



**UNIVERSITAS NEGERI YOGYAKARTA  
FAKULTAS BAHASA DAN SENI**

**SATUAN ACARA PERKULIAHAN (SAP)  
MATA KULIAH: *INTERPRETING ON BUSINESS  
COMMUNICATION***

FRM/FBS/19-00

Revisi: 00

30 Oktober 2013

Hal.

1. **Fakultas/Program Studi** : Bahasa dan Seni/Pendidikan Bahasa Inggris
2. **Mata Kuliah & Kode** : Interpreting on Business Communication (PBI 404)
3. **SKS** : Teori = 2 SKS      Praktek = 2 SKS
4. **Waktu** : Semester = 7      Waktu = 100 menit
5. **Kompetensi Dasar** :
  - Have knowledge of the importance of communication in business and the professions
6. **Indikator Ketercapaian** :
  - State the characteristics of communication in business
  - State the characteristics of communication in the professions
  - State the importance of communication in business
  - State the importance of communication in the professions
7. **Materi Pokok** :
  - Communication in business
  - Communication in the professions
8. **Kegiatan Perkuliahan** :

Komponen Langkah	Uraian Kegiatan	Estimasi Waktu	Metode	Media	Referensi
PENDAHULUAN	The lecturer mentions some phenomena in daily life. She asks the students whether they are researchable from the scientific perspective. She then asks the students to identify how people commonly perceive the phenomena	15 minutes	Lecturing Question and answer Discussion	Handouts	
INTI	The lecturer explains the definition of communication and the importance of communication in business and the professions.	30 minutes	Lecturing Question and answer Discussion	Handouts	Treece, Malra. (1982). Communication for Business and the Professions: Second Edition. Massachusetts: Allyn

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	FRM/FBS/19-00	Revisi: 00	30 Oktober 2013

					and Bacon, Inc.
PENUTUP	The lecturer and the students summarize the materials that they have discussed.	20 minutes	Lecturing Question and answer		
TINDAK LANJUT	The lecturer assigns the students homework relevant to the materials	5 minutes			

9. **Evaluasi**

: The lecturer asks the students to answer questions orally.

Dosen

**Dra. Rahmi Dipayanti Andayani, M.Pd.**

NIP 19640201 198803 2 002



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4. **Waktu** : Semester = 7      Waktu = 100 menit
5. **Kompetensi Dasar** :
  - Have knowledge of the communication within and from the organization.
6. **Indikator Ketercapaian** :
  - State the characteristics of communication within the organization
  - State the characteristics of communication from the organization
  - State the examples of communication within the organization
  - State the examples of communication from the organization
7. **Materi Pokok** :
  - Communication within the organization
  - Communication from the organization
8. **Kegiatan Perkuliahan** :

Komponen Langkah	Uraian Kegiatan	Estimasi Waktu	Metode	Media	Referensi
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INTI	The lecturer explains the characteristics and examples of communication within and from the organization.	30 minutes	Lecturing Question and answer Discussion	Handouts	Treece, Malra. (1982). Communication for Business and the Professions: Second Edition. Massachusetts: Allyn

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4. **Waktu** : Semester = 7      Waktu = 100 menit
5. **Kompetensi Dasar** :
  - Have knowledge of the definitions of communication and the process of communication.
6. **Indikator Ketercapaian** :
  - State the definitions of communication
  - State the characteristics of communication
  - State the process of communication
7. **Materi Pokok** :
  - Definitions of communication
  - The process of communication
8. **Kegiatan Perkuliahan** :

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3. **SKS** : Teori = 2 SKS      Praktek = 2 SKS
4. **Waktu** : Semester = 7      Waktu = 100 menit
5. **Kompetensi Dasar** :
  - Have knowledge of the words and meaning in the business context
6. **Indikator Ketercapaian** :
  - State the definitions of words
  - State the definitions of meaning
  - State the examples of words and meaning in the business context
7. **Materi Pokok** :
  - Words
  - Meaning

**8. Kegiatan Perkuliahan** :

Komponen Langkah	Uraian Kegiatan	Estimasi Waktu	Metode	Media	Referensi
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4. **Waktu** : Semester = 7      Waktu = 100 menit
5. **Kompetensi Dasar** :
  - Have knowledge of the nonverbal communication
6. **Indikator Ketercapaian** :
  - State the definitions of nonverbal communication
  - State the characteristics of nonverbal communication
  - State the examples of nonverbal communication
7. **Materi Pokok** :
  - Nonverbal communication
8. **Kegiatan Perkuliahan** :

