

# ENGLISH MODULE

## for the Faculty of Engineering



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## PREFACE

This module is a prototype English coursebook intended as an effort to provide more suitable instructional material in the teaching of English as a general subject in Yogyakarta State University. Rigorously based on English for Specific Purposes and Communicative Language Teaching Methodology, this course book has been developed under the following views:

- 1) That there should be a main English coursebook provided for English as a general course in each study program/faculty.
- 2) Such English should be orientated to the students' needs for English relevant to their subject matters in each study program/faculty.
- 3) English as a general subject should ideally be taught by subject-matter lecturers/instructors in each study program/faculty.
- 4) Instructors should take their role as co-lecturers or language consultants to students when linguistic information and problems need to be explained.

This coursebook is an accomplishment of subject matter lecturers in collaboration with the language consultants of the Centre for Language Development and Services, Yogyakarta State University, through selective and careful validation processes. Instructors may use this material in its present form, emphasizing certain sections considered most relevant to their students. It is equally possible to select certain lessons within the module and add with their own materials to fulfill the semester requirements.

Hopefully, this prototype text can be used widely as the main course materials in the university, and lecturers can evaluate how effective the book is to facilitate the students' learning. Thus improvement to this course book can be made from year to year. Acknowledgements of gratitudes are addressed to the Indonesia International Education Foundation (IIEF) in Jakarta, Rector of the Yogyakarta State University, Deans of Faculties, Heads of Study Programs, and Director of the Language Development and Services Centre for making possible the production and dissemination of this coursebook.

August 2007

Samsul Maarif, M. A.

Head of the PPBI-P3B

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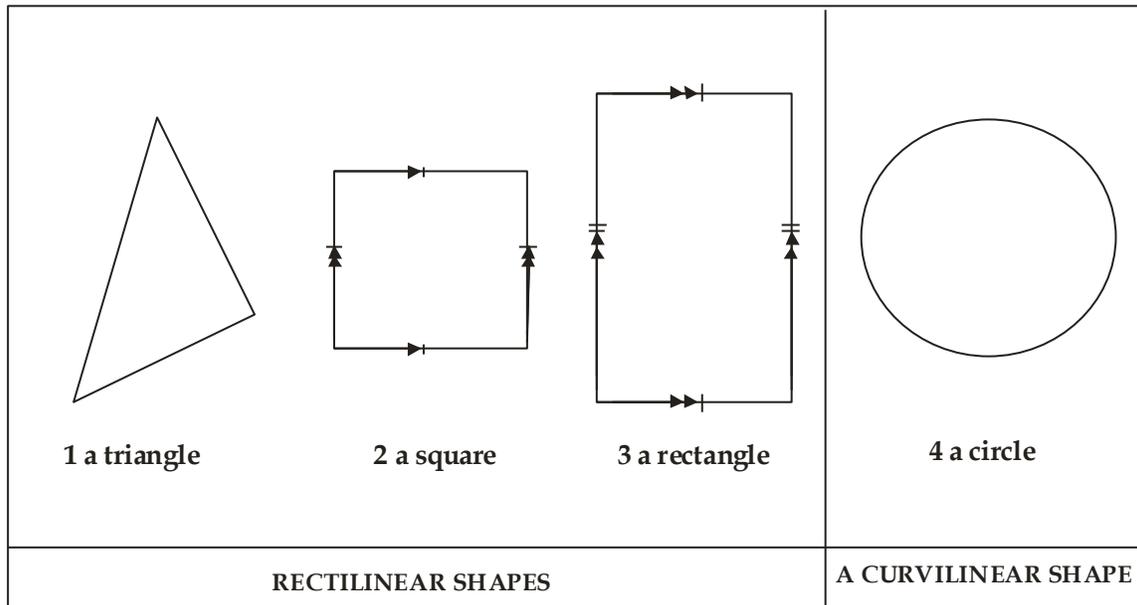


## Lesson 1

# GEOMETRICAL SHAPES

## A. Reading

### Two Dimensional Geometrical Shapes



The first shape is a triangle. Triangles have three sides.

