

## *a. Identity*

**Subject:**

**English literature**

**Semester:**

**One**

**Time allocation:**

**7 X 45 minutes**

### **BASIC COMPETENCE**

**3.1 membedakan fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk formulir isian yang digunakan di perusahaan /bank/instansi lain, dengan memberi dan meminta informasi terkait jati diri dan informasi yang relevan, sesuai dengan konteks penggunaannya**

**4.1 menangkap makna secara kontekstual terkait fungsi sosial, struktur teks, dan unsur kebahasaan teks khusus dalam bentuk formulir isian yang digunakan di perusahaan /bank/instansi lain, terkait jati diri dan informasi yang relevan**

**BUSINESS  
FORMS,  
SIMPLE  
PRESENT  
PRESENT  
CONTINU  
OUS**

## *Learning purpose*

*In this chapter, you will learn about kinds of business forms and how to fill in it. Surely, you will have to know the proper grammatical structure used to understand the meaning of the instructions or information found in the forms. Practicing by creating your own form is needed to enhance your understanding on the social function and the text structure of the forms.*

## B. Concept mapping



## C. Learning process

**GENERAL INSTRUCTION :** You have to do the activities step by step to understand the learning material. At the end, there will be an evaluation to test your level of understanding on the material. When your level is above the passing score, you may continue to the next material. Before you ask for the evaluation, please ensure yourself that you have already mastered the whole material in this chapter.

### Before learning :

To begin the lesson, answer the questions below!;

1. Have you ever filled in a form?
2. What kind of form is it?
3. What is the function of a form in general?

### whilst learning

#### Activity one

Now, you will learn the simple business form. Read this:

<b>House Rent Receipt</b>	
	Date: 7 August 2020
	Receipt no: 102
Received from: <b>Mr. Anton</b>	
Address: <b>Flower street no 75, Surabaya</b>	
Phone number: <b>08122222333</b>	
For payment of: <b>A house at Orchid Street no. 22, Jember</b>	
From: <b>15 August 2020</b> to: <b>14 August 2022</b>	
Cash:	Total amount to be received: <b>20,000,000 IDR</b>
	Amount received: <b>15,000,000 IDR</b>
	Balance Due: <b>5,000,000 IDR</b>
Received by: <b>Mr. Risang</b>	
Signature of person who rents	Signature of the person in charge

**After reading the form, answer the questions below!**

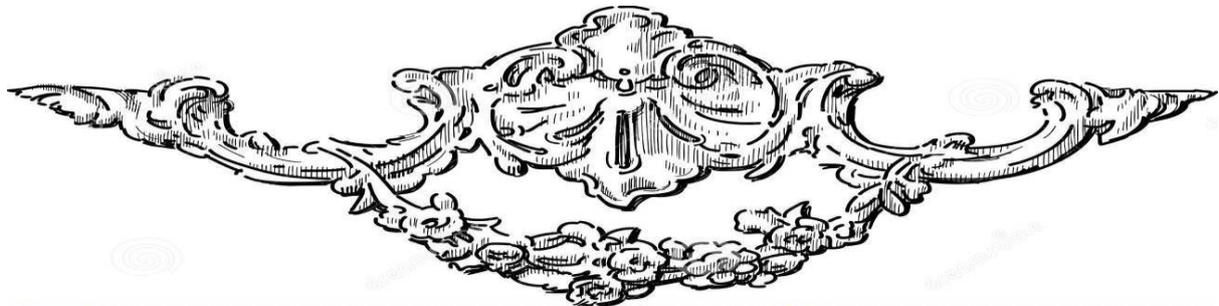
1. What does Mr. Anton want to rent?
2. When does Mr. Anton submit or sign the receipt?
3. How does Mr. Anton do the payment?
4. How much does Mr. Anton owe?
5. How much does Mr. Anton pay for a year?

