

UNIT 4

Doing Things



Pic 4.1 (Cliparts Office, 2003)

- Hi Weny, can we go out and play?
- Sorry, Lily, I'm busy What are you doing?
- I am helping my mother.
- We are cleaning the house.
- We do this every year.
- We clean up during the holiday.
- That's good.
- Can I help you?
- Sure. Let's get busy.

In this unit, you will learn how to:

- respond to transactional and interpersonal dialogues about apologizing, expressing politeness and gratitude.
- produce transactional and interpersonal dialogues about apologizing, expressing politeness and gratitude.
- make ideational responses to short functional texts (postcards).
- create short functional texts (postcards).

Section One:

Apologizing; expressing politeness and gratitude

Presentation

Activity 1



Listen and repeat after the teacher.

- Dimas : Yeni, congratulations. I'm proud of you. You're great in mathematics.
This is for you.
- Yeni : Thank you Dimas. But will you come to the party tonight?
- Dimas : I'm really sorry. I have to accompany my Mum to a doctor.
- Yeni : That's alright. Anyway thanks for the gift.
- Dimas : That's fine. Have a good time.
- Yeni : Thanks.

Answer the questions. Discuss the answers in your group.

1. What does Dimas say to congratulate Yeni?
2. What does Yeni reply?
3. What competition has Yeni won?
4. Have you ever got any gift?
5. What do you say when someone gives you something? What is the reply?
6. What do you say to apologize?
7. What do you say to express politeness?

Activity 2



Listen and repeat after the teacher.

Expression of thanking	Responses
<ul style="list-style-type: none">• Thanks.• Thanks a lot.• Thank you.• Thank you so much.• Thank you for your help.	<ul style="list-style-type: none">• Never mind.• You're welcome.• That's alright.• Not at all.• That's fine.

Dialogue 1

- Mother : I bought sneakers for you.
- Doni : Wow, great. Thanks, Mum.
- Mother : You're welcome.

Dialogue 2

Anto's sister : Happy birthday, Anto. This is for you.

Anto : Oh, thank you. I've wanted this bag for years. You're so nice.

Anto's sister : That's alright.

Expressions of apologizing	Responses
<ul style="list-style-type: none">• Sorry.• I'm sorry.• I'm really sorry.• Forgive me, please.• I do apologize.	<ul style="list-style-type: none">• Never mind.• It's okay.• No problem.• Not at all.• That's alright.

Dialogue 3

Student : I'm sorry, Ma'am. I broke the beaker.

Teacher : That's alright. Next time be careful.

Student : I will, Ma'am. I promise.

Dialogue 4

Andi : I'm sorry, Sir. I'm late to class.

Teacher : It's OK this time. Please be on time in the future.

Student : Yes, I will, Sir.

Expressions of politeness	Responses
<ul style="list-style-type: none">• Sorry.• I'm sorry.• I'm really sorry.• Forgive me, please.• I do apologize	<ul style="list-style-type: none">• Okay, Miss.• Yes, Sir.• No problem.• Certainly.• Sure.

Dialogue 5

Teacher : Sandy, will you open the window, please. It's hot here.

Sandy : Yes, Sir.

Teacher : Thank you.

Dialogue 6

Sani : Banu, could you take me home? I have a flat tire.

Banu : Certainly. So you'll leave your bike here.

Sani : I have to. There is no a bike repairman nearby. I'll ask my father for a help.

Banu : I see. Let's go.

Activity 3: Pattern



How do you tell people what you do everyday?

Look at the following pictures.

Make your own sentences using "I" at the beginning of the sentence.

For example: I wake up.

Do these

Things we do every day



I wake up



get up



go to the bathroom



have a shower



have breakfast
/brɛkfəst/



listen to the radio
/lɪsən/



go to work



come home



make dinner



phone (or call)
a friend



watch TV



go to bed

Sometimes I ...



wash clothes /kləʊðz/



clean the house



go for a walk



write letters

Pic 4. 2 (Dit. PSMP, 2006)

Activity 4



What do people usually do around the house? We can use adverbs like *sometimes, usually, always* and *often* with the words under each picture.
For example: I usually listen to the radio at night.

