

SYLLABUS

Course	: ENGLISH 4
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 and master integrated competences of English. The course covers fundamental English lessons for specific purpose which are expected to be useful to make students getting better to understand and apply their English skill in the area of Economic business study.

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 master listening skill in the area of English specific purposes
- 8) To speak communicatively in English by having some practices of oral presentation

C. Basic Course Outline (BCO)

Sessions	TOPICS / ACTIVITIES	Skills Concerned
1	Introduction to English Business <ul style="list-style-type: none">- Kinds of Job in Business- Job Interview- Grammar corner (Conditional Clauses type 1,2 & 3)	<ul style="list-style-type: none">- English Business terms- Speaking practice- Interactive skills- Vocabulary building- Problem solving
2	How to write an Email in English with confidence <ul style="list-style-type: none">- Tips of writing well written message electronically- Practice to sign up and write an email- Grammar corner (Noun clauses)	<ul style="list-style-type: none">- Grammar understanding- Writing- Speaking

		<ul style="list-style-type: none"> - Interactive
3	Expressions of giving opinions <ul style="list-style-type: none"> - Asking opinions - Giving opinions - What, why and how small discussion - The impact of Technology in education 	<ul style="list-style-type: none"> - Language expressions - Creative thinking - Problem solving - Interactive - Speaking
4	Listening comprehension <ul style="list-style-type: none"> - Picture recognition - Tips of picture recognition - Distraction - Exercises 	<ul style="list-style-type: none"> - Listening practice - Understanding tips and tricks of picture test - Listening skill
5	How to make an application letter in English <ul style="list-style-type: none"> - What is application letter - Sections of the letter - Exercise 	<ul style="list-style-type: none"> - Speaking - English language phrases - Communicative
6	How to write Curriculum Vitae <ul style="list-style-type: none"> - What is CV? - What to include in CV - What is not included ? - Exercises 	<ul style="list-style-type: none"> - Vocabulary mastery - English Structure understanding - Writing - Speaking

7	Tips and Tricks before the mid term exam	<ul style="list-style-type: none"> - Reinforcement - Problem solving
8	Mid-Term Test	
9	Evaluation <ul style="list-style-type: none"> - Evaluate the strengths and weakness of tests result - Assign the students to do some reporting news individually - Give some directions and topics for making an English report 	<ul style="list-style-type: none"> - Assignment
10	Work Presentation	<ul style="list-style-type: none"> - Individual learning - Self Independent - Creative thinking - Speaking - Self confidence
11	Work Presentation	<ul style="list-style-type: none"> - Individual learning - Self Independent - Creative thinking - Speaking - Self confidence
12	<ul style="list-style-type: none"> - Work Presentation 	<ul style="list-style-type: none"> - Individual learning - Self Independent - Creative thinking - Speaking - Self confidence

13	- Work Presentation	<ul style="list-style-type: none"> - Individual learning - Self Independent - Creative thinking - Speaking - Self confidence
14	Reflection <ul style="list-style-type: none"> - Question what, why, how - Feedback - Small discussion 	<ul style="list-style-type: none"> - Self-improvement - Interactive skill - Motivation
15	Students work sheet and Evaluation	<ul style="list-style-type: none"> - Evaluation - Assessment
16	Final Examination	

D. Evaluation

NO	Score Item	Percentage
1	Quiz	10%
2	Assignment <ul style="list-style-type: none"> - Group & - Individual 	20%
3	Mid-term test	30%

4	Final Exam	40%
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E. References

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