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PENDAHULUAN	The lecturer mentions some phenomena in daily life. She asks the students whether they are researchable from the scientific perspective. She then asks the students to identify how people commonly perceive the phenomena	15 minutes	Lecturing Question and answer Discussion	Handouts	
INTI	The lecturer explains the definitions, characteristics, and examples of nonverbal communication.	30 minutes	Lecturing Question and answer Discussion	Handouts	Treece, Malra. (1982). Communication for Business and the Professions: Second Edition. Massachusetts: Allyn and Bacon, Inc.



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4. **Waktu** : Semester = 7      Waktu = 100 menit
5. **Kompetensi Dasar** :
  - Have knowledge of a positive, pleasant, and diplomatic approach in communication
6. **Indikator Ketercapaian** :
  - State the definitions of positive, pleasant, and diplomatic approach
  - State the characteristics of positive, pleasant, and diplomatic approach on
  - State the examples of positive, pleasant, and diplomatic approach
7. **Materi Pokok** :
  - Positive approach in communication
  - Pleasant approach in communication
  - Diplomatic approach in communication
8. **Kegiatan Perkuliahan** :

Komponen Langkah	Uraian Kegiatan	Estimasi Waktu	Metode	Media	Referensi
PENDAHULUAN	The lecturer mentions some phenomena in daily life. She asks the students whether they are researchable from the scientific perspective. She then asks the students to identify how people commonly perceive the phenomena	15 minutes	Lecturing Question and answer Discussion	Handouts	
INTI	The lecturer explains the definitions, characteristics, and examples of the positive, pleasant, and diplomatic approach in communication.	30 minutes	Lecturing Question and answer Discussion	Handouts	Treece, Malra. (1982). Communication for Business and the Professions: Second Edition. Massachusetts: Allyn

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4. **Waktu** : Semester = 7      Waktu = 100 menit
5. **Kompetensi Dasar** :
  - Have knowledge of the codes of ethics for communication
6. **Indikator Ketercapaian** :
  - State the definitions of codes of ethics for communication
  - State the characteristics of codes of ethics for communication
  - State the examples of codes of ethics for communication
7. **Materi Pokok** :
  - Codes of ethics for communication
8. **Kegiatan Perkuliahan** :

Komponen Langkah	Uraian Kegiatan	Estimasi Waktu	Metode	Media	Referensi
PENDAHULUAN	The lecturer mentions some phenomena in daily life. She asks the students whether they are researchable from the scientific perspective. She then asks the students to identify how people commonly perceive the phenomena	15 minutes	Lecturing Question and answer Discussion	Handouts	
INTI	The lecturer explains the definitions, characteristics, and examples of codes of ethics for communication.	30 minutes	Lecturing Question and answer Discussion	Handouts	Treece, Malra. (1982). Communication for Business and the Professions: Second Edition. Massachusetts: Allyn and Bacon, Inc.



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4. **Waktu** : Semester = 7      Waktu = 100 menit
5. **Kompetensi Dasar** :
  - Have knowledge of the language of business
6. **Indikator Ketercapaian** :
  - State the definitions of business language
  - State the characteristics of business language
  - State the examples of business language
7. **Materi Pokok** :
  - Language of business
8. **Kegiatan Perkuliahan** :

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4. **Waktu** : Semester = 7      Waktu = 100 menit
5. **Kompetensi Dasar** :
  - Have knowledge of the basic principles of emphasis
6. **Indikator Ketercapaian** :
  - State the definitions of basic principles of emphasis
  - State the characteristics of basic principles of emphasis
  - State the examples of basic principles of emphasis
7. **Materi Pokok** :
  - Basic principles of emphasis
8. **Kegiatan Perkuliahan** :

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PENDAHULUAN	The lecturer mentions some phenomena in daily life. She asks the students whether they are researchable from the scientific perspective. She then asks the students to identify how people commonly perceive the phenomena	15 minutes	Lecturing Question and answer Discussion	Handouts	
INTI	The lecturer explains the definitions, characteristics, and examples of the basic principles of emphasis in communication.	30 minutes	Lecturing Question and answer Discussion	Handouts	Treece, Malra. (1982). Communication for Business and the Professions: Second Edition. Massachusetts: Allyn and Bacon, Inc.

