

Ema Puspitasari, M.Pd.



# Foundations of English

Mastering the Basics

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**FOUNDATIONS OF ENGLISH**  
Mastering the Basics

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Penulis:

Emma Puspitasari, M.Pd.

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As ordinary humans, the writers realize that there are still many shortcomings that contribute to the imperfections of this book. For its imperfections, we as the writing team, sincerely apologize and greatly appreciate constructive criticism and suggestions from readers.

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In conclusion, may the writing of this book bring blessings and be beneficial to all parties.

Metro, July 18, 2025

The Writer,





## TABLE OF CONTENT

Acknowledgment.....	iii
Table of Content .....	v

### *Chapter 1:*

INTRODUCTION TO ENGLISH .....	1
Importance of English in Global Communication.....	2
Why Should We Learn English? .....	2
What are the Four English Skills? .....	3
Structure of the English Language.....	3
Tips for Successful English Learning .....	3

### *Chapter 2:*

ALPHABET AND PRONUNCIATION.....	5
The English Alphabet .....	6
Phonetics and Phonology of English.....	7
Pronunciation Practice.....	9

## Chapter 3:

VOCABULARY BUILDING.....	11
Understanding Vocabulary in Language Learning .....	12
The Importance of Vocabulary Mastery .....	12
Basic Vocabularies .....	12

## Chapter 4:

NOUNS AND PRONOUNS.....	17
Definition of Noun .....	18
Types of Nouns.....	19
Singular and Plural Nouns.....	20
Definition of Pronoun.....	20
Types and Personal Pronouns .....	20

## Chapter 5:

VERBS AND TENSES .....	23
Definition of Verb .....	24
Base verb and verb form (V1, V2, V3).....	26
Regular vs. Irregular verbs.....	27
Tenses .....	29

## Chapter 6:

ADJECTIVES AND ADVERBS.....	37
Understanding of Adjective.....	38
Type of Adjective .....	38
Degrees of Comparison (Adjectives) .....	38
Adverb .....	40
Type of Adverbs .....	40

## Chapter 7:

PREPOSITIONS AND CONJUNCTIONS .....	43
Definition of Prepositions .....	44
Functions and Types of Prepositions .....	44
Conjunctions .....	45
Comparison: Prepositions vs. Conjunctions.....	45

## Chapter 8 :

ARTICLES AND SENTENCE STRUCTURE .....	47
Definition of Articles.....	48
Functions and Usage of Articles .....	48
Sentence Structure .....	49
Basic Elements of a Sentence.....	49
Types of Sentences by Structure.....	50

## Chapter 9:

BUILDING SENTENCES: SUBJECT + VERB + OBJECT .....	53
Building Sentences.....	54
Structure of S + V + O .....	54
Understanding the Components .....	54

## Chapter 10:

BASIC GRAMMAR RULES .....	57
Capitalization .....	58
Basic Capitalization Rules.....	58
Plurals and Singulars .....	58
Basic Punctuation .....	59

## *Chapter 11:*

EVERYDAY ENGLISH EXPRESSIONS.....	61
Categories of Common Expressions .....	62
Short Dialogues.....	63
Practice .....	64

## *Chapter 12:*

GLOSSARY .....	65
Reference .....	71
Biography.....	73



# *Chapter 1:*

## INTRODUCTION TO ENGLISH

## **A. Importance of English in Global Communication**

English is one of the most widely spoken languages in the world. It is used for communication in many countries and is often called an “International Language or Universal Language”. Even in countries where English is not spoken as native language, people often learn it as foreign language. It explains why learning English is essential for education, travel, business, and communication.

## **B. Why Should We Learn English?**

### **1. For Education**

Many Universities around the world use English as the medium of instruction. A lot of textbook, academic journals, and research articles are written in English.

### **2. For Job Opportunities**

In today’s global job market, many companies prefer workers who can speak English. Jobs in tourism, airlines, IT, customer service, and international business often require English skills.

### **3. For Traveling**

English is the most common language used in international travel. At airports, hotels, restaurants, and tourist destinations, sign and instructions are often written in English. Being able to speak English helps you feel more confident while traveling.

