1. **Fakultas/Program Studi**: Bahasa dan Seni/Pendidikan Bahasa Inggris
2. **Mata Kuliah & Kode**: Interpreting on Business Communication (PBI 404)
3. **SKS**: Teori = 2 SKS  Praktek = 2 SKS
4. **Waktu**: Semester = 7  Waktu = 100 menit
5. **Kompetensi Dasar**: Have knowledge of the importance of communication in business and the professions
6. **Indikator Ketercapaian**: 
   - State the characteristics of communication in business
   - State the characteristics of communication in the professions
   - State the importance of communication in business
   - State the importance of communication in the professions
7. **Materi Pokok**: 
   - Communication in business
   - Communication in the professions
8. **Kegiatan Perkuliahan**: 

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

Dosen

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4. **Waktu**: Semester = 7   Waktu = 100 menit
5. **Kompetensi Dasar**: 
   - Have knowledge of the communication within and from the organization.
6. **Indikator Ketercapaian**: 
   - State the characteristics of communication within the organization
   - State the characteristics of communication from the organization
   - State the examples of communication within the organization
   - State the examples of communication from the organization
7. **Materi Pokok**: 
   - Communication within the organization
   - Communication from the organization
8. **Kegiatan Perkuliahan**: 

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3. **SKS**: Teori = 2 SKS Praktek = 2 SKS
4. **Waktu**: Semester = 7 Waktu = 100 menit
5. **Kompetensi Dasar**: Have knowledge of the definitions of communication and the process of communication.
6. **Indikator Ketercapaian**: State the definitions of communication
   - State the characteristics of communication
   - State the process of communication
7. **Materi Pokok**: Definitions of communication
   - The process of communication
8. **Kegiatan Perkuliahan**:

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9. **Evaluasi**

: The lecturer asks the students to answer questions orally.

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4. **Waktu**: Semester = 7 Waktu = 100 menit
5. **Kompetensi Dasar**: 
   - Have knowledge of the words and meaning in the business context
6. **Indikator Ketercapaian**: 
   - State the definitions of words
   - State the definitions of meaning
   - State the examples of words and meaning in the business context
7. **Materi Pokok**: 
   - Words
   - Meaning
8. **Kegiatan Perkuliahan**: 

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4. **Waktu**: Semester = 7 Waktu = 100 menit
5. **Kompetensi Dasar**: Have knowledge of the nonverbal communication
6. **Indikator Ketercapaian**: - State the definitions of nonverbal communication  
   - State the characteristics of nonverbal communication  
   - State the examples of nonverbal communication
7. **Materi Pokok**: Nonverbal communication
8. **Kegiatan Perkuliahan**: 

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### TINDAK LANJUT
The lecturer assigns the students homework relevant to the materials

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3. **SKS**: Teori = 2 SKS  Praktek = 2 SKS
4. **Waktu**: Semester = 7  Waktu = 100 menit
5. **Kompetensi Dasar**: 
   - Have knowledge of a positive, pleasant, and diplomatic approach in communication
6. **Indikator Ketercapaian**: 
   - State the definitions of positive, pleasant, and diplomatic approach
   - State the characteristics of positive, pleasant, and diplomatic approach on
   - State the examples of positive, pleasant, and diplomatic approach
7. **Materi Pokok**: 
   - Positive approach in communication
   - Pleasant approach in communication
   - Diplomatic approach in communication
8. **Kegiatan Perkuliahan**: 

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3. **SKS**: Teori = 2 SKS Praktek = 2 SKS  
4. **Waktu**: Semester = 7 Waktu = 100 menit  
5. **Kompetensi Dasar**:  
   - Have knowledge of the codes of ethics for communication  
6. **Indikator Ketercapaian**:  
   - State the definitions of codes of ethics for communication  
   - State the characteristics of codes of ethics for communication  
   - State the examples of codes of ethics for communication  
7. **Materi Pokok**:  
   - Codes of ethics for communication  
8. **Kegiatan Perkuliahan**:  

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FAKULTAS BAHASA DAN SENI
SATUAN ACARA PERKULIAHAN (SAP)
MATA KULIAH: INTERPRETING ON BUSINESS COMMUNICATION
FRM/FBS/19-00 Revisi: 00 30 Oktober 2013 Hal.

