

ADVANCED ENGLISH FOR **ELECTRICAL ENGINEERING**



SUSILAWATI

**ADVANCED ENGLISH
FOR ELECTRICAL ENGINEERING**

Undang-Undang No. 28 Tahun 2014 Tentang Hak Cipta

Fungsi dan sifat hak cipta Pasal 4

Hak Cipta sebagaimana dimaksud dalam Pasal 3 huruf a merupakan hak eksklusif yang terdiri atas hak moral dan hak ekonomi.

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**ADVANCED ENGLISH
FOR ELECTRICAL ENGINEERING**

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POLIBAN PRESS

ADVANCED ENGLISH FOR ELECTRICAL ENGINEERING

Penulis :
Susilawati

ISBN :
978-623-5259-19-2 (PDF)

Editor dan Penyunting :
Siti Kustini

Desain Sampul dan Tata letak :
Rahma Indera; Eko Sabar Prihatin

Penerbit :
POLIBAN PRESS
Anggota APPTI (Asosiasi Penerbit Perguruan Tinggi Indonesia)
no.004.098.1.06.2019
Cetakan Pertama, 2024

Hak cipta dilindungi undang-undang
Dilarang memperbanyak karya tulis ini dalam bentuk
dan dengan cara apapun tanpa ijin tertulis dari penerbit

Redaksi :
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Pangeran, Komp. Kampus ULM, Banjarmasin Utara
Telp : (0511)3305052
Email : press@poliban.ac.id

Diterbitkan pertama kali oleh :
Poliban Press, Banjarmasin, Januari 2024

FOREWORD

We are delighted to introduce "Advanced English for Electrical Engineering (Student Book)," a comprehensive resource designed to enhance the language skills of students in the field of electrical engineering. This book, an invaluable addition to our collection, is meticulously curated to provide in-depth coverage of language essentials tailored for advanced learners.

"Advanced English for Electrical Engineering (Student Book)" is a comprehensive guide for advanced learners in the field. Starting with an exploration of electrician careers, it covers career definitions, paths, and practical tips. Subsequent chapters address language skills for professional communication, including job inquiries, duty, pay expressions, and work idioms. The book provides a detailed guide to job interviews, application letters, and curriculum vitae writing. A midpoint assessment, the "Middle Test," allows progress evaluation. The latter part delves into technical aspects of electrical engineering, covering grounding systems, service entrances, induced voltage, panels, and direct strike damage, complemented by technical vocabulary and exercises. Authored by [Author's Name], it offers an integrated approach to language proficiency and technical knowledge.

We hope "Advanced English for Electrical Engineering (Student Book)" serves as a valuable companion in your academic and professional journey.

Sincerely,

Banjarmasin, December, 2023

Publisher

PREFACE

Alhamdulillahirobbil'alaamiin. Praise is merely to The Mightiest Allah SWT for the gracious mercy and tremendous blessing. The book entitled *Advanced English for Electrical Engineering* is intended for the Electrical Engineering Study Program.

This book serves as a follow-up to the first book, "*Basic English for Electrical Engineering*". This book discusses more about electrical field and about work life such as how to write job application letter and Curriculum Vitae, and preparation for following job interview. The inclusion of these work-related discussions is motivated by the fact that this semester marks the final English subject for students in the Electrical Engineering Study Program, that's why the writer gives discussion related to work life in order to the college students having background knowledge about work life.

The writer hopes this book can:

- enrich students' vocabulary not only about general vocabulary but also electrical terms.
- improve their English proficiency by speaking related to electrical field and work life.
- give knowledge about writing job application and Curriculum Vitae.

Banjarmasin, November 18th, 2023

The writer

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CHAPTER 1

THE ELECTRICIAN CAREER



Meeting 1 & 2

Learning Outcomes:

1. Students are able to use synonyms related to job.
2. Students are able to comprehend the reading text by answering the questions related to the text.
3. Students are able to explain the important things of the text.

To support your future career, starting from now you have to select your suitable education and skills that you have. Make sure what you choose now is your passion for better career in the future. Because you are in the future is you are now. What you do now, it can make you as your wish to be in the future. Be careful in making decision to find your

passion. Because having the right career that suit on you is taking time and you have to do research on it.

1.1 Definition of Career

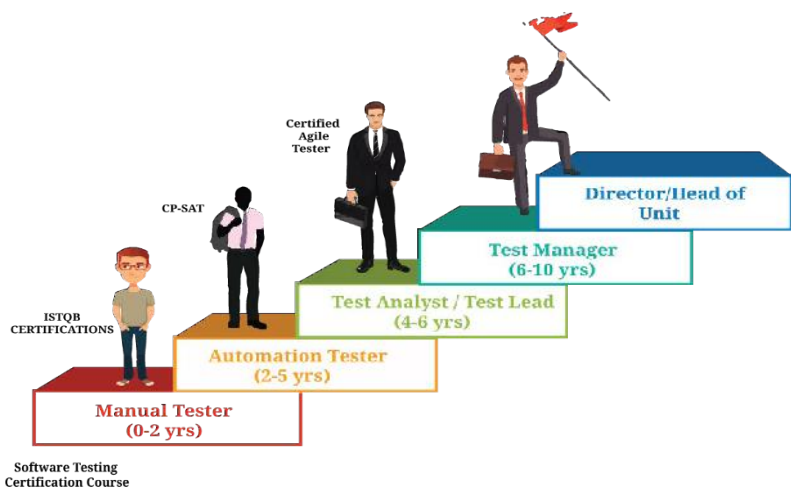
Do you know what career is?

Let's understand the meaning of career itself.

A career is the job or profession that someone does for a long period of their life (Collins Dictionary).

Based on the meaning of career above, it can be generated that the word career has two meanings. First, it is often used to refer to a profession or occupation or we usually called as job. Second, a career means what you do for a living that require extensive training and formal education. The examples of careers are engineer, lecturer, doctor, carpenter, entrepreneur, and midwife.

1.2 Definition of Career Path



Career path is the way that you progress in your work, either in one job or in a series of jobs (Cambridge Dictionary).

In a career path, you grow in or out of your field. Your first step as a college student can mark the beginning of your career path. Since you gain additional knowledge and skills, indirectly you develop your career or **move vertically** into advance roles. May be some of employees **move laterally**.

1.3 Types of Career Path

There are some kinds of career paths:

1. Multiple unrelated jobs

Example: You work as an electrician in a hospital, then as a programmer in a digital printing and then as an online tutor in a private course. Because each job has different field, it is hard to know what your next position will be. You can't see significant development, especially in responsibility.

2. Advancing within one occupation

Example: You work as an electrician in an office and (sometimes) you work as an instructor in electrical engineering in a training. You may become a head of electrician; supervise/train the other fresh/young electricians.

3. Advancing in the same industry but not occupation

Example: Your goal is to be a head of PLN. You can start from taking study in college in electrical engineering, work in PLN as a staff, then become a head of one departments in PLN then become head of PLN. It is also called by **career ladder** (=a series of jobs from lower paid with less responsibility to the highest paid with the most responsibility within a company or particular profession, Cambridge Dictionary).

1.4 Tips to Get the Right Career Path

There are 4 tips to get the right career path:

1. Keep network regularly
Active in connecting to your peers or you join in a community that support your work career. Always build your relationship to your peers or community or even you have to make new friends at least every months.
2. Be a lifelong learner
Every year many changes occur. Especially in technology. You have to be an **up-to-date person** to enrich your knowledge and to develop your skill in order to follow the changes era.
3. Make plans but be flexible
Be an **open-minded-person** to new opportunity in your career. Think about how important this opportunity to your career path and what you enjoy doing this job.
4. Be ready for career shifts
Always be ready in every condition. Sometimes what you have planned or targeted can't run smoothly as you hope. Be aware for every condition, either suitable for you or not. Having **Positive thinking** and correcting yourself dedication in working are the best thing you have to take if you aren't in a suitable condition.

1.5 The Electrician Career

Formal education in electrical field is needed if you have good career as an electrician. Beside that, to be an electrician also can be gained by following a license training or certification. Your choice is in your hands, whether you want to be an employee or one important position in company or you want to be an entrepreneur in electric field.

Electricians typically do the following duties:

1. Read blueprints or technical diagrams

Electricians read blueprints, that include technical diagrams of electrical systems that show the location of circuits, outlets, and other equipment. They use different types of hand and power tools, such as conduit benders, to run and protect wiring. Other commonly used hand and power tools include screwdrivers, wire strippers, drills, and saws.

2. Install and maintain wiring, control, and lighting systems.

Almost every building has an electrical power, communications, lighting, and control system that is installed during construction and maintained after that.