### **4. For Technology**

Most websites, software programs, and online tools are created in English. By learning English, you can use the internet more effectively and gain access to vast amount of online content.

### **5. For Entertainment and Fun**

Many movies, TV show, songs, book, and video game are produced in English. Understanding English allows you to enjoy entertainment without needing translations or subtitles.



# Chapter 2:

## ALPHABET AND PRONUNCIATION

## A. The English Alphabet

The English alphabet has 26 letters, divided into:

→ 5 *vowels*: A, E, I, O, U

→ 21 *consonants*: B, C, D, F, G, H, J, K, L, M, N, P, Q, R, S, T, V, W, X, Y, Z

Knowing the alphabet is essential for spelling, reading, and writing.

(a) /eɪ/	(f) /ɛf/	(k) /keɪ/	(p) /pi:/	(u) /ju:/	(z) /zed/, /zi/
(b) /bi:/	(g) /dʒi:/	(l) /ɛl/	(q) /kju:/	(v) /vi:/	
(c) /si:/	(h) /ɛɪtʃ/	(m) /ɛm/	(r) /ɑ:/, /ɑr/	(w) /ˈdʌb(ə)l.ju:/	
(d) /di:/	(i) /aɪ/	(n) /ɛn/	(s) /ɛs/	(x) /ɛks/	
(e) /i:/	(j) /dʒeɪ/	(o) /əʊ/, /oʊ/	(t) /ti:/	(y) /waɪ/	

→ **Vowel Sounds:**

- Short vowels: /æ/ as in *cat*, /ɪ/ as in *sit*, /ʌ/ as in *cup*
- Long vowels: /i:/ as in *see*, /u:/ as in *blue*

→ **Consonant Sounds:**

- Voiced: /b/, /d/, /g/, /v/, /z/
- Voiceless: /p/, /t/, /k/, /f/, /s/

→ **Minimal Pairs (for listening and pronunciation practice):**

- ship / sheep
- bed / bad
- thin / thing



# Chapter 3 :

## VOCABULARY BUILDING

## A. Understanding Vocabulary in Language Learning

Vocabulary refers to the set of words within a language that are familiar to a speaker or writer. In second language or foreign learning, vocabulary is a key foundation for effective communication in both oral and written form (Imansyah, 2025). Vocabulary knowledge is essential for learners to achieve reading comprehension, fluent speaking, and writing accuracy. Without vocabulary, learners cannot function in the target language, regardless of their grammar knowledge. Building vocabulary, especially at the beginner level, helps students recognize patterns, expand comprehension, and participate in real-life communication.

## B. The Importance of Vocabulary Mastery

Vocabulary is often described as the heart of language learning. Without sufficient vocabulary, learners cannot understand or express their ideas effectively, regardless of how well they know the grammar (Ghifari et al., 2024). Mastery of vocabulary is essential for developing the four-core language skills: listening, speaking, reading, and writing.

Vocabulary knowledge enables learners to make sense of spoken and written texts and to communicate their thoughts clearly. A strong vocabulary allows learners to decode meaning, participate in conversations, write accurately, and understand a wide range of texts.

## C. Basic Vocabulary

*Question Word (kata tanya)*

Why?	: Mengapa?
Where?	: Dimana?
When?	: Kapan?
Whose?	: Kepunyaan siapa?
How?	: Bagaimana?
Who?	: Siapa?
What?	: Apa?



# Chapter 4:

## NOUNS AND PRONOUNS

## A. Definition of Noun

*What are nouns?*

In simple term, a noun is a part of speech which is used to represent a person, place, or thing. Here are some examples:

N O U N	Person	Teacher, Ali, doctor, woman, John, Annisa
	Place	House, Jakarta, airport, campus, office, library
	Thing	Book, pen, computer, chair, smartphone, case

A noun actually can be recognized by its **ending, position, and function**. Here are some examples:

Noun Endings	Word Ending	Examples
	-ment	agreement, development, movement
	-ness	happiness, darkness, kindness
	-dom	freedom, kingdom, wisdom
	-ation	information, organization, celebration
	-hood	childhood, brotherhood, neighbourhood

In English, certain suffixes such as -ment, -ness, -dom, -ation, and -hood are commonly used to form nouns. However, there are always exceptions. Not every word that ends with these suffixes is a noun, and not every base word can be turned into a noun simply by adding these endings. For example, *strongness* (incorrect formation) → *strength* (use the proper noun form).