Based on the pictures above write five sentences like the example.

1. _____.
2. _____.
3. _____.
4. _____.
5. _____.

Activity 5



Based on the sentences you have made in Activity 4, complete the following chart.

Subject	Adverb	Verb	Object	Adverb
I	sometimes	watch	TV	at night
You	always	have	breakfast	in the morning.
They				
We				on holidays.
He				at night.
She				
My cat				

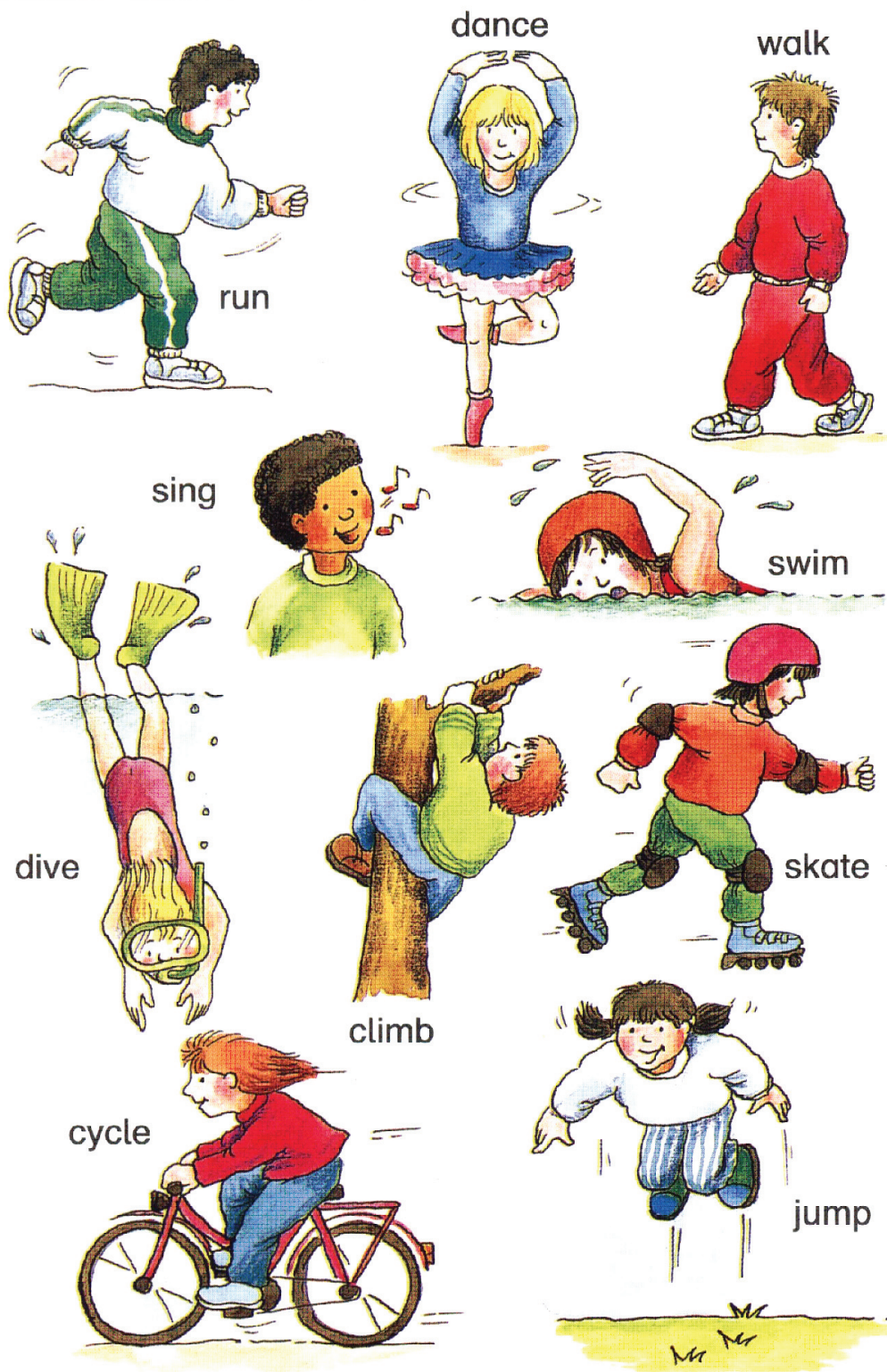
Activity 6



Pattern

Look at the following pictures.
Right now, they are doing different things.
What are they doing?