**Practice filling in the Event Proposal for a hotel below!**

## **EVENT PROPOSAL**

1. Name of person or company: \_\_\_\_\_
2. Person to be contacted: \_\_\_\_\_
3. Mail address: \_\_\_\_\_
4. Phone number: \_\_\_\_\_ Office phone number: \_\_\_\_\_
5. Name of the event: \_\_\_\_\_
6. The description of the event:
  - a. Location: \_\_\_\_\_
  - b. Date: \_\_\_\_\_
  - c. Time: \_\_\_\_\_
  - d. Invited person  / Public
  - e. Refreshment: Yes  / No
  - f. Meals: Breakfast  /Lunch  /Dinner
  - g. Liquor: Yes  /No
7. Payment: Cash  /Cheque  /Money Order

Signature: \_\_\_\_\_



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## GRAMMAR



In this part, you will learn Simple Present and Present Continuous.

Open this link:

<https://hedwigbooks.com/2018/07/07/tenses/>

And <https://hedwigbooks.com/videos-on-grammar/> Then, you can do the exercises below

### Activity two

**A. Substitute the word in the sentence by the given word or change the sentence form.**

**Make necessary change!**

e.g. The director is in his office.

- work: The director **works** in his office. (“works substitutes for “is”)
- (-): The director **does not work** in his office. (Positive form is changed into negative one)
- the workers: **The workers** do not work in his office. (“the workers” substitutes for “the directors”)

**The customer needs some information.**

- |           |               |           |
|-----------|---------------|-----------|
| 1. (-)    | 4. (+)        | 7. prefer |
| 2. (?)    | 5. a discount | 8. (?)    |
| 3. People | 6. Every one  | 9. (-)    |

**B. State whether each sentence below is True or False!**

- Advertisement helps business men promote their product.
- People are always interested in things on sale.
- Women spends their time watching online sales.
- We sends our products by train to other towns twice a week.
- Does the customers often complain on our service?
- The persons in the customer service look quite skillful and knowledgeable.
- The shopkeepers in this mall don't treat the customers warmly.
- Every one wish to get the lucky draw from this product.
- Is the marketing manager master the tricks of marketing product in such competitive markets?
- This form do not ask our signature.

## Activity Three

### A. Change the sentence below into the Present Continuous with the right time signal!

1. Young people have great creativity to start their own business.
2. Does the promoted director lead the board meeting himself?
3. Students of Economic Department produce their own food once a month.
4. Some companies often train high school students to be ready to work in a company.
5. The government reminds the entrepreneurs to focus on exporting.
6. A lot of people prefer to have online shop for some kinds of tools.
7. The shopkeepers explain the newest items to the buyers.
8. The marketing manager presents his new strategy of marketing to his staff.
9. The decoration in this restaurant attracts many people to enjoy their meals here.
10. The successful young entrepreneur shares his tips to succeed.



### B. Change the verb in bracket into the correct form! (Simple Present or Present Continuous)

Salesman: Please, have a look to our newest and limited chairs!

Customer 1: I never (see) the chairs with these models. (be) they new arrivals?

Salesman: Yes, Sir! We (have) some new models inside. Please, follow me.

Customer 2: I (look) for a garden bench.

Salesman: The garden benches (be) over there. Some people (try) sitting on them.

Customer 2: They (look) comfortable. I (go) there to see them.

Salesman: Then, which chair you (want) it?

Customer 1: Wait! I still (try) them one by one.

Salesman: Take your time! We (have) some more chairs delivered this week. If you (be) interested, we would like to send you the brochure.

Customer 1: Sure, thanks.

Salesman: Ok. Will you give me your phone number?

Customer 1: 081234567890

Salesman: Thank you. I will send it as soon as possible. So, will you wait for the next arrivals?

Customer 1: I think so.

## Closing :

TO see your mastery of the material in this chapter, please answer these questions!

1. What do you understand about a business form?
2. What is the social function of a business form?
3. What kinds of form do you know?
4. Which grammatical structure is usually used in the form?

### SELF-REFLECTION ON THE MASTERY OF MATERIALS

No	Questions	Yes	No
1.	Can you identify a business form?		
2.	Can you fill in some types of business form?		
3.	Can you make your own form?		
4.	Do you understand the uses of present tenses?		



**Let's be creative to survive!**