

PELAJARAN 12 - Rapat (lanjutan)

CATATAN PELAJARAN

Peran

Harvey Judd: Kepala Bagian Pembelian perusahaan Hale and Hearty Foods
 Victoria Song: Asisten Manajer Hubungan Internasional Hale and Hearty Foods
 Douglas Hale: Direktur Utama Hale and Hearty Foods
 Caroline Grabbo: Kepala Bagian Adminstrasi. Wakil Douglas Hale.

Jalan Cerita

Douglas, Caroline, Harvey dan Victoria telah tiba pada akhir rapat untuk mempersiapkan presentasi yang akan disampaikan besok.

Bahasa – Sopan santun halus dalam rapat

Perhatikan kalimat-kalimat pendek berikut ini. Ucapkan dengan suara keras sebagai latihan *menyetujui*, atau *tidak sepenuhnya menyetujui*, atau *menolak* secara halus dalam rapat.

Menyetujui	<p>A: I think it can wait until we know more. B: I think you're right.</p> <p>A: In my opinion, we should ask the accountants to work on it. B: You've got a point there.</p>
Tidak sepenuhnya menyetujui	<p>A: If you all work over the weekend we'll get the order in. B: I see what you're saying but some of us might have other plans.</p> <p>A: I think Mai's request for a higher salary is too much. B: To a certain extent I agree, but we don't want to lose her.</p>
Menolak	<p>A: Just one more meeting a week can't hurt anyone B: I'm afraid I can't agree, the staff are stretched as it is.</p> <p>A: I think that Asian planes should take the grain to Spain. B: I can't really support that. It would be much cheaper by sea.</p>

Idioms

Douglas meminta kepada Harvey untuk “bring him up to scratch” perihal niat Lian dan Lok. Ini berarti, Douglas meminta kepada Harvey agar menjelaskan mengenai hal itu. Idiom-idiom di bawah ini mempunyai arti yang sama:

To fill someone in

Contoh: I missed the meeting. Could you **fill me in** on the project?

To put someone in the picture:

Contoh: Meet me after work and I'll **put you in the picture** on the Smith Contract.

To bring someone up to speed:

Contoh: Before we start the discussion, John can **bring us up to speed** on the monthly figures.

Catatan:

Program komputer “IT-FX” dalam pelajaran ini hanya sekedar nama khayalan.

LATIHAN1. Kosakata penting

Carilah arti dan cara pengucapan kata-kata di bawah ini pada kamus:

absence	advertising	approach
conference	contribution	a copy
equipment	graphics	hologram
impressive	indicate	laptop
layout	national	opinion
outline	a point	privileged
produce	software	visual

2. Latihan bahasa – menyetujui, atau tidak sepenuhnya menyetujui, atau menolak.

Isilah dengan tanggapan yang sesuai dengan tanda depan yang diberikan:

✓ = setuju — = tidak sepenuhnya setuju ✗ = menolak

1. In my opinion, we should expand our service to New Zealand.

2. I don't think anyone would mind taking a pay cut.

×

3. I think we should bring in a consultant.

✓

4. I think that Bob's the best person for the job.

3. Merapikan Kalimat – Menyatakan pendapat

Susunlah kembali kata-kata di bawah ini menjadi kalimat yang berarti.
Cocokkan dengan jawaban di samping, lalu ucapkan dengan suara keras.

1. opinion In too the is high price my

2. think report it be waited better if I we for the would

4. Latihan Ucapan

Ucapkan berulang-ulang dengan suara keras:

I think it's too late
 I think it's too late
 I think it's too late I do
 Oh I agree
 I agree
 I agree with you.



ABC

Radio Australia

2. Example Answers: 1) To a certain extent I agree with you, but we should look at the figures first. 2) I'm afraid I can't agree because they're asking for a pay rise. 3) I think you're right. 4) I see what you're saying but Mary is very good too.

3. 1) In my opinion the price is too high. 2) I think it would be better if we waited for the report.

