



SEKOLAH TINGGI TARAKANITA

Kampus 1: Kompleks Billy & Moon Pondok Kelapa - Jakarta Timur 13450 - Indonesia

Kampus 2: Thamrin City Jakarta Community Center Lt. 6, Jl. Thamrin Boulevard - Jakarta - Indonesia

Telp/Phone: (021) 8649870, 8651764, 8651765

Fax: (021) 8642115

Website: <http://starki.id>

DAFTAR PESERTA KELAS

Program Studi SEKRETARI/ADMINISTRASI PERKANTORAN - D3 Reguler

Semester : Genap 2024/2025

Mata Kuliah : Business Speaking 2
 Nama Kelas : 1-02 A
 Jumlah Peserta : 16
 Dosen : Gabriella Novianty Soedjarwo, S.Pd., M.Hum.

No.	NIM	Nama	Program Studi
1	2024130001	ADRIANA M.M.S. SIRIBERE	63412
2	2024130003	CINDYANA ROKKA	63412
3	2024130005	ANASTASYA NATASYA PUTRI BAREK KAREMBIMA	63412
4	2024130007	ANGELA VIRGINIA TANSAYA PRAMONO	63412
5	2024130008	ANGELIN VRISIA RENATA SIAGIAN	63412
6	2024130009	APRILIA LOVEITA DEWI PUTRI SIHOMBING	63412
7	2024130015	CELOMITA NADA GEMPITA	63412
8	2024130018	DESPRANITA HEPY SANTIKA	63412
9	2024130019	DINATALIE GABRIEL SIJABAT	63412
10	2024130020	DINDA AYU AISYAH	63412
11	2024130025	ERINA JANERICE SIREGAR	63412
12	2024130028	FELICIA SHANE CAROLINE	63412
13	2024130029	FELISHA ADINDA KINSKY	63412
14	2024130032	FRISKA PERMANA	63412
15	2024130036	GISELLA DANYA HERSIANY	63412
16	2024130039	JEANNETTE EMMANUELLE	63412

Jakarta, 16 Juli 2025

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NIDN:



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REKAP MATERI KULIAH

Semester : Genap 2024/2025

Program Studi : SEKRETARI/ADMINISTRASI PERKANTORAN - D3 Reguler

Mata Kuliah : Business Speaking 2 (D323224)

Nama Kelas : 1-02 A

Dosen : Gabriella Novianty Soedjarwo, S.Pd., M.Hum.

Pertemuan Ke	Tanggal	Isi Pertemuan	Dosen Hadir
1	Rencana: 2025-02-13 Pelaksanaan: 2025-02-13	Tema: introduction Pokok Bahasan: syllabus Keterangan: Students were informed the material. Students were informed about the assessment.	0305118803 - Gabriella Novianty Soedjarwo, S.Pd., M.Hum.
2	Rencana: 2025-02-20 Pelaksanaan: 2025-02-20	Tema: receiving visitor Pokok Bahasan: performance preparation Keterangan: Students learnt the vocabulary and expression used in receiving visitors. Students learnt the pronunciation. Students learnt the model of dialogue in receiving visitor. Students prepared the performance.	0305118803 - Gabriella Novianty Soedjarwo, S.Pd., M.Hum.
3	Rencana: 2025-02-27 Pelaksanaan: 2025-02-27	Tema: receiving visitors Pokok Bahasan: performance, feedback Keterangan: Students learnt the IPA. Students performed the dialogue situation 2. Students got the feedback on their performace.	0305118803 - Gabriella Novianty Soedjarwo, S.Pd., M.Hum.
4	Rencana: 2025-03-06 Pelaksanaan: 2025-03-06	Tema: work routines Pokok Bahasan: expression of time and duration, secretarial work routine Keterangan: Students learnt the expression of time and duration. Students learnt the dialogue about secretarial work routines.	0305118803 - Gabriella Novianty Soedjarwo, S.Pd., M.Hum.
5	Rencana: 2025-03-13 Pelaksanaan: 2025-03-13	Tema: work routines Pokok Bahasan: performance Keterangan:	0305118803 - Gabriella Novianty Soedjarwo, S.Pd., M.Hum.

		Students performed a dialogue about secretarial work routines. Students were given a feedback about their performance: pronunciation, collocation, grammar, and gesture.	
6	Rencana: 2025-03-20 Pelaksanaan: 2025-03-20	Tema: giving direction Pokok Bahasan: learning vocabulary related to giving direction, the dialogue example about giving direction Keterangan: Students learnt the vocabulary related to giving direction. Students learnt the pronunciation. Students practices the dialogue.	0305118803 - Gabriella Novianty Soedjarwo, S.Pd., M.Hum.
7	Rencana: 2025-03-27 Pelaksanaan: 2025-03-27	Tema: giving direction Pokok Bahasan: performance Keterangan: Students performed a dialogue about giving direction. Students were given a feedback on their performace.	0305118803 - Gabriella Novianty Soedjarwo, S.Pd., M.Hum.
8	Rencana: 2025-04-24 Pelaksanaan: 2025-04-24	Tema: conference facilities Pokok Bahasan: the preparation to hold a conference, practice the dialogue to ask about conference facilities Keterangan: Students learnt things to prepare a conference. Students learnt how to gather the information about conference facilities.	0305118803 - Gabriella Novianty Soedjarwo, S.Pd., M.Hum.
9	Rencana: 2025-05-01 Pelaksanaan: 2025-05-07	Tema: office equipment selection Pokok Bahasan: vocabulary, example of dialogue Keterangan: Students learnt the vocabulary and expressions commonly used in selecting office equipment. Students learnt the dialogue in selecting office equipment. (Make-up class di tanggal 7 Mei 2025)	0305118803 - Gabriella Novianty Soedjarwo, S.Pd., M.Hum.
10	Rencana: 2025-05-08 Pelaksanaan: 2025-05-08	Tema: office equipment selection Pokok Bahasan: performance Keterangan: Students performed the dialogue about buying office equipment based on the given situation. Students were given feedback about their performances.	0305118803 - Gabriella Novianty Soedjarwo, S.Pd., M.Hum.
11	Rencana: 2025-05-15 Pelaksanaan: 2025-05-14	Tema: office talk Pokok Bahasan: theory Keterangan: Students read the example of dialogue about office talk.	0305118803 - Gabriella Novianty Soedjarwo, S.Pd., M.Hum.

