UNIVERSITAS BINA INSANI

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UJIAN TENGAH SEMESTER
Semester Gasal Tahun Akademik 2023/2024

Mata kuliah	: Bahasa Inggris II
Program Studi	: Fakultas Bisnis
Waktu	: 120 menit
Nama Lengkap	:
Kelas	:

Capaian Pembelajaran Matakuliah:

Mahasiswa dapat menggunakan ketrampilan berbahasa Inggris tingkat pre-intermediate baik secara lisan maupun tulisan dengan meliputi *Grammar dan Vocabulary* yang membahas tentang bisnis yang meliputi: 1.Present Perfect / Past Simple dan Second Conditional (Type 2) 2. "Should/have to" and making decision, agree and disagree 3. Dealing with the problems: Review Tense "The Past Simple Tense" 4. How things work, using prepositions of movements. 5. Safety Procedures: Must/mustn't 6. Time clauses, reported speech: agendas, passing on information

KERJAKAN DENGAN TELITI

I. GRAMMAR

A. SIMPLE PAST OR PRESEN PERFECT

Simple Past or Present Perfect? Fill in the gap with the correct tense of verb

Example

Question: I_____ on several project like this. (work)

Answer: I **have worked** on several project since I started working here.

Example

Question: Last month I_____ on several project like this. (go)

Answer: I **went** on several project like this

1. His company_____ a meeting last week (hold)
2. Last night my boss _____ me about the sales. (contact)
3. The company _____ decision two times in this month (make)
4. He_____ the company and tried to find another company (leave)
5. She _____ three emails today (send)

B. SIMPLE PAST.

Example

Question:	**Answer:**
+ We _____ (to eat) a lot of pasta in Italy.	We **ate** a lot of pasta in Italy
X The plane _____ (not/to fly) over the sea.	The plane **didn't fly** over the sea.
? _____ (you/ to forget) to turn off the light.	**Did you forget** to turn off the light?

***Note:** When you have to write a negative sentence, write the auxiliary/be in short for example:
~~Did not~~- √ didn't, ~~was not~~- √ wasn't, ~~were~~ not- √ weren't

Complete the gap with the correct verb of tense!

1. **+** He _____ (to write) an application letter yesterday.
   x She _____ (not/to read) the email last night.
   ? _____ (he/to miss) the meeting?
2. We _____ (to fly) to London for a business conference.

LIVEWORKSHEETS

x My boss _____ (not/to know) about the sales.
? _____ (Marvel/to meet) his colleague last month?

3. +The company _____ (to renew) the service for customers
x She _____ (not/ to join) the meeting last Monday.
? _____ (he /feel) better after he took the medicine?

C. MULTIPLE CHOICE

Choose the correct options to fill the gap!

1. She _____ill since Thursday

a. has been b. was c. have been

2. Nobody _____ the phone when it rang

a. answered b. has answered c. have answered

3. You can't see her because she_____

a. went b. has gone c. have gone

4. _____ been to the United States?

a. Did you ever b. Have you ever c. Has you ever

5. My stereo _____working last night

a. has stopped b. have stopped c. stopped

6. I _____ TV yesterday

a. didn't watch b did watch c did watched

7. _____ something?

a did you forget b did you forgot c did you forgeted

8. She _____ a book yesterday

a readied b. read c rode

9. Did you _____the phone bill last week?

a. paid b pay c. payed

10. The manager _____ the meeting yesterday

a didn't attend b did attended c. didn't attended

11.I don't think you_____ criticise other people ideas. It's not helpful.

a. should b shouldn't c. don't have to

12. You _____ use this safety equipment in the lab. It's company rule

a should don't have to c shouldn't

13. We _____ talk to each other because it is an exam.

a mustn't b don't have to c. shouldn't

14. It's so big! How long _____ on it since you started?

a did you work b have you worked c do you work

15. Do you know James Stuart? He _____ to work in our office last week.

A. started b has just started c did start

LIVEWORKSHEETS

16.I felt a little scared as we drove _____the tunnel

a in b across c. through

17. We had to walk _____ the stair to the 17th floor because the elevator didn't work

a up b down c. to

18.A hover craft flies just _____ the water

a. along b through c. over

19. Don't rush _____ the stair. You can fall and get injured

a through b in c. down

20. He _____ there when he was child.

a. lived b has lived c live

D. SECOND CONDITONAL

Complete the second conditional sentences. Use the correct forms of the verbs.

Example 1

Questions: If we _____ the right decision, we _____the decrease of sales (make, avoid)

Answer: If we **made** the right decision, we **would avoid** the decrease of sales

Example 2

Questions: We _____the decrease of sales if we_____ the right decision (avoid, make)

Answer: We **would avoid** the decrease of sales if we **made** the right decision.

