

# EXERCISE ON SHORT FUNCTIONAL TEXT

To : Mr. Arman.

We will have a monthly meeting at 1:00 p.m. Don't forget to bring your financial report. We will discuss it together. Please come on time.

Thank You.  
Darren.

1. The text mainly tells us about...
  - A. the topic of the meeting
  - B. financial discussion
  - C. company schedule
  - D. financial report
  - E. monthly meeting
2. "We will discuss it together." What does it refer to?
  - A. The time
  - B. The report
  - C. The meeting
  - D. The financial report
  - E. The monthly meeting

## ANNOUNCEMENT

Good morning,

Before we start working today, I'd like to remind you of this. As a supervisor who monitors the projects, make sure everything is in the place. First, about the working hours. Work starts at 9 a.m. to 4 p.m. Workers should remain in the area during nap period. Punctuality is obligatory. Second, you have to take good care all of the tools you used. Don't forget to put them away when you have finished. That's all I want to say this morning. Happy working.

3. What is the topic of the text?
  - A. The nap period
  - B. The working hours
  - C. The company's rules
  - D. The tools in the company
  - E. The project of the company.
4. How long is the working hour?
  - A. five hours
  - B. six hours
  - C. seven hours
  - D. eight hours
  - E. nine hours

Jl. Flamboyan No. 89 Jakarta

4<sup>th</sup> April 2009

Dear Indah,

Indah, sorry I haven't written to you for so long. We moved into a new apartment last month, and we've been really busy getting settled.

It's a nice apartment. It is bigger than our old one. It's big so there are a lot of rooms to work in. It has a big living room, two bedrooms and two bathrooms. Another I like is the kitchen.

The apartment is on a quite street in a good neighbourhood. There is also a shopping centre just down the street with a supermarket, some quite good restaurants and some stores.

We really enjoy living here. Do come over and have a look, next time you are in town. I'll wait.

Love,  
Shelly

5. What is the letter about?
- A. Shelly's room.
  - B. Shelly's business.
  - C. Shelly's new apartment.
  - D. Indah and Shelly's apartment.
  - E. A shopping centre near Shelly's apartment.
6. What is the purpose of the letter?
- A. To tell a problem.
  - B. To give opinions.
  - C. To ask for advice.
  - D. To give information.
  - E. To ask for information

A fast growing textile factory in Cileungsi is looking for an enthusiastic, committed, highly motivated, qualified, dynamic and professional person to fill the post of engineering manager (code : mngr)

- Age minimum 30 years old
- S1 graduate from a reputable Technical Faculty especially from Electronic or Mechanical Engineering
- Can work as a team player, self driven assertive and smart worker
- Min 3 years experience in the same position
- Having experience in a factory is an advantage
- Computer literate such as : VB, Makro, C, Delphi, knowledge and ability to handle PLC Program, such as S-7, S-5, Omron and drives system
- Can speak and write English fluently ( some mandarin will be an additional advantage)

If you meet the above requirements, please send your application letter with a detailed resume and a recent photograph within one week from today to :

Dept. H. P.D GA

P.O Box 4631 Jkt 11046

'Put your code on the left corner'

7. What kind of text is it?
- A. A job vacancy
  - B. A business letter
  - C. An announcement
  - D. An application letter
  - E. An invitation for a meeting.
8. Among the qualification all applicants should .....
- A. live down town
  - B. have a computer
  - C. be an S1 graduate from any faculty
  - D. be able to communicate in English
  - E. have at least 30 years of experience
9. "If you meet the above requirements,...." The word requirements can be replaced by .....
- A. Qualification
  - B. fulfilment
  - C. statement
  - D. condition
  - E. problem

5th November 2009

Dear Paula,

Oh, how I missed being with you during the holidays this year! Everything in London is so different from Spain that I don't know if I'll ever get used to living here. I'm so glad that my father's job at the Spanish Embassy will only last until June. Then we will come home, and you and I can spend the summer on the beach. (I hope you'll spend your holiday in Spain, as usual.)

I've already made some very nice friends, but don't worry - no one could ever replace you as my best friend! After school, I sometimes go to my friend Fiona's house. She enjoys listening to the same music and watching the same clips that you and I like. In fact, Fiona and I have tickets for Jason Mraz's concert next month. I wish you were coming with us!

Life is very different here. Would you believe that we have to wear a uniform to go to school? It's awful! A blue skirt and blazer, a white blouse and a ridiculous checked tie, not to mention a pair of horrible, long, white socks. Besides, there is nothing to do in the evening. All the shops close by 4.30 p. m. and pubs are only open till 11 p. m.

