



FAKULTAS ILMU SOSIAL DAN POLITIK
UNIVERSITAS JAYABAYA
BERITA ACARA PERKULIAHAN

Program Studi : Ilmu Administrasi Negara S1
Matakuliah : BAHASA INGGRIS I
Kelas / Dosen : 01 SELLITA, S.Sos, M.A
Peserta : 10
Kurikulum : 2021

Hari : Selasa
Jam : 13:00-15:30
Ruang :

No	TANGGAL TATAP MUKA	MATERI KULIAH	PARAF DOSEN
1	07/03/2023	1. Meeting I (Introducing) Discussion and speech - Introducing - Basic and daily conversation - Greetings - Thanks	
2	14/03/2023	2. Structure and Grammar - Basic tenses - Degree of comparatives - Preposition	
3	21/03/2023	3. Listening to various conversations and talks; short conversation (part A), longer conversation (part B), talks (part C).	
4	28/03/2023	4. Reading for Understanding: strategies and application. Reading for details: • Understanding main ideas, • Understanding stated detail information, • Understanding unstated detail information, • Understanding implied information.	
5	04/04/2023	5. Writing: - Example and exercise of summary writing - Abstract writing - Report writing	
6	11/04/2023	6. Writing: - Letter writing - Assignment for writing - Formal style letter	
7	18/04/2023	7. Discussing about job Interview: do and practice a job Interview.	
8	02/05/2023	8. UTS (UJIAN TENGAH SEMESTER) Dilakukan dengan metode oral exam	
9	09/05/2023	9. Structure and Grammar - Active sentences - Passive sentences	
10	16/05/2023	10. Writing: - Letter of application - Curriculum vitae writing - Statement letter / personal statement for academic	
11	23/05/2023	11. Giving and discussing how to do a professional presentation: guide the audience through a presentation and to conclude a presentation.	
12	30/05/2023	12. Professional presentation by the students.	
13	06/06/2023	13. Professional presentation by the students.	
14	13/06/2023	14. Professional presentation by the students.	
15	20/06/2023	15. Professional presentation by the students.	
16	27/06/2023	16. UJIAN AKHIR SEMESTER Dilakukan secara offline dengan materi writing	

Jakarta, 16 August 2023

Dosen Pengajar

SELLITA, S.Sos, M.A