**SATUAN ACARA PERKULIAHAN**

Kode / Nama mata kuliah : Bahasa Inggris profesional Revisi ke- : -

Satuan kredit semester : 2 SKS Tanggal revisi : -

Jumlah Jam Kuliah dalam Seminggu : 2 X 50 Tanggal mulai berlaku : 4 November 2013

Jumlah jam kegiatan laboratorium :- Penyusun : Anas Warid, S.S.

Penanggungjawab keilmuan : Drs. H. Kasiyarno, M.Hum

**Deskripsi Mata Kuliah** : this subject is presented to introduce the students to the language needed to handle scenarios encountered on the way to successful negotiations, the most concrrete information, the useful techniques and practical tips possible in the smallest space on emails, the speaking skills that students need in order toparticipate in a meeting with confidence, the fundamentals of givingpresentations in English, the essential expressions and conversation techniques that will enable students to socialize and makebusiness contacts in English and the training in how to sequence a conversation and in strategies for communicating by telephone.

**Standar Kompetensi** : the subject is aimed to lecture and tutor the students to be able recognize and practize English for negotiating, emails, meetings, presentations, socializing, and telephoning regularly needed to use at work.

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| **Pertemuan ke-** | **Kompetensi dasar** | **Indikator** | **Pokok bahasan/materi** | **Aktivitas pembelajaran** | **Rujukan** |
| 1 | Knowing the learning  Recognizing proffesional English  Agreeing with the study contract  Knowing the handbook references  Implementing Islamic values in learning | Ss are able to know the learning process  Ss are able to recognize proffesional English  Ss are able to agree with the study contract  Ss are able to know the handbook references  Ss are able to implement Islamic values in learning | **Introduction**  Learning process. SAP description, assigments, assessment system (study contract), handbook referencees, learning motivation by implementing Islamic Values | Lecturing  Question and answere  Class discussion  Individual/Pair/group work | 1,2 |
| 2 | Asking for information  Planning a meeting  Providing explanations | Ss are able to ask ask for information  Ss are able to plan a meeting  Ss are able to provide explanations | **Preparation for negotiating**  Setting objectives  The HIT table  The successful negotiator | Lecturing  Question and answere  Class discussion  Individual/Pair/group work | 1,2 |
| 3 | Using email screen  Applying logical email structure  Knowing and writing subject line | Ss are able to use email screen  Ss are able to apply logical email structure  Ss are able to know and writing subject lines | **An introduction to email**  The email screen  Email structure  Subject lines | A questionnaire  Big broher is watching... and checking your emails | 1,2 |
| 4 | Using first names  Appologizing for changing a meeting time  Getting emails right  General meeting vocabulary | Ss are able to use first names  Ss are able to appologize for changing a meeting time  Ss are able to get emails right  Ss are able to general meeting vocabulary | **Could we meet next week?**  Arranging a meeting  Confirming a meeting by email  Rescheduling a meeting | Lecturing  Question and answere  Class discussion  Individual/Pair/group work | 1,2 |
| 5 | Opening a presentation  Structuring a presentation  Organizational details (talking about timing, handouts, questions)  Getting the audience’s attetion | Ss are able to open a presentation  Ss are able to structure a presentation  Ss are able to organizational details (talking about timing, handouts, questions)  Ss are able to get the audience’s attetion | **Let’s get started to** presentations  Welcomingyour audience  Introducing yourself and the topic  Dealing with nervousness | Lecturing  Question and answere  Class discussion  Individual/Pair/group work | 1,2 |
| 6 | Attitudes to time in different cultures  Talking about plans | Ss are able to show attitudes to time in different cultures  Ss are able to talk about plans | **Making contact**  Making arrangement via email  Meeting visitors on arrival  Talking about the whather  Talking about plans | Lecturing  Question and answere  Class discussion  Individual/Pair/group work | 1,2 |
