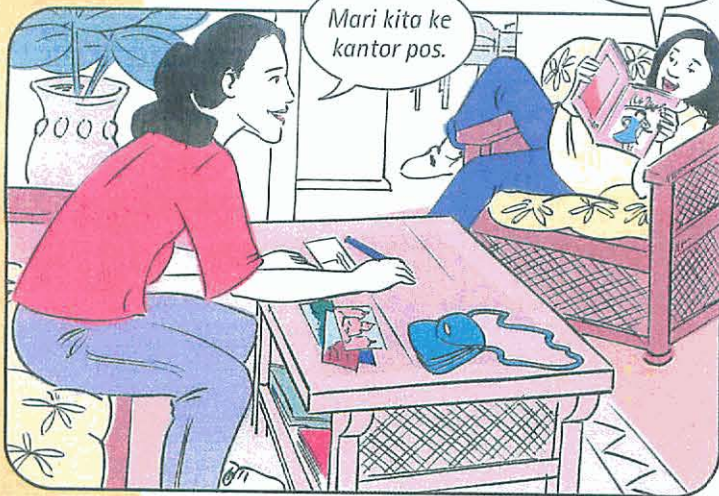


# 5.1 Ke kantor pos

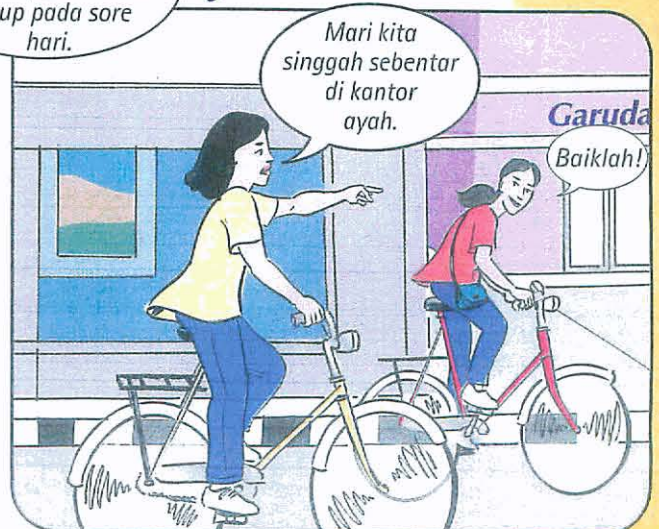
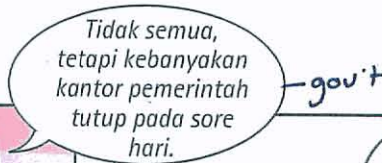
Nicky wants to go to the post office to send some postcards to her friends in Australia.

Percakapan

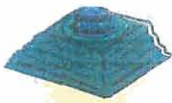
AB 5.1











## 5.2 Office hours

In Indonesia, most government offices and banks close around 2 pm. In the past it was considered that the afternoon was too hot for working and the tradition now persists, even though most of the offices are air conditioned. Most commercial company offices, like airline offices and travel agencies, remain open until about 5 pm. Some small shops close around 2 pm and re-open at about 5 pm. However, if you want to go to the post office, to a bank or to a government office, you should go in the morning. In the afternoon it is likely to be closed.



Ungkapan penting

Mari kita ke ...	Let's go to ...
Kenapa mau ...?	Why do you want to ...?
Kita harus cepat-cepat.	We'll have to hurry.
Untunglah!	Wow, that's lucky!/Fortunately!
Bisa saya bantu?	Can I help you?
Kapan sampai di ...?	When will it arrive in ...?



Kosakata

kenapa?	why?	semua	all
kantor pos	post office	pemerintah	government
kartu pos	postcard	singgah	drop in/call in
kepada	to (a recipient)	sebentar	a moment/ short time
cepat-cepat	very quickly	lain	other/another
tutup	closed	biasanya	usually
untunglah	fortunately	dibuka	to be opened
masih	still	tetap	remain/ constantly
buka	open	ditutup	to be closed
pos udara	air mail	seramai	as busy as ...
pos biasa	normal mail		
sampai	arrive		



Setiap hari, banyak orang pergi ke kantor pos untuk mengirimkan surat.



After finding out that the post office closed early, Nicky decided to write and tell her friends about it.



AB 5.2

Kepada teman-teman yang baik di Australia ...



