

UNIVERSITAS ANATA DHARMA PENELITIAN DAN PENGABDIAN KEPADA MASYARAKAT LEMBAGA

SURAT TUGAS No. 013d/LPPM USD/II/2017

Ketua Lembaga Penelitian dan Pengabdian Kepada Masyarakat Universitas Sanata Dharma Yogyakarta dengan ini memberikan tugas kepada:

Nama	: Barli Bram, M.Ed., Ph.D.
Pekerjaan	: Dosen
NIP/NIDN	: P.1345/ 0529126301
Jabatan Fungsional	: Lektor
Program Studi	: PBI
Fakultas	: Keguruan dan Ilmu Pendidikan

Untuk memberikan pelatihan Menulis pada:

Hari/Tanggal	: 13 Februari – 2 Juni 2017.
Waktu	: 10.00 – 14.00 WIB
Tempat	: USD

Demikian Surat Tugas ini dibuat, agar yang berkepentingan melaksanakannya.

Lembaga Penelit	ian dan Pengabdian Kepada Masyarakat USD								
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Jabatan	Jabatan								

Tembusan:

- 1. Wakil Rektor I
- 2. Dekan
- 3. Ketua Program Studi
- 4. Arsip



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LEMBAGA PENELITIAN DAN PENGABDIAN KEPADA MASYARAKAT

No: 082/ LPPM USD /VI/ 2017

Lembaga Penelitian dan Pengabdian kepada Masyarakat Universitas Sanata Dharma memberikan penghargaan kepada :

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Atas peran sebagai Instruktur dalam kegiatan pelatihan Menulis pada 13 Februari - 2 Juni 2017, di EEC Univ. Sanata Dharma Yogyakarta.

Lembaga Penelitian dan Pengabdian Kepada Masyarakat miversitas Sanata Dharma Yogyakarta, 14 Juni 2017

Anton Harvono, M.Hum.

XETUA

Minimum Requirements

When you write (and speak) English, you must check to make sure that you do not make any of the grammar mistakes listed below. Freedom from these mistakes is the lowest possible standard which will be accepted.

Note that the asterisk or 'star' (*) means that sample the word, phrase, clause or sentence in double quotation marks ("") is ungrammatical according to standard English grammar.

1. Concord/Agreement

a. You should make sure that you use the feminine and masculine pronouns correctly.

"My sister goes to school and *he is in the second grade".

b. You should make sure that you use the correct singular and plural forms for verbs and pronouns. "Things which **interferes* ..." "A teacher **want* ..." "Tell the waitress to put **their* bag on ..."

c. You should make sure that you use the correct forms of the nouns after the following words.

- one, a, an, each, another and every are followed by singular countable nouns.
 "*Each trees ..." "*Another music ..."
- both, these, those, many, few, a few, two, three and other bigger numbers are followed by countable plural nouns. "*Many pencil ..." "*Those bicycle ..." "*Three elephant ..."
- > this and that are followed by uncountable and countable singular nouns (not plural nouns). "*This houses ..."
- > much is followed by an uncountable noun. "We saw much * stars in the sky last night".

2. Finite Verbs

You should make sure that every simple sentence and the main (principle or independent) clause in every complex sentence, each has a finite verb. "*We happy". "*She written a letter". "When they arrived, *Trat reading".

3. Tenses

You should make sure that you do not change the tense from present to past or from past to present unless you have a good reason for doing so. "All participants were ready. The instructor then *begin the training session".

4. Verb Groups

You should make sure that the verbs in questions (interrogatives) and negative constructions have the correct form. "He does not **allows* ..." "Did they **liked* fishing in the river?"

5. Articles/Determiners

- a. If you use a singular countable noun, you should make sure that you put *a, an*, *the* or a similar function word (for example, *this* or *that*) before the noun. "My friend put **book* on **chair*".
- b. If you use an uncountable noun or a plural countable noun, you should make sure that you do not put **a** or **an** before the noun. "They gave me **an* information". "Did you see **a* children in the street?"

When you write English, you must check to make sure that you do not make the mistakes in punctuation and spelling listed below.

6. Punctuation

- a. You should use a capital letter (upper case) at the beginning of every sentence, a full stop or period (.) at the end of every statement, and a question mark (?) at the end of every question.
- b. You should use a capital letter to begin the name of a person, town or country.
- c. You should make sure that you use the possessive apostrophe (') correctly.
- "The swan is cleaning *it's wings". "They found a *students bag"."

7. Spelling

- a. You should make sure that you correctly use the words their, there, then and than.
- b. When a word ends in p, t, d, m, n and I and has a short vowel in its final (stressed) syllable, the consonant should be doubled when the suffixes *-able, -ed* and *-ing* are added. Note that in some contexts, the doubling of the letter I does not apply to American English, which spells traveling and traveled, for example, with a single I. In British English, a double I is used, as in, travelling and traveled.

(By courtesy of the English Language Education Study Programme of Sanata Dharma University, Yogyakarta. Indonesia. These MR's are (re)adapted from An English Language Course for First Year Students of English at the IKIP by RL Fountain (nd))

Notes:

1. A **finite verb** may be defined as a verb which changes if the subject (singular or plural, for example), the tense (present or past) and/or the form (positive, negative or interrogative) of a sentence changes.

2. There are three types of concord or agreement: a. grammatical concord, b. notional concord and c. proximity concord (Quirk, R et al).

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Sanata Dharma University Yogyakarta

FEBRUARY to JUNE 2017 ATTENDANCE LIST

Subject Day/date Lecturer : EEC 1 1 4 (BASIC WRITING/WRITING A) : Drs. Barli Bram, M.Ed., Ph.D.

: Tuesday, 2017

: I/K.10 16.00 - 17.40

Room Time

1 10 No St. Number Name 15 14 13 12 w N 9 00 4 5 UT I 4 -160000143 Juster Donal Sinaga, M.Pd 160000140 |Martinus Kriswanto 160000117 Skolastiko Adventura Krisnariandi 160000076 Rizki Cesira Wardhani 160000045 Hannik Inayatur Rahmah 160000139 Nasrul Ali, S.Hum. 160000136 Rangga Kala Mahaswa 160000134 Mardiana, S.IP. 160000124 Muhammad Budi Satria 160000088 Sawaun, S.Th.I. 160000129 Victor Wijaya Dewantara 160000157 Mirza Syauqi Futaqi 160000151 Multazam Mansyur Addury, S.E.Sy. 160000142 Jatuh Padmi, M.Pd 160000123 Antonius Agung Prihartanto 28/2 THE Huk Algeor (Jaz ON 2 ¥ Had 1/ Now Water of the 7/3 14/3 21/3 28/3 MAXIN Hal Mar Parl 2 0 Ų. Northern 4/4 tak 11/4 18/4 25/4 lat 1217 THUNK MY Hale E davit 2/5 The and Evia. (Alexandre hydroian 9/5 10th In the A. 16/5 June A REAL 23/5 MANN Windo N and

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