

MODUL

BAHASA

INGGRIS MARITIM

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MODUL BAHASA INGGRIS MARITIM

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Di dalam tulisan ini, disajikan pokok-pokok bahasan yang terdiri atas 8 **(Delapan)** Pokok Bahasan yang disusun sebagai bahan penuntun atau pegangan mahasiswa di lingkup Jurusan Kemaritiman, Politeknik Negeri Bengkalis dengan materi yang telah disesuaikan khususnya mata kuliah Bahasa Inggris maritime (BIM). Sebagai materi dalam bahan ajar ini merupakan hasil penyempurnaan dari materi yang dilakukan dalam perkuliahan yang telah disusun sebelum ditambah dengan beberapa contoh kasus dan trend baru keilmuan Bahasa Inggris maritime (BIM). Harapan penyusun bahwa MODUL ini dapat membantu para mahasiswa dan tim pengajar dalam kegiatan perkuliahan.

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Bengkalis, Januari 2022

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SECTION I

GREETINGS

A. Greetings and Introduction

Hello, Bonjour, Hola, Salaam, Guten tag, Hello!

It's the first word you learn in any new language, the basic sign of welcome that shows your intent to talk to someone. Most likely, you learned the basic English greetings before you even started investing time in your language skills. But if you want to make the most of your first impression, there are a ton of more colourful ways to say "hello".

Do you want to know the most professional way to greet colleagues on a video call? Some slang terms to begin a text to your little cousin? Or a specifically British-English "hello" to amuse the bus driver on your next trip to London? This ultimate list will guide you through the words and phrases to greet anyone in English with confidence.

1. Formal Greetings

Sometimes you need to use more formal or business language to keep a professional tone. Here are the most common situations when such greetings are necessary:

- a. Job interview
- b. Business meeting
- c. Communicating with top management or CEO
- d. Chatting with a new colleague
- e. Having a conversation with clients
- f. Showing respect to an older person
- g. Speaking with someone you barely know

Use the following salutations to start a formal conversation in any of these situations.

a. Good Morning / Good Afternoon / Good Evening

These formal ways of greeting people are used at different times of the day. Whether you speak with a regular customer, colleagues or new neighbors, these phrases are effective to start the ball rolling. The greetings change depending on the time of the day. For example, “Good morning” is generally used from 5:00 a.m. to 12:00 p.m. whereas “Good afternoon” is appropriate for a period from 12:00 p.m. to 6:00 p.m. “Good evening” is often used after 6 p.m. or when the sun goes down.

Keep in mind that “Goodnight” is not a salutation. In formal communication, it is used to say goodbye. For example:

- ✓ It was nice to meet you. Goodnight!
- ✓ Goodnight! See you tomorrow.

To show your respect, you can also add the person’s last name to your greeting words. Usually, native English speakers tend to be more informal even in business communication and use the person’s first name after the salutation:

- ✓ Good morning, Mr. Houston
- ✓ Good afternoon, Ms. Partridge
- ✓ Good morning, Tom
- ✓ Good evening, Kelly

It is also common to say “Good morning, sir/madam” when greeting someone in a formal situation whose name is unknown. This is often heard by staff talking to customers in shops, restaurants and hotels.

b. How do you do?

If you are looking for a VERY formal phrase for someone you meet for the first time, this one will be the most suitable. While this salutation is quite uncommon today, you can still hear it from older people.

“Hello. How do you do?” is perfect for a business dinner or a formal event, such as a conference. As per professional speech in every language, the most appropriate response is neutral or positive “I’m doing well thank you / Fine, thank you” to keep some distance, even if you are actually having a very bad day!

If used as a formal greeting, sometimes “How do you do” is, strangely, used as a statement rather than a question. This most often happens when shaking hands with someone for the first time. It is easy to hear if this is the case: there will be no inflection at the end of the sentence. In this instance, the correct response is to repeat the question back to the asker in the same flat tone, “How do you do?”

Nice to meet you / Pleased to meet you

This is one of the respectful greeting examples you can use replying to someone you meet for the very first time. For example:

A: Good morning. I’m Alex White from [Company].

B: Nice to meet you, Mr. White.

