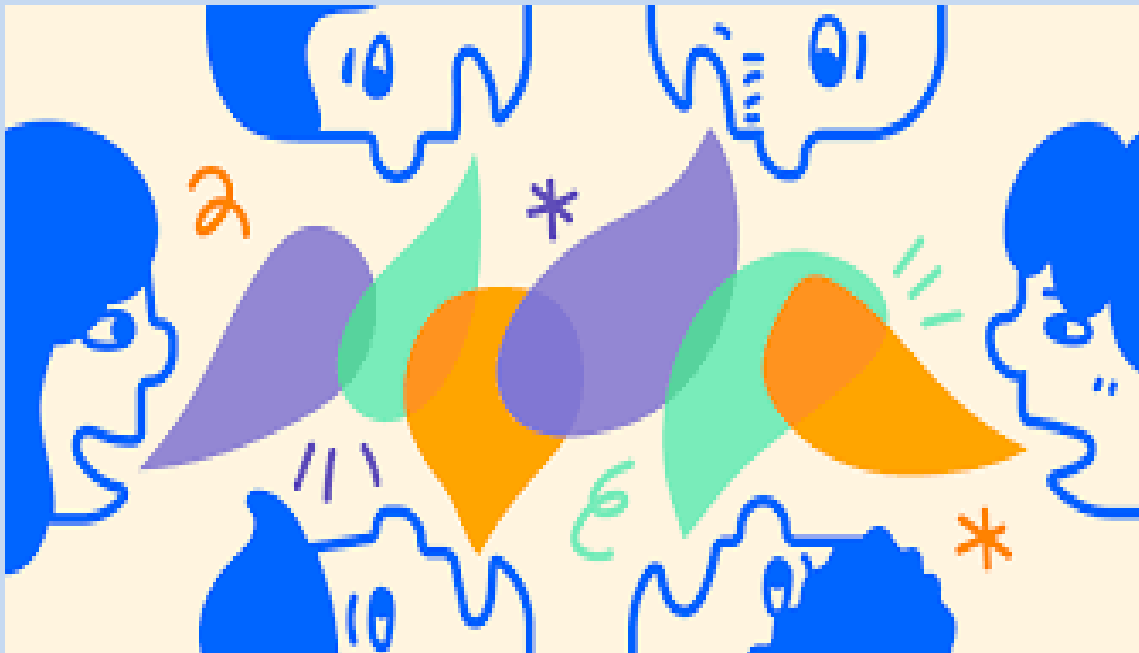


SIMPLE ENGLISH CONVERSATIONS

FOR 1ST SEMESTER STUDENTS

GENERAL ENGLISH

INTERNAL USE ONLY



DR. SYAADIAH ARIFIN M.Pd

FAKULTAS ILMU SOSIAL DAN POLITIK (FISIP)

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Foreword

The module was written for conversational practice for first semester students of Faculty of Social and Political Sciences (FISIP) Uhamka. In the first semester, students have to take a General English course. However, the course focuses more on communication skills and writing simple paragraphs. Grammar points are explained separately using a deductive approach, but students get enough practice by doing varied activities. The grammar will then be integrated into speaking, writing, and reading short articles.

There is no grammar explanation in this module. The explanation is given separately; for example, after discussing Simple Present Tense, students will make conversations in Unit 1. Students also have to write a simple paragraph about daily activities as a student. The same procedure is applied when discussing prepositions. Students will do activities in Unit 2, giving directions. Moreover, they also have to write a paragraph using the appropriate prepositions. After discussing adjectives, students do adequate exercises related to adjectives, such as how to describe a person's appearance and personality traits in unit 4. They also write a paragraph about people's physical appearance and personality traits close to them, such as parents, friends, and favorite celebrities.

It is expected that the existence of this conversation training module can make students eager to use English actively.

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Unit 1: Meeting people

1. Introducing yourself to new people and make a small talk

Here are the ways to introduce yourself. These expressions sound a little more natural.