		Students learnt simple present and present perfect tenses. Students prepared the dialogue.	
12	Rencana: 2025-05-22 Pelaksanaan: 2025-05-15	Tema: office talk Pokok Bahasan: performance Keterangan: Students performed a dialogue about office talk. Students were given a feedback about their performance (overall performance, expression, grammar, pronunciation)	0305118803 - Gabriella Novianty Soedjarwo, S.Pd., M.Hum.
13	Rencana: 2025-05-29 Pelaksanaan: 2025-05-26	Tema: office equipment selection Pokok Bahasan: performance Keterangan: Students performed their dialogue about selecting office equipment. Students were given a feedback on their performance kelas pengganti libur Pantekosta	0305118803 - Gabriella Novianty Soedjarwo, S.Pd., M.Hum.
14	Rencana: 2025-06-05 Pelaksanaan: 2025-06-05	Tema: review Pokok Bahasan: final test preparation Keterangan: Students practiced the situation on the handout as final test preparation.	0305118803 - Gabriella Novianty Soedjarwo, S.Pd., M.Hum.

Dosen Pengampu

Jakarta, 16 Juli 2025

Gabriella Novianty Soedjarwo, S.Pd., M.Hum.
NIDN: 0305118803

NIDN:



SEKOLAH TINGGI ILMU KOMUNIKASI DAN SEKRETARI
SCHOOL OF COMMUNICATION AND SECRETARIAL STUDIES

TARAKANITA

Ijin Penyelenggaraan: Keputusan Menteri Pendidikan Nasional Nomor: 218/D/O/2008
Educational License by the Ministry of Education Number: 218/D/O/2008

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DAFTAR NILAI AKHIR

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Semester : Genap 2024/2025

Mata Kuliah : Business Speaking 2
 Nama Kelas : 1-02 A
 Jumlah Peserta : 16
 Dosen : Gabriella Novianty Soedjarwo, S.Pd., M.Hum.

No.	NIM	Nama	Nilai Asal						Absolut	Relatif
			Pemecahan Kasus	Hasil Proyek	Tugas	Quiz	UTS	UAS		
1.	2024130001	ADRIANA M.M.S. SIRIBERE	0.00	63.00	67.00	60.00	57.00	54.00	60.15	C
2.	2024130003	CINDYANA ROKKA	0.00	60.00	61.00	57.00	55.00	54.00	57.50	C
3.	2024130005	ANASTASYA NATASYA PUTRI BAREK KAREMBIMA	0.00	85.00	76.00	80.00	77.00	79.00	80.10	A
4.	2024130007	ANGELA VIRGINIA TANSAYA PRAMONO	0.00	84.00	81.00	77.00	75.00	81.00	80.10	A
5.	2024130008	ANGELIN VRISIA RENATA SIAGIAN	0.00	88.00	69.00	73.00	72.00	75.00	77.10	A-
6.	2024130009	APRILIA LOVEITA DEWI PUTRI SIHOMBING	0.00	78.00	70.00	71.00	65.00	76.50	72.85	B
7.	2024130015	CELOMITA NADA GEMPITA	0.00	85.00	78.00	78.00	75.00	81.00	80.10	A
8.	2024130018	DESPRANITA HEPY SANTIKA	0.00	88.00	77.00	80.00	80.00	81.00	82.15	A
9.	2024130019	DINATALIE GABRIEL SIJABAT	0.00	88.00	77.00	80.00	78.00	83.00	82.15	A
10.	2024130020	DINDA AYU AISYAH	0.00	80.00	74.00	79.00	80.00	81.00	79.15	A-
11.	2024130025	ERINA JANERICE SIREGAR	0.00	78.00	62.00	58.00	60.00	56.00	64.60	C+
12.	2024130028	FELICIA SHANE CAROLINE	0.00	78.00	75.00	72.00	80.00	75.00	76.45	A-
13.	2024130029	FELISHA ADINDA KINSKY	0.00	78.00	74.00	74.00	80.00	74.50	76.50	A-
14.	2024130032	FRISKA PERMANA	0.00	78.00	70.00	78.00	75.00	85.00	77.60	A-
15.	2024130036	GISELLA DANYA HERSIANY	0.00	70.00	60.00	56.00	56.00	74.00	64.40	C+
16.	2024130039	JEANNETTE EMMANUELLE	0.00	83.00	82.00	83.00	79.00	85.00	82.45	A

Mengetahui,

Nama Dosen	Tanda tangan
Gabriella Novianty Soedjarwo, S.Pd., M.Hum.	