

PERTEMUAN 1

Wednesday, Sept ' 7th 2016
2015 – 3rd Semester-Class A & B

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BUSINESS
ENGLISH



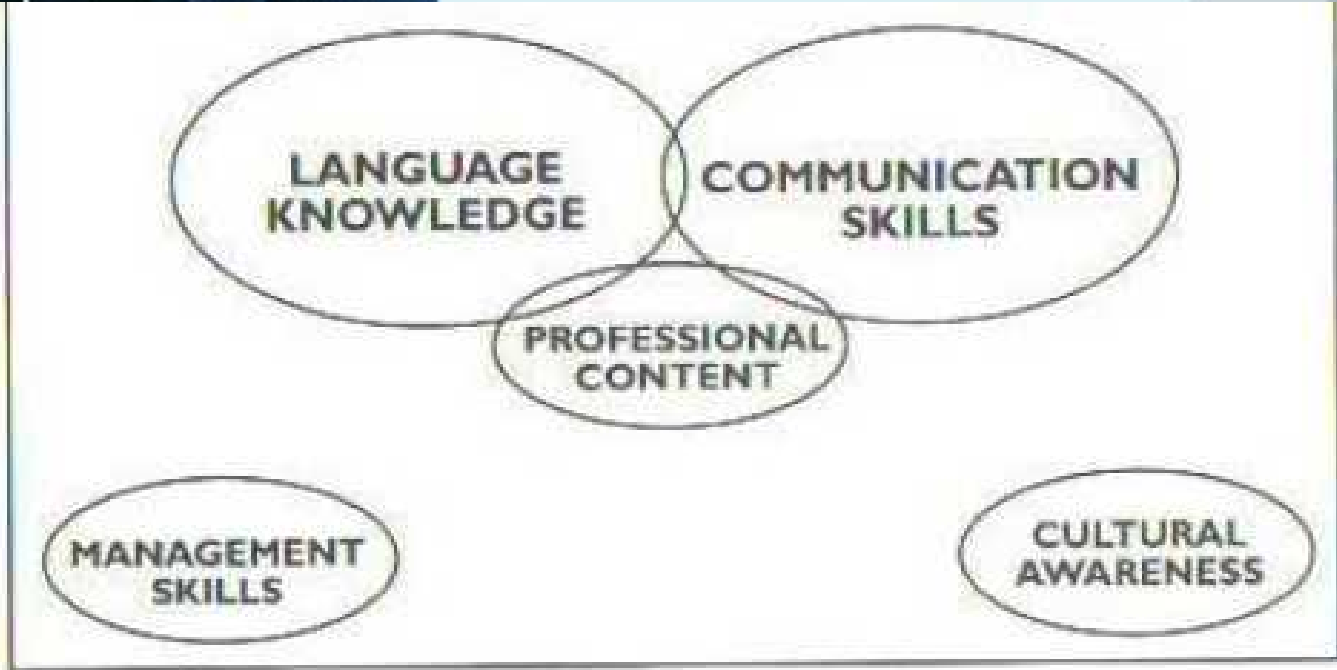
The Importance of Learning Business English

3 AREAS BENEFITS :

1. **TEACHING** – Pedagogic skill (training)
2. **ENGLISH** – Role Comm in Professional Situation
3. **BUSINESS** – Familiarity facing business issues



ENGLISH BUSINESS SCOPE :



