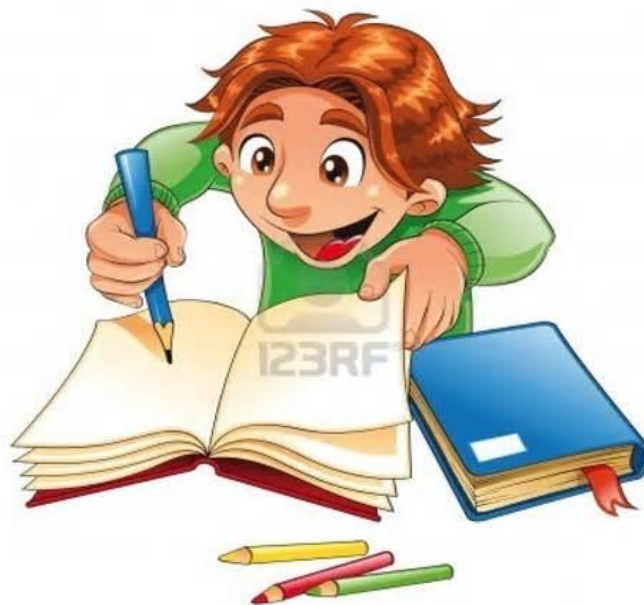


Tips & Tricks
on
Structure and Written Expressions



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I. TIPS dalam mengikuti Tes TOEFL®?

Bila Anda mengikuti tes TOEFL®, perhatikan hal-hal di bawah ini:

A. Sebelum Tes

- Makan terlebih dahulu. Makan secukupnya dan hindari makanan yang pedas, asam, dan menghasilkan gas
- Minum secukupnya.
- Tampil *fresh* dan mengenakan pakaian yang rapi, sopan, dan harum.
- Siapkan kelengkapan administrasi (Tanda Peserta Tes, Tanda Pengenal)
- Siapkan alat-alat perlengkapan tes (beberapa pensil yang sudah diraut, penghapus, rautan)
- Datang ke tempat tes sebelum tes dimulai
- Cari tempat duduk yang nyaman dan dekat ke *taperecorder* atau *loudspeaker*

B. Saat Tes

- Ikuti petunjuk, instruksi, dan peraturan-peraturan yang berlaku selama tes berlangsung.
- Jangan membuat suara, gerakan, atau perbuatan yang bisa mengganggu peserta lain atau mengganggu jalannya tes.
- Atur dan gunakan waktu Anda sebaik-baiknya (*time management*).
- Kerjakan semua soal. Jangan ada soal yang tidak dijawab.

C. Setelah Tes Selesai

- Beberapa menit sebelum tes berakhir Anda teliti kembali lembar jawaban Anda untuk meyakinkan bahwa Anda telah mengisi semua data yang diperlukan.
- Teliti kembali lembar jawaban Anda untuk meyakinkan bahwa semua nomor soal sudah Anda jawab (Jangan ada nomor yang tidak terjawab).
- Teliti kembali jangan sampai ada barang Anda yang tertinggal.

II. Informasi umum tentang Tes TOEFL®?

A. Apa itu tes TOEFL®?

- TOEFL® adalah tes yang mengukur kemampuan seseorang dalam memahami dan menggunakan bahasa Inggris standar di tingkat perguruan tinggi (konteks akademis).
- TOEFL® terdiri dari 3 seksi (*sections*), yaitu:

- ✓ *Section I : Listening Comprehension* (50 soal, 35 menit)
- ✓ *Section II : Structure and Written Expression* (40 soal, 25 menit)
- ✓ *Section III : Reading Comprehension* (60 soal, 55 menit)

