

Dosen : SRI RUSIYATI
Matakuliah : ENGLISH FOR BUSINESS II
SKS : 2
Kelas : 25.2A.06 – 25201
Jumlah Mahasiswa : 9

Pertemuan	Ruangan	Tanggal	Bahan Kajian	Berita Acara Pengajaran	Kehadiran
01	503-f1	15 Maret 2024	The students get started or it is about the introduction	proses belajar mengajar pertemuan minggu ke 1 pertemuan 1 kuliah english for business 2 tanggal perkuliahan 15 maret 2024 hari jam jumat 13 20-15 00 kelas 25 2a 06 menggunakan link gmeet ptm link video pembelajaran - rangkuman pengajaran it is nice to meet you introduction the discussions are about understanding of introduction simple dialogue phrases for introduce yourself and phrases introduce someone to public and practice situation 1 and situation 2 the students are asked to introduce themselves using english and make dialogue and practice berita acara pengajaran it is nice to meet you introduction the discussions are about understanding of introduction simple dialogue phrases for introduce yourself and phrases introduce someone to public and practice situation 1 and situation 2	Tepat Waktu Jadwal: 13:20-15:00 Masuk: 13:24:00 Keluar: 14:58:13
02	503-f1	22 Maret 2024	The students understand about the several procedures when making an invitation	proses belajar mengajar pertemuan minggu ke 2 mata kuliah english for business 2 tanggal perkuliahan 22 maret 2024 hari jam jumat - 13 20-15 00 kelas 25 2a 06 link gmeet ptm link video pembelajaran https://youtu.be/w3as8np2wpo si maghjcscaqw9xaj0 wedding invitation dan https://youtu.be	Tepat Waktu Jadwal: 13:20-15:00 Masuk: 13:22:36 Keluar: 14:50:48

Pertemuan	Ruangan	Tanggal	Bahan Kajian	Berita Acara Pengajaran	Kehadiran
				invitation rangkuman pengajaran meeting 2 will you come a understanding for invitation b dialogue between gretchen and mr william phrases for making an invitation accepting and refusing d example of invitation letter e practice the students are asked to make a invitation letter berita acara pengajaran will you come a understanding for invitation b dialogue between gretchen and mr william phrases for making an invitation accepting and refusing d example of invitation letter e practice	
03	503-f1	5 April 2024	The students are able to leave a message in a right way	proses belajar mengajar pertemuan minggu ke 3 mata kuliah english for business 2 tanggal perkuliahan 5 april 2024 hari jam jumat - 13 20-15 00 kelas 25 2a 06 link gmeet ptm link video pembelajaran - rangkuman pengajaran meeting 3 could i leave a message a understanding about telephone b telephone preparation c dialogue between jean and her manager d phrases in opening confirming and ending conversation students are given a task to divide some group that consist of 4 members that made a dialogue of drama and practice it berita acara pengajaran meeting 3 could i leave a message a understanding about telephone b telephone preparation c dialogue between jean and her manager d phrases in opening confirming and ending conversation students are given a task to divide some group that consist of 4 members that	Tepat Waktu Jadwal: 13:20-15:00 Masuk: 13:21:34 Keluar: 15:06:16

Pertemuan	Ruangan	Tanggal	Bahan Kajian	Berita Acara Pengajaran	Kehadiran
				made a dialogue of drama and practice it bukti pengajaran	
04	503-f1	19 April 2024	The students know how to complain well within a particular trouble	proses belajar mengajar pertemuan minggu ke 4 mata kuliah english for business 2 tanggal perkuliahan 19 april 2024 hari jam jumat - 13 20-15 00 kelas 25 2a 06 link gmeet ptm link video pembelajaran https://learnenglish.britishcouncil.org/vocabulary/vocabulary-games/sushi-spell rangkuman pengajaran meeting 4 unfortunately there is a problem understanding dialogue phrases how to complain respond the complain vocabulary berita acara pengajaran meeting 4 unfortunately there is a problem understanding dialogue phrases how to complain respond the complain vocabulary	Tepat Waktu Jadwal: 13:20-15:00 Masuk: 13:23:22 Keluar: 14:48:24
05	503-f1	26 April 2024	The students are able to deliver their presentation well	proses belajar mengajar pertemuan minggu ke 5 mata kuliah english for business 2 tanggal perkuliahan 26 april 2024 hari jam jumat - 13 20-15 00 kelas 25 2a 06 link gmeet ptm link video pembelajaran - rangkuman pengajaran meeting 5 in the presentation a understanding simple table to prepare the presentation b example of the presentatio c tips tricks d phrases the students are give a task to make a presentation text and practice it in front of the class berita acara pengajaran meeting 5 in the presentation a understanding simple table to prepare the presentation b example of the presentatio c tips tricks d phrases the students are give a task to	Tepat Waktu Jadwal: 13:20-15:00 Masuk: 13:23:54 Keluar: 15.07.03

