I. COURSE DESCRIPTION

This course is one of the units in English for Business series taught for English Education Department students. It is designed to provide students a fundamental working knowledge of the varied aspects of business and prepares you for future studies in more specialized topics within the subject area. The students will increase their awareness of the overall environment and function of business as well as observe its contributions to society. This course also covers communication technology, globalization, and business ethics. This course introduces the students to the different internal and external elements of a business, helping them to understand the context in which a business operates. It explores common aims and characteristics of business and what makes them different. Business structures, cultures and functions are identified and the political, social, economic, technological and ethical considerations affecting business are introduced.

II. STANDARD OF COMPETENCE

Upon the completion of this course, the students are expected to be able to:
1. Enhance skills and confidence in oral/aural English communication
2. Learn discussion strategies and develop negotiation skills
3. Write business letters and do business presentations
4. Practice the language of marketing and management through business case studies
5. Increase fluency in the discussion of global business practices and cross-cultural sensitivity
### III. COURSE PROGRESSION

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Topic</th>
<th>Sub-Topic</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Class Orientation</td>
<td>Orientation to the syllabus</td>
<td>100’</td>
</tr>
<tr>
<td>II</td>
<td>Telephoning</td>
<td>Making and ending a call</td>
<td>100’</td>
</tr>
<tr>
<td>III</td>
<td></td>
<td>Leaving messages</td>
<td>100’</td>
</tr>
<tr>
<td>IV</td>
<td>A Company Visit</td>
<td>Introducing a company</td>
<td>100’</td>
</tr>
<tr>
<td>V</td>
<td></td>
<td>Business activities</td>
<td>100’</td>
</tr>
<tr>
<td>VI</td>
<td>Job Information</td>
<td>Qualifications for the job</td>
<td>100’</td>
</tr>
<tr>
<td>VII</td>
<td>Presentations</td>
<td>Setting the presentation</td>
<td>100’</td>
</tr>
<tr>
<td>VIII</td>
<td></td>
<td>Managing the presentation</td>
<td>100’</td>
</tr>
<tr>
<td>IX</td>
<td>Mid-Test</td>
<td>Mid-Test</td>
<td>100’</td>
</tr>
<tr>
<td>X</td>
<td>Meetings</td>
<td>Setting a meeting</td>
<td>100’</td>
</tr>
<tr>
<td>XI</td>
<td></td>
<td>Practicing a business meeting</td>
<td>100’</td>
</tr>
<tr>
<td>XII</td>
<td>Entertaining and</td>
<td>Starting a conversation</td>
<td>100’</td>
</tr>
<tr>
<td></td>
<td>Socializing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>XIII</td>
<td>Travel</td>
<td>Managing an airline ticket</td>
<td>100’</td>
</tr>
<tr>
<td>XIV</td>
<td>Emailing</td>
<td>Creating and replying emails</td>
<td>100’</td>
</tr>
<tr>
<td>XV</td>
<td></td>
<td>Managing emails</td>
<td>100’</td>
</tr>
<tr>
<td>XVI</td>
<td>Final Test</td>
<td>Final Test</td>
<td>100’</td>
</tr>
</tbody>
</table>
IV. REFERENCES

A. Compulsory References

B. Suggested References

V. EVALUATION

<table>
<thead>
<tr>
<th>NO</th>
<th>EVALUATION COMPONENT</th>
<th>WEIGHT (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Class Attendance &amp; Participation</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>Presentation</td>
<td>10</td>
</tr>
<tr>
<td>3</td>
<td>Assignments</td>
<td>20</td>
</tr>
<tr>
<td>4</td>
<td>Mid-Test</td>
<td>30</td>
</tr>
<tr>
<td>5</td>
<td>Final Test</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>100</td>
</tr>
</tbody>
</table>
1. Fakultas/Program Studi : Bahasa dan Seni/Pendidikan Bahasa Inggris
2. Mata Kuliah & Kode : Introduction to Business English (PBI213)
3. SKS : Teori = 2 SKS Praktek = 2 SKS
4. Waktu : Semester = 7 Waktu = 100 menit
5. Topik : Telephoning (I)
6. Kompetensi Dasar :
   - Have knowledge of the importance and features in the business English
7. Indikator Ketercapaian :
   - State the process of telephoning in a business context
   - Practice telephoning in a business context
8. Materi Pokok :
   - Business calls
   - Business information
   - Business messages
9. Kegiatan Perkuliahan :