# Chapter 5 :

## VERBS AND TENSES

## A. Definition of Verb

A verb is one of the most essential parts of speech in English grammar (Depraetere & Langford, 2025). It is a word that expresses an action, an occurrence, or a state of being. In simple terms, verbs tell us what someone or something does, what happens, or what someone or something is. Verbs are vital to the structure of a sentence because they serve as the predicate of the clause, helping to convey complete thoughts. Without a verb, a group of words cannot function as a complete sentence.

For the examples: *“I am a teacher. I like swimming. I have one brother. She is a teacher. She likes reading Novel”*. This introduction contains five sentences. One of the important points of sentence is that it should contain verb.

There are five verbs in the introduction above. They are: am, like, have, is, and like. These verbs can be categorized into: **(1) Verb Be or Linking Verb**, and **(2) Verb other than Be or Action Verb**. Verb Be is used to express an existence or a statement. Meanwhile verb other than Be is used to express an action.

VERB		Examples
	Be	Is, am, are
	Other than Be	Run, read, thought, speak

### 1. Verb Be/Linking Verb

Verb **“be”** is one of the most important and common verbs in English. It is not an action verb, but a **linking verb**. It helps us describe **what something is, who someone is, or how someone feels**. The verb “be” had different forms depending on the subject and the tense. These forms include:



# Chapter 6 :

ADJECTIVES AND ADVERBS

## A. Understanding of Adjective

Adjectives describe or modify nouns and pronouns. They answer questions like: ‘What kind?’, ‘How many?’, or ‘Which one?’.

Examples:

- She has a beautiful smile. (What kind?)
- He has three brothers. (How many?)
- I love that book. (Which one?)

## B. Type of Adjective

<i>Type of Adjective</i>	<i>Function</i>	<i>Examples</i>
Descriptive	Describes quality, colour, shape, etc.	a beautiful dress, tall man
Quantitative	Shows quantity or amount	many books, some sugar
Demonstrative	Points out specific nouns	this pen, those shoes
Possessive	Shows ownership or possession	my bag, their house
Interrogative	Used in questions	which colour, what time
Distributive	Refers to individual items	each student, every child

### Position of Adjectives in Sentences

<i>Position</i>	<i>Description</i>	<i>Examples</i>
Attributive	Adjective comes before the noun it modifies	She has a red dress.
Predicative	Adjective comes after a linking verb	The sky is blue.
Postpositive	Adjective comes after the noun (rare, often in fixed phrases)	The only option available is this

## C. Degrees of Comparison (Adjectives)

<i>Degree</i>	<i>Function</i>	<i>Example</i>
Positive	Describes one noun (no comparison)	This book is interesting.



# Chapter 7:

## PREPOSITIONS AND CONJUNCTIONS

In English, words that connect parts of a sentence or show the relationship between words are essential for communication. In this chapter, we will learn about two important types of connecting words: prepositions and conjunctions.

- Prepositions connect nouns or pronouns to other parts of a sentence.
- Conjunctions connect words, phrases, or clauses.

## A. Definition of Prepositions

A preposition is a word that shows the relationship between a noun or pronoun and another word in the sentence. This relationship may indicate time, place, direction, cause, or means. For examples: at, in, on, to, with, by, from, for, about, over, under, besides, through, before, after. (Dilnoza, 2025)

## B. Functions and Types of Prepositions

<i>Type of Preposition</i>	<i>Function</i>	<i>Examples</i>
Time	Show time relationship	at 5 PM, on Monday, in December
Place/Position	Show location or position	in the room, on the table, under the bed
Direction/Movement	Show direction or movement	go to school, into the room
Cause or reason	Show cause or purpose	because of the rain, due to traffic
Instrument or means	Show how something is done	by bus, with a knife

Examples in Sentences:

- The cat is on the roof. (place)
- We arrived at 9 o'clock. (time)
- She walked into the classroom. (movement)
- The road is closed because of the accident. (cause)
- I wrote the note with a pen. (instrument)



# Chapter 8 :

## ARTICLES AND SENTENCE STRUCTURE

## A. Definition of Articles

An article is a word that comes before a noun and shows whether the noun is specific or general. Articles help us understand which person or thing we are talking about. There are three articles in English: a, an, and the.

