

I Putu Yoga Laksana
I Made Ardana Putra
Putu Sandra Putri Astariani



ENGLISH FOR INTERPERSONAL **COMMUNICATION**

BUILDING YOUR SPEAKING SKILLS FOR EVERYDAY USAGE



ENGLISH FOR INTERPERSONAL COMMUNICATION

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PREFACE

Welcome to "English for Interpersonal Communication," a comprehensive module designed to enhance your English language skills in various aspects of personal and professional interactions. This module has been carefully curated to provide you with the necessary tools and knowledge to effectively communicate in everyday situations, enabling you to express yourself with confidence and clarity. Communication lies at the heart of human interaction, and language serves as the bridge that connects individuals across cultures and boundaries. Whether you are engaging in social conversations, conducting business meetings, or simply sharing experiences, a strong command of the English language is invaluable. Within this module, you will find ten distinct topics, each specifically crafted to target essential areas of interpersonal communication. The topics covered are as follows:

1. **Telling Time:** Learn how to express and understand time in English, enabling you to schedule appointments, make plans, and manage your daily activities effectively.
2. **Telling Daily and Business Routine:** Master the art of describing your everyday and professional routines, allowing you to convey your daily activities and work responsibilities with ease.
3. **Describing Current Activities:** Develop the skills to express ongoing actions and events in the present, enabling you to communicate your immediate circumstances and experiences accurately.
4. **Describing Future Plans and Actions:** Explore the vocabulary and grammar necessary to discuss future events and intentions, empowering you to articulate your plans and aspirations effectively.
5. **Describing Completed Actions:** Acquire the language skills to narrate past events and completed actions, enabling you to share your experiences and accomplishments with precision.
6. **Describing Process:** Discover how to explain processes, step-by-step procedures, and methods, allowing you to communicate instructions and explanations clearly.
7. **Telling Past Experiences:** Hone your ability to recount past experiences and stories, enriching your conversations and captivating your listeners with engaging narratives.
8. **Telling Comparison and Contrast:** Learn to express similarities and differences, enabling you to compare and contrast people, objects, situations, or ideas in various contexts.
9. **Asking and Giving Something:** Master the art of requesting and providing items, favors, or assistance, ensuring effective communication when making requests or offering help.

10. Giving Reasons and Clarifications: Develop the language skills to provide reasons, explanations, and clarifications, enhancing your ability to express opinions and support your statements.

Each topic is accompanied by comprehensive explanations, relevant vocabulary, and practical examples to help you grasp the concepts effectively. Additionally, engaging exercises and activities have been included to reinforce your understanding and provide opportunities for practice. We hope that "English for Interpersonal Communication" proves to be a valuable resource on your language learning journey. May it empower you to communicate effectively, forge meaningful connections, and succeed in your personal and professional endeavors.

Best regards,

[I Putu Yoga Laksana, et al]

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CHAPTER I

TELLING TIME

In this section we will learn about telling the time in English. Time is very important material for us, so step by step we will learn this material.

General Instructional Purpose

After you learn this topic, you are able to use a variety of English in (1) expressing time in daily life; (2) responding to time-related questions; (3) write a time table in the context of business and daily activities.

Specific Instructional Purposes

In Chapter 1, You are going to learn:

- ✓ *Vocabularies related to time*
- ✓ *Asking and telling time*
- ✓ *Writing a time table*

CHAPTER II

TELLING DAILY AND BUSINESS ROUTINE

In this section we will learn about telling daily and business routine. We use the Present Simple to talk about things that are always true, and to talk about habits and routines. For this reason, use this tense to describe your job or to describe what you do every day.

General Instructional Purpose

After you learn this topic, you are able to use a variety of English in (1) expressing daily routines orally; (2) communicating about daily routine orally in form of role play; (3) Write an agenda of daily activities in a business context.

Specific Instructional Purposes

In Chapter 2, You are going to learn:

- ✓ Expressing daily routine.
- ✓ Expressing business/work routine.

CHAPTER III

DESCRIBING CURRENT ACTIVITIES

In this section we will learn about describing current activities. We use the Present Continuous Tense to talk about things that are currently happening and still in the process. For this reason, use this tense to describe your activities which are still in the process or currently happened.

General Instructional Purpose

After you learn this topic, you are able to use a variety of English in (1) expressing ideas/feelings about ongoing activities orally; (2) express ideas/feelings about ongoing activities in written form; (3) responding to questions about current activities, and (4) distinguishing between routine and ongoing activities in the context of business and everyday life.

Specific Instructional Purposes

In Chapter 3, You are going to learn:

- ✓ Grammar related to express ongoing activities
- ✓ Language expression used in expressing about ongoing activities.

CHAPTER IV

DESCRIBING FUTURE PLANS AND ACTIONS

In this section we will learn about describing future plans and actions. We use the Future Tense and “to be going to” to talk about things that will happen. For this reason, use this tense to describe your plans or activities which will be done in the future.

