

UNIT 7

Could You Help Me Please?



- Could you take my picture, please?
- Sure.
- Thank you.
- Sorry, I'm in a hurry.
- It's OK.

Pic 7.1 (Cliparts Office, 2003)

In this unit, you will learn how to:

- respond to transactional and interpersonal dialogues about asking for and giving services, things, clarification, asking and expressing opinion, and giving personal responses.
- produce transactional and interpersonal dialogues about asking for and giving services, things, clarification, asking and expressing opinion and giving personal responses.
- make ideational responses to short functional texts (greeting cards and lost notices).
- create short functional texts (greeting cards and lost notices).

Section One:

Asking for and giving things, services, clarification; asking and expressing opinion; and giving personal responses

Presentation

Asking for and giving things

Activity 1



Listen and repeat after your teacher. Pay attention to the stress.

- | | |
|-----------|-------------------|
| 1. Borrow | 7. Can you |
| 2. May | 8. May I |
| 3. Lend | 9. I'm sorry. |
| 4. Give | 10. I'm using it. |
| 5. Can | 11. Here you are. |
| 6. Can I | 12. Thanks |

Activity 2



Listen and and repeat after your teacher. Pay attention to the falling intonation.

- A : Can I borrow your pencil, please?
B : Sure, here you are.
A : Thanks
- A : May I borrow your pen, please?
B : Here you are.
A : Many thanks
- A : Can you lend me a bag, please?
B : I'm sorry. I'm using it.
A : Thanks anyway.
- A : Can I borrow your dictionary?
B : Sorry, I'm using it right now.
A : It's OK. Thanks anyway.

Notes:

To ask for things, we can use:

Can I..., please?

May I..., please?

Can you..., please?

To give the things, we can use:

Here you are.

Sure.

Of course.

To refuse to give the things, we can use:

I'm sorry. I'm using it.

Not now. I'm using it/them myself. Sorry.

Sorry, I'm using it/them right now.

To show our gratitude, we say:

Thanks.

Activity 3



Take turns with your partner asking and giving something.

1. a colouring pencil
2. a pen
3. an atlas book
4. an eraser

Use the following model:

Andi : Can I borrow your _____?

Budi : Yes, sure.

Activity 4



Take turns with your friend asking and refusing to give:

1. a crayon
2. a telephone
3. an eraser
4. a bicycle
5. a help

Use the following model:

Andi : Can I _____?

Budi : Sorry, I'm using it myself.

Andi : It's OK

Asking for and giving services

Activity 5



Listen and repeat after your teacher.

Dialogue 1

Santi is in the classroom during the class.

Santi : Excuse me, Sir. Could you help me, please? I cannot do this homework?

Teacher : OK. Now, listen carefully. Just complete the sentences with the appropriate verbs.

Santi : Thank you, Sir.

Dialogue 2

Dona is in the library.

- Dona : Excuse me, could you help me to find a grammar book by Betty Azar?
- Librarian : Sure. Let's check the catalogue.
- Dona : Thank you.

Dialogue 3

Susan is at the stationery to buy some school supplies. Here is her dialogue with the shop assistant.

- Shop assistant : Can I help you?
- Susan : Yes, please. I need some pencils.
- Shop assistant : What make do you want?
- Susan : Any make but it should be of good quality.
- Shop assistant : OK, you should buy "Best Pencil".
- Susan : Could you tell me the price?

To ask for services, use:

Can you help me?

Could you tell me....?

To give services, use:

OK.

Sure.

Of course.

To offer services, use:

Can I help me?

To respond to offering services, use:

Yes, please.

No, thank you.

(Adapted from Forstorm et.al., 2008)

Activity 6

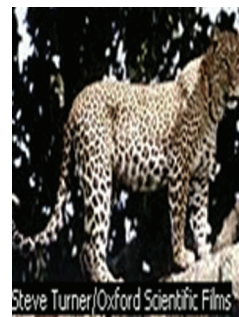
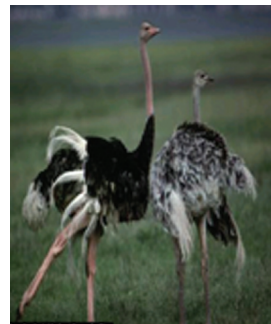
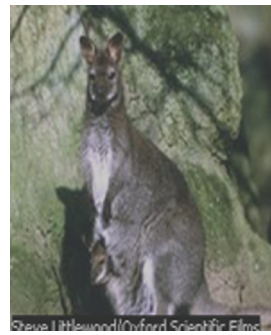


You are showing some friends the pictures of some animals at the zoo. Here are the names of the animals and the pictures. Ask them to find which is which.

