Mata Kuliah   : Bahasa Inggris Teknik 1
Kode Mata Kuliah   : KKIG0012
Jumlah SKS   : 2 SKS
Nama Dosen   : Azwita Azyb
Minggu ke   : 10
Tanggal   : 17 November 2015
Jadwal   : Selasa (01.00 – 14.20)

REVIEW MID TEST

Language Expressions

There are a couple of standard expressions that can be used when asking about a person's occupation. Look at the example below :

What do you do?
What's your job?
What's your occupation?
What do you do for a living?
What type of work do you do?
Where do you work?

I'm a salesman.	(job-general)
I'm in sales.	(general)
I'm in the computer business.	(industry)
I'm a programmer at Digitum-UK.	(specific)
I'm a consultant for IBM.	

What company do you work for?

I work for eJupiter.co.uk.	(company name)
I work at eJupiter.co.uk.	(general)
I'm with eJupiter.co.uk.	(industry)

What do you do there?
What do you do at eJupiter.co.uk?

I'm a software engineer.	(job title)
I work in the sales department.	(place in company)

I'm in customer service.	(general area)
I work as a webmaster.	
I design and develop IT devices.	(specific job)
I use page layout software to prepare electronic files for publication.	

Once a person knows what your job title is, they may want to know a little bit about your specific job duties.
Sometimes it is hard to tell exactly what a person does just from the job title. Look at the expressions below that can be used to inquire about job duties.

What are your job duties?
What exactly do you do in your job?
What does your job entail?
what does your job involve?

Here are the responses to answer if someone asks about job duties.

a) **to talk about main responsibilities**
   I'm in charge of (= responsible for) designing and maintaining websites
   I have to deal with any complaints from the clients
   I run the small computer company in my hometown.
   I'm responsible for managing websites.

b) **to talk about daily duties/routines**
   I have to go to/ attend s lot of meetings.
   I see/ meet/ visit clients
   I design programs in C for use in large retail chains.
   I make sure the web server runs properly, monitor the traffic through the site, and design and update the web pages.

Language work: the simple present tense

The simple present tense is used to discuss customs and habitual actions (activities), things which are general true (general truth) and factual statements, permanent situations, the frequency of events, and to ask for and give instructions or to discuss a series of actions.

Asking directions excuse me, could you tell
me how to get to ...?
the bus station
excuse me, do you know where the ... is?

post office
how do I get to………?
What' s the best way to………
Where is ……….
I'm sorry, I don't know
sorry, I'm not from around here
I'm looking for ...
this address
are we on the right road for ...?
Brighton
is this the right way for ...?
Ipswich
do you have a map?
can you show me on the map?

Ordinal numbers and dates :
One of the problems with dates is that we write them and say them in a different way:
We write 25 May (or 25th May), but we say *the twenty fifth of May or May the twenty fifth*
We write 2 June (or 2nd June, but we say *the second of June or June the second*
1966 = nineteen sixty six
1909 = nineteen hundred and nine or nineteen oh nine
2010 = two thousand and ten
Note : article the is used with ordinal numbers especially in the dates.

Arithmetic
There are four basic processes of arithmetic for working out (= calculating) a problem
+ (addition) e.g. 5 + 7 = 12 (five plus/and seven equals twelve)
- (subtraction) e.g. 14 – 10 = 4 (fourteen minus ten equals four)
x (multiplication) e.g. 4 x 4 = 16 (four times/multiplied by four equals sixteen)
: (division) e.g. 6 : 2 = 3 (six divided by two equals three)