When you see the word "run", you say: *He is running*
So, you add "ing" to the verbs. Give names to the persons (Subjects).



Pic 4.3 (Dit. PSMP, 2006)

Now fill in the following chart to make the pattern.

Subject	be	Verb + ing
John (He)	is	running
Tia (She)
Bima (He)
Fatur (He)
My brother (He)
The children (They)

You can also add object to the verb.

Subject	be	Verb + ing	Objek
I	am	studying	English.
You	are	swimming	
We	are	reading	this book
My cat	is	chasing	the mouse.

Practice

Activity 1



What do people usually do around the house? Work in pairs. Talk about these pictures.

1



Plant flowers

2



Water the plants

3



Clean the lamp

4



Move things



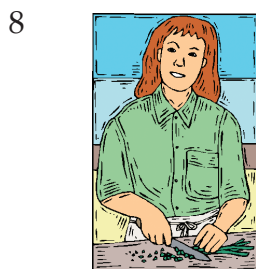
Fry food



Serve food



Peel apples



Cut vegetables



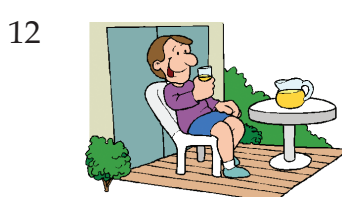
Cook food



Make bread



Play hide and seek



Have orange juice



Have a good time

Pic 4.4 (Cliparts Office, 2003)

Activity 2



Now, write sentences based on the pictures.



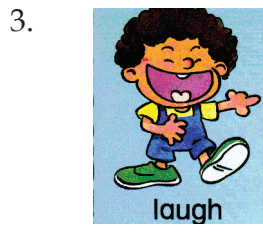
What is the girl doing?

She is walking.



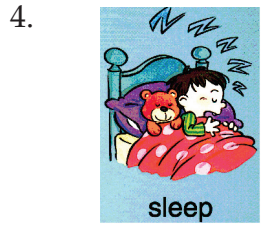
What is the baby doing?

.....



What is the boy doing?

.....



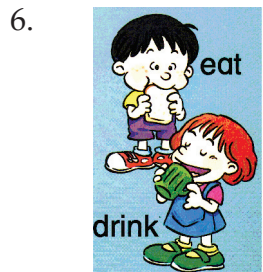
What is the baby doing?

.....



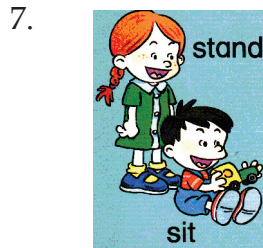
What is the little girl doing?

.....



What are the children doing?

.....



What are we doing?

.....

Pic 4.5 (Dit. PSMP, 2006)

Activity 3



Rearrange the jumbled sentences into proper dialogues.
Work with a partner to perform the dialogues.

1. At Nana's home

Tata : Nana....!

Tata : Oh, are you?

Tata : Come. Let's go and play.
Nana : Hi, Tata!
Nana : I am. Come in.
Nana : Sorry Tata. I'm still doing my homework.
Tata : No, thank you. I'll come back later.

2. After school hours

Yoga : Why?
Ririn : Sorry I can't.
Yoga : Let's go to the movies on Saturday?
Rini : OK.
Yoga : Really?
Rini : Yeah. I clean my room, wash my clothes, cook the food, and go to my dancing class.
Yoga : All right then. How about Sunday?
Rini : I do my housework on Saturdays.