You may ask: What's this in English?

Answer : It's a..... or
It's an

Monkey	Panda	Leopard	Lion
Zebra	Kangaroo	Ostrich	Hippopotamus
Elephant	Tiger	Giraffe	Bear



Pic 7.2 (Microsoft Corporation, 1999)

Activity 7



Read and practise the following dialogues.

1. Andi : Do you think bears can swim?
Budi : I think so.
2. Jainul : Do you think panda eat meat?
Cecep : I don't think so.
3. Dewi : I think ostriches are not birds.
Dina : I don't think so. Why do you think so?
Dewi : Because they don't fly.
4. Wendi : What do you think about lions?
Santi : I think they are fierce.

Notes:

To ask for an opinion, we say:

What do you think about...?

Do you think....?

To give an opinion, we say:

I think ...

I don't think ...

I think so.

I don't think so.

Activity 8



Work with a partner. Practise the dialogues below. Pay attention to pronunciation and intonation.

Dialogue 1

A : Excuse me. What do you think about this shirt?

B : I think it's nice. It fits you.

A : I think so. OK. Thanks.

Dialogue 2

A : Excuse me. What do you think about Borobudur temple?

B : I think it's an ordinary temple.

A : I don't think so. It's a great temple. Look at this picture.

A : You're right. I guess I made a mistake.

Dialogue 3

A : Excuse me. I think that's my jacket.

B : Hmm, I don't think so. I think this is my jacket.

A : You're right. I guess I made a mistake.

Dialogue 4

A : Excuse me. I think those are my books.

B : Hmm, I don't think so. I think these are my books.

A : You're right. I guess I made a mistake.

(Adapted from Forstorm et.al., 2008)

Asking for and giving clarification

Activity 9



Listen and repeat after your teacher.

Dialogue 1

Andi : Excuse me, I don't think we have met. I'm Andi. What's your name, please?

Sandrina : Sandrina.

Andi : Sorry? Could you repeat it, please?

Sandrina : SANDRINA

Dialogue 2

Tina : Hi, Mike. Were you at Andy's party?

Michael : Sorry, what did you say?

Tina : I said, "Were you at Andy's party?"

Michael : O yeah, I was. It was fun. Andy is 13 now.

Tina : Really? Are you kidding? I thought he was just about 12 like us.

Michael : Why?
 Tina : You know, we are in the same grade.
 Michael : Sorry, I must go now. Bye.
 Tina : Bye. See you.

To ask for clarification, start with
 "excuse me..." or "sorry?"
 To give clarification, just repeat what you
 have said.

Activity 10



Study how some sentences in Activity 9 are formed below.

Past form of "be"

Statements

It	was	fun.
I	was	at Andy's party last night.
He	was	just 12 last year.

Questions

Were	you	at Andy's party?
Was	it	fun?

Past form of "do"

Statements

I	said	that yesterday.
I	thought	about him last week.
She	wanted	a grammar book yesterday.

Questions

Did	you	say that yesterday?
	you	think about him last week?
	she	want a grammar book yesterday?

Notes:

To write about past action, we use past form of verbs (such as was, were, thought, etc.).

To ask questions about past, we can start with "was/were" and "did."

Activity 11



Study the differences between the regular and irregular past verbs below.

Regular verb pattern Verb+ed/d		Irregular verb pattern	
Present form	Past form	Present form	Past form
need	needed	be	was/were
play	played	grow	grew
stop	stopped	buy	bought
borrow	borrowed	make	made
arrange	arranged	go	went
group	grouped	become	became
name	named	have	had
place	placed	begin	began
		take	took
		fly	flew

Activity 12



Using the information in Activity 11, change the verbs in brackets into past forms.