When people meet, it is a common practice to shake hands. A handshake generally lasts for a few seconds, which gives enough time to say “Pleased to meet you”.

c. How have you been?

This is a polite way to ask “*How are you?*” when you have not seen a person for a long time. Ask this question only if you have met someone before.

A: How have you been?

B: I’ve been busy working a lot. How about you?

The best way to ensure that your greetings sound natural and confident is to practice them aloud, preferably with a fluent speaker to give you pointers. No-one to practice with?

Formal Greetings for Letters and emails

In any language, many of the most formal conversations take place in written form: job applications, legal queries, complaints against a company. Here are the best ways to greet someone in writing when you have something serious to say.

a. Dear Sir or Madam

If you do not know the name of the person you are sending a professional letter or email to then “Dear Sir or Madam” is the most common way to start the conversation. It is clear, respectful, and to the point. Some instances when this is useful include:

- ✓ When you are reaching out to a department you would like to work with
- ✓ When you are emailing a company

However, if you are able to find the person you want to talk to with some online research, it is much more professional to do so and send a personalized formal greeting.

b. To Whom It May Concern

This is another professional way to address an email to a stranger. It is a little old fashioned, but perfect if your formal email is going to be relevant to a group of people, or if you want to sound especially reserved. Suitable situations include:

- ✓ When you are emailing a whole department that you are unfamiliar with
- ✓ When you are sending a complaint to a company
- ✓ When sending a reference letter for someone you used to manage

c. To the Hiring Manager

If you are sending a job application or emailing an HR department about a role you would like to apply for, “To the Hiring Manager” is a very useful greeting. It is particularly helpful if you are emailing a generic company-wide “info@” inbox because it signals that your message will be about a work opportunity, and immediately instructs whoever manages the

inbox to forward your message to the HR department.

d. Dear Mr X / Mrs X / Ms X / Miss X / Prof X / Dr X

If you know the name and title of someone you are sending a formal email to, it is better to begin the conversation with “Dear Mr [surname]” instead of “Dear sir or madam.”

In rare cases, the person you are emailing might use a salutation which signifies their profession. Doctors and academics who have a PhD sometimes use “Dr”, and college professors sometimes use “Prof”. Otherwise, you can use “Dear Mr [surname]” for a man, “Dear Mrs [surname]” for a married woman, or “Dear Miss [surname]” for an unmarried woman. If you do not know the marital status of a woman you are emailing professionally, you should use “Ms [surname]”. If you do not know the title of the person you want to reach, or cannot guess their gender from their name, try looking them up on LinkedIn.

Be aware: even when sending very formal professional messages, most people will switch to “Dear [First name]” after the first or second email exchange. Usually, the person you have reached out to will reply using “Dear [first name]”, and after this point, it is polite to address them in the same way.

2. Informal Greetings

When it comes to a conversation with a neighbor or a chit-chat with colleagues during a coffee break, you can opt for these informal greetings. Situations where these fit naturally include:

- a. A casual meeting with colleagues
- b. Having a conversation with your team at work
- c. Networking events
- d. Greeting neighbors
- e. Chatting to a friend

a. Hello / Hi / Hey

As you almost certainly know already, “Hello” and “Hi” are the most popular greetings for informal situations. Generally, they

are followed by the person's name:

- ✓ Hello, Michel. How are you?
- ✓ Hi, Monica. Nice to see you!

As a rule, use “hey” with people you know well. It is perfectly okay to start a conversation with a stranger in an informal situation with “hey” too, but do not pronounce it too harshly in this case, or it can come across as rude or confrontational.

b. Morning / Afternoon / Evening

This is a friendly and warm way to greet someone in most informal situations. It sounds particularly natural if you are just walking past someone who you relate to informally but do not have time for a long chat with, such as a postman, or a neighbor, or a cafe assistant. This said, it works just as well to start a longer conversation.

c. How are you doing? / How's it going?

This is a casual way of asking “How are you?” People prefer to ask one of these questions after the main greeting. Usually, it is followed by a brief, positive answer. For instance:

- ✓ A: Hello, Amanda! How are you doing?
- ✓ B: Fine, thanks. And you?

d. Nice to see you / It's great to see you / Good to see you

When you have not seen a person for a while or meet somebody unexpectedly, use one of these friendly greetings. You can use them at the beginning of a conversation, or just after the initial “hello”.