That's all for now. I must start my homework for my English class tomorrow. The teacher wants us to write an informal letter to a friend and I don't even know where to begin! Please write soon and tell me all the news. I miss you.

Love,

Sandra

10. To whom is the letter addressed?
- A. Sandra
  - B. Sandra and Paula
  - C. Paula's best friend
  - D. Sandra's best friend
  - E. Sandra's and Paula's best friend
11. How did the writer feel about wearing uniform to school in Spain?
- A. She felt sad
  - B. She felt proud
  - C. She felt happy
  - D. She felt satisfied
  - E. She felt dissatisfied

#### **ROOM FACILITIES**

The hotel provides 82 comfortable guest rooms that consist of Superior Rooms, Superiors Sea view Rooms and 22 Deluxe Cottages with modern Balinese style architecture, private balcony, and international standard facilities. Each room has a private balcony, fully air conditioned, telephone, mini bar, radio/ music, international TV channels, in house movie, tea & coffee making facilities, hair dryer, slippers, umbrella, bath/ shower with hot and cold running water, and safe deposit box.

**FOR INFORMATION & RESERVATION PLEASE FEEL FREE TO CONTACT US ON:**

Phone: +62 361 751961, Fax: +62 361 751962

E-Mail: [reservation@kutaseaviewhotel.com](mailto:reservation@kutaseaviewhotel.com) or [sale@kutaseaviewhotel.com](mailto:sale@kutaseaviewhotel.com)

Website: [www.kutaseaviewhotel.com](http://www.kutaseaviewhotel.com)

12. What does the advertisement promote?
- A. The location of the hotel
  - B. The hotel's rooms
  - C. The cottages
  - D. The sea view
  - E. The facilities
13. How many rooms does the hotel provide?
- A. Twenty two
  - B. Thirty six
  - C. Sixty two
  - D. Eighty two
  - E. Ninety six

14. The guest can enjoy watching movies since the hotel offers ....

- A. A cinema
- B. A mini bar
- C. TV channels
- D. In house movie
- E. Private balcony

To all finance staffs,  
The meeting tomorrow is cancelled. Instead,  
please prepare all last month budgeting papers  
and receipts for corporate meeting the day after  
tomorrow.  
All files will be compiled tomorrow to Mr. Stern.  
Make sure you meet the schedule.

Finance Manager

15. Where can we find the note?

- A. In a company
- B. In a store
- C. In a school
- D. In a farm
- E. In a market

16. "Make sure you meet the schedule."

The above sentence can be replaced by ...

- A. 'Be on time.'
- B. 'Don't forget to meet him.'
- C. 'Don't forget it'
- D. 'I'll see you tomorrow'
- E. 'Best regards'

August 12, 2009

Dear Friends

As a number of you already know, I have recently accepted a position with another company and will be leaving at the end of the week. Please consider this to be my sincere goodbye to each and every one of you.

I want you all to know that I am truly leaving here with mixed feeling happy about my new career opportunity but sad to be leaving such a great company where I have so many wonderful friends and colleagues. The last three years as a member of the SysTek team was the best period of my career so far. I learnt a great deal and worked with many people with whom I am sure I will remain friends for a long time. I can only wish that my new job will give me such rewarding experiences and supportive friends.

Thank you so much for making my time at SysTek a truly enjoyable one. I invite any of you who would like to keep in touch, to speak to me before I leave on Friday and will be happy to give you my new phone and e-mail co-ordinates.

My very best wishes for the future go out to each and every one of you.

Yours sincerely,  
Jason Hurley

17. What is the writer's intention to write the letter ?

- A. To describe how happy he has been working
- B. To inform his colleagues about his new office
- C. To tell his colleagues that he will leave the office
- D. To inform his colleagues about his e-mail address
- E. To tell his friends that he likes working in the office

18. Why will the writer not stay any longer in the office?

- A. He is disappointed with the office management
- B. He has got a new position in another company
- C. He is not satisfied with his current salary.
- D. He will move to another office branch.
- E. He will become a new manager.

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Just send us an e-mail at [customercare@thejakartaglobe.com](mailto:customercare@thejakartaglobe.com)

19. What is the advertisement about?
- How to call delivery agent
  - How to subscribe Jakarta Globe
  - How to advertise at Jakarta Globe
  - How to send SMS to Jakarta Globe
  - How to send e-mail to Jakarta Globe
20. If we get difficulties to find our nearest agent, we should...
- send SMS
  - send e-mail
  - call the customer care
  - subscribe Jakarta Globe
  - come to the customer care
21. We'll reply immediately to you with payment instructions.  
The underlined word means...
- fee
  - receipt
  - money
  - agent
  - delivery

### Text 2

This text is for questions number 18 and 19.