The second shape is a square. Squares have four sides. The sides are equal. The opposite sides are equal.

The third shape is not a square. It is a rectangle. Rectangles also have four sides but the sides are not all equal. The opposite sides are equal. The opposite sides are equal and parallel.

Triangles, squares and rectangles have straight sides. They are rectilinear shapes. Rectilinear shapes have straight sides.

The fourth shape is a circle. A circle is not a rectilinear shape. It is a curvilinear shape. Curvilinear shapes have curved sides.

### Exercise

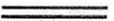
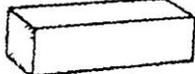
Some of these statements are true. Some of them are false. Read the sentences. Are they true or false?

1. The first shape is a triangle.
2. Triangles have four sides.
3. The second shape is a rectangle.
4. A square has four equal sides.
5. A rectangle also has four equal sides.
6. The third shape is not a rectangle.

7. Triangles, rectangles and squares have straight sides.
8. Triangles, rectangles and squares are curvilinear shapes.
9. The fourth shape is not a rectilinear shape.
10. Circles are curvilinear shapes.

## B. Vocabulary

### Some Geometrical Shapes

ONE DIMENSIONAL PROPERTIES	THREE DIMENSIONAL PROPERTIES
 A point	 → A sphere
 A straight line	 → A hemisphere
 A curved line	 → A cube
 Parallel lines	 → A rectangular prism
 A vertical line	 → A cylinder
 A diagonal line	 → A cone
 An angle	

### Exercise



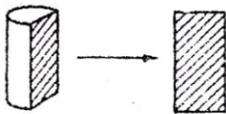
The sides of a cone are tapering



The sides of a cylinder are .....



Cross section of a cylinder is .....



Longitudinal-section of a cylinder is  
.....

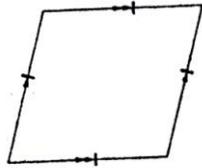
### Exercise

Now complete the next three paragraphs with these words.

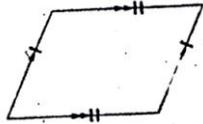
*curvilinear*  
*equal*

*opposite*  
*parallel*

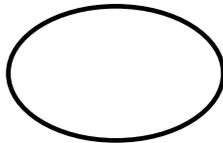
*rectilinear*  
*straight*



This shape is not a square.  
It is a rhombus.  
A rhombus is a .....shape.  
It has four ..... sides.  
The sides are all .....



This shape is not a rectangle.  
It is a parallelogram.  
Parallelograms are also ..... shapes.  
The sides are not curved. They are .....  
The sides are not all.....



This shape is not a circle.  
It is an ellipse.  
Ellipses are not .....shapes.  
They are .....shapes.

## C. Grammar

### Parts of Speech

Sentences in English consist of words arranged in sequence and they are not arbitrarily arranged. There are rules to construct sentences. Before we discuss the rules in details, we have to identify word classes or families.

Every word in the English language belongs to a family. That family is called the part of speech. For example, *write*, *read*, and *listen* belong to the same family. They are all **verbs**. The words *floor*, *street*, and *tree* belong to the same family. They are all **nouns**. The words *careful*, *diligent*, and *happy* belong to the same family. They are all **adjectives**. We can still add many other examples.

The knowledge of parts of speech is important because each has a certain function in a sentence. We cannot put a word anywhere we like in a sentence. It must be placed in a particular position in a specified order.

There are nine main parts of speech in English (Some books say there are eight and some say ten). They are the **noun**, **pronoun**, **verb**, **adjective**, **adverb**, **article**, **preposition**, **conjunction**, and **interjection**. It is necessary to know the “job” of every word in a sentence because it conveys some meaning.

### Nouns

A noun is a word used for a person, place or thing, for example *John*, *Mother*, *sister*, *city*, *town*, *village*, *chair*, *pencil*, and *table*. Nouns can be classified into several types, depending on the basis for the classification. We can have proper nouns, common nouns, collective nouns, abstract nouns, countable nouns and uncountable nouns.