*Hi there! My name's _____. What's yours?
I don't think we've met. I'm _____.
I don't believe we've met before. My name is _____.
Have we met? I'm _____.
I think I've seen you around, but we haven't officially met. I'm__*

A: **Hello. I'm Jason.**

B: **Hi. My name is Sandra**

A: **Nice to meet you, Sandra.**

B: **Good to meet you too**

A: **Excuse me.** I don't think we have met before.

My name is Pamela. I am a new English teacher here.

B: Oh, hello. I'm Sandy

A: **Good to meet you, Mr Sandy**

B: **Pleased to meet you too, Ms Pamela**

Roby: **Hello.** Can I sit here?

Jessi: Yes....sure

Roby : By the way, I'm Roby

Jessi: **Hi. My name is Jessi.**

Roby: **Nice to meet you Jessi.**

Jessi: Pleased to meet you too. And where are you from, Roby?

Roby I'm from Surabaya. What about you?

Jessi I'm from Jakarta. Oh, this is my stop. Bye, Roby

Jessi: **Bye. See you.**

Peter: hello....

Jane: hi....

Peter: I'am Peter. **What's your name?**

Jane: my name's Jane. Nice to meet you.

Peter: nice to meet you Jane. This a great party!

Jane: yes it is..... **Where are you from?**

Peter: I am from Amsterdam

Jane: Amsterdam.....**are you German?**

Peter: no, I am Dutch, where are you from Jane?

Jane: I am from London, but I am not British. My parents are Spanish.

Peter: interesting..... Spain is a beautiful country....

2. Introducing other people

At any social event, you are probably going to **introduce other people to each other and talk with more than one person at a time**, which makes conversation much more interesting.

Here are some good ways to introduce two people who haven't met:

- I'd like you to meet _____.
- This is _____.
- I'd like to introduce you to _____.
- Have you met _____?

These types of introductions involve three people:

A: The introducer (who knows both B and C),

B: Introducee (knows A but not C)

C: Introducee (knows A but not B)

Example,

A: Have you two met each other?

B: No, we haven't.

A: Ben, this is Tati. Tati this is Ben.

(B and C smile and shake hands.)

B: Nice to meet you Tati.

C: Nice to meet you too, Ben.

After you have been introduced to someone, ask a few general questions to get acquainted. For example,

B: Where are you from, Tati?

C: I'm from Surabaya.

B: Surabaya? I have ever been there before....a nice city

C: I have been living there for 10 years. How about you, Ben?

B: Makassar—have you been there before

C: Not yet.... Btw... How do you know Andry (A)?

B: He is my friend from college.

Naturally speaking, Mr Byron meets Mrs Breuer, one of his students, and her husband in the street.

Mr Byron: Good morning, Mrs Breuer.

Mrs Breuer: Good morning, Mr Byron. How are you?

Mr Byron: I'm fine thanks, and you?

Mrs Breuer: Not too bad. Mr Byron, this is my husband Samuel. Samuel this is Mr Byron my English teacher.

Mr Breuer: Pleased to meet you.

Mr Byron: Pleased to meet you too. Are you from Germany, Mr Breuer?

Mr Breuer: Yes, East Germany, from Dresden. And you, are you from London?

Mr Byron: No, I'm from Derby, but I live in London now.

Mrs Breuer: Well, goodbye Mr Byron, it was nice to see you.

Mr Byron : Yes, goodbye.

Let's practice:

Make a short dialog about introducing yourself and others with your friends

3. Meeting Someone You Know



Meeting friend on the way to campus

Dita: Hi. Rani. **How are you doing today?**

Rani: Not bad, thanks. How about you?

Dita: **Great, thanks.**

Rani: So, where are you heading to Dita?

Dita: To college, as usual. I'm already late. **See you later**, Rani.....

Dita: **See you**..... Bye bye.