<table>
<thead>
<tr>
<th>Komponen Langkah</th>
<th>Uraian Kegiatan</th>
<th>Estimasi Waktu</th>
<th>Metode</th>
<th>Media</th>
<th>Referensi</th>
</tr>
</thead>
<tbody>
<tr>
<td>PENDAHULUAN</td>
<td>The lecturer mentions some phenomena in daily life related to the topic. She asks the students whether they are researchable from the scientific perspective. She then asks the students to identify how people commonly perceive the phenomena.</td>
<td>15 minutes</td>
<td>Lecturing</td>
<td>Handouts</td>
<td></td>
</tr>
<tr>
<td>INTI</td>
<td>The lecturer explains the process of telephoning in the business context. The students practice to do telephoning in the business context. The materials and activities for the lesson include: beginning a call, checking information, asking a caller to hold, asking a caller to leave a message, making sure you understand, ending a call, and an automated message.</td>
<td>30 minutes</td>
<td>Lecturing Question and answer Discussion</td>
<td>Handouts</td>
<td></td>
</tr>
<tr>
<td>PENUTUP</td>
<td>The lecturer and the students</td>
<td>20</td>
<td>Lecturing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TINDAK LANCUT</th>
<th>Action</th>
<th>Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>summarize the materials that they have discussed.</td>
<td>minutes</td>
<td>Question and answer</td>
</tr>
<tr>
<td></td>
<td>The lecturer assigns the students homework relevant to the materials.</td>
<td>5 minutes</td>
<td></td>
</tr>
</tbody>
</table>

10. Evaluasi:
   - The lecturer asks the students to answer questions orally.

Dosen

R.A. Rahmi Dipayanti Andayani, M.Pd.
NIP 19640201 198803 2 002
1. Fakultas/Program Studi : Bahasa dan Seni/Pendidikan Bahasa Inggris
2. Mata Kuliah & Kode : Introduction to Business English (PBI213)
3. SKS : Teori = 2 SKS Praktek = 2 SKS
4. Waktu : Semester = 7 Waktu = 100 menit
5. Topik : Telephoning (I)
6. Kompetensi Dasar :
   - Have knowledge of the importance and features in the business English
7. Indikator Ketercapaian :
   - State the process of telephoning in a business context
   - Practice telephoning in a business context
8. Materi Pokok :
   - Business calls
   - Business information
   - Business messages
9. Kegiatan Perkuliahan :

<table>
<thead>
<tr>
<th>Komponen Langkah</th>
<th>Uraian Kegiatan</th>
<th>Estimasi Waktu</th>
<th>Metode</th>
<th>Media</th>
<th>Referensi</th>
</tr>
</thead>
<tbody>
<tr>
<td>PENDAHULUAN</td>
<td>The lecturer mentions some phenomena in daily life related to the topic. She asks the students whether they are researchable from the scientific perspective. She then asks the students to identify how people commonly perceive the phenomena.</td>
<td>15 minutes</td>
<td>Lecturing</td>
<td>Handouts</td>
<td></td>
</tr>
<tr>
<td>INTI</td>
<td>The lecturer explains the process of telephoning in the business context. The students practice to do telephoning in the business context. The materials and activities for the lesson include: a voicemail message, leaving a message, you can’t talk, the reason for calling, you can’t hear the caller, and you have to end the call.</td>
<td>30 minutes</td>
<td>Lecturing</td>
<td>Handouts</td>
<td></td>
</tr>
<tr>
<td>PENUTUP</td>
<td>The lecturer and the students summarize the materials that</td>
<td>20 minutes</td>
<td>Lecturing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

they have discussed. and answer

TINDAK LANJUT

The lecturer assigns the students homework relevant to the materials. 5 minutes

10. Evaluasi:
- The lecturer asks the students to answer questions orally.

Dosen

R.A. Rahmi Dipayanti Andayani, M.Pd.
NIP 19640201 198803 2 002
UNIVERSITAS NEGERI YOGYAKARTA
FAKULTAS BAHASA DAN SENI
SATUAN ACARA PERKULIAHAN (SAP)
MATA KULIAH: INTRODUCTION TO BUSINESS ENGLISH
FRM/FBS/19-00  Revisi: 00  20 November 2013  Hal.

