

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

Pertemuan	Ruangan	Tanggal	Bahan Kajian	Berita Acara Pengajaran
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 pencapaian 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

[illegible]

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