1. He (be) in Jakarta yesterday.
2. They (play) football last Sunday.
3. Scientists (stop) the experiment last year.
4. They (make) wooden table last week.
5. He (arrange) the books in the library two days ago.
6. The teacher (buy) a microscope.
7. Biologists (group) lions and leopards in one cage in the past.

Giving interpersonal responses

Activity 13



Listen and repeat after your teacher.

1. Rani : Did you hear about Budi?
Tika : No. What happened to him?
Rani : He broke his leg.
Tika : Oh, poor Budi.
2. Rani : Have you heard about Andi?
Tika : No. What happened with him?
Rani : He won the badminton game.
Tika : Excellent.

To attract others' attention we often say:

Did you hear about...?

Have you heard about...?

When we hear something bad about others we can say:

Oh no, that's too bad.

Oh poor,

When a friend of yours has an outstanding achievement, and you are happy for it you may say:

Excellent.

Activity 14



Read the following text. Then, answer the questions.

Tina met her Australian friend, Mary, at her house. They are pen friends. Mary is in Indonesia for a holiday.

Tina : Hi, Mary. Where were you last week?

Mary : Hello, Tina. Well, I visited mount Bromo.

Tina : That sounds great! What do you think of it?

Mary : It was very beautiful, you know.

Tina : Was it?

Mary : Yeah. The scenery was very amazing. Well, Tina, I must go now. Bye bye.

Tina : See you, mary.

After a week, Tina met Mary, at school.

Mary : Hello, tina. How are you?

Tina : Fine, thanks. And you? Tell me. What did you see at Mount Bromo?

Mary : The beautiful sunrise. The sky was yellow, orange, and red. It was really beautiful.

Tina : Wow! I want to go there too.

Mary : Well, Tina, I must be leaving. Bye for now.

Tina : Bye.

Questions.

1. How did Tina and Mary open the conversations?
2. Do you think they enjoyed the conversation?
3. Are they nice to one another?
4. What expression is used to ask for information?
5. What did Tina say to ask for Mary's opinion?
6. Say the expressions used to close the conversations.

Notes:

Conversations have opening and closing. We usually begin a conversation by saying hi, hello, or excuse me. That is what we normally do.

The expressions: "Was it?", "Well, ..." in the dialogue above make a conversation go on and on.

Practice

Asking for and giving things

Activity 1



Work with a partner. Practise the dialogues below.

Dialogue 1

A : Can I borrow your pencils, please?

B : Yes, sure. Here you are.

A : Thanks.

Dialogue 2

A : Is this your bicycle?

B : Yes, it is.

A : May I use it for a moment?

B : Sorry, I'm using it right now.

Activity 2



Write a dialogue based on the roles of A or B below. Practise the dialogue you write with your partner.

Use the models:

Can I _____?

May I _____?

Could you _____?

Roles: A

1. Ask B to lend you his/her notebook.

2. Thank B.

3. Promise B you will return it soon.

B

1. You give A the book.

2. Tell A to return it soon.

A:
B:
A:
B:
A:

Activity 3



Put the words in the correct order. Then write the answers.

1. use/could/eraser/I/your
_____ ? Sure. Here you are.
2. yell/I/can/class/in
_____ ? _____.
3. study/I/may/with/you
_____ ? _____.
4. you/the/could/open/door
_____ ? _____.
5. borrow/could/motorcycle/I/your
_____ ? _____.

Activity 4



In pairs, practise asking for the following things. You can grant or reject it. Use the model in Activity 2 on the previous page.

1. A calculator
2. A watch
3. A correcting pen
4. A story book

Asking for and giving services

Activity 5



Work with a partner. Practise the dialogue below.

Dialogue 1

- A : Can you pass the book, please?
B : Yes, sure. Here you are.
A : Thanks.

Dialogue 2

A : Is this your bicycle?

B : Yes, it is.

A : Can you park it there? It's not safe here.

B : OK. Thanks.

Dialogue 3

A : Can I help you?

B : Yes, please. I'm looking for a pair of shoes.

A : Here are nice shoes.

B : But they are expensive. I want the cheap ones.

A : That's OK. They are discounted.

B : Thank you.

Activity 6



Complete the following dialogues with the appropriate expressions.

