

Dosen : Juniarti Eka Sapitri  
 Matakuliah : ENGLISH FOR BUSINESS II  
 SKS : 2  
 Kelas : 25.2A.06  
 Jumlah Mahasiswa : 12

| Pertemuan | Ruangan | Tanggal       | Bahan Kajian                                            | Berita Acara Pengajaran                                                                                                                                                                                                                                                                                                                                 | Kehadiran                                                                          |
|-----------|---------|---------------|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <b>01</b> | 202-f1  | 17 Maret 2022 | It is nice to meet you<br>Introduction                  | explaining the way to introduce someone and the attitude when speaking practice introducing someone a friend <a href="https://meet.google.com/vtf-qqgj-kbr">https://meet.google.com/vtf-qqgj-kbr</a>                                                                                                                                                    | Tepat Waktu<br>Jadwal:<br>14:10-15:50<br>Masuk:<br>14:11:39<br>Keluar:             |
| <b>02</b> | 202-f1  | 24 Maret 2022 | Will you be coming there<br>Invitation                  | explaining the way to make an invitation dialogue and invitation letter practice the dialogue and practice pronunciation with tongue twister link zoom gmeet <a href="https://meet.google.com/jgw-strb-wrn">https://meet.google.com/jgw-strb-wrn</a> link video pembelajaran <a href="https://youtu.be/na3vezfk1bs">https://youtu.be/na3vezfk1bs</a>    | Tepat Waktu<br>Jadwal:<br>14:10-15:50<br>Masuk:<br>14:15:03<br>Keluar:<br>15:37:13 |
| <b>03</b> | 202-f1  | 31 Maret 2022 | Could I leave a message<br>Communicating over the phone | explaining the way to make dialogue and have a conversation through telephone practice the dialogue and practice pronunciation and learn how important is the pronunciation link video pembelajaran <a href="https://youtu.be/5l-fo-d0gt8">https://youtu.be/5l-fo-d0gt8</a> dan <a href="https://youtu.be/na3vezfk1bs">https://youtu.be/na3vezfk1bs</a> | Tepat Waktu<br>Jadwal:<br>14:10-15:50<br>Masuk:<br>14:11:22<br>Keluar:<br>15:40:30 |

| <b>Pertemuan</b> | <b>Ruangan</b> | <b>Tanggal</b> | <b>Bahan Kajian</b>                                  | <b>Berita Acara Pengajaran</b>                                                                                                                                                                                                                     | <b>Kehadiran</b>                                                                   |
|------------------|----------------|----------------|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <b>04</b>        | 202-f1         | 7 April 2022   | Unfortunately there is a problem Handling a complain | 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 the discussion is through https meet google com yvr-uityu-bnk | Tepat Waktu<br>Jadwal:<br>14:10-15:50<br>Masuk:<br>14:11:49<br>Keluar:<br>15:37:34 |
| <b>05</b>        | 202-f1         | 14 April 2022  | Is there any question so far In the Presentation     | explaining how to make a good presentation sharing presentation experiences and learn new way in asking a question and answering question in a presentation                                                                                        | Tepat Waktu<br>Jadwal:<br>14:10-15:50<br>Masuk:<br>14:11:30<br>Keluar:<br>15:35:56 |
| <b>06</b>        | 202-f1         | 21 April 2022  | As you can see there that is a The Visual Aids       | explaining how to make a good presentation sharing presentation experiences and learn new way in asking a question and answering question in a presentation and do the midtest simulation                                                          | Tepat Waktu<br>Jadwal:<br>14:10-15:50<br>Masuk:<br>14:16:07<br>Keluar:             |
| <b>07</b>        | 202-f1 (kp)    | 26 April 2022  | Review Quiz                                          | review material before midtest                                                                                                                                                                                                                     | Tepat Waktu<br>Jadwal:<br>12:30-14:10<br>Masuk:<br>12:31:27                        |