Pertemuan	Ruangan	Tanggal	Bahan Kajian	Berita Acara Pengajaran	Kehadiran
				make a presentation text and practice it in front of the class bukti pengajaran	
06	503-f1 (kp)	26 April 2024	The students deliver the presentation more	proses belajar mengajar pertemuan minggu ke 6 mata kuliah english for business 2 tanggal perkuliahan 26 april 2024 hari jam jumat 16 20 18 00 kelas 25 2a 06 link gmeet ptm link video pembelajaran - rangkuman pengajaran meeting 6 visual aids a the secret of the success presentation there are many advantages of visual aids based on kogan page b kinds of visual aids are picture chart graph diagram etc exercise the students practicef to make visual aids based on their topic berita acara pengajaran meeting 6 visual aids a the secret of the success presentation there are many advantages of visual aids based on kogan page b kinds of visual aids are picture chart graph diagram etc exercise the students practicef to make visual aids based on their topic	Tepat Waktu Jadwal: 16:20-18:00 Masuk: 16:22:06 Keluar: 18.01.20
07	503-f1	3 Mei 2024	Mahasiswa mampu melakukan review terhadap materi yang telah diberikan	proses belajar mengajar pertemuan minggu ke 7 mata kuliah english for business 2 tanggal perkuliahan 3 mei 2024 hari jam jumat - 13 20-15 00 kelas 25 2a 06 link gmeet ptm link video pembelajaran - rangkuman pengajaran meeting 7 review materi melanjutkan praktik presentasi sebelumnya berita acara pengajaran meeting 7 review materi melanjutkan praktik presentasi sebelumnya	Tepat Waktu Jadwal: 13:20-15:00 Masuk: 13:32:27 Keluar: 15:06:09
08	503-f1	17 Mei 2024	(UTS)	UTS waktu 60 Menit atau 1 Jam	Tepat Waktu Jadwal:

Pertemuan	Ruangan	Tanggal	Bahan Kajian	Berita Acara Pengajaran	Kehadiran
					13:20-14:20 Masuk: 13:20:27 Keluar: 14:24:09
09	503-f1	31 Mei 2024		proses belajar mengajar pertemuan minggu ke 9 mata kuliah english for business tanggal perkuliahan 31 mei 2024 hari jam jumat - 13 20-15 00 kelas 25 2a 06 link gmeet ptm link video pembelajaran rangkuman pengajaran meeting ix - making a good impression in a meeting a understanding the simple dialogue b phrases they are several step to make good first impression as follows berita acara pengajaran meeting ix - making a good impression in a meeting a understanding the simple dialogue b phrases they are several step to make good first impression as follows	Tepat Waktu Jadwal: 13:20-15:00 Masuk: 13:21:20 Keluar: 15:07:53
10	503-f1	7 Juni 2024	Listening and observing about the meaning of being anxiety Afterwards the students are given the trusted-tips from the experts as the topic discussion	proses belajar mengajar pertemuan minggu ke 10 mata kuliah english for business 2 tanggal perkuliahan 7 juni 2024 hari jam jumat - 13 20-15 00 kelas 25 2a 06 link gmeet ptm link video pembelajaran - rangkuman pengajaran meeting 10 we are having a meeting a understanding the example of the dialogue chairing and leading discussion in a meeting they are as followsthe phrases exercise berita acara pengajaran meeting 10 we are having a meeting a understanding the example of the dialogue chairing and leading discussion in a meeting chairing and leading discussion in a meeting	Tepat Waktu Jadwal: 13:20-15:00 Masuk: 13:21:04 Keluar: 15:07:32