1. Fakultas/Program Studi : Bahasa dan Seni/Pendidikan Bahasa Inggris
2. Mata Kuliah & Kode : Introduction to Business English (PBI213)
3. SKS : Teori = 2 SKS  Praktek = 2 SKS
4. Waktu : Semester = 7  Waktu = 100 menit
5. Topik : Company Visit (II)
6. Kompetensi Dasar :
   - Have knowledge of the importance and features in the business English
7. Indikator Ketercapaian :
   - State the company visit in a business context
   - Practice the company visit in a business context
8. Materi Pokok :
   - Company visit
   - Business activities
9. Kegiatan Perkuliahan :

<table>
<thead>
<tr>
<th>Komponen Langkah</th>
<th>Uraian Kegiatan</th>
<th>Estimasi Waktu</th>
<th>Metode</th>
<th>Media</th>
<th>Referensi</th>
</tr>
</thead>
<tbody>
<tr>
<td>PENDAHULUAN</td>
<td>The lecturer mentions some phenomena in daily life related to the topic. She asks the students whether they are researchable from the scientific perspective. She then asks the students to identify how people commonly perceive the phenomena.</td>
<td>15 minutes</td>
<td>Lecturing Question and answer Discussion</td>
<td>Handouts</td>
<td></td>
</tr>
<tr>
<td>INTI</td>
<td>The lecturer explains the company visit in the business context. The students practice to do the company visit in the business context. The materials and activities for the lesson include: directions to the office, getting lost, arrival, meeting, introducing a company, company history, and a tour of the office.</td>
<td>30 minutes</td>
<td>Lecturing Question and answer Discussion</td>
<td>Handouts</td>
<td>Badger, Ian. (2003). English for Work: Everyday Business English. Essex: Pearson Education Limited.</td>
</tr>
<tr>
<td>PENUTUP</td>
<td>The lecturer and the students summarize the materials that they have discussed.</td>
<td>20 minutes</td>
<td>Lecturing Question and answer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TINDAK LANJUT | The lecturer assigns the students homework relevant to the materials. | 5 minutes |   |   |

10. Evaluasi:
- The lecturer asks the students to answer questions orally.

Dosen

R.A. Rahmi Dipayanti Andayani, M.Pd.
NIP 19640201 198803 2 002
1. **Fakultas/Program Studi** : Bahasa dan Seni/Pendidikan Bahasa Inggris
2. **Mata Kuliah & Kode** : Introduction to Business English (PBI213)
3. **SKS** : Teori = 2 SKS  Praktek = 2 SKS
4. **Waktu** : Semester = 7  Waktu = 100 menit
5. **Topik** : Company Visit (II)
6. **Kompetensi Dasar** :
   - Have knowledge of the importance and features in the business English
7. **Indikator Ketercapaian** :
   - State the company visit in a business context
   - Practice the company visit in a business context
8. **Materi Pokok** :
   - Company visit
   - Business activities
9. **Kegiatan Perkuliahan** :

<table>
<thead>
<tr>
<th>Komponen Langkah</th>
<th>Uraian Kegiatan</th>
<th>Estimasi Waktu</th>
<th>Metode</th>
<th>Media</th>
<th>Referensi</th>
</tr>
</thead>
<tbody>
<tr>
<td>PENDAHULUAN</td>
<td>The lecturer mentions some phenomena in daily life related to the topic. She asks the students whether they are researchable from the scientific perspective. She then asks the students to identify how people commonly perceive the phenomena.</td>
<td>15 minutes</td>
<td>Lecturing Question and answer Discussion</td>
<td>Handouts</td>
<td>Badger, Ian. (2003). <em>English for Work: Everyday Business English</em>. Essex: Pearson Education Limited.</td>
</tr>
<tr>
<td>INTI</td>
<td>The lecturer explains the company visit in the business context. The students practice to do the company visit in the business context. The materials and activities for the lesson include: business activities, markets, and the competition.</td>
<td>30 minutes</td>
<td>Lecturing Question and answer Discussion</td>
<td>Handouts</td>
<td></td>
</tr>
<tr>
<td>PENUTUP</td>
<td>The lecturer and the students summarize the materials that they have discussed.</td>
<td>20 minutes</td>
<td>Lecturing Question and answer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
10. Evaluasi:
   - The lecturer asks the students to answer questions orally.

