

**MODUL 4** 



Kementerian Pendidikan dan Kebudayaan Direktorat Jenderal Pendidikan Anak Usia Dini dan Pendidikan Masyarakat Direktorat Pembinaan Pendidikan Keaksaraan dan Kesetaraan Tahun 2017

**MODUL 4** 

# Announcements



Hak Cipta © 2017 pada Kementerian Pendidikan dan Kebudayaan Dilindungi Undang-Undang

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 + illustrasi + foto; 21 x 28,5 cm

**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.

### **Preface**

Pendidikan kesetaraan sebagai pendidikan alternatif memberikan layanan kepada mayarakat 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

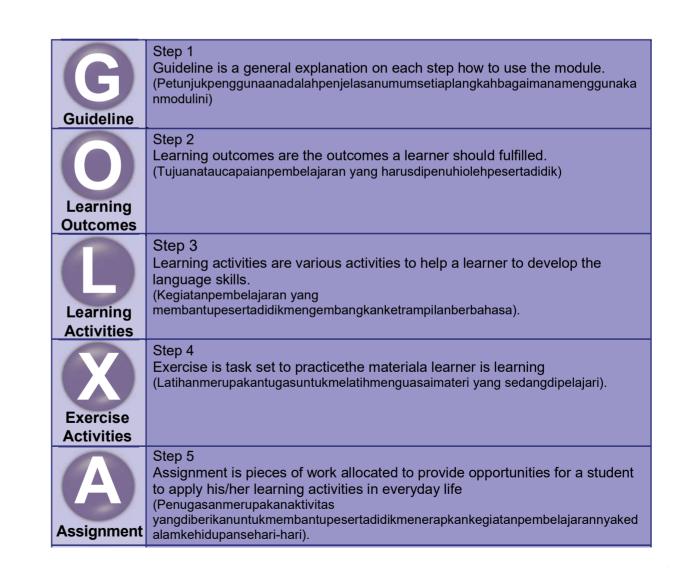
## Contens

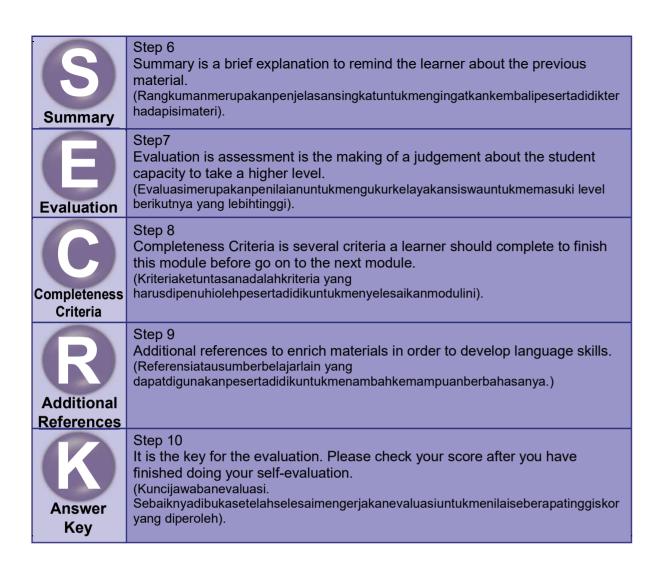
HALAMAN JUDUL	i
Kata Pengantar	iii
Contents	iv
Guideline	1
UNIT 1 Spoken Announcement?	3
Practical Reading	4
2. Practical Grammar	7
3. Practical Speaking	9
4. Practical Listening	17
5. Practical Writing	18
UNIT 2 Written Announcement?	19
1. Practical Reading	20
2. Practical Grammar	23
3. Practical Speaking	26
4. Practical Listening	29
5. Practical Writing	31
COMPLETENESS CRITERIA	36
REFERENCES	37
RECOMMENDED ADDITIONAL RESOURCESS	37
ANSWER KEY	38



How to use this module?

There are several steps in using this module:









#### 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

Bahasa Inggris Paket C Tingkatan V Modul 4

#### 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.taɪ/ Daftar riwayat hidup

Application letter /ˌæp.lɪˈkeɪ.ʃən ˈlet.ər / Surat lamaran

Tape/teip/RekamanOn air/ pn eər/MengudaraKnowledge/'npl.idʒ/PengetahuanExperience/ik'spiə.ri.əns/Pengalaman

Weather /'weð.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.