### Pronouns

A pronoun is a word used to replace a noun or noun phrase. Usually when a noun or noun phrase has been used once, a pronoun is used to avoid repetition of the same noun or noun phrase. Pronouns can be classified into personal pronouns (e.g. *he*, *she*, *they*), emphatic and reflexive pronouns (e.g. *himself*, *herself*, *themselves*), demonstrative pronouns (e.g. *this*, *that*, *these*, *those*),

interrogative pronouns (e.g. *where, when, how*), relative pronouns (e.g. *which, who, whose*), indefinite pronouns (e.g. *someone, something, everyone*), distributive pronouns (e.g. *each, either, neither*), and reciprocal pronouns (e.g. *each other, one another*).

## **Verbs**

A verb is a word which expresses the action carried out by the subject of a sentence (*The man eats; The man runs; The man thinks*), or connects the subject of a sentence to things about the subject (*John has become a lawyer; John will be a lawyer; The books are thick and heavy*).

## **Adjectives**

An adjective is a word that describes a noun or a pronoun either by pointing out one of its qualities (the *red* dress, *blunt* instruments, a *long* pole) or by limiting its reference (the *only* desk, *ten* kilometres, the *first* road). Some common adjectives possessive adjectives (*my, his, her*), descriptive adjectives (*careful, excellent, happy*) and demonstrative adjectives (*this, that, these, those*).

## **Adverbs**

An adverb is a word that gives more information about when, how, where or in what circumstances something happens (e.g. *now, quickly, there*). There are different kinds of adverb (which is discussed in a later section).

## **Articles**

The words *a, an, and the* are articles. As a part of speech, articles are considered adjectives because they modify nouns. There are two classes of articles: indefinite and definite articles. *A* and *an* are indefinite articles and *the* is the definite article.

## **Prepositions**

A preposition is a word that links a noun or a noun equivalent (a pronoun or gerund) to another word by expressing such relationships as location (e.g. *at, in, on, over*), direction (e.g. *to, across, towards*), time (e.g. *before, after, during*) or purpose (e.g. *to, for*).

## **Conjunctions**

A conjunction is a word which is used to join words (*John and Mary, slowly but carefully*), phrases (the plays of Shakespeare *or* the music of Mozart) and clauses (I like him *because* he is kind). Conjunctions are classified into coordinate and subordinate conjunctions. *And, but, and or* are coordinate conjunction and *because, if, and when* are subordinate conjunctions.

## **Interjections**

An interjection is a word or a phrase which is introduced into a sentence as an exclamation of emotion (*Ouch! Oh dear! Good heavens!*) or to attract attention (*Psst, Hey! Hi!*).

## **Exercise**

Now complete the following sentences with your own words. The part of speech of each word is shown in brackets.

1. My two children always fight with .... (reciprocal pronoun)
2. Jane does not like ... sister. (possessive adjective)
3. There ... a few passengers in the bus. (verb)
4. ... books are from the university library. (demonstrative adjective)
5. The program for the computer will be recorded on the .... (noun)
6. The object ... running business is to make money. (preposition)
7. ... all businesses suffer from bad debts. (adverb)
8. Interest has to be paid whether the business is profitable ... not. (conjunction)
9. There is a loss at the time of sale, ... good procedures can largely eliminate. (relative pronoun)
10. ... wholesale organization needs to keep sufficient stock in all categories to be able to supply its customers. (article)

Now identify the parts of speech of all the words used in the above sentences. Look up your dictionary if necessary.



*Without ambition one starts nothing; without work one finishes nothing.*

## Lesson 2

### JOB APPLICATION

#### A. Reading

Read the advertisement carefully.