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5. **Kompetensi Dasar** :
  - Have knowledge of the direct and indirect arrangements
6. **Indikator Ketercapaian** :
  - State the definitions of direct and indirect arrangements
  - State the characteristics of direct and indirect arrangements
  - State the examples of direct and indirect arrangements
7. **Materi Pokok** :
  - Direct and indirect arrangements
8. **Kegiatan Perkuliahan** :

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INTI	The lecturer explains the definitions, characteristics, and examples of direct and indirect arrangements.	30 minutes	Lecturing Question and answer Discussion	Handouts	Treece, Malra. (1982). Communication for Business and the Professions: Second Edition. Massachusetts: Allyn and Bacon, Inc.



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5. **Kompetensi Dasar** :
  - Have knowledge of the planning routines and favorable messages
6. **Indikator Ketercapaian** :
  - State the definitions of routines and favorable messages
  - State the characteristics of routines and favorable messages
  - Write the examples of routines and favorable messages
7. **Materi Pokok** :
  - Routine messages
  - Favorable messages
8. **Kegiatan Perkuliahan** :

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4. **Waktu** : Semester = 7      Waktu = 100 menit
5. **Kompetensi Dasar** :
  - Have knowledge of the orders, inquiries, and direct requests
6. **Indikator Ketercapaian** :
  - State the definitions of orders, inquiries, and direct requests
  - State the characteristics of orders, inquiries, and direct requests
  - Write the examples of orders, inquiries, and direct requests
7. **Materi Pokok** :
  - Orders
  - Inquiries
  - Direct requests
8. **Kegiatan Perkuliahan** :

Komponen Langkah	Uraian Kegiatan	Estimasi Waktu	Metode	Media	Referensi
PENDAHULUAN	The lecturer mentions some phenomena in daily life. She asks the students whether they are researchable from the scientific perspective. She then asks the students to identify how people commonly perceive the phenomena	15 minutes	Lecturing Question and answer Discussion	Handouts	
INTI	The lecturer explains the definitions, characteristics, and examples of orders, inquiries, and direct requests.	30 minutes	Lecturing Question and answer Discussion	Handouts	Treece, Malra. (1982). Communication for Business and the Professions: Second Edition. Massachusetts: Allyn

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					and Bacon, Inc.
PENUTUP	The lecturer and the students summarize the materials that they have discussed.	20 minutes	Lecturing Question and answer		
TINDAK LANJUT	The lecturer assigns the students homework relevant to the materials	5 minutes			

9. **Evaluasi** : The lecturer asks the students to answer questions orally.

Dosen

**Dra. Rahmi Dipayanti Andayani, M.Pd.**

NIP 19640201 198803 2 002





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3. **SKS** : Teori = 2 SKS      Praktek = 2 SKS
4. **Waktu** : Semester = 7      Waktu = 100 menit
5. **Kompetensi Dasar** :
  - Have knowledge of routine replies and announcements
6. **Indikator Ketercapaian** :
  - State the definitions of routine replies and announcements
  - State the characteristics of routine replies and announcements
  - Write the examples of routine replies and announcements
7. **Materi Pokok** :
  - Routine replies
  - Announcements

**8. Kegiatan Perkuliahan :**

Komponen Langkah	Uraian Kegiatan	Estimasi Waktu	Metode	Media	Referensi
PENDAHULUAN	The lecturer mentions some phenomena in daily life. She asks the students whether they are researchable from the scientific perspective. She then asks the students to identify how people commonly perceive the phenomena	15 minutes	Lecturing Question and answer Discussion	Handouts	
INTI	The lecturer explains the definitions, characteristics, and examples of routine replies and announcements.	30 minutes	Lecturing Question and answer Discussion	Handouts	Treece, Malra. (1982). Communication for Business and the Professions: Second Edition. Massachusetts: Allyn and Bacon, Inc.



