TEACHING STRUCTURE AND WRITTEN EXPRESSION OF TOEFL BASED ON FINITE AND NON FINITE APPROACH

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ABSTRACT

Some problems which are tested in structure and written expression section of TOEFL are verb forms. In some cases, testee is often confused to decide whether the sentences or clauses have verb or not. Futhermore, testers often give more than one verb form to deceive the testee. Therefore, finite and non finite approach is necessary.

The aim of this article is to show how finite and non finite can be applied to analyze the problems of verb forms in structure and written expression section of TOEFL. The assumption is that this approach is helpful to overcome the verb form problems in structure and written section of TOEFL, for finite and non finite helps us to know verb form functions contextually.

Key words*: Finite, Nonfinite Approach*

1. Nature of Finite, Non Finite and Approach in Language Teaching

Finite and non finite are linguistics term relating to verb forms. The notion of finite and non finite is determined by the function of verb forms. It is important to analyze verb forms since verb forms do not always function as verb. They may act as adjective, adverb, or noun in a sentence as well.

Frank (1972: 51) said that "A finite verb is a lexical verb with or without auxiliaries that acts as the full verb in the predicate". Relevant to Frank, Leech (1974: 304) said that "finite verb phrase occur as the verb element of main clauses".

According to Leech (1974: 213) the forms of non-finite of the verb are the infinitive (to make), the –ing participle (making), and the –ed participle (made). Futhermore, Frank (1972: 51) said that "Non-finite (*or infinite*) verbs are incomplete verb forms that function as other parts of speech than verbs.

The differences of finite and non finite based on defination can thus be classified in the terms of following statements.

Finite Verb.

These see the essentials forms of finite as the following.

- Auxiliary verb
- Bare infinitive
- Additional infinitive
- Past form
- Past participle

- Present participle

Non Finite Verb.

These see the essentials forms of finite as the following.

- Past participle

- Present participle

- To infinitive

- Bare infinitive

- Gerund

Related to approach of language teaching, as seeked by Richard (2002: 6) that a teaching theory is viewed as something that is constructed by individual teachers. Teaching structure and written expression of TOEFL based on finite and non finite approach means using finite and non finite theory to teach structure and written expression.

2. Objectives of Finite and Non Finite Approach

The objective of finite and non finite approach is to know the function of verb form in a sentence. The functions of verb forms are verb, noun, adjective, and adverb. To make clear, this paper discusses some functions of verb forms.

a. To Know Verb Forms Funcioning as Verb

Verb forms which functions as verb can be seen in simple present tense case. Wishon and Burks stated (1980: 64) that forms of the third person singular is by adding *s* or *es*. In addition Azzar (1999: 84) said that a final -s or -es is added to a simple present verb when the subject is a singular noun (e.g., *Mary, my father, the machine*) or third person singular pronoun (*she, he, it*).

b. To Know Verb Forms Funcioning as Noun

Frankstated (1972: 37) that anticipatory it merely fills subject position; the actual subject is a noun structure in the predicate. As in the sentence: *it is important(for you) tobe there on time*. Gear (1993: 148) gave an example: *We agreed to go to the movie*, *to go* is a direct object functioned as a noun from the certain verb (main verb) *agree*.

c. To Know Verb Forms Funcioning as Adjective

Frank (1972: 342) stated that some nouns which do not have any of the functions just mentioned may also be modified by infinitive phrase. He gives

the example in the sentence: *The power to help others depends on the power to help oneself.* 'to help' in the phrase *the power to help* functions as adjective because it modifies a noun phrase *'the power'*.

d. To Know Verb Forms Funcioning as Adverb

Frank (1980: 229) said that in certain adverbial clauses, the subject and a form of be may be omitted – *if (you are) arrested for demonstrating, call your lawyer at once.*

3. Steps of Finite and Non Finite Approach

a. Identifying Verb Forms

Verb has some forms in linguistics theory. Here are those forms.