Installing electrical systems in new constructed buildings is often less complicated than maintaining equipment in existing buildings because electrical wiring is more easily accessible during construction.

Maintaining equipment and systems involves identifying problems and repairing broken equipment that is sometimes difficult to reach. Maintenance work may include fixing or replacing parts, light fixtures, control systems, motors, and other types of electrical equipment.

3. Inspect electrical components, such as transformers and circuit breakers

4. Identify electrical problems using a variety of testing devices

If there is a troubleshooting, electricians also may use ammeters, voltmeters, thermal scanners, and cable testers to find problems and ensure that components are working properly.

5. Repair or replace wiring, equipment, or fixtures using hand tools and power tools

6. Follow state and local building regulations based on the National Electrical Code

7. Direct and train workers to install, maintain, or repair electrical wiring or equipment

In some conditions, many electricians work alone, but sometimes they collaborate with others. For example, experienced electricians may work with building engineers and architects to help design electrical systems for new construction. Some electricians may also consult with other construction specialists, such as elevator installers and heating and air conditioning workers, to help install or maintain electrical or power systems. At larger companies, electricians are more likely to work as part of a crew; they may direct helpers and apprentices to complete jobs.

Below are careers for Electricians:

- Apprentice electricians
- Chief electricians
- Construction electricians
- Control electricians
- Electrical maintenance workers
- Electrical sign wirers
- Electrician apprentices
- House wirers
- Inside electrician
- Inside wire installers
- Licensed electricians
- Lighting fixture installers
- Lineman electricians
- Maintenance electricians
- Marine electricians
- Master electricians
- Residential electricians
- Solar photovoltaic electricians

- Stage electricians
- Wire installers

Below are careers for electricians in a higher paid:

- Aircraft and Avionics Equipment Mechanics and Technicians
- Construction and Building Inspectors
- Drafters
- Electrical and Electronics Engineering Technicians
- Electrical and Electronics Engineers
- Electrical and Electronics Installers and Repairers
- Elevator Installers and Repairers
- Line Installers and Repairers
- Power Plant Operators, Distributors, and Dispatchers

From the duties of electricians above, it can be concluded the skills that an electricians must have:

1. business skills. Self-employed electricians must be able to bid on new jobs, track inventory, and plan payroll and work assignments.
2. color vision. Electricians must identify electrical wires by color.
3. critical-thinking skills. Electricians perform tests and use the results to diagnose problems. For example, when an outlet is not working, they may use a multimeter to check the voltage, amperage, or resistance to determine the best course of action.
4. customer-service skills. Electricians work with people on a regular basis. As a result, they should be friendly and be able to address customers' questions.
5. troubleshooting skills. Electricians find, diagnose, and repair problems. For example, if a motor stops working, they perform tests to determine the cause of its failure and then, depending on the results, fix or replace the motor.

1.6 Vocabulary and Exercise



It is time to know more about English vocabularies related to this chapter. Write the meaning of these words below in Indonesian.

No	Word	Meaning
1	Passion
2	Skill
3	Knowledge
4	Lecturer
5	Carpenter
6	Midwife
7	Entrepreneur
8	Responsibility
9	Duty
10	Occupation
11	Peer
12	Make friend
13	Enrich
14	Opportunity
15	Employee
16	Employer
17	To run

18	Drill
19	Screwdriver
20	Wire strippers
21	Maintain
22	Equipment
23	Engineering
24	Engineer
25	Apprentice
26	Power plant
27	Dispatches
28	Payroll
29	Determine



1. Find the synonym from these words!

No	Word	Synonym
1	Occupation
2	Employee
3	Employer
4	Career ladder
5	Apprentice

2. Change the words in Verb to be Noun.

Number 1 is has been done for you.

No	Verb	Noun
1	Develop	Developer
2	Supervise
3	Train
4	Lead
5	Learn
6	Instruct
7	Collaborate
8	Repair
9	Install
10	Lecture
11	Delegate

3. Answer these questions related to the text above!

- a. Why education and skill are important to support your future career?

Answer:.....
.....
.....
.....
.....

- b. What do you do to enrich your experience during your study?

Answer:.....
.....
.....
.....

- c. What kind of career do you want to have for your life?

Choose one sample answer:

- I want to be
or

- I eager to be
or

- I hope I can be
or

- I want to

- d. Which career paths that you choose to reach your main career goal? What is your reason to choose that career path?

Answer:.....
.....
.....
.....

- e. The impact of raise salary is

.....

4. Use your own words:

- a. Explain about career.
- b. Explain about career path.
- c. Explain about types of career path.
- d. Explain some tips to get the right career path.
- e. Explain about the electrician career

CHAPTER 2

JOB, DUTY, PAY, WORK IDIOM



Meeting 3

Learning Outcomes:

1. Students are able to use the synonym words related to the work
2. Students are able to comprehend the text by answering the questions related to the text
3. Students are able explain the important things of the text
4. Students are able to use idioms that related to the work life in sentence

In work life, there are many expressions that are used among workers, between employer and employee, trainer or trainee, or someone else asking about your occupation. Among the expressions, sometimes there is an idiom used in workplace conversation. Here are the expressions that are used related to the job that commonly used in daily conversation.

2.1 Expressions Asking about Job

People may ask you about your job. They can ask you using some of these expressions:

- What do you do?
- What's your job?
- What do you do for a living?
- What's your occupation?
- What's your profession?

You can answer those questions by using these expressions:

- I'm (+ job) e.g. an engineer/an electrician
- I work in (+ place/general area) e.g. a workshop/hospital
- I work for (+name of company) e.g. PLN/PT. Sinar Mas

2.2 Expressions about Duty

People may also ask you about your responsibility/duty in your job. They may use these expressions:

- What is your duty in your job?
- What are your duties in your job?
- What are your responsibilities in your work?
- What things you do in your job?
- What does your job involve?
- What are electricians job descriptions?
- What does an electrician do?
- Tell me what do you do in your work.

Below are the sample answers explaining about your responsibility/duty in your job:

- I'm **in charge of** installing the wires in this building. (=in charge of = responsible for)
- I have to **deal with** any complaints of the customers. (deal with = take action)
- I **run** the electrical shop in my hometown. (run = in control of = manage)

Note:

- The words **responsible for/in charge of** is often used for part of something (e.g. a department/some of the workers)
- The word **run** is often used for control of all/something (e.g. a company/a shop)

2.3 Expressions about Pay

Most workers are paid/receive money and this pay goes directly into their bank account. It is called a **salary**. We can express the same idea using the verb **to earn**:

- My salary is \$60.000 a year (= I earn \$60.000 a year)
- I got \$60.000 every month
- My salary in a month is Rp. 5.000.000

In general, it is not polite if we ask someone's salary, especially to a person whom we know lately. If you do the conversation about salary with your co-workers it may be a common thing, because you have known each other.

The total amount of money you receive in a year is called your income. This could be your salary from one job, or salary from two different jobs you have. And on this income you have to pay part to the government – called income tax.

2.4 Idioms Related to Work Life

Idiom is a group of words established by usage as having meaning not deducible from those of the individual words (Oxford Dictionary). These are some idioms that you can use for informal conversation among your co-workers.

- **Put something off** = if you put something off, you delay doing it.

Example: I put off doing my English assignment, and now I have to work overtime to do it.

- **Take off** = if something takes off, it increases or becomes popular quickly.

Example: Electrical tools selling has really taken off this year.

- **People person** = someone who is extrovert has great social skills, and loves interacting with people.

Example: Nazwa has many friends everywhere because she is a people person.

- **Crunch the numbers** = to do a lot of calculations

Example: After crunching the numbers, our accounting department informed us that we don't have enough money to give salary for a new candidate employee.

- **Have a lot on my plate** = you have a lot of work/responsibilities at the moment.

Example: I am really sorry, I can't attend to your wedding party right now because I have a lot on my plate in my factory.

- **Selling like hotcakes** = a lot of customers are buying it very fast.

Example: Our new product is selling like hotcakes. We'll produce it soon to keep up customers' demand.

- **Think outside the box/out of the box** = a creative way/thinking that is different from usual.

Example: His idea is always out of the box and always works. It makes him get promotion.

- **Win-win situation** = giving benefit for both companies or people.
Example: This collaboration develops the company's profit in this year.
- **Test the waters** = try something new to see whether it will be successful or not.
Example: We test the waters to see if changing the product's label will increase sales.
- **Bang for the buck** = it spends more money.
Example: Installing buried service entrances is bang for the buck.
- **On the back burner** = it is less important at the moment.
Example: doing my report is on the back burner. I have a priority now to be finished.

2.5 Vocabulary and Exercise



It is time to know more about English vocabularies relate to this chapter. Write the meaning of these words below in Indonesian.