B. Apa itu *Structure and Written Expression*?

- Seksi II dalam tes TOEFL®
- Berkaitan dengan grammar
- Terdiri dari 40 soal: 15 soal memilih jawaban yang BENAR dan 25 soal mengidentifikasi bagian yang secara gramatikal SALAH
- Waktu pengerjaan 40 soal tersebut adalah 25 menit
- Part A: *Sentence Completion*
 - ✓ Pada bagian ini terdapat 15 pertanyaan, masing-masing terdiri dari 1 buah kalimat dengan kata dan/atau frasa yang dihilangkan.
 - ✓ Anda diminta untuk memilih salah satu pilihan (A), (B), (C), atau (D) yang jika dimasukkan kalimat di atasnya maka kalimat tersebut menjadi benar secara gramatikal.
 - ✓ Jadi dengan kata lain Anda harus memilih MANA YANG BENAR.
- Part B: *Error Identification/Written Expressions*
 - ✓ Pada bagian ini, terdapat 25 pertanyaan.
 - ✓ Di masing-masing kalimat terdapat kata atau kelompok kata yang digarisbawahi yang ditandai dengan (a), (b), (c), dan (d).
 - ✓ Anda diminta untuk mengidentifikasi bagian yang ditandai tersebut mana yang TIDAK BENAR secara gramatikal.
 - ✓ Dengan kata lain Anda diminta untuk memilih MANA YANG SALAH.

C. Tips dalam mengerjakan *Structure and Written Expressions*?

- Pahami instruksi untuk kedua bagian (Part A dan Part B) dalam seksi *Structure and Written Expressions* sehingga ketika Anda mengerjakan tes yang sesungguhnya, Anda TIDAK PERLU lagi membaca instruksi. Langsung saja Anda kerjakan nomor 1!
- Dalam mengerjakan soal-soal, lakukan dengan CEPAT namun tetap TELITI.

- Hati-hati karena dalam soal-soal *Structure* and *Written Expressions* banyak terdapat jebakan.

TRICK 1: Cari SUBYEK (SUBJECT) dan KATA KERJA (VERB) dalam kalimat

- Dalam soal *Structure* and *Written Expression*, soalnya selalu berupa **KALIMAT (SENTENCE) yang terdiri dari minimal SUBJECT + VERB**. Anda harus mampu mengidentifikasi mana SUBJECT mana VERB dalam kalimat tersebut.
- Mulailah dengan logika begini. Sebuah kalimat harus lengkap (minimal SUBJECT + VERB). Kalimat yang ada sudah punya apa, sehingga kurang apa (VERB). Bila kalimat tersebut sudah memiliki SUBJECT, maka Anda harus mencari VERB dan bila sudah ada VERB, maka Anda cari SUBJECT.

Latihan 1:

Identifikasi mana SUBJECT dan mana VERB dari kalimat-kalimat berikut ini. Lingkari SUBJECT dan garisbawahi VERB.

1. Linda returned the books to the library yesterday.
2. The professor is handing the syllabus to the students.
3. Each day I practice the piano for hours.
4. The new student in the class is very talkative and friendly.
5. Accidentally my brother dropped the glass on the floor.
6. Mira, with James, is writing a book on how to become a good teacher.
7. Many people in the office do not like the new policy.
8. My best friend is always helpful with problems.
9. Swimming regularly makes me healthy.
10. To Sherly the party was a big surprise.
11. Muskingum college took its name from nearby Muskingum River
12. Located in Florida, the city of St. Augustine is the oldest city in USA.
13. That columbus was an Italian is sometimes diputed.
14. For her birthday yesterday, the child got a talking doll.
15. The depth of the ocean is measured using sophisticated sonar equipment.

Latihan 2:

Identifikasi apakah kalimat-kalimat berikut ini membutuhkan SUBJECT atau VERB. Lalu beri tanda X pada jawaban yang benar.

1. _____ was backed up for miles on the freeway.(SUBJECT/VERB)
(A) Yesterday (C) Traffic
(B) In the morning (D) Cars
2. _____ is attending the lecture.(SUBJECT/VERB)
(A) Right now (C) Because of the time
(B) George (D) My Friends
3. A camel _____ 30 gallons of water in ten minutes. (SUBJECT/VERB)
(A) It can drink (C) can drink
(B) a large drink of (D) with a drink of
4. The President _____ the election by a landslide. (SUBJECT/VERB)
(A) Won (C) Yesterday
(B) He won (D) Fortunately
5. _____ was ringing continuously for hours.(SUBJECT/VERB)
(A) Loudly (C) The phone
(B) In the morning (D) The bells
6. Newspapers _____ every morning and every evening. (SUBJECT/VERB)
(A) Delivery (C) On time
(B) Are delivered (D) Regularly
7. The plane _____ landing at the airport in five minutes. (SUBJECT/VERB)
(A) It is (C) Is descending
(B) It really is (D) Will be
8. _____ adopted the decimal system of coinage in 1867. (SUBJECT/VERB)
(A) Canada (C) Canada, which
(B) When Canada (D) There was Canada

9. Air near the equator _____ a faster west-to-east motion than air farther from the equator.. (SUBJECT/VERB)

(A)to have

(C)has

(B)it has

(D)having

10. _____ quickly after an animal dies. (SUBJECT/VERB)

(A)in the degradation of DNA

(C)DNA degrades

(B)Degrading DNA

(D)For DNA to degrade

Trick 2: Cari KETERANGAN WAKTU (TIME MARKERS)dan ADVERB OF FREQUENCYdalam kalimat.

