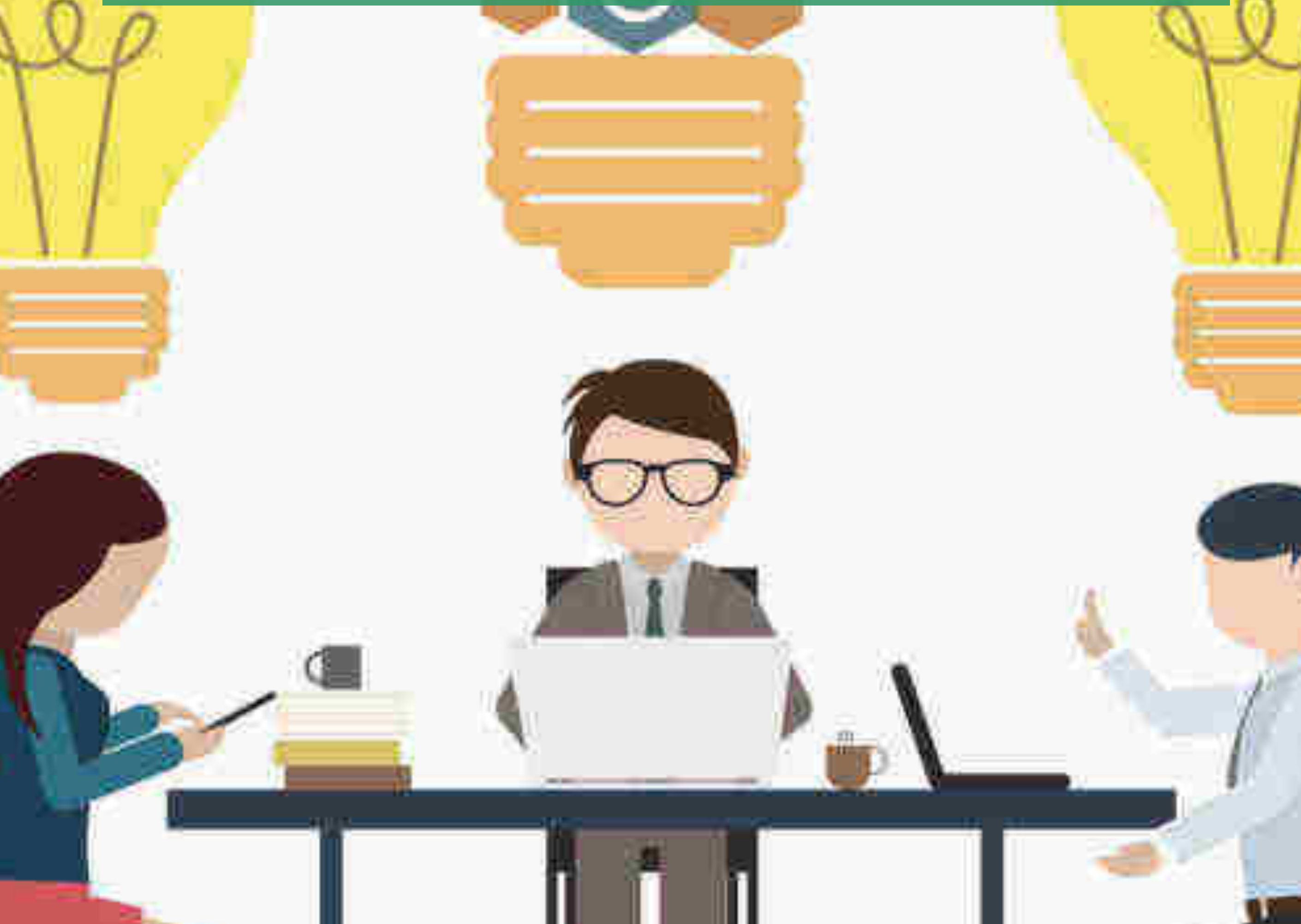


BUKU AJAR

LISTENING & SPEAKING FOR FORMAL SETTING

MENYIMAK & BERBICARA DALAM
KONTEKS FORMAL



**FITRIA RAHMAWATI
IKA WAHYUNI LESTARI
PUPUT ARFIANDHANI**

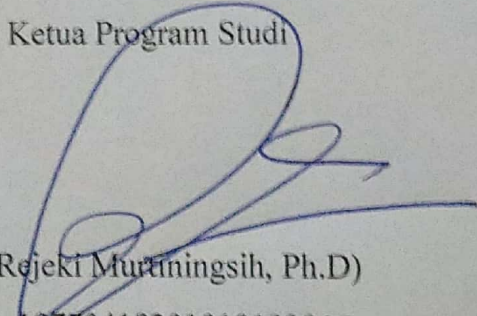
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FAKULTAS PENDIDIKAN BAHASA
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**LEMBAR PENGESAHAN
BAHAN AJAR NON ISBN**

1.	Judul	:	LISTENING AND SPEAKING FOR FORMAL SETTING
2.	Penyusun	:	Fitria Rahmawati, S.Pd., M.Hum. / Ika Wahyuni Lestari, S.Pd., M.Hum. / Puput Arfiandhani, S.Pd., MA.
3.	NIK	:	19871019201404193023 / 19860611201510193029 / 19891006201604193034
4.	Unit Kerja	:	Fakultas Pendidikan Bahasa/Program Studi Pendidikan Bahasa Inggris

