**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 learningRecognizing proffesional EnglishAgreeing with the study contractKnowing the handbook referencesImplementing Islamic values in learning | Ss are able to know the learning processSs are able to recognize proffesional EnglishSs are able to agree with the study contractSs are able to know the handbook referencesSs 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 | LecturingQuestion and answereClass discussionIndividual/Pair/group work | 1,2 |
| 2 | Asking for informationPlanning a meeting Providing explanations | Ss are able to ask ask for informationSs are able to plan a meeting Ss are able to provide explanations | **Preparation for negotiating**Setting objectivesThe HIT tableThe successful negotiator | LecturingQuestion and answereClass discussionIndividual/Pair/group work | 1,2 |
| 3 | Using email screenApplying logical email structureKnowing and writing subject line | Ss are able to use email screenSs are able to apply logical email structureSs are able to know and writing subject lines | **An introduction to email**The email screenEmail structureSubject lines | A questionnaireBig broher is watching... and checking your emails | 1,2 |
| 4 | Using first namesAppologizing for changing a meeting timeGetting emails rightGeneral meeting vocabulary | Ss are able to use first namesSs are able to appologize for changing a meeting timeSs are able to get emails rightSs are able to general meeting vocabulary | **Could we meet next week?**Arranging a meetingConfirming a meeting by emailRescheduling a meeting | LecturingQuestion and answereClass discussionIndividual/Pair/group work | 1,2 |
| 5 | Opening a presentationStructuring a presentationOrganizational details (talking about timing, handouts, questions)Getting the audience’s attetion | Ss are able to open a presentationSs are able to structure a presentationSs are able to organizational details (talking about timing, handouts, questions)Ss are able to get the audience’s attetion | **Let’s get started to** presentationsWelcomingyour audienceIntroducing yourself and the topicDealing with nervousness | LecturingQuestion and answereClass discussionIndividual/Pair/group work | 1,2 |
| 6 | Attitudes to time in different culturesTalking about plans | Ss are able to show attitudes to time in different culturesSs are able to talk about plans | **Making contact**Making arrangement via emailMeeting visitors on arrivalTalking about the whatherTalking about plans | LecturingQuestion and answereClass discussionIndividual/Pair/group work | 1,2 |
| 7 | Using first namesGiving bad news (i’m afraid, a’m sorry, actully) | Ss are able to use first namesSs are able to give bad news (*i’m afraid, a’m sorry, actully*) | **Shall I put you through?**Telephoning basics: identifying yourself, getting throughMaking excusesDealing with communication problems | LecturingQuestion and answereClass discussionIndividual/Pair/group work | 1,2 |
| **MID-TERM EXAMINATION** |
| 8 | Knowing the learning processPreparing for assignmentsAgreeing with the assessment systemImplementing Islamic values in learning | Ss are able to know the learning processSs are able to prepare for assignmentsSs are able to agreewith the assessment systemSs are able to implement Islamic values in learning | **Reintroduction**Learning process assignments assessment system learning motivation by implementing Islamic Values | LecturingQuestion and answereClass discussionIndividual/Pair/group work | 1,2 |
| 9 | Arranging a meetingStating and asking about interestsAgreeing agenda point | Ss are able to arrange a meetingSs are able to state and asking about interestsSs are able to agree agenda point | **Setting objectives for negotiating**Prioritizing objectivesDrawing up the agendaGetting to know the other side | LecturingQuestion and answereClass discussionIndividual/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**RegisterFormal/informal phrasesAbbreviationsCorrect spelling | EmoticonsHow important is accuracy in emails? | 1,2 |
| 11 | Making small talkWriting formal and informal agendasChairing a meeting | Ss are able to make small talkSs are able to write formal and informal agendasSs are able to chair a meeting | **Can we make a start now?**Saying hello and making introductuionsStarting a meetingStating the objectivesIntroductions | LecturingQuestion and answereClass discussionIndividual/Pair/group work | 1,2 |
| 12 | Signposting (phrases to organize your presentation)Talking about difficult issuesReferring to other pointsAdding ideas | Ss are able to signpost (phrases to organize your presentation)Ss are able to talk about difficult issuesSs are able to refer to other pointsSs are able to add ideas | **Today’s topic to the presentation is...**Body languageTips on presenting to an English-speaking audience | LecturingQuestion and answereClass discussionIndividual/Pair/group work | 1,2 |
| 13 | Using firts namesAsking for clarification | Ss are able to use firts namesSs are able to ask for clarification | **Welcoming visitors**Welcoming visitors to your companyTalking about the offices and the companyOffering a visitor refreshmentsGiving directions in a buildingIntroducing a visitor | LecturingQuestion and answereClass discussionIndividual/Pair/group work | 1,2 |
| 14 | How to be less directActive listening strategies | Ss are able to talk how to be less directSs are able to be active listening strategies | **Could you spell that for me?**Exchanging and checking informationSpelling over the phoneSaying email addresses | LecturingQuestion and answereClass discussionIndividual/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 PengampuAnas Warid, S.S. | Penanggungjawa KeilmuanDrs. H. Kasiyarno, M.Hum | Ketua Program StudiDewi Amalia, SE,MSi | DekanDra. Salamatun Asakdiyah, M.Si |