

SYLLABUS

Course	: ENGLISH 2
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' writing, reading and speaking. This course targets students who have a working knowledge of English, but need more focused training to improve their overall abilities 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 Economy 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, formal or informal letters, CV etc.
- 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
- 3) To comprehend and write various patterns of English grammar, such as present perfect and present perfect progressive, future tense and progressive, positive and negative agreement etc.
- 4) Improve their reading and writing skill in the area of business
- 5) To apply and build their abilities on the field study and career
- 6) To develop the students' speaking skills 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	Learning Objectives	Skills developed
1	The first unit, we can learn and practice the following courses; Office Situation, reading comprehension “My office”, language expressions, grammar corner and language exercises.	After practicing this unit, students are expected to be able to ; - Sharpen their comprehension of particular reading text - Express their language skill orally in context of business situation - Practice their understanding of grammatical pattern such as present tense in verbal and non verbal forms - Expose them into actively learning practices	- Grammar comprehension - Speaking practice - Interactive skills

2	The second unit, there some authentic learning materials are; what are you doing, reading comprehension “digital natives and digital immigrants”, language expressions, grammar and language exercises	After taking this course, students are supposed to be able to; - Improve their reading skill and writing skill in the area of English business situation - Comprehend typical grammar pattern in form of present continuous tense - Practice a varied language exercise - Rehearse their spoken language skill	- Speaking practice - Group Discussion - Listening practice - Oral dialogue practice - Reading comprehension
3	Third unit will present more interesting lessons; What kind of Business will you make in future, Reading comprehension “what would you like to be in future”, language useful expressions, grammar corner and exercises	After following this unit, students are expected to be able; - Create the new business opportunity by designing business project - Interpret their future expectation in the form of future tense - Understand and practice language pattern in present future tense - Engage them into active learning process	- Grammar understanding - Creative writing - Vocabulary building

4	The forth unit discusses about varied language courses; Travelling by plane, reading comprehension “standard operating procedure”, grammar corner and language practices	After proceeding this unit, students must be able to; - Define particular business process by observing standard operating procedure - Enhance their reading and writing skill - Master the language pattern in form of present perfect tense - Carry on the language practices actively	- Grammar comprehension - Writing - Speaking practice
5	Fifth unit reveals some thoughtful learning materials; where can we have a complaint, reading comprehension “a complaint letter”, useful language phrases, grammar corner and exercises	After following this unit, students are expected to be able to; - Recognize typical complaint forms - Understand the reading passage “how to make a complaint in English” - Understand and practice language pattern in present perfect continuous tense - Engage the students into active learning process	- Interactive skills - Brainstorming - Discussion and feedback

6	Sixth unit illustrates some learning materials that dealt with business situation; making an appointment, reading comprehension, helpful language phrases, grammar corner and language practices	After taking this unit deeply, students are expected to be able; - Create the English business appointment - Sharpen their comprehensive perceptions through reading skill - Understand and practice language pattern in past tense - Engage them into active learning process through variety of exercises	- Interactive skills - Pair-work practice - Pronunciation skill
7	The seventh unit explains some particular advanced technology; reading comprehension about the future of computer game, grammar corner and language practices	After observing this unit, students are expected to be able to; - Synthesize the information that is elaborated in the reading text - Understand the reading passage “the future of computer game” - Understand and practice language pattern in past continuous tense - Engage the students into active learning process	- Comprehension

8	Mid-Term Test		
9	Evaluation - Summarizing courses which are already delivered - Dividing groups and topics for class presentation practice - Giving the guidelines of presentation practice	-	- Comprehension - Group Assignment - Oral Presentation techniques
10	Presentation practice day 1 - Students performance - Question and respond - Topics are social network, small business, modern technology or media, strategy of marketing, Indonesia education etc.	- Practice oral presentation	- Oral speaking practice - Interactive - Critical thinking
11	Presentation practice day 2 - Students performance - Question and respond	- Practice oral presentation	- Oral speaking practice - Interactive - Critical thinking
12	Presentation practice day 3 - Students performance - Question and respond	- Practice oral presentation	- Oral speaking practice - Interactive - Critical thinking

13	Presentation practice day 4 - Students performance - Question and respond	- Practice oral presentation	- Oral speaking practice - Interactive - Critical thinking
14	Reflection - Question what, why, how - Feedback initiatives - Small discussion	- Students feedback	- Self-improvement - Interactive skill - Icebreaking
15	Students work sheet and Evaluation	- Courses Evaluation	- Evaluation - Assessment
16	Final Examination		

D. Evaluation

NO	Score Item	Percentage
1	Quiz	10%
2	Assignment - Group & - Individual	20%
3	Mid-term test	30%
4	Final Exam	40%

E. References

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