#### 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	а	Nroadcaster
12. Curriculum vitae	b	Essential
13. Application letter	С	Record
14. Announcer	d	Tool
15. Important	е	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.	
а	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

# EXERCISES

#### A. Fill the blank with the most suitable answer

21. Susan is w	earing	blouse today	<i>'</i> .
A. an	В. а	C. the	D. no article
22	food we at	e yesterday was ve	ery delicious
A. an	В. а	C. the	D. no article
23. This building	ng is design	ed by a	architect.
A. an	В. а	C. the	D. no article
24. She bough	t a book ye	sterday	book is very interesting
A. an	B. a	C. the	D. no article
25	elephant is	s a kind of animal.	
A. an	В. а	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

28.1 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 ledul 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 ledul 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."

gates B1-B10 

BOARDING CALL
FOR FLIGHT 4679
TO WORRIES AND
ANXIETIES...

#### 3. Flight announcements

#### a. Pre-boarding Announcement

Good afternoon passengers. This is the preboarding 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 reseat 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.

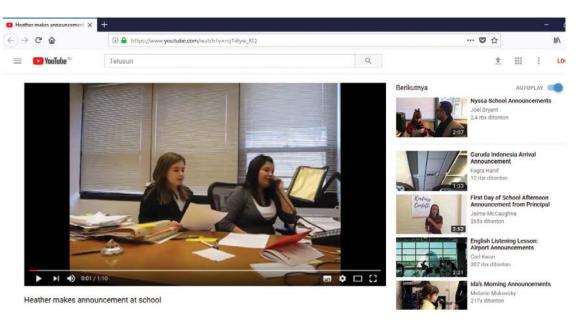
- This is a Bima (via Jogjakarta) terminating at PasarSenin.
- "May I have your attention please! Closed circuit television and remote video monitoring is in use at this station for your personal safety and security."
- "This is a safety announcement. It is not permitted to cycle, skateboard or roller 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."



#### Practice being an announcer

Access the internet and type this website to have on-line listening and speaking practicehttps://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.



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

#### 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.

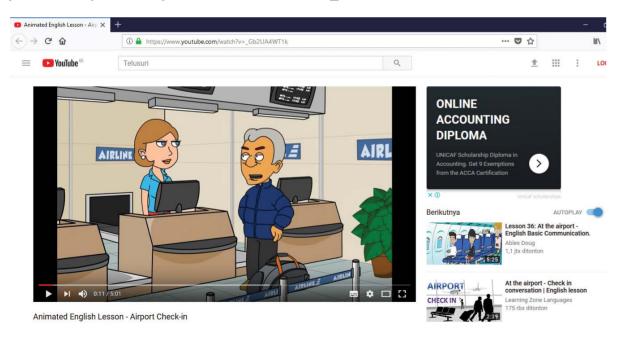
Teacher : Ok. Please read it?

Dani : Thank you Sir. I'll read it for ...... (44) students.

.....(45), please!

## ASSIGNMENT

Access the internet and type this website to have an on-line listening and speaking practice.https://www.youtube.com/watch?v= Gb2UA4WT1k



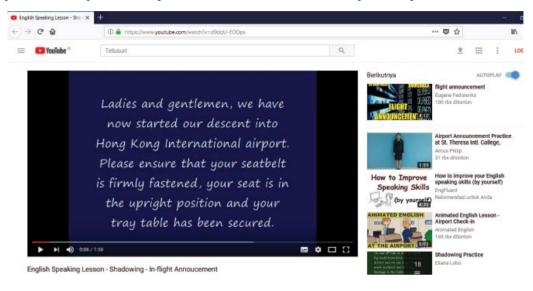
Watch the video, listen to the dialogue, and repeat it while reading the text which is shown on the video.

#### 4. Practical Listening



#### 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=\_xXDULss8zk&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 ledulAdha, 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 ledulAdha 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.



