PERTEMUAN 1

Wednesday, Sept ‘7th 2016
2015 – 3rd Semester-Class A & B
nadiasasmita@uny.ac.id
The Importance of Learning Business English

3 AREAS BENEFITS:

1. TEACHING – Pedagogic skill (training)

2. ENGLISH – Role Comm in Professional Situation

3. BUSINESS – Familiarity facing business issues
ENGLISH BUSINESS SCOPE:

Business English Training for International Managers & Executives
CORRESPONDENCE

Dear Mr. Jones Sir
Mrs. Anna Lee
CORRESPONDENCE
CORRESPONDENCE
NEGOTIATION
NEGOTIATION
TELEPHONING
TELEPHONING
TELEPHONING

The ‘beautiful game’ in the USA.

By altluedeza on 06/07/2014 | Leave a comment

From pictures of Barack Obama watching an apparent rapt attention on Air Force One, to videos of him publicly telephoning the squad and telling them “You did us proud!” it seems like America has finally ‘got’ football—and got it bad! On the day after the American team was eliminated from the World Cup by Belgium, "USA Today" reported that despite the defeat, "soccer in America... got nothing but a big win!"
PRESENTING
PRESENTING
MEETING
MEETING
MEETING
DATING
LEARNING OUTCOME

**Business English**

- **Language Knowledge**
  - grammar
  - vocabulary
  - pronunciation

- **Communication Skills**
  - presentations
  - meetings
  - telephoning
  - report writing

**Course Objectives**

- Accuracy
- Fluency
- Effectiveness

**Business English**

- **Language Knowledge**
  - Specialist Language
    - marketing
    - finance
    - human resources

- **Communication Skills**
  - General Language
    - grammar
    - vocabulary
  - General Communication
    - discussion and social
    - listening
    - Professional Communication
      - presentations
      - telephoning
      - negotiations
RPS English Business

1. Grammar & Vocabs English Business
2. Written Documentation (Correspondence)
3. Cultural Diversity & Socializing in Business
4. Meeting
5. Negotiation
6. Presenting
7. Telephoning
## KONTRAK KULIAH

<table>
<thead>
<tr>
<th>KOMPONEN PENILAIAN</th>
<th>PROSENTASE</th>
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<tbody>
<tr>
<td>PRESENSI</td>
<td>40 %</td>
</tr>
<tr>
<td>NILAI TUGAS</td>
<td>20 %</td>
</tr>
<tr>
<td>KEAKTIFAN DI KELAS</td>
<td>10 %</td>
</tr>
<tr>
<td>NILAI UAS (TAKE HOME)</td>
<td>20 %</td>
</tr>
<tr>
<td>FAKTOR “XXX”</td>
<td>10 %</td>
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## LAIN – LAIN

<table>
<thead>
<tr>
<th>TATA TERTIB</th>
<th>KESEPAKATAN</th>
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<tbody>
<tr>
<td>TOLERANSI KETERLAMBATAN</td>
<td>15 Menit (Dosen)</td>
</tr>
<tr>
<td>IJIN TIDAK MASUK KELAS</td>
<td>Buat Surat Ijin (NO SMS dadakan, Kecuali Sakit, sertakan surat dokter)</td>
</tr>
<tr>
<td>MENCONTEK (COPAS TUGAS &amp; UAS)</td>
<td>Nilai KOSONG</td>
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TTD,
Bu Nadia
082227011359

TTD,
Komting

List Data NO HP
KOMPONEN KEAKTIFAN

1. ASKING QUESTION AFTER DISCUSSION

2. GIVING IDEA, COMMENTING, TELLS REFERENCE & RECOMMENDATION

3. HELPING OTHERS UNDERSTANDING THE MATERIALS (WHEN DISCUSSION)
FAKTOR “XXX”

1. Dicipline  
   (Submitting Appointment)
2. Respect  
   (Discussing & Study Environment)
REFERENSI


