

SCENE 25 • NUMBER 7

Aturan kucing kantor

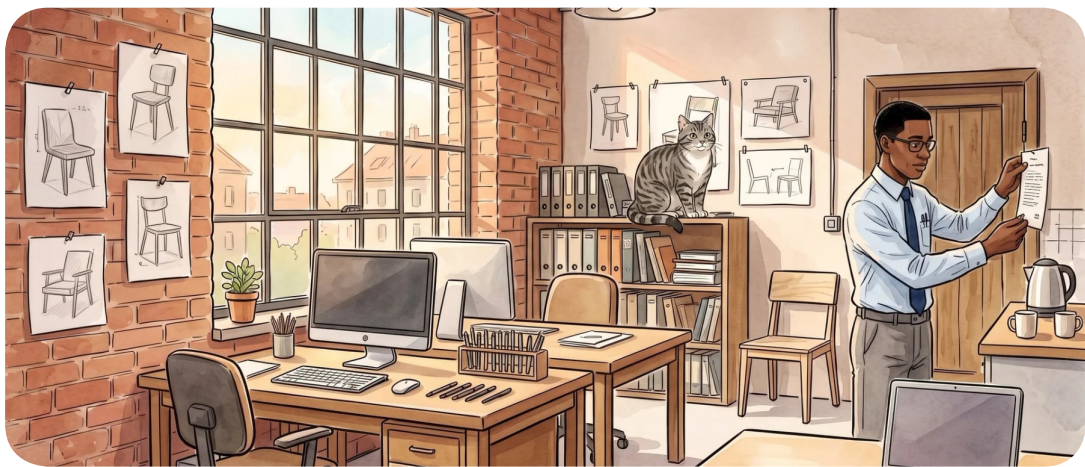
Friday, 16:00: cat check. Miko has come to work every day since Wednesday.
Dimas has written a notice for the kitchen wall.

136 Words · 5 Exercises · Duration: 15 min.

The first week at work

Indonesian

Read & listen online



LEARNING GOAL

I can read a short notice and write a short message to colleagues.

Pak Dimas = ■ Lena (Lukas) = O

- Jumat, jam enam belas. Pemeriksaan kucing.
- O Miko di sini. Sejak Rabu dia datang setiap hari.
- Dia tidak pernah terlambat. Tidak seperti kamu.

He looks at Miko, who is asleep on the printer.

- Ini pengumuman saya. Untuk dinding dapur.
- "Aturan untuk kucing kantor. Satu: kucing datang jam sembilan.
Dua: kucing makan jam dua belas dan jam lima."
- "Tiga: kucing tidak duduk di atas komputer. Empat: kucing tidak boleh di atas printer."

■ Aturan empat penting sekali.

- Berapa kali dia makan?

■ Dua kali sehari. Dua kali saja.

- Sore hari dia melakukan apa?

■ Tidur. Seperti kamu.

- Saya tidak tidur! Saya bekerja!

■ Sekarang tolong tulis pesan untuk semua orang.

- "Halo semua! Sekarang ada kucing di kantor. Tolong baca aturan di dinding dapur."

■ Bagus. Ada aturan tujuh juga.

- Tujuh? Lima dan enam?

Miko is already on his chair. Dimas strokes him, carefully, with one finger.

■ Belum ada lima dan enam. Tujuh: setiap Jumat, kucing duduk di kursi saya.

○ Di kursi Bapak?

■ Ya. Hari ini Jumat.

Vocabulary

DOING THINGS • KEGIATAN

tulis write

SMALL WORDS • UNGKAPAN SEHARI-HARI

sering often

HERE AND THERE • TEMPAT DAN HUBUNGAN

sejak since

EVERYDAY THINGS • BENDA

pengumuman notice

pesan message

DATES AND EVENTS • WAKTU

kali times (three times a day)

siang afternoon

LISTENING & UNDERSTANDING**L1) WHO SAYS IT**

Read the dialogue again. Who says these words? Tick the right person.