#### In this unit you will learn about:

- · Written announcements
- School written announcements
- · Invitation letter



- 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 /ˈriː.zən/ Alasan
Include /ɪnˈkluːd/ Termasuk
Graduation /ˌgrædʒ.uˈeɪ.ʃən/ Wisuda

/'kpl.id3/ College Perguruan tinggi Engagement /in'geid3.ment/ Pertunangan Marriage /'mær.ɪdʒ/ Pernikahan Wedding /ˈwed.ɪŋ/ Pernikahan Pregnancy /'preg.nən.si/ Kehamilan /b3:θ/ Birth Kelahiran Adoption /ne].qab'e/ 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 Kesetiaan /əˈliː.dʒəns/ Sukamenolong Helpfulness /'help.fəl/ Recognize /'rek.əg.naɪz/ Mengakui Present /pri'zent/ 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 peoplewrite?
- 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	Норе
		Wedding

#### 2. Practical Grammar

Demonstrative pronoun this, that, it, these, those, and they

Demonstrative pronoun is Pronounsthatpointtospecificthings: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	lt
PLURAL	These	Those	They

#### A. Fill the blank with the most suitable demonstrative pronoun

21 wa	as 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. ls ..... 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. F	riease give me	one or		
	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	lt	lt's	Its	Itself

3. Is the underlinedpersonal	pronoun in every sentence below true or false?
31. He often reads until late A. True	at night. B. False
32. You is running up and d	lown 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 r	much. They really cheer up the party.
A. True	B. False
36. Melissa isn't an architec	t; 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. TrueB. 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)

(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
weddina	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)

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

(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...

Bahasa Inggris Paket C Tingkatan V Modul 4

(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)

# EXERCISES

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



#### 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

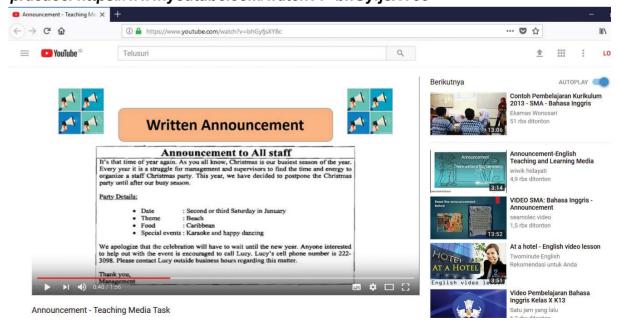
Diana : See you, Dani

#### 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=bhGvfisXY8c



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:** 

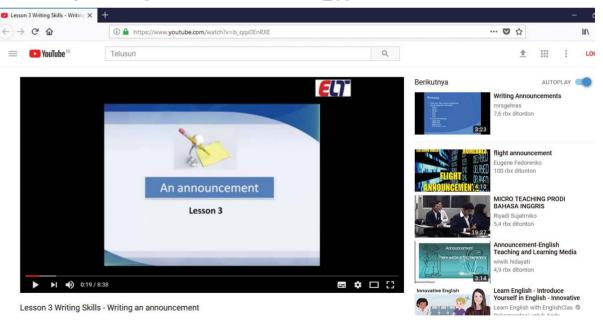
Dear Friends,

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)



#### b. Complete the blanks

#### **Book Club**

Are you interested in reading? we are. we (51) at Lauren's nouse every
(52) at four o'clock to read and(53) about our favourite books.
Every month we meet to(54) the next books. We usually by(55),
but we sometimes borrow them. Come to Book Club! Call Lauren on 07756277382
Computer Club
Do you like working with computers? Welcome to (56) club! We meet every
Tuesday at six o'clock in the school(57) to talk about computers and
(58) each other new skills. We also have a competition every year. Bring your laptop or tablet!
Join Computer Club! Don't (59). Phone Sami Turki today on 07710767262. Or
(60) our website: www.computerclub.com

## **ASSIGNMENT**

c. Write down an announcement and invitation for your own marriage using expressions of announcement and invitation.

### **EVALUATION**

a. Read the passage and answer the questions (15 points).

#### "ALUMNI CARD LAUNCHING"

To celebrate the 11th Foundation Anniversary of PKBM Titian Mulia, the alumni association will organize an Alumni Association Member Card Launching. The event is going to take place on December 7, 2017 at 10:00 am at Garden Palace Hotel.

On this regard, we are cordially inviting you to attend the event to meet your old friends, classmates, acquaintances and teachers, reminiscing memorable experiences and sharing stories of success and most specially to renew our commitment to the noble ideals of our beloved PKBM stakeholders.

The registration charges are IDR. 300.000,- per person payable at the venue. These charges include Alumni T-shirt, AlumniAssociation Member Card, Alumni souvenir, dinner, and music performance. The benefits for those alumni PKBM Mulia who has Alumni Association Card are:

- Having an authority to access information about the management of alumni associationorganization, including its financial management.
- Having a chance to attend every seminar that will be organized by alumni association for free.
- · Having an opportunity to join alumni association businesses group.