3. At the library

Yuyun : Great. I need help with this math too.
Rina : Sure. What's up?
Yuyun : Are you busy?
Rina : Not at all.
Yuyun : Rina, can I talk to you?
Rina : Okay. Let's do it carefully.
Yuyun : Thank you for helping me.
Rina : Well... just finishing this math assignment.

Production

Activity 1



Based on each picture below, write a dialogue using expressions of thanking and apologizing, or thanking and politeness. Then with a partner, act it out.

1.




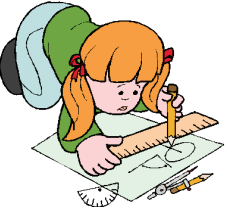
What is going on in the picture?

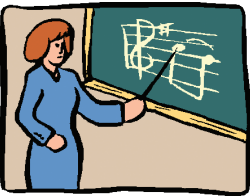
2.




What is going on in the picture?

3.  What is going on in the picture?

4.  What is going on in the picture?

5.  What is going on in the picture?


6.  What is going on in the picture?
am


Pic 4.6 (Cliparts Office, 2003)

Activity 2

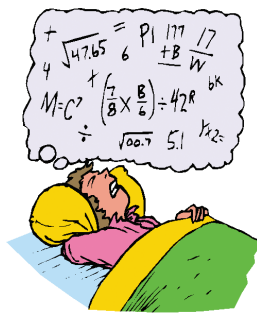


Look at the pictures. Write down what you think.

1.  What is the girl doing?
What is she thinking about?

2.  What is the boy doing?
What is he thinking about?

3.



What is the boy doing?
 What is he dreaming about?

Pic 4.7 (Cliparts Office, 2003)

Activity 3



Complete the dialogues with suitable expressions.

1. In the classroom

Dewi : Amy, do you bring my novel?
 Amy : Oh, no. I left it at home.
 Dewi : But don't forget to bring it tomorrow.
 Amy :

2. In the canteen

Andi : How much is that all together, Ma'am?
 Mrs. Ari : That'll be two thousand and five hundred.
 Andi : Here's five thousand rupiahs.
 Mrs. Ari : Here's your change, two thousand and five hundred.
 Andi : Ah... you've given me the wrong It is only a thousand and five hundred.
 Mrs. Ari : Oh,
 Andi :

Activity 3



Work in pairs. Make dialogues based on the following situations. Then act them out. For example:

A : I apologize. I broke your crystal vase.
 B : No problem.
 A : That's very nice of you. But, let me pay for the damage.

Situations

1. Your friend apologizes to you because his/her little sister has torn out your book. What would your friend say? And how would you respond?
2. Your friend is looking for her purse. You want to help her. What would you say? How would your friend respond?

Section Two:

Short Functional Text (post cards)

Presentation

Activity 1



Listen and repeat after the teacher.

1. At a school yard

Oni : Randy, is it your bike?

Randy : No, it is not my bike.

2. In the classroom

Diah : Rony, may I borrow your pen?

Rony : Sorry. This is not my pen. This is his pen.

Activity 2



Fill in the blanks with one of these words.

My your our his her heir

1. I have a car. This is car.
2. You have two horses. They are horses.
3. He has a basket. That is basket.
4. She has two baskets. Those are baskets.
5. We have five apples. These areapples.
6. They have boat. It is boat.

Based on the information above, complete the chart below.

Subject	Object	Possessive objective
I	Me	... (book)
You	You	... (book)
She	Her	... (book)
He	Him	... (book)
It	It	... (tall)
They	Them	... (books)
We	Us	... (books)

The words **your** and **my** are called **possessive adjectives**.
It is followed by noun to express someone's possession.

It	is	my	book.
It	is	your	apple.
It	is	our	house.
It	is	their	car.
It	is	her	skirt.
It	is	his	shirt.
It	is	its	Tail.



Activity 3



Listen and repeat after your teacher.

Risma is having a holiday with her family in Bali. She enjoys the holiday very much. She wants to tell her close friend Sari about her holiday. Sari lives at Jl. Kartini 26, Surabaya and Risma stays in "Losari Kuta" Jl. Sahadewa 19, Kuta, Bali.

