

COURSE SYLLABUS

1. Course Identity

- a. Course name : Bahasa Inggris (Teori)
- b. Course code : KJ61406105
- c. Credit hours : 2 credits
- d. Semester : 1
- e. Course Category : MKU
- f. Course status : Compulsory
- g. Pre-requisite : None
- h. Lecturer : Fera Sulastri, M.Pd.

2. Course Description

This course provides students with English practice focusing on writing and reading skills related to banking and financial professional context. Focusing on reading and writing, students are provided with many practices exposing their language skill as well as their knowledge on language elements such as vocabulary mastery and grammar. With various genre of text, students explore their reading experience. While in writing activity, students explore their experience on writing various kinds of writing related to their field study such as writing an email, business letter, memo, invitation, and other kinds of text.

3. Course Objective

Upon the completion of this subject, students are able to

- comprehend oral and written text accurately in professional context;
- write English text related to the field of their study accurately with grammatical control and vocabulary focus

4. Assessment

Assessment will be based on the following components:

- Assignments : 30%
- Participation : 15%
- Attendance : 15 %
- Mid-term Test : 20%
- Final Test : 20%

Note

- ✓ Students with attendance less than 75% **will not be entitled to a grade**
- ✓ The lateness of more than 15 minutes without any reason **will not be tolerated.**

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- ✓ During class, students should silence their mobile/cellular phone.

Weekly Schedule

Week	Time Allocation	Topic	Assessment
1	2x 50'	Syllabus Introduction	
2	2x 50'	Names and Numbers <ul style="list-style-type: none"> ○ Vocabulary on kinds of numbers (ordinal & cardinal numbers, decimals, and fractions) ○ Reading numbers in the text ○ Source : https://www.thejakartapost.com/business/2022/08/15/pandemic-pushed-millions-more-into-poverty-in-the-philippines-.html https://www.thejakartapost.com/business/2022/08/05/oil-hits-lowest-on-recession-fears-as-unconcerned-stocks-climb-on.html 	Writing Practice
3	2x 50'	Table, Charts, and Diagram <ul style="list-style-type: none"> ○ Vocabularies on terms related to tables, charts, and diagrams. ○ Listening to a video related to the topic ○ Reading text with charts ○ Source: https://www.youtube.com/watch?v=4lxA7lo9GLU 	Writing worksheet
4	2x 50'	Table, Charts, and Diagram <ul style="list-style-type: none"> ○ Reading paragraphs with charts ○ Invert a chart into text 	Writing a paragraph
5	2x 50'	Business Cards <ul style="list-style-type: none"> ○ Understanding the importance of business cards ○ Analyzing effective business cards ○ Creating a business card 	Creating a business card
6	2x 50'	What do you do? <ul style="list-style-type: none"> ○ Understanding the patterns and functions of simple present 	Writing a paragraph

		<ul style="list-style-type: none"> ○ Writing a description of something 	
7	2x 50'	What do you do? Quiz	Quiz
8	Mid- Test		
9	2x 50'	Money Matters	Review Practice
10	2x 50'	<ul style="list-style-type: none"> ○ Understanding and using basic financial terms ○ Explaining personal banking habits and facts ○ Describe different types of financial organizations ○ Understanding and explaining how investment bank work Source: English for Banking and Finance 2	
11	2x 50'	Online Banking <ul style="list-style-type: none"> ○ Understanding the terms related to online banking ○ Procedure text Source: English for Banking and Finance 2	Writing a procedure text
12	2x 50'	Personal Loans and Credit <ul style="list-style-type: none"> ○ Asking and Giving Information using modals and conditional forms ○ Complete an application form ○ Officer options 	Review Practice
13	2x 50'	Personal Loans and Credit <ul style="list-style-type: none"> ○ Agree and disagree politely ○ Explain and answer questions about terms of loans and mortgage 	
14	2x 50'	The Structure of a bank <ul style="list-style-type: none"> ○ Describe the work of departments of a bank ○ Talk about banking jobs, responsibilities and tasks ○ Explain the hierarchy in a bank ○ Talk about change ○ Presentation 	Review Practice
15	2x 50'		Presentation
16	2x 50'		

