

## PELAJARAN 16 – Presentasi – Part 2 (lanjutan)

CATATAN PELAJARANPeran

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 Administrasi. Wakil Douglas Hale.
Lian Lee:	Pemilik perkebunan teh (bersama Lok suaminya)
Lok Lee:	Pemilik perkebunan teh (bersama Lian istrinya)

Jalan Cerita

Harvey membuka kesempatan tanya-jawab. Douglas menutup presentasi.

Bahasa – Menghadapi pertanyaan

Berikut ini beberapa contoh dalam menghadapi pertanyaan. Pelajari artinya, kemudian ucapkanlah dengan suara keras.

*Mengundang pertanyaan:*

**Now, are there any questions?  
I'll take questions now.**

*Menanggapi pertanyaan:*

**That's a good question.  
That's an interesting question.  
I'm glad you asked that question. It gives me a chance to explain...**

*Meminta penegasan atas pertanyaan yang kurang jelas:*

**In other words, you're asking me about ... Is that right?  
If I understand you correctly, you want to know... Is that right?**

*Menanggapi pertanyaan yang tidak bisa dijawab:*

**I'm afraid I really can't answer that at the moment.  
I'm afraid that question falls outside my area of expertise.  
I'm sorry. I'm not sure about that. Can I check and get back to you?**

*Tanyakan apakah jawabannya sudah jelas:*

**Does that answer your question?  
Is that clear now?  
Alright. Can we move on?**

Menyudahi tanya-jawab:

**There's time for one more quick question.**

**That's all we have time for now.**

### Kata Majemuk dan Ungkapan

Salah satu contoh dalam pelajaran ini menyebutkan ungkapan "**pros and cons**", yang artinya ada yang 'pro' (setuju) dan ada pula yang 'contra' (tidak setuju) . Contoh penggunaannya:

**After we'd weighed up all the pros and cons, we decided it would be better to sell.**

*Setelah mempertimbangkan semua pandangan yang setuju dan tidak setuju, akhirnya kami memutuskan, lebih baik dijual saja.*

### LATIHAN

#### 1. Kosa kata penting

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

afraid	agency	background
communication	contact	electronic
enlightening	expertise	facility
glad	media	merger
necessary	negotiations	outcome

#### 2. Merapikan Kalimat

Susunlah kembali kata-kata di bawah ini menjadi kalimat yang berarti.

Cocokkan dengan jawaban di samping, lalu ucapkan dengan suara keras.

**Meminta penegasan atas pertanyaan yang kurang jelas:**

1. policy other you're asking words in safety about our.
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2. know I you correctly to you want if if we're merger planning a understand.

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3. words in, you're government asking other about tax.

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**Menanggapi pertanyaan yang tidak bisa dijawab:**

4. afraid I the can't answer really that I'm time question at current.

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5. question afraid that knowledge my falls I'm outside current.

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4. Latihan Ucapan

Ucapkan berulang-ulang dengan suara keras:

**That's a very good question  
A very good question  
That's a very good question  
Now can we move on?**

2. 1) In other words you're asking about our safety policy. . 2) If I understand you correctly, you want to know if we're planning a merger. 3) In other words, you're asking about government tax. 4) I'm afraid I really can't answer that question at the current time. 5) I'm afraid that question falls outside my current knowledge.