#### Spanish Cove Apartments on Florida's Gold Coast

- 1- and 2-bedroom apartments
- Gated entry with 24-hour attendant
- 2 waterfront clubhouses
- Fully equipped 2-story fitness center
- Basketball court with A/C racquetball courts
- Marina
- 11 floor plans to choose from
- Newly remodeled apartments feature:
  - Berber carpet
  - Wood or tiled kitchen & bath
  - Upgraded cabinets & fixtures

**Come see our new look !**

Call for pricing and specials : 459-555-5050  
9820 Spanish Cove Boulevard  
Jensen Strand, FL 33559

22. How is the Spanish Cove Apartment?
- It's very expensive
  - It isn't good condition
  - Department is Unique
  - It's luxurious
  - The apartment is priceless
23. Where does the location of the Spanish Cove Apartment?
- In the mountain
  - In the valley
  - In the capital city
  - In the hill
  - In the seashore

## **JOB FAIR**

A Job fair will be held at the downtown convention center on Saturday, April 15<sup>th</sup> from 9.00 A.M to 5.00 P.M

If you are interested in a career in :

- Computer programming
- Hotel management
- Marketing
- Business Administration
- Journalism

This is your opportunity to meet people who are currently working and other fields, and who have job opening for you. The job opening will be held in Conference room 1 and door opens at 9.00 A.M. Bring ten copies of your resume and a list of references. The job field is sponsored by the City Chamber of Commerce. The Convention center is located at 125 South State Street.

24. Who supports the job fair in the convention center?
- a. The Chambers of Commerce
  - b. The local Government
  - c. A Private Institution
  - d. The Business Club
  - e. A Famous University
25. What should the candidate bring to the job fair?
- a. Diploma Certificate
  - b. Copies of certificates and references
  - c. Application letter
  - d. References from school
  - e. Curriculum vitae

**COME AND JOIN**  
The Great Show of the Year  
**THE CURSE FOR MALIN KUNDANG**  
**In SCHOOL HALL**  
Saturday, December 1<sup>st</sup> 2008  
At 10 a.m  
**FREE CHARGE**  
Student's art club  
**DON'T MISS IT, GUYS**

26. This passage is kind of.....
- A. Slide
  - B. Letter
  - C. Leaflet
  - D. Announcement
  - E. Advertisement
27. What is the passage about?
- A. The Great Show
  - B. Malin Kundang
  - C. School activity
  - D. Party at school
  - E. Drama Show at school
28. Who hold the shows.....
- A. Artist
  - B. Student
  - C. Student's art club
  - D. School committee
  - E. Teacher and student

LOW AIRFARES		
DEPARTURE	DESTINATION	FARES
JAKARTA	PARIS	Rp. 4.500.000,00
JAKARTA	NEWYORK	Rp. 2.000.000,00
JAKARTA	CANBERRA	Rp. 700.000,00
JAKARTA	BANGKOK	Rp. 1.000.000,00
JAKARTA	KUALA LUMPUR	Rp. 500.000,00
<b>All flights make at least one stop with a change of aircraft. Tickets must be purchased two weeks in advance. Once ticketed any alteration will cost Rp. 100.000,00. No refunds.</b>		

29. If you go to New York from Jakarta you....
- can get a refund
  - will change planes
  - must pay an alteration fee
  - will go directly without stopping
  - have to purchase your ticket 15 days before
30. Mr.Anton changed his destination from Kuala Lumpur to Bangkok. How much does he have to add for his flight?
- Rp. 100.000,00
  - Rp. 500.000,00
  - Rp. 600.000,00
  - Rp. 1.000.000,00
  - Rp.1.100.000.00

ANNOUNCEMENT	
<b>REUNION OF CENDRAWASIH HIGH SCHOOL JAKARTA CLASSES OF 2000-2007</b>	
The reunion of Cendrawasih High School Jakarta for Classes of 2000-2007 is going to be cancelled due to technical problems. The information related with the reunion will be informed later in the end of this month. The committee would like to apologize for the cancellation of the event. We hope that all of us can meet and have a lot of fun in the reunion!	
<b>PS. Please check the latest information at <a href="http://www.cendrawasih.sch-id">www.cendrawasih.sch-id</a></b>	
<i>Coordinator of the Committee, Fachry Adam</i>	

31. The announcement above is intended for....
- The committee of the reunion
  - The Cendrawasih High School students
  - The Cendrawasih High School alumni year 2000-2007
  - The teachers of Cendrawasih High School
  - The Cendrawasih High School committee
32. Where they can find out the newest information about the reunion?
- At Cendrawasih High School
  - From the school committee
  - From the Headmaster
  - From students board
  - On Cendrawasih High School's website

The National Theatre presents  
a live performance  
ROMEO AND JULIET  
The third in our Festival of Shakespeare series

March 12 – 29  
Thursday, Friday, and Saturday evenings  
Saturday and Sunday matinees.