Yogyakarta, 29 Mei 2019

Ketua Program Studi


(Sri Rejeki Murtiningsih, Ph.D)

NIK. 19770418201010193007

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BATANG TUBUH

Units/Lessons	Learning Outcomes	Language Expressions
Unit 1 (pages x - x) Good to see you! A. <i>Introducing self formally</i> B. <i>Introducing others formally</i>	Students are able to: ✓ greet others and respond to it ✓ introduce self formally ✓ introduce others formally ✓ discuss people's job, position and responsibility	✓ Greetings ✓ Introducing self ✓ Introducing others ✓ Discussing job, positions, and responsibility
Unit 2 (pages x - x) Would you like to join us? A. <i>Inviting someone formally</i> B. <i>Accepting an invitation formally</i> C. <i>Declining an invitation formally</i>	Students are able to: ✓ invite someone formally ✓ respond to an invitation formally	✓ Making a formal invitation ✓ Accepting a formal invitation ✓ Declining a formal invitation
Unit 3 (pages x - x) Who is speaking? A. <i>Making a formal phone call</i> B. <i>Answering a formal phone call</i>	Students are able to: ✓ making a phone call formally ✓ answering a phone call formally	✓ Introducing self/company on the phone ✓ Asking caller identity ✓ Taking and leaving a message ✓ Transferring a phone call ✓ Making appointment
Unit 4 (pages x - x) What do you think? A. <i>Asking for and giving an opinion</i> B. <i>Agreeing and disagreeing on someone's opinion</i> C. <i>Interrupting a discussion</i>	Students are able to: ✓ ask for and give opinions about an issue ✓ agree or disagree on an issue ✓ interrupt a discussion politely	✓ Asking for opinions ✓ Giving opinions ✓ Commenting on others' opinions ✓ Agreeing and disagreeing on someone's opinion ✓ Advising and suggesting ✓ Interrupting a discussion

<p>Unit 5 (pages x - x) Give a big of round applause! A. Opening a formal event B. Leading a formal event Closing a formal event</p>	<p>Students are able to: ✓ Plan an emceeing script ✓ Differentiate the use of salutations perform an emceeing for a formal event.</p>	<ul style="list-style-type: none"> ✓ Emceeing script ✓ Generic structure and language expressions of emceeing ✓ Salutations ✓ Tips and tricks of a formal emceeing ✓ Coping with nervousness
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Listening	Speaking	Tasks
<ul style="list-style-type: none"> ✓ Informal self-introduction ✓ Formal self-introduction ✓ Introducing others formally 	<ul style="list-style-type: none"> ✓ Greeting ✓ Asking for and expressing personal information ✓ Introducing others formally 	<ul style="list-style-type: none"> ✓ Formal self-introduction practice ✓ Conversation practice ✓ Speakers introduction ✓ Information gap activity: Employee Description
<ul style="list-style-type: none"> ✓ Making and responding to a formal invitation ✓ Accepting and/or declining an invitation 	<ul style="list-style-type: none"> ✓ Discussing some expressions used to invite and accept a formal invitation ✓ Talking about a plan/event for a specific date ✓ Discussing and agreeing on plans 	<ul style="list-style-type: none"> ✓ Discussion of plans for four occasions ✓ Role play: Practice situations to invite people for different occasions
<ul style="list-style-type: none"> ✓ Spelling names ✓ Directory ✓ Assistance calls ✓ Telephone calls ✓ Making and answering phone calls 	<ul style="list-style-type: none"> ✓ Asking for spelling ✓ Asking for and giving phone numbers ✓ Asking for someone on the telephone ✓ Having someone wait Asking if someone can talk now ✓ Explaining that you can't talk now 	<ul style="list-style-type: none"> ✓ Completing responses of a formal telephoning using appropriate language expressions ✓ Role play on telephoning skills based on the provided situations
<ul style="list-style-type: none"> ✓ Note taking on asking for, stating, and responding to an opinion 	<ul style="list-style-type: none"> ✓ Expressing asking for, stating, and responding to an opinion ✓ Agreeing and disagreeing to someone's idea/thought 	<ul style="list-style-type: none"> ✓ Debate: <ul style="list-style-type: none"> • Showing agreement and disagreement • Interrupting and arguing

<ul style="list-style-type: none"> ✓ Company/ business meeting ✓ Interrupting to join a conversation 		<ul style="list-style-type: none"> ✓ Meeting preparation sheet
<ul style="list-style-type: none"> ✓ Emceeing scripts ✓ Tips and tricks on a formal emceeing ✓ Coping with nervousness 	<ul style="list-style-type: none"> ✓ Discussing and performing an emceeing script ✓ Sharing strategies to cope with nervousness ✓ Performing an emceeing 	<ul style="list-style-type: none"> ✓ Completing an emceeing script for a formal event ✓ Simulation: Practice situations to emcee in formal settings both individually and in pairs



Objectives

- Students are able to greet others and respond to it
- Students are able to introduce self and others formally
- Students are able to introduce his/her job, position, and responsibility

UNIT 1 **Good to see you!**



Unit Goals

CONVERSATION

- Introduce yourself and others

SITUATIONS

- Greeting
- Introducing self and others
 - ✓ in formal situations (work- related situations)
 - ✓ in informal situations (daily life activities)
- Introducing Job, Positions & Responsibility

VOCABULARY PREVIEW

Jobs		Responsibilities	
Manager	Travel agent	In charge	Recruit
Supervisor	Civil servant	Responsible	Manage
Sales agent		Represent	Supervise