

	SEKOLAH TINGGI ILMU KOMUNIKASI DAN SEKRETARI TARAKANITA TEACHING GUIDELINES (RENCANA PEMBELAJARAN SEMESTER)		
Subject	Business Reading 1	Semester	1
	D3 – Secretarial Study	Subject code	
	English Lecturers Team	Credit	2
	-	Revision	May 2023
SN-DIKTI Based Study Program Learning Outcome	<ol style="list-style-type: none"> 1. S5 : Menghargai keanekaragaman budaya, pandangan, agama, dan kepercayaan, serta pendapat atau temuan orisinal orang lain (C3, C5) 2. S9 : Menunjukkan sikap bertanggung jawab atas pekerjaan di bidang keahlian secara mandiri. (C4) 3. P5 : Menguasai prinsip dan teknik komunikasi baik lisan maupun tulisan dengan Bahasa Indonesia, Bhs. Inggris, dan Bahasa Jepang/Mandarin; 4. KU5: Mampu bekerja sama, berkomunikasi, dan berinovatif dalam pekerjaannya 5. KK8: Mampu berkomunikasi secara lisan dan tulisan dalam pekerjaan administrasi perkantoran dengan menggunakan Bahasa Inggris dengan kemampuan pada tingkat menengah (<i>intermediate</i>) 		
Cc5-Based Spirituality to develop	Cc2 Competence – Cc3 Conviction – Cc4 Creativity – Cc5 Community		
Subject Learning Outcome	<ol style="list-style-type: none"> 1. Students are expected to be capable of handling managerial activities as Office Support Assistant (Clerk) reporting to Supervisor / Coordinator 2. Students are expected to be able to explain written discourses relevant to lower office managerial functions (S5, S9, P5, KU5, KK8) 		

WEEK	LEARNING OUTCOME	DISCUSSION SUBJECT	METHOD	TIME	LEARNERS' ACTIVITY	SCORING INDICATOR	SCORE	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
1	Students are expected to be able to explain written discourses relevant to lower office managerial functions: 1. Text: Business English 2. Grammar: Contextual 3. TOEIC Word List 1 - 150	Introduction, Warming Up Activities, TOEIC Word List (TWL) 1-300 as <i>Tugas Mandiri</i>	Student centered learning	100'	Students make sentences using words in TWL.	1. The comprehension questions can be answered correctly. 2. The grammar items are practiced correctly. 3. The words of TWL can be used appropriately. 4. The TWL Minitest 1-150 is done 80% correctly.	10	
2		Topic: Business activities Text: Business Card (British Council – A1) Grammar: Simple Present and Present Continuous TOEIC Word List 1-25	Student centered learning	100'	1. Students read and comprehend the reading texts. 2. Students answer the comprehension questions. 3. Students practice grammar contextually. 4. Students make sentences using words in TWL.			
3		Topic: Business activities Text: Notes at Work (British Council – A1) Grammar: Simple Present and Present Continuous TOEIC Word List 1-50	Student centered learning	100'	1. Students read and comprehend the reading texts. 2. Students answer the comprehension questions. 3. Students practice grammar contextually. 4. Students make sentences using words in TWL.			10
4		Topic: Business Trip Text: An Airport Departure Board (British Council – A1) Grammar: Past Simple and Past Continuous	Student centered learning	100'	1. Students read and comprehend the reading texts. 2. Students answer the comprehension questions.			10

		TOEIC Word List 1-75			3. Students practice grammar contextually. 4. Students make sentences using words in TWL.		
5	Students are expected to be able to explain written discourses relevant to lower office managerial functions: 1. Text: Business English 2. Grammar:	Topic: Business Trip Text: Holiday Home Advert (British Council – A2) Grammar: Past Simple and Past Continuous TOEIC Word List 1-100	Student centered learning	100'	1. Students read and comprehend the reading texts. 2. Students answer the comprehension questions. 3. Students practice grammar contextually. 4. Students make sentences using words in TWL.	1. The comprehension questions can be answered correctly. 2. The grammar items are practiced correctly. 3. The words of TWL can be used appropriately. 4. The TWL	10
6	Contextual 3. TOEIC Word List 1 - 150	Topic: Business Entertainment Text: Restaurant Menu (British Council – A1) Grammar: Simple Future TOEIC Word List 1-125	Student centered learning	100'	1. Students read and comprehend the reading texts. 2. Students answer the comprehension questions. 3. Students practice grammar contextually. 4. Students make sentences using words in TWL.	Minitest 1-150 is done 80% correctly.	10
7		Review TOEIC Word List Minitest 1-150 (TOEIC Practice test)	Written & Individual Test	100'	Students do TWL Minitest 1-150		
MID SEMESTER TEST							