- Dalam satu kalimat sering terdapat keterangan waktu (*time marker*)dan *adverb of frequency*yang menunjukkan kapan terjadinya kegiatan atau peristiwa dalam kalimat tersebut.
- Anda cari **keterangan waktu** atau **adverb of frequency** seperti: **every**____, **always, usually, daily, weekly, monthly**(Present Tense),**yesterday,_____ago, last**____(Past Tense), **now, right now, at present** (Progress Tense), **since, for, recently, yet, already** (Perfect Tense), atau **tomorrow, next**____, **soon** (Future Tense).
- Dengan mengetahui keterangan waktu terjadinya kegiatan/peristiwa, maka Anda dapat menentukan bentuk SUBJECT atau VERB yang benar.

Latihan 3:

Identifikasi KETERANGAN WAKTU dalam kalimat-kalimat di bawah ini. Lalu beri tanda X pada jawaban yang benar.

1. My brother and I _____ fishing **every weekend**.

(A)went

(C)gone

(B)go

(D)going

2. We _____ the report **next week**.
(A)submit (C)will submit
(B)submitted (D)submitting
3. **Yesterday**, my girl friend _____ me to marry her.
(A)asks (C)asking
(B)asked (D)will ask
4. My sister **always** _____ durians.
(A)eating (C)eat
(B)eats (D)ate
5. We _____ in this house **for 10 years**.
(A)live (C)have lived
(B)will live (D)lived
6. They **usually** _____ us when they come to the city.
(A)visiting (C)have visited
(B)visit (D)visited
7. The little child _____ in the bedroom **right now**.
(A)sleep (C)slept
(B)is sleeping (D)will sleep
8. The boring class _____ a few minutes **ago**.
(A)ended (C)has ended
(B)ends (D)ending
9. We _____ Michael Moore **since** 1993.
(A)know (C)have known
(B)knowing (D)knew
10. My mother _____ in the kitchen **now**.
(A)cooks (C)has cooked
(B)is cooking (D)will cook

Trick 3: Cari kesesuaian antara SUBJECT dan VERB (SUBJECT-VERB AGREEMENT)
dalam kalimat.

- Dalam satu kalimat SUBJECT harus selarasi dengan VERB dalam hal JUMLAH (*NUMBER*). Bila SUBJECT-nya *singular*, maka VERB-nya juga harus *singular*. Bila SUBJECT-nya *plural*, maka VERB-nya juga harus *plural*.
- Dalam tes, VERB sering diletakkan jauh terpisah dari SUBJECT.

Latihan 4.

Tentukan VERB yang sesuai untuk setiap kalimat di bawah ini. Lingkari jawaban yang benar.

1. **The subject** of the lectures (was, were) quite interesting.
2. **The supplies** for the camping trip (needs, need) to be packed.
3. The chairs under the table in the dining room (is, are) comfortable.
4. The food for the guests at the party (is, are) on the long table.
5. The cost of the clothes (was, were) higher than I had expected.
6. The rugs in the front rooms of the house (is, are) going to be washed.
7. The waiters in the restaurant always (serve, serves) the food efficiently.
8. Most of the meal that we had (was, were) delicious.
9. Some of the milk in the jar (have, has) turned sour.
10. Half of the movie (was, were) just too violent for me.

Latihan 5

Identifikasi keselarasan antara SUBJECT dan VERB dalam kalimat-kalimat di bawah ini. Lalu beri tanda X pada jawaban yang benar.

1. The recession, which has been attributed to a variety of factors, _____ in the highest employment levels since the Great Depression.
(A) have resulted (C) resulting
(B) has resulted (D) result
2. In the early 1980's, major league baseball, in spite of public opposition to players' salary, _____ more popular than ever before.