Dialogue 1

You are at the stationery to buy some school supplies.

Shop assistant : Can I help.....?

You : Yes, please. I need some

Shop assistant : What make do you

You : Any make but it should be of

Shop assistant : OK, you should buy "Best Pencil".

You : Could you give me, please?

Shop assistant : Here you are. That will be

Susan :

Shop assistant : Come again.

Dialogue 2

You are in the classroom during the class.

You : Excuse me, Sir. Could youagain

Teacher : OK. Now,

You : Thank you, Sir.

Dialogue 3

You are in the library.

You : Excuse me, to find book by

Librarian : Sure. Let's check the catalogue.

You :

Dialogue 4

You have a class. You need to wash your hands.

You : Excuse me,wash my hand?

Librarian : Sure. Don't be long..

You :

Activity 7



Work with a partner. Practise the dialogues in Activity 6 above. Pay attention to your intonation.

Activity 8



In pairs, practise asking and giving services below.

No	A	B
1	Help/math exercise	Agree
2	Pass/English book	Disagree
3	Agree	Turn down/music
4	Disagree	Lend/money
5	Clean/the board	Agree

Asking for and giving opinion

Activity 9



Work in pairs. Ask your friend's opinion about the following animals. Use the model:

A : What do you think about Monkeys?

B : I don't think they are the same as human.

1. Monkeys/the same as human
2. Leopards/like cat
3. Lions/can be tame
4. Zebras/run faster than horse
5. Kangaroos/can walk
6. Cheetahs/swim
7. Hippopotamus/dangerous

Activity 10



Using the model below to ask your friends' opinion about the following issues.

Andi : Do you think elephants can run fast?

Budi : I don't think so.

1. English is important for our life.
2. Students have to relax everyday.
3. School text books should be free.
4. Using typewriter is not efficient for modern life now.

Activity 11



Work with a partner. Complete the following dialogues with the expressions in the box.

bag
my glasses
think so
You're right
I think these
What do you think

Dialogue 1

A : Excuse me. about this painting?

B : I think it's great. It looks real.

A : OK. Thanks.

Dialogue 2

A : Excuse me. I think that's my

B : Hmm, I don't I think this is my

A : You're right. I guess I made a mistake.

Dialogue 3

A : Excuse me. I think those are

B : Hmm, I don't think so.are my glasses.

A : I guess I made a mistake.

Activity 12



Work with a partner. Ask his or her opinions based on the following situations.

1. You think that your friend's bicycle is yours.
2. Your friend thinks that whales live in rivers.
3. You think that money is not important in life.

Asking for and giving clarification

Activity 13



Complete the following dialogues with the appropriate expressions.

Dialogue 1

- Beni : Excuse me, I don't think we have met. I'm Beni. What's your name, please?
Murti :
Andi : Sorry?it, please.
Sandrina : M-U-R-T-I

Dialogue 2

- Laila : Hi, Mike. Are you alright?
Mamat :, what did you say?
Laila : I said, ".....?"
Mamat : Oh yeah, I'm fine. Thanks..

Activity 14



Work with your partner. Write dialogues about asking and giving clarification based on the situations below.

1. Your friend tells you her opinion about the weather today. You don't hear it. You ask for clarification.
2. You met your friend's parents. They mention their names, but you don't hear them. Ask for clarification.
3. Your teacher asks you to clean the board. You don't hear that. Ask for clarification.

Activity 15



Work with your partner. Perform the dialogues you just wrote.

Giving interpersonal responses

Activity 16



Read Dedi's past activities below. Ask and answer about his activities as the example.

Example:

A : Did you hear about Andi?

B : No. What happened with him?

A : He won the badminton match at the sport center.

B : Well, he really worked hard for it.

Then change the roles.

DEDI'S LAST WEEK ACTIVITIES

Monday ... won badminton match at the Sport Centre ...

Wednesday ... lost a football match at the Stadium ...

Thursday ... lost wallet at school ...

Friday ... passed English examination ...

Sunday ... sank when swimming at the Borobudur Pool

Activity 17



In pairs, practise asking past activities above. Use the following model.

Model:

Joko : Where was Dedi on Monday?

Budi : He was at the Sport Centre. He played badminton.