1 Jumat, jam enam belas. Pemeriksaan kucing.

- ☐ A Lena
- ☐ B Pak Dimas

2 Tidur. Seperti kamu.

- ☐ A Pak Dimas
- ☐ B Lena

L2) WHAT DOES IT MEAN

Tick the right English meaning.

1 Dia tidak pernah terlambat. Tidak seperti kamu.

- ☐ A Miko is here. He's come every day since Wednesday.
- ☐ B And he's never late. Unlike you.
- ☐ C Twice a day. Only twice.

2 Saya tidak tidur! Saya bekerja!

- ☐ A 'Hello everyone! There's a cat in the office now. Please read the rules on the kitchen wall.'
- ☐ B I don't sleep! I work!
- ☐ C And what does he do in the afternoon?

L3) HOW DO YOU SAY IT

Tick the right Indonesian sentence.

1 Rule four is very important.

- ☐ A Berapa kali dia makan?
- ☐ B Tujuh? Lima dan enam?
- ☐ C Aturan empat penting sekali.

2 Good. And there's rule seven too.

- ☐ A Ini pengumuman saya. Untuk dinding dapur.
- ☐ B Tujuh? Lima dan enam?
- ☐ C Bagus. Ada aturan tujuh juga.

L4) PUT THE WORDS IN ORDER

Write the words in the right order on the line.

- 1 makan? kali Berapa dia

- 2 ini Jumat. Ya. Hari

L5) WHAT HAPPENS FIRST

Number the lines in the order they come in the scene.

- ☐ Miko di sini. Sejak Rabu dia datang setiap hari.
- ☐ Sore hari dia melakukan apa?
- ☐ Di kursi Bapak?
- ☐ Sekarang tolong tulis pesan untuk semua orang.
- ☐ Aturan empat penting sekali.

SCENE 25 • WORDS

Aturan kucing kantor

The office cat's rules

4 Exercises • Duration: 10 min.

The first week at work

Indonesian

Read & listen online ↗



sejak
since



pengumuman
notice



kali
times (three
times a day)



siang
afternoon



tulis
write



pesan
message

Words

sejak

since

Miko di sini. Sejak Rabu dia datang setiap hari.

pengumuman

notice

Ini pengumuman saya. Untuk dinding dapur.

sering

often

kali

times (three times a day)

Berapa kali dia makan?

siang

afternoon

tulis

write

Sekarang tolong tulis pesan untuk semua orang.

pesan

message

Sekarang tolong tulis pesan untuk semua orang.

VOCABULARY & COMMUNICATION

W1) WHAT DOES IT MEAN?

What does it mean?

1 kali

- ☐ A times (three times a day)
- ☐ B eat
- ☐ C bye

2 tulis

- ☐ A just / simply
- ☐ B half
- ☐ C write

3 sejak

- ☐ A sketchbook
- ☐ B since
- ☐ C question

4 pesan

- ☐ A chair
- ☐ B October
- ☐ C message

5 sering

- ☐ A town
- ☐ B often
- ☐ C say

6 siang

- ☐ A key
- ☐ B there
- ☐ C afternoon

W2) COMPLETE THE CONVERSATION

Fill the gaps with the words from the box.

Jumat terlambat Rabu pengumuman

_____, jam enam belas. Pemeriksaan kucing.

Meaning: Friday, sixteen hundred. Cat check.

Rabu pengumuman terlambat Jumat

Miko di sini. Sejak _____ dia datang setiap hari.

Meaning: Miko is here. He's come every day since Wednesday.

Jumat pengumuman Rabu terlambat

Dia tidak pernah _____. Tidak seperti kamu.

Meaning: And he's never late. Unlike you.

pengumuman Rabu terlambat Jumat

Ini _____ saya. Untuk dinding dapur.

