



**SEKOLAH TINGGI KEGURUAN DAN ILMU PENDIDIKAN
(STKIP) PGRI BANGKALAN**

Badan Penyelenggara : YPLP-PT PGRI Bangkalan

(Berdasarkan SK.MenKumHam No.AHU.3296.AH.01.04 Tahun 2010 tgl.10-8-2010)

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KONTRAK KULIAH

Program Studi	: Pendidikan Bahasa Inggris	Kode>Nama Mata Kuliah	: English for Business
Angkatan/Kelas	: 2020/VIIAB	SKS	: 2 sks
Tahun Akademik	: 2023/2024	Dosen Pengampu	: Maryatul Kiptiyah, M.Pd : Adolfini M.S Moybeka, M.Pd

1 Manfaat Mata Kuliah

This subjects gives students insight of basic speaking or expressions that they can use in daily conversation in life

2 Deskripsi Mata Kuliah

This course is expected to provide students a fundamental working knowledge of the varied aspects of business and to prepare them for future studies in more specialized topic within the subject area. This course also covers communication, technology, globalization, and business ethics. this course introduces the students to the different internal and external elements of a business. it explores common aims and characteristics of business and what makes them different. business structures, cultures, and functions are identified and the political, social, economic, technological and ethical considerations affecting business are introduced.

3 CPL-PRODI yang dibebankan pada MK

Mampu menerapkan fungsi- fungsi berbicara, berdiskusi, bernegosiasi dalam konteks kehidupan sehari- hari/ umum, akademis dan pekerjaan setara tingkat post intermediate.

4 Capaian Pembelajaran Mata Kuliah (CPMK)

1. Mahir berbahasa Inggris lisan dan tulisan dalam konteks keseharian/umum, akademis, dan pekerjaan setara tingkat post intermediate;

2. Mampu mengadaptasi/budaya pemakai bahasa sasaran yang positif ke dalam budaya bahasa itu melalui penggunaan tata bahasa (grammar), pronunciation dan intonation secara tepat dan berterima.

5 Kemampuan akhir tiap tahapan belajar (Sub-CPMK)

Mampu menggunakan expression of introduction, thanking, asking for help, asking for happiness or unhappiness, telephoning and other related expressions

6 Bahan Kajian: Materi Pembelajaran

Common phrases, Asking and giving opinion, application letter: advertisement, recommendation, Writing CV and resume, integrating graph (pie-chart, table, diagram), Job interview, Writing Indonesian summary, Effective paragraph, Writing Indonesian summary, Effective paragraph, Agreement and disagreement, Effective presentation (introduction, body, conclusion), and Effective presentation (eye-contact, voice, body language, watching video)

7 Pustaka

1. Budget, Ian (20023). English for Work: Everyday Business english Essex: Pearson Education Limited.
2. Shinta, Qurinta. Nd. English for Business A guide to speaking and written communication in Business English. Semarang: Yayasan Prima Agus Teknik
3. Emmerson, Paul, and Hamilton, Nick. (2005). Five-minutes Activities for Business English. Cambridge UK: Cambridge University Press

8 Tugas-Tugas

Assessment, Role Play, Case and Project based on the topic given

9 Penilaian

Bobot penilaian adalah prosentasi penilaian, berikut komponen penilaiannya:

- a. Project / hasil/ teamwork : 40%
 - b. Case Study : 60 %
 - Partisipasi / kehadiran : 15%
 - UTS : 15%
 - UAS : 20%
- Proses pembelajaran (aktif dikelas) : 10%

Bangkalan, 26 September 2023

Dosen Pengampu



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