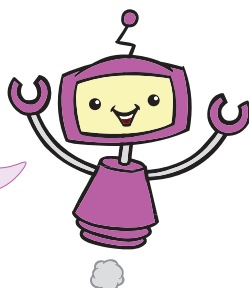


A flood of correspondence

Have you ever had one of those days, when you come home to find a couple of letters and a stack of emails that need to be answered ASAP? Where does one start? Good luck, Anna and Peter ... start writing!



LINKS TO:

Stage 3, Module 7
Learning Object 3: *I can't wait*

PRIOR LEARNING:

Stage 2:

Module 3 Work Sheet 2: *Welcome! Please take your seat*
Module 5 Work Sheet 1: *Expressing possibility*
Module 5 Work Sheet 6: *Maybe yes ... maybe no*

1 Let's get down to business

In these days of electronic mail, the formalities of letter writing seem to have disappeared — or have they? Let's explore some of the salutations and complimentary closes in the correspondence received by Anna and Peter in Learning Object 2, *Where do we start*, and in Learning Object 3, *I can't wait*.

Salutation	Complimentary close
<i>Peter yang terhormat</i>	<i>Hormat saya</i>
<i>Hai Anna dan Peter</i>	<i>Sampai ketemu</i>
<i>Anna dan Peter yang baik</i>	<i>Salam hangat untuk orangtua kalian</i>
<i>Hai Peter</i>	<i>Sudah ya! Kita bicara lagi nanti!</i>
<i>Dengan hormat</i>	<i>Hormat saya</i>
<i>Hai semuanya</i>	<i>Semoga semuanya baik-baik dan sampai jumpa lagi</i>

The salutation and close for each item of correspondence provides a clear indication of whether it is formal or informal. In Anna and Peter's correspondence there are several examples of formal salutations.



For example:

Peter yang terhormat or *Yth. Peter Smart*
Dear Peter (lit. 'Peter, who is held in respect')

And

Dengan hormat

With respect

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Both these letters end with the formal close of *Hormat saya* (My respect) reinforcing the formal tone and purpose of the correspondence, even though both items were sent as emails rather than as posted letters.

Note also the letter sent by Nenek with the semi-formal salutation *Anna dan Peter yang baik* (Dear Anna and Peter). This type of greeting is common when writing to an audience that is either younger or older, or to someone of the same age with whom you are not yet familiar. It is a respectful salutation and sets the tone for a semi-formal letter. Although the tone of the letter is mostly semi-formal, the final sentence and complimentary close are informal and add a personal touch.

Nenek's letter close with:

Hati-hati, Anna, Peter dan Keluarga
Take care, Anna, Peter and Family.

Another informal close is:

Enggak sabar untuk bertemu Nenek lagi!
Can't wait to see you (Grandma) again!

Other less formal complimentary closing sentences that can be used for family, friends and with familiar people include:

<i>Temanmu, Tono</i>	Your friend, Tono
<i>Cepat balas, yach</i>	Reply soon, OK
<i>Sampai jumpa nanti</i>	See you later
<i>Semoga cepat sembuh</i>	Wishing you a speedy recovery

2 Congratulations!

In Stage 2, Module 3, Work Sheet 2, *Welcome! Please take your seat*, you learnt that one of the many uses of the word *selamat* was to express congratulations. In this Learning Object, Peter receives a letter from the Board of Directors of Mitza congratulating him on his design for the New Mitza, and notifying him that his entry was 'Highly Commended'.

Peter yang terhormat, Selamat. Rancangan Anda untuk Mitza yang Baru memenangkan gelar "paling dikagumi".

Even though the word *selamat* on its own is sufficient to express congratulations, it is sometimes coupled

with other words to specifically identify the occasion for which one is being congratulated.

➔ For example:

Selamat telah tamat SMA.
Congratulations on graduating from senior high school.

Selamat atas pernikahannya.
Congratulations on your marriage.

Selamat dan sukses.
Congratulations and success (in your new venture).

3 I hope everything is OK

In Stage 2, Module 5, Work Sheet 6, *Maybe yes ... maybe no*, you learnt some expressions for expressing hope. These included *mudah-mudahan* (hopefully) and *semoga* (it is hoped that). *Semoga* can also be expressed as *moga-moga*. Both of these terms were used extensively in the Learning Object.

➔ For example:

Semoga kalian baik-baik saja.
Hopefully you guys are OK.

Semoga semuanya baik-baik.
Hopefully everything is OK.

As you can see, these expressions would commonly be used in personal correspondence.

4 It's a possibility

In Stage 2, Module 5, Work Sheet 1, *Expressing possibility*, you learnt that possibility and impossibility were expressed by using the words *mungkin* and *tidak mungkin*. If we attach the prefix *ke~* and the suffix *~an* to *mungkin* the resulting noun, *kemungkinan*, means 'possibility' or 'likelihood'. Pak Sugianto used this word frequently in his email to the Smart family.

➡ For example:

Kemungkinan besar Nenek akan keluar dari rumah sakit ...

In all likelihood, Grandma will be out of hospital ...

Kemungkinan pencuri hanya mencari uang.

In all possibility, the burglar was just looking for money.

Definitely

In their emails to their Indonesian friends, Peter and Anna used the word *pasti* when they wanted to say that something would definitely happen.

➡ For example:

Aku pasti sudah kembali dan pasti ingin pergi.
I will definitely be back (in time) and definitely wish to go.

Kami akan datang menjenguk Nenek pada tanggal 20. Pasti!

We will come to see you (Grandma) on the 20th. Definitely!