- (A) is (C) were
(B) was (D) are
3. Mount Rushmore National Memorial, with its four presidential heads, _____ authorized by the two houses of Congress during the 1925 session.
(A) is (C) were
(B) was (D) are
4. One of the requirements for foreign students whose native language is not English and who wish to enter American universities _____ to take the TOEFL®.
(A) is (C) were
(B) was (D) are
5. One of the football players always _____ black and white shoes when playing football.
(A) wears (C) wearing
(B) wear (D) have worn
6. _____ no type of plant which is immune to attack by insects.
(A) It exists (C) Because there exists
(B) There exist (D) There exists
7. Because _____ of severely harmful effects from chemical dumps, the government has implemented tougher clean-up measures.
(A) evidence (C) There is evidence
(B) is evidence (D) Evidence there is
8. _____ salmon in vast number readily available to the Indians.
(A) Nutritious (C) It was
(B) There was (D) There were
9. _____ penguins in the Artic.
(A) There are no (C) There are not
(B) No (D) Are not

10. Probably _____ little oil left under the north sea by the year of 2020.
- (A) will be (C) it will be
(B) there will be (D) there will have

Trick 4: Pastikan bahwa kata-kata yang dihubungkan oleh CONJUNCTIONS memiliki bentuk yang sama secara gramatikal (PARALEL).

- Struktur yang kompleks (diperluas) dan majemuk (struktur ganda) menganut prinsip PARALEL yaitu kesetaraan antara satu kata dengan kata-kata lain yang dihubungkan dengan KATA PENGHUBUNG (CONJUNCTIONS).
- Ada 2 jenis Conjunctions, yaitu COORDINATE CONJUNCTIONS (and, or) dan PAIRED CONJUNCTIONS (*both...and, either...or, neither...nor, not only...but* laso).
- BENTUK kata atau kata-kata yang dihubungkan oleh CONJUNCTIONS tersebut harus sama secara gramatikal.

Latihan 6:

Identifikasi kata-kata yang dihubungkan oleh CONJUNCTION. Pilih salah satu jawaban yang SALAH secara gramatikal. .

1. Ballpoint pens are less versatile but more population than fountain pens.
A B C D
2. Riddles vary greatly in both grammatical and phonology form.
A B C D
3. Blood presure is measured by feeling the pulse and apply a force to the arm.
A B C D
4. The Moon has no atmosphere, no air, and no watery.
A B C D
5. She is trained as both an accountant and in nursing.
A B C D
6. Neither the students nor the teacher are ready to leave the room.
A B C D

7. Demand, beauty, durability, rare, and perfection of cutting determine the
 A B C
value of a gemstone.
 D
8. The harvard Yard, which was Harvard's original campus, is still a major
 A B C
 attraction for both students and visiting.
 D
9. John is an adventurous person who enjoys not only skydiving but also goes
 A B C D
 parasailing.
10. The liquid crystals in a liquid crystal display (LCD) affect the polarized light so
 A B C
 that it is either blocked and reflected by segments of the diplay.
 D

Trick 5: Pastikan bahwa MAJEMUK (MAIN CLAUSE & SUB-CLAUSE) dihubungkan oleh CLAUSE CONNECTORS yang tepat.

- Banyak kalimat dalam Bahasa Inggris terdiri dari beberapa *CLAUSES*.
- Bila Anda menemukan bahwa dalam satu soal terdapat dua *CLAUSES* atau lebih, maka Anda harus memastikan bahwa *CLAUSES* tersebut terhubung oleh *CONNECTORS* seperti: ***and, but, or, so*** (coordinate connectors), ***after, as, before, until, what, who, whom, where, when, how, why, which, while, because, since, if, whether, although, even though*** (adverb/adjective/noun clause connectors).
- Ingat! BENTUK kalimat-kalimat yang dihubungkan oleh *CONNECTORS* harus SAMA secara GRAMATIKAL.
- Untuk memudahkan Anda dalam menjawab soal seperti ini, Anda TERJEMAHKAN saja terlebih dahulu *CONNECTORS* tersebut.

Latihan 6:

Tentukan CONNECTORS yang BENAR untuk kalimat-kalimat di bawah ini. Lingkari jawaban yang Anda pilih.