For further inquiries, please contact our Alumni Secretariat at (031) 330-4114 or text us at 081330401471.

We look forward to your attendance.

- 1. What event will be conducted to celebrate the 11th Foundation Anniversary of PKBM Titian Mulia?
- 2. When will the alumni associationorganize an Alumni Association Member Card Launching?
- 3. Where will the event take place?
- 4. What can the attendant do in the event?
- 5. Who organizes the event?
  - b. Read the article again! Choose true or false! (5 Points)
- 6. An alumni Association Card holder can join the Alumni Association business group.

A. True

B. False

7. An alumni Association Card holder is allowed to know the Alumni Association financial management.

A. True

B. False

8. Those event attendants who have paid IDR 300.000,- may not have a souvenir.

A. True

B. False

9. Attendants can pay the charge at the venue.

A. True

B. False

10. There are four contact numbers available for further inquiries.

A. True

B. False

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

11. attendance	а	club
12. organize	b	a person known informally
13. association	С	place
14. cordially	d	achievement
15. acquaintances	е	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. a	an	В. а	C. the	D. no article
22		. filmlwatchedl	last week was	very interesting
A. a	an	В. а	C. the	D. no article
23. Thi	is picture is	painted by	gre	eatartist.
A. a	an	В. а	C. the	D. no article
24	24 arethe boys I met yesterday.			
A. t	hat	B. this	C. those	D. such
25. Ar	e	your frie	nds?	
A. t	hat	B. them	C. those	D. this
26		is such a nic	e song.	
		B. those		D. this

27		are great ch	ildren.			
	A. such	B. those	C. this	D none		
28. One ofstudentshas an interesting story.						
	A. that					
29		people work	at the same p	lace.		
	A. those		•	D.this		
30		cat does not	eat meat.			
	A. this			D. such		
	e. Rearrange	e these words	s into good se	entences (15 points)		
	· ·		J	, ,		
31	. idea – have –	you – an – do	?			
32	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 reacthem loudly: (15 points)						
	(3	6), 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)repo						
an	and submit it to (39) class guardian. If there is (40) questio					
the	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.



## 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	



- Azar, Betty Schrampfer. 1989. Understanding and Using English Grammar. New Jersey: Prentice-Hall, Inc.
- Tilbury, Alex. Theresa Clementson. Leslie Anne Henda and David Rea. 2010.
   Cambridge: Cambridge University Press
- https://www.wikihow.com/Be-a-Radio-Announcer on October 29, 2017.
- https://fallout.gamepedia.com/Outstanding\_Orator on October 29, 2017.
- 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=d9dgU-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\_ggx0EnRXE. on November 12, 2017



## **RECOMENDED ADDITIONAL RESOURCES**

- https://www.youtube.com/watch?v=\_xXDULss8zk&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

Bahasa Inggris Paket C Tingkatan V Modul 4



#### 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

uiciii		
5. audience	31. Tom wants to be an arc	hitect.
6. B	32. My father has a house in	n Surabaya
7. A	33. The sun is shining bright	tly today
8. A	34. Send this book to the tea	acher please
9. B	35. Don't forget to close the	door
10.A	36. attention	
11. I	37.day	
12.G	38. an	
13.J	39.a	
14.A	40.the	
15.B	41. please	
16.K	42.read	
17.C	43. what	
18.D	44.the	
19.E	45. attention	
20.F	46.the	
21.B	47. their	
22.C	48.a	
23.A	49.a	
24. C	50. your	
25.D	51.A	56. Attention
26.A	52.B	57. For
27.A	53.A	58.at
28.A	54.A	59.on
29.B	55.B	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	34. A
8. A	35. A
9. B	36. B
10. B	37. B
11. F	38. A
12. K	39. A
13. G	40. B
14. l	41. you
15. J	42. this
16. E	43. we
17. A	44. your
18. D	45. you
19. B	46. A
20. C	47. A
21. A	48. A
22. C	49. B
23. D	50. B
24. B	51. meet
25. C	52. Thursday
26. D	53. talk
27. A	54. decide
28. A	55. them
29. B	56. our
30. C	57. library
31. A	58. teach
32. B	59. wait

60. visit

33. B

30.B

#### **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