belajar 3

3.2. Exercise 1.

1. honourable/distinguished.
2. the conference
3. introduce
4. Mr. Ahmad Atar – of Biology
5. present
6. Important
7. has been
8. invite the first speaker, Mr
9. to present or to read
10. one day seminar

3.3. Exercise 2

1. is;
2. was;
3. did you attend
4. is going to open
5. is; will send

Kegiatan belajar 4

4.4. Exercise 1

1. host – guest – niece's

2. maintained
3. to manage
4. in mind
5. noblest

4.4. Exercise 2

1. b) a long married life.
2. c) attended
3. e) foundation
4. d) pray
5. a) anniversary

4.5. Exercise 3

1. to invite
2. spend
3. please
4. members of committee; I'd like; my appreciation he deserves.
5. behalf; we'd like to; a token; Mr. Anderson, please.

Kegiatan Belajar 5

5.1. Exercise 1

1. T
2. F
3. F
4. F
5. T
6. F
7. T
8. F
9. T
10. F

5.3. Exercise 2 (Tidak disediakan kunci jawaban)

KUNCI JAWABAN TES FORMATIF

1.7. Tes Formatif 1.

1. C
2. D
3. B
4. A
5. C
6. D
7. B
8. C
9. B
10. A

2.12. Tes Formatif 2

1. I declare.

2. ask to speak or ask for the floor?
3. good order.
4. at the end of the session.
5. I appreciate – to leave.

II 1. D

2. A
3. C
4. D
5. C

4.6. Tes Formatif 3

I 1. Subsistence = food and drink.

2. To open and close the session, to chair the meeting.
3. When I want to speak.
4. Yes, I have/no I haven't
5. The secretary should.

II 1. was held

2. attended
3. delegates

4. delivered
5. put forward
6. attract
7. purposeful
8. was invited
9. open the session
10. behalf

5.4. Tes Formatif 4

I 1. B

2. D

3. A

4. C

5. C

II. (Tidak disediakan jawaban, cocokkan dengan tutor Anda).

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