

GRAMMAR IN USE

A. The tenses which are usually used in business letters are:

Simple Present Tense Simple

Present Continuous Simple

Present Perfect Simple Past

Simple Future

Imperative

Passive Voice

Task 1

Read the story below and fill in the blanks with appropriate verb forms.

Once upon a time there _____ (live) a man called Damocles. Eventually, a friend of his _____ (become) the ruler of a small city. Damocles thought, 'How lucky my friend _____ (be). He _____ (be) now a ruler. He must _____ (have) a great time. He _____ has fine clothes, lots of money, and several servants. I wish I _____ (have) his luck.' He _____ (decide) to visit his friend to enjoy his hospitality. When he _____ (reach) the palace, the king himself _____ (receive) him with respect and affection. Damocles then _____ (tell) The king that he _____ (be) indeed a lucky man. The king _____ (smile). He _____ (invite) his friend to have dinner with him.

Task 2

Choose a or b!

1. Tomorrow, the new managercome and start working
 - a. Will
 - b. has
2. Water at 0-degree Celcius
 - a. Froze
 - b. freezes
3. Today, the experts.....the effects of climate change on Indonesia economy
 - a. Is investigating
 - b. Will investigate
4. The discovery of these ancient anthropic markings_____our understanding of how these early humans interacted with their environment.
 - a. Is broadening
 - b. Has broadened
5. A gifted scientist, Newton,_____some of the most fundamental laws in the history of science.
 - a. keeps discovering
 - b. discovered
6. she ...a piece of cake this morning
 - a. ate
 - b. eats

B. Active and Passive Voices

Active	Passive	Tense
Reporters write news reports.	<u>News reports are written by reporters.</u>	Present Tense
Mike is baking a cake.	<u>A cake is being baked by Mike.</u>	Present Continuous
Jean Rhys wrote "Wide Saragasso Sea."	<u>"Wide Saragasso Sea" was written by Jean Rhys.</u>	Past Simple
They were decorating the hall when I arrived.	<u>The hall was being decorated when I arrived.</u>	Past Continuous
Lisa has recorded a song.	<u>A song has been recorded by Lisa.</u>	Present Perfect
They are going to knock down the old library.	<u>The old library is going to be knocked down.</u>	Future – Going to
I will make it tomorrow.	<u>It will be made tomorrow.</u>	Future - Will
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Task 3

Complete the following sentences using an appropriate active or passive verb form.

- The parcels have ...
 - sent
 - been sent
 - been sending
- She ...the report.
 - is preparing
 - is being prepared
 - is prepared
- The seeds have not... yet.
 - germinated
 - been germinated
 - been germinating

4. The meal.....at noon.
- a) served
 - b) was served
 - c) was serving
5. The hostess...every one with open arms.
- a) received
 - b) was received
 - c) was being received
6. The child... since Monday.
- a) has missing
 - b) has been missing
 - c) is missing
7. The children... a ruckus.
- a) created
 - b) were created
 - c) were being created
8. The boys have... in their assignments.
- a) handed
 - b) b) been handed
 - c) c) been handing
9. The mother.....her son against working too hard.
- a) advised
 - b) was advised
 - c) has been advised
10. He..... to quit smoking.
- a) told
 - b) was told
 - c) has told

Task 4

Change the following sentences into passive voice.

1. Someone made this antique table.
2. Translators have translated that book into many languages.
3. People grow rice in many countries.
4. Teachers teach reading in the first grade.
5. The teacher is giving a test in the next room right now.
6. They will send you a bill at the end of the month.
7. The assistant manager interviewed me.
8. Someone will announce the news tomorrow.
9. My sister's plane will arrive at 10:35.
10. The company is promoting Mrs. Jill as a new manager

Task 5

Translate the following sentences into Bahasa Indonesia

1. Please send us the price list of your latest product with your lowest price..
2. We shall be pleased if you will send us samples of with your lowest Price.
3. We have seen your advertisement in Kompas.
4. We look forward to having your reply as soon as possible.
5. Please supply by post.
6. Please send us by passenger train.
7. We require immediate delivery.
8. Please arrange for immediate dispatch.
9. The order must be dispatched without delay.
10. The order must be executed no later than October.
11. The goods must comply with samples.
12. Payable 30 days 5%.
13. Payable 10th of the following month.
14. Cash on Delivery (COD).
15. Cash with Order (CWO).