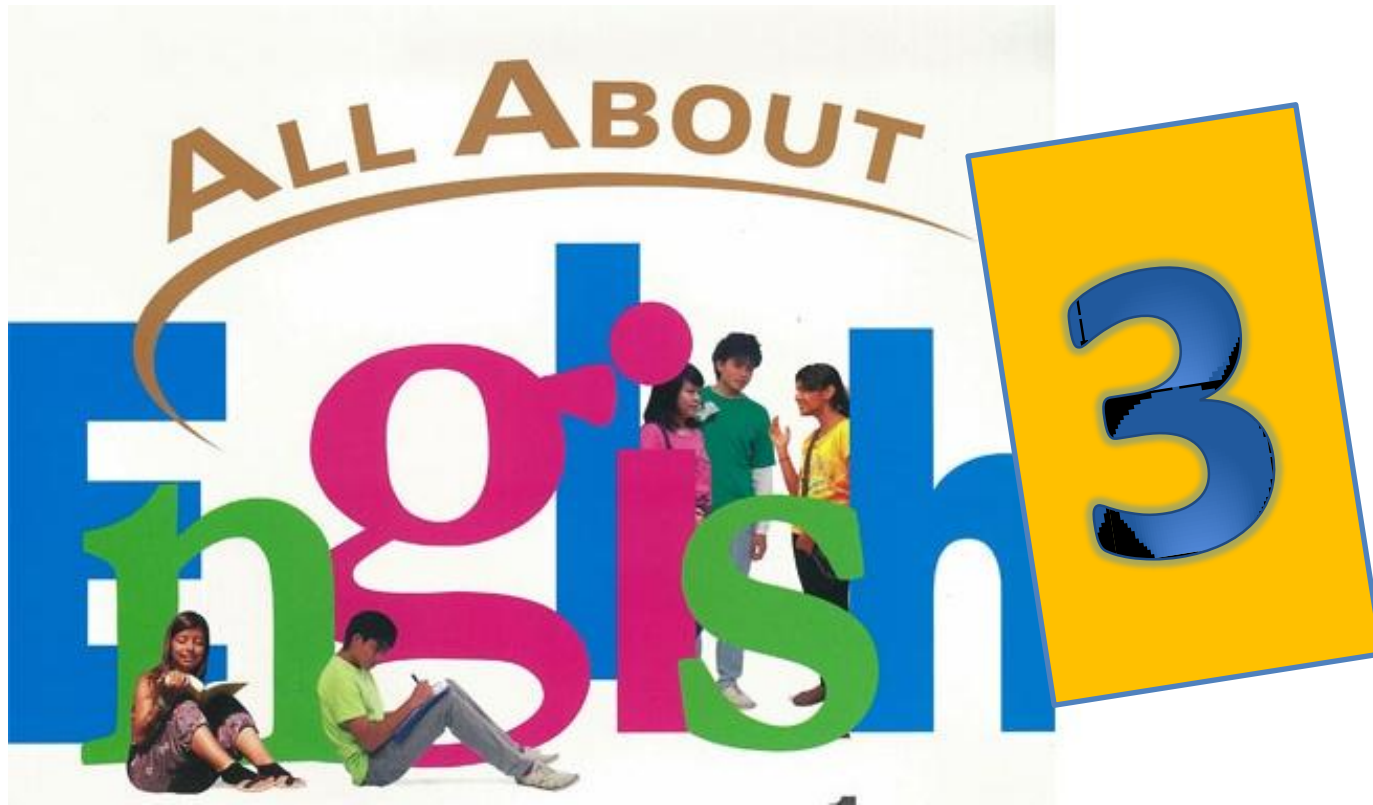


**“A college degree is not a sign
that one is a finished product, but
an indication that a person is
prepared for life”**

(Edward A. Malloy)

BUG2A2 for S1



Outline

1. Mr. ... /Miss...
2. Coordinator of English 3
3. Learning Goals
4. Learning Materials
5. Lesson Plans
6. Grading System
7. References
8. Important Dates
9. Classroom Rules
10. Q & A
11. LaC Programs



Coordinator of English 3

Ms. Ima Normalia Kusmayanti (INK)

- **Coordinator of English (BUG1D2, BUG1E2, BUG2A2) for FIF**
- **English Lecturer (BUG1D2, BUG1E2, BUG2A2)**
- **Head of Language Center Tel-U**
- **Academic Supervisor of CS-37-02 & CS-37-04**
- **Advisor of SES (Student English Society) Tel-U**
- **MC for Formal Events**
- **Contact Number : 081224001982**
- **Email: (1) kusmayanti.1982@gmail.com; (2) kusmayanti@telkomuniversity.ac.id**
- **Blog: <http://kusmayanti.staff.telkomuniversity.ac.id>**
- **FB: normalia kusmayanti**

Office hour for consultation: Thursday, 14:00-16:00 WIB at Grha Cacuk A, 1st Floor Room A110

(Note: you must make appointment via texting/WA/LINE prior your coming)



Success Criteria

Retrieved from:

<http://blackdeer.edublogs.org/files/2012/02/Success-Criteria-1u7k8xg.jpg>

- **By the end of this course, you will be able to:**
 - 1. use** vocabulary, grammar, expressions commonly used in work settings.
 - 2. improve** your English communication skills in working environment.