No	Word	Meaning
1	Expression
2	Among
3	Between
4	Commonly
5	In charge of
6	Deal with
7	Salary
8	Earn
9	Promotion
10	Overtime



1. Find the synonym from these word!

No	Word	Synonym
1	Co-worker
2	Extra time
3	Manage
4	Cooperation
5	Unusual idea

2. Answer these questions relate to the text above!

a. Why is it not polite if we ask about someone's salary?

Answer:.....

b. In what occasion the idioms usually used?

Answer:.....

c. What makes salary from one person to another is not the same?

Answer:.....

3. Translate into English!

a. Apa pekerjaan Anda?

Answer:

.....

b. Apa tugas Anda dalam pekerjaan Anda?

Answer:

.....

c. Berapa lama kah Anda bekerja disini?

Answer:

.....

d. Siapa atasan Anda?

Answer:

.....

e. Sejak kapan Anda bekerja disini?

Answer:

.....

f. Dia (perempuan) menjalankan usaha nya bersama rekan kerjanya.

Answer:

.....

g. Dia (laki-laki) mencoba sesuatu yang baru untuk bisnis nya.

Answer:

.....

h. Bagaimana usaha Anda?

Answer:

.....

i. Berapa banyak karyawan yang Anda miliki?

Answer:

.....

4. You can use your own word:

a. Mention the expressions asking about job! At least 2.

Answer:

-
- ...
-
- ...

b. Mention the expressions asking about duty! At least 2

Answer:

-
- ...
-
- ...

c. Mention the expressions that explain about your salary! At least 2

Answer:

-
- ...
-
- ...

d. Mention the idioms relates to work! At least 3

Answer:

-
- ...
-
- ...
-
- ...

5. Guess! What idiom is it?

a. extremely busy at the moment =

.....

b. sociable =

c. unusual ide =

d. you postpone your work =

.....

e. well-balanced =

6. Make a sentence use these idioms!

a. People person

Answer:.....

.....

.....

b. Put something off

Answer:.....

.....

.....

c. Out of the box

Answer:.....

.....

.....

d. Win-win situation

Answer:.....

.....

.....

e. Test the waters

Answer:.....

.....

.....

CHAPTER 3

JOB INTERVIEW



Meeting 4 & 5

Learning Outcomes:

1. Students are able to use the synonym words related to job interview
2. Students are able to comprehend the text about job interview by answering the questions
3. Students are able to understand the text about job interview by explaining the important things relate to job interview

3.1 Definition of Interview

An interview is a meeting in which someone asks you questions to see if you are suitable for a job or course (Cambridge Dictionary).

An interview is a formal meeting at which someone is asked questions in order to find out if they are suitable for a job or a course or study (Collins Dictionary).

An interview is a conversation between two people (the interviewer (s) and the interviewee) where questions are asked by the interviewer to obtain information from the interviewee.

3.2 Definition of Job Interview

A job interview is a process in which a potential employee is evaluated by an employer for prospective employment in their company, organization, or firm. During this process, the employer hopes to determine whether or not the applicant is suitable for the role.

3.3 Preparation Before Job Interview

Preparation is the key for your success in job interview. Ensure that you check the date and time of your interview. Figure out how you will get to the venue and how long the journey takes, especially if you are using public transport. Check for any planned disruptions to road or public transport services and aim to arrive early, rather than rushing in late

You can use these points:

- When will it be held?
- Where will it be held?
- How long the journey takes?
- How long will the interview last?
- What format will it take?
- Will there be any tests or group exercises?
- Do you need to bring or prepare anything specific?

Besides those points, the interviewee must concern to these preparation:

1. Psychological Preparation

Remember that the interviewer wants every candidate to be a great one. So, make yourself different from the others candidates. Enrich yourself during your study in college with your achievement, experience and skill. Remember also these key points:

- get a good night's sleep the night before
- eat properly and drink plenty of water on the day
- practice breathing deeply
- think positive thoughts
- pray to God and get your parents blessing

2. What to Take

On the day, make sure you have the interview invitation letter and a copy of your CV, cover letter and application form if you used one. Take some cash in case you need to get a taxi at the last minute or some other unforeseen expenditure or unpredictable things can be happen. Also bring light water in your own drink bottle.

3. What to Wear

Decide on your outfit well in advance; ideally it should be a suit or equivalent business wear. Ensure it is ironed and ready to wear. Have a second outfit as a back-up and ensure your shoes are clean. Personal grooming is essential and you should avoid wearing overpowering fragrance. It is best to avoid smoking (especially for men) and smokers should resist the temptation to have a cigarette on the way to or while waiting for an interview.

4. Knowledge about Yourself

If you are being interviewed for a job that was advertised, use the job description as a guideline as to what you'll be asked about in terms of your personality, skills, work experience and qualifications. Other candidates may have similar abilities, employment and academic experience to you. Think about how you might distinguish yourself from others. It is possible to highlight all of your strengths without sounding overconfident, aggressive, even underestimate other candidates.

5. Knowledge about the Job

Know everything you can about the job on offer including the job and/or person specification. Search the web for profiles of employees who hold the same or similar roles and read the relevant occupational profiles in types of jobs.

6. Knowledge about the Organization

Research your prospective employer organization. Employers will expect that you will have at least researched their website, their recruitment information and their annual report(s). Do more than this – search the info of the organization in social media, learn about their organization in order to you have background knowledge about the organization.

7. Disability

If you have a disability, check the physical access to the premises. Let the employer know in advance if you need any additional support in order to fulfil the requirements of the interview or assessment center. If you do not need any special arrangements, you may choose not to disclose your disability.

8. Plan to Arrive at Least 30 Minutes Earlier

This will give you ample time to catch your breath, gather your thoughts and make a quick trip to the washroom to give your appearance one final check. To avoid unnecessary stress, choose your interview attire the night before.

3.4 When Job Interview is Ongoing

The interviewer most like a candidate with a suitable education with the job. You can tell to the interviewer that your education relates to the job that you want to apply.

Talking about your experience and credentials (qualifications) is the most important part of any job interview. Your experience is any work that you have done that is directly or indirectly related to the job you are applying for.

Your skill and qualifications include your education from High School, in campus and any special training you may have done in the past.

Below are some tips for you when you are interviewed:

1. Greet the interviewer by his/her last name

If you are unsure of the pronunciation, do ask the employer to repeat it. Or better still, check it with the front desk personnel or receptionist before walking into the interview room.

2. Shake the interviewer's hand (man-man, woman-woman)

3. Let the interviewer show your chair

4. Let the interviewer lead the conversation

Let the interviewer lead the conversation but try to get him/her to describe the position and duties to you early in the interview. This will allow you to apply your background, skills and achievements to the position.

5. When the interviewer asked “tell me about yourself?”
Focus your answers on your:
 - personal background (name, age, hometown, living now, status)
 - education
 - skill (relates to the job that you want to apply)
 - achievements
6. Focus on Your Skill and Achievements
For example: the installation of electrical systems that you master, projects that you initiated, competition relates to electrical engineering that you have followed etc.
7. Show Enthusiasm
This can be demonstrated through verbal and non-verbal cues (for example, appropriate body language like nodding can be used to support your interest). Enthusiastic feedback can enhance your chances of being further considered.
8. Answer Questions by Speaking in Terms of the Position
Emphasis what you can do for the company. Mention specific accomplishments that show your abilities and determination to succeed in this job. Your answers describe the position and duties to you early in the interview. This will allow you to apply your background, skills and achievements to the position. Should tell the employer why you would be an asset to the company and not why you need a job.
9. Bring an extra copy of your resume.
10. Explain whenever possible. Do not answer with a simple “yes” or “no”

3.5 After Job Interview

1. Tell that you are interested in that job
2. Give best impression before leaving the room

3. Say thanks to your interviewer and shake hands (man-man, woman-woman)

3.6 Questions and Answers in Job Interview

Job interviews are always stressful - even for job seekers who have gone on countless interviews. The best way to reduce the stress is to be prepared. Take the time to review the "standard" interview questions you will most likely be asked. Also review sample answers to these typical interview questions.

The job interview in English contains specific questions and appropriate answers. It also requires a certain flexibility in your usage of tenses. This feature provides tips on job interview questions and answers in English.

When you walk in the room the very first impression you make on the interviewer can have a great influence on the rest of the interview. It is important that you are friendly by your face impression and shake interviewer's hand and you introduce yourself if the interviewer ask you to. The first question is often a "breaking the ice" (establish a rapport) type of question. Don't be surprised if the interviewer asks you something like:

- How are you today?
- Did you have any trouble finding us?
- What do you think of the weather lately?

Don't be surprised by the friendly tone. The interviewer wants to put you at ease (help you relax). Answer the question without going into too much detail.