For our Main Office in <b>Jakarta</b> , we are looking for hands on	
<h1>Country Sales Manager</h1> <h2>Indonesia</h2>	
<b>Our COMPANY</b> One of the world's leading international freight forwarding and logistics services, air freight and ocean freight transports and supply chain management solutions. We provide global door-to-door forwarding services tailored to its customers' individual needs.	<b>Duties &amp; Responsibilities</b> <ul style="list-style-type: none"><li>➤ Lead, motivate and supervise a team of sales personnel</li><li>➤ Develop, execute and achieve sales plan.</li><li>➤ Develop business with assigned targets/clients.</li><li>➤ Assure successful account integration to Operations, Customer Service or Account Management Team.</li><li>➤ Optimize cost of sales.</li></ul>
<b>Job Requirements</b> <ul style="list-style-type: none"><li>➤ Bachelor's degree holder with at least 5 years' experience in a similar capacity with multinational company/ies in the forwarding industry.</li><li>➤ Post graduate qualification in forwarding and supply chain management will be added advantage.</li><li>➤ Proven sales record, experience and market knowledge</li><li>➤ Independent and self driven</li><li>➤ Customer focused and results oriented</li><li>➤ Strong people management, leadership and organizational skills</li><li>➤ Excellent communication and interpersonal skills</li><li>➤ Strong negotiation and persuasion skills</li></ul>	
Please address your detailed resume, indicating your current and expected remuneration, latest <b>4 October 2006</b> to	<b>Human Resource</b> <b>P.O. BOX 2954, JAKARTA 10029</b> <i>(Only short-listed candidates will be notified)</i>

(Taken from: *The Jakarta Post*: Saturday, September 23, 2006)

#### Exercise

Answer the questions below.

1. What are the scopes of the company's business?
2. What will the successful applicant work?
3. May fresh graduate apply such position?

4. What must be added to the application letter?
5. Will all applicants be invited? Why?
6. Is the vacancy limited to the special field of study?
7. Does the advertised job require foreign language skill?
8. Where will the successful applicant work?

## **B.** *Vocabulary*

### **Words Related to the World of Work**

The above text talks about jobs and careers. Are you familiar with words connected with work in general? You probably already know many of them. Some job-titles are found in a wide range of different work places. Look at the following examples and check the general meanings in a dictionary.

boss	manager	executive
secretary	skilled worker	unskilled
worker		
receptionist	safety officer	director
security officer	union official	economist
personnel officer	sales assistant	adviser
education officer	research worker	supervisor
public relations officer	administrator	labourer

Here are some **professions** (jobs that require considerable training and/or qualifications) and **trades** (skilled manual jobs requiring on-the-job and other training)

lawyer	dentist	hairdresser	mechanic
farmer	vet	librarian	
	psychotherapist		
child-minder	police officer	accountant	engineer
firefighter	civil servant	tailor/dressmaker	architect
designer	builder	carpenter	plumber
scientist	chef	priest	driver

### **Exercise**

Which of the job-titles would best describe the following?

1. The person who represents the workers' interests in disputes with the management in a factory.
2. A person who has a high (but not the highest) position in a company and whose job is to make important decisions.
3. An important person in a company who sits on the Board.
4. A worker whose job requires no special training.

5. A person generally in charge of the day-to-day administration in a company.
6. A person who makes sure there are no risks of accidents from machinery, etc.
7. A person whose job is to keep an eye on the day-to-day work of other workers.
8. A person who does hard physical work.
9. The person who handles applications for vacant posts.
10. The person who gives out information to the press for a company.



## **C.** *Grammar*

### **Writing an Application Letter**

Write the missing words in the correct places (a-f) in the application letter below.

**in your advertisement  
is required**

**enclosing  
at present**

**to attend for interview  
in reply to**

26 Farleigh  
Road  
Lanchester  
LA4 6KP

Lanchester Fish  
15 Collings Lane  
Lanchester  
LA5 8RU

20 November 2001

Dear Sir or Madam,

I am writing (a) \_\_\_\_\_ your advertisement for a payroll controller for Lanchester Fish in the Wessex Gazette of 19 November 2001.

I am (b) \_\_\_\_\_ a payroll assistant at Lanchester Tennis Club. Joined them when I left school. (Please see attached CV.)

