

Dosen. : Rini Martiwi
 Matakuliah : (053) ENGLISH BUSINESS CORRESPONDENCE
 SKS : 3
 Kelas : 22.4A.07
 Jumlah Mahasiswa : 17

Pertemuan	Ruangan	Tanggal	Bahan Kajian	Berita Acara Pengajaran	Kehadiran
01	504-b2	14 Maret 2023	Introduction of business letter 1 Definition of business letter 2 Types of the business letter using laptop or netbook 3 The parts of business	the teaching-learning process ran smoothly with 14 students attending the class lecturer explained the rps syllabus rtm and the rules for the English business correspondence class, in the beginning, the meeting continued with a discussion about the introduction o business letters types of business letters and parts of a business letter	Tepat Waktu Jadwal: 14:10-16:40 Masuk: 14:12:47 Keluar: 16:36:14
02	504-b2	21 Maret 2023	Introduction letter 1 Vocabulary 2 Phrase to remember 3 Making an introduction letter	the teaching learning process ran smoothly with 12 students attending the class meeting 2 discuss the introduction letter with the sub-topic definition of the introduction letter the content of the introduction letter phrases used in the introduction letter	Tepat Waktu Jadwal: 14:10-16:40 Masuk: 14:12:05 Keluar: 16:40:12
03	504-b2	28 Maret 2023	Appointment Letter 1 Vocabulary 2 Phrase to remember 3 Making an appointment letter	the teaching learning process ran smoothly with 9 students attending the class meeting 3 discuss the appointment letter with the sub-topic definition of the appointment letter content of an appointment letter and phrases to remember in an appointment letter	Tepat Waktu Jadwal: 14:10-16:40 Masuk: 14:11:12

Pertemuan	Ruangan	Tanggal	Bahan Kajian	Berita Acara Pengajaran	Kehadiran
					Keluar: 16:34:00
04	504-b2	4 April 2023	Reservation Letter 1 Reserving a hotel room 2 Confirming a reservation for a hotel room 3 Reserving and cancelling a ticket reservation	the teaching learning process ran smoothly with 9 students attending the class meeting 3 discuss the appointment letter reservation letter with the sub-topic definition of the reservation letter content of a reservation letter and phrases to remember in a reservation letter	Tepat Waktu Jadwal: 14:10-16:40 Masuk: 14:12:30 Keluar: 16:40:32
05	504-b2	11 April 2023	Inquiry Letter 1 Meaning of inquiry 2 Kind of inquiry 3 Terminology or phrase of inquiry letter 4 Simple of inquiry letter	the teaching-learning process ran smoothly with 9 students attending the class meeting 5 discussed inquiry letter with the sub-topic definition of inquiry letter the content of the inquiry letter and phrases used in writing an inquiry letter	Tepat Waktu Jadwal: 14:10-16:40 Masuk: 14:12:12 Keluar: 16:40:02
06	504-b2	18 April 2023	The Reply of Inquiry Letter, 1. The content reply of inquiry letter, 2. Sample the reply of Inquiry letter	The teaching-learning process ran smoothly with 8 students attending the class meeting. Meeting 5 discusses the reply of the Inquiry letter with the sub-topic content reply of inquiry letter and sample reply of inquiry letter	Tepat Waktu Jadwal: 14:10-16:40 Masuk: 14:13:10 Keluar: 16:35:52

Pertemuan	Ruangan	Tanggal	Bahan Kajian	Berita Acara Pengajaran	Kehadiran
07	504-b2	2 Mei 2023	Review Meeting	the teaching learning process ran smoothly with 11 students attending the class meeting 6 review and quiz	Tepat Waktu Jadwal: 14:10-16:40 Masuk: 14:14:38 Keluar: 16:42:24
08	504-b2	16 Mei 2023	(UTS)	Ujian Tengah Semester	Tepat Waktu Jadwal: 14:10-16:40 Masuk: 14:10:38 Keluar: 15:10:24
09	504-b2	23 Mei 2023	Invitation for marriage the rejection and reception of invitation	the teaching learning process ran smoothly with 12 students attending the class meeting 9 discuss invitation letter with sub-topic definition of invitation letter kinds of invitation letter and content of invitation letter	Tepat Waktu Jadwal: 14:10-16:40 Masuk: 14:13:10 Keluar: 16:31:52
10	504-b2	30 Mei 2023	Congratulation Letter letter for promotion	the teaching-learning process ran smoothly with 10 students attending the class meeting 10 discussed the congratulation letter with the sub-topic definiton of congratulation the	Tepat Waktu Jadwal: 14:10-16:40