Kuta, March 20, 2008

Dear Sari,

I arrived in Bali 2 days ago. It is a wonderful place. The beaches are nice. The hotel is right on the beach. I toured the island yesterday and brought some souvenirs for friends in Surabaya. I'll be back on Sunday. Well, that's all for now.

Regards for your family.

Love,
Risma

Questions:

1. What is the purpose of the postcard above?
2. Who writes the postcard?
3. Who does Risma send the postcard to?
4. Where does Risma stay in Bali?
5. What is the postcard about?

A postcard is a card for sending messages by post with an envelope. Postcards often have a picture or photograph on one side.

Oxford Advanced Learner's Dictionary (Hornby, 2002)



Activity 4



Look at the pattern. The message in a postcard is written based on the following clue.

- Sent to : Deni Kusuma
- Sent by: Diah Lestari
- Date : 25 March 2008

- Message
 - Opening : Greet him.
 - Body : Say your gratitude for his 'congratulations' card he sent on your winning the math competition. Apologize because you didn't send an immediate reply.
 - Closing : Tell him you want to hear from him. You want to exchange experience about the science competition he just joined.

Practice

Activity 1



Rearrange the jumbled words into appropriate sentences. Work individually.

1. is - your - it - pencil - Sari?
2. sate - favourite - my - is - food
3. cute - there - is - his - in - house - a - dog
4. mother - her - an - teacher - English - is
5. forgot - bring - to - novel - I - your

Activity 2



Complete the sentences with suitable possessive adjectives.

1. My mother teaches English in ... school.
2. What is ... hometown like?
3. ... parents want him to study hard.
4. They always write letters to ... friends.
5. The cat is cute ... tail is short.

Activity 3



Write a message on a postcard based on the information given.

Sent to : Ira, Jl. W.R. Supratman 15, Surabaya
Sent by: Mrs. Suhanto, Jl. Cipaganti 20, Bandung
Date : January 25, 2008

Message

- Opening : Greet her.
- Body : Show your gratitude for allowing you to stay in her house when you had a holiday in Bandung.
- Closing : Tell her to send your regards to other members of the family.

Production

Activity 1



Work with your partner. Continue the message in the postcard using your own words.

Surabaya, 20 February 2008
Dear Rani,

Hi, Ran. How's life? Still busy with your classes? There will be Surabaya Big Sale next month. Why don't you come over and enjoy the prices.
.....
.....

Activity 2



In pairs, write a postcard and its reply based on the situation:
You want to thank your pen pal. He/she sent you the best-seller novel last week. What would you write and what will the reply be?

Activity 3



Work individually. Write a postcard to a classmate about your last vacation. Make sure you write your address and his/her address correctly.

Homework

1. You always do different things everyday after school. Tell your friends what you do on Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday.
2. Write a message in a postcard to your friend in Mataram to thank him/her. When you had a vacation in Lombok, he/she accompanied you on an Island tour. What would you write and what would the reply be like?

Summary

1. In this unit you have learned:
 - how to apologize.
 - how to express politeness.
 - how to express gratitude.
2. You also have learned to write post cards.

Cultural Notes



Pic 4.8 (Dit. PSMP, 2006)

When you need help from others, say "Please".

Say 'Thanks' or 'Thank You' whenever you get something from someone.

Also say 'Thanks' or 'Thank you.' when you get some help from other people.

Apologize every time you make a mistake.

A. Complete these conversations using be+Verb+ing.

At a party

Andi: Which one is Sari? What she (wear)?

Ali : She (sit) on the bench. She (wear) a green blouse.

On the way home

Rani: Salim and Reza (come) to the party?

Risma: No, Salim (do) the homework and Reza(play) football.

B. Complete the following description with appropriate forms of verbs.

The man 1) (be) in his early 20's. He 2) (be) tall and 3) (have) dark hair. He 4)... .. (wear) a red sweater and dark blue pants and he 5) (carry) a black jacket. He 6) (walk) very quickly.