WEEK	LEARNING OUTCOME	DISCUSSION SUBJECT	METHOD	TIME	LEARNERS' ACTIVITY	SCORING INDICATOR	SCORE
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
8	Students are expected to be able to explain	Midterm Feedback	Student centered learning	100'	Students make sentences using words in TWL	1. The comprehension questions can be answered correctly.	
9	written discourses relevant to lower office managerial functions: 1. Text: Business English 2. Grammar: Contextual 3. TOEIC Word List 1 - 300	Topic: Texting Text: Text Messages to A Friend (British Council – A1) Grammar: Present Perfect and Present Perfect Continuous TOEIC Word List 1- 175	Student centered learning	100'	1. Students read and comprehend the reading texts. 2. Students answer the comprehension questions. 3. Students practice grammar contextually. 4. Students make sentences using words in TWL.	2. The grammar items are practiced correctly. 3. The words of TWL can be used appropriately. 4. The TWL Minitest 1-300 is done 80% correctly.	10
10		Topic: Daily Routine Text: Study Time Table (British Council – A1) Grammar: Present Perfect and Present Perfect Continuous TOEIC Word List 1-200	Student centered learning	100'	1. Students read and comprehend the reading texts. 2. Students answer the comprehension questions. 3. Students practice grammar contextually. 4. Students make sentences using words in TWL.		10
11		Topic: Secretarial Duties Text: Administrative Assistant (Administrative Assistant and Secretarial Handbook Fourth Edition) Grammar: Past Perfect TOEIC Word List 1-225	Student centered learning	100'	1. Students read and comprehend the reading texts. 2. Students answer the comprehension questions. 3. Students practice grammar contextually.		10

					4. Students make sentences using words in TWL.		
12	Students are expected to be able to explain written discourses relevant to lower office managerial functions: 1. Text: Business English 2. Grammar: Contextual 3. TOEIC Word List 1 - 300	Topic: Secretarial Duties Text: Duties and Responsibility of A Secretary (Administrative Assistant and Secretarial Handbook Fourth Edition) Grammar: Modals TOEIC Word List 1-250	Student centered learning	100'	1. Students read and comprehend the reading texts. 2. Students answer the comprehension questions. 3. Students practice grammar contextually. 4. Students make sentences using words in TWL.	1. The comprehension questions can be answered correctly. 2. The grammar items are practiced correctly. 3. The words of TWL can be used appropriately. 4. The TWL Minitest 1-300 is done 80% correctly.	10
13		Topic: Secretarial Duties Text: Receiving Visitor (Administrative Assistant and Secretarial Handbook Fourth Edition) Grammar: Modals TOEIC Word List 1-275	Student centered learning	100'	1. Students read and comprehend the reading texts. 2. Students answer the comprehension questions. 3. Students practice grammar contextually. 4. Students make sentences using words in TWL.		10
14		Review TOEIC Word List Minitest 1-300 (TOEIC Practice test)	Written & Individual Test	100'	Students do TWL Minitest 1-300		
FINAL SEMESTER TEST							

References:

1. Murphy, R, 2019. *English Grammar in Use Fifth Edition*. Cambridge University Press.
2. Stroman, J., Wilson, K., & Wausan, J. 2012. *Administrative Assistant and Secretarial Handbook 4th Ed*. New York: Amacom
3. <https://learnenglish.britishcouncil.org/skills/reading>

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Semester : **Gasal 2023/2024**

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Jumlah Peserta : 30
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