(c) \_\_\_\_\_ you say you are looking for someone who can work on his or her own initiative and develop payroll systems. During the recent unfortunate illness of the payroll controller at Tennis Club, I have had to both run the department by myself and develop new systems.

You also mention in the job advertisement that a high degree of computer literacy (d) \_\_\_\_\_. Computers are my hobby and of course I use them at work at Tennis Club. I know all the major programs on PCs and Macs and have carried out repairs to the computer system at the Tennis Club when necessary.

I am (e) \_\_\_\_\_ my CV with this letter.

I would be very happy (f) \_\_\_\_\_ if selected.

Yours faithfully,

*D Rogers*

David Rogers

### **Exercise**

Write an application letter based on the following advertisement.

## **URGENTLY NEEDED**

The U.S. Consulate General in Surabaya has a vacancy for a mechanical/electrical inspector (M/EI) responsible for inspecting all construction activities within his/her areas of expertise on a daily basis and keep a daily log. The length of hire for this position is not to exceed two years from the date of hire.

### **Qualifications required:**

- A university degree in mechanical or electrical engineering is required.
- Ten (10) years experience in constructions of mechanical and/or electrical systems in buildings is required. This could include work as a journeyman, project engineer, superintendent or project manager.
- Level III (good working knowledge) in speaking/reading/writing in English and fluent in Bahasa Indonesia is required.
- Must have detailed knowledge of mechanical and electrical building systems and construction methods, Must have knowledge of local building codes and constructions practices. Must have knowledge about testing and balancing equipment to be used for all mechanical and electrical system in typical buildings.
- Must be able to use a computer for word processing, spreadsheets and other applications as required. Must be able to assist in preparing cost estimates for changes to construction contract.

**Send a letter of application, complete resume and supporting documents in English & please put the code (M/EI) on the left side of your envelope to : PO BOX 6227/JKBKG, Jakarta 11062 no later than June 2, 2007.**

(Taken from: *The Jakarta Post*: Saturday, April 2, 2006)



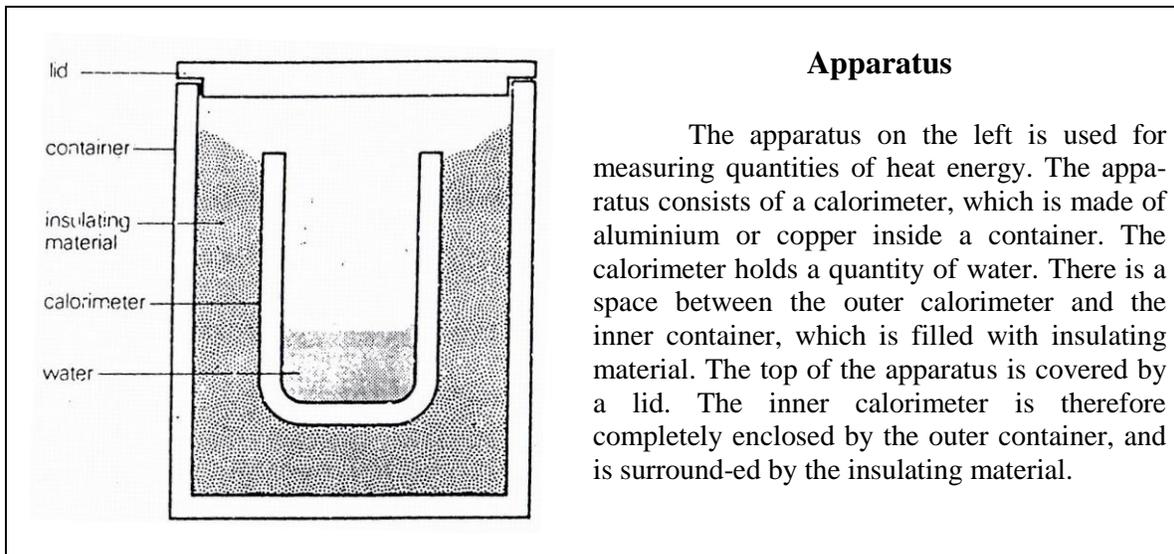
*A window of opportunity will not open itself.*

## Lesson 3

### POSITION

#### A. Reading

Read the text and look at the picture carefully.