1. (After, if, because) the plane circled the airport, it landed on the main runway.
2. The registration process took many hours (because, after, until) the line was so long.
3. The lawn needs water every day, (but, and, or, so) it will turn brown.
4. It was raining, (and, but, so) I decided not to go camping.
5. We could not believe (what, who, when) he did to us.
6. The teacher heard (who, whom, why) answered the question.
7. I did not know (who, whom, why) he was looking for.
8. The dog (who, that, why) is barking belongs to my neighbour.
9. She forgot to attend the meeting (when, which, who) started at 10.00.
10. I really do not like the singer (who, whom, which) you admire.

Latihan 7:

Perhatikan kalimat-kalimat yang dihubungkan oleh CONNECTORS di bawah ini. Lalu Anda beri tanda X pada jawaban yang benar.

1. A spacecraft is freed from friction _____ launched into space.
(A) it (C) after is
(B) it is (D) after it is
2. A car has several sections with moving parts, _____ of those parts is essential.
(A) good lubrication (C) and good lubrication
(B) well lubricated (D) and well lubricated
3. _____ with their surrounding, or they hide in crevices for protection.
(A) Lobsters (C) Lobster blending
(B) Lobsters blend (D) Because lobsters blend
4. Bears cannot see well _____ small eyes.
(A) bears have (C) because they have
(B) because having (D) because of bears

5. Nuclear power can be produced by fusion, _____ produced by fission.
 (A) it can also be (C) and it can also be
 (B) it can also (D) and it can also
6. We do not _____ the bow drill was first developed for woodworking or fire making.
 (A) whether it (C) know whether
 (B) know whether it (D) sure whether
7. It is not clear whether the subdivision of neocortex _____ units.
 (A) individual (C) they are individual
 (B) are individual (D) individually
8. Benjamin Kablesky, whom _____ as Jack Benny, was a famous comedian on radion and television.
 (A) most people's knowledge (C) knowing most people
 (B) most people know (D) the knowledge of most people
9. Modern humans, who first appeared about 600,000 years ago, _____ *Homo sapiens*.
 (A) calling (C) they called
 (B) were called (D) they were called
10. Oscar Hammerstein II collaborated with a number of composers including Jerome, Kern, whom _____ in writing the musical *Show Boat*.
 (A) joined (C) he joined
 (B) was joined (D) joining

LATIHANTAMBAHAN

Identifikasi jawaban yang SALAH secara gramatikal pada soal-soal di bawah ini.. Beri tanda X pada pilihan Anda..

1. Writerslike William Shakespeare dan Edgar Allan Poe are not only profilic but
 A B C
too interesting.
 D

2. Visitors were not permitted entering the park after dark because of the lack of security and lighting.
 A B C D
3. I need both fine brown sugar as well as powdered sugar to bake a Hawaiian cake.
 A B C D
4. Buying clothes are often a time-consuming practice because those clothes that a person like are rarely the ones that fit him or her.
 A B C D
5. Because they had spent too many time considering the new contract, the students lost opportunity to lease the apartment.
 A B C D
6. After she had bought himself a new automobile, she sold her bicycle.
 A B C D
7. These televisions are all too expensive for we to buy at this time, but perhaps we will return later.
 A B C D
8. After John eaten dinner, he wrote several letters and went to bed.
 A B C D
9. The manager has finished working on the report last night, and now she will begin to write the other proposal.
 A B C D
10. It has been a long time since we have talked to John, isn't it?
 A B C D
11. There are ten childs playing in the yard near her house, but your child is not
 A B C

among them.

D

12. Catherine is studying law at the university, and so does John.

A

B

C

D

13. It was him who came running into the classroom with the news.

A

B

C

D

14. My brother doesn't care how much does the car cost because he is going
to buy it anyway.

A

B

C

D

15. The bridge was hitting by a large ship during a sudden storm last week.

A

B

C

D

16. Mr. Harris will be divided the biology class into two sections to prevent
overcrowding in his classroom.

A

B

C

D

17. Maribeth has registered for both the afternoon anthropology class as well as
the evening sociology class.

A

B

C

D

18. She must retyping the report before she hands it into the director of financing.

A

B

C

D

19. A lunch of soup and sandwiches do not appeal to all of the students.

A

B

C

D

20. Some of us have to study their lessons more carefully if we expect to pass
this examination

A

B

C

D

21. The athlete, together with his coach and several relatives, are travelling to the Olympic Games.
A B C D
22. Each of the nurse report to the operating room when his or her name is called.
A B C D
23. The test administrator ordered we not to open the our books until he told us to do so.
A B C D
24. She is looking forward to go to Europe after she finishes her studies at the university.
A B C D