Ticket prices

Matinee :	orchestra- \$ 45	balcony- \$ 35
Evening :	orchestra- \$ 75	balcony- \$ 55

Special group discounts are available. Groups of 15 or more receive 10 % off the regular price. Groups of 25 or more receive 20 % off the regular price. Call the box office for details.

Getting there:

The National Theatre is conveniently located downtown, within easy walking distance of the Centre City subway station and near major bus lines. A parking garage is located near the theatre.

33. What is the text about?
- A. Orchestra
  - B. Good film in a famous theatre.
  - C. Romeo and Juliet theatre
  - D. National Theatre of the Central City.
  - E. The discount price.
34. When does this show sell expensive tickets?
- A. On Saturday
  - B. On Saturday evening.
  - C. On Saturday matinees
  - D. On Thursday.
  - E. On Friday.
35. *Call the box office for details.* This sentence means ...?
- A. We can call Juliet easily
  - B. We can call Romeo and Juliet.
  - C. We call somebody to go to the theatre.
  - D. We can call police to secure the location.
  - E. We can call through box office for detail information.
36. How is the location of the National Theatre?
- A. It is a convenient place.
  - B. It is far from downtown
  - C. It is located in a remote area
  - D. It is not a strategic place.
  - E. It is a bad place.

The City Convention Center is looking for an assistant convention coordinator. Duties include organizing exhibit and meeting space for upcoming conventions, overseeing exhibit set-up, and coordinating audio-visual request of participants. If you are good with details, enjoy people, and don't want to sit behind a desk, this job is for you. Come by Citi Hall, Room 203, for an application.

37. How would you apply for this job?
- A. Write a letter.
  - B. Submit a resume.
  - C. Get an application at City Hall.
  - D. Call the Convention center.
  - E. Browse at their website.
38. What kind of person would like this job?
- A. Someone who prefers to work alone.
  - B. Someone who works well with people.
  - C. Someone who likes a quite atmosphere.
  - D. Someone who hates details.
  - E. Someone who likes party.

**HAMBURG PAPER COMPANY**

Postfach 806010  
Rungerdamm 2  
2050 Hamburg 80  
Germany

March 10, 2008  
Mr. Frank Knockaert  
Crestco Inc.  
26 Avenue Marnix  
B-1000 Brussels  
Belgium

Dear Mr. Knockaert:

In response to your letter of February 23, we apologize for the error in your shipment. We are sending immediately the additional 1000 cases of facsimile paper, model P-345X, that were not included in the shipment.

We value our relationship with your company, and we regret the inconvenience the incomplete shipment may have caused you. You can be assured that this will not happen in the future.

Sincerely yours,

*Gertrude Rombach*

Gertrude Rombach  
Manager, Order Department

39. What is the purpose of the letter?  
A. To complain  
B. To place a order  
C. To apologize  
D. To introduce services  
E. To greet Mr. Knockaert
40. What happen to the first shipment?  
A. It was not complete  
B. It arrived late  
C. It was damaged  
D. It was sent to the wrong address  
E. It was not on the ship

To : Helga Kloss	
Date : 11/5	Time : 10:05 AM PM
<u>WHILE YOU WERE OUT</u>	
Mr. Denby	
Of The holiday shop	
Phone : 909-243-7078	
<input type="checkbox"/> Telephone	<input type="checkbox"/> Please call
<input type="checkbox"/> Called to see you	Will call <input type="checkbox"/>
<input type="checkbox"/> Wants to see you	<input type="checkbox"/> Returned your call
<input type="checkbox"/> Rush	
Message : Needs a duplicate order of model södouble the last order	
Operator : Dieter Stein	

41. What was the call about?  
A. A repeat order  
B. Delayed shipment  
C. Scheduling a delivery  
D. Correcting the mistake  
E. A meeting appointment
42. Who does the caller want to talk to?  
A. Mr. Denby  
B. Mr. Stein  
C. Mr. Holiday  
D. Mr. Kloss  
E. Ms. Kloss

**ATTENTION**

We are going to hold English Debate Competition for Students at SMA level. The Competition will be held at SMA 80 Jakarta, On Monday - Tuesday , November 18-19, 2010, at 8.00 am- 3.00 pm.  
Registration will start from October 14<sup>th</sup>. Dead line October 15<sup>th</sup>. Registration fee: Rp30.000 for one participant.  
The Honors (presents) will be given for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> rank, runner up 1, 2, and 3.