These are sample questions and answers in job interview that commonly asked by the interviewer that you can learn before you attend the interview:

1. When You Asked about Your Education

Remember that your education took place in the past. Therefore you need to use the past tenses, for example:

- I attended Politeknik Negeri Banjarmasin from 2021 to 2024.
- I graduated with a diploma in Electrical Engineering from Politeknik Negeri Banjarmasin in 2024.

If you are currently a student you should use the following present tenses:

- I am currently studying at Politeknik Negeri Banjarmasin and will graduate with a diploma in Electrical Engineering.
- I am studying at Politeknik Negeri Banjarmasin in Electrical Engineering Study Program.

Remember to include any training you may have had when talking about your education. This includes any electrical engineering training, computer training, correspondence courses, etc. Make sure to mention your English courses. This is very important as English is not your first language and the employer may be concerned about this fact. Assure the employer that you are continuing to improve your English skills by any courses you may be taking, or by saying that you study a certain number of hours a week to improve your skills.

2. When You Asked about Your Experience

Work experience is by far the most important topic of any job interview. Therefore, it is important to explain what experience you have in detail. Generally, employers want to know exactly what you did and how well you accomplished your tasks. This is not the time to be modest. Be confident, and talk freely about your accomplishments in past employment.

When talking about current employment be careful to use the present perfect tense. This signals that you are still performing these tasks at your current job, for example:

- PT. Kusuma Jaya has employed me for the last 3 years as an electrician.

3. When You Asked about Yourself

a. Tell me about yourself!

You walk into the interview room, shake hands with your interviewer and sit down with your best interviewing smile on. Guess what their first question is? "Tell me about yourself."

If you are asked about yourself, so just explain about your own self. Do not explain about your family or out of your own self. About yourself: complete name n nickname, hometown, status, age, and address (living now, just tell the name of address, not house number/RT/RW/Gang).

b. What is your greatest weakness?

When you're asked what your greatest weakness is, try to turn a negative into a positive.

Sample answer: I like to make sure that my work is perfect, so I tend to perhaps spend a little too much time checking it.

c. What is your greatest strength?

"What is your greatest strength?" is one of the easier interview questions you'll be asked. When you are asked questions about your strengths, it's important to discuss attributes that will qualify you for the job. The best way to respond is to describe the skills and experience that directly correlate with the job you are applying for.

Sample answer: My time management skills are excellent and I'm organized, efficient, and take pride in excelling at my work.

d. How do you handle stress and pressure?

- Sample answer: Stress is very important to me. With stress, I do the best possible job. The appropriate way to deal with stress is to make sure I have the correct balance between good stress and bad stress. I need good stress to stay motivated and productive.
- Sample answer: I find that when I'm under the pressure of a deadline, I can do some of my most creative work.
- Sample answer: From a personal perspective, I manage stress by visiting the gym every evening. It's a great stress reducer.

e. What are your salary expectations?

Sample answer: Once you know what you should be earning, how do you go about getting it? Start by being very patient. When interviewing for a new position, do your best not to bring up compensation until the employer makes you an offer. If you're asked what your salary requirements are, say that they are open **based upon the position and responsibility**. Or tell the employer you'd like to know more about the responsibilities and the challenges of the job prior to discussing salary.

f. Do you prefer to work independently or on a team?

- Sample answer: I am equally comfortable working as a member of a team and independently.
- Sample answer: I'm comfortable with both.

- Sample answer: In high school, I enjoyed playing soccer and performing with the marching band. Each required a different kind of team play, but the overall goal of learning to be a member of a group was invaluable. I continued to grow as team member while on my sorority's debate team and through my advanced marketing class where we had numerous team assignments. I'm very comfortably working on a team, but I can also work independently, as well.

4. When You Ask about Your Work History

a. Name of company, position title and description, dates of employment.

Interviewers expect a candidate for employment to be able to review their work history in detail. Be prepared to tell the interviewer the names of the companies you worked for, your job title, your starting and ending dates of employment, how much you earned and what your job entailed.

b. What were your responsibilities?

When you are asked questions related to your current or previous positions, it's important to be specific and to be positive about what you did in your previous position(s).

The best way to respond is to describe your responsibilities in detail and to connect them to the job you are interviewing for. Try to tie your responsibilities in with those listed in the job description for the new position. That way, the employer will see that you have the qualifications necessary to do the job. Focus most on your responsibilities that are directly related to the new job's requirements.

It's also important to be honest. Don't embellish your job, because you don't know who the hiring manager will be checking with when they check your references.

c. What problems have you encountered at work?

When you respond, be sure to include a positive outcome to the problems you reference in your answer.

Sample answer: I feel that the best way to deal with any challenges is to meet them head on. When I found that one of my colleagues was saying things that weren't true behind my back, I went to him and talked it through well. It turned out that he had misunderstood what I had said, and I was able to set the record straight with him, and my supervisor.

d. Why are you leaving your job?

- Sample answer: I found myself bored with the work and looking for more challenges. I am an excellent employee and I didn't want my unhappiness to have any impact on the job I was doing for my employer.
- Sample answer: There isn't room for growth with my current employer and I'm ready to move on to a new challenge.
- Sample answer: I'm looking for a bigger challenge and to grow my career.

e. Why were you fired?

Sample answer: My competencies were not the right match for my previous employer's needs but it looks like they'd be a good fit in your organization.

5. When You Ask about the Job/Company You Apply

a. What interests you about this job?

When you're asked what interests you about the position you are interviewing for, the best way to respond is to describe the qualifications listed in the job posting, then connect them to your skills and experience. That way, the employer will see that you know about the job you're interviewing for (not everyone does) and that you have the qualifications necessary to do the job.

b. Why do you want this job?

Sample answer: This is not only a fine opportunity, but also this company is a place where my qualifications can make a difference.

c. Why do you want to work here?

The best way to answer this question is, first of all, to be prepared and knowledgeable about the company. Spend some time researching the company (the About Us section of the web site is a good place to start) so you can talk about the benefits of working for this employer.

Compare your goals with objectives of the company and the position, then reiterate why you would be an asset to the employer. Let the interviewer know what you can do for the company, if you get a job offer.

Sample answer: This company is nationally known for its (electrical intalling), and my experience in the (installing and maintening electric/etc.) of (installation) has me intrigued by the opportunity this position presents.

d. What can you do for this company?

First of all, be sure to have researched the company prior to the interview, so you are familiar with the company's mission. Respond by giving examples why your education,

skills, accomplishments, and experience will make you an asset for the employer.

e. Why should we hire you?

The best way to respond is to give concrete examples of why your skills and accomplishments make you the best candidate for the job. Take a few moments to compare the job description with your abilities, as well as mentioning what you have accomplished in your other positions. Be positive and reiterate your interest in the company and the position.

f. What do you know about this company?

Prepare in advance, and in a word, research, so, you can provide relevant and current information about your prospective employer to the interviewer. Start by researching the company online. Review the "About Us" section of the company web site. Google the company, read blogs that mention it, and check Discussion Boards and social networking sites. You also can check in their social media like Instagram or Facebook.

6. When You Ask about the Future

a. What are you looking for in your next job? What is important to you?

You can begin your answer with this question: Tell me, Mr./Ms. Interviewer, what is a typical career path at for someone with my skills and experience? (Based on the answer you can then respond to the original question using the phrases from the answer to frame your response).

What is important to you? Two things are very important to me. One is my professionalism at work; the second is my family life.

b. What are your goals for the next five years / ten years?

Don't discuss your goals for returning to school or having a family, they are not relevant and could knock you out of contention for the job.

Sample answer: My long-term goals involve growing with a company where I can continue to learn, take on additional responsibilities, and contribute as much of value as I can.

c. How do you plan to achieve those goals?

A good answer to this question will speak specifically about what you are going to accomplish and how you are going to accomplish it.

- Sample answer: I plan on gaining additional skills by taking related classes and continuing my involvement with a variety of professional associations.
- Sample answer: I will continue my professional development by participating in conferences, attending seminars, and continuing my education.

d. What are your salary requirements - both short-term and long-term?

Before you start talking pay (and salary negotiations) with a prospective employer, you need to find out how much the job (and you) are worth. You will need to take the time to research salaries. That way you will be prepared to get what you're worth and to get a job offer that's realistic and reasonable.

Or tell the employer you'd like to know more about the responsibilities and the challenges of the job prior to discuss the salary.

e. Questions about your career goals.

Start with your graduation from college and explain the rationale behind each of your career moves.