## email—Matt Edwards

From: Nicky Gardner<nickyg@hotmail.com>  
To: Matt Edwards<matte@bigpond.com>  
Sent: Selasa, 15 Mei, 08.30  
Subject: Kalau sudah sore, kantor-kantor tutup.

Mau ke kantor pos? Pergilah pada pagi hari!

Di Indonesia ada bermacam-macam kantor. Ada bank, kantor pos, kantor pemerintah, kantor Garuda dan lain-lain. Di kota Jakarta dan kota-kota besar yang lain, banyak orang bekerja di kantor. Bapak Hartono, ayah Melati, bekerja di kantor Garuda.

Kantor-kantor di Indonesia biasanya dibuka pukul delapan pagi. Setelah jam delapan pagi kantor-kantor tetap buka sampai pukul dua siang. Pada pukul dua siang kebanyakan kantor pemerintah ditutup. Banyak toko kecil juga ditutup kira-kira pukul dua siang. Pasar-pasar biasanya tetap buka tetapi tidak seramai pagi hari. Ini karena siang hari terlalu panas untuk bekerja. Kira-kira pada pukul lima sore, toko-toko dibuka lagi. Pasar juga menjadi ramai lagi, karena hari tidak panas lagi, tetapi kantor-kantor tetap tutup.

Pada hari Jumat, kantor-kantor ditutup pukul setengah dua belas siang, supaya orang yang beragama Islam dapat pergi ke mesjid.

Kalau mau pergi ke kantor pemerintah atau ke bank di Indonesia, pergilah pada pagi hari. Pada sore hari mungkin tutup.

Temanmu,

**Nicky.**

+ the rest  
+ friends

- dan  
dan

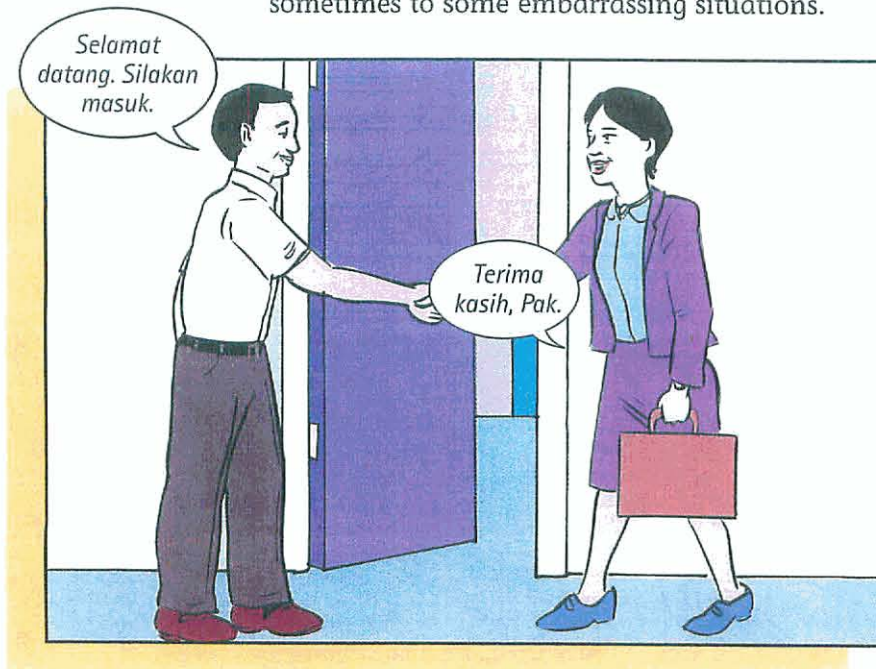
kawan-kawan  
seter usnya

stay open



## Saying 'please' in Indonesian

When you want to say 'please' in Indonesian, you must first decide whether you are saying 'Please do this for me' (a request), or whether you are asking somebody to 'please' do something for their own benefit or comfort (an invitation). Use of the wrong 'please' can lead to some confusion and sometimes to some embarrassing situations.



### An invitation

To invite somebody to 'please' do something for their own benefit or comfort, use the word **silakan**.

#### Contoh

- 1 Silakan masuk.
- 2 Silakan duduk.
- 3 Silakan minum.
- 4 Silakan makan.

### A request

To request somebody to 'please' do something for you, the words **tolong** or **harap** are used (**harap** is considered slightly more formal and official).

**Coba** is another word commonly used meaning 'please', particularly in classroom situations.

Harap ke kantor pos untuk mengirimkan surat ini.