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3. **SKS**: Teori = 2 SKS  Praktek = 2 SKS
4. **Waktu**: Semester = 7  Waktu = 100 menit
5. **Kompetensi Dasar**: - Have knowledge of the language of business
6. **Indikator Ketercapaian**: - State the definitions of business language
   - State the characteristics of business language
   - State the examples of business language
7. **Materi Pokok**: - Language of business
8. **Kegiatan Perkuliahan**:

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| 20 minutes | Lecturing Question and answer |

### TINDAK LANJUT
The lecturer assigns the students homework relevant to the materials

| 5 minutes |

9. **Evaluasi**

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4. **Waktu**: Semester = 7   Waktu = 100 menit
5. **Kompetensi Dasar**:  
   - Have knowledge of the basic principles of emphasis
6. **Indikator Ketercapaian**:  
   - State the definitions of basic principles of emphasis  
   - State the characteristics of basic principles of emphasis  
   - State the examples of basic principles of emphasis
7. **Materi Pokok**:  
   - Basic principles of emphasis
8. **Kegiatan Perkuliahan**:

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4. **Waktu** : Semester = 7  
   Waktu = 100 menit  
5. **Kompetensi Dasar** :  
   - Have knowledge of the direct and indirect arrangements  
6. **Indikator Ketercapaian** :  
   - State the definitions of direct and indirect arrangements  
   - State the characteristics of direct and indirect arrangements  
   - State the examples of direct and indirect arrangements  
7. **Materi Pokok** :  
   - Direct and indirect arrangements  
8. **Kegiatan Perkuliahan** :  

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### PENUTUP
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20 minutes Lecturing Question and answer

### TINDAK LANJUT
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5 minutes

### 9. Evaluasi
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4. **Waktu**: Semester = 7  Waktu = 100 menit
5. **Kompetensi Dasar**: 
   - Have knowledge of the planning routines and favorable messages
6. **Indikator Ketercapaian**: 
   - State the definitions of routines and favorable messages
   - State the characteristics of routines and favorable messages
   - Write the examples of routines and favorable messages
7. **Materi Pokok**: 
   - Routine messages
   - Favorable messages
8. **Kegiatan Perkuliahan**: 

<table>
<thead>
<tr>
<th>Komponen Langkah</th>
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<td>The lecturer explains the definitions, characteristics, and examples of routines and favorable messages.</td>
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</tbody>
</table>
**PENUTUP**  
The lecturer and the students summarize the materials that they have discussed.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Duration</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturing</td>
<td>20 minutes</td>
<td>Question and answer</td>
</tr>
</tbody>
</table>

**TINDAK LANJUT**  
The lecturer assigns the students homework relevant to the materials.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assign Homework</td>
<td>5 minutes</td>
</tr>
</tbody>
</table>

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

Dosen

Dra. Rahmi Dipayanti Andayani, M.Pd.  
NIP 19640201 198803 2 002
1. **Fakultas/Program Studi**: Bahasa dan Seni/Pendidikan Bahasa Inggris
2. **Mata Kuliah & Kode**: Interpreting on Business Communication (PBI 404)
3. **SKS**: Teori = 2 SKS Praktek = 2 SKS
4. **Waktu**: Semester = 7 Waktu = 100 menit
5. **Kompetensi Dasar**: 
   - Have knowledge of the orders, inquiries, and direct requests
6. **Indikator Ketercapaian**: 
   - State the definitions of orders, inquiries, and direct requests
   - State the characteristics of orders, inquiries, and direct requests
   - Write the examples of orders, inquiries, and direct requests
7. **Materi Pokok**: 
   - Orders
   - Inquiries
   - Direct requests
8. **Kegiatan Perkuliahan**: 

<table>
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2. **Mata Kuliah & Kode**: Interpreting on Business Communication (PBI 404)
3. **SKS**: Teori = 2 SKS  Praktek = 2 SKS
4. **Waktu**: Semester = 7  Waktu = 100 menit
5. **Kompetensi Dasar**:
   - Have knowledge of routine replies and announcements
6. **Indikator Ketercapaian**:
   - State the definitions of routine replies and announcements
   - State the characteristics of routine replies and announcements
   - Write the examples of routine replies and announcements
7. **Materi Pokok**:
   - Routine replies
   - Announcements
8. **Kegiatan Perkuliahan**:

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3. **SKS** : Teori = 2 SKS Praktek = 2 SKS
4. **Waktu** : Semester = 7 Waktu = 100 menit
5. **Kompetensi Dasar** :
   - Have knowledge of disappointing or unfavorable messages
6. **Indikator Ketercapaian** :
   - State the definitions of disappointing or unfavorable messages
   - State the characteristics of disappointing or unfavorable messages
   - Write the examples of disappointing or unfavorable messages
7. **Materi Pokok** :
   - Planning disappointing or unfavorable messages
8. **Kegiatan Perkuliahan** :

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Dosen

Dra. Rahmi Dipayanti Andayani, M.Pd.
NIP 196402011988032002
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2. **Mata Kuliah & Kode**: Interpreting on Business Communication (PBI 404)
3. **SKS**: Teori = 2 SKS Praktek = 2 SKS
4. **Waktu**: Semester = 7 Waktu = 100 menit
5. **Kompetensi Dasar**: - Have knowledge of planning and writing persuasive requests
6. **Indikator Ketercapaian**: - State the definitions of persuasive requests
   - State the characteristics of persuasive requests
   - Write the examples of persuasive requests
7. **Materi Pokok**: - Planning persuasive requests
   - Writing persuasive requests
8. **Kegiatan Perkuliahan**: 

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3. **SKS**: Teori = 2 SKS  Praktek = 2 SKS
4. **Waktu**: Semester = 7  Waktu = 100 menit
5. **Kompetensi Dasar**:
   - Have knowledge of report preparation
6. **Indikator Ketercapaian**:
   - State the requirements of report preparation
   - State the characteristics of report preparation
   - Write the examples of report preparation
7. **Materi Pokok**:
   - The overview of report preparation
8. **Kegiatan Perkuliahan**:

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UNIVERSITAS NEGERI YOGYAKARTA  
FAKULTAS BAHASA DAN SENI  
SATUAN ACARA PERKULIAHAN (SAP)  
MATA KULIAH: **INTERPRETING ON BUSINESS COMMUNICATION**  
FRM/FBS/19-00  
Revisi: 00  
30 Oktober 2013  
Hal.  

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3. **SKS**: Teori = 2 SKS Praktek = 2 SKS
4. **Waktu**: Semester = 7 Waktu = 100 menit
5. **Kompetensi Dasar**: - Have knowledge of planning the report
6. **Indikator Ketercapaian**: - State the requirements for planning the report - State the steps of planning the report - Write the examples of report plan
7. **Materi Pokok**: - Planning the report
8. **Kegiatan Perkuliahan**: 

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<td>30 minutes</td>
<td>Lecturing Question and answer Discussion</td>
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Univeritas Negeri Yogyakarta
Fakultas Bahasa dan Seni

Satuan Acara Perkuliahan (SAP)
Mata Kuliah: Interpreting on Business Communication

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2. **Mata Kuliah & Kode**: Interpreting on Business Communication (PBI 404)
3. **SKS**: Teori = 2 SKS  Praktek = 2 SKS
4. **Waktu**: Semester = 7  Waktu = 100 menit
5. **Kompetensi Dasar**: Have knowledge of gathering information for effective reports
6. **Indikator Ketercapaian**: - State the requirements of gathering information for effective reports - State the steps of gathering information for effective reports - Write the examples of information for effective report
7. **Materi Pokok**: Gathering information for effective reports
8. **Kegiatan Perkuliahan**:

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3. **SKS** : Teori = 2 SKS Praktek = 2 SKS
4. **Waktu** : Semester = 7 Waktu = 100 menit
5. **Kompetensi Dasar** :
   - Have knowledge of interpreting and organizing data
6. **Indikator Ketercapaian** :
   - State the requirements of interpreting and organizing data
   - State the steps of interpreting and organizing data
   - Write the examples of interpreting and organizing data
7. **Materi Pokok** :
   - Interpreting data
   - Organizing data
8. **Kegiatan Perkuliahan** :

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9. **Evaluasi**

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Dosen

**Dra. Rahmi Dipayanti Andayani, M.Pd.**

NIP 19640201 198803 2 002
### Fakultas/Program Studi
Bahasa dan Seni/Pendidikan Bahasa Inggris

### Mata Kuliah & Kode
Interpreting on Business Communication (PBI 404)

### SKS
- Teori = 2 SKS
- Praktek = 2 SKS

### Waktu
- Semester = 7
- Waktu = 100 menit

### Kompetensi Dasar
- Have knowledge of the complete formal report

### Indikator Ketercapaian
- State the definitions of the complete formal report
- State the characteristics of the complete formal report
- Write the examples of the complete formal report

### Materi Pokok
- The complete formal report

### Kegiatan Perkuliahan

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PENUTUP

The lecturer and the students summarize the materials that they have discussed.