**The persons in charge:** Ms. Marsada and Mr. Khairul.  
For further information about the competition, contact them at office at 8.00am-3.00pm on Monday –Tuesday.  
Phone: 7992054 Fax.7983619, Email: Marsada@yahoo.com.

43. What is the announcement about?
- The event that will be held on October 15<sup>th</sup>.
  - The honors which will be given to the winners.
  - The registration of the debate competition at SMA 80.
  - Mr. Khairul and Ms. Marsada are the persons in charge of competition.
  - The English Debate Competition that will be held on November eighteenth to nineteenth.
44. “For further information about the competition, contact them at office.”  
What does the underlined sentence mean?
- If you want to know more about the competition, please ask the persons in charge.
  - You can register by fax or email Marsada@yahoo.com.
  - If you want to register for the competition pay Rp 30.000 for each .
  - If you want to know more about the competition you can call 7992054.
  - If you want to register contact them at 8.00 a.m- 3.00.p.m on Monday.

**JOB VACANCY OCTOBER 2010 PT INDONUSA COMPUTER SYSTEM**

IT Consultant and Software Company, PT Indonusa *Computer System*, seeking expressions of interest from qualified professionals interested in the following opportunity as : **ENGINEER / TECHNICAL SUPPORT**

**Job Requirements:**

- Excellent in network ability and implement new S/W (Cisco certified is preferable)
- Having experience in management system such as Desktop Management (remote trouble shooting, Desktop policy (suppressed / monitoring) etc, IT asset management) more preferable.
- Having ability to create database (SQL/Oracle), having ability/implement active directory.
- Male, fresh graduate is applicable
- Graduate with Non-Degree (D3) in relevant background
- Good active verbal and written communication skill in English
- Having strong ability in presales (presentation)and post sales (implementation/training)
- High motivation, hard working, willing to learn, can work under pressure.

If you think you are the right candidate to join our team, please send your complete CV with recent photograph and application letter to : hrd@ics.co.id deadline 4 November 2010.

45. What is the text about?
- Requiring a qualified architect
  - Looking for a computer system
  - Looking for a qualified admin staff
  - Promoting Indonusa Computer System
  - Offering a job as an engineer or Technical Support
46. What requirement is mainly needed?
- High motivation
  - Female, fresh graduate
  - Preferable Post graduated
  - Having ability in directing people
  - Having ability to make a computer

Doni,

Jane had to rush out of the office for an important business trip and she hardly had time to tell anyone. She had just got a call from one of her seniors and had to leave immediately for a conference. With no option she left an out of office message at the reception for whoever wanted to get in touch with her and rushed off.

Marisa

47. This text is about ...

- A. Doni had to rush out of the office
- B. Doni, Marisa and Jane are friends
- C. Marisa left the message at the reception
- D. Jane had to leave the office immediately.
- E. Jane had time to tell anyone that she would go soon

48. She had just got a call from one of her seniors and had to leave immediately for a conference. The word "immediately" means ...

- A. slowly
- B. at once
- C. rapidly
- D. presently
- E. gradually

#### Announcement

A support group for parents of children with learning disabilities is now being formed. The format of the group will be educational/support with a speaker or specific topic for each meeting. The details of the meeting are:

Date: Third Tuesday of each month  
Time: 7:30 p.m.  
Place: Classroom #2 -- Southland Hall  
  
Address: 5555 W. Southland Blvd.  
  
Format: Speaker and Parent Discussion  
Contact: Marsha Wright at 555-5555

The speaker at the first meeting will be James Spenser talking about initial referrals for special education services.

We would appreciate your referrals to this group. If you or anyone would like more information about the group, please call Marsha Wright at (214) 555-5555.

A map with detailed directions is provided below, so you may copy this notice for all interested parties. We would also appreciate your posting this announcement on all appropriate bulletin boards.

Thank you so much for your cooperation. With your help we will be able to reach many more people.

49. What is the announcement about?

- A. It is a claim from the groups
- B. It's about forming groups for parents
- C. It is an offer from the groups of parents
- D. It is a request from the groups of parents
- E. It is an information that there will be a meeting in the groups

50. Who should be contacted if someone wants to ask more information?

- A. The parents
- B. Marsha Wright
- C. The children
- D. James Spenser
- E. The groups of parents