#### Contoh

- 1 Harap datang di kantor pada pukul delapan pagi.
- 2 Tolong tutup pintu itu.
- 3 Harap antri di depan loket.
- 4 Coba baca buku ini.



## 5.5

## Asking 'Why?'

To ask 'why' something happens, or 'why' somebody does something, use the word **mengapa**. Another form of this word, slightly more colloquial but quite acceptable, is **kenapa**.

The answer to questions asking 'Why?' usually includes the word 'because'. There are two Indonesian words which can be used for 'because': **karena** and **sebab**.

## Contoh



Saya suka bekerja sebagai polisi karena bisa bekerja di luar. Saya tidak suka bekerja di kantor.



- 1 Tanya: Mengapa harus pergi ke bank pada pagi hari?  
Jawab: Karena pada sore hari bank biasanya tutup.
- 2 Tanya: Kenapa Ibu mau pergi ke kantor pos?  
Jawab: Sebab saya perlu mengirimkan surat kepada teman saya di Amerika.
- 3 Tanya: Mengapa kantor-kantor biasanya ditutup sebelum jam dua belas siang pada hari Jumat?  
Jawab: Karena pada hari Jumat orang yang beragama Islam pergi ke mesjid.
- 4 Tanya: Kenapa pasar-pasar tidak ramai pada siang hari?  
Jawab: Sebab siang hari terlalu panas untuk bekerja atau untuk berbelanja.



Selamat pagi, Bu. Ini Nicky. Apa Melati ada di rumah, Bu?

## 5.6 Asking if somebody is in

Perhaps when you go to an office, or even call an office on the telephone, you will need to ask if the person you wish to speak to is there. Phrase your question like this: **Apa ... ada di kantor?**

The same construction can be used if you call a friend's house and want to ask if your friend is there: **Apa ... ada di rumah?**

## 5.7 Responding

When people respond to this kind of question they answer with either 'Yes, he/she is', or 'No, he/she is not'.

### Yes

To reply that the person is in, Indonesians usually avoid the use of *ya* (yes) and simply reply with the word *ada*.

### Contoh

Pak Lubis: Selamat pagi. Apa Ibu Sujiman ada di kantor?

Sekretaris: Ada, Pak. Harap duduk dan tunggu sebentar.

### No

When replying that somebody is not in, Indonesians use the phrase **tidak ada**. Often this is combined with an apology and perhaps an indication of where the person is.

### Contoh

Nicky: Apa Melati ada di rumah, Bu?

Ibu Hartono: Maaf, tidak ada. Melati belum pulang dari sekolah.

Selamat sore.  
Apa Ibu Sarmini  
ada di kantor?





## 5.8

## Do you have an appointment?

In Indonesian, the word *janji* means 'promise' or 'agreement'. It is also used as 'an appointment'. If you call at an office the receptionist might ask you *Apa Anda ada janji?*

If you have an appointment to meet with somebody you can say *Saya ada janji bertemu dengan dia pada jam sembilan.*

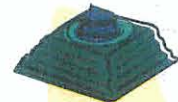
## Contoh



## 5.9

## Ada kartu nama?

Business cards are an important part of establishing contacts in Indonesia. Most professional people have their own business card (*kartu nama*) to exchange with people they meet. Business cards also seem to make it easier to get to see people in offices and companies, especially if you turn up without an appointment. It is always best, of course, to make an appointment. However, if you turn up without an appointment, hand your business card to the receptionist and ask if you can see the person you need to meet with. The receptionist will usually go and see that person and show your business card, so that the person knows who it is that is waiting at reception. Often this will be enough to get you in to see the person you want to meet with. Without a business card, the receptionist is likely to return with some reason why this person is not able to see you. Most common is probably the excuse '*Maaf, dia sedang rapat*' (Sorry, he/she is in a meeting). There's not much point in asking when the meeting will finish, for the answer will almost certainly be something like '*Kurang pasti. Mungkin Anda ingin membuat janji untuk bertemu besok?*' The best option is to go away and get some business cards printed. You'll have more success that way.



Kebudayaan  
Indonesia



# Ke

The preposition *ke* is only used when we want to imply movement from one place to another.

## Contoh

- 1 Bapak Hartono *ke* kantornya naik bus kota.
- 2 Besok saya harus pergi *ke* kantor polisi.
- 3 Marilah kita *ke* restoran nanti malam.
- 4 Nicky dan Melati *ke* kantor pos untuk mengirimkan kartu pos.
- 5 Ibu pergi *ke* pasar untuk membeli buah-buahan.