- ✓ Hello, Veronica. Nice to see you there.

e. Long-time no see / It's been a while

These common phrases are used to greet an old friend or begin a conversation with a person you haven't seen for a very long time. These expressions are often followed by questions like “How are you?” or “What's new?” And it is a great way to start

small talk about what has happened since your last meeting.

A: Hey, John! Long-time no see. How are you?

B: I'm fine, thanks! What's new?

A: Hi, Taya. How's it going?

B: Good thanks.

A: I haven't seen you for ages.

B: Yes, it's been a while.

Want these phrases to feel natural? Learn them by speaking with a tutor on Preply

B. Slang Greetings

Slang is fun to learn: it's informal and a little bit silly, and using it signifies to someone that you're on friendly terms. Here are some different ways to say "hello" to your good friends and younger relatives.

a. Yo!

This funny greeting came from hip-hop culture in 1990s America. It is still commonly used in the US today.

b. What's up?

This is a very common slang greeting used a lot both in person and over text message. It is a more relaxed way of greeting a friend by asking how they are doing, and what is new in their life. It is not rude and can be used with colleagues who you are close with, as well as family members and friends.

c. Sup

This is a short version of "What's up?", which was very popular in America in the early 2000s. Now it is mostly only used ironically or in text.

d. Heyyy

When texting or sending direct messages, some people like to add extra "y"s at the end of "hey". For some mysterious reason, this is most often used when flirting. The longer the tail of "y"s, the flirtier the message! More than three or four looks a little bit desperate though.

C. Funny Greetings

It is very difficult to be funny in a new language (or difficult to be funny on purpose, at least!). Being able to understand and make jokes is often even seen as a sign of fluency. If you are still in the process of learning, slipping a silly or old-fashioned version of “hello” into a conversation is a simple way to make someone laugh.

If you are learning English to chat with a partner or friends, surprising them with one of these weird conversation starters can be very funny. Here are some less serious “hellos” and tips on when to try them for maximum effect.

1. *Ahoy!*

This is a very old greeting that dates all the way back to Old English, and was once used by sailors to call ships. Nowadays, it is only really spoken by Spongebob and other ocean-based cartoon characters. It is just as silly when written in a text message as in person.

2. *Hello stranger!*

This is sometimes used when greeting friends that you haven’t seen in a little while. It is a jokier version of “long time, no see”.

3. *’Ello, gov’nor!*

This is a shortened version of “Hello, governor”, a greeting used by tradespeople in Victorian London, to show respect when talking to upper class members of society. Dropping the “H” from the “Hello” is intended to make the pronunciation sound similar to the famous “cockney” accent, associated with the East of London. Today, it is only really used by people teasing their British colleagues!

4. *Goodmorrow!*

This is a ridiculous way to say “Good morning”. It is unnecessarily formal and associated with old-fashioned poetry, so using it in real conversation is definitely pretty silly!

5. *What’s crackin’?*

This is another way of saying, “What’s up?” or “What’s going on?”.

6. *What's up buttercup?*

This is a very rarely-used greeting, but will definitely make someone laugh. A buttercup is a delicate yellow flower which grows in grass, and also a very common thing to name your pet cow. It is quite funny to address an adult as "buttercup".

7. *Howdy!*

This is an abbreviation of "How do you do?" stereotypically used in some regions of Canada and America. Now, it is mostly only used by cartoon cowboys.

D. A brief afterword

A well-chosen "hello" sets the tone for any conversation, whether talking to a close friend or someone you barely know.

Don't be afraid to try out these new expressions in your daily communication. Armed with these words and phrases, you can start almost any conversation off in a more vibrant and fluent way.



The following is about a conversation where a third person is being introduced to another person.

Mr Bean, I don't think that you have met Mrs Smith.

Mr Bean, I don't think you know Mrs Smith

Mr Bean, May I introduce you to Mrs Smith

Mrs Smith, do you know Mr Bean?