“A” and “an” are called indefinite articles.

They are used when we talk about something for the first time or something general.

*Example:* I saw a cat. → It could be any cat, not a specific one.

“The” is called the definite article.

It is used when we talk about something specific or something we already know.

*Example:* I saw the cat again. → It refers to a specific cat that we already mentioned.

## B. Functions and Usage of Articles

Article	Type	Used When...	Example Sentence
a	Indefinite Article	- Before singular countable nouns - Starting with <b>consonant sound</b>	I saw <b>a</b> dog in the street.
an	Indefinite Article	- Before singular countable nouns - Starting with <b>vowel sound</b>	She ate <b>an</b> apple for lunch.
the	Definite Article	- When referring to <b>something specific</b> - When it's <b>already known</b> to the speaker and listener - When there is <b>only one</b> of something	The moon is bright tonight. I met <b>the</b> teacher yesterday.
(no article)	Zero Article	- Before <b>uncountable</b> or <b>plural nouns</b> used in a <b>general</b> sense - Before <b>proper nouns</b>	Water is essential. She lives in <b>Japan</b> .



# Chapter 9:

BUILDING SENTENCES:  
SUBJECT + VERB + OBJECT

## A. Building Sentences

In English, a sentence must have at least a subject and a verb to express a complete idea. Most common English sentences follow a clear word order:

→ Subject + Verb + Object (SVO)

### Subject

The person or thing doing the action.

### Verb

The action or state.

### Object

The person or thing receiving the action.

→ Basic Sentence Formula: **Subject + Verb + Object**

*Example:* She (subject) reads (verb) a book (object).

## B. Structure of S + V + O

<i>Subject</i>	<i>Verb</i>	<i>Object</i>	<i>Full Sentence</i>
I	Like	coffee	I like coffee.
They	Play	football	They play football.
The teacher	explains	the lesson	The teacher explains the lesson.
My mother	cooks	rice	My mother cooks rice.

## C. Understanding the Components

1. Subject (S)
  - a. Usually a noun or pronoun (I, you, she, John, the students)
  - b. Tells **who** or **what** the sentence is about.



# Chapter 10:

## BASIC GRAMMAR RULES

## A. Capitalization

Capitalization is the use of uppercase (capital) letters at the beginning of certain words. It helps readers understand where a sentence begins, and which words are important.

## B. Basic Capitalization Rules

Rule	Example
Capitalize the <b>first word</b> of a sentence	<b>S</b> he is a teacher.
Capitalize <b>proper nouns</b> (names of people, places, and organizations)	I live in <b>I</b> ndonesia. He works at <b>G</b> oogle.
Capitalize the <b>pronoun "I"</b>	My friend and <b>I</b> went to the market.
Capitalize <b>days of the week, months</b>	We will meet on <b>M</b> onday in <b>M</b> arch.
Capitalize <b>titles of books, movies, etc.</b>	I watched <b>T</b> he <b>L</b> ion <b>K</b> ing.
<b>Rule</b>	<b>Example</b>

### ✗ Common Mistakes

Incorrect: i live in jakarta. →  Correct: **I** live in **J**akarta.

Incorrect: she studies at university of malang. →  Correct: She studies at University of Malang.

## C. Plurals and Singulars

1. A **singular noun** refers to **one person, place, or thing**.
2. A **plural noun** refers to **more than one**.

### Basic Rules of Plural Forms

Rule	Singular	Plural
Add <b>-s</b> to most nouns	Book	books
Add <b>-es</b> to nouns ending in <b>-s, -x, -ch, -sh</b>	Bus	buses
Change <b>-y</b> to <b>-ies</b> (if before y is a consonant)	Baby	babies
If vowel before <b>-y</b> , just add <b>-s</b>	Boy	boys



# Chapter 11:

EVERYDAY ENGLISH  
EXPRESSIONS

In everyday conversations, English speakers use certain expressions that are commonly understood in daily situations. These expressions help make communication more natural and fluent. In this chapter, you will learn some basic everyday English expressions used in greetings, asking for help, expressing opinions, apologizing, and more.