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PENUTUP	The lecturer and the students summarize the materials that they have discussed.	20 minutes	Lecturing Question and answer		
TINDAK LANJUT	The lecturer assigns the students homework relevant to the materials	5 minutes			

9. **Evaluasi**

: The lecturer asks the students to answer questions orally.

Dosen

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NIP 19640201 198803 2 002



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3. **SKS** : Teori = 2 SKS      Praktek = 2 SKS
4. **Waktu** : Semester = 7      Waktu = 100 menit
5. **Kompetensi Dasar** :
  - Have knowledge of disappointing or unfavorable messages
6. **Indikator Ketercapaian** :
  - State the definitions of disappointing or unfavorable messages
  - State the characteristics of disappointing or unfavorable messages
  - Write the examples of disappointing or unfavorable messages
7. **Materi Pokok** :
  - Planning disappointing or unfavorable messages
8. **Kegiatan Perkuliahan** :

Komponen Langkah	Uraian Kegiatan	Estimasi Waktu	Metode	Media	Referensi
PENDAHULUAN	The lecturer mentions some phenomena in daily life. She asks the students whether they are researchable from the scientific perspective. She then asks the students to identify how people commonly perceive the phenomena	15 minutes	Lecturing Question and answer Discussion	Handouts	
INTI	The lecturer explains the definitions, characteristics, and examples of disappointing or unfavorable messages.	30 minutes	Lecturing Question and answer Discussion	Handouts	Treece, Malra. (1982). Communication for Business and the Professions: Second Edition. Massachusetts: Allyn and Bacon, Inc.



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PENUTUP	The lecturer and the students summarize the materials that they have discussed.	20 minutes	Lecturing Question and answer		
TINDAK LANJUT	The lecturer assigns the students homework relevant to the materials	5 minutes			

9. **Evaluasi**

: The lecturer asks the students to answer questions orally.

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3. **SKS** : Teori = 2 SKS      Praktek = 2 SKS
4. **Waktu** : Semester = 7      Waktu = 100 menit
5. **Kompetensi Dasar** :
  - Have knowledge of planning and writing persuasive requests
6. **Indikator Ketercapaian** :
  - State the definitions of persuasive requests
  - State the characteristics of persuasive requests
  - Write the examples of persuasive requests
7. **Materi Pokok** :
  - Planning persuasive requests
  - Writing persuasive requests
8. **Kegiatan Perkuliahan** :

Komponen Langkah	Uraian Kegiatan	Estimasi Waktu	Metode	Media	Referensi
PENDAHULUAN	The lecturer mentions some phenomena in daily life. She asks the students whether they are researchable from the scientific perspective. She then asks the students to identify how people commonly perceive the phenomena	15 minutes	Lecturing Question and answer Discussion	Handouts	
INTI	The lecturer explains the definitions, characteristics, and examples of persuasive requests.	30 minutes	Lecturing Question and answer Discussion	Handouts	Treece, Malra. (1982). Communication for Business and the Professions: Second Edition. Massachusetts: Allyn and Bacon, Inc.

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PENUTUP	The lecturer and the students summarize the materials that they have discussed.	20 minutes	Lecturing Question and answer		
TINDAK LANJUT	The lecturer assigns the students homework relevant to the materials	5 minutes			

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3. **SKS** : Teori = 2 SKS      Praktek = 2 SKS
4. **Waktu** : Semester = 7      Waktu = 100 menit
5. **Kompetensi Dasar** :
  - Have knowledge of report preparation
6. **Indikator Ketercapaian** :
  - State the requirements of report preparation
  - State the characteristics of report preparation
  - Write the examples of report preparation
7. **Materi Pokok** :
  - The overview of report preparation
8. **Kegiatan Perkuliahan** :

Komponen Langkah	Uraian Kegiatan	Estimasi Waktu	Metode	Media	Referensi
PENDAHULUAN	The lecturer mentions some phenomena in daily life. She asks the students whether they are researchable from the scientific perspective. She then asks the students to identify how people commonly perceive the phenomena	15 minutes	Lecturing Question and answer Discussion	Handouts	
INTI	The lecturer explains the requirements, characteristics, and examples of report preparation.	30 minutes	Lecturing Question and answer Discussion	Handouts	Treece, Malra. (1982). Communication for Business and the Professions: Second Edition. Massachusetts: Allyn and Bacon, Inc.

