

# **Course Identity**

□Course Name: Bahasa Inggris

☐Instructors: Fera Sulastri, M.Pd.

☐Credits: 2 sks

□Email: ferasulastri@unsil.ac.id

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•If you stop coming to class, you have not withdrawn and will receive an "E" for the course.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

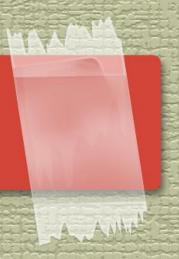
✓ Final Test : 25%

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Range of Points	Grades	Indicators
85100	A	Very Good
7084	В	Good
6069	C	Fair
4059	D	Poor
139		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
- o Quiz

Activity

#### Week 2:

Asynchronous Learning through WhatsApp discussion

#### Week 3:

**Business Cards** 

Zooming

# Week 4-5: Jobs in Banking

### **Learning Outline:**

- Simple PresentTense
- ReadingComprehension

### **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

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# Week 11:CV

### **Learning Outline**

- Description of CV
- How to make a good CV

### **Assignment**

Writing CV

### **Activity**

ZOOMING



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# Week 12-13 Job Application Letter

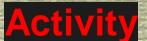
### **Learning Outline**

- Description about Job Application Letter
- Job application letter analysis

### **Assignment:**

Quiz

Making JAL & CV



Week 12

Zooming

#### Week 13

Assignment Submission through Google Classroom

# Week 14-15 Business Letter

### **Learning Outline**

- Description about
   Business Letter
- AnalyzingBusiness Letter

### **Assignment:**

Business Letter writing

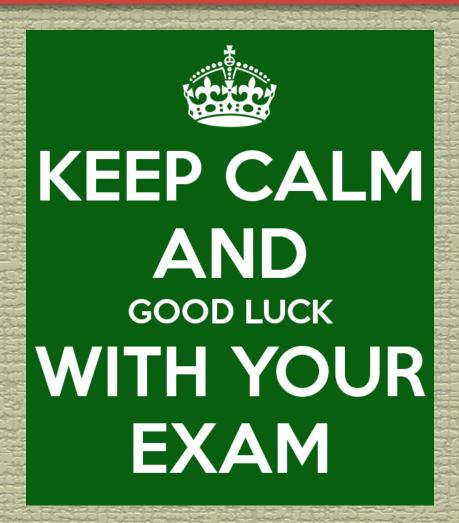
### **Week 14:**

Zooming

#### **Week 15:**

Asynchronous Learning through Google Classroom

# Week 16: Final Examination





# Any question?