a.1. Additional Infinitive

The additional infinitive is a term as what Azar stated as spelling final *s/es* (1984:84). While Wishon and Burks added (1980: 64) that forms of the third person singular is by adding –s or –es. The case of spelling final *s/es* happens in simple present. It means simple present whose subject is third person needs additional infinitive as main verb of the sentence.

a.2. Past Forms

Past form is usually added by 'ed'. In some cases, the verb is not added by 'ed'. In the first case, the verb changes regulerly. In the second case, verb changes irregulerly. As stated by Wishon and Burks (1980: 192) that verb forms which can be used alone as predicate of a sentence are the simple, the third person singular and the past tense forms. It means past form functions as main verb in the sentence.

a.3. To Infinitive

Some gramarians name 'to infinitive' as present infinitive, to+simple form of verb, or infinitive. Wishon and Burks (1980: 275) said that the infinitive is made up of to + the simple form of the verb. Thomson and Martinet (1995: 236) gave the example of to infinitive in following sentence. Tom agreed *to wait* a week but Bill refused *to wait* another day.

a.4. Present Participle

The present participle is the –ing form of the verb. It appears the same as gerund phisically. The difference between them is found in the function in a sentence. Azzar (1992: 21) stated that present participle ends in –*ing* (for both regular and irregular).

a.5. Past Participle

Thomson and Martinet (1995: 165) stated that the past participle in regular verbs has exatcly the same form as the simple past, i.e. loved, walked, etc. While in irregular verbs, the past participle vary. Relevant to this view, Leech and Svartvik (1974: 243)stated that the-*ed* form of regular verbs is formed by adding –*ed* to the base. It corresponds to *two* forms of many irregular verbs: the past form and the past participle.

a.6. Gerund

Gear (1993: 149) stated that a gerund is formed by adding – ing to the base form of the verb. The gerund is the –*ing* form of the verb used as a noun – it is always a noun and can function in any noun position (Wishon and Burks, 1980: 268). It is rather difficult to differenciate gerund and present participle physically. We have to notice the function of –ing form in the sentence.

a.7 Bare Infinitive

Frank (1982: 330) stated that the bare infinitive is a term is spite of the infinitive without 'to'. The form without to is called either the simple form of the verb, or verb stem (sometimes bare infinitive, or the plain infinitive).

a.8. Auxiliary Verb

Swam (1996: 84) ... to express all these meanings, a number of 'auxiliary' (or 'helping') verbs are added to other verbs'. This helping verb is devided into two. Modal and primary auxiliary.

b. Identifying the Part of Speech of Verb Forms

b.1. Part of Speech of Additional Infinitive

This verb form accures only in simple present whose subject is third person. Wishon and Burks stated (1980: 64) that forms of the third person singular is by adding –s or –es. It means additional infinitive has only one part of speech, namely verb.

b.2. Part of Speech of Bare Infinitive

Bare infinitive has some part of speech based on its position in a sentence. This verb form functions as verb when it accures after modal. Swam (1996: 110) illustrated that they (modal auxiliary) combine with infinitive to indicate permission, possibility, obligation, deduction etc, as in the sentence; he can *speak*

French. In addition Leech (1974: 244) said that the base form is used in all persons of the present tense except the 3rd person singular.

Furthermore, the bare infinitive functions as noun if it accures after certain verb. Azar (1989: 187) said that causative make is followed by the simple form of a verb. while Murphy (1994: 132) illustratedin his example: Tom got into his car and get away. In this structure we use get ... (infinitive without to). The same quatation is as what Azar (1992:184) said as verbs of perfection, that verbs of perception followed by the simple form are: *see, notice, watch, look at, observe, hear,* and *listen to.*

Based on statement above, it can be concluded that bare infinitive has two function in the sentence, i.e. verb and noun. In the first case, bare infinitive accures after modal and is used in all persons of the present tense except the third person singular. In the last case, bare infinitive accures after certain verb. i.e. causative verb and verb of perseption.

b.3. Part of Speech of To Infinitive

To infinive never functions as verb. Frank stated (1972: 328) that the infinitive phrase may function, not as the main verb of a clause, but as another part of speech-either as noun, adjective or adverb.