General Instructional Purpose

After you learn this topic, you are able to use a variety of English in (1) expressing ideas/opinions/feelings about future actions/plans; (2) responding to questions about future actions/plans; (3) write a short paragraph about future actions/plans in the context of business and everyday life.

Specific Instructional Purposes

In Chapter 4, You are going to learn:

- ✓ Grammar related to express future plans and activities.
- ✓ Language expression used in expressing about future actions.

CHAPTER V

DESCRIBING COMPLETED ACTIONS

In this section we will learn about describing completed actions. We use simple perfect tense and simple past to talk about things that happened already or finished. For this reason, use this tense to describe your activities which are done/finished already.

General Instructional Purpose

After you learn this topic, you are able to use a variety of English in (1) expressing their opinions/ideas/feelings about actions that have been completed; (2) responding to questions about completed actions; and (3) write a short paragraph about actions that have been completed/done previously in the context of business and everyday life.

Specific Instructional Purposes

In Chapter 5, You are going to learn:

- ✓ Grammar related to express finished activities.
- ✓ Language expression used in expressing about finished actions.

CHAPTER VI

DESCRIBING A PROCESS OR CHRONOLOGICAL ORDER OF ACTIVITIES

In this section we will learn about describing a process. Describing how to do something, a process or a sequence of events is a pretty straightforward process. The main thing you should think of is how to do this process in the right chronological order. For describing a process, the description may be impersonal, and this can be done better in the Passive voice. Then, the description may also be given with the help of a series of Imperative Sentences. In both cases, some cohesive or sentence linkers need to be used to indicate the order of the steps taken in the process.

General Instructional Purpose

After you learn this topic, you are able to use a variety of English in (1) expressing their opinions/ideas/feelings about the process or chronology of activities; (2) responding to questions about the process or chronological sequence of activities; and (3) write a short paragraph about the process or chronological sequence of activities in a business context.

Specific Instructional Purposes

In Chapter 6, You are going to learn:

- *Parts in describing a process.*
- *Language Expressions used in describing a process*
- *Vocabularies used in Describing a Process*

CHAPTER VII

TELLING PAST EXPERIENCE

In this section we will learn about telling past experience. We use simple past to talk about things that happened in the past like some experience that we have face previously. For this reason, use this tense to describe your activities or experience that are happening in the past.

General Instructional Purpose

After you learn this topic, you are able to use a variety of English in (1) expressing their opinions/ideas/feelings about past events or experiences; (2) responding to questions about past events or experiences; (3) write a Curriculum Vitae about previous experiences.

Specific Instructional Purposes

In Chapter 7, You are going to learn:

- *Describing Past Experience*
- *Writing a Curriculum Vitae*

CHAPTER VIII

TELLING COMPARISON AND CONTRAST

In this section we will learn about telling comparison and contrast. In English, you can use certain words to compare people, things, or ideas to show how they are similar or the same. You can also use certain words to contrast, or tell how people, things, or ideas are different. To compare is to tell how two or more things are similar or the same. Whereas, to contrast is to tell how two or more things are different.

General Instructional Purpose

After you learn this topic, you are able to use a variety of English in (1) expressing opinions/ideas/feelings about the comparison and contrast of a product/service or business; (2) responding to questions about comparison and contrast; (3) write a review about the comparison and contrast between two products/services of a company or different companies.

Specific Instructional Purposes

In Chapter 8, You are going to learn:

- *Telling Comparison and Contrast*
- *Writing a comparison and contrast Essay*

CHAPTER IX

ASKING AND GIVING SOMETHING

In this section we will learn about asking and giving something including requesting things and helps, offering things and helps as well as accepting and declining them. In western culture, the habit of asking and giving something is a common thing, especially in certain events, such as birthdays, anniversaries, gifts of achievements, help and so on. This time we will discuss what expressions or expressions are commonly used to ask and give something in English.

General Instructional Purpose

After you learn this topic, you are able to use a variety of English in (1) asking for things or help; (2) offering goods and assistance; (3) Accepting and rejecting offers or help from someone.

Specific Instructional Purposes

In Chapter 9, You are going to learn:

- *Asking things and helps*
- *Giving/offering things and helps*
- *Accepting and declining things and helps from someone*

CHAPTER X

GIVING REASONS AND ASKING FOR CLARIFICATION

In this section we will learn about giving reasons and asking for clarification. There are several ways to give a reason in English, all of which have the same meaning of "because". However, asking for clarification means to make something clearer. Clarify is a verb. It means "to make clear." You need to speak and understand language clearly in order to communicate. If you don't understand someone, you need to ask for clarification. Clarification is a noun.

General Instructional Purpose

After you learn this topic, you are able to use a variety of English in (1) giving a reason; (2) request a clarification on a complaint.

Specific Instructional Purposes

In Chapter 10, You are going to learn:

- *Expressions in giving reasons*
- *Expressions in asking for clarification*