Activity 18



In pairs, take turn to give interpersonal responses using *really, well, are you kidding?* and others to make the conversation going.

Ask and tell where you were on the different days in a week.

Do as the example.

Andi : Where are you on Monday?

Budi : I am at swimming pool.

Andi : Really? And what do you do?

Budi : I learn to swim.

Asking for and giving things

Activity 1



Ask the following things. You can refuse or give them. Use the model.

Model:

Andi : Can I borrow your pencil?

Budi : Sure.

Andi : Can I have a glass of water?

Budi : I'm sorry, I don't have it.

1. Correcting pen/for examination.
2. Camera/for picnic on weekend.
3. Tape recorder/for recording conversation.
4. English dictionary/for assignment.
5. Ball/for playing soccer.

Asking for and giving services

Activity 2



Ask your partner to give the following services. You can agree or refuse to do that. Use the example as model.

Example:

A : Can you get me that book?

B : Sure.

A : Can you help me carry this box?

B : I'm sorry. I'm busy right now.

1. Call your teacher at 1:00 today.
2. Buy ice cream for the class.
3. Clean the floor.
4. Go to school on Sunday.
5. Do homework for you.

Asking for and giving opinion

Activity 3



Ask your partner's opinion about the following things. You can agree or disagree with her/his opinion.

1. Bali and Yogyakarta.
2. Children should go to school.
3. Students should take English course.
4. The sweater you are wearing.
5. The T-shirt you just bought.

Activity 4



Survey on what your friends say about the following topics. Put the talley in the chart. And report to the class orally.

Topics	Number of students who	
	Agree	Disagree
1. Students must have breakfast before class.		
2. Cleaning the classroom floor is the cleaning service responsibility.		
3. We should avoid eating "kerupuk".		
4. School uniform is not important.		
5. Extracurricular activity is not important.		

Asking for clarification

Activity 5



Work with your partner. Ask and give clarification based on the situations below.

1. Your friend is telling his/her activities yesterday. You don't hear it. You ask for clarification.
2. You go home late. Call your parents. They don't hear you. Give clarification to them.
3. Your teacher asks the class to open page 100 of the English book. You don't hear that. Ask for clarification.

Giving interpersonal responses

Activity 6



Ask and answer the following situation. Use the example as model.

Example

Andi : Did you hear Andi lost wallet?

Budi : Really?

Andi : Yeah, he lost it during the lesson.

Budi : I'm sorry to hear that.

1. Andi cut his finger when cooking.
2. Susanto finished math test fast.
3. Hadi got prize on TV quiz
4. Beni was admitted to SMP 1
5. Dina twisted her ankle.

Activity 7



In pairs, take turns to give interpersonal responses using *really, well, are you kidding?* and others to make the conversation going.

Ask them where they were last Saturday and Sunday. Fill in the chart.

Example:

Andi : Where were you last Saturday?

Budi : I was at market.

Andi : Really? And what did you do?

Budi : I went shopping.

Names	What they do on Saturdays	What they do on Sundays

Section Two:

Short functional texts (greeting cards and lost notices)

Presentation

Activity 1



Read the words aloud after your teacher.

1. Male
2. Female
3. Called
4. Lost
5. Named
6. Found
7. New
8. Old
9. New bag
10. Lost wallet
11. Named bobo
12. Found watch

Notes:

Verbs that are used as adjectives are *called, lost, named, and found.*

Activity 2



Please read a lost notice below. Then, answer the questions.

DOG LOST



Pic 7.3 (web.media.mit.edu)

Brown male dog, named Bobo, lost on Sunday, 2 January at Simpang Lima.
If you find this dog, please call 0248448082.
(Reward will be given)

1. What's the dog name?
2. What colour is it?
3. What happened with the dog?
4. Where was it lost?
5. What is phone number of the owner?
6. What will be given to the finder?

Activity 3



Read and practise the dialogues below.

1. Andi : Jono, thank you for the present. It's a lovely book.
Budi : You're welcome. I'm glad you like it.
2. Andi : Yeni, thanks so much for the hair bow. I like the color.
Budi : Don't mention it. I'm happy you wear it.

Activity 4



Read the following information.