As noun, to infinitive takes the position of noun either subject or object of the sentence. Infinitive phrase subjects occur chiefly with the same type of verbs as do other nominal ..., Frank (1972: 331). As in the sentence: *to ask for more money would be wrong,to ask* is the subject of the sentence. Still Frank, he said (1972: 37) that anticipatory it merely fills subject position; the actual subject is a noun structure in the predicate. As in the sentence: *it is important(for you) tobe there on time*.

The other positions of nouns after as subjects are as objects. They are usually put after certain verbs as direct objects or object of verbs. In addition Azar (1989: 169) writes 'to infinite' as objective complement which is put after certain verbs as advise, allow, ask, etc.

As adjective, to infinitive takes modifier of noun position. Frank (1972: 341) noticed that numerals and pronoun compounds with -one, -body, -thing are especially common as subjects of such adjectival infinitive phrase.The illustration can be seen in the following sentence; *She has no one to help her*. *To help* is an adjective to modify *no one*.

As adverb, to infinitive takes position of adverb. Leech (1974: 203) gives the example as in the sentence: *he is difficult to understand*. *To understand* is an adverb which is used to modify an adjective *difficult*.

Based on statement above, it can be concludede that the function of to infinitive is influenced by its position in the sentence. When to infinitive takes the position of subject or object, it is noun. If to infinitive modifies noun, it functions as adjective. If to infinitive modify adjective, it functions as adverb.

b.4. Part of Speech of Past Form

Past form mainly accures in simple past tense. Frank stated (1972: 72) that the regular ending for simple past tense, for all persons, is –ed … only the verb *be* has two separate forms for the past –"was" for the singular, "were" for the plural.

Based on statement above, it can be concluded that past form functions as verb. In addition this form only happens in simple past tense.

b.5. Part of Speech of Present Participle

Another term of present participle is active or progressive participle. Its position in a sentence influences its function. Present participle sometimes may function as verb or any other part of speech.

As verb, present participle accures in progressive and perfect progressive tense. Azzar (1999: 3) devided this verb form into two. Those are the progressive tense and the perfect progressive tense.

As adjective, present participle accures to modify noun. Winson and Bucks (1980: 261) stated that the present participle (the –ing form of the verb) ... may be used in sentences as adjective modifiers.

As adverb, present participle takes the place of adverb. Leech and Svarvik (1974: 169) explained the adverb as the result of the omission in verb less clauses. According to them, verb less clauses have no verb and usually no subject. The example of this form can be seen in the following sentence.

Since you know the answer,   why didn't you speak up?

Since knowing the answer,

The last function of present participle is as noun. In this case present participle occures after certain verb. Azar (1993: 184) stated that certain verbs of perception are followed by either *the simple form* or *–ing form* of a verb. The

function of present participle here is as noun because present participletakes the placeof objective complements.

Based on the statement above, it can be concludede that the function of present participle may be as verb, adjective, adverb, or noun. As verb, prsent participle functions as main verb. Present participle functions as adjective when it modifies noun. Present participle functions as adverb when it take the position of adverb. And present participle functions as noun when it takes objective complement position.

b.6. Part of Speech of Past Participle

Like present participle, past participle also may be verb, adjective, adverb, or noun. Those different functions of past participle are influenced by its position in the sentences.

As verb, past participle accures in passive voice or ma y present the perfect active tense. Like the sentence, she has sttopped smoking. *Stopped* is past participle peforming perfect. In this case, past participle is the main verb of the sentence.

As adjective, participle takes adjective position to modify noun. Wishon and Burks stated(1980: 67) that the past participle (the –ed/-en form of the verb) may be used in sentences as adjective modifiers.

