



SEKOLAH TINGGI ILMU KOMUNIKASI & SEKRETARI TARAKANITA

TEACHING GUIDELINE (RENCANA PEMBELAJARAN SEMESTER)

Subject	Business Speaking 5	Semester	5
Studi Program	D3 – Secretarial Study	Subject Code	
Lecturer(s)	English Lecturers Team	Credit	1
Prerequisite	Business Speaking 4 (Minimum Score C)	Revision	1
SN-DIKTI Based Studi 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 bertanggungjawab atas pekerjaan di bidang keahlian secara mandiri. (C4) 3. P5: Menguasai konsep teoritis bidang pengetahuan Bahasa Inggris 4. P12: Menguasai minimal salah satu Bahasa internasional 5. KU5: Mampu bekerja sama, berkomunikasi, dan berinovatif dalam pekerjaannya 6. KK1: Mampu berkomunikasi dalam Bahasa Inggris baik lisan maupun tulisan 		
Cc5-Based Spirituality to develop	Cc2 Competence – Cc3 Conviction – Cc4 Creativity – Cc5 Community		
Studi Program Learning Outcome	Business Speaking 4 (Minimum Score C)		
Subject Learning Outcome	<ol style="list-style-type: none"> 1. Students are expected to be capable of handling managerial activities as Executive Administrative Assistant reporting to General Manager 2. Students are expected to be able to exchange office conversation relevant to upper office managerial functions 		

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 exchange office conversation relevant to upper office managerial functions: Discussion	Introduction to discussion	• lecturing	100"	<ul style="list-style-type: none"> The students learn the expression 7 terminologies most commonly used in discussion The students practice discussing based on the topic 	See 'Oral Test Rating Criteria' below	
2		Softskill	• Self-directed learning	200"			
3		Business Culture	• Group discussion	200"			
4							
5		Nature		200"			
6							
7							
MID SEMESTER TEST							

8	Students are expected to be able to exchange office conversation relevant to upper office managerial functions: Discussion	Gender	<ul style="list-style-type: none"> Self-directed learning Group discussion 	200"	<ul style="list-style-type: none"> The students practice discussing based on the topic 	See 'Oral Test Rating Criteria' below	
9		ICT		200"			
10							
11		Globalization		200"			
12							
13							
14	Extended Exercise	100"					
FINAL SEMESTER TEST							

Reference

1. Actual news from newspaper, magazine, and other online media.
2. Bennie, Michael. 2009. *A Guide to Good Business Communication 5th edition*. Oxford: howtobooks.
3. Sweeney, Simon. *English for Business Communication 2nd Edition*. Cambridge: Cambridge University Press.

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Oral Test Rating Criteria

CRITERIA	SCORE 5	SCORE 4	SCORE 3	SCORE 2	SCORE 1
RESPECT	All statements, body language, and responses were respectful and in appropriate language	Statements and responses were respectful and used appropriate language, but once or twice body language was not	Most statements and responses were respectful and in appropriate language, but there was one sarcastic remark	Statements, responses and/or body language were borderline appropriate. Some sarcastic remarks	Statements, responses and/or body language were consistently not respectful
INFORMATION	All information presented in this discussion was clear, accurate and thorough	Most information presented in this discussion was clear, accurate and thorough	Most information presented in the discussion was clear and accurate, but was not usually thorough	Some information was accurate, but there were some minor inaccuracies	Information had some major inaccuracies or was usually not clear
REBUTTAL	All counter-arguments were accurate, relevant and strong	Most counter-arguments were accurate, relevant, and strong	Most counter-arguments were accurate and relevant, but several were weak	Some counter arguments were weak and irrelevant	Counter-arguments were not accurate and/or relevant
FACTS	Every major point was well supported with several relevant facts, statistics and/or examples	Every major point was adequately supported with relevant facts, statistics and/or examples	Every major point was supported with facts, statistics and/or examples, but the relevance of some was questionable	Some points were supported well, others were not	All points were not supported
ORGANIZATION	All arguments were clearly tied to an idea (premise) and organized in a tight, logical fashion	Most arguments were clearly tied to an idea (premise) and organized in a tight, logical fashion	Most arguments were clearly tied to an idea (premise) and organized in a tight, logical fashion	Most arguments were clearly tied to an idea (premise) and organized in a tight, logical fashion	Most arguments were clearly tied to an idea (premise) and organized in a tight, logical fashion
UNDERSTANDING	The speaker clearly understood the topic in depth and presented their information forcefully and convincingly	The speaker clearly understood the topic in depth and presented their information with ease	The speaker seemed to understand the main points of the topic and presented those with ease	The speaker seemed to understand the main points of the topic, but didn't present with ease	The speaker did not show an adequate understanding of

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25 July 2019	Curriculum Designer		English Lecturers Coordinator		Head of Study Program		
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