Meaning: Here's my notice. For the kitchen wall.

terlambat Jumat Aturan Rabu

"_____ untuk kucing kantor. Satu: kucing datang jam

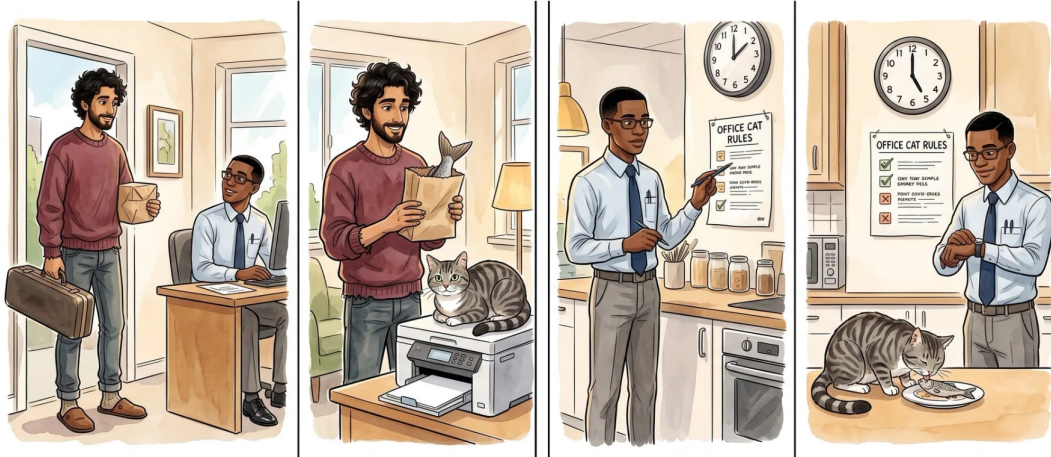
sembilan. Dua: kucing makan jam dua belas dan jam lima."

Meaning: 'Rules for the office cat. One: the cat comes at nine.

Two: the cat eats at twelve and at five.'

W3) GOOD DAY. ARE YOU OUR GUEST?

Fill the speech bubbles.



lima lima ikan tamu

Pak Dimas: Selamat siang. Bapak _____ kami?

Budi: Ya! Saya Budi dari nomor tujuh. Ini _____ untuk Miko.

Pak Dimas: Aturan dua: kucing makan jam dua belas dan jam

_____.

Budi: Baik! Sekarang sudah jam _____.

Meaning: 1. Good day. Are you our guest?

2. Yes! I'm Budi, from number 7. This is fish for Miko.

3. Rule two: the cat eats at twelve and at five.

4. Right! And now it's already five.

W4) COMPLETE THE CONVERSATION

Fill the gaps with the words from the box.

terlambat pengumuman Rabu Jumat

_____, jam enam belas. Pemeriksaan kucing.

Meaning: Friday, sixteen hundred. Cat check.

Jumat pengumuman terlambat Rabu

Miko di sini. Sejak _____ dia datang setiap hari.

Meaning: Miko is here. He's come every day since Wednesday.

terlambat Rabu pengumuman Jumat

Dia tidak pernah _____. Tidak seperti kamu.

Meaning: And he's never late. Unlike you.

Rabu Jumat pengumuman terlambat

Ini _____ saya. Untuk dinding dapur.

Meaning: Here's my notice. For the kitchen wall.

Rabu Jumat Aturan terlambat

"_____ untuk kucing kantor. Satu: kucing datang jam

sembilan. Dua: kucing makan jam dua belas dan jam lima."

Meaning: 'Rules for the office cat. One: the cat comes at nine.

Two: the cat eats at twelve and at five.'

SCENE 25 • GRAMMAR

Tolong, silakan, jangan

Requests and rules

6 Exercises · Duration: 20 min.

The first week at work

Indonesian

Read & listen online 

Requests and rules

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!

Tolong baca aturan.

Please read the rules.

Silakan duduk.

Please sit down. (invitation)

Jangan duduk di atas printer!

Do not sit on the printer!

Kucing makan dua kali sehari.

The cat eats twice a day.

Kucing datang jam sembilan.

The cat comes at nine.

Tolong tulis pesan.

Please write a message.

Baca aturan di dinding.

Read the rules on the wall.

Hari ini Jumat.

Today is Friday.

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 Tolong baca aturan.