## A. Categories of Common Expressions

### 1. Greetings

<i>Situation</i>	<i>Expression</i>
Saying hello	Hello! / Hi! / Good morning! / How are you?
Responding	I'm good, thanks! / Fine, and you?
Saying goodbye	Goodbye! / See you later! / Take care!

### 2. Asking for Help

<i>Situation</i>	<i>Expression</i>
Asking politely	Can you help me, please? / Could you explain this?
Offering help	Do you need help? / Let me help you.
Responding	Yes, please. / No, thank you.

### 3. Making Requests

<i>Situation</i>	<i>Expression</i>
Asking for something	Can I borrow your pen? / May I come in?
Giving permission	Sure! / No problem. / Of course.
Refusing politely	I'm sorry, I can't. / Maybe another time.

### 4. Expressing Thanks and Responses

<i>Situation</i>	<i>Expression</i>
Giving thanks	Thank you. / Thanks a lot. / I appreciate it.
Responding	You're welcome. / No problem. / My pleasure.



# Chapter 12:

## GLOSSARY

This glossary provides definitions and explanations of key terms used throughout this book. It is intended to help students better understand and recall important English language concepts.

<i>Active Voice:</i>	A sentence structure where the subject performs the action (e.g., ‘The cat chased the mouse.’).
<i>Adjective:</i>	A word that describes a noun (e.g., big, happy, tall).
<i>Adverb:</i>	A word that describes a verb, adjective, or other adverb (e.g., quickly, very, well).
<i>Alphabet:</i>	A set of letters or symbols in a fixed order used to represent the basic sounds of a language.
<i>Article:</i>	A word used before a noun to specify it as known or unknown (e.g., a, an, the).
<i>Auxiliary Verb:</i>	A helping verb used with a main verb to show tense, mood, or voice (e.g., is, have, will).
<i>Base Form:</i>	The basic form of a verb, without any endings (e.g., go, eat, see).
<i>Clause:</i>	A group of words with a subject and a verb (e.g., ‘She runs.’).
<i>Comparative:</i>	The form of an adjective or adverb used to compare two things (e.g., bigger, faster).
<i>Complex Sentence:</i>	A sentence containing one independent clause and at least one dependent clause.
<i>Compound Sentence:</i>	A sentence made of two independent clauses joined by a conjunction (e.g., ‘I went home, and I took a nap.’).
<i>Conjunction :</i>	A word used to connect clauses or sentences (e.g., and, but, because).



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During her formative years, she was actively involved in both academic and non-academic organizational activities in her hometown, showing strong dedication to community engagement. She earned her Bachelor's degree in English Education from the Faculty of Tarbiyah and Teacher Training in 2018. Pursuing her passion further, she completed her Master's degree in English Education at Universitas Ahmad Dahlan, Yogyakarta, graduating in 2020 after only 1 year and 6 months of study. Throughout her postgraduate studies, she actively participated in various academic communities, including the English Master Student Association (EMSA) and the Postgraduate Student Association (ASMAPADA). She frequently took part

in national and international seminars. Notably, at the 2019 STEEM UAD International Conference, she received her first award as a Best Presenter.

Currently, Ema remains actively engaged in academic writing. Her scholarly works have been published in numerous national and international journals. Her publication record can be accessed via her Google Scholar profile:

<https://scholar.google.com/citations?hl=id&user=uLCPr5IAAAAJ> .



# Foundations of English

Mastering the Basics

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In conclusion, may the writing of this book bring blessings and be beneficial to all parties. The materials in this book are divided into nine discussions to facilitate understanding.

- Introduction to English
- Alphabet and Pronunciation
- Vocabulary Building
- Nouns and Pronouns
- Verbs and Tenses
- Adjectives and Adverbs
- Prepositions and Conjunctions
- Articles and Sentence Structure
- Building Sentences: Subject + Verb + Object
- Basic Grammar Rules
- English Expressions



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