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PENUTUP	The lecturer and the students summarize the materials that they have discussed.	20 minutes	Lecturing Question and answer		
TINDAK LANJUT	The lecturer assigns the students homework relevant to the materials	5 minutes			

9. **Evaluasi** : The lecturer asks the students to answer questions orally.

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3. **SKS** : Teori = 2 SKS      Praktek = 2 SKS
4. **Waktu** : Semester = 7      Waktu = 100 menit
5. **Kompetensi Dasar** :
  - Have knowledge of planning the report
6. **Indikator Ketercapaian** :
  - State the requirements for planning the report
  - State the steps of planning the report
  - Write the examples of report plan
7. **Materi Pokok** :
  - Planning the report
8. **Kegiatan Perkuliahan** :

Komponen Langkah	Uraian Kegiatan	Estimasi Waktu	Metode	Media	Referensi
PENDAHULUAN	The lecturer mentions some phenomena in daily life. She asks the students whether they are researchable from the scientific perspective. She then asks the students to identify how people commonly perceive the phenomena	15 minutes	Lecturing Question and answer Discussion	Handouts	
INTI	The lecturer explains the requirements, steps, examples of report plan.	30 minutes	Lecturing Question and answer Discussion	Handouts	Treece, Malra. (1982). Communication for Business and the Professions: Second Edition. Massachusetts: Allyn and Bacon, Inc.



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PENUTUP	The lecturer and the students summarize the materials that they have discussed.	20 minutes	Lecturing Question and answer		
TINDAK LANJUT	The lecturer assigns the students homework relevant to the materials	5 minutes			

9. **Evaluasi** : The lecturer asks the students to answer questions orally.

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4. **Waktu** : Semester = 7      Waktu = 100 menit
5. **Kompetensi Dasar** :
  - Have knowledge of gathering information for effective reports
6. **Indikator Ketercapaian** :
  - State the requirements of gathering information for effective reports
  - State the steps of gathering information for effective reports
  - Write the examples of information for effective report
7. **Materi Pokok** :
  - Gathering information for effective reports
8. **Kegiatan Perkuliahan** :

Komponen Langkah	Uraian Kegiatan	Estimasi Waktu	Metode	Media	Referensi
PENDAHULUAN	The lecturer mentions some phenomena in daily life. She asks the students whether they are researchable from the scientific perspective. She then asks the students to identify how people commonly perceive the phenomena	15 minutes	Lecturing Question and answer Discussion	Handouts	
INTI	The lecturer explains the requirements, steps, and examples of gathering information for effective reports.	30 minutes	Lecturing Question and answer Discussion	Handouts	Treece, Malra. (1982). Communication for Business and the Professions: Second Edition. Massachusetts: Allyn and Bacon, Inc.

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PENUTUP	The lecturer and the students summarize the materials that they have discussed.	20 minutes	Lecturing Question and answer		
TINDAK LANJUT	The lecturer assigns the students homework relevant to the materials	5 minutes			

9. **Evaluasi** : The lecturer asks the students to answer questions orally.

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3. **SKS** : Teori = 2 SKS      Praktek = 2 SKS
4. **Waktu** : Semester = 7      Waktu = 100 menit
5. **Kompetensi Dasar** :
  - Have knowledge of interpreting and organizing data
6. **Indikator Ketercapaian** :
  - State the requirements of interpreting and organizing data
  - State the steps of interpreting and organizing data
  - Write the examples of interpreting and organizing data
7. **Materi Pokok** :
  - Interpreting data
  - Organizing data

**8. Kegiatan Perkuliahan** :

Komponen Langkah	Uraian Kegiatan	Estimasi Waktu	Metode	Media	Referensi
PENDAHULUAN	The lecturer mentions some phenomena in daily life. She asks the students whether they are researchable from the scientific perspective. She then asks the students to identify how people commonly perceive the phenomena	15 minutes	Lecturing Question and answer Discussion	Handouts	
INTI	The lecturer explains the requirements, steps, and examples of interpreting and organizing data.	30 minutes	Lecturing Question and answer Discussion	Handouts	Treece, Malra. (1982). Communication for Business and the Professions: Second Edition. Massachusetts: Allyn and Bacon, Inc.