| Pertemuan | Ruangan     | Tanggal        | Bahan Kajian                                 | Berita Acara Pengajaran                                                                                                                                | Kehadiran                                                                          |
|-----------|-------------|----------------|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
|           |             |                |                                              |                                                                                                                                                        | Keluar:<br>14:01:49                                                                |
| 08        | -           | -              | (UTS)                                        | -                                                                                                                                                      | -                                                                                  |
| 09        | 202-f1      | 19 Mei<br>2022 | Dealing with anxiety                         | listening and observing about the meaning of being anxiety afterwards the students are given the trusted-tips from the experts as the topic discussion | Tepat Waktu<br>Jadwal:<br>14:10-15:50<br>Masuk:<br>14:13:26<br>Keluar:<br>15:38:56 |
| 10        | 202-f1 (kp) | 24 Mei<br>2022 | We are having meeting<br>Meeting             | 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   | Tepat Waktu<br>Jadwal:<br>12:30-14:10<br>Masuk:<br>12:32:25<br>Keluar:<br>14:17:14 |
| 11        | 202-f1      | 2 Juni<br>2022 | Excuse me sorry to<br>interrupt Interruption | discussing in how to make a good negotiation with others in terms of business                                                                          | Tepat Waktu<br>Jadwal:<br>14:10-15:50<br>Masuk:<br>14:15:43<br>Keluar:             |

| <b>Pertemuan</b> | <b>Ruangan</b> | <b>Tanggal</b> | <b>Bahan Kajian</b>                             | <b>Berita Acara Pengajaran</b>                                                             | <b>Kehadiran</b>                                                                   |
|------------------|----------------|----------------|-------------------------------------------------|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <b>12</b>        | 202-f1         | 9 Juni 2022    | Come on let us negotiate<br>Negotiation         | discussing in a way how to make e a polite interruption in a meeting and speaking practice | Tepat Waktu<br>Jadwal:<br>14:10-15:50<br>Masuk:<br>14:21:50<br>Keluar:             |
| <b>13</b>        | 202-f1         | 16 Juni 2022   | I am sorry I don t agree<br>with you            | discussing in how to make a polite way in declining a negotiation in business terms        | Tepat Waktu<br>Jadwal:<br>14:10-15:50<br>Masuk:<br>14:12:09<br>Keluar:             |
| <b>14</b>        | 202-f1         | 23 Juni 2022   | Declining the<br>negotiation                    | explaining and discussing about promoting something or some product                        | Tepat Waktu<br>Jadwal:<br>14:10-15:50<br>Masuk:<br>14:11:35<br>Keluar:<br>15:41:59 |
| <b>15</b>        | 202-f1         | 30 Juni 2022   | Hi everyone I m<br>promoting about<br>Promoting | explaining and discussing the final project for final test                                 | Tepat Waktu<br>Jadwal:<br>14:10-15:50<br>Masuk:<br>14:24:09<br>Keluar:             |
| <b>16</b>        | -              | -              | (UAS)                                           | -                                                                                          | -                                                                                  |





Penilaian

| NIM                      | NAMA                       | Presensi | TUGAS | UTS | UAS | GRADE AKHIR |
|--------------------------|----------------------------|----------|-------|-----|-----|-------------|
| <a href="#">25210029</a> | martinus torok ola ama     | 0        | 0     | 0   | 0   | C           |
| <a href="#">25210033</a> | faradila safitri           | 0        | 0     | 0   | 0   | A           |
| <a href="#">25210034</a> | hanifan huzatul islam      | 0        | 0     | 0   | 0   | A           |
| <a href="#">25210035</a> | ananda rafly               | 0        | 0     | 0   | 0   | E           |
| <a href="#">25210039</a> | fawwaz revanza             | 0        | 0     | 0   | 0   | E           |
| <a href="#">25210051</a> | alfin nur laili salma      | 0        | 0     | 0   | 0   | A           |
| <a href="#">25210066</a> | andi nabiilah nur ashiilah | 0        | 0     | 0   | 0   | A           |
| <a href="#">25210067</a> | regina sephiani            | 0        | 0     | 0   | 0   | A           |
| <a href="#">25210071</a> | syakirah humaira fauzi     | 0        | 0     | 0   | 0   | A           |
| <a href="#">25210072</a> | savira sahara              | 0        | 0     | 0   | 0   | A           |
| <a href="#">25210083</a> | bintang azhara aji         | 0        | 0     | 0   | 0   | C           |
| <a href="#">25210086</a> | windia utami harahap       | 0        | 0     | 0   | 0   | A           |