PERTEMUAN - 2

Wednesday, Sept' 13th 2016
2015 – 3rd Semester-Class A & B

nadiasasmita@uny.ac.id
LEARNING OUTCOME

**BUSINESS ENGLISH**

**LANGUAGE KNOWLEDGE**
- grammar
- vocabulary
- pronunciation

**COMMUNICATION SKILLS**
- presentations
- meetings
- telephoning
- report writing

**BUSINESS ENGLISH**

**LANGUAGE KNOWLEDGE**
- General Language
  - grammar
  - vocabulary
  - Specialist Language
    - marketing
    - finance
    - human resources

**COMMUNICATION SKILLS**
- General Communication
  - discussion and social
  - listening
- Professional Communication
  - presentations
  - telephoning
  - negotiations

**COURSE OBJECTIVES**

**ACCURACY**

**FLUENCY**

**EFFECTIVENESS**
20 Jenis Surat Bisnis

1. Inquiry Letter
2. Complaint Letter
3. Adjustment Letter
GRAMMAR & STRUCTURE

• Let’s Learn Basic Grammar