#### Apparatus

The apparatus on the left is used for measuring quantities of heat energy. The apparatus consists of a calorimeter, which is made of aluminium or copper inside a container. The calorimeter holds a quantity of water. There is a space between the outer calorimeter and the inner container, which is filled with insulating material. The top of the apparatus is covered by a lid. The inner calorimeter is therefore completely enclosed by the outer container, and is surrounded by the insulating material.

#### Exercise

Answer the questions below.

1. Where is the calorimeter placed?
2. What is the water held by?
3. Where is the space located?
4. What is filled with insulating material?
5. Where does the lid process take place?
6. Which part of the apparatus holds all other parts?

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#### B. Vocabulary

##### Prepositions and Idioms

Idioms are words or phrases that are used in a specific way. They have specific meanings. To be able to master correct use of prepositions and idioms in English is hard work. It needs a lot

of memorization and practice. The list below contains only prepositions and idioms which are often used in communication. It is not a complete list. If you want to know more about prepositions and idioms, you can turn to other references. A good grammar book or a good dictionary will have a good coverage of English prepositions and idioms.

### One-word Prepositions

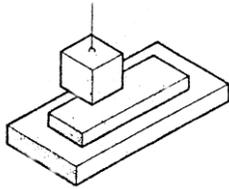
Group	Preposition	Example
Time	at (hour)	The play will begin <u>at</u> 8.30.
	on (day, date)	They leave <u>on</u> Monday, <u>on</u> 7th June.
	in (month, year)	<u>In</u> December, activities mount.
	between (two)	The place is <u>between</u> two large rivers.
	among (more than two)	<u>Among</u> the students, she is the best.
Place	at (point, spot)	They live <u>at</u> 23 North Park Street.
	on (road, street)	There are many stores <u>on</u> Broad Street.
	in (city, country)	<u>In</u> this country, people are very friendly.
Cause	from	The chairs are wet <u>from</u> the rain.
	because of	The chairs are wet <u>because of</u> the rain.
Purpose	for	This place is good <u>for</u> sport activities.
Means	by	You can reach the place <u>by</u> bus.
Condition	despite	<u>Despite</u> the rain, we depart.
	in spite of	<u>In spite of</u> the rain, we depart.
Addition	besides	<u>Besides</u> a cat, we have some birds.
Replacement	instead of	We took a bus, <u>instead of</u> a train.
Exception	except for	<u>Except for</u> that girl, all must go.
Example	such as	We breed birds <u>such as</u> canaries.
Time limit	from	She worked her <u>from</u> 1985.
	to	She worked her <u>to</u> 1995.
	from ..... to	She worked her <u>from</u> 1985 <u>to</u> 1995.

### Idioms

Group	Preposition	Example
look	look at, look for, look after, look out	<u>Look at</u> those children playing kickball!
		I'm <u>looking for</u> my book I bought yesterday.
		Would you <u>look after</u> our plants while we ...
		Look out! He water is hot.

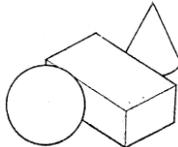
put	put on, put out, put off	His success has <u>brought about</u> great ... They <u>called off</u> the meeting after the fight. <u>Put on</u> your hat. It's raining. The firemen worked hard to <u>put out</u> the fire. The meeting was <u>put off</u> because of the rain.
turn	turn on, turn off, turn in, turn out,	Sit down, <u>turn on</u> the TV, and relax. <u>Turn off</u> the electricity before you go out. You must <u>turn in</u> your assignment tomorrow.
run	run out, run after, run into, run across	We stopped because we <u>ran out</u> of gas. The man <u>ran after</u> the dog who <u>ran after</u> the cat. I ran across an old friend when I went to town.
other	call off, bring about, do with/without, hand in, make up, give up	The meeting was <u>called off</u> , so we went home. Our efforts <u>brought about</u> some result. You must <u>hand in</u> your assignment tomorrow.

