

# SILABUS

## 1. Identitas Mata Kuliah

Mata Kuliah	: English for Office and Administration
Kode	: IG 545
SKS	: 2 SKS
Semester	: 6
Kelompok Mata Kuliah	: MK Perluasan dan Pendalaman
Program Studi/Jenjang	: Pendidikan Bahasa Inggris/S1
Dosen	: Drs. Prawoto S. Purnomo Isti Siti Saleha G., S.Pd., M.Ed Nia Nafisah, M.Pd Lulu Laela Amalia, M.Pd

## 2. Tujuan

Selesai mengikuti perkuliahan ini mahasiswa diharapkan mampu menggunakan bahasa Inggris yang baik dan berterima untuk keperluan bisnis dan perkantoran, khususnya berkorespondensi dan kepentingan administrasi lainnya.

## 3. Deskripsi Isi

Dalam perkuliahan ini dibahas penggunaan bahasa Inggris yang baik dan berterima untuk keperluan bisnis dan perkantoran. Mahasiswa mendapat keterampilan menulis korespondensi dalam bahasa Inggris agar mengetahui format dan fungsi surat bisnis serta konvensi yang digunakan. Selain itu mahasiswa mendapat latihan membuat tulisan formal untuk kepentingan perkantoran, seperti membuat *press release*, iklan, membuat *company profile*, menulis pidato dan membuat laporan bulanan dalam bahasa Inggris.

## 4. Pendekatan Pembelajaran

Pendekatan	: Ekspository, Komunikatif
Metode	: Ceramah, Tanya jawab, diskusi
Tugas	: Penyajian, surat bisnis, makalah
Media	: OHP, LCD, bahan fotokopian lepas

## 5. Rincian Materi Perkuliahan

Pertemuan	Materi
1	Overview Mata Kuliah
2	Review Telephoning & Basic Forms of Letter
3	Letter of Complaints and Letter of Apology
4	Letter of Invitation
5	Emails and Writing Memos
6	Meetings(theory)

7	Negotiating(theory)
8	Meeting & Negotiating (Practice)
9	Sign & Notices
10	Press Release
11	Designing Advertisement
12	Making Reports
13	Company Profile
14	Presentation
15	Presentation
16	Presentation

*Note: The syllabus might be changed due to certain conditions*

## 6. Sistim Penilaian

Ujian Tengah Semester : 20 %

Partisipasi:

- a. Role Play : 25 %
- b. Presentasi : 30 %
- c. Advertisement : 25 %

A = 80 – 100

B = 70 – 79

C = 60 – 69

D = 40 – 59

E ≤ 39

## 7. Buku Rujukan

Ashley, A.2003. *Oxford Handbook of Commercial Correspondence*. Oxford: Oxford University Press.

Cordell, Jane. 2000. *Cambridge Business English Activities*. Cambridge: Cambridge University Press.

Thompson, Kenneth. 2007. *English for Meetings*. Oxford: Oxford University Press.

Simon, R. dan Zappala, J. 2005. *Public Relations Workbook. Writing and Techniques*. NTC Business Book



## **Requirements**

### **Attendance**

You are expected to attend every class and participate actively. In-class activities are vital for your success in improving your skills. If you are ill, or if you know you will miss class, please contact Ms. Lulu Laela Amalia for class C at 08156032044 **at least** two hours ahead of time, to let her know the reason for your absence. You may not miss more than **three** classes. You will be dropped from the class if, for any reason, you miss four classes. It is your responsibility to find out what you missed and arrange to make it up. Finally, it is important that you arrive at class on time so that you do not interrupt the instructor and the other students. Class begins promptly at the appointed hour.

### ***Instructor's Expectations of Students***

- Attend every class session.
- Arrive at class on time.
- Prepare thoroughly for each class.
- Notify the instructor **BEFORE** class if you must be absent because of illness or emergency.
- Turn in all assignments on time.
- Be prepared to ask questions when appropriate.
- Respect everyone in the class.