CORRESPONDENCE



CORRESPONDENCE



CORRESPONDENCE



NEGOTIATION



NEGOTIATION



TELEPHONING



TELEPHONING



TELEPHONING

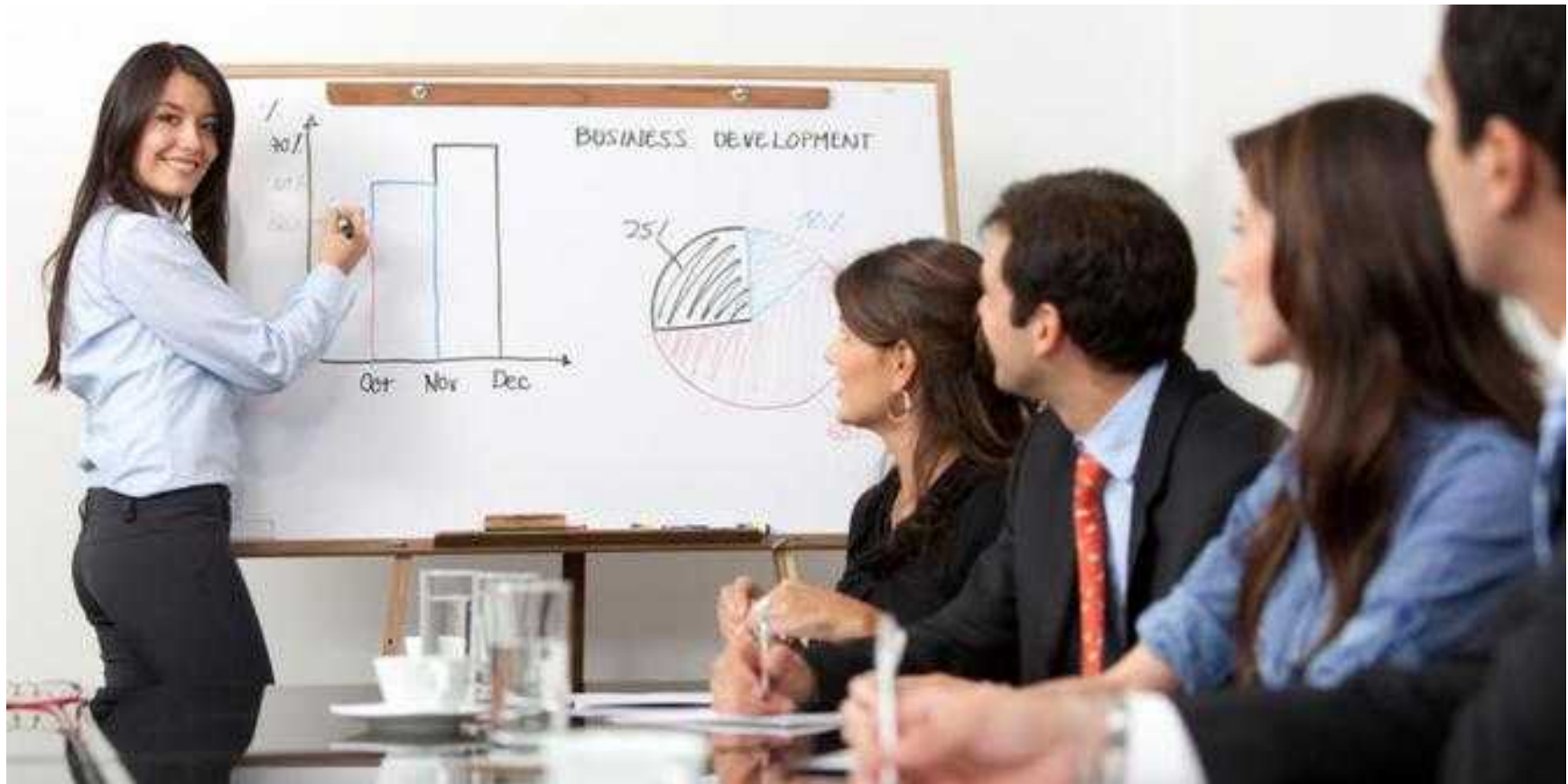
The 'beautiful game' in the USA.

By allkuedez on 08/07/2014 | Leave a comment



From pictures of Barack Obama watching in apparent rapt attention, on Air Force One, to videos of him publicly telephoning the squad and telling them “You did us proud!” it seems like America has finally ‘got’ football – and got it bad! On the day after the American team was eliminated from the World Cup by Belgium, ‘USA Today’ reported that despite the defeat, “soccer in America...got nothing but a big win!”