Mr Bean, I'd like you to meet Mrs Smith

Below is a conversion where a third person is being introduced to the other person.

***** : The name that is in bold writing, "**Paul:**" is the person that is talking and is introducing Peter to **Debbie** *****

Paul : Peter, I'd like you to meet Debbie.

Peter : Hello Debbie how are you? (Peter is now talking and replying to Debbie)

Debbie : I am fine thank you, how are you. (Debbie is now replying to Peter)

Paul : Debbie has just started working for us

How to be more polite and nice when greeting someone?

To be more polite and nice, say "It's a pleasure to meet you." or "Pleased to meet you."

Paul : John, I'd like you to meet Debbie.
John : It's a pleasure to meet you.
Debbie : How do you do.
Paul : Debbie has just started working for us
Paul : John, I'd like you to meet Debbie.
John : How do you do ?
Debbie : I am Pleased to meet you john.
Paul : Debbie has just started working for us

NUMBERS

1. Cardinal Numbers

Cardinal numbers say how many people or things there are.

Examples:

- There are **five** books on the desk.
- Ron is **ten** years old.

a. *Numbers bigger than 20*

Use a **hyphen** between compound numbers.

Table 1.1 The Example of Number Bigger than 20

Number	Word
21	twenty-one
55	fifty-five
99	ninety-nine

b. *Numbers bigger than 100*

- ✓ Use a **hyphen** between compound numbers and the word and.
- ✓ Use either the definite article **a** or **one** for 100.

Table 1.2 The Example of Numbers Bigger than 100

Number	Word
121	a/one hundred and twenty-one
356	three hundred and fifty-six
999	nine hundred and ninety-nine

c. *Numbers bigger than 1,000*

- ✓ Use a **hyphen** between compound numbers and the word and.
- ✓ Use either the definite article **a** or **one** for 1,000.
- ✓ Separate three digits with a comma (,) → 50,000.

Table 1.3 The Example of Numbers Bigger than 1000

Number	Word
1,121	a/one thousand one hundred and twenty-one
2,356	two thousand three hundred and fifty-six
9,999	nine thousand nine hundred and ninety-nine

d. *The number 0*

There are different words for the number 0.

Table 1.4 The Different Words for the Number 0

Word	Explanation	Example
Oh	single digits (telephone numbers, codes)	67890 six - seven - eight - nine - <i>oh</i>
Zero	measurements (temperature)	-5 °C five degrees Celsius below <i>zero</i>
Nought	figure 0 in British English*	5 - 5 = 0 Five minus five leaves <i>nought</i> .
Nil	results in sport	The match ended 2 - 0. The match ended two - <i>nil</i> .
Love	Tennis	40 - 0 forty - <i>love</i>

* In American English *zero* is used.

e. *Year*

There are several different ways to write the date in English. They vary from formal to informal, and there are differences between British and American English. The following table shows some typical formats.

Table 1.5 The Different ways to write the date between British and American English

format	British: day-month-year	American: month-day-year
A	the Fourteenth of March, 2016	March the Fourteenth, 2016
B	14th March 2016	March 14th, 2016
C	14 March 2016	March 14, 2016
D	14/3/2016	3/14/2016
E	14/3/16	3/14/16
F	14/03/16	03/14/16

Note: which format to use is a question of formality, politeness and personal choice. Generally, the longer formats, such as B or C, are more polite (since they show more respect for the reader). Shorter formats, such as D or E, are used in less formal situations, for example a memo, a letter between friends or an impersonal business letter. Format F is rather official and is typically seen on an invoice or an official or technical document. Format A is extremely formal and mainly used on printed items, for example a wedding invitation. The numerical formats may use a full stop (.) or hyphen (-) instead of a slash (/), for example: 14.3.2016 or 03-14-16

2. Ordinal Numbers

Add **th** to the cardinal number to form the ordinal number: six → **sixth**. Add **the last two letters of the written word** to the figure. → **4th**

Numbers in words: The ordinal numbers **1st** → **first**, **2nd** → **second** and **3rd** → **third** are irregular. Be careful with the spelling of the words for **5th**, **8th**, **9th**, **12th** and the words ending in **-y**.