Dosen

R.A. Rahmi Dipayanti Andayani, M.Pd.
NIP 19640201 198803 2 002
1. **Fakultas/Program Studi**: Bahasa dan Seni/Pendidikan Bahasa Inggris
2. **Mata Kuliah & Kode**: Introduction to Business English (PBI213)
3. **SKS**: Teori = 2 SKS Praktek = 2 SKS
4. **Waktu**: Semester = 7 Waktu = 100 menit
5. **Topik**: Job Information (III)
6. **Kompetensi Dasar**: - Have knowledge of the importance and features in the business English
7. **Indikator Ketercapaian**: - State the job information in a business context - Practice to write the job information in a business context
8. **Materi Pokok**: - Job information - Business activities
9. **Kegiatan Perkuliahan**

<table>
<thead>
<tr>
<th>Komponen Langkah</th>
<th>Uraian Kegiatan</th>
<th>Estimasi Waktu</th>
<th>Metode</th>
<th>Media</th>
<th>Referensi</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PENDAHULUAN</strong></td>
<td>The lecturer mentions some phenomena in daily life related to the topic. She asks the students whether they are researchable from the scientific perspective. She then asks the students to identify how people commonly perceive the phenomena.</td>
<td>15 minutes</td>
<td>Lecturing Question and answer Discussion</td>
<td>Handouts</td>
<td></td>
</tr>
<tr>
<td><strong>INTI</strong></td>
<td>The lecturer explains the job information in the business context. The students practice to write the job information in the business context. The materials and activities for the lesson include: responsibilities, qualifications for the job, a typical day, discussing a new appointment, working conditions, financial rewards, job benefits, redundancy, and retirements.</td>
<td>30 minutes</td>
<td>Lecturing Question and answer Discussion</td>
<td>Handouts</td>
<td>Badger, Ian. (2003). <em>English for Work: Everyday Business English</em>. Essex: Pearson Education Limited.</td>
</tr>
<tr>
<td><strong>PENUTUP</strong></td>
<td>The lecturer and the students summarize the materials that</td>
<td>20 minutes</td>
<td>Lecturing Question</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### TINDAK LANJUT

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>they have discussed.</td>
<td>and answer</td>
<td></td>
</tr>
<tr>
<td>The lecturer assigns the students homework relevant to the materials.</td>
<td>5 minutes</td>
<td></td>
</tr>
</tbody>
</table>

### Evaluasi

- The lecturer asks the students to answer questions orally.

---

**Dosen**

**R.A. Rahmi Dipayanti Andayani, M.Pd.**

NIP 19640201 198803 2 002
1. **Fakultas/Program Studi** : Bahasa dan Seni/Pendidikan Bahasa Inggris
2. **Mata Kuliah & Kode** : Introduction to Business English (PBI213)
3. **SKS** : Teori = 2 SKS  Praktek = 2 SKS
4. **Waktu** : Semester = 7  Waktu = 100 menit
5. **Topik** : Presentations (IV)
6. **Kompetensi Dasar** :
   - Have knowledge of the importance and features in the business English
7. **Indikator Ketercapaian** :
   - State the presentation in a business context
   - Practice the presentation in a business context
8. **Materi Pokok** :
   - Business presentations
   - Business activities
9. **Kegiatan Perkuliahan** :

<table>
<thead>
<tr>
<th>Komponen Langkah</th>
<th>Uraian Kegiatan</th>
<th>Estimasi Waktu</th>
<th>Metode</th>
<th>Media</th>
<th>Referensi</th>
</tr>
</thead>
<tbody>
<tr>
<td>PENDAHULUAN</td>
<td>The lecturer mentions some phenomena in daily life related to the topic. She asks the students whether they are researchable from the scientific perspective. She then asks the students to identify how people commonly perceive the phenomena.</td>
<td>15 minutes</td>
<td>Lecturing Question and answer Discussion</td>
<td>Handouts</td>
<td></td>
</tr>
<tr>
<td>INTI</td>
<td>The lecturer explains the presentation in the business context. The students practice to do the presentation in the business context. The materials and activities for the lesson include: setting the scene, moving on, dealing with questions, dealing with the unexpected, recapping, and coming to an end.</td>
<td>30 minutes</td>
<td>Lecturing Question and answer Discussion</td>
<td>Handouts</td>
<td>Badger, Ian. (2003). <em>English for Work: Everyday Business English</em>. Essex: Pearson Education Limited.</td>
</tr>
<tr>
<td>PENUTUP</td>
<td>The lecturer and the students summarize the materials that they have discussed.</td>
<td>20 minutes</td>
<td>Lecturing Question and answer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
10. Evaluasi
   - The lecturer asks the students to answer questions orally.