PRESENTING



PRESENTING



MEETING



MEETING



MEETING

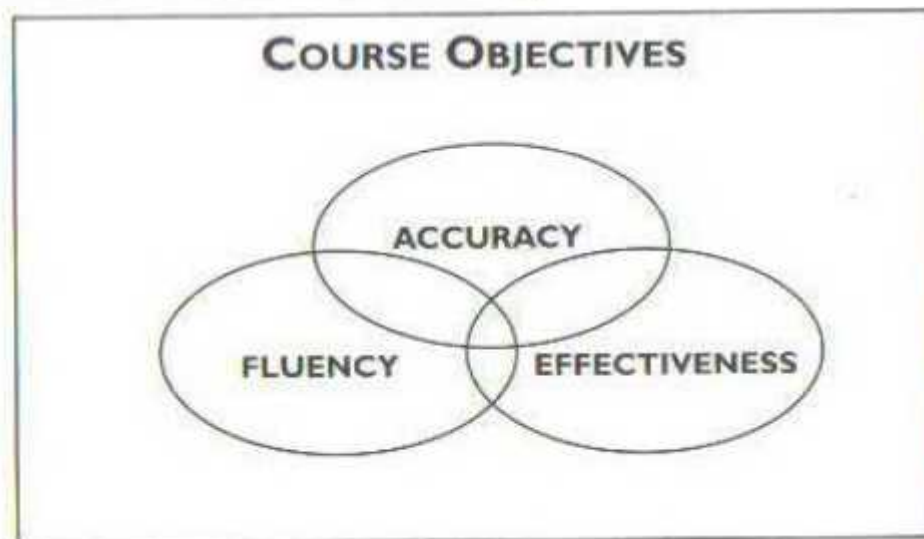
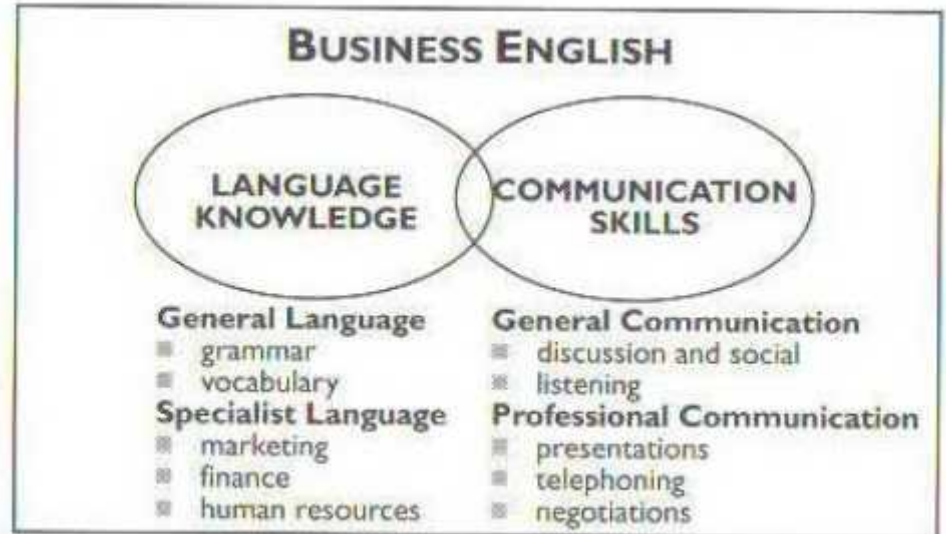
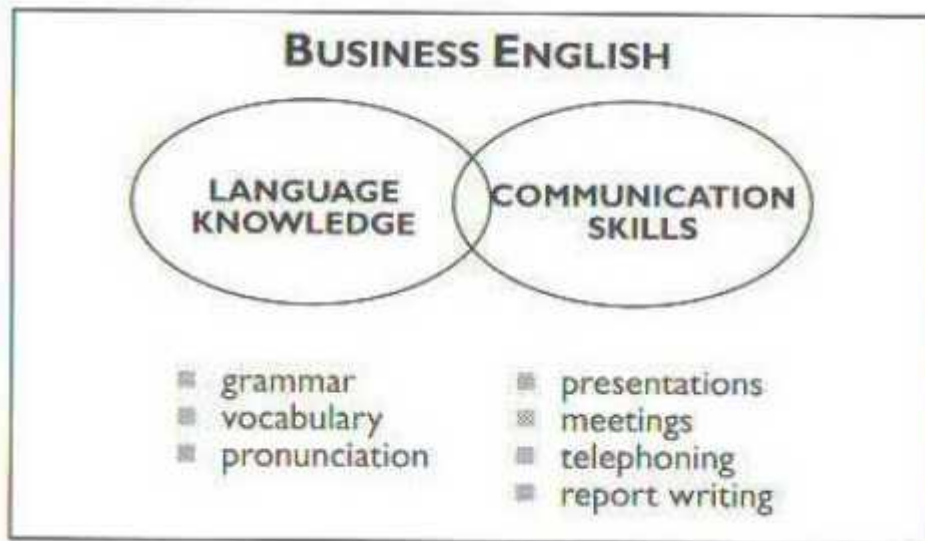




DATING



LEARNING OUTCOME





RPS English Business

1. Grammar & Vocabs English Business
2. Written Documentation (Correspondence)
3. Cultural Diversity & Socializing in Business
4. Meeting
5. Negotiation
6. Presenting
7. Telephoning

KONTRAK KULIAH

KOMPONEN PENILAIAN	PROSENTASE
PRESENSI	40 %
NILAI TUGAS	20 %
KEAKTIFAN DI KELAS	10 %
NILAI UAS (TAKE HOME)	20 %
FAKTOR "XXX"	10 %

LAIN – LAIN

TATA TERTIB	KESEPAKATAN
TOLERANSI KETERLAMBATAN	15 Menit (Dosen)
IJIN TIDAK MASUK KELAS	Buat Surat Ijin (NO SMS dadakan, Kecuali Sakit, sertakan surat dokter)
MENCONTEK (COPAS TUGAS & UAS)	Nilai KOSONG

TTD,
Bu Nadia
082227011359

TTD,
Komting

List Data NO HP



KOMPONEN KEAKTIFAN

- 1. ASKING QUESTION AFTER DISCUSSION**
- 2. GIVING IDEA, COMMENTING, TELLS REFERENCE & RECOMMENDATION**
- 3. HELPING OTHERS UNDERSTANDING THE MATERIALS (WHEN DISCUSSION)**



FAKTOR “XXX”

1. Dicipline

(Submitting Appointment)

2. Respect

(Discussing & Study Environment)

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- Virginia Evans, Jenny Dooley. 2011. *Career Path: English Business*. Canada: Express Publishing.
- Paul Emerson. 2012. *Business English Handbook Advanced, the Whole Business in one Book*. Macmillan.
- Ian Mackenzie. 2014. *English for Business Studies, Third Edition*. Cambridge University Press.