When I graduated from college, I was immediately recruited by the Company. As my resume reflects, I received two promotions and then a recruiter contacted for the position at the Company. I've been there for the past 4 years and have learned a great deal, while making significant contributions to my department. Also, explain the thinking process that went into make each of those decisions. For my first job, I was happy to know I would be working in a job that utilized my education. It was exciting to know that within just a few weeks of graduation, I had my first paycheck.

f. What will you do if you don't get this position?

Sample answer: I am committed to this company and its advancement so, should I not be selected, I will work with and support whoever might get selected. However, I do feel that my experience in the department and with the team would make me the best candidate.

3.7 Vocabulary and Exercise



It is time to know more about English vocabularies related to this chapter. Write the meaning of these words below in Indonesian.

No	Word	Meaning
1	Interviewee
2	Interviewer
3	Role
4	Applicant
5	Qualification
6	Shake hands
7	Achievement
8	Experience
9	Accomplish
10	Employment



1. Find the synonym from these word!

No	Word	Synonym
1	Accomplish
2	Achievement
3	Applicant
4	Highlight
5	Role

2. Answer these questions relate to the text above!

a. Why must the interviewee wear second outfit?

Answer:.....

b. Why must the interviewee know about his/her own self?

Answer:.....

c. Why must the interviewee be honest especially in interview?

Answer:.....
.....
.....
.....
.....

d. When the interviewer ask you about salary, what should you say?

Answer
.....
.....
.....

e. What are your efforts to make the interviewer trust on you?

Answer:.....
.....
.....
.....

3. Explain about these ones using your own sentences!

a. Interview

Answer:.....
.....
.....
.....

b. Job Interview

Answer:.....
.....
.....
.....

c. Interviewer

Answer:.....
.....
.....
.....

d. Interviewee

Answer:.....
.....
.....
.....

e. Preparation before job interview

Answer:.....
.....
.....
.....

CHAPTER 4

JOB APPLICATION LETTER & CURRICULUM VITAE

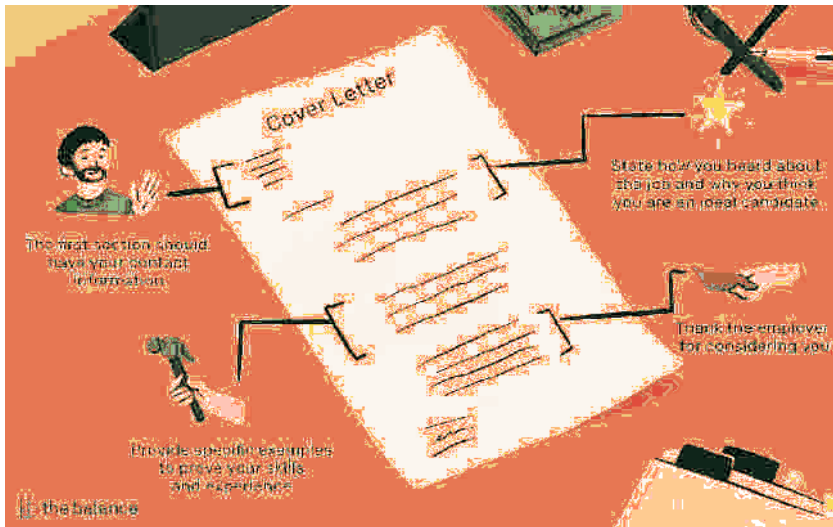


Meeting 6 & 7

Learning Outcomes:

1. Students are able to use the synonym words related to job application letter and Curriculum Vitae.
2. Students are able to comprehend the text about job application letter and Curriculum Vitae by answering the questions.
3. Students are able to comprehend the text about job application letter and Curriculum Vitae by explaining the important things related to the topic.

JOB APPLICATION LETTER



4.1 Definition of Job Application Letter

A job application letter (also known as a **cover letter**) is a letter you send with your **resume** to provide information on your skill and experience. This letter is your chance to **sell** yourself to an employer, explaining why you are an ideal candidate for a position. (Alison Doyle, March 6, 2020).

Your job application letter is the first contact you will have with an employer. The employer will use it to help decide whether you are suitable for the job and whether they would like to give you an interview.

It is most important to take time and care with your application letter. Make it look good and make sure all the information is clear and easy to read.

4.2 Things to Remember in Writing Job Application Letter

Things that you have to remember in writing application letter:

- Before writing an application, find out as much as you can about the job.
- Make a draft plan first with what you want to put in your application.
- Write it as many times as you want until you get it right.
- Always check spelling and watch your grammar (if your job application letter in English or other languages). Get someone to proof read it for mistakes before you send it.
- Write neatly.
- Give your phone number after your address.
- If your letter starts with Dear Sir/Dear Madam, end with Yours faithfully.
- If you start with a person's name end with Yours sincerely.
- Refer to the job and where and when you saw it advertised (in the first paragraph).
- Put in some information about work you have done before/experience (in the second paragraph).
- Close your letter by saying how suitable you are for the job.
- Sign your name and have your name printed underneath.
- Make sure you use clean A4 size paper.
- Tell the people who wrote you a reference you are being interviewed before you go.
- Format your letter in block style and leave an empty line between each paragraph.
- Keep your resume up to date.
- If you use a comma after the salutation, use one after the 'Yours sincerely/faithfully'. Otherwise omit them both. Be consistent.

4.3 First Paragraph in Job Application Letter

The first paragraph of the letter should introduce the subject matter and either state or imply your purpose in writing.

These are the example:

- In response to the position of ____ advertised in the ____ on _____ .
- I am encouraged to apply, knowing that I fulfill the criteria and I am able to meet your needs in a highly professional way.
- In response to the vacancy for a ____ which appeared in the ____ on ____ . I am confident to apply knowing that I would bring a fresh, enthusiastic approach to the position.
- With reference to
- With regards to
- Please accept this letter as confirmation of my willingness to perform the tasks required for the position of _____ within your company.
- After / upon reading the requirements for the position of _____ placed in the ____ on ____ I am encouraged to offer my resume / application for your consideration.
- I am forwarding my application for the position of _____ advertised in the ____ on ____ knowing that I can perform the job well.

4.4 The Body of Job Application Letter

The body of the letter should consist of one or more paragraphs. It should develop clearly and logically the argument and facts of the case. If there is more than one paragraph, each paragraph should focus on a separate aspect of the subject matter and there should be clear links between paragraphs.

These are the example:

- As a recent graduate of the “Certificate in Office and Secretarial Studies” at.....
- With my experience as __ I am well suited to the position.

- Having worked as ____ I am confident of performing the skills and tasks required at a high level of proficiency.
- Earlier I completed
- Having been
- Having held a position as
- Being qualified in
- Holiday jobs have helped me learn about work situations and have provided me
- I have 3 years experience in as during
- I would like to outline the attributes that will confirm my suitability

4.5 The Last Paragraph of Job Application Letter

The last paragraph should leave the reader in no doubt about your attitude towards the subject of the letter. It may, for example, spell out what you would like to see happen. It should be positive and unambiguous. These are the example:

- Thank you for your time and consideration.
- I look forward to an appointment with you.
- I would value the opportunity of discussing my application further.
- I would appreciate the opportunity of discussing my application further.
- I am available for interview at your convenience and can be contacted on.
- Please find enclosed / attached my resume and referees which I look forward to discussing with you in a personal interview.
- I have always enjoyed working as part of a well run team and would welcome the opportunity of discussing my application and hopefully joining your company/ team.

- I am interested in undertaking any further training and would appreciate meeting.
- I would like to discuss my experience / suitability to the position and give you a more detailed insight into my expertise. Please telephone me on to arrange such a discussion.
- Thank you for your consideration and I would look forward to the opportunity to present myself in person and further discuss my suitability for this position and I.
- Thank you for the opportunity to apply for this position. My enclosed resume.

4.6 Example of Application Letter

a. Example 1

March 3rd 2024

Andi Rusmana
 Sudirman Street No. 72
 Banjarmasin, South Kalimantan 70123

The Manager
 Garuda Street No. 5
 Samarinda, East Kalimantan 74321

Dear Sir/Madam

Please accept my application for the position of Sales Representative as advertised in Banjarmasin Post on February 28th, 2024.

I am currently working as a Sales Representative for Yamaha and I am keen to obtain a full time position. I hold a certificate

in Sales and I am prepared to undergo further training if necessary. Please find enclosed my résumé in support of my application.

I am confident my skills and previous work experience will enable me to perform the duties of the position well. I am available for an interview at a time convenient to you and can be contacted by telephone on 081348549332.