As adverb, past participle often is the result of adverbial clause omotting. Frank (1980: 229) stated that in certain adverbial clauses, the subject and a form of be may be omitted – *if (you are) arrested for demonstrating, call your lawyer at once.*

As noun, past participle mainly accures after certain vern of causative to make passive meaning. Azar (1989: 187) stated that the past participle is used after *have* and *get* to give a passive meaning. The part of speech of the past participle in this case is as nouns because the past participle functioned as objective complement.

Based on statement above, it can be concluded that past participle which functions as verb accures in passive voice and perfect tense. While functioning as adjective, past participle is used to modify noun. And past participle which functions as adverb takes the position of adverb.

b.7. Part of Speech of Gerund

Gear (1993: 149) stated that a gerund is formed by adding – ing to the base form of the verb. It is used as a noun. As the noun consecuently gerund may be in position of subject or object.

Gerund as subject may take position of subject of the sentence, subjective complement, or subject after it. While gerund as object may be object of verb or object of preposition.

b.8. Part of Speech of Auxiliary Verb

Auxiliary verb is always verb. Auxiliary verb can be devided into two. Those are modal auxiliary and primary auxiliary. The modal auxiliary verbs are *can, could, may, might, shall, should, will, would, must, used to, need, dare'*, etc. (Thomson and Martinet, 1985: 150). While primary auxiliary is *do, have,* and *be.*

c. Identifying the Position of Verb Forms

Position is important to determine verb form function since the nature of finite and non finite approach is to determine contextually the function of verb forms. The position of verb may accure in subject, verb, object, modifier of noun, or adverb.

Position of subject and object takes the consequences that verb form is noun. Verb position will influence the verb form to be verb. Modifier of noun position makes verb form be adjective. And adverbial position leads verb forms to be adverb.

d. Identifying Certain Verb Needs

The same verb forms often function differently because of certain verb. It is important to understand whether the certain verb includes causative verb with active or passive meaning, certain verb followed by gerund or to infinitive, verb of perception, or special expression.

4. Tasks of Finite and Non Finite Approach in Teaching Structure and Written Expression of TOEFL

Categories of Task

Category 1: Identifying verb forms

The first tasks are designed to make leaners identify verb forms in a sentence. It intends to make leaners analyzing some types of verb forms. Such tasks are used to evaluate what works for them and what does not work.

Task 1

Identify the verb forms of the sentences below.

1. The companies offering the lowest prices will have the most customers.
2. I finished working in my garden.
3. The frog spent the time lying on the stone.
4. A teacher made his student do the tasks.

Category 2: Identifying part of speech of verb forms

Tasks of this sections are designed to help leaners be aware that verb forms have different function in a sentences. These are intended to develop leaners knowledge in analyzing part of speech of verb forms contextually.

Task 1

Identify the part of speech of verb forms in the sentences below.

1. Learning a second language takes a long time.
2. I saw him drive off.
3. She is proud of doing this work.
4. He is the first man to land on the moon.

5. **Benefit of Teaching Structure and Written Expression of TOEFL Based on Finite and Non Finite Approach**

   Some benefit using this approach can be drawn as follow.
   - This approach helps to analyze the part of speech of verb forms in a sentence.
   - It helps to analyze whether the sentences or clauses have verb or not.
   - This approach helps to identify whether verb forms are positioned correctly in a sentence or not.
   - This approach helps to identify whether the verb forms are written correctly or not.

6. **Weakness of Teaching Structure and Written Expression of TOEFL Based on Finite and Non Finite Approach**

   Beside having benefit, this approach has weaknesses. Some of them are.
   - This approach is limited to teach how to analyze verb forms, so it still needs another competence to teach structure and written expression of TOEFL.
   - This approach is rather difficult for beginers, so it needs step by step teaching implementation.

7. **Conclusion**

From this article, finite and non finite approach seems to be able to applied to teach structure and written expression section in TOEFL. By understanding the verb forms functions precisely, the testee is helped to overcome the problems of verb forms.

Some steps which should do to achieve the success of this approach are raising awarness of verb forms, of contextual function of verb form, and of certain verb needs.

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