

A red ribbon is stretched across the center of the image. The word "English" is written in white, bold, sans-serif font on the ribbon. A piece of white, textured tape is stuck to the right end of the ribbon, partially overlapping it. The background is a light green, textured surface.

English

Course Identity



Course Name: Bahasa Inggris

Instructors : Fera Sulastri, M.Pd.

Credits : 2 sks

Email: ferasulastri@unsil.ac.id

Course Description

This course provides students with English written practice related to professional context. The course will provide students with various genres of texts. It also provides them with fun and enjoyable teaching learning activities through various instructional media and methods including ICT (Information and Communication Technology)

Learning Objective

Students are able to have the capability of the four language skills: listening, reading, speaking, and writing manifested in the professional uses supported by grammatical control and vocabulary focus.

Class Policies

Class Punctuality

- Coming to the class punctually encourages you to be self-discipline because this is sort of habit that you need to build. In case of coming late, please let us know in advance.

Class Conduct

- Dress well
- Speak well
- Do not record the process of teaching and learning process
- Do not share unnecessary information related to class activity on Social Media
- **Turn on your video on virtual meeting**

Withdrawal from Class

- If you stop coming to class, you have not withdrawn and will receive an "E" for the course.

Work Deadlines

- When deadlines are given, they are absolute. The majority of missed class assignments cannot be "made up." If a serious and unavoidable problem arises, you should contact us personally prior to the deadline to determine whether an extension for the work will be granted. Thus, late assignments are unacceptable, but if you will have to submit your work late, please notify us.

Grading Policy

Assignment: will be based on the following components

- ✓ Assignments : 30%
- ✓ Participation : 10%
- ✓ Attendance : 10%
- ✓ Mid-term Test : 25%
- ✓ Final Test : 25%



Range of Points	Grades	Indicators
85--100	A	Very Good
70--84	B	Good
60--69	C	Fair
40--59	D	Poor
1--39	E	Failed

Week 1

Introduction to Syllabus

Week 2-3: Personal Finance

Learning Outline

- Introduction
- Names and Numbers (Countable, Uncountable, ordinal, cardinal)

Assignment:

- Making a business card
- Quiz

Activity

Week 2:

Asynchronous Learning through WhatsApp discussion

Week 3:

Business Cards

Zooming

Week 4-5: Jobs in Banking

Learning Outline:

- Simple Present Tense
- Reading Comprehension

Assignment:

Paragraph writing

Activity

Meeting 4

Zooming

Meeting 5:

Assignments
submission through
Google Classroom

Week 6-7: Banking Product and Services

- **Banking Product and Services**
- Modal “can” and “can’t” and Comparative Adjective
- Reading Activity

Assignment:

Quiz

Activity

Week 6:

ZOOMING

Week 7:

Asynchronous Learning through Google Classroom

Week 8: Mid-Test



KEEP
QUITE
AND
STUDY
FOR MID TEST

Week 9-10 Banking Transaction

Learning Outline

- Continuous Tense
- Descriptive genre

Activity

Week 9:

Zooming

Week10

Quiz

Week 11: CV

Learning Outline

- Description of CV
- How to make a good CV

Activity

ZOOMING

Assignment

Writing CV

Week 12-13 Job Application Letter

Learning Outline

- Description about Job Application Letter
- Job application letter analysis

Assignment:

Quiz

Making JAL & CV

Activity

Week 12

Zooming

Week 13

Assignment Submission
through Google
Classroom

Week 14-15 Business Letter

Learning Outline

- Description about Business Letter
- Analyzing Business Letter

Assignment:

- Business Letter writing

Week 14:

Zooming

Week 15:

Asynchronous Learning through Google Classroom

Week 16: Final Examination



**KEEP CALM
AND
GOOD LUCK
WITH YOUR
EXAM**



Any question?