Yours faithfully

Andi Rusmana

b. Example 2

Date: January 12th, 2024

Chrisnawati
15 Diponegoro Street,
Banjarbaru South Kalimantan
085754547771

Siswanto Chandra
Principal of Kanaan School
1 Veteran Banjarmasin South Kalimantan
(0511) 705456

Dear Mr. Chandra,

I'm writing this letter to apply for a position of history teacher in your school. The position was advertised in "The Radar Banjar" dated January 10, 2024. I am interested in the field of

academics and love to deal with young minds. I have been in the field of teaching for the last five years. I have taught in schools in and around Banjarbaru.

I have honors in history majority from Lambung Mangkurat University (ULM) Banjarmasin. I have completed my first degree. I use various methods to teach history to young kids. These methods are planning excursions, showing movies on historical characters, slide show, etc. This helps the students in understanding the nuances of the subject.

I can handle a class of forty students. I can work in a team as I have good interpersonal skills. I like to work in various sports and cultural committees in school which helps in overall personality development of the students. I am patient and can work under stress. I manage to finish the assigned work in tight schedules.

If given an opportunity, I will surely optimize it and help the school in progress of students. You can contact me on phone at 085754547771 or email – chrisnawati@yahoo.com. I will get back to you in a week's time to know the status of my application.

I am waiting for a positive reply from your side look so that I can meet you personally for an interview.

Yours sincerely,

Chrisnawati

CURRICULUM VITAE (CV)



4.7 Definition of Curriculum Vitae

A word Curriculum Vitae is from Latin. The meaning of Curriculum Vitae in English is course of life. Curriculum Vitae is a short written description of your education, qualifications, previous jobs, and sometimes also your personal interests, which you send to an employer when you are trying to get a job (Cambridge Dictionary).

There are 4 major things that should include in a CV:

- Personal details
- Education
- Work experience
- Skills
- Hobbies and Interests (it is not too important, but you can write this)

4.8 Characteristics for a good CV

- short and easy to read
- logical ordered
- writing not too small or too big
- avoid writing whole sentences
- no spelling or grammar mistakes
- should suit the post you are applying for
- be honest
- have someone else check it

4.9 Example of Curriculum Vitae

Identity

Full Name : Agung Raharja
Sex : Male
Place, Date of Birth : Probolinggo, August 5, 1985
Nationality : Indonesia
Marital Status : Married
Height, Weight : 165 cm, 53 kg
Health : Perfect
Religion : Moslem
Address : Perum Bojong Depok Baru 1,
Cibinong
Mobile : 0817 9854 203
Phone : 021 - 87903802
E-mail : agungraharja@gmail.com

Educational Background

1985 – 1991 : Gajahmada Elementary School, Probolinggo
1991 – 1994 : Junior High School No.1, Probolinggo
1994 – 1997 : Senior High School No.1, Probolinggo

1997 – 2001 : Accounting Department at the University of Pancasila, Jakarta

Course & Education

1998 - 1999 : Computer & Internet Course at Puskom Gilland Ganesha, Jakarta

1999 - 2002 : English Language Course at LBA Gilland Ganesha, Jakarta

2004 - 2004 : Tax Course (Brevet A & B) di FAIUP, Jakarta

Qualifications

1. Accounting & Administration Skills (Journal Printing & Calculation, Ledger, Petty Cash Payroll & Calculation, Inventory Controls, Project Data Updating, Teller, Salary Calculation).
2. Taxation System.
3. Computer Literate (MS Word, MS Excel, MS Power Point, MS Access, MS Outlook).
4. Internet Literate.

Working Experience

Worked at PT. Flamboyan Bumi Singo, Cibinong.

Period : August 2011 - January 2015

Purpose : Permanently working

Position : Accounting & Taxation staff

4.10 Vocabulary and Exercise



It is time to know more about English vocabularies relate to this chapter. Write the meaning of these words below in Indonesian.

No	Word	Meaning
1	Hire
2	Vacancy
3	Candidate
4	Resume
5	Proficiency
6	Appointment
7	Opportunity
8	Consideration
9	Require
10	Encourage



1. Find the synonym from these word!

No	Word	Synonym
1	Sincerely
2	Resume
3	Hire
4	Proficiency
5	Opportunity

2. Answer these questions relate to the text above!

a. The first paragraph of job application letter tells about

.....

b. The body of job application letter tells about

.....

c. The last paragraph of job application letter tells about

.....
.....
.....
.....

d. Mention the important points that must be in a CV!

Answer:.....
.....
.....
.....

e. What are the character of a good CV? Mention at least 5.

Answer:.....
.....
.....
.....

3. Explain about these ones using your own sentences!

a. Job application letter

Answer:.....
.....
.....
.....
.....

b. Curriculum Vitae

Answer:.....
.....
.....
.....
.....

c. Job Vacancy

Answer:.....
.....
.....
.....

d. Salutation

Answer:.....
.....
.....
.....

e. Candidate

Answer:.....
.....
.....
.....

MIDDLE TEST

WRITING JOB APPLICATION LETTER & CV

MIDDLE TEST

Instruction:

- Write an application letter based on this vacancy!
 - Write CV!
 - You can write on double folio paper.
 - Imagine that you have passed/graduated from your Diploma. And you are now on December 10, 2024
- ----

JOB VACANCY

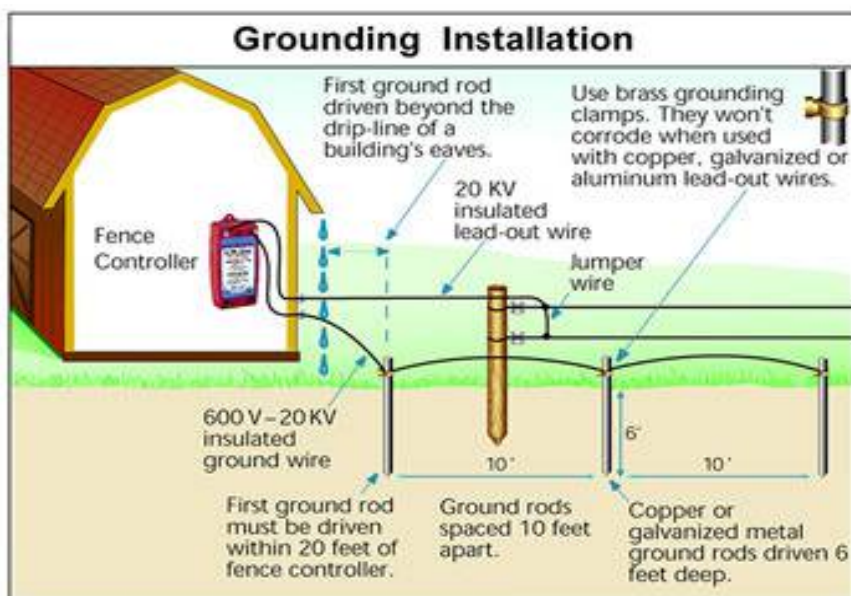
PT. Arum Tirta Jaya is looking for a fresh graduate electrician of Electrical Engineering Diploma. Send your application letter to Mr. Sanjaya on Wijayana Street No. 5 Banjarmasin, South Kalimantan 70123 at least 7 days after this vacancy announced.

Notes: This vacancy is on Banjarmasin Post on December 10, 2024

GOOD LUCK

CHAPTER 5

INSTALLING A GROUNDING SYSTEM



Meeting 9

Learning Outcomes:

1. Students are able to comprehend the text about installing grounding system by stating the true or false sentences.
2. Students are able to use the synonym words related to installing grounding system.
3. Students are able to comprehend the text about installing grounding system by using a right word in a sentence.

There are some consideration when installing a grounding system:

1. Consider the soil condition where the system will be installed.
You will have to create a ditch to install the system. The condition of the soil will determine how you proceed with this step.
2. Consider the types of materials you will use for the installation. A ground wire is a typical part of the system. Also, bonding wire and a footer are important elements. A panel bond is necessary to connect the grounding system to the electrical panel. You must be aware of resistance between terminals. The continuous current of electricity must also be kept in mind. You should know the current level that will drive through a wire. Remember to avoid interference by keeping certain wires parallel to each other. Also, certain components must not be placed within its sphere of influence.

A. State TRUE (T) or FALSE (F) for these statements!

- 1..... Ground installation is unnecessary with the right soil conditions.
- 2..... It is important to know a wire's expected level of current.
- 3..... Wires should never be installed parallel to each other.