### Awas!

In the last two examples, in the English translation we might use the word 'to' twice. For example in the fourth example we might say 'Nicky and Melati went to the post office to send a postcard'. Only in the first use of 'to', however, does it imply movement from one place to another (*to* the post office). In the other instance it is more 'for the purpose of', rather than 'to a place'. Therefore, we cannot use *ke* in that situation. We must use *untuk* (for).



Selamat datang.	Welcome.
Silakan masuk.	Please, come in.
Silakan duduk.	Please, sit down.
Apa ... ada di kantor?	Is ... in? (at the office)
Apa Anda ada janji?	Do you have an appointment?
Saya ada janji.	I have an appointment.
Apa pekerjaan Anda?	What is your job?

harap	<i>please (a request)</i>	tunggu	<i>to wait</i>
tolong	<i>please (a request)</i>	janji	<i>an appointment/ agreement</i>
coba	<i>please (a request)</i>	dokter	<i>doctor</i>
surat	<i>a letter</i>	rumah sakit	<i>hospital</i>
pintu	<i>door</i>	montir	<i>mechanic</i>
antri	<i>to line up/make a queue</i>	bengkel	<i>car workshop</i>
baca	<i>to read (see membaca)</i>	pemain	<i>player</i>
luar	<i>outside</i>	band	<i>band</i>
mengapa?	<i>why?</i>	disko	<i>discotheque</i>
sebagai	<i>as</i>	mengajar	<i>to teach</i>
polisi	<i>police</i>	pelayan	<i>waiter/waitress</i>
sebab	<i>because</i>	restoran	<i>restaurant</i>
sebelum	<i>before</i>	sekretaris	<i>secretary</i>
panas	<i>hot</i>		





## 5.11 Asking 'Where?'

### Where is it?

We use the words **di mana** when we want to ask where something, or somebody, is.

### Contoh

- 1 Nicky: Di mana ayahmu bekerja, Agus?  
Agus: Ayah bekerja di Bank Negara Indonesia, di Jalan Sabang.
- 2 Nicky: Di mana ibumu sekarang, Agus?  
Agus: Ibu ada di pasar. Dia perlu membeli sayur-sayuran dan beras.



### Where is it going to?

To ask where something or somebody is going to, use the question words **ke mana?**



### Contoh

- Tanya: Mila dan Aji naik dokar ke mana?  
Jawab: Mereka pergi ke bioskop.



## Where has it come from?

To ask where somebody or something has come from use the words **dari mana?**

### Contoh

Tanya: Bus itu datang dari mana?

Jawab: Bus itu datang dari daerah Ciputat.



### Awas!

The prepositions **di**, **ke** and **dari** all contradict each other. Therefore we never use them in combination. That is, we never say **dari di mana?** **ke di mana?** It is either **di mana?** **ke mana?** or **dari mana?**



## 5.12 Di mana?

Work with a partner. Take it in turns to ask your partner questions using **di mana**. Ask where your partner lives, where your partner's father works, where your partner's mother works. Of course, all conversation must be in Indonesian.



## 5.13 Guess what my job is!

Saya bekerja sebagai apa?

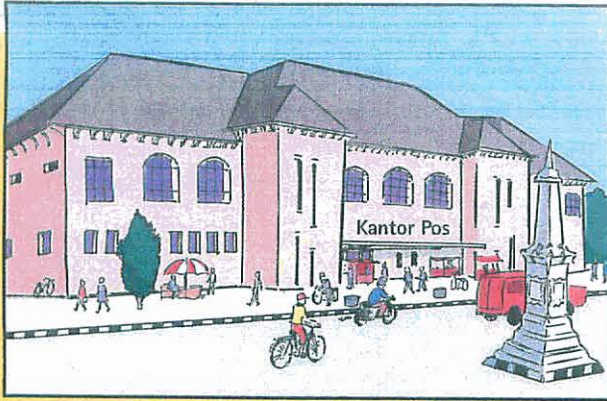
Work in small groups of about six. Take it in turns to mime the actions of an occupation, and ask your friends **Saya bekerja sebagai apa?** Your friends take it in turns to guess **Anda bekerja sebagai dokter**, **Anda bekerja sebagai pelayan**, and so on. When somebody correctly guesses your occupation, that person takes a turn to mime an occupation. Anybody who uses English has to drop out of the game.