Pertemuan	Ruangan	Tanggal	Bahan Kajian	Berita Acara Pengajaran	Kehadiran
				occasion of the congratulation letter and content of the congratulation letter	Masuk: 14:11:29 Keluar: 16:29:36
11	504-b2	6 Juni 2023	Thanks Letter. 1 Letters of thanks for their advice 2 Letters of thanks for their service	the teaching-learning process ran smoothly with 11 students attending the class meeting 11 discuss thanks letter with the sub-topic definition of thanks letter the use of thanks letter the content of thanks letter and a sample of thanks letter	Tepat Waktu Jadwal: 14:10-16:40 Masuk: 14:12:15 Keluar: 16:32:09
12	504-b2	13 Juni 2023	Offer Letter. Offering letters introduce the product	the teaching-learning process ran smoothly with 11 students attending the class meeting 12 discuss an offer letter with the sub-topic definition of offer letter types of offer letter content of offer letter and a sample of an offer letter	Tepat Waktu Jadwal: 14:10-16:40 Masuk: 14:11:05 Keluar: 16:34:15
13	504-b2	20 Juni 2023	Order Letter. make a letter of order	the teaching learning process ran smoothly with 10 students attending the class meeting 13 discuss the order letter with sub-topic definition of an order letter the content of the order letter phrases use in an order letter	Tepat Waktu Jadwal: 14:10-16:40 Masuk: 14:13:55

Pertemuan	Ruangan	Tanggal	Bahan Kajian	Berita Acara Pengajaran	Kehadiran
					Keluar: 16:34:45
14	504-b2	27 Juni 2023	Application Letter	the teaching learning process ran smoothly with 8 students attending the class meeting 14 discuss the application letter with the sub-topic definition of the application letter phrases use in the application letter content of the application letter	Telat (lewat 15Menit) Jadwal: 14:10-16:40 Masuk: 14:26:27 Keluar: 16:26:42
15	en3-b2	4 Juli 2023	Review Meeting	the teaching learning process ran smoothly with 11 students follow the class meeting 15 review meeting 9-14	Tepat Waktu Jadwal: 14:10-16:40 Masuk: 14:11:53 Keluar: 16:25:42
16	504-b2	11 Juli 2023	(UAS)	Ujian Akhir Semester	Tepat Waktu Jadwal: 14:10-16:40 Masuk: 14:10:53 Keluar: 15:10:42

PRESENSI MAHASISWA 22.4A.07

Nim	Nama	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Jumlah
22210013	auliachalis ayuningtyas	1	1	1	1	0	0	1	1	1	1	1	1	1	1	1	1	14
22210037	aisyah seviyani	1	1	1	1	1	1	1	1	1	1	0	1	1	0	1	1	14
22210042	ponco sabdono	1	1	0	0	1	0	1	1	1	1	1	0	0	0	1	1	10
22210055	azzahra abella putri	1	1	0	1	0	1	1	1	1	1	0	1	1	0	1	1	12
22210066	richard dewantoro	1	1	1	0	1	0	1	1	1	0	1	1	1	1	1	1	13
22210069	muhammad dafvi dedy	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	2
22210082	ananda putri wulan juanis	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	3
22210091	shifa nuzul iqlima	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
22210092	nurhilfah	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
22210094	adinda saputri febriyanti	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
22210111	indah putri rahayu	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
22210118	cadiva azzahra luthfanie	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
22210127	arifuddin asafa habibie	1	1	0	0	0	0	0	1	1	0	1	1	0	0	1	0	7
22210142	ajeng firayanti pratiwi	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0	0	2
22210149	aulia zaldiana putri	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
22210152	muhammad daffa rafliansyah	0	0	0	0	1	0	0	0	0	0	1	0	0	0	1	0	3
22210154	maya yudistiara	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
	Jumlah hadir	14	12	9	9	11	8	11	13	12	11	11	11	10	8	15	12	

NILAI MAHASISWA 22.4A.07

NIM	Nama	Nilai UTS	Nilai UAS	Nilai Absen	Nilai Tugas	Total	Grade
22210013	AULIACHALIS AYUNINGTYAS	85	90	86	91	88	A
22210037	AI SYAH SEVIYANI	80	70	86	82	79	B
22210042	PONCO SABDONO	75	60	57	65	64	C
22210055	AZZAHRA ABELLA PUTRI	85	60	71	75	72	B
22210066	RICHARD DEWANTORO	90	90	79	98	90	A
22210069	MUHAMMAD DAFVI DEDY	0	0	14	30	10	E
22210082	ANANDA PUTRI WULAN JUANIS	50	80	7	62	53	D
22210091	SHIFA NUZUL IQLIMA	90	90	100	99	94	A
22210092	NURHILFAH	90	90	100	99	94	A
22210094	ADINDA SAPUTRI FEBRIYANTI	80	90	100	99	92	A
22210111	INDAH PUTRI RAHAYU	85	90	100	98	93	A
22210118	CADIVA AZZAHRA LUTHFANIE	90	90	100	99	94	A
22210127	ARIFUDDIN ASAFA HABIBIE	30	0	43	60	31	D
22210142	AJENG FIRAYANTI PRATIWI	0	0	14	0	3	E
22210149	AULIA ZALDIANA PUTRI	50	90	100	93	83	A
22210152	MUHAMMAD DAFFA RAFLIANSYAH	0	0	21	30	12	E
22210154	MAYA YUDISTIARA	0	0	7	50	14	E