

Indonesian in everyday situations

Module 5: The first week at work

6 Exercises · Duration: 20 min.

The first week at work

Indonesian

Read & listen online 



Jam, setengah, kurang

Use **jam** before a clock time. **Jam sembilan lewat sepuluh** is 9:10; **jam sembilan kurang lima** is 8:55.

Setengah points toward the next hour: **setengah sembilan** is 8:30, not 9:30. **Setengah enam sore** is 17:30.

Seperempat is a quarter: **sembilan lewat seperempat** is 9:15; **sembilan kurang seperempat** is 8:45. Use **pagi, siang, sore, malam** to clarify. Duration uses hours after the number: **delapan jam**.

Pattern	Example	Meaning
kurang	Jam sembilan kurang lima.	It is five to nine.
lewat	Jam sembilan lewat sepuluh.	It is ten past nine.
setengah	Jam setengah sembilan.	It is half past eight.

Setiap, selalu, tidak pernah

Learn the whole week: **Senin, Selasa, Rabu, Kamis, Jumat, Sabtu, Minggu**. **Setiap Senin** means every Monday; a bare day name can identify one day from context.

Frequency words include **selalu** always, **biasanya** usually, **kadang-kadang** sometimes, **sering** often, and **tidak pernah** never.

Pada is an optional formal time preposition; everyday **hari Senin** also works. Routine verbs stay unchanged. **Belum** means not yet and differs from never.

Pattern	Example	Meaning
Kamis	Rapat setiap Kamis.	The meeting is every Thursday.
selalu	Saya selalu minum kopi.	I always drink coffee.
tidak pernah	Saya tidak pernah minum teh.	I never drink tea.

These frequency words are adverbs: **selalu**, **biasanya**, **kadang-kadang**.

Bangun, mandi, suka

Describe a routine with a time phrase and an unchanged verb: **Saya bangun setengah tujuh. Mandi** already means bathe/shower; no reflexive pronoun is required.

Use **suka** before a thing or activity: **suka membaca, suka memasak. Tidak suka** expresses dislike.

Verbs such as **membaca, memasak** and **berlari** are learned in their normal forms. Short conversational **baca, masak, lari** also appear. A prefix does not indicate tense or person; no full derivation system is required here.

Pattern	Example	Meaning
bangun	Saya bangun setengah tujuh.	I get up at half past six.
mandi	Saya mandi pagi hari.	I shower in the morning.
membaca	Saya suka membaca.	I like reading.

Di belakang, beri saya

Location phrases include **di atas**, **di bawah**, **di depan**, **di belakang**, **di samping**. Write the preposition separately from the place.

The object normally follows a verb: **ambil pena**, **buka pintu**, **beri saya kertas**. **Kepada** can clarify a recipient: **berikan kepada saya**.

-nya attaches to a word and refers back to a known person or object: **di sampingnya** next to it, **mengambilnya** takes it. Learn complete common words before expecting productive changes.

Pattern	Example	Meaning
belakang	Miko di belakang komputer.	Miko is behind the computer.
depan	Miko di depan printer.	Miko is in front of the printer.
atas	Pena di atas meja.	The pen is on the table.

Tolong, silakan, jangan

For a request use **tolong** plus a verb: **tolong baca**. A common plain instruction also works: **buka pintu**. There is no person ending to change for **Ibu/Bapak**.

Silakan invites or grants permission: **silakan duduk**. **Jangan** prohibits: **jangan duduk di atas printer**. **Tidak boleh** means not permitted; **tidak** alone is a statement, not the usual command form.

Rules can use ordinary present statements. **Dua kali sehari** is twice a day; the frequency word follows the number. Avoid confusing **dua kali** with **dua jam**.

Pattern	Example	Meaning
Tolong	Tolong baca aturan.	Please read the rules.
Silakan	Silakan duduk.	Please sit down. (invitation)
Jangan	Jangan duduk di atas printer!	Do not sit on the printer!

An imperative is a request or instruction: **tolong baca, silakan duduk, jangan tidur**.

GRAMMAR

G1) NOTICE THE USEFUL PATTERN

Underline the form practised in this unit.

- 1 Jam sembilan kurang lima.

Meaning: It is five to nine.

- 2 Rapat setiap Kamis.

Meaning: The meeting is every Thursday.

- 3 Saya bangun setengah tujuh.

Meaning: I get up at half past six.

- 4 Miko di belakang komputer.

Meaning: Miko is behind the computer.

G2) CHOOSE THE FORM

Use the English meaning and the pattern in this unit.

- 1 Jam sembilan _____ lima.

- ☐ A lewat
- ☐ B kurang
- ☐ C setengah

Meaning: It is five to nine.

- 2 Rapat setiap _____.

- ☐ A Jumat
- ☐ B Senin
- ☐ C Kamis

Meaning: The meeting is every Thursday.

3 Saya _____ setengah tujuh.

- ☐ A tidur
- ☐ B makan
- ☐ C bangun

Meaning: I get up at half past six.

4 Miko di _____ komputer.

- ☐ A atas
- ☐ B depan
- ☐ C belakang

Meaning: Miko is behind the computer.

5 _____ baca aturan.

- ☐ A Tidak
- ☐ B Jangan
- ☐ C Tolong

Meaning: Please read the rules.

G3) COMPLETE THE MESSAGES

Fill the gaps with the words from the box.

bangun tidur

Saya _____ setengah tujuh.

Meaning: I get up at half past six.

belakang depan

Miko di _____ komputer.

Meaning: Miko is behind the computer.

Tolong Jangan

_____ baca aturan.

Meaning: Please read the rules.

G4) BUILD A SENTENCE

Put the words in order.

- 1 Jam sembilan lima. kurang

Meaning: It is five to nine.

- 2 setiap Kamis. Rapat

Meaning: The meeting is every Thursday.

- 3 Saya bangun setengah tujuh.

Meaning: I get up at half past six.

- 4 Miko belakang di komputer.

Meaning: Miko is behind the computer.

- 5 Tolong baca aturan.

Meaning: Please read the rules.

G5) WHAT WOULD YOU SAY?

Choose the right words for the situation.

1 It is five to nine. You say:

- ☐ A Jam sembilan lewat lima.
- ☐ B Jam sembilan kurang lima.

2 The meeting is every Thursday. You say:

- ☐ A Rapat setiap Kamis.
- ☐ B Rapat setiap Senin.

3 I get up at half past six. You say:

- ☐ A Saya bangun setengah tujuh.
- ☐ B Saya tidur setengah tujuh.

4 Miko is behind the computer. You say:

- ☐ A Miko di belakang komputer.
- ☐ B Miko di depan komputer.

G6) CONNECT MESSAGES AND MEANINGS

Match the pairs.

- | | |
|---|--|
| ☐ 1 Saya bangun setengah tujuh. | ☐ A The meeting is every Thursday. |
| ☐ 2 Tolong baca aturan. | ☐ B I get up at half past six. |
| ☐ 3 Jam sembilan kurang lima. | ☐ C Miko is behind the computer. |
| ☐ 4 Rapat setiap Kamis. | ☐ D Please read the rules. |
| ☐ 5 Miko di belakang komputer. | ☐ E It is five to nine. |