This course presents:

- English vocabulary related to:
 - person's abilities & qualities
 - company structures & business activities
- English expressions for:
 - job interviews
 - describing products and services
 - telephoning, meeting, and negotiation
- English grammar related to tenses
 - past & present
- Important documents for job interviews
 - CV, resume, application letter

What you will learn in English 3:

Job Interview

**1. Describing
Dream Job**

**2. Application
Letter & CV**

**3. Interview
Simulation**

**4. Walk-in Job
Interview**

Designing &
Describing
Product/Service

**1. Designing
Product/Service**

**2. Describing
Product/Service**

**3. Meeting &
Negotiating**

**4. Role-play: Our
Dream Company**

The Lesson Plan for BUG2A2



Mid-Term Exam: Job Interview



Final Exam: Role Play

Meeting 1 – Meeting 7

1st Meeting: a. All About BUG2A2
 b. Describing about yourself

2nd Meeting: a. Dream Job
 b. Language Device to describe dream job

3rd Meeting: a. Presenting your Dream Job (each student max. 5 minutes)
 b. Discussion

4th Meeting: a. Company's profile & business activity
 b. Application Letter & CV

5th Meeting: a. Body language during interview
 b. Typical question for job interview

6th Meeting: Mid-term exam

7th Meeting: Mid-term exam

Meeting 8 – Meeting 14

8th Meeting: Mid-term exam

9th Meeting: a. Designing product/service
b. Describing product/service

10th Meeting: a. Presenting product/service
b. Interacting with prospective customers

11th Meeting: a. Language device for meeting
b. Discussing/negotiating

12th Meeting: Final test

13th Meeting: Final test

14th Meeting: Final test



Evaluation Components

- **Assignments = 40 points**
- **ECCT = 20 points**
(passing grades 3.50 for S1)
- **Mid-term test = Walk-in Job Interview : 20 points**
- **Final test = Role-Play: 20 points**
- **Exposure (ESAP & Course) = 20-30 points**



Grading

80.00 - 100

73.00 - 79.99

66.00 - 72.99

59.00 - 65.99

52.00 - 58.99

45.00 - 51.99

0.00 - 44.99



80-100

= A



73-79.99

= AB



66-72.99

= B



59-65.99

= BC



52-58.99

= C



45-51.99

= D



0-44.99

= E

I Gracias



BAHASA INGGRIS III (BUG2A2)

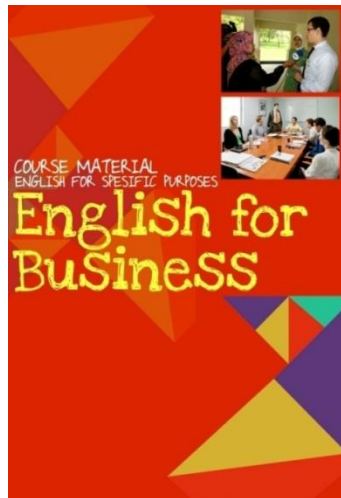
Catatan: insert di salah satu kolom E.s.d. J

No.	NIM	Nama Mahasiswa	TASK 1							TASK 2		TASK 3		TASK 4		UAS		EXPOSURE		UPLOAD IGADIS					GRADE
			ABOUT ME &		MAKING		FULL WALK-IN		DESIGNING		PHONING &		MEETING CLIENT:		ESAP		ECCT	TASK	UTS	UAS	TOTAL				
			ECCT	DREAM JOB	APPLICATION & CV	INTERVIEW	SERVICE/PRODUCT	NEGOTIATING	PRODUCT/SERVICE	ENGLISH COURSE	20-30 points	20%	40%	20%	20%	100%									
1			20.00	10.00	10.00	20.00	10.00	10.00	10.00	6.00	15.00			100.00	52.50	100.00	75.00	76.00	AB						
2			3.50	5.00	5.00	20.00	5.00	6.00	15.00					75.00	77.50	90.00	85.00	81.00	A						
3			3.33	10.00	10.00	20.00	9.00	7.00	18.00					83.25	90.00	100.00	90.00	90.65	A						
4			2.50	7.00	6.50	15.00	7.00	5.00	15.00					50.00	63.75	75.00	75.00	65.50	BC						
5			2.63	10.00	10.00	20.00	8.00	4.00	20.00					52.60	80.00	100.00	100.00	82.52	A						
6			2.17	8.00	6.00	16.00	7.00	6.00	16.00					43.40	67.50	80.00	80.00	67.68	B						
7			1.00	5.00	5.00	15.00	5.00	5.00	15.00					20.00	50.00	75.00	75.00	54.00	C						
8			2.00	7.00	6.00	16.00	6.00	7.00	13.00					40.00	65.00	80.00	65.00	63.00	BC						
9			3.83	8.50	10.00	20.00	8.00	8.00	18.00					100.00	86.25	100.00	90.00	92.50	A						
10			3.17	8.50	6.00	16.00	6.00	5.00	15.00					79.25	63.75	80.00	75.00	72.35	B						
11														0.00	0.00	0.00	0.00	0.00	E						