Meeting old friends in the movie

John: **Hi Brian, it's great to see you again.**

Brian: Wow, **it's great seeing you**, How long has it been? It must be more than 6 months. I'm doing good. How about you?

John: Not too bad.

Brian: What movie are you and the family going to see?

John: I came here to see the Simpsons movie. How about you?

Brian: I'm going to watch Terminator 4.

Meeting friend at a party

A: Hi. **How have you been?**

B: **Fine, thanks.** And you?

A: **Pretty good. How's the family?**

B: Just fine. And how's work?

A: Good. Have been very busy lately...

B: Yeah, me too.

A: Well, **talk to you later.**

B: Yeah. **Nice talking to you. Bye.**

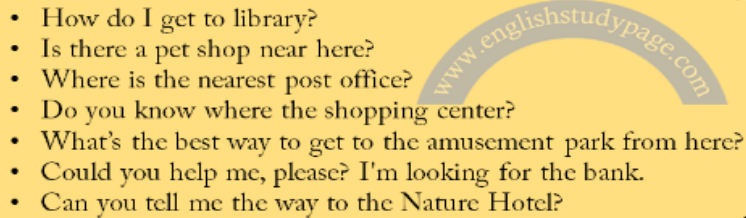
A: Bye.

LET'S PRACTICE

- ***Practice for five to seven minutes***
- ***Create your own dialog, and find a nice situation***

Unit 2: Giving Direction

ASKING FOR AND GIVING DIRECTIONS

- 
- How do I get to library?
 - Is there a pet shop near here?
 - Where is the nearest post office?
 - Do you know where the shopping center?
 - What's the best way to get to the amusement park from here?
 - Could you help me, please? I'm looking for the bank.
 - Can you tell me the way to the Nature Hotel?
- www.englishstudypage.com

I. EXPRESSION USED TO ASK DIRECTION

“How do I get to post office?”

“Can you tell me the best way of getting to your office?”

“Which is the best way to...?”

“Excuse me, do you know where the... is?”

II. GIVING DIRECTION:

The easiest way is to...

Take this road

Go straight on, until you come to.....

Go straight along this road.....

Follow this road until you come to.....

Go straight and turn right after the petrol station

Turn right/ left at the crossroad

Keep going

Go straight, then turn right

Keep going....

Go past the cinema and you'll find the library.

Continue straight ahead for about 200m

It's at the corner of Cheap Street and Thick Street

The bank/ cinema is on your left/ right next to the hospital

next to/between/ in front of/



An intersection; a traffic light; T junction; turning; **roundabout**; crossroads

Turn right/ turn left

1. GIVING DIRECTION:

- Take this road
- Go straight on, until you come to.....
- Turn right/ left.....
- Continue straight ahead for about 200m
- The bank/ cinema is on your left/ right next to the hospital

2. GIVING DIRECTION

- It is this way...
- Follow this road until you come to.....
- Turn right/ left.....
- Keep going....
- You will see the bank on your left/ right between the bakery and library

3. GIVING DIRECTION

- The easiest way is to...
- Go straight along this road.....
- Turn right / left at the second turning
- Follow this road until you come to.....
- Turn a right/ a left at a junction

The expressions above were adapted from <https://englishstudypage.com/speaking/asking-and-giving-direction-in-english/>

