



**UNIVERSITAS NEGERI YOGYAKARTA
FAKULTAS BAHASA DAN SENI**

**SILABUS
MATA KULIAH :English for Business I**

FRM/FBS/19-00

Revisi : 00

31 Juli 2008

Hal.

Fakultas	: Fakultas Bahasa dan Seni	
Program Studi	: Bahasa dan Sastra Inggris	
Mata Kuliah & Kode	: English for Business I	Kode SBI 214
Jumlah SKS	: Teori 1 SKS	Praktik : 1 SKS
Semester	: IV	
Dosen	: Nandy Intan Kurnia, S.S.,M.Hum.	

I. DESKRIPSI MATA KULIAH

This course will introduce students to English effectively used in business or business-related contexts in order to develop their awareness of formal or professional use of English, as required in this particular register. Topics include events commonly found in the pre-employment and during employment texts, such as job advertisement, business writing, job interview, business meeting, which are conducted through the integrated teaching learning process. The course will also provide students with model texts, essential grammar and vocabulary in context. Teaching Learning Activity consists of presentation, discussion, and lecturing. The evaluation is based on attendance and class participation, individual/group assignments, individual/group presentation, quiz, mid semester, final test and the big assignment 'port-folio'.

II. STANDARISASI KOMPETENSI MATA KULIAH

The participants should be able to comprehend and master business writing, business communication, business meeting, etc. theoretically as well as practically.

III. POKOK BAHASAN DAN RINCIAN POKOK BAHASAN

Minggu Ke	Pokok Bahasan	Rincian Pokok Bahasan	Waktu
1	Introduction to the course		2 x 50'
2	Vocabulary studies	<ul style="list-style-type: none">• In the office• Secretarial work	2 x 50'
3	Describing Company Structure	Games: "What's Your Position?"	2 x 50'
4	Building a Relationship (i)	Cross-cultural Understanding	2 x 50'
5	Building a Relationship (ii)	Dealing with guests	2 x 50'
6	Cross-cultural Understanding (i)	Group Presentation	2 x 50'
7	Cross-cultural Understanding (ii)	Group Presentation	2 x 50'
8	MID TERM TEST		



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9	Analyzing work situations	Games: "Burnout"	2 x 50'
10	Telephoning		2 x 50'
11	Accounting and Financial Statements		2 x 50'
12	Banking		2 x 50'
13	Business Writing (i)	Introduction & Games	2 x 50'
14	Business Writing (ii)		2 x 50'
15	Advertising		2 x 50'
16	Job vacancies	CV & covering letters	2 x 50'
17	FINAL TEST		

IV. REFERENSI/ SUMBER BAHAN

Llyold, Angela and Anne Preier. (1996) *Business Communication Games*. Oxford University Press.
Manton, Kevin. (2001). *First Insights into Business : Workbook*. Longman
Sugirin, Widyastuti Purbani and Suharso. (2005). *English for General Office Communication*. Yogyakarta : KKHP UNY.
Mackenzie, Ian. (2001). *English for Business Studies*. Cambridge University Press.
And various books and media.

V. EVALUASI

No	Komponen Evaluasi	Bobot (%)
1	Partisipasi Kuliah	10
2	Tugas-tugas	20
3	Kuis	15
4	Ujian Tengah Semester	25
5	Ujian Akhir Semester	30

NOTE

- Procedure for dealing with academic dishonesty such as cheating, plagiarism, etc. will follow university guidelines. See the academic guide handbook of the State University of Yogyakarta.
- Any academic dishonesty may result in failure.
- Attendance is expected except in cases of illness or family emergency. Your class participation will be based on your attendance and participation in class discussion and group activities. Unexcused absences will have a negative effect on your grade. You should not plan to join in this course if you have obligations that will interfere the class attendance