On special occasions we often get some presents from our family, relatives or friends.

To appreciate it we may write a greeting card to:
thank them.

say something good about the presents.

Here are some expressions we might use:

Thank you/thanks (very much, a lot) for the...

It's so.... (beautiful, cute, etc.)

I like it (very much).

I like the....(model, colour, etc.)

Activity 5



Read the following greeting card.

On her birthday, Ella got a school bag from her aunt in Bandung. Here is a short note she sent to her aunt to thank her for the gift.

6/8/2006

Dear Aunty,

Thank you very much for the bag. It's very cute. I like the model. And I love the colours, too.

With love,
Ella

Activity 6



Read the following greeting card.

Adit was admitted to SMPN 1 Makasar.
His uncle in Jakarta sent him a set of picture dictionaries.
He wrote a short letter to thank him.

15 August 2007

Dear Uncle Sam,

Thank you very much for the dictionaries you sent me. They are useful for my hobby. They give me ideas for what to paint.

Yours,
Adit

Practice

Activity 1



With your friend(s) write a short notice about your lost pencil case. You lost it at school yesterday. Describe the colour, what it is made of (plastic, metal, etc.), the content, and the contact number.

Use the following format:

LOST.....

A.....case.....yesterday morning.

Made

Containing.....

If found, please call

(Reward will be given)

Activity 2



Work in pairs.

You have just passed your final exams.

And your grandma in Medan sent you some money.

Please write a short note or letter to thank her.

Tell her how you will spend the money.

Work with your friend next to you.

_____ (date)

Dear,

Thank you very much for the sent me. It really
.....me and will surely be very useful in my study. I
will use it for.....

Love,
Adit

Production

Activity 1



Write a notice to be published at the public information board about your lost cat. Inform the readers about:

Its name and colour;

The place and time when it lost;

Who or where to contact, and

The reward will be given.

LOST Kenari



Activity 2



Individually, write a notice for the school wall-magazine about a picnic held by the Boy Scout. Include:

1. the place of picnic.
2. the date and time.
3. the cost.
4. the time of departure.
5. who or where to contact.
6. what reward will be given.

Activity 3



Individually, write a short letter to thank your close friend. He moved to another town and left you his story books. Send him the letter. Tell her that the books will always make you remember her/him.

_____ (date)

Dear,

.....

.....

.....

Yours,

Cultural Notes

1. In the US a waiter or waitress receives a tip, about 15 % of the total bill. Most people leave the tip on the table. What is the tipping custom in Indonesia?
2. In theory the American custom is to say “thank you” when someone compliments you, but many people find that accepting a compliment is difficult. They feel uncomfortable, and are embarrassed by it. What about Indonesian people? What do they say?
3. The Americans are very assertive, speak up when you don't know or have problem in certain matter. Your teacher probably can show you how to solve your problems. What about Indonesian people? Are they assertive?



Pic 7.4 (Adobe, 2003)

Reflection

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

Statements	Yes	Some	No
a. I can ask for a thing and service			
b. I can give a thing and service.			
c. I can refuse to give a thing and service.			
d. I can ask for and give opinion.			
e. I can ask for and give clarification.			
f. I can give interpersonal responses.			
g. I can write a card to thank somebody.			
h. I can write a lost notice.			

Vocabulary List

Words	Parts of Speech	Phonetic Transcriptions	Indonesian Equivalents
bitten	v	['bɪtn]	digigit
borrow	v	['bɒrəʊ]	meminjam
deserve	v	[dɪ'zɜ:v]	layak
excellent	adj	['eksələnt]	hebat
granted	v	[grɑ:ntɪd]	dikabulkan
happen	v	['hæpən]	terjadi
here you are	expression	[hɪəju:r]	Ini, silakan
outstanding	adj	[aʊt'stændɪŋ]	menonjol
rejected	v	[rɪ'dʒektɪd]	ditolak
reply	v	[rɪ'plɑɪ]	menjawab
request	v	[rɪ'kwest]	meminta
sure	adj	[ʃʊə]	tentu saja
take turns	v	[teɪk tɜ:nz]	bergantian
thanks	n	[θæŋks]	terimakasih
watch	n	[wɒtʃ]	arloji