Table 1.6 The Cardinal and Ordinal Number

Cardinal numbers		Ordinal numbers	
1	One	1st	First
2	Two	2nd	Second
3	Three	3rd	Third
5	Five	5th	Fifth
8	Eight	8th	Eighth
9	Nine	9th	Ninth
12	Twelve	12th	Twelfth
20	Twenty	20th	Twentieth

Ordinal numbers	
21st	twenty-first
22nd	twenty-second
23rd	twenty-third
24th	twenty-fourth
25th	twenty-fifth
26th	twenty-sixth
27th	twenty-seventh
28th	twenty-eighth
29th	twenty-ninth
30th	thirtieth
31st	thirty-first

3. Fractions and Decimals

a. Fractions

Use the **ordinal number** for the **denominator**:

- $1/3 \rightarrow$ one **third**
- $2\ 3/5 \rightarrow$ two and three **fifths**

Exceptions:

- $1/2 \rightarrow$ one half
- $1/4 \rightarrow$ one quarter

b. Decimals

Use the **cardinal number** for decimals:

- $3.8 \rightarrow$ three point **eight**
- $4.25 \rightarrow$ four point **two five**

4. Roman Numbers

Roman numbers are seldom used. They are used for the names of kings and queens. Use the ordinal number:

- Elisabeth II $\rightarrow$ Elisabeth the Second
- Louis XIV $\rightarrow$ Louis the Fourteenth

The numbers in a table

Table 1.7 The Numbers in a Table

Cardinal Numbers		Ordinal Numbers	
0	oh, zero, nil, love, nought	---	
1	One	1st	First
2	Two	2nd	Second
3	Three	3rd	Third
4	Four	4th	Fourth
5	Five	5th	Fifth
6	Six	6th	Sixth
7	Seven	7th	Seventh
8	Eight	8th	eighth
9	Nine	9th	ninth
10	Ten	10th	tenth
11	Eleven	11th	eleventh
12	Twelve	12th	twelfth
13	Thirteen	13th	thirteenth
14	Fourteen	14th	fourteenth
15	Fifteen	15th	fifteenth
16	Sixteen	16th	sixteenth
17	Seventeen	17th	seventeenth
18	Eighteen	18th	eighteenth
19	Nineteen	19th	nineteenth
20	Twenty	20th	twentieth
21	twenty-one	21st	twenty-first
22	twenty-two	22nd	twenty-second
23	twenty-three	23rd	twenty-third
24	twenty-four	24th	twenty-fourth
25	twenty-five	25th	twenty-fifth
26	twenty-six	26th	twenty-sixth
27	twenty-seven	27th	twenty-seventh
28	twenty-eight	28th	twenty-eighth
29	twenty-nine	29th	twenty-ninth
30	Thirty	30th	thirtieth
31	thirty-one	31st	thirty-first
40	Forty		
50	Fifty		
60	Sixty		

Cardinal Numbers		Ordinal Numbers	
70	Seventy		
80	Eighty		
90	Ninety		
100	a/one hundred		
1,000	a/one thousand		
10,000	ten thousand		
100,000	a/one hundred thousand		
1,000,000	a/one million		
1,000,000,000	a/one billion		

Summary

Greetings and introductions is one of the most important topics when you are learning a language. We use greetings and introductions in our first-time interaction with people however it is important that we don't forget that some greetings apply only to formal situations and other greetings are more suited to informal situation such when you meet a friend at school or university.

Learning how to introduce ourselves and how to show interest by asking personal information questions is also a goal to reach since most conversations tend to go beyond a simple greeting and introduction.

Numbers can be classified as being ordinal or cardinal. Cardinal numbers are useful to answer some kinds of questions like "How many fish are there in the fishbowl?" or "How much money do I have in the bank?" So, they are used to count. Regarding the ordinal numbers, they are used to establish an order or hierarchy, that is, to show the position of something in a list. If you read sentences like "I won the first prize of Maths" or "My son was the third in the run", the numbers first and third are examples of ordinal numbers.

Evaluation

1. Greetings and Introduction
 - a. How to complete the exercise on greetings and introductions?

To complete the exercise is about a conversation between 2 people you have to put correct words into the sentences below.

