**Dosen : Rika Virtianti**

**Mata Kuliah : English Business Correspondence (053)**

**SKS : 3**

**Kelas : 22.4B.01**

**Jumlah Mahasiswa : 14**

**BAP**

| **Pertemuan** | **Ruangan** | **Tanggal** | **Bahan Kajian** | **Berita Acara Pengajaran** | **Kehadiran** |
| --- | --- | --- | --- | --- | --- |
| **01** | 102-d2 | 19 Maret 2024 | Introduction of business letter 1 Definition of business letter 2 Types of business letter using laptop or netbook 3 The parts of business | pembelajaran berjalan dengan lancar | Tepat WaktuJadwal:17:30-19:30Masuk:17:33:15Keluar:19:35:37 |
| **02** | 102-d2 | 26 Maret 2024 | Introduction letter 1 Vocabulary 2 Phrase to remember 3 Making an introduction letter | pembelajaran berjalan dengan lancar | Tepat WaktuJadwal:17:30-19:30Masuk:17:31:29Keluar:19:26:42 |
| **03** | 404-d2 (kp) | 27 Maret 2024 | Appointment Letter 1 Vocabulary 2 Phrase to remember 3 Making an appointment letter | pembelajaran berjalan dengan lancar | Tepat WaktuJadwal:19:30-21:30Masuk:19:31:34Keluar:21:20:08 |
| **04** | 102-d2 | 2 April 2024 | Reservation Letter 1 Reserving a hotel room 2 Confirming a reservation for a hotel room 3 Reserving and cancelling a ticket reservation | 1 pembelajaran berjalan tertib dan lancar 2 untuk presensi semua mahasiswa bisa melakukan absen melalui wifi kelas | Tepat WaktuJadwal:17:30-19:30Masuk:17:34:53Keluar:19:23:29 |
| **05** | 102-d2 | 23 April 2024 | Inquiry Letter 1 Meaning of inquiry 2 Kind of inquiry 3 Terminology or phrase of inquiry letter 4 Simple of inquiry letter | pembelajaran berjalan dengan lancar | Tepat WaktuJadwal:17:30-19:30Masuk:17:41:50Keluar:19:22:18 |
| **06** | 102-d2 | 30 April 2024 | The Reply to inquiry Letter 1 The reply of a letter inquiry the reply with catalog | pembelajaran berjalan dengan lancar | Tepat WaktuJadwal:17:30-19:30Masuk:17:34:49Keluar:19:16:44 |
| **07** | 102-d2 | 7 Mei 2024 | Review Meeting | pengerjan quiz berjalan dengan lancar | Tepat WaktuJadwal:17:30-19:30Masuk:17:32:48Keluar:19:23:17 |
| **08** | 102-d2 | 13 Mei 2024 | (UTS) | UTS | Tepat WaktuJadwal:17:30-19:30Masuk:17:34:49Keluar:19:16:44 |
| **09** | 102-d2 | 21 Mei 2024 | Invitation for marriage the rejection and reception of invitation | pembelajaran berjalan dengan lancar | Tepat WaktuJadwal:17:30-19:30Masuk:17:32:03Keluar:19:23:13 |
| **10** | 102-d2 | 28 Mei 2024 | CONGRATULATION LETTER letter for promotion | pembelajaran berjalan dengan lancar | Tepat WaktuJadwal:17:30-19:30Masuk:17:32:16Keluar:19:25:35 |

| **Pertemuan** | **Ruangan** | **Tanggal** | **Bahan Kajian** | **Berita Acara Pengajaran** | **Kehadiran** |
| --- | --- | --- | --- | --- | --- |
| **11** | 102-d2 | 4 Juni 2024 | THANKS LETTER 1 Letters of thanks for their advice 2 Letters of thanks for their service | pembelajaran berjalan dengan lancar | Tepat WaktuJadwal:17:30-19:30Masuk:17:31:59Keluar:19:25:51 |
| **12** | 102-d2 | 11 Juni 2024 | OFFER LETTER Offering letters introduce the product | pembelajaran berjalan dengan lancar | Tepat WaktuJadwal:17:30-19:30Masuk:17:32:10Keluar:19:22:45 |
| **13** | 102-d2 (kp) | 19 Juni 2024 | ORDER LETTER make a letter of order | pembelajaran berjalan dengan lancar | Tepat WaktuJadwal:19:30-21:30Masuk:19:33:04Keluar:21:21:14 |
| **14** | 102-d2 | 25 Juni 2024 | APPLICATION LETTER | pembelajaran berjalan dengan lancar | Tepat WaktuJadwal:17:30-19:30Masuk:17:31:16Keluar:19:25:40 |
| **15** | 102-d2 | 2 Juli 2024 | REVIEW MEETING | pembelajaran berjalan dengan lancar | Tepat WaktuJadwal:17:30-19:30Masuk:17:35:02Keluar:19:16:34 |
| **16** | 102-d2 | 9 Juli 2024 | (UAS) | UAS | Tepat WaktuJadwal:17:30-19:30Masuk:17:34:49Keluar:19:16:44 |

**PRESENSI MAHASISWA**

| **Nim** | **Nama** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **Jumlah** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [**22220001**](https://says.bsi.ac.id/m_induk_mhs_nilai-22220001-01-BSI.js) | rina febriyanti | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 14 |
| [**22220023**](https://says.bsi.ac.id/m_induk_mhs_nilai-22220023-01-BSI.js) | leli nurpatmawati | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 14 |
| [**22220030**](https://says.bsi.ac.id/m_induk_mhs_nilai-22220030-01-BSI.js) | tri wahyuni | 1 | 0 | 1 | 0 | 1 | 1 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 1 | 1 | 1 | 10 |
| [**22220045**](https://says.bsi.ac.id/m_induk_mhs_nilai-22220045-01-BSI.js) | siti patimah | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 13 |
| [**22220047**](https://says.bsi.ac.id/m_induk_mhs_nilai-22220047-01-BSI.js) | fadhel chairul aqilla | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 14 |
| [**22220072**](https://says.bsi.ac.id/m_induk