## Indicating position

1 di depan



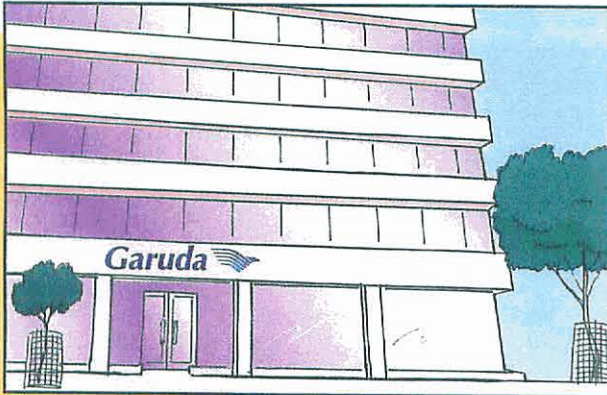
Di depan kantor pos ada monumen.

2 di belakang



Di belakang rumah sakit ada tempat parkir mobil.

3 di dalam



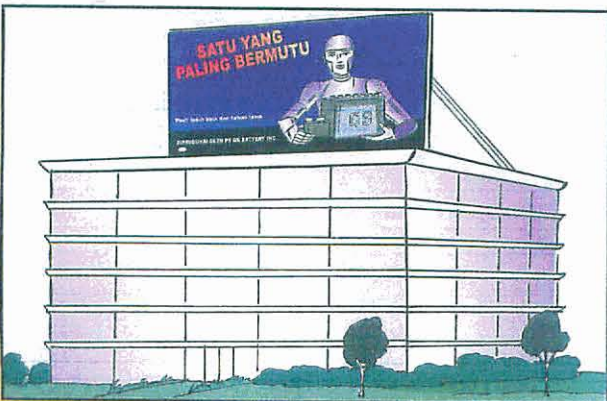
Bapak Hartono bekerja di kantor Garuda. Kantor itu ada di dalam sebuah gedung besar di Jalan Thamrin.

4 di luar



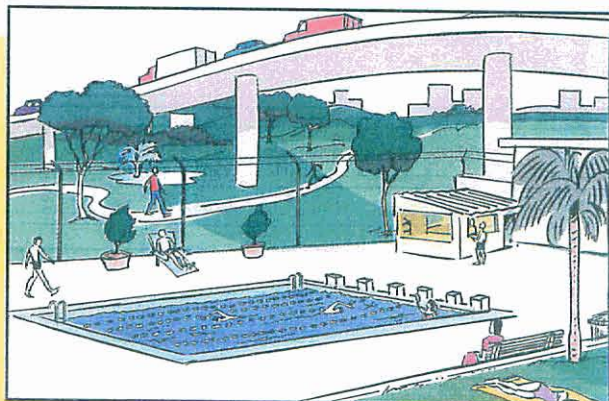
Bapak Wiranto adalah seorang polisi. Dia bekerja di luar.

5 di atas



Di atas gedung kantor itu ada iklan.

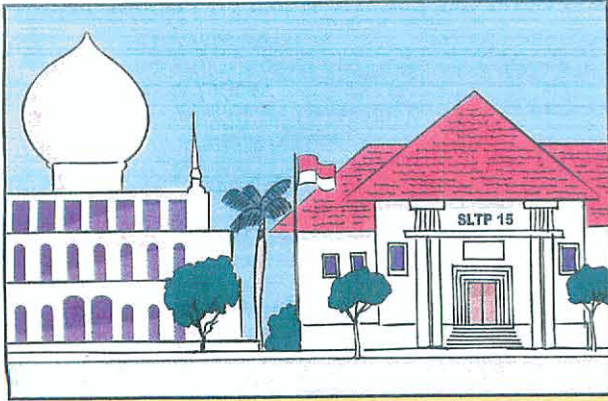
6 di bawah



Di bawah jalan toll ada taman dan kolam renang.

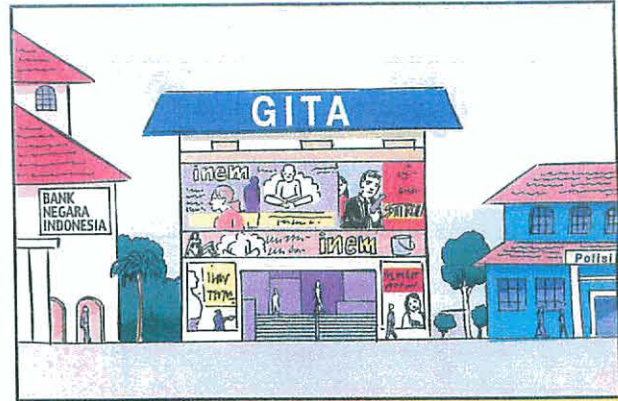


7 di sebelah



Mesjid ada di sebelah sekolah.