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PENUTUP	The lecturer and the students summarize the materials that they have discussed.	20 minutes	Lecturing Question and answer		
TINDAK LANJUT	The lecturer assigns the students homework relevant to the materials	5 minutes			

9. **Evaluasi** : The lecturer asks the students to answer questions orally.

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3. **SKS** : Teori = 2 SKS      Praktek = 2 SKS
4. **Waktu** : Semester = 7      Waktu = 100 menit
5. **Kompetensi Dasar** :
  - Have knowledge of the complete formal report
6. **Indikator Ketercapaian** :
  - State the definitions of the complete formal report
  - State the characteristics of the complete formal report
  - Write the examples of the complete formal report
7. **Materi Pokok** :
  - The complete formal report
8. **Kegiatan Perkuliahan** :

Komponen Langkah	Uraian Kegiatan	Estimasi Waktu	Metode	Media	Referensi
PENDAHULUAN	The lecturer mentions some phenomena in daily life. She asks the students whether they are researchable from the scientific perspective. She then asks the students to identify how people commonly perceive the phenomena	15 minutes	Lecturing Question and answer Discussion	Handouts	
INTI	The lecturer explains the definitions, characteristics, and examples of the complete formal report.	30 minutes	Lecturing Question and answer Discussion	Handouts	Treece, Malra. (1982). Communication for Business and the Professions: Second Edition. Massachusetts: Allyn and Bacon, Inc.



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PENUTUP	The lecturer and the students summarize the materials that they have discussed.	20 minutes	Lecturing Question and answer		
TINDAK LANJUT	The lecturer assigns the students homework relevant to the materials	5 minutes			

9. **Evaluasi**

: The lecturer asks the students to answer questions orally.

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4. **Waktu** : Semester = 7      Waktu = 100 menit
5. **Kompetensi Dasar** :
  - Have knowledge of the solicited and unsolicited application letters and data sheets
6. **Indikator Ketercapaian** :
  - State the definitions of the solicited and unsolicited application letters and data sheets
  - State the characteristics of the solicited and unsolicited application letters and data sheets
  - Write the examples of the solicited and unsolicited application letters and data sheets
7. **Materi Pokok** :
  - the solicited and unsolicited application letters
  - the solicited and unsolicited data sheets
8. **Kegiatan Perkuliahan** :

Komponen Langkah	Uraian Kegiatan	Estimasi Waktu	Metode	Media	Referensi
PENDAHULUAN	The lecturer mentions some phenomena in daily life. She asks the students whether they are researchable from the scientific perspective. She then asks the students to identify how people commonly perceive the phenomena	15 minutes	Lecturing Question and answer Discussion	Handouts	
INTI	The lecturer explains the definitions, characteristics, and examples of the solicited and unsolicited application letters and data sheets.	30 minutes	Lecturing Question and answer Discussion	Handouts	Treece, Malra. (1982). Communication for Business and the Professions: Second Edition. Massachusetts: Allyn

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PENUTUP	The lecturer and the students summarize the materials that they have discussed.	20 minutes	Lecturing Question and answer		
TINDAK LANJUT	The lecturer assigns the students homework relevant to the materials	5 minutes			

9. **Evaluasi**

: The lecturer asks the students to answer questions orally.

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4. **Waktu** : Semester = 7      Waktu = 100 menit
5. **Kompetensi Dasar** :
  - Have knowledge of the two-part application
6. **Indikator Ketercapaian** :
  - State the definitions of the two-part application
  - State the characteristics of the two-part application
  - Write the examples of the two-part application
7. **Materi Pokok** :
  - The two-part application
8. **Kegiatan Perkuliahan** :

Komponen Langkah	Uraian Kegiatan	Estimasi Waktu	Metode	Media	Referensi
PENDAHULUAN	The lecturer mentions some phenomena in daily life. She asks the students whether they are researchable from the scientific perspective. She then asks the students to identify how people commonly perceive the phenomena	15 minutes	Lecturing Question and answer Discussion	Handouts	
INTI	The lecturer explains the definitions, characteristics, and examples of the two-part application.	30 minutes	Lecturing Question and answer Discussion	Handouts	Treece, Malra. (1982). Communication for Business and the Professions: Second Edition. Massachusetts: Allyn and Bacon, Inc.