- b. What is the conversation about?

Mr Bean meets Mrs Jones, one of his students from college, and her husband in the street.

2. Exercise English greetings.

Copy and write the conversation below onto a piece of paper and using the 9 words below fill in the blanks.

London	Pleased	Manchester
English teacher	Goodbye	Morning
Thanks	Not too bad	Mr Bean

Mr.Bean : Good _____, Mrs Jones.

Mrs Jones : Good morning, _____. How are you?

Mr Bean : I'm fine _____, and you?

Mrs Jones : _____. Mr Bean, this is my husband Michael, Michael this is Mr Bean my _____.

Mr Jones : Pleased to meet you Mr Bean.

Mr Bean : _____ to meet you too. Are you from England, Mr Jones?

Mr Jones : Yes, from Manchester. Do you live in Manchester?

Mr Bean : No, I'm from _____, but I live in Manchester while am teaching at college.

Mrs Jones : Well, _____ Mr Bean, it was nice to see you.

Mr Bean : Yes, it was nice talking to you goodbye.

SECTION II

PARTS OF SPEECH

A. Adjectives

Adjectives are words that give more information about a noun or pronoun and can go in different positions in a sentence. An *adjective* is a word that tells us more about a *noun*. It "describes" or "modifies" a *noun* (The **big** dog was **hungry**). In these examples, the adjective is in **bold** and the noun that it modifies is in *italics*.

An adjective often comes BEFORE a noun:

- a **green** *car*
- a **dark** *sky*
- an **interesting** *story*

And sometimes an adjective comes AFTER a verb:

- My *car* is **green**.
- The *sky* became **dark**.
- His *story* seemed **interesting**.

But adjectives can also modify *pronouns* (*She* is **beautiful**).
Look at these examples:

- *They* were **empty**.
- I thought *it* seemed **strange**.
- *Those* are not **expensive**.

Note that we can often use two or more adjectives together (a **beautiful young French** *lady* / *it* is **black** and **white**).

1. Adjective Form

Some adjectives have particular endings, for example:

- -able/-ible: *washable, credible*
- -ish/-like: *childish, childlike*
- -ful/-less: *careful, careless*

- -ous: *dangerous, harmonious*
- -y: *dirty, pretty*

However, many adjectives have no obvious form.

2. Comparative and Superlative

Most adjectives can be comparative or superlative, for example:

- *big, bigger, biggest*
- *good, better, best*
- *beautiful, more beautiful, most beautiful*

When we talk about two things, we can "compare" them. We can see if they are the same or different. Perhaps they are the same in some ways and different in other ways. We can use comparative adjectives to describe the differences.

3. Formation of Comparative Adjectives

There are two ways to make or to "form" a comparative adjective:

- **short** adjectives: add "-er"
- **long** adjectives: use "more"

Table 2.1 Short adjectives: add -er

Short adjectives: add -er	Examples
1-syllable adjectives	old, fast
2-syllable adjectives ending in -y	happy, easy
RULE: add "-er"	old → older
Variation: if the adjective ends in -e, just add -r	late → later
Variation: if the adjective ends in consonant, vowel, consonant, double the last consonant	big → bigger
Variation: if the adjective ends in -y, change the y to i	happy → happier

Long adjectives: use more	Examples
2-syllable adjectives not ending in -y	modern, pleasant
all adjectives of 3 or more syllables	expensive, intellectual
RULE: use "more"	modern → more modern expensive → more expensive

With some 2-syllable adjectives, we can use "-er" *OR* "more":

quiet → quieter/more quiet

clever → cleverer/more clever

narrow → narrower/more narrow

simple → simpler/more simple

Exception: The following adjectives have irregular forms:

good → better

well (healthy) → better

bad → worse

far → farther/further

4. Use of Comparative Adjectives

We use comparative adjectives when talking about 2 things (not 3 or 10 or 1,000,000 things, only 2 things).

Often, the comparative adjective is followed by "than".

Look at these examples:

- John is 1m80. He is tall. But Chris is 1m85. He is **taller** *than* John.
- America is big. But Russia is **bigger**.
- I want to have a **more powerful** computer.
- Is French **more difficult** than English?