| 7 | Using first names  Giving bad news (i’m afraid, a’m sorry, actully) | Ss are able to use first names  Ss are able to give bad news (*i’m afraid, a’m sorry, actully*) | **Shall I put you through?**  Telephoning basics: identifying yourself, getting through  Making excuses  Dealing with communication problems | Lecturing  Question and answere  Class discussion  Individual/Pair/group work | 1,2 |
| **MID-TERM EXAMINATION** | | | | | |
| 8 | Knowing the learning process  Preparing for assignments  Agreeing with the assessment system  Implementing Islamic values in learning | Ss are able to know the learning process  Ss are able to prepare for assignments  Ss are able to agreewith the assessment system  Ss are able to implement Islamic values in learning | **Reintroduction**  Learning process assignments assessment system learning motivation by implementing Islamic Values | Lecturing  Question and answere  Class discussion  Individual/Pair/group work | 1,2 |
| 9 | Arranging a meeting  Stating and asking about interests  Agreeing agenda point | Ss are able to arrange a meeting  Ss are able to state and asking about interests  Ss are able to agree agenda point | **Setting objectives for negotiating**  Prioritizing objectives  Drawing up the agenda  Getting to know the other side | Lecturing  Question and answere  Class discussion  Individual/Pair/group work | 1,2 |
| 10 | Knowing & using register, formal/informal phrases, abbreviations & correct spelling on emails | Ss are able to know & using register, formal/informal phrases, abbreviations & correct spelling on emails | **Formal and informal emails**  Register  Formal/informal phrases  Abbreviations  Correct spelling | Emoticons  How important is accuracy in emails? | 1,2 |
| 11 | Making small talk  Writing formal and informal agendas  Chairing a meeting | Ss are able to make small talk  Ss are able to write formal and informal agendas  Ss are able to chair a meeting | **Can we make a start now?**  Saying hello and making introductuions  Starting a meeting  Stating the objectives  Introductions | Lecturing  Question and answere  Class discussion  Individual/Pair/group work | 1,2 |
| 12 | Signposting (phrases to organize your presentation)  Talking about difficult issues  Referring to other points  Adding ideas | Ss are able to signpost (phrases to organize your presentation)  Ss are able to talk about difficult issues  Ss are able to refer to other points  Ss are able to add ideas | **Today’s topic to the presentation is...**  Body language  Tips on presenting to an English-speaking audience | Lecturing  Question and answere  Class discussion  Individual/Pair/group work | 1,2 |
| 13 | Using firts names  Asking for clarification | Ss are able to use firts names  Ss are able to ask for clarification | **Welcoming visitors**  Welcoming visitors to your company  Talking about the offices and the company  Offering a visitor refreshments  Giving directions in a building  Introducing a visitor | Lecturing  Question and answere  Class discussion  Individual/Pair/group work | 1,2 |
| 14 | How to be less direct  Active listening strategies | Ss are able to talk how to be less direct  Ss are able to be active listening strategies | **Could you spell that for me?**  Exchanging and checking information  Spelling over the phone  Saying email addresses | Lecturing  Question and answere  Class discussion  Individual/Pair/group work | 1,2 |
| **LAST EXAMINATION** | | | | | |

**Level Taksonomi** :

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| Pengetahuan | 30 % |
| Pemahaman | 30 % |
| Penerapan | 20 % |
| Analisis | 10 % |
| Sintesis | 5 % |
| Evaluasi | 5 % |

**Komposisi Penilaian** :

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| **Aspek Penilaian** | **Presentase** |
| Kehadiran kuliah | 15 % |
| Keaktifan selama kuliah | 0 % |
| Tugas | 20 % |
| Presentasi | 15 % |
| Ujian Akhir Semester | 25 % |
| Ujian Tengah Semester | 25 % |
| Total | 100% |

**Daftar referensi:**

1. Frendo, Evan And Sean Mahoney. 2007. *Express Seriess English For Accounting*. Oxford: Oxford University Press.
2. Warid, Anas. 2012. *English Module For Professionals*. Yogyakarta: Universitas Ahmad Dahlan

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| **Disusun oleh:** | **Diperiksa oleh:** | | **Disahkan oleh:** |
| Dosen Pengampu  Anas Warid, S.S. | Penanggungjawa Keilmuan  Drs. H. Kasiyarno, M.Hum | Ketua Program Studi  Dewi Amalia, SE,MSi | Dekan  Dra. Salamatun Asakdiyah, M.Si |