|  |  |  |
| --- | --- | --- |
| Dosen | : | Juniarti Eka Sapitri |
| Matakuliah | : | ENGLISH FOR BUSINESS II |
| SKS | : | 2 |
| Kelas | : | 24.4A.06 |
| Jumlah Mahasiswa | : | 12 |

| **Pertemuan** | **Ruangan** | **Tanggal** | **Bahan Kajian** | **Berita Acara Pengajaran** |
| --- | --- | --- | --- | --- |
| **01** | 502-f1 | 16 Maret 2023 | The students get started or it is about the introduction | it is nice to meet you introduction explaining the importance of learning english |
| **02** | 503-f1 (kp) | 30 Maret 2023 | The students understand about the several procedures when making an invitation | speaking practice and discussing kind of invitation and making formal and informal invitation |
| **03** | 502-f1 | 30 Maret 2023 | The students are able to leave a message in a right way | explaining and discussing the sentences how to accept decline an invitation and practice make the conversations could i leave a message communicating over the phone |
| **04** | 502-f1 | 6 April 2023 | The students know how to complain well within a particular trouble | explaining the way to handle a complain discussing many kinds of complain that usually appear in business terms making a solution and practicing how to handle and submit a complain |
| **05** | 502-f1 | 13 April 2023 | The students are able to deliver their presentation well | explaining and discussing the attitude when giving the presentation and how to be more confident in public speaking |
| **06** | 502-f1 | 4 Mei 2023 | The students deliver the presentation more | explaining and discussing what tools that we need to prepare before performing a presentation |
| **07** | 502-f1 | 11 Mei 2023 | Mahasiswa mampu melakukan review terhadap materi yang telah diberikan | review material and discussing preparation for midtest project |
| **08** | 502-f1 | 18 Mei 2023 | (UTS) | Project |
| **09** | 503-f1 (kp) | 8 Juni 2023 | UTS | listening and observing about the meaning of being anxiety afterwards the students are given the trusted-tips from the experts as the topic discussion |
| **10** | 502-f1 | 8 Juni 2023 | Listening and observing about the meaning of being anxiety Afterwards the students are given the trusted-tips from the experts as the topic discussion | watching a video for a suggestion in how to prepare a meeting and have a good public speaking discussing factor which make a successful presentation |
| **11** | 503-f1 (kp) | 14 Juni 2023 | The students know about what meeting is | discussing in how to make a good negotiation with others in terms of business |
| **12** | 502-f1 | 15 Juni 2023 | The students are able to understand how to interrupt well | discussing in how to make how to make a polite interruption in a meeting and speaking practice |
| **13** | 503-f1 (kp) | 5 Juli 2023 | The students know what negotiation is | discussing in how to make a polite way in declining a negotiation in business terms presentation practice |
| **14** | 503-f1 (kp) | 6 Juli 2023 | Mahasiswa mampu mengevaluasi pencapain dalam penggunaan percakapan dalam bahasa Inggris | explaining and discussing about promoting something or some product presentation practice |
| **15** | 502-f1 | 6 Juli 2023 | review | explaining and discussing the final project for final test |
| **16** | 502-f1 | 13 Juli 2023 | (UAS) | Final Project |

PRESENSI MAHASISWA

| **Nim** | **Nama** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **Jumlah** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [**24210009**](https://says.nusamandiri.ac.id/m_induk_mhs_nilai-24210009-06-NUR.js) | khairul rasid | 1 | 1 | 1 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 13 |
| [**24210012**](https://says.nusamandiri.ac.id/m_induk_mhs_nilai-24210012-06-NUR.js) | amalia vania najmal huda | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 16 |
| [**24210039**](https://says.nusamandiri.ac.id/m_induk_mhs_nilai-24210039-06-NUR.js) | hilda hastari | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 16 |
| [**24210043**](https://says.nusamandiri.ac.id/m_induk_mhs_nilai-24210043-06-NUR.js) | early khairunisa | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 0 | 11 |
| [**24210046**](https://says.nusamandiri.ac.id/m_induk_mhs_nilai-24210046-06-NUR.js) | nakdin satria firmansyah | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 16 |
| [**24210061**](https://says.nusamandiri.ac.id/m_induk_mhs_nilai-24210061-06-NUR.js) | viona putri febriyanti | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 16 |
| [**24210071**](https://says.nusamandiri.ac.id/m_induk_mhs_nilai-24210071-06-NUR.js) | indri rizkiana putri | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 16 |
| [**24210072**](https://says.nusamandiri.ac.id/m_induk_mhs_nilai-24210072-06-NUR.js) | zakia zahara | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 16 |
| [**24210081**](https://says.nusamandiri.ac.id/m_induk_mhs_nilai-24210081-06-NUR.js) | ari putra oktavianto | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 15 |
| [**24210097**](https://says.nusamandiri.ac.id/m_induk_mhs_nilai-24210097-06-NUR.js) | muhamad rivaldo nasda | 1 | 1 | 1 | 0 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 1 | 1 | 1 | 12 |
| [**24210112**](https://says.nusamandiri.ac.id/m_induk_mhs_nilai-24210112-06-NUR.js) | muhammad rizqi mulyanto | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 9 |
| [**24210132**](https://says.nusamandiri.ac.id/m_induk_mhs_nilai-24210132-06-NUR.js) | nur khofifah | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 16 |

NILAI MAHASISWA

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **NIM** | **Nama** | **Nilai UTS** | **Nilai UAS** | **Nilai Absen** | **Nilai Tugas** | **Grade** |
| 1 | 24210009 | KHAIRUL RASID | 75 | 75 | 95 | 75 | B |
| 2 | 24210012 | AMALIA VANIA NAJMAL HUDA | 80 | 80 | 100 | 80 | A |
| 3 | 24210039 | HILDA HASTARI | 72 | 72 | 100 | 72 | B |
| 4 | 24210043 | EARLY KHAIRUNISA | 0 | 0 | 80 | 0 | E |
| 5 | 24210046 | NAKDIN SATRIA FIRMANSYAH | 80 | 80 | 0 | 80 | A |
| 6 | 24210061 | VIONA PUTRI FEBRIYANTI | 72 | 72 | 100 | 72 | B |
| 7 | 24210071 | INDRI RIZKIANA PUTRI | 83 | 83 | 100 | 83 | A |
| 8 | 24210072 | ZAKIA ZAHARA | 75 | 75 | 100 | 75 | B |
| 9 | 24210081 | ARI PUTRA OKTAVIANTO | 75 | 75 | 98 | 75 | B |
| 10 | 24210097 | MUHAMAD RIVALDO NASDA | 70 | 70 | 85 | 70 | B |
| 11 | 24210112 | MUHAMMAD RIZQI MULYANTO | 50 | 50 | 60 | 0 | D |
| 12 | 24210132 | NUR KHOFIFAH | 90 | 90 | 100 | 90 | A |