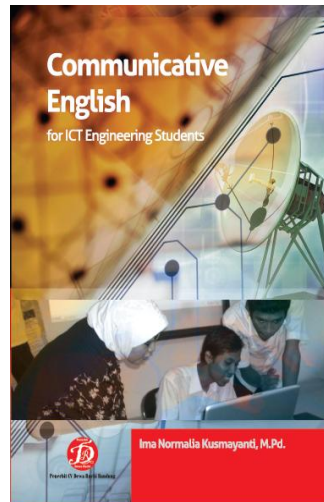
Blog: <http://kusmayanti.staff.telkomuniversity.ac.id>; one week after UAS

REFERENCES

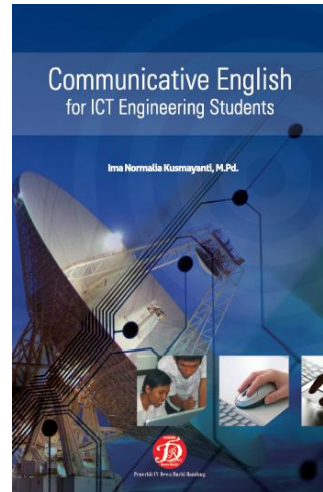
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LAC



2012



2013



2014

Note: If you do not have this book, borrow from a friend.
Download from: <http://lac.telkomuniversity.ac.id>



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Retrieved from: <http://uregina.ca/~bender2r/ref.jpg>

- Barnard, R. and Cady, J. (1993). *Business Venture 2*. Oxford: Oxford University Press.
- Barnard, R. and Cady, J. (1992). *Business Venture 1*. Oxford: Oxford University Press.
- Smith, L. R. & Moore, R. (2014). *English for Careers: Business, Professional, and Technical*. 11th Edition. New York: Pearson

Deadlines for Submission

3rd week

- Task: Dream Job

5th week

- Task: Application Letter & CV

6th-8th Week

- Mid-Term Exam

11th Week

- Task: Commercial Video

12th-14th week

- Final Exam

LATE



0 point



Retrieved from:
[http://www.shikbraves.org/cms/lib05/PA01000007/Centricity/Domain/382/
rules.gif](http://www.shikbraves.org/cms/lib05/PA01000007/Centricity/Domain/382/rules.gif)

1. **DO NOT** come LATE. If the door is closed, **YOU ARE NOT ALLOWED TO ENTER THE CLASS.**
2. **ALWAYS** turn your mobile phone in silent mode. You **ARE NOT ALLOWED** to receive phone call or reply text in class. You may use your mobile phone for task in class or dictionary.
3. Always wear a name tag (first name/nick name) because I need to know your name.
4. **USE** English in class.
5. **BRING** your textbook. You need it to make you understand the lessons better.
6. **NO COPY** and **PASTE** for your assignments. **ALWAYS INCLUDE REFERENCES PROPERLY.**
7. **NO LATE** assignments. If you submit your task late, I will not grade it.
8. **DO NOT** chew bubblegum. You may bring water. **EAT** before the lesson start.
9. **ALWAYS** ask my permission before going out of class (i.e. wash your face).
10. **KEEP** the class clean and tidy.

Q & A



(Retrieved on January 4th, 2013 from:

http://t3.gstatic.com/images?q=tbn:ANd9GcT7e_6c7OXQNuLbeNxlxdYMKaJI4IFqQ9oIPDOtf-8KXqBJH8eiaq)



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 - http://t3.gstatic.com/images?q=tbn:ANd9GcT7e_6c7OXQNuLbeNxlxdYMKaJI4IFqQ9oIPDOtf-8KXqBjH8eiag

Choose a job
you love

and you will
never have to work
a day in your life

Confucius