C. Write a postcard based on the clue below.

Sent to : Mr. Sunaryo, Jl. Nanas 15, Solo.

Sent by : Siska, Jl. Bendul Merisi 22, Surabaya.

Date : December 12, 2007.

Message

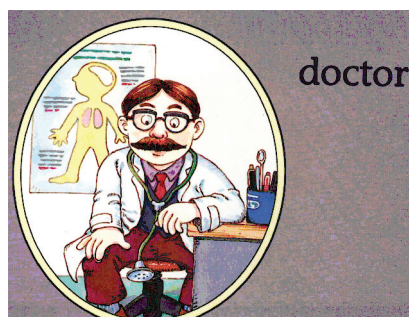
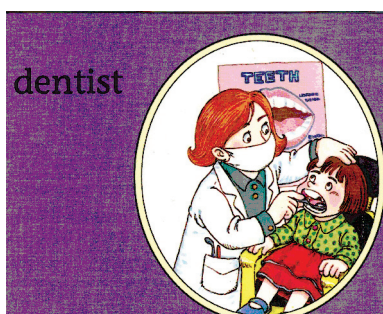
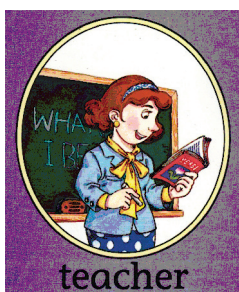
Opening : Greet him.

Body : You want to visit Solo on holiday. Tell him to pick you up at Solo Balapan railway station. You go by "Sancaka" train.

Closing : Tell him to send your regards to aunt Sunaryo.

Your Words

What people do



Pic 4.9 (Dit. PSMP, 2006)

Use a dictionary to complete the sentences.

1. When you have a headache you go to see.....
2. A makes a shirt for you.
3. Your gives you homework everyday.
4. A delivers mail everyday.
5. Every restaurant has.....
6. One of the police duties is to...
7.helps a doctor to examine a patient.
8. You go to a ...to check your teeth.
9. A...makes wooden tables and chairs.

Fun Page

Who Am I?

Here is my tail



Here is my foot



Here are my feathers



Here is my eye



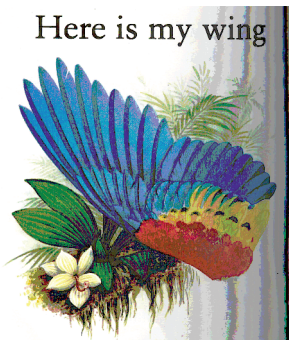
Here is my home



Here is my beak



Here is my wing



Here are my babies



Pic 4.10 (Dit. PSMP, 2006)

Guess what animal it is.

Reflection

- This unit gives me (put a tick):
 - new experiences.
 - useful learning experiences.
 - no useful learning experiences.
 - useful learning strategy.
 - no useful learning strategy.
- The most interesting part in this unit is.....
- Things that I want to study more are.....
- Read the statements. Then, give a tick (✓) to **yes, no, some**.

Statements	Yes	No
a. I can make responses to apologizing, expressing politeness and gratitude.		
b. I can make a talk containing apologizing, expressing politeness and gratitude.		
c. I can ask and answer factual information about what people are doing at the moment.		
d. I can reply a message in a postcard.		
e. I can write a message in a postcard.		

Vocabulary List

Words	Parts of Speech	Phonetic Transcriptions	Indonesian Equivalents
accompanied	v	[ə'kʌmpnɪd]	ditemani
apologize	v	[ə'pɒlədʒaɪz]	meminta maaf
cute	adj	[kju:t]	manis
gratitude	v	['grætɪtju:d]	terima kasih
politeness	n	[pə'laɪtnɪs]	kesantunan
proud	adj	[praʊd]	bangga

purse	n	[pɜ:s]	dompet wanita
souvenir	n	[su:və'ni:ə]	kenang-kenangan
congratulations	n	[kɔngrætju:'leiʃnz]	selamat
regards	n	[rɪ'gɑ:dz]	salam