B. Write a word that is similar in meaning to the underlined part!

1. The electrician measured the amount of current that moves by force through the wire. (d _ _ v _ s)
2. An electrical system is not stable without a neutral wire connected to the earth. (_ r _ u _ d _ i r _)
3. The wires should be running in the same direction but not crossing to avoid short circuits. (_ a _ _ l l _ l)
4. We need to replace the part that connects the service panel to the grounding system. (p _ _ e l _ o n _)

C. Read the sentence pair. Choose where the words best fit the blanks.

1. ditch / footer

A. We must dig a to install the grounding system.

B. This should be connected to the grounding system with rebar.

2. sphere of influence / bonding wire

A. The short circuit occurred because the was not installed correctly.

B. Make sure this ground system is outside the of the other system.

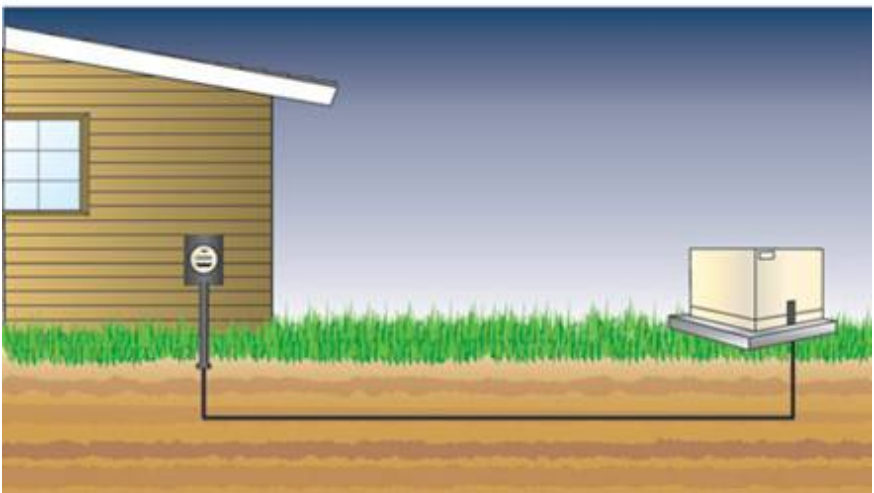
3. soil condition / resistance

A. Do you know how strong the of this electrical terminal is?

B. Check the before you start digging.

CHAPTER 6

BURIED AND AERIAL SERVICE ENTRANCES



Meeting 10

Learning Outcomes:

1. Students are able to categorize the advantages and disadvantages of buried service and aerial service entrances.
2. Students are able to comprehend the text about buried service and aerial service entrances by matching the words with the definitions.
3. Students be able to use the words with the right sentences related to buried and aerial service entrances.

Buried and aerial service entrances both have advantages and disadvantages. Buried service entrances are preferred by some customers. This is because right-of-way requirements are smaller. There are also no clearance problems with buried services. Utility poles are not necessary. There are no service cables crossing the roof of the building. Also, there is no visible service drop. Fewer trees have to be cut down for a buried service entrance.

Some customers prefer aerial service entrances instead. Problems with the service entrance (SE) are easier to see with an aerial service. Also, installing aerial services does not damage landscaping. There is a little risk of cutting through aerial utilities and they are cheaper. Aerial service entrances require a drip loop for incoming wires. A utility transformer and a service lateral are required for buried service.

A. Read the textbook excerpt on buried aerial service entrances. Then, complete table using information from the excerpt!

Service entrances	Advantages	Disadvantages
Buried	1. 2.	1. 2.
Aerial	1. 2.	1. 2.

B. Match the words (1-5) with the definition (a-e)!

1. (.....) drip loop
 2. (.....) utility pole
 3. (.....) service drop
 4. (.....) service entrance
 5. (.....) utility transformer
-
- a. A place where electricity enters a building.
 - b. A line that carries electricity to a building.
 - c. A post that supports overhead wires.
 - d. A bend in electrical wires to a building.
 - e. A device that converts voltage from high to low.

C. Fill in the blanks with the correct words and phrases from the word bank!

1. Buried service
2. Clearance
3. Aerial service
4. Service lateral
5. Right-of-way

- a. The provides power to the underground service entrances.
- b. We installed to avoid digging up the landscaping.
- c. The power company has a(n) across my property.
- d. The truck did not have enough to pass under the wires.
- e. Some people prefer because they don't like seeing electrical cables.

CHAPTER 7

INDUCED VOLTAGE

Induced Voltage

- Voltage induced in a wire moving perpendicular to a magnetic field

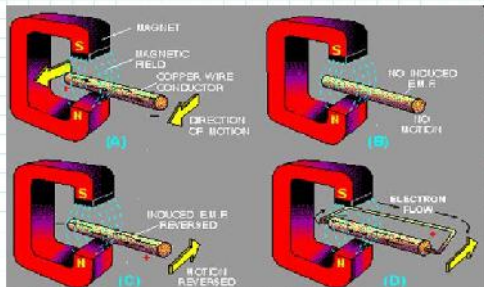
$$E = BLv$$

E = induced voltage
(electromotive force)

B = magnetic field
strength

L = length of wire

v = velocity of wire
moving perpendicular to
magnetic field



Meeting 11

Learning Outcomes:

1. Students are able to understand the text about direct strike by stating the true or false sentences.
2. Students are able to use the synonym words related to direct strike.
3. Students are able to use the words with the right sentences related to direct strike.

A. What is Induced Voltage?

Induced voltage is a concept that should be understood when working with charges. An example that best illustrates this is the effect of lightning.

The magnetic lines of force from lightning are powerful from long distances. Although the lightning might be far away, caution must still be used. Touching buried cable, for example, can cause you to get zapped by electricity. There is a build-up in the cable's metal shield. This creates a charge. When touched, it will discharge through a person and into the ground. The shield will not fully discharge until a jumper is used. It needs time in order to drain the static voltage build up. However, lightning can still rebuild the charge, even if it's far away.

These lines of force are similar to those that occur at home. Installing surge protection at home will protect appliances and other items. A grounding electrode is something which is often used in these situations. Surge protection should be installed in two specific locations. The first is the point-of-entry, which is the main panel. The second is the point-of-use, which is where equipment is used. This precaution will help protect your home appliances should a surge occur.

B. State TRUE (T) or FALSE (F) for these statements!

1. Lightning can be dangerous even from a distance.
2. A jumper is used to drain electric build up.
3. Grounding electrodes discharge electricity.

C. Write a word that is similar in meaning to the underlined part!

1. The electrician was stuck suddenly by the electric build up on the cable.
(_ _ p _ _ d)

2. The cable's metal device that is used to protect an object was rusty.
(_ h _ _ l _)
3. The electrical current went through the conductor of electricity and into the ground. (_ _ _ c _ _ _ d _)
4. The lightning created imaginary lines that exist in a field of force during the storm. (m _ _ n _ _ _ _ _ n _ e _ _ f _ _ r _ e)
5. A lightning bolt can relieve itself of electrical charge from cloud to cloud or from a cloud to the ground. (_ _ s _ _ _ r _ _)

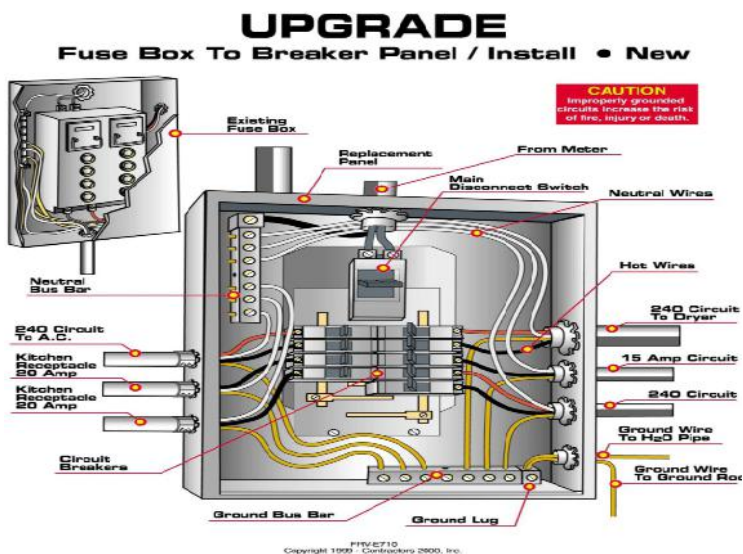
D. Fill in the blanks with the correct words and phrases from the word bank.

drained	lightning	induced	voltage
surge	charge	build up	jumper

1. The strikes during the storm damaged the power lines.
2. The electrician used a(n) to close the electrical circuit.
3. Do not touch the cable until the charge has been
4. Theof static of electricity can result in an electrical shock.
5. If two objects have a positive electrical, they will repel each other.
6. A of electricity can damage electronic devices in the home.
7. from far away lightning is a possible safety hazard when working outdoors.

CHAPTER 8

PANELS



Meeting 12

Learning Outcomes:

1. Students are able to comprehend the text about panels by stating the true or false sentences.
2. Students are able to use the correct words with the definition related to panels.
3. Students are able to use the words with the right current related to panels.

Today's increased use of high-powered appliances and gadgets means you can't risk installing a substandard electrical system.