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TINDAK LANJUT	The lecturer assigns the students homework relevant to the materials	5 minutes			

9. **Evaluasi**

: The lecturer asks the students to answer questions orally.

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4. **Waktu** : Semester = 7      Waktu = 100 menit
5. **Kompetensi Dasar** :
  - Have knowledge of the data sheet
6. **Indikator Ketercapaian** :
  - State the definitions of the data sheet
  - State the characteristics of the data sheet
  - Write the examples of the data sheet
7. **Materi Pokok** :
  - The data sheet
8. **Kegiatan Perkuliahan** :

Komponen Langkah	Uraian Kegiatan	Estimasi Waktu	Metode	Media	Referensi
PENDAHULUAN	The lecturer mentions some phenomena in daily life. She asks the students whether they are researchable from the scientific perspective. She then asks the students to identify how people commonly perceive the phenomena	15 minutes	Lecturing Question and answer Discussion	Handouts	
INTI	The lecturer explains the definitions, characteristics, and examples of the data sheet.	30 minutes	Lecturing Question and answer Discussion	Handouts	Treece, Malra. (1982). Communication for Business and the Professions: Second Edition. Massachusetts: Allyn and Bacon, Inc.

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PENUTUP	The lecturer and the students summarize the materials that they have discussed.	20 minutes	Lecturing Question and answer		
TINDAK LANJUT	The lecturer assigns the students homework relevant to the materials	5 minutes			

9. **Evaluasi** : The lecturer asks the students to answer questions orally.

Dosen

**Dra. Rahmi Dipayanti Andayani, M.Pd.**

NIP 19640201 198803 2 002



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**SATUAN ACARA PERKULIAHAN (SAP)**  
**MATA KULIAH: *INTERPRETING ON BUSINESS COMMUNICATION***

FRM/FBS/19-00

Revisi: 00

30 Oktober 2013

Hal.

1. **Fakultas/Program Studi** : Bahasa dan Seni/Pendidikan Bahasa Inggris
2. **Mata Kuliah & Kode** : Interpreting on Business Communication (PBI 404)
3. **SKS** : Teori = 2 SKS      Praktek = 2 SKS
4. **Waktu** : Semester = 7      Waktu = 100 menit
5. **Kompetensi Dasar** :
  - Have knowledge of the letter of application
6. **Indikator Ketercapaian** :
  - State the definitions of the letter of application
  - State the characteristics of the letter of application
  - Write the examples of the letter of application
7. **Materi Pokok** :
  - The complete formal report
8. **Kegiatan Perkuliahan** :

Komponen Langkah	Uraian Kegiatan	Estimasi Waktu	Metode	Media	Referensi
PENDAHULUAN	The lecturer mentions some phenomena in daily life. She asks the students whether they are researchable from the scientific perspective. She then asks the students to identify how people commonly perceive the phenomena	15 minutes	Lecturing Question and answer Discussion	Handouts	
INTI	The lecturer explains the definitions, characteristics, and examples of the letter of application.	30 minutes	Lecturing Question and answer Discussion	Handouts	Treece, Malra. (1982). Communication for Business and the Professions: Second Edition. Massachusetts: Allyn and Bacon, Inc.



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PENUTUP	The lecturer and the students summarize the materials that they have discussed.	20 minutes	Lecturing Question and answer		
TINDAK LANJUT	The lecturer assigns the students homework relevant to the materials	5 minutes			

9. **Evaluasi**

: The lecturer asks the students to answer questions orally.

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4. **Waktu** : Semester = 7      Waktu = 100 menit
5. **Kompetensi Dasar** :
  - Have knowledge of the employment interview
6. **Indikator Ketercapaian** :
  - State the steps of the employment interview
  - State the characteristics of the employment interview
  - Practice the examples of the employment interview
7. **Materi Pokok** :
  - The complete formal report
8. **Kegiatan Perkuliahan** :

Komponen Langkah	Uraian Kegiatan	Estimasi Waktu	Metode	Media	Referensi
PENDAHULUAN	The lecturer mentions some phenomena in daily life. She asks the students whether they are researchable from the scientific perspective. She then asks the students to identify how people commonly perceive the phenomena	15 minutes	Lecturing Question and answer Discussion	Handouts	
INTI	The lecturer explains the steps, characteristics, and examples of the employment interview.	30 minutes	Lecturing Question and answer Discussion	Handouts	Treece, Malra. (1982). Communication for Business and the Professions: Second Edition. Massachusetts: Allyn and Bacon, Inc.



