



## 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 and 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. I \_\_\_\_\_ my classmates yesterday (see)
2. Last night I \_\_\_\_\_ lunch with my best friend. (have)
3. The plane \_\_\_\_\_ for three hours (fly)
4. We \_\_\_\_\_ a company to do study tour last week (visit)
5. He \_\_\_\_\_ three emails today (write)

##### B. SIMPLE PAST.

Example

Question:

+ We \_\_\_\_\_ (to eat) a lot of pasta in Italy.

X The plane \_\_\_\_\_ (not/to fly) over the sea.

? \_\_\_\_\_ (you/ to forget) to turn off the light.

Answer:

We **ate** a lot of pasta in Italy

The plane **didn't fly** over the sea.

**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 leave) to join with Honda Prima 3 years ago  
X She \_\_\_\_\_ (not/to call) me last night.  
? \_\_\_\_\_ (he/to attend) the meeting?
2. We \_\_\_\_\_ (to begin) the meeting half an hour ago.

- X My boss \_\_\_\_\_ (not/to bring) lap top.  
 ? \_\_\_\_\_ (Lisa/to watch) documentary film?
3. The company \_\_\_\_\_ (to build) new building next to the office.  
 She \_\_\_\_\_ (not/ to push) the wheel.  
 \_\_\_\_\_ (He /make) any progress for the project?

### C. MULTIPLE CHOICE

**Choose the correct options to fill the gap!**

1. She \_\_\_\_\_ a new car in 2011.  
 a. has bought      b. buyed      c. bought
2. The girls \_\_\_\_\_ their lunch yet  
 a. did not eat      b. has not eaten      c. have not eaten
3. He \_\_\_\_\_ there when he was child  
 a. lived      b. has lived      c. have lived
4. They \_\_\_\_\_ a few minutes ago  
 a. Left      b has left      c. have left
5. The film \_\_\_\_\_ yet  
 a. didn't      b. hasn't started      c. haven't started
6. I \_\_\_\_\_ a computer when I was child.  
 a had      b has      c. have
7. What time \_\_\_\_\_ yesterday?  
 a. he got up      b did he got up      c did he get up
8. They \_\_\_\_\_ the train when they went to the city  
 a. didn't change      b change      c. di change
9. We \_\_\_\_\_ computer last night.  
 a did used      b. didn't use      c. did use
10. \_\_\_\_\_ good coffee last night?  
 a. Did made she      b Did she make      c Didn't she made
11. I don't think we \_\_\_\_\_ increase the price yet.  
 a. shouldn't      b. should      c. haven't to
12. We \_\_\_\_\_ to make decision by Friday.  
 a haven't      b. have      c. should
13. You \_\_\_\_\_ wear eye protection in the lab  
 a. would      b. must      c. could
14. We walking \_\_\_\_\_ the market.  
 a. up      b. to      c. on
15. Why didn't she climb \_\_\_\_\_ that ladder?  
 a. across      b. up      c. down
16. The Maglev is lifted \_\_\_\_\_ by magnetic force  
 a. up      b down      c. above
17. A hover craft flies just \_\_\_\_\_ the water  
 a. along      b through      c. over
18. Don't rush \_\_\_\_\_ the stair. You can fall and get injured  
 a through      b in      c. down
19. I felt a little scared as we drove \_\_\_\_\_ the tunnel  
 a in      b across      c. through
20. We had to walk \_\_\_\_\_ the stair to the 17th floor because the elevator didn't work  
 a up      b down      c. to

#### D. SECOND CONDITIONAL

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.

**\*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**, ~~would not-~~ **wouldn't**

1. If we \_\_\_\_\_ more employees, we \_\_\_\_\_ in trouble. (not hire, be)
2. We \_\_\_\_\_ more profit if our customers \_\_\_\_\_ more products. (get, buy)
3. If we \_\_\_\_\_ the price, customers \_\_\_\_\_ the purchase. (rise, decrease)
4. We \_\_\_\_\_ more product if we \_\_\_\_\_ the product effectively. (sell, promote)
5. If we \_\_\_\_\_ new method, our job \_\_\_\_\_ better. (apply, be)

#### E. MODAL AUXILIARY MUST AND MUSTN'T

Fill in the gaps with **must** or **mustn't**!

1. You \_\_\_\_\_ swim here. The lake is used for drinking water.
2. You \_\_\_\_\_ speak German and English to get a job as a Lufthansa pilot.
3. You \_\_\_\_\_ send dangerous items by mail
4. You \_\_\_\_\_ tell the boss what happened, or he'll fire you.
5. I \_\_\_\_\_ be late. It's the most important meeting of the year.

#### F. REPORTED SPEECH

Put the correct verb into 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.

1. Mr Jones said, "I will collect stickers."  
Mr Jones said (that) \_\_\_\_\_ stickers.
2. Peter said, "We play a lot of tennis."  
Peter said (that) \_\_\_\_\_ a lot of tennis.
3. Mother said, "I have a headache."  
Mother said (that) \_\_\_\_\_ a headache.
4. They told us, "We drove right down to Athens last summer."  
They told us (that) \_\_\_\_\_ right down to Athens last summer.
5. Helen said, "I am watching the late-night show."  
Helen said (that) \_\_\_\_\_ the late-night show.



## II. VOCABULARY

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

weight	upgrade	joined	valid	weighs	not	minutes	until
as soon as	attend	supplement	promotion	After	How	prevent	hold
suggestions	height	regulations	started				

1. He \_\_\_\_\_ his career with Epson Plc.
2. Company gave a \_\_\_\_\_ for him to be a marketing manager
3. He \_\_\_\_\_ his current company three years ago.
4. Why \_\_\_\_\_ just change the shape of the box?
5. Any \_\_\_\_\_ about the marketing strategy?
6. \_\_\_\_\_ about using a new logo?
7. Can I \_\_\_\_\_ the ticket from second class to first class?
8. A: Would it cost anymore?  
B: Yes. You'd have to pay a \_\_\_\_\_
9. You can't use that ticket on this train. It's not \_\_\_\_\_
10. The \_\_\_\_\_ of the bridge is only 3.2 metres.
11. The \_\_\_\_\_ of this car is about 1,000 kilograms
12. This laptop \_\_\_\_\_ only 1.2 kilos. It's very light.
13. The \_\_\_\_\_ say that you have to wear ear protection at all times.
14. Health and safety procedures help to \_\_\_\_\_ injuries.
15. I think everyone has the \_\_\_\_\_ of the last meeting
16. If you can't \_\_\_\_\_ a meeting, send an email or phone to tell us.
17. We didn't \_\_\_\_\_ a progress meeting last week. We were too busy.
18. He will immediately send you an email \_\_\_\_\_ he gets to the office.
19. Nora *will stay* with her parents \_\_\_\_\_ she finds a good job.
20. \_\_\_\_\_ Salim finishes his gap year; he is going to start a Master's in law.

## 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 one
  - b two
  - c three
3. Who is the email writer?
  - a. Victoria
  - b Amelia
  - c. Mai Cheng
4. What other business do they talk about?
  - a. the agenda of the conference
  - b surprise gift
  - c Q & A session
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