Before starting installation, you should understand electrical safety functions. The main service panel is what safeguards your system from dangerous malfunctions. This panel houses the main switch. Where you can manually stop the flow of electricity. More importantly, it cuts off power to all branch circuits automatically when it detects hazardous power levels.

When choosing electrical components, parts with high capacity are nearly always better. If you can install a circuit with higher amperage, or two hot bus bars instead of one, then go ahead. Having higher capacity than you need poses no dangers. If the capacity is too low, however, you risk overcurrent, which can lead to fire or electric shock. You should also make sure your neutral bus can safely accommodate the spent current as it returns to the service entrance conductor.

A. Read the text!

Then, mark the following statements as True (T) or False (F)!

1. (.....) The main switch must be switched manually.
2. (.....) Two neutral bus bars are better than one.
3. (.....) An electrical system with higher capacity carries increased risk of overcurrent.

B. Match the words (1-5) with the definitions (a-e)!

1. (.....) cut off
 2. (.....) function
 3. (.....) main service panel
 4. (.....) manually
 5. (.....) overcurrent
-
- a. Controlled by a person directly.
 - b. A part that controls power distribution.
 - c. A purpose or intended use.
 - d. An excessive surge of power.

e. To stop something abruptly.

C. Place the words from the word bank under the correct headings!

Word bank:

- Main switch
- Hot bus
- Branch circuit
- Neutral bus

Carries Current	Stops Current

CHAPTER 9

DIRECT STRIKE DAMAGE



Meeting 13

Learning Outcomes:

1. Students are able to use the synonym words related to direct strike.
2. Students are able to use the words with the right sentence related to direct strike.

A low-resistance grounding system is a vital household component. Although rare, it is important to consider the danger of a direct strike

from lightning. Direct strikes can cause serious damage to your property.

Additionally, voltage build-up can occur on household appliances and wires, causing serious damage. These voltage spikes can endanger objects and devices within the home. Surges are another threat to household appliances. They can enter through a utility line such as a telephone line. They have also been known to enter through power and coaxial cables. Also, a surge can occur when power utility providers work on their lines. Surges through these utility lines can cause massive amounts of damage. However it is possible to limit surges from these lines. Clipping surges at their peaks and sending them to earth is effective.

The neutral is grounded at different locations. The utility transformer and various poles serve to ground the neutral. However, this does not mean no pulse enters the home. It also does not mean there is no pulse at all. Many believe the pulse is zero because the ground resistance is 0 ohms. This assumption is incorrect. Despite what some think, there is no such thing as a perfect ground.

B. Write a word that is similar in meaning to the underlined part.

1. The electrical cable with an inner conductor needs to be replaced for the internet to work again. (_ _ a _ _ _ l c _ b _ _)
2. The electric company installed a device used to transfer electricity from one circuit to another. (_ _ I _ _ t _ t _ _ _ _ f _ _ _ e _)
3. Home electronics can be put at risk by power surges. (_ _ d _ _ g _ _ _ _)
4. Many homeowners make ideas that something is true with no proof about how electricity works. (_ _ _ u _ _ t _ _ n _)

5. The storm caused a very large power outage in the city. (m _ _ _
I _ _)
6. The wire that is provided by a utility company was damaged
when the homeowner dug in the wrong spot. (_ t _ _ i _ _ l _
_ e)
7. The business installed a device that protects equipment from fault
currents to protect their expensive electronics.
(_ _ w _ _ s _ _ t _ _ _ _ _ r _ _ _ d _ _ _ s _ _ t _ _)

C. Read the sentence pair. Choose where the words best fit the blanks.

1. Build up / ground resistance
 - A. of voltage can result in electrical shocks.
 - B. The electrician used a tester to measure the
2. Peak / voltage spike
 - A. The lighting caused a to occur.
 - B. The voltage reached its of 169 volts.
3. Strike / pulse
 - A. The lightning hit very close to the house.
 - B. A strong electrical caused a voltage spike.

CONSULTATION

FINAL TEST PREPARATION---SCRIPT VIDEO PROJECT

Video rules:

- A group consists of 3-4
- The topic is chapter 1-9 (random group, group member, topic)
- Video time: at least 10 minutes all (from opening, content until closing). Max 15 minutes each groups
- The players have to memorize the dialogue
- The subtitle must be in English
- You can insert behind the scene in closing
- Pay attention to LIGHTING and VIDEO SOUND
- When acting, pay attention to your voice, speed in speaking, eyes contact and movement, gesture, pronunciation, solid
- Much trying/practice make your performance better
- Upload your video on your YouTube class after you show in our class in final test day
- Your class has 1 YouTube channel
- In the beginning of your video on YouTube, you have to introduce your campus name , your study program, your semester, your subject, your, your group (example: Group 1), and your topic
- Bring a loudspeaker to class when you present your group video project

Example:

- We are from Politeknik Negeri Banjarmasin on Electrical Engineering study program. We are in the 2nd semester
- This is our English Final Test

- Our lecturer is Mrs. Susilawati, S.Pd, M.Pd
- We are from group 1
- My friend's name is
- My name is
- The title of our video project is about

How to present video project in class:

Opening: Greeting	-Assalamu'alaikum wrwb -Good morning Mam, good morning friends -We are from group 1 -My friend's name is and I am
Content: Goal	-Today we are going to present our video project. The title is -Please pay your attention and give comment at the last of our video show
Video show	
Closing	-How about our video? -Thank you for your attention for watching our video -Wassalamu'alaikum wrwb

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APPENDIX

VIDEO PROJECT

Performance Level	Needs Improvement	Satisfactory	Excellent
Group Cooperation	Students needed to be reminded to stay on task frequently. One or two people did all the work. Students argued with one another or left some students out of the process. 0-4 points	All students contributed a fair share to the project, though some workloads varied. Students had to be reminded occasionally to stay on task. Students made an effort to include all group members in the process. 5-10 points	All students contributed equally to the video. Students stayed on task at all times. Students worked with each other in a friendly manner. 11-15 points
Storyboard	Students did not complete a storyboard or storyboard did not match video. 0-2 points	Students completed the storyboard on time, but some items are not thoroughly described. Storyboard matches the video. 3-5 points	Students completed storyboard on time. Storyboard is thorough and matches the video. 6-10 points

Documentation	There is no documentation. 0 points	Most of the elements taken from other sources are documented; however, some documentation may be inaccurate or missing. 1-3 points	All elements from other sources are accurately documented. 4-5 points
Subject Content	Subject knowledge is not evident. Information is confusing, incorrect, or flawed. 0-9 points	Subject knowledge is evident in much of the video. Most information is clear, appropriate, and correct. 10-20 points	Subject knowledge is evident throughout the video. All information is clear, appropriate and correct. 21-30 points
Video content and organization	The video lacks a central theme, clear point of view, and logical sequence of information. Much of the information is irrelevant to the overall message 0-2 points	Information is connected to a theme. Details are logical and information is relevant throughout most of the video 3-5 points	Video includes a clear statement of purpose. Events and messages are presented in a logical order, with relevant information that supports the video's main ideas. 6-10 points
Introduction	The introduction does not orient the viewer to what will follow. 0-1 points	The introduction is clear and coherent and evokes moderate interest/response from the viewer. 2-3 points	The introduction is motivating, and hooks the viewer from the beginning. 4-5 points
Mechanics	The text and audio have 4 or more grammar or spelling errors. 0-2	The text and audio have 1-2 grammar or spelling errors. 3-4	The text and audio have no grammar or spelling errors 5 points

Production	Video is of poor quality and is unedited. There are no transitions added or transitions are used so frequently that they detract from the video. There are no graphics. 0-10	Tape is edited. A variety of transitions are used and most transitions help tell the story. Most of video has good pacing and timing. Graphics are used appropriately. 11-15 points	Tape is edited. Video runs smoothly from shot to shot. A variety of transitions are used to assist in communicating the main idea. Shots and scenes work well together. Graphics explain and reinforce key points in the video. 16-20 points
Total			
Project Grade			



This book is a continuing book from Book I that is Basic English for Electrical Engineering I. This book discuss more about electrical field and about work life such as how to write job application letter and Curriculum Vitae, and preparation for following job interview. It is because English subject is the last time in this semester for Electrical Engineering Study Program, that's why the writer give discussion relates to work life in order to the college students having background knowledge about work life.

Susilawati



Penerbit Poliban Press
Redaksi :
Politeknik Negeri Banjarmasin, Jl. Brigjen H. Hasan Basry
Pangeran, Komp. Kampus ULM, Banjarmasin Utara
Telp : (0511)3305052
Email : press@poliban.ac.id

ISBN 978-623-5259-19-2 (PDF)