Meaning: Please read the rules.

- 2 Silakan duduk.

Meaning: Please sit down. (invitation)

- 3 Jangan duduk di atas printer!

Meaning: Do not sit on the printer!

- 4 Kucing makan dua kali sehari.

Meaning: The cat eats twice a day.

G2) CHOOSE THE FORM

Use the English meaning and the pattern in this unit.

1 baca aturan.

- ☐ (A) Tolong
- ☐ (B) Tidak
- ☐ (C) Jangan

Meaning: Please read the rules.

2 duduk.

- ☐ (A) Silakan
- ☐ (B) Tidak
- ☐ (C) Jangan

Meaning: Please sit down. (invitation)

3 duduk di atas printer!

- ☐ (A) Tolong
- ☐ (B) Jangan
- ☐ (C) Silakan

Meaning: Do not sit on the printer!

4 Kucing makan dua _____ sehari.

- ☐ A jam
- ☐ B hari
- ☐ C kali

Meaning: The cat eats twice a day.

5 Kucing datang jam _____.

- ☐ A dua belas
- ☐ B sembilan
- ☐ C lima

Meaning: The cat comes at nine.

6 Tolong tulis _____.

- ☐ A kursi
- ☐ B pesan
- ☐ C sup

Meaning: Please write a message.

7 Baca aturan di _____.

- ☐ A atap
- ☐ B lantai
- ☐ C dinding

Meaning: Read the rules on the wall.

8 Hari ini _____.

- ☐ A Sabtu
- ☐ B Kamis
- ☐ C Jumat

Meaning: Today is Friday.

G3) COMPLETE THE MESSAGES

Fill the gaps with the words from the box.

Jangan Silakan

_____ duduk di atas printer!

Meaning: Do not sit on the printer!

kali jam

Kucing makan dua _____ sehari.

Meaning: The cat eats twice a day.

sembilan dua belas

Kucing datang jam _____.

Meaning: The cat comes at nine.

pesan sup

Tolong tulis _____.

Meaning: Please write a message.

dinding lantai

Baca aturan di _____.

Meaning: Read the rules on the wall.

Jumat Kamis

Hari ini _____.

Meaning: Today is Friday.

G4) BUILD A SENTENCE

Put the words in order.

1

Tolong

aturan.

baca

Meaning: Please read the rules.

2 printer! Jangan atas di duduk

Meaning: Do not sit on the printer!

3 Kucing kali dua makan sehari.

Meaning: The cat eats twice a day.

4 datang Kucing sembilan. jam

Meaning: The cat comes at nine.

5 pesan. tulis Tolong

Meaning: Please write a message.

- 6 dinding. Baca di aturan

Meaning: Read the rules on the wall.

G5) WHAT WOULD YOU SAY?

Choose the right words for the situation.

1 Please read the rules. You say:

- ☐ A Tolong baca aturan.
- ☐ B Jangan baca aturan.

2 Please sit down. (invitation) You say:

- ☐ A Jangan duduk.
- ☐ B Silakan duduk.

3 Do not sit on the printer! You say:

- ☐ A Jangan duduk di atas printer!
- ☐ B Silakan duduk di atas printer!

4 The cat eats twice a day. You say:

- (A) Kucing makan dua kali sehari.
- (B) Kucing makan dua jam sehari.

G6) CONNECT MESSAGES AND MEANINGS

Match the pairs.

- | | |
|-----------------------------------|-----------------------------------|
| (1) Tolong tulis pesan. | (A) Today is Friday. |
| (2) Tolong baca aturan. | (B) Read the rules on the wall. |
| (3) Kucing makan dua kali sehari. | (C) The cat comes at nine. |
| (4) Silakan duduk. | (D) Please sit down. (invitation) |
| (5) Kucing datang jam sembilan. | (E) Please read the rules. |
| (6) Baca aturan di dinding. | (F) The cat eats twice a day. |
| (7) Jangan duduk di atas printer! | (G) Do not sit on the printer! |

8 Hari ini Jumat.

H Please write a message.