

Writing Indonesian Summary

One objective of Business English Subject is to manage students in understanding English passages comprehensively. The main capital to do that is mastering a lot of vocabularies. Before writing Indonesian summary, someone must be able to translate the passage as a whole. He must translate word by word, sentence by sentence or paragraph by paragraphs. Writing summary is different with translation. On translation, new words may cause handicaps and force you to stop continuing it. Exactly, we should begin from the first line orderly. Writing summary, however, is slightly different. Even though we find some new vocabularies, it is possible to write summary. Writing summary does not begin at the first line or paragraph. We just review the main points by our own words. It depends on your style whether you want to start from the beginning, middle or may be from the last part of the passage.

- I. Here are some effective reading strategies.
- ✦ Spend enough time to read the text several times.
 - ✦ Produce sound so that you can hear your voice at least.
 - ✦ Be careful about all punctuations, such as:
 - ✓ *comma (you must stop reading with rising intonation).*
 - ✓ *period (you must stop reading with falling intonation).*
 - ✓ *pause to take breath (stop anytime with rising intonation).*
 - ✓ *Question mark (you must stop reading with rising intonation).*
 - ✓ *Colon or semi-colon punctuation (stop reading with rising intonation).*
 - ✦ Be accustomed to writing summary in Indonesian.

What do we mean by relationship-building?

When we talk about the competency of relationship-building in the world of business, we are referring to building strong relationships with partners and clients – about using interpersonal skills to network in an effective way.

What does a competent relationship-builder do?

Somebody who is competent at relationship-building focuses on understanding the needs of the client and getting the best possible results. This competency promotes an ethic of client service and so an understanding and anticipation of a client's changing needs is essential. Stress and conflict are other issues that a competent relationship-builder will manage - keeping composed and acting as mediator when conflicts arise.

How can I start to develop the competency of relationship-building?

First identify the business plan goals of your department and decide what your role is going to be in helping to achieve those goals. You will need to study the business plan and learn as much as possible about your clients' activities, interests and needs. This information might be available in their own annual reports or in client surveys conducted by your company. Talking to your clients about how you can best meet their needs is also a sensible first step to take.

Seven steps to becoming an effective relationship-builder:

- 1) Draw up a plan of what you need to do in order to give your clients what they want. Discuss your ideas with your line manager and then do what is necessary to implement the plan.
- 2) When the plan has been set in motion, schedule regular meetings with your line manager to review the progress that you are making and make any necessary adjustments.
- 3) When you are working as part of a team or group within a department or a company it is important to assess your contribution to the group's work. Think about how your efforts help or hinder progress.