|  |  |  |
| --- | --- | --- |
| Dosen | : | Juniarti Eka Sapitri |
| Matakuliah | : | ENGLISH FOR BUSINESS II |
| SKS | : | 2 |
| Kelas | : | 24.4B.06 |
| Jumlah Mahasiswa | : | 11 |

| **Pertemuan** | **Ruangan** | **Tanggal** | **Bahan Kajian** | **Berita Acara Pengajaran** |
| --- | --- | --- | --- | --- |
| **01** | 501-f1 | 16 Maret 2023 | The students get started or it is about the introduction | introduction how to introduce yourself friend and your colleagues |
| **02** | 501-f1 | 30 Maret 2023 | The students understand about the several procedures when making an invitation | 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 |
| **03** | 503-f1 (kp) | 4 April 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** | 501-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** | 501-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** | 501-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** | 501-f1 | 11 Mei 2023 | Mahasiswa mampu melakukan review terhadap materi yang telah diberikan | review materian and explaining and discussing about midtest project |
| **08** | 501-f1 | 18 Mei 2023 | (UTS) | Project |
| **09** | 501-f1 | 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** | 503-f1 (kp) | 13 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) | 13 Juni 2023 | The students know about what meeting is | discussing in how to make a good negotiation with others in terms of business |
| **12** | 501-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) | 4 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) | 4 Juli 2023 | Mahasiswa mampu mengevaluasi pencapain dalam penggunaan percakapan dalam bahasa Inggris | explaining and discussing about promoting something or some product presentation practice |
| **15** | 501-f1 | 6 Juli 2023 | review | review material before final test |
| **16** | 501-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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [**24210013**](https://says.nusamandiri.ac.id/m_induk_mhs_nilai-24210013-06-NUR.js) | gatot arifyanto sundoro | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| [**24210019**](https://says.nusamandiri.ac.id/m_induk_mhs_nilai-24210019-06-NUR.js) | vina tresna putri | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 16 |
| [**24210042**](https://says.nusamandiri.ac.id/m_induk_mhs_nilai-24210042-06-NUR.js) | idholla nur aprillioen | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 16 |
| [**24210082**](https://says.nusamandiri.ac.id/m_induk_mhs_nilai-24210082-06-NUR.js) | andini eka saputri | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 14 |
| [**24210102**](https://says.nusamandiri.ac.id/m_induk_mhs_nilai-24210102-06-NUR.js) | muftia fauziah | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 15 |
| [**24210111**](https://says.nusamandiri.ac.id/m_induk_mhs_nilai-24210111-06-NUR.js) | muhammad nursah | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 14 |
| [**24210115**](https://says.nusamandiri.ac.id/m_induk_mhs_nilai-24210115-06-NUR.js) | amellia | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 16 |
| [**24210122**](https://says.nusamandiri.ac.id/m_induk_mhs_nilai-24210122-06-NUR.js) | hamdan permana | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| [**24210123**](https://says.nusamandiri.ac.id/m_induk_mhs_nilai-24210123-06-NUR.js) | vieka amanda soraya | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 16 |
| [**24210129**](https://says.nusamandiri.ac.id/m_induk_mhs_nilai-24210129-06-NUR.js) | raka marhad ramadhan | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| [**24210134**](https://says.nusamandiri.ac.id/m_induk_mhs_nilai-24210134-06-NUR.js) | difani julia anggraini | 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 | 24210013 | GATOT ARIFYANTO SUNDORO | 0 | 0 | 0 | 0 | E | | 2 | 24210019 | VINA TRESNA PUTRI | 85 | 85 | 100 | 85 | A | | 3 | 24210042 | IDHOLLA NUR APRILLIOEN | 83 | 83 | 100 | 85 | A | | 4 | 24210082 | ANDINI EKA SAPUTRI | 85 | 85 | 98 | 85 | A | | 5 | 24210102 | MUFTIA FAUZIAH | 70 | 70 | 90 | 60 | B | | 6 | 24210111 | MUHAMMAD NURSAH | 70 | 70 | 90 | 60 | B | | 7 | 24210115 | AMELLIA | 80 | 80 | 100 | 85 | A | | 8 | 24210122 | HAMDAN PERMANA | 0 | 0 | 0 | 0 | E | | 9 | 24210123 | VIEKA AMANDA SORAYA | 80 | 80 | 100 | 85 | A | | 10 | 24210129 | RAKA MARHAD RAMADHAN | 0 | 0 | 0 | 0 | E | | 11 | 24210134 | DIFANI JULIA ANGGRAINI | 85 | 85 | 100 | 85 | A | |