1. If the company _____ to other place, it _____ a lot. (move, cost)
2. The manager _____more employees if the finance manager _____. (recruit, agree)
3. If you_____ harder,you _____ more successful. (work, be)
4. She_____ happier if she _____ more friends. (be, have)
5. If I_____ to the conference, I _____ back the next day. (go, fly)

E. MODAL AUXILIARY MUST AND MUSTN'T

Fill in the gaps with must oĺ mustn't!

1. You _____ put salt in her put. The doctor said she can't eat food.
2. You_____ do something to solve the problem
3. Teacher: You _____ arrive on time for class
4. You _____complete the application form in black ink
5. You _____ remember to close the windows when you leave the house

F. REPORTED SPEECH

Put the correct verb into the reported speech.

Example:

Question: John said, "I see many good facilities."

John said (that)_____ many good facilities.

Answer: John said (that) **he saw** many good facilities

***Note:** When you have to write a negative sentence, write the auxiliary/be in short for example:

~~Did~~ not- √ didn't, ~~was~~ not- √ wasn't, ~~were~~ not- √ weren't

LIVEWORKSHEETS

1. Peter said, "I am interested in other countries."
   Peter said (that) _____ in other countries
2. Mr Cooper said, "I take the medicine regularly."
   Mr Cooper said (that) _____ the medicine regularly
3. Mrs Miller said, "I don't feel better."
   Mrs Miller said (that) _____ better
4. Sarah said, "My father takes me to school every day."
   Sarah said (that) _____ to school every day
5. He said to the reporters, "I am a farmer in Cornwall."
   He said to the reporters(that) _____ a farmer in Cornwall

II. VOCABULARY

A. Fill in the blanks with the words from the box.

applicants	as soon as	Why	subjects	position	jobs	could	when
procedure	hiring	item	called	before	don't	seat	valid
connection	protective	take	spent				

1. He _____ 4 years to finish his study.
2. After _____ new workers, they should be put on the payroll, enrolled in benefits, and complete the onboarding process.
3. There were 55 _____ who submitted their resumes to the hiring manager
4. You should apply for a _____ as a freelance graphic designer at a large publishing company
5. I suppose I'm a reasonable student. I passed all my exams and I enjoy studying _____ that interest me.
6. She applied for three _____ and received three offers
7. _____ don't we ask our customers what they want?
8. We _____use that idea with the storage box
9. You can't use that ticket on this train. It's not _____
10. I've just missed my _____ to London
11. She could book a _____ on the next train
12. You must complete each _____ in the order on the list.
13. What _____ equipment do you need for this job?
14. We've _____ this meeting to discuss the financial crisis.
15. Let's discuss _____ four on the agenda
16. We didn't hold a meeting. We didn't _____ minutes or anything.
17. I'm going to tell her _____ she leaves
18. I don't know _____ the party starts
19. I will call you _____ I get there.
20. Why _____ we sell more CDs in a pack. It is great idea to do.

LIVEWORKSHEETS

III. READING COMPREHENSION

Read the following letter, answer the questions!

Hi Victoria,

I spoke to Sam Wu yesterday, and he agreed to be one of our 'culture speakers' at the conference. Unfortunately, he's reluctant to make a presentation. He said he was happy to answer questions in the group discussion, though. I also spoke to Mai Cheng. She's very keen to give a talk, which is obviously good news.

So, I think, with the two of them, we can arrange a presentation followed by a Q&A session, or something like that. Mai is going to think of some ideas, and meet Sam next week, so they can discuss them. I told her we were happy for her and Sam to decide what to talk about.

I also called Tom about his 'surprise gifts' for the conference. He refused to say what they are! He's decided not to say anything until the last minute, but he has promised to tell me what they are a week before the conference. I don't know what he's planning but, knowing Tom, it'll be something 'different'!

Regards,

Amelia

Amelia Donovan
Sales Consultant - CC Software

Choose the correct option that answers the question!

1. What can be concluded about Sam Wu?
   a. He will not participate in a conference
   b. He will be a speaker in a conference
   c. He disagrees about the theme of conference
2. How many presenters will be in a conference?
   a two b one c three
3. Who is the email writer?
   a. Victoria b Mai Cheng c. Amelia
4. What other business do they talk about?
   a. the agenda of the conference b Q & A session c. surprise gift
5. What are the presenters going to do before the conference?
   a. Answer questions in group discussion
   b. Preparing surprise gift
   c. Discussing ideas

*******Good Luck********

LIVEWORKSHEETS