### Exercise



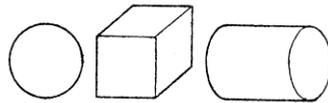
The cube is suspended \_\_\_\_\_ the small rectangular block.

The small rectangular block rests \_\_\_\_\_ the large rectangular block.  
\_\_\_\_\_ the cube.

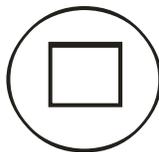


The cone is \_\_\_\_\_ the rectangular block.

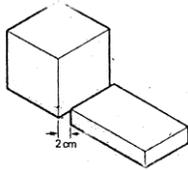
The sphere is \_\_\_\_\_ the rectangular block.



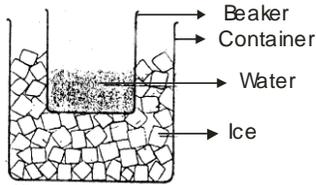
The cube is \_\_\_\_\_ the sphere and the cylinder.



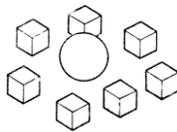
The square is \_\_\_\_\_ the circle.



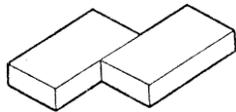
The rectangular block is \_\_\_\_\_ the cube.  
The cube is \_\_\_\_\_ the rectangular block.



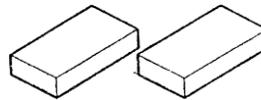
There is water \_\_\_\_\_ the beaker. The beaker stands \_\_\_\_\_ a container of ice. There is ice \_\_\_\_\_ the beaker.



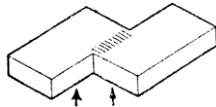
There is a sphere \_\_\_\_\_ the cubes.



These blocks are \_\_\_\_\_ (each other).



These blocks are \_\_\_\_\_.



These blocks are \_\_\_\_\_  
This side and this end are \_\_\_\_\_ (to each other).

### Exercise

Use the correct forms of the prepositions or prepositional constructions.

1. It's getting dark; please, turn **(on/off)** the lights.
2. She's been looking **(at/for)** a new job for quite some time now.
3. Look **(out/after)**! There is a big hole in front of you.
4. He arrived **(at/on/in)** three o'clock this afternoon. He will be leaving **(at/on/in)** Saturday morning.
5. There are four 20-watt neon lights **(at/on/in)** the ceiling and two 10-watt bulbs **(at/on/in)** the walls.
6. They promised to give us new books. It turned **(on/off/out)** to be a bluff.
7. We were interested **(in/with/by)** the new exhibits displayed during the promotion days.
8. Apart **(of/from/out)** the broken handle, the camera is working perfectly.
9. **(On, In)** behalf **(by/of)** the new members, I would like to thank everybody for receiving us warmly.
10. The group consists **(of/from)** eight members.

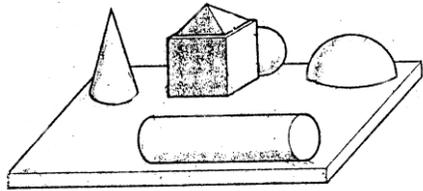
We can ask questions about the positions of objects using the expressions bellow.

<b>Where</b>	Is the	Sphere Cylinder Cone cube	<b>at</b>
<b>Which side</b>			<b>on</b>
<b>What position</b>			<b>in</b>

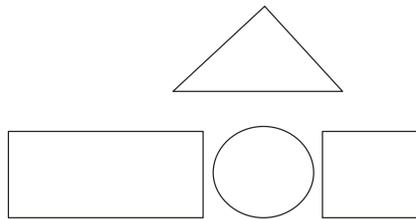
### Exercise

Write questions asking about the positions of the objects in the following pictures.

1)



2)



*Success is the sum of small efforts, repeated day in and day out.*