Dosen

R.A. Rahmi Dipayanti Andayani, M.Pd.
NIP 19640201 198803 2 002
1. **Fakultas/Program Studi**: Bahasa dan Seni/Pendidikan Bahasa Inggris
2. **Mata Kuliah & Kode**: Introduction to Business English (PBI213)
3. **SKS**: Teori = 2 SKS  Praktek = 2 SKS
4. **Waktu**: Semester = 7  Waktu = 100 menit
5. **Topik**: Presentations (IV)
6. **Kompetensi Dasar**: - Have knowledge of the importance and features in the business English
7. **Indikator Ketercapaian**: - State the presentation in a business context - Practice the presentation in a business context
8. **Materi Pokok**: - Business presentations - Business activities
9. **Kegiatan Perkuliahan**:

<table>
<thead>
<tr>
<th>Komponen Langkah</th>
<th>Uraian Kegiatan</th>
<th>Estimasi Waktu</th>
<th>Metode</th>
<th>Media</th>
<th>Referensi</th>
</tr>
</thead>
<tbody>
<tr>
<td>PENDAHULUAN</td>
<td>The lecturer mentions some phenomena in daily life related to the topic. She asks the students whether they are researchable from the scientific perspective. She then asks the students to identify how people commonly perceive the phenomena.</td>
<td>15 minutes</td>
<td>Lecturing  Question and answer Discussion</td>
<td>Handouts</td>
<td></td>
</tr>
<tr>
<td>INTI</td>
<td>The lecturer explains the presentation in the business context. The students practice to do the presentation in the business context. The materials and activities for the lesson include: some facts and figures, predictions, and trends.</td>
<td>30 minutes</td>
<td>Lecturing  Question and answer Discussion</td>
<td>Handouts</td>
<td>Badger, Ian. (2003). English for Work: Everyday Business English. Essex: Pearson Education Limited.</td>
</tr>
<tr>
<td>PENUTUP</td>
<td>The lecturer and the students summarize the materials that they have discussed.</td>
<td>20 minutes</td>
<td>Lecturing  Question and answer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PENDAHULUAN**

The lecturer mentions some phenomena in daily life related to the topic. She asks the students whether they are researchable from the scientific perspective. She then asks the students to identify how people commonly perceive the phenomena.

**INTI**

The lecturer explains the presentation in the business context. The students practice to do the presentation in the business context. The materials and activities for the lesson include: some facts and figures, predictions, and trends.

**PENUTUP**

The lecturer and the students summarize the materials that they have discussed.
| TINDAK LANJUT | The lecturer assigns the students homework relevant to the materials. | 5 minutes |  |  |  |

10. Evaluasi:

- The lecturer asks the students to answer questions orally.

Dosen

R.A. Rahmi Dipayanti Andayani, M.Pd.
NIP 19640201 198803 2 002
1. Fakultas/Program Studi: Bahasa dan Seni/Pendidikan Bahasa Inggris
2. Mata Kuliah & Kode: Introduction to Business English (PBI213)
3. SKS: Teori = 2 SKS Praktek = 2 SKS
4. Waktu: Semester = 7 Waktu = 100 menit
5. Topik: Meetings (V)
6. Kompetensi Dasar:
   - Have knowledge of the importance and features in the business English
7. Indikator Ketercapaian:
   - State the business meetings
   - Practice the business meetings
8. Materi Pokok:
   - Business meetings
   - Business activities
9. Kegiatan Perkuliahan:

<table>
<thead>
<tr>
<th>Komponen Langkah</th>
<th>Uraian Kegiatan</th>
<th>Estimasi Waktu</th>
<th>Metode</th>
<th>Media</th>
<th>Referensi</th>
</tr>
</thead>
<tbody>
<tr>
<td>PENDAHULUAN</td>
<td>The lecturer mentions some phenomena in daily life related to the topic. She asks the students whether they are researchable from the scientific perspective. She then asks the students to identify how people commonly perceive the phenomena.</td>
<td>15 minutes</td>
<td>Lecturing Question and answer Discussion</td>
<td>Handouts</td>
<td></td>
</tr>
<tr>
<td>INTI</td>
<td>The lecturer explains the business meetings. The students practice to do the business meetings. The materials and activities for the lesson include: setting up a meeting, postponing a meeting, confirming a meeting, working through an agenda, and reporting back to a meeting.</td>
<td>30 minutes</td>
<td>Lecturing Question and answer Discussion</td>
<td>Handouts</td>
<td>Badger, Ian. (2003). English for Work: Everyday Business English. Essex: Pearson Education Limited.</td>
</tr>
<tr>
<td>PENUTUP</td>
<td>The lecturer and the students summarize the materials that they have discussed.</td>
<td>20 minutes</td>
<td>Lecturing Question and answer Discussion</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
10. Evaluasi
   - The lecturer asks the students to answer questions orally.

Dosen

R.A. Rahmi Dipayanti Andayani, M.Pd.
NIP 19640201 198803 2 002
1. **Fakultas/Program Studi**: Bahasa dan Seni/Pendidikan Bahasa Inggris
2. **Mata Kuliah & Kode**: Introduction to Business English (PBI213)
3. **SKS**: Teori = 2 SKS Praktek = 2 SKS
4. **Waktu**: Semester = 7 Waktu = 100 menit
5. **Topik**: Meetings (V)
6. **Kompetensi Dasar**:  
   - Have knowledge of the importance and features in the business English
7. **Indikator Ketercapaian**:  
   - State the business meetings  
   - Practice the business meetings
8. **Materi Pokok**:  
   - Business meetings  
   - Business activities
9. **Kegiatan Perkuliahan**:  

<table>
<thead>
<tr>
<th>Komponen Langkah</th>
<th>Uraian Kegiatan</th>
<th>Estimasi Waktu</th>
<th>Metode</th>
<th>Media</th>
<th>Referensi</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PENDAHULUAN</strong></td>
<td>The lecturer mentions some phenomena in daily life related to the topic. She asks the students whether they are researchable from the scientific perspective. She then asks the students to identify how people commonly perceive the phenomena.</td>
<td>15 minutes</td>
<td>Lecturing Question and answer Discussion</td>
<td>Handouts</td>
<td></td>
</tr>
<tr>
<td><strong>INTI</strong></td>
<td>The lecturer explains the business meetings. The students practice to do the business meetings. The materials and activities for the lesson include: reaching an agreement, making a point, a follow-up phone call, action points, and sending minutes by email.</td>
<td>30 minutes</td>
<td>Lecturing Question and answer Discussion</td>
<td>Handouts</td>
<td>Badger, Ian. (2003). <em>English for Work: Everyday Business English</em>. Essex: Pearson Education Limited.</td>
</tr>
<tr>
<td><strong>PENUTUP</strong></td>
<td>The lecturer and the students summarize the materials that they have discussed.</td>
<td>20 minutes</td>
<td>Lecturing Question and answer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TINDAK LANJUT</th>
<th>The lecturer assigns the students homework relevant to the materials.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5 minutes</td>
</tr>
</tbody>
</table>

**10. Evaluasi**
- The lecturer asks the students to answer questions orally.

Dosen

R.A. Rahmi Dipayanti Andayani, M.Pd.
NIP 19640201 198803 2 002
1. Fakultas/Program Studi : Bahasa dan Seni/Pendidikan Bahasa Inggris
2. Mata Kuliah & Kode : Introduction to Business English (PBI213)
3. SKS : Teori = 2 SKS Praktek = 2 SKS
4. Waktu : Semester = 7 Waktu = 100 menit
5. Topik : Entertaining and Socializing (VI)
6. Kompetensi Dasar :
   - Have knowledge of the importance and features in the business English
7. Indikator Ketercapaian :
   - State the entertaining and socializing in a business context
   - Practice the entertaining and socializing in a business context
8. Materi Pokok :
   - Entertaining in a business context
   - Socializing in a business context
   - Business activities
9. Kegiatan Perkuliahan :

