

SYLLABUS

Course	: ENGLISH 3
Credit Points	: 2 sks
Study Program	:
Semester/Class	:
Time	: 16 Sessions (including Mid-Term Exam and Final Exam)
Lecturer	: IMAM FAUZI M.Pd

A. Course Description

This course is especially designed for developing a competency of students' speaking, listening and writing. This course requires students who have a working knowledge of English, but need more focused training to improve their overall abilities in order to be able to communicate effectively in English. The course covers fundamental English lessons for specific purposes which are expected to be useful to make students getting better to understand and apply their English skills in the area of Economic field study and business enterprise.

B. General Purpose:

The Business English course is intended to help students become completely confident in their ability to speak and write standard English, the style of English that is most likely to lead to success in their business, professional, or technical career. The course aims at developing a wide range of skills:

- Language Development, which involves grammar and extensive vocabulary learning.
- Writing skills, which have a specific focus on literacy and short essays
- Reading, which involves the study of instructional business-related texts of topical relevance
- Communication skills, which cover communication situations

B. Objectives

After taking this course, students are expected to be able:

- 1) To understand and write various types of English sentences grammatically
- 2) To avoid making error construction of English sentence in the spoken and written language
- 3) To comprehend and write various patterns of English grammar
- 4) Improve their reading and writing skill in the area of business
- 5) To apply and build their abilities on the field of their study and professional
- 6) To develop the students' speaking skills in order to enable them to use general, social and professional language
- 7) To speak communicatively in English by having some practices of oral presentation

C. Basic Course Outline (BCO)

Sessions	TOPICS / ACTIVITIES	Specific purposes	Skills concerned
1	Introduction into Business English - Jobs In Business - Jobs interview - Grammar corner (Conditional Clauses)	- After this session students are expected to be able to comprehend the reading text using skimming and scanning - Write essays based on English structure - Speak English actively on how to introduce, state the purpose, highlights	- English expressions - Speaking practice - Interactive skills - Vocabulary building

		keypoints and summarise	
2	How to write formal and informal letter - Tips of writing application and curriculum vitae applications - Grammar corner (Passive Voice)	- After this session students will be able to write the formal letter in English structure - Write the passive form in present and past tense orally and writtenly	- Speaking practice - Writing - Language expressions
3	How to write email in English with confidence - Email Message Guidelines - Grammar corner (Noun Clause)	- After this session students will be able to write the Email in English structure - Write the noun clause form in present using what, where and when.	- Language expressions - Creative thinking - Vocabulary building - Self confidence
4	How to make a formal meeting - Valuable language expressions in the meeting circumstance	- After this session students are expected to be able to have better skill in presenting how	- Creative writing - Vocabulary and English phrases understanding

	- Grammar corner (Comparative and Superlative Adjectives)	to make an formal meeting and deliver ideas orally and interactively - Understand the grammar pattern comparative forms	- Independent learning
5	Giving a Successful English Presentation - Useful language phrases for oral presentation - Group work presentation - Grammar corner (Causative Active and Passive)	- After this session students are expected to be able to have better skill in presenting how to deliver ideas in formal situation and express ideas orally and interactively - Understand the grammar pattern causative forms	- Creative writing - Brainstorming - Writing comprehension
6	Get in Touch to E-Commerce - Reading comprehension about Start Up Business - Assigning students (how to promote any product in English through social media)	- After this session students are expected to have high motivation to	- Oral Presentation skill - Pronunciation skill - Vocabulary mastery

		arrange their company profile and promote the product in English in simple manner	- English Structure
7	- Review and Evaluation - Motivation	- After this session students should be able to do some evaluation given, and have some feedback from whole class	- Indepth Comprehension
8	Mid-Term Test		
9	Evaluation and assignment - Summarizing courses which are already delivered - Dividing groups and topics for organizing meeting practice - Giving the guidelines for organizing the meeting - Vocabulary for organizing meetings (minutes, secretary, chair, etc) - Phrases for meetings	- After this session students are required to make group work and have more practices in oral speaking skill	- Group Assignment - Organizing Meeting - Incorporate work - Understanding the way of organizing meeting

10	Meeting practice day 1 - Students performance - Question and respond - Topics for discussion are small business planning	- Speaking performance	- Speaking - Interactive - Critical thinking
11	Meeting practice day 2 - Students performance - Question and respond	- Speaking performance	- Speaking - Interactive - Critical thinking
12	Meeting practice day 3 - Students performance - Question and respond	- Speaking performance	- Speaking - Interactive - Critical thinking
13	Meeting practice day 4 - Students performance - Question and respond	- Speaking performance	- Speaking - Interactive - Critical thinking
14	Reflection - Question what, why, how - Feedback - Small discussion	- After this session students should be able to give their suggestion for the learning and teaching improvements.	- Self-improvement - Interactive skill - Motivation
15	Students work sheet and Evaluation	- Students whole evaluation	- Evaluation - Assessment

16	Final Examination		
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D. Evaluation

NO	Score Item	Percentage
1	Quiz (Book Worksheets)	10%
2	Assignment - Group (Oral Presenation) & - Individual (Writing Task)	20%
3	Mid-term test	30%
4	Final Exam	40%

E. References

- Fauzi, Imam. 2017. *New Access English for Academic Purposes*, Bandung: Mega Rancage
- Fauzi, Imam. 2015. *Get in Touch to the TOEFL*, Bandung: Mega Rancage
- Fauzi, Imam. 2020. *Practice Book Business English*, Bandung. Media Jaya Abadi
- **Fauzi, Imam. 2019. *Access to Business English Grammar and Practices*. Bandung; Mega Rancage**
- Azar, Schramfer, Betty. 1989. *Understanding and Using English Grammar*, London: Prentice-Hall
- Pyle. A. Michael M.A, and Ellen Mary. 1991. *TOEFL Preparation Guide: Test of English as a foreign language*, New York: Cliffs Lincoln

- Richards C. Jack. 1991. Module: New Interchange, New York: Cambridge University Press