Saya pasti akan hadir di Malam Penghargaan itu.

I will definitely attend the Awards Evening.

5 I think it would be beneficial

You may recall in Stage 2, Module 6, Work Sheet 4, *Actions speak louder than verbs*, you were introduced to the various types of verbs in Indonesian. In Learning Object 2, *Where do we start?* there were a number of verbs with the *meN~* prefix and the *~kan* suffix. *MeN~ ... ~kan* verbs serve three functions:

1. The first function is to turn simple verbs, which are normally intransitive, into transitive verbs. For example, the intransitive verb *mandi* becomes the transitive verb *memandikan*.
2. The second function is the benefactive function. When something is done for the benefit of someone else the verb is called benefactive. Study the difference in structure between the two sentences:

Saya membeli kamera baru untuk ayah.
I bought a new camera for dad.

Saya membelikan ayah kamera baru.
I bought dad a new camera.

The second structure is an example of the benefactive function.

3. The third function is the causative function. When the root word is an adjective or verb, the *meN~... ~ kan* combination causes the adjective or verb to occur. The following examples illustrate the causative function using the adjective *panas* (hot) and the verb *siap* (ready).

➡ For example:

Saya memanaskan makanan.
I heated the food.

Saya menyiapkan makan malam.
I prepared dinner.

In the first example I caused the food to become hot, and in the second example, I caused dinner to be ready.

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In Learning Object 2, *Where do we start?* Nina offered to buy Anna a ticket to the premiere of Jacki Top's new movie:

Aku bisa membelikan(mu) tiket.

I can buy (you) a ticket.

This is another example of the benefactive function. Notice how the beneficiary (Anna, in this instance) does not have to be explicitly mentioned.

In the opening sentence of his letter to the T-shirt manufacturer Tono writes:

Saya ingin membeli T-shirt untuk tim hockey sekolah kami.

I wish to buy T-shirts for our school hockey team.

If Tono was to buy the T-shirts at his own expense for the benefit of the team he could have written:

Saya ingin membelikan tim hockey sekolah kami T-shirt.

I wish to buy our school hockey team a set of T-shirts.

6 Watch your *peN~* and *~an*

Throughout Anna and Peter's correspondence, you have come across a number of nouns with the prefixes *peN~* or *per~* and the suffix *~an*.

➔ For example:

penghargaan award

perpisahan separation

perjalanan journey or trip

PeN~ ... ~an nouns are normally derived from *meN~* verbs or from *meN~ ... ~kan* verbs.

➔ For example:

membaca = to read

pembacaan = the reading of something

mengirim = to send

pengiriman = the sending of something

membersihkan = to clean

pembersihan = the cleaning of something

Per~ ... ~an nouns, on the other hand, are derived from *ber~* verbs, from *memper~* verbs or from other nouns.

➔ For example:

bertanya = to ask a question

pertanyaan = a question.

memperingatkan = to warn or remind

peringatan = a warning or reminder

rumah = house

perumahan = housing

Note that the initial 'r' is dropped from *rumah* when the *per~* prefix is added.

Exercises

Exercise 1

Below is the text of Tono's email to Peter requesting that Peter order the hockey team's T-shirts online. Read the text carefully and then complete the exercises that follow.

To...	peterandannasmart@netmail.com.au
CC...	
Subject:	Pemesanan T-shirt Tim Hockey SHB

Hai Peter,

Apa kamu bisa memesan t-shirt hockey online? Warnanya harus kuning atau biru muda. Kita perlu 5 ukuran S, 10 ukuran M dan 6 ukuran L.

Usahakan agar harganya di bawah anggaran kita (Rp3.500.000). Jangan lupa menghitung ongkos kirim ke rumahmu.

Mudah-mudahan kita bisa menerima t-shirt paling lambat tanggal 21 Januari. T-shirt itu bisa dicetak pada tanggal 22 dan dibagikan hari Jumat tanggal 24.

Di bawah ini lihat contoh surat online yang aku kirimkan tahun yang lalu.

Sudah ya! Kita bicara lagi nanti!

Tono

- 1.2 In his online research Peter has discovered a large online sporting store, *Dunia Olahraga*, that offers a wide range of team sporting apparel.

Write Peter's email to the general manager, Bapak Yohanes Handoyo, requesting information, including prices, for a set of T-shirts for the school hockey team.

Note:

The classifier used for counting T-shirts is *potong*.

To...	salesenquiries@duniaolahraga.co.id
cc...	
Subject:	Pemesanan T-shirt Hockey SHB Jakarta Barat

Exercise 2

In Module 7, Learning Object 3, *I can't wait*, you helped Anna and Peter write responses to some of the correspondence they received in Learning Object 2, *Where do we start?*

Read the email they received from Pak Sugianto and then write a response using the appropriate register.

To...	peterandannasmart@netmail.com.au
cc...	
Subject:	berita buruk

Hai semuanya,

Saya punya sedikit berita buruk. Apartemen kalian dimasuki pencuri, tapi tidak ada barang yang diambil. Kemungkinan pencuri hanya mencari uang.

Nenek merasa lebih sehat. Kemungkinan besar nenek akan keluar dari rumah sakit pada hari Selasa tanggal 21 dan kembali ke Sekarsari untuk beberapa waktu. Nenek ingin sekali bertemu kalian sebelum berangkat. Bagaimana kalau pada hari Seninnya?

Selamat menikmati perjalanan kembali ke Indonesia. Semoga semuanya baik-baik dan sampai jumpa lagi.

Sugianto.

To...

sugianto@indooz.co.id

cc...

Subject:

Re: berita buruk