Pertemuan	Ruangan	Tanggal	Bahan Kajian	Berita Acara Pengajaran	Kehadiran
				they are as followsthe phrases exercise yang sudah presentasi ayu ramadhani yasir ryanne zhafira aurelya nabilla nistrina zahra bernadeta lusitania nabila azni gazali cikal pustiprayata rusmawati ayda lailatunajah	
11	504-f1 (kp)	14 Juni 2024	The students know about what meeting is	proses belajar mengajar pertemuan ke 11 mata kuliah english for business 2 tanggal perkuliahan 14 juni 2024 kelas 25 2a 06 link gmeet ptm discussing in how to make a good negotiation with others in terms of business	Tepat Waktu Jadwal: 15:20-16:50 Masuk: 15:22:07 Keluar: 16:51:19
12	503-f1	21 Juni 2024	The students are able to understand how to interrupt well	proses belajar mengajar pertemuan ke 12 mata kuliah english for business 2 tanggal perkuliahan 21 juni 2024 hari jam jumat - 13 20-15 00 kelas 25 2a 06 link gmeet ptm berita acara pengajaran meeting 12 let us negotiate a understanding the simple dialogue negotiation is a situation where the example of confirming negotiation phrase the vocabulary the students devided some groups about negotiation made dialogue by their selves and practiced it in front of the class	Tepat Waktu Jadwal: 13:20-15:00 Masuk: 13:23:59 Keluar: 14.59.05
13	503-f1	21 Juni 2024	The students know what negotiation is	proses belajar mengajar pertemuan ke 13 link gmeet ptm rangkuman pengajaran meeting 13 declining the negotiation phrases the example of the dialogue after rejecting the negotiation then don t forget to close the negotiation the vocabulary berita acara pengajaran meeting 13 declining the negotiation phrases the example of the dialogue after rejecting the negotiation then	Tepat Waktu Jadwal: 13:20-15:00 Masuk: 13:22:25 Keluar: 15.05.02

Pertemuan	Ruangan	Tanggal	Bahan Kajian	Berita Acara Pengajaran	Kehadiran
				don t forget to close the negotiation the vocabulary	
14	503-f1	28 Juni 2024	Mahasiswa mampu mengevaluasi pencapaian dalam penggunaan percakapan dalam bahasa Inggris	rangkuman pengajaran meeting 14 promoting a understanding promoting example phrases know the reason why you want to do the promotion pick the product that needs promotion target your customers plan the promotion well turn samples into business exercise and the vocabulary	Tepat Waktu Jadwal: 13:20-15:00 Masuk: 13:21:36 Keluar: 14.58.02
15	503-f1	5 Juli 2024	review	proses belajar mengajar pertemuan minggu ke 15 mata kuliah english for business 2 tanggal perkuliahan 5 juli 2024 hari jam jumat - 13 20-15 00 kelas 25 2a 06 link gmeet ptm rangkuman pengajaran meeting 15 quiz practice making meeting berita acara pengajaran meeting 15 quiz practice making meeting	Tepat Waktu Jadwal: 13:20-15:00 Masuk: 13:24:45 Keluar: 14.55.02
16	503-f1	12 Juli 2024	(UAS)	UAS waktu 60 Menit atau 1 Jam	Tepat Waktu Jadwal: 13:20-14:20 Masuk: 13:21:27 Keluar: 14:25:10

Presensi Mahasiswa 25.2A.06 - 25201

Nim	Nama	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Jumlah
25230006	bernadeta lusitania nay	1	1	1	1	0	0	0	1	1	1	1	1	1	1	1	1	13
25230009	cikal pustiprayata rusmawati	1	1	1	1	1	1	0	1	1	1	1	1	1	1	1	1	15
25230015	putri ayana alipfiah	1	1	1	1	1	1	1	1	1	0	0	1	1	1	1	1	14
25230027	nisrina zahra aulia	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
25230029	ayu ramadhani yasir	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
25230036	nabila azni gazali	1	1	1	1	1	1	1	1	1	1	1	1	0	1	1	1	15
25230050	ayda lailatunajah	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
25230051	aurelya nabilla	1	1	1	1	1	1	1	1	1	1	1	1	0	1	1	1	15
25230053	ryanne zhafira	1	1	1	1	1	1	0	1	1	1	1	1	0	1	1	1	14

Penilaian 25.2A.06 - 25201

NIM	NAMA	Presensi	TUGAS	UTS	UAS	GRADE AKHIR
25230006	bernadeta lusitania nay	81	95	88	90	A
25230009	cikal pustiprayata rusmawati	94	95	94	88	A
25230015	putri ayana alipfiah	87	95	94	92	A
25230027	nisrina zahra aulia	100	97	42	96	A
25230029	ayu ramadhani yasir	100	87	88	94	A
25230036	nabila azni gazali	94	90	94	90	A
25230050	ayda lailatunajah	100	87	96	96	A
25230051	aurelya nabilla	94	95	94	88	A
25230053	ryanne zhafira	87	90	94	95	A