<table>
<thead>
<tr>
<th>Komponen Langkah</th>
<th>Uraian Kegiatan</th>
<th>Estimasi Waktu</th>
<th>Metode</th>
<th>Media</th>
<th>Referensi</th>
</tr>
</thead>
<tbody>
<tr>
<td>PENDAHULUAN</td>
<td>The lecturer mentions some phenomena in daily life related to the topic. She asks the students whether they are researchable from the scientific perspective. She then asks the students to identify how people commonly perceive the phenomena.</td>
<td>15 minutes</td>
<td>Lecturing Question and answer Discussion</td>
<td>Handouts</td>
<td></td>
</tr>
<tr>
<td>INTI</td>
<td>The lecturer explains the entertaining and socializing in a business context. The students practice to do the entertaining and socializing in a business context. The materials and activities for the lesson include: translating a menu, ordering a meal, paying the bill, starting a conversation, family matters, cultural advice, and sensitive issues.</td>
<td>30 minutes</td>
<td>Lecturing Question and answer Discussion</td>
<td>Handouts</td>
<td>Badger, Ian. (2003). English for Work: Everyday Business English. Essex: Pearson Education Limited.</td>
</tr>
<tr>
<td>PENUTUP</td>
<td>The lecturer and the students summarize the materials that</td>
<td>20 minutes</td>
<td>Lecturing Question</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TINDAK LANJUT</td>
<td>they have discussed.</td>
<td>and answer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------</td>
<td>----------------------</td>
<td>------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The lecturer assigns the students homework relevant to the materials.</td>
<td>5 minutes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10. Evaluasi:
   - The lecturer asks the students to answer questions orally.

Dosen

R.A. Rahmi Dipayanti Andayani, M.Pd.
NIP 19640201 198803 2 002
1. Fakultas/Program Studi: Bahasa dan Seni/Pendidikan Bahasa Inggris
2. Mata Kuliah & Kode: Introduction to Business English (PBI213)
3. SKS: Teori = 2 SKS   Praktek = 2 SKS
4. Waktu: Semester = 7    Waktu = 100 menit
5. Topik: Travel (VII)
6. Kompetensi Dasar:
   - Have knowledge of the importance and features in the business English
7. Indikator Ketercapaian:
   - State the traveling in a business context
   - Practice the traveling in a business context
8. Materi Pokok:
   - Traveling in a business context
   - Business activities
9. Kegiatan Perkuliahan:

<table>
<thead>
<tr>
<th>Komponen Langkah</th>
<th>Uraian Kegiatan</th>
<th>Estimasi Waktu</th>
<th>Metode</th>
<th>Media</th>
<th>Referensi</th>
</tr>
</thead>
<tbody>
<tr>
<td>PENDAHULUAN</td>
<td>The lecturer mentions some phenomena in daily life related to the topic. She asks the students whether they are researchable from the scientific perspective. She then asks the students to identify how people commonly perceive the phenomena.</td>
<td>15 minutes</td>
<td>Lecturing Question and answer Discussion</td>
<td>Handouts</td>
<td>Badger, Ian. (2003). <em>English for Work: Everyday Business English</em>. Essex: Pearson Education Limited.</td>
</tr>
<tr>
<td>INTI</td>
<td>The lecturer explains the traveling in a business context. The students practice to do the traveling in a business context. The materials and activities for the lesson include: checking for a flight, hiring a car, taking the train, booking a hotel, and checking into a hotel.</td>
<td>30 minutes</td>
<td>Lecturing Question and answer Discussion</td>
<td>Handouts</td>
<td></td>
</tr>
<tr>
<td>PENUTUP</td>
<td>The lecturer and the students summarize the materials that they have discussed.</td>
<td>20 minutes</td>
<td>Lecturing Question and answer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The lecturer assigns the students homework relevant to the materials.  

<table>
<thead>
<tr>
<th>TINDAK LANJUT</th>
<th>5 minutes</th>
</tr>
</thead>
</table>

10. **Evaluasi**

- The lecturer asks the students to answer questions orally.

---

Dosen

R.A. Rahmi Dipayanti Andayani, M.Pd.

NIP 19640201 198803 2 002
1. **Fakultas/Program Studi**: Bahasa dan Seni/Pendidikan Bahasa Inggris
2. **Mata Kuliah & Kode**: Introduction to Business English (PBI213)
3. **SKS**: Teori = 2 SKS   Praktek = 2 SKS
4. **Waktu**: Semester = 7   Waktu = 100 menit
5. **Topik**: Emailing (VIII)
6. **Kompetensi Dasar**: - Have knowledge of the importance and features in the business English
7. **Indikator Ketercapaian**: - State the emailing in a business context - Practice to write business emails
8. **Materi Pokok**: - Emailing in a business context - Business emails - Business activities
9. **Kegiatan Perkuliahan**: |

<table>
<thead>
<tr>
<th>Komponen Langkah</th>
<th>Uraian Kegiatan</th>
<th>Estimasi Waktu</th>
<th>Metode</th>
<th>Media</th>
<th>Referensi</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PENDAHULUAN</strong></td>
<td>The lecturer mentions some phenomena in daily life related to the topic. She asks the students whether they are researchable from the scientific perspective. She then asks the students to identify how people commonly perceive the phenomena.</td>
<td>15 minutes</td>
<td>Lecturing Question and answer Discussion</td>
<td>Handouts</td>
<td></td>
</tr>
<tr>
<td><strong>INTI</strong></td>
<td>The lecturer explains the emailing in a business context. The students practice to do the emailing in a business context. The materials and activities for the lesson include: a first contact, formal messages, everyday matters, a future meeting, declining an invitation, saying thank you, and an invitation.</td>
<td>30 minutes</td>
<td>Lecturing Question and answer Discussion</td>
<td>Handouts</td>
<td>Badger, Ian. (2003). <em>English for Work: Everyday Business English</em>. Essex: Pearson Education Limited.</td>
</tr>
<tr>
<td><strong>PENUTUP</strong></td>
<td>The lecturer and the students summarize the materials that they have discussed.</td>
<td>20 minutes</td>
<td>Lecturing Question and answer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**TINDAK LANJUT**  
The lecturer assigns the students homework relevant to the materials.  

| 5 minutes |

10. **Evaluasi**  
- The lecturer asks the students to answer questions orally.

Dosen

**R.A. Rahmi Dipayanti Andayani, M.Pd.**  
NIP 19640201 198803 2 002
1. **Fakultas/Program Studi**: Bahasa dan Seni/Pendidikan Bahasa Inggris
2. **Mata Kuliah & Kode**: Introduction to Business English (PBI213)
3. **SKS**: Teori = 2 SKS Praktek = 2 SKS
4. **Waktu**: Semester = 7 Waktu = 100 menit
5. **Topik**: Emailing (VIII)
6. **Kompetensi Dasar**: - Have knowledge of the importance and features in the business English
7. **Indikator Ketercapaian**: - State the emailing in a business context
   - Practice to write business emails
8. **Materi Pokok**: - Emailing in a business context
   - Business emails
   - Business activities
9. **Kegiatan Perkuliahan**: 

<table>
<thead>
<tr>
<th>Komponen Langkah</th>
<th>Uraian Kegiatan</th>
<th>Estimasi Waktu</th>
<th>Metode</th>
<th>Media</th>
<th>Referensi</th>
</tr>
</thead>
<tbody>
<tr>
<td>PENDAHULUAN</td>
<td>The lecturer mentions some phenomena in daily life related to the topic. She asks the students whether they are researchable from the scientific perspective. She then asks the students to identify how people commonly perceive the phenomena.</td>
<td>15 minutes</td>
<td>Lecturing Question and answer Discussion</td>
<td>Handouts</td>
<td></td>
</tr>
<tr>
<td>INTI</td>
<td>The lecturer explains the emailing in a business context. The students practice to do the emailing in a business context. The materials and activities for the lesson include: accepting an invitation, passing on good wishes, problems, good news, a general announcements, and informations.</td>
<td>30 minutes</td>
<td>Lecturing Question and answer Discussion</td>
<td>Handouts</td>
<td>Badger, Ian. (2003). <em>English for Work: Everyday Business English</em>. Essex: Pearson Education Limited.</td>
</tr>
<tr>
<td>PENUTUP</td>
<td>The lecturer and the students summarize the materials that they have discussed.</td>
<td>20 minutes</td>
<td>Lecturing Question and answer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


The lecturer assigns the students homework relevant to the materials.  

**Evaluasi**
- The lecturer asks the students to answer questions orally.

Dosen

R.A. Rahmi Dipayanti Andayani, M.Pd.
NIP 19640201 198803 2 002