

1. Identitas Mata Kuliah

Nama Mata Kuliah	: Advance English for Tourism
Kode Mata Kuliah	: MR 401
SKS	: 2 SKS
Semester / Jemjang	: 6 / S1
Kelompok Mata Kuliah	: MKK Program Studi
Program Studi	: Management Resort and Leisure
Prasyarat	: Telah lulus Pre Advance English for Tourism
Dosen	: Dra. Kuswardhani M.Ed

2. Tujuan

The objective of Advance English for Tourism is the students are expected to be able to express their ideas in English fluently and confidently in formal situation. They are also expected to be able to make formal letters in getting a job through making application letter and curriculum vitae, and role-play in having a job interview.

3. Deskripsi Isi

Mata Kuliah Advance English for Tourism adalah mata kuliah yang mempelajari skill bahasa Inggris mahasiswa setaraf *supervisory and managerial level*. Para mahasiswa dilatih membuat surat formal agar tidak lagi mempunyai masalah menghadapi job interview dalam melamar pekerjaan.

4. Pendekatan Pembelajaran

Selama mengikuti perkuliahan mahasiswa diwajibkan untuk mengikuti kegiatan ceramah, tanya jawab, diskusi, and role-play.

5. Evaluasi

Keberhasilan mahasiswa dalam perkuliahan ditentukan oleh prestasi yang bersangkutan dalam :

- Kehadiran di kelas, disiplin, kesopanan, partisipasi aktif.
- Tugas-tugas perorangan dan kelompok
- UTS dan UAS.

6. Uraian Materi Perkuliahan Tiap Pertemuan

Pertemuan 1 : Membahas silabus perkuliahan termasuk mengemukakan tujuan pembelajaran di semester terakhir, ruang lingkup, prosedur pembelajaran, penjelasan tugas yang harus dilakukan mahasiswa dan ujian yang harus diikuti.

Pertemuan 2 : Discuss about job vacant advertisements

- The requirements
- The information
- The qualifications
- Making paragraphs based on some people's conditions and situation vacant provided.

Pertemuan 3 : - Discussing and checking the students' written work

- Explaining and showing good sentences
- Letting them make good corrections

Pertemuan 4 : Discuss formal letters

- Explain parts of a formal letter
- Application letter and CV exercises
- Assignment

- Pertemuan 5 : Practise making application letter and CV based on their job vacant.
- Pertemuan 6 & 7: Discuss other formal letters
- Acceptance letter
 - Appointment letter
 - Rejection letter
 - Resignation letter
 - Permission letter
 - Exercises
- Pertemuan 8 : **UTS**
- Pertemuan 9 : Some English expressions in having a job interview:
- Practice having some expressions in telling about themselves, educational background, working experience, their interests, personalities.
- Pertemuan 10 & 11 Explain and discuss some tips in having a job interview
- Some tips for having pre job interview
 - Some tips during having job interview
 - Some tips for post job interview
 - Post job interview check list
- Pertemuan 12&13 ; Discuss common job interview questions
- Discuss how to have short and long interviews
 - Discuss and practice asking and answering questions
- Pertemuan 14 : Listening to two job interviews
- Discuss the interviewers and interviewees
 - Make comparison between two job interviews
 - Write about two job interviews : the interviewers and the interviewees
- Pertemuan 15 : - Checking and discussing their written work
- Preparing them to be ready having a job interview
 - Explaining how to use the job interview form.
- Pertemuan 16 : **UAS**

7. Daftar Buku

- Allen, 1990, *Living English Structure*, London, Longman.
- Adam, Donald, 1989, *International Hotel English*, Prentice Hall International, UK
- Horner, et al. 2003, *English for International Tourism*, London, Longman.
- Leo, Jones, 1990, *Welcome! English for the Travel and Tourism Industry*, Cambridge, Cambridge University Press.
- Leo, Sutanto, 2004, *English for Professional Hotel Communication*, Jakarta, PT Gramedia Pustaka Utama.
- Leo Jones, Richard Alexander, 1989, *International Business English*, Great Britain, CUP.
- Martin, Hewings, 1999, *Advanced Grammar in Use*, CUP, England
- Margaret, O'Keeffe, Dubicka, Iwonna, 2003, *English for International Tourism*, Pearson Education Limited, England.
- Swan and Walters, 1984, *The New Cambridge English Course*, CUP, New York.
- Strott and Holt, 1989, *First Class English for Tourism*, OUP, Oxford.
- Scott, Crits and Revell, 1989, *Five Star English*, OUP, Oxford.