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PENUTUP	The lecturer and the students summarize the materials that they have discussed.	20 minutes	Lecturing Question and answer		
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9. **Evaluasi**

: The lecturer asks the students to answer questions orally.

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4. **Waktu** : Semester = 7      Waktu = 100 menit
5. **Kompetensi Dasar** :
  - Have knowledge of the purpose and content of an oral report
6. **Indikator Ketercapaian** :
  - State the overviews of the purpose and content of an oral report
  - State the characteristics of the purpose and content of an oral report
  - Write the examples of the purpose and content of an oral report
7. **Materi Pokok** :
  - the purpose of an oral report
  - the content of an oral report

**8. Kegiatan Perkuliahan :**

Komponen Langkah	Uraian Kegiatan	Estimasi Waktu	Metode	Media	Referensi
PENDAHULUAN	The lecturer mentions some phenomena in daily life. She asks the students whether they are researchable from the scientific perspective. She then asks the students to identify how people commonly perceive the phenomena	15 minutes	Lecturing Question and answer Discussion	Handouts	
INTI	The lecturer explains the overviews, characteristics, and examples of the purpose and content of an oral report.	30 minutes	Lecturing Question and answer Discussion	Handouts	Treece, Malra. (1982). Communication for Business and the Professions: Second Edition. Massachusetts: Allyn and Bacon, Inc.

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PENUTUP	The lecturer and the students summarize the materials that they have discussed.	20 minutes	Lecturing Question and answer		
TINDAK LANJUT	The lecturer assigns the students homework relevant to the materials	5 minutes			

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4. **Waktu** : Semester = 7      Waktu = 100 menit
5. **Kompetensi Dasar** :
  - Have knowledge of planning and preparing an oral report
6. **Indikator Ketercapaian** :
  - State the overviews of planning and preparing an oral report
  - State the steps of planning and preparing an oral report
  - Write the examples of planning and preparing an oral report
7. **Materi Pokok** :
  - planning an oral report
  - preparing an oral report

**8. Kegiatan Perkuliahan :**

Komponen Langkah	Uraian Kegiatan	Estimasi Waktu	Metode	Media	Referensi
PENDAHULUAN	The lecturer mentions some phenomena in daily life. She asks the students whether they are researchable from the scientific perspective. She then asks the students to identify how people commonly perceive the phenomena	15 minutes	Lecturing Question and answer Discussion	Handouts	
INTI	The lecturer explains the overviews, steps, and examples of planning and preparing an oral report.	30 minutes	Lecturing Question and answer Discussion	Handouts	Treece, Malra. (1982). Communication for Business and the Professions: Second Edition. Massachusetts: Allyn and Bacon, Inc.



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4. **Waktu** : Semester = 7      Waktu = 100 menit
5. **Kompetensi Dasar** :
  - Have knowledge of planning and conducting meetings and conferences
6. **Indikator Ketercapaian** :
  - State the overviews of planning and conducting meetings and conferences
  - State the steps of planning and conducting meetings and conferences
  - Practice the examples of planning and conducting meetings and conferences
7. **Materi Pokok** :
  - planning meetings and conferences
  - conducting meetings and conferences

**8. Kegiatan Perkuliahan :**

Komponen Langkah	Uraian Kegiatan	Estimasi Waktu	Metode	Media	Referensi
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5. **Kompetensi Dasar** :
  - Have knowledge of the business messages
6. **Indikator Ketercapaian** :
  - State the definitions of the business messages
  - State the characteristics of the business messages
  - Write the examples of the business messages
7. **Materi Pokok** :
  - the business messages
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5. **Kompetensi Dasar** :
  - Have knowledge of the business interviews
6. **Indikator Ketercapaian** :
  - State the overviews of the business interviews
  - State the characteristics of the business interviews
  - Practice the examples of the business interviews
7. **Materi Pokok** :
  - the business interviews
8. **Kegiatan Perkuliahan** :

Komponen Langkah	Uraian Kegiatan	Estimasi Waktu	Metode	Media	Referensi
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