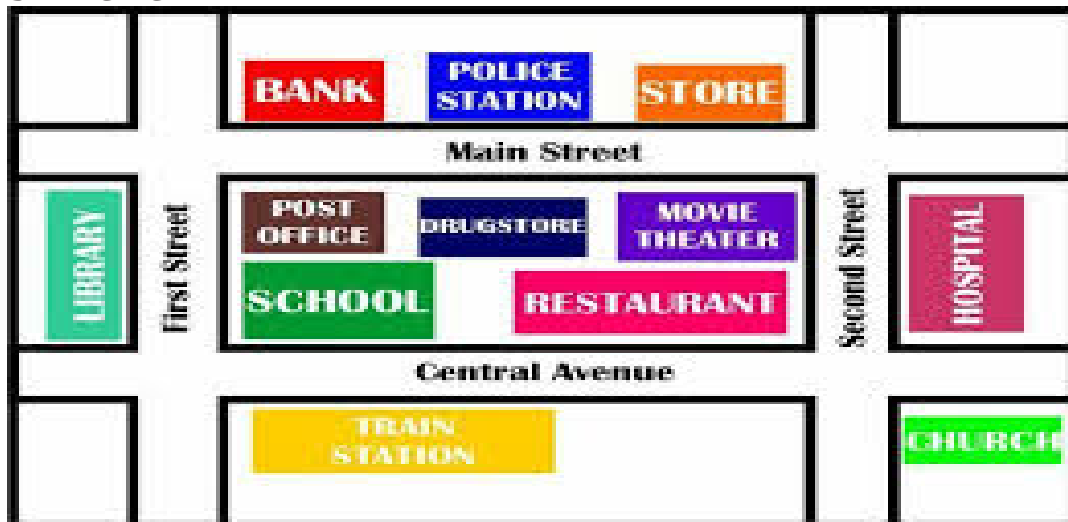
Here are some sample phrases and expressions to use in giving directions in English.

(First,) go down this street (for ___ blocks). (Then,) turn left/right at the traffic light. **(After that,)** go straight on ___ Street until you get to the ____.(When you get to the ____,) turn left/right again.(Then,) stay on____ Avenue for about _____ meters. It's on your left, next to the _____. You can't miss it!

(On foot) first, go down State Street until you get to 4th South. Then, turn left. Then, go down 4th South for three blocks. It's on the right side of the street next to Wendy's. (by car)Take State Street to 4th South. At 4th South, turn left. Stay on 4th South for about three blocks. The sporting goods store will be on the right, next to Wendy's.



LET'S PRACTICE:



- Work in pairs
- Ask someone how to get to a place
- And after that exchange your ro

The pictures above were adopted from https://www.google.com/search?q=giving+direction+map&safe=strict&tbm=isch&source=iu&ictx=1&fir=9oTQvQITwVXvPM%252Cd5bcPPNY3T6EzM%252C_&vet=1&usg=AI4_-kT8zwY-doccXWN0yxa3dOuzwq3VGA&sa=X&ved=2ahUKEwjU0f-juantAhXI7HMBHWqrDd8Q9QF6BAgCECw&biw=1366&bih=657#imgrc=9oTQvQITwVXvPM

Unit 3: Making a Phone Call

Before practicing making a phone call, let's learn some necessary telephone vocabulary, and then you'll hear examples of formal and informal telephone conversations.



Formal telephone conversation

Marry: Midtown Computer Solutions, **Marry speaking. How can I help you?**

Ryan: Hello, **this is** Don Murray. **May I speak with** Emma Jones, please?

Marry : **One moment please - I'll put you through.**Marry: Mr. Murray? I'm sorry, Emma **is in a meeting at the moment. Would you like to leave a message?**

Don: Yes, **could you ask her to call me back as soon as possible?** It's pretty urgent.

Marry: Of course. **Does she have your number?**

Don: She has my office number, but let me also give you my cell - it's 0872-555-8901.

Marry: **Let me read that back to you** - 0872-555-8901.

Don: That's right.

Marry: And could you spell your last name for me?

Don: D as in Denver O-N -M-U-R-R- A - Y

Marry: Okay, Mr. Murray I'll give her the message.

Don : Thanks a lot. Bye.

Now let's listen to the second part of the conversation, when Emma calls Don back.

Emma: Hi, Don, this is Emma **returning your call.**

Don: Hi Emma, thanks for **getting back to me.** I **was calling about** our meeting the day after tomorrow.

Emma: Oh, are you able to come?? – We are going to talk about our new products.

Don: I am really sorry Emma, I just got a phone call from our clients who are from India. They will visit our office exactly the same time as our meeting.

Emma: Okay, no problem – We can reschedule our meeting then.

Don: Thanks, Emma I really appreciate it.

Natalie: No problem, Don.... I'll call you back a little later, as soon as I have rescheduled our meeting

Don: Sounds good – talk to you soon.

Emma: Bye.

The conversation above was adopted from <https://www.espressoenglish.net/telephone-english-phrases/>

Some important expression when making a formal phone call

Answering the phone:

Good morning/Good afternoon/ Good evening/ Hello!

England PC Services. (This is) Sarah speaking.

Sarah speaking.

How can/could/may I help you?

Asking for the caller's name:

Who's calling, please?

Could I take your name, please?

Hello, caller. Could/May I have your name, please?

Introducing yourself:

Hello! This is Don Murray calling.

Hello, this is Don Murray from The Friend Tecnology Firm.

My name is Don Murray from England PC Services.

Connecting someone:

Let me put you through.

One moment. I'll transfer your call.

I'll see if he is in or if Mr Steven is available.

Please hold on. I will get you through him.

I'll connect you.

I'm connecting you now.

Informal Telephone Conversation



The following are some common phrases used in informal telephone conversations:

Opening a call:

- *Can I speak to Anne-Marie?*
- *Hi, is Anne-Marie there?*

Greeting and identifying yourself:

- *Hi, it's Gehan.*
- *Hi, it's Gehan calling.*

Exchanging pleasantries:

- *How are you?*
- *How are things?*
- *What's new?*

Ending the call:

- *Well, I guess I better get going.*
- *I better let you go.*
- *I have to get going.*
- *I should let you get back to ... (your work).*
- *Talk to you soon.*

Possible responses:

- *Speaking.*
- *This is Anne-Marie.*
- *This is she.*

Check if it's a good time to call:

- *Is this a good time to call?*
- *Are you busy right now?*
- *Have I caught you at a bad time?*

Changing the topic:

- *By the way ...*
- *So ...*

Possible responses:

- *Okay. Thanks for calling.*
- *Bye for now.*

This is a telephone conversation between two friends, namely Priya and Aditi.

Priya: Hello, Priya speaking. Is this Aditi?

Aditi : Yeah Priya! I am there.

Priya: How are you dear?

Aditi : I am fine. What about you Priya?

Priya :Glad to hear that! Me too fine! Aditi how are your holidays going?

Aditi: Great Priya! I am enjoying well!

Priya : Are you there at your native?

Aditi : Nope! I just came to Chennai for my holidays!

Priya: Really? Then I would like to meet you friend! We have a party here for my parent's anniversary tomorrow! I would be very glad if you could join us!

Aditi: Oh great Priya! Wish uncle and aunt " happy anniversary " on my behalf. I would be glad to join you too! But unfortunately we are leaving today, dear!

Priya: Ohh ! No problem, dear! Next time we would surely meet!

Aditi: yeah, sure dear! Okay, bye Priya talk to later as we are preparing our things for leaving today!

Priya: Bye Aditi! Take care. Talk to you later! Have a safe journey!

Aditi: Thank you Priya! Take care bye!!!

Hope this helps!

The conversation above was Adopted from <https://brainly.in/question/860227> retrieved on November 25, 2020

Let's practice

- **Create a dialog with your friend with whom you want to go to the party (informal)**
- **Create a dialog between you and Mr. Rahman's secretary before you can talk to him. Tell her that you have already got an appointment with him**



Unit 4: Describing People

1. Physical appearance

What does she/ he look like?

appearance→verb to be

He is handsome

She is beautiful



Attractive, beautiful, good-looking, pretty,

Pretty girl; a beautiful woman

Handsome

A handsome man

A good-looking man (woman, girl, boy)

Height→verb to be



Tall, very tall, short

He is tall

She isn't tall.

She is very....

Average height; medium height

He is average height

She is of medium height

Weight and Build→ verb to be/ have



Thin, slim, slender
 A thin girl; she is thin; she is slim;
 Plump, chubby, overweight, fat
 He is overweight



Dark, black, brown, blond, white, gray (gray);
 Long, short; medium-length
 She has long dark-blond hair;
 Straight, wavy; curly, bald, thick,
 She has curly hair; he is bald



Beard, mustache (mustache), Plaits, ponytail
 Eyes
 Blue, gray (gray), brown, dark
 She has blue eyes;
 Her eyes are dark brown;
 Big eyes; slanted eyes
 Eyebrows, eyelashes; thick eyebrows
 Eyeglasses, glasses
 He wears glasses

Age → verb to be



Young, old; adult
He is twenty years old
He is about forty
A child; a kid; a little boy; a little girl
She is five years old
A teenager; a teenage boy a teenage girl
A young boy; a young girl

LET'S PRACTICE



long	handsome	young	pretty
dark	slim	brown	tall

He is a (age) man.

He has short, hair. (colour)

He has eyes. (colour)

He is over six foot . (height)

He is ,(weight) and very ,(looks)

I. Now, write a short paragraph describing yourself.

My name is _____

2. PERSONALITY TRAITS

WHAT IS SHE/ HE LIKE?

She is smart He is friendly



Let's practice

Describe his personality traits and physical appearance



Unit 5: Giving a Presentation

INTRODUCTION:



INTRODUCING YOURSELF

- Welcome to [name of company or event]. My name is [name] and I am the [job title or background information].
- Thank you for coming today. I'm [name] and I'm looking forward to talking with you today about [your topic].
- **Good morning/afternoon ladies and gentlemen. I'd like to quickly introduce myself. I am [name] from [company or position]. (formal)**
- Hi everyone. I'm [name and background]. I'm glad to be here with you today. Now let's get started. (Informal)

INTRODUCING THE TOPIC

- This morning I'd like to present our new [product or service].
- Today I'd like to discuss...
- **Today I'd like to share with you...**
- What I want to share with you is...
- My goal today is to help you understand...
- During my talk this morning/afternoon, I'll provide you with some background on [main topic] and why it is important to you.
- I will present my findings on...

- By the end of my presentation, I'd like for you to know...
- I aim to prove to you / change your mind about...
- I'd like to take this opportunity to talk about...
- As you know, this morning/afternoon I'll be discussing...



STRUCTURING THE PRESENTATION

- First, I'm going to present... Then I'll share with you... Finally, I'll ask you to
- The next thing I'll share with you is...
- In the next section, I'll show you...
- Today I will be covering these 3 (or 5) key points...
- In this presentation, we will discuss/evaluate...
- By the end of this presentation, you'll be able to...
- My talk this morning is divided into [number] main sections... First, second, third... Finally...

BEGINNING THE CONVERSATION

- I'll start with some general information on...

- I'd just like to give you some background information about...
- Before I start, does anyone know...?
- As you are all aware / As you all know...

Topic / content

INVITING QUESTIONS

- Does anyone have any questions?
- I will be happy to answer your questions now.
- If you have any questions, please don't hesitate to ask.
- If you have any further questions, I will be happy to talk to you at the end.

SUMMARY AND CONCLUSION

Summary:

- To sum up...
- So to summarize the main points of my talk...
- Just a quick recap of my main points...

Conclusion:

- I'd like to conclude with...
- That brings me to the end of my presentation, thank for listening / for your attention.
- Thank you all for listening; it was a pleasure being here today.
- Well, that's it from me. Thanks very much.

Let's practice

1. The history of the internet
2. Side effects of smoking
3. The impacts of fast foods
4. Health benefits of a drinking water

Adapted from <https://www.speakconfidentenglish.com/3-steps-introduction/>