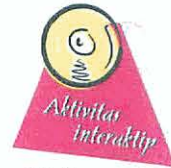
8 di antara



Bioskop ada di antara Bank Negara Indonesia dan kantor polisi.

## 5.15 What? ... Where? ... Who?

Work with a partner. Take it in turns to ask your partner where things are located in the classroom, or what is in a particular position. For example, you can ask *Ada apa di atas meja guru?*, *Siapa duduk di antara Sally dan Chris?* or *Ada apa di dalam lemari itu?* Of course, all conversation must be in Indonesian.



**Di kantor:**  
Locations

## 5.16 Pointing and beckoning

### Pointing

In Java, many people, particularly older people, tend to use the thumb of the right hand when they want to point to indicate position. In other parts of Indonesia it seems to be acceptable to use the index finger of the right hand for pointing.

### Beckoning

Throughout Indonesia, however, when beckoning somebody towards you, it is very important to avoid the European practice of beckoning with the index finger extended upwards. This is considered to be extremely rude. Rather, use the whole of the right hand with the fingers pointing downwards, and beckon with an inward movement of the whole hand.

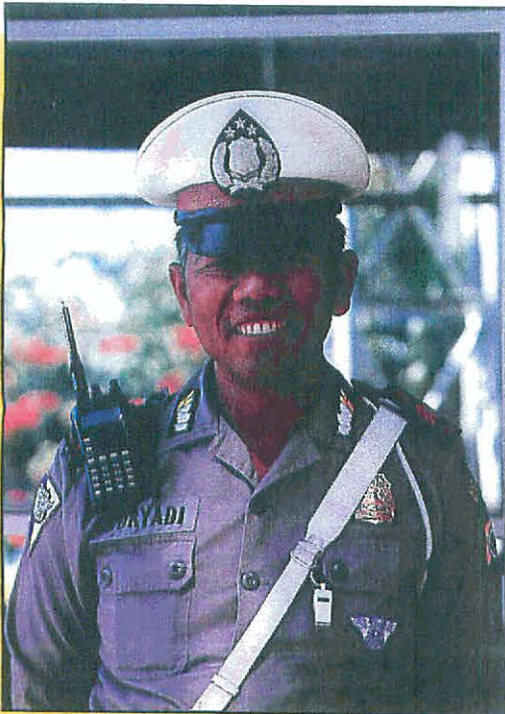


**Kebudayaan**  
Indonesia



## Interviews

Nicky thinks she might like to work in Indonesia. She decided to interview some people who live in the area around her parents' house in Pondok Indah, and to ask them about their jobs.



- Nicky: Siapa nama Bapak?  
 Polisi: Nama saya Suryadi.  
 Nicky: Apa pekerjaan Bapak?  
 Polisi: Saya seorang polisi.  
 Nicky: Di mana Bapak bekerja?  
 Polisi: Dulu saya bekerja di kantor polisi, di Jalan Merbabu, tetapi sekarang saya bekerja di jalan-jalan kota.  
 Nicky: Bapak lebih suka bekerja di kantor, atau di luar?  
 Polisi: Saya lebih suka bekerja di luar.  
 Nicky: Bapak bekerja berapa hari seminggu?  
 Polisi: Biasanya enam hari seminggu.  
 Nicky: Kenapa Bapak suka pekerjaan ini?  
 Polisi: Karena saya suka bekerja di luar, dan saya suka membantu orang.  
 Nicky: Terima kasih, Pak.



- Nicky: Siapa nama Anda?  
 Lina: Nama saya Lina.  
 Nicky: Apa pekerjaan Lina?  
 Lina: Saya bekerja sebagai juru rawat.  
 Nicky: Di mana Lina bekerja?  
 Lina: Saya bekerja di rumah sakit, di Jalan Cikini.  
 Nicky: Apa Lina suka pekerjaan itu?  
 Lina: Tentu saja! Saya senang sekali bekerja sebagai juru rawat.  
 Nicky: Mengapa?  
 Lina: Karena saya suka membantu orang yang sakit.  
 Nicky: Lina bekerja berapa hari seminggu?  
 Lina: Biasanya enam hari seminggu.  
 Nicky: Terima kasih, Lina.