20 minutes

Lecturing Question and answer

TINDAK LANJUT

The lecturer assigns the students homework relevant to the materials

5 minutes

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

Dosen

Dra. Rahmi Dipayanti Andayani, M.Pd.

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3. **SKS**: Teori = 2 SKS Praktek = 2 SKS
4. **Waktu**: Semester = 7 Waktu = 100 menit
5. **Kompetensi Dasar**:  
   - Have knowledge of the solicited and unsolicited application letters and data sheets
6. **Indikator Ketercapaian**:  
   - State the definitions of the solicited and unsolicited application letters and data sheets  
   - State the characteristics of the solicited and unsolicited application letters and data sheets  
   - Write the examples of the solicited and unsolicited application letters and data sheets
7. **Materi Pokok**:  
   - the solicited and unsolicited application letters  
   - the solicited and unsolicited data sheets
8. **Kegiatan Perkuliahan**:  

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<td>5 minutes</td>
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</tbody>
</table>

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

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Dosen

Dra. Rahmi Dipayanti Andayani, M.Pd.
NIP 19640201 198803 2 002
1. **Fakultas/Program Studi**: Bahasa dan Seni/Pendidikan Bahasa Inggris
2. **Mata Kuliah & Kode**: Interpreting on Business Communication (PBI 404)
3. **SKS**: Teori = 2 SKS  Praktek = 2 SKS
4. **Waktu**: Semester = 7  Waktu = 100 menit
5. **Kompetensi Dasar**: Have knowledge of the two-part application
6. **Indikator Ketercapaian**:
   - State the definitions of the two-part application
   - State the characteristics of the two-part application
   - Write the examples of the two-part application
7. **Materi Pokok**: The two-part application
8. **Kegiatan Perkuliahan**: 

<table>
<thead>
<tr>
<th>Komponen Langkah</th>
<th>Uraian Kegiatan</th>
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<td>INTI</td>
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The lecturer and the students summarize the materials that they have discussed.

The lecturer assigns the students homework relevant to the materials.

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

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2. **Mata Kuliah & Kode**: Interpreting on Business Communication (PBI 404)
3. **SKS**: Teori = 2 SKS  Praktek = 2 SKS
4. **Waktu**: Semester = 7  Waktu = 100 menit
5. **Kompetensi Dasar**: 
   - Have knowledge of the data sheet
6. **Indikator Ketercapaian**: 
   - State the definitions of the data sheet
   - State the characteristics of the data sheet
   - Write the examples of the data sheet
7. **MateriPokok**: 
   - The data sheet
8. **Kegiatan Perkuliahan**: 

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2. **Mata Kuliah & Kode**: Interpreting on Business Communication (PBI 404)
3. **SKS**: Teori = 2 SKS Praktek = 2 SKS
4. **Waktu**: Semester = 7 Waktu = 100 menit
5. **Kompetensi Dasar**: Have knowledge of the letter of application
6. **Indikator Ketercapaian**: 
   - State the definitions of the letter of application
   - State the characteristics of the letter of application
   - Write the examples of the letter of application
7. **Materi Pokok**: The complete formal report
8. **Kegiatan Perkuliahan**: 

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

Dosen

*dra. rahmi dipayanti andayani, m.pd.*

nip 19640201 198803 2 002
1. **Fakultas/Program Studi**: Bahasa dan Seni/Pendidikan Bahasa Inggris

2. **Mata Kuliah & Kode**: Interpreting on Business Communication (PBI 404)

3. **SKS**: Teori = 2 SKS Praktek = 2 SKS

4. **Waktu**: Semester = 7 Waktu = 100 menit

5. **Kompetensi Dasar**: Have knowledge of the employment interview

6. **Indikator Ketercapaian**:
   - State the steps of the employment interview
   - State the characteristics of the employment interview
   - Practice the examples of the employment interview

7. **Materi Pokok**: The complete formal report

8. **Kegiatan Perkuliahan**:

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2. **Mata Kuliah & Kode**: Interpreting on Business Communication (PBI 404)
3. **SKS**: Teori = 2 SKS  Praktek = 2 SKS
4. **Waktu**: Semester = 7  Waktu = 100 menit
5. **Kompetensi Dasar**: 
   - Have knowledge of the purpose and content of an oral report
6. **Indikator Ketercapaian**:
   - State the overviews of the purpose and content of an oral report
   - State the characteristics of the purpose and content of an oral report
   - Write the examples of the purpose and content of an oral report
7. **Materi Pokok**:
   - the purpose of an oral report
   - the content of an oral report
8. **Kegiatan Perkuliahan**:

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2. **Mata Kuliah & Kode**: Interpreting on Business Communication (PBI 404)

3. **SKS**: Teori = 2 SKS Praktek = 2 SKS

4. **Waktu**: Semester = 7 Waktu = 100 menit

5. **Kompetensi Dasar**:
   - Have knowledge of planning and preparing an oral report

6. **Indikator Ketercapaian**:
   - State the overviews of planning and preparing an oral report
   - State the steps of planning and preparing an oral report
   - Write the examples of planning and preparing an oral report

7. **Materi Pokok**:
   - planning an oral report
   - preparing an oral report

8. **Kegiatan Perkuliahan**:

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<td>INTI</td>
<td>The lecturer explains the overviews, steps, and examples of planning and preparing an oral report.</td>
<td>30 minutes</td>
<td>Lecturing Question and answer Discussion</td>
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1. **Fakultas/Program Studi**: Bahasa dan Seni/Pendidikan Bahasa Inggris  
2. **Mata Kuliah & Kode**: Interpreting on Business Communication (PBI 404)  
3. **SKS**: Teori = 2 SKS  
   Praktek = 2 SKS  
4. **Waktu**: Semester = 7  
   Waktu = 100 menit  
5. **Kompetensi Dasar**:  
   - Have knowledge of planning and conducting meetings and conferences  
6. **Indikator Ketercapaian**:  
   - State the overviews of planning and conducting meetings and conferences  
   - State the steps of planning and conducting meetings and conferences  
   - Practice the examples of planning and conducting meetings and conferences  
7. **Materi Pokok**:  
   - planning meetings and conferences  
   - conducting meetings and conferences  
8. **Kegiatan Perkuliahan**:  

<table>
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### PENUTUP
The lecturer and the students summarize the materials that they have discussed.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Duration</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturing</td>
<td>20 minutes</td>
<td>Question and answer</td>
</tr>
<tr>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

### TINDAK LANJUT
The lecturer assigns the students homework relevant to the materials.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>5 minutes</td>
</tr>
</tbody>
</table>

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

Dosen

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1. **Fakultas/Program Studi**: Bahasa dan Seni/Pendidikan Bahasa Inggris
2. **Mata Kuliah & Kode**: Interpreting on Business Communication (PBI 404)
3. **SKS**: Teori = 2 SKS Praktek = 2 SKS
4. **Waktu**: Semester = 7 Waktu = 100 menit
5. **Kompetensi Dasar**: - Have knowledge of the business messages
6. **Indikator Ketercapaian**: - State the definitions of the business messages
   - State the characteristics of the business messages
   - Write the examples of the business messages
7. **Materi Pokok**: - the business messages
8. **Kegiatan Perkuliahan**: 

<table>
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<td>INTI</td>
<td>The lecturer explains the definitions, characteristics, and examples of the business messages.</td>
<td>30 minutes</td>
<td>Lecturing Question and answer Discussion</td>
<td>Handouts</td>
<td></td>
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</tbody>
</table>
PENUTUP | The lecturer and the students summarize the materials that they have discussed. | 20 minutes | Lecturing | Question and answer |
TINDAK LANJUT | The lecturer assigns the students homework relevant to the materials | 5 minutes | |

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

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3. **SKS**: Teori = 2 SKS  Praktek = 2 SKS
4. **Waktu**: Semester = 7  Waktu = 100 menit
5. **Kompetensi Dasar**: 
   - Have knowledge of the business interviews
6. **Indikator Ketercapaian**: 
   - State the overviews of the business interviews
   - State the characteristics of the business interviews
   - Practice the examples of the business interviews
7. **Materi Pokok**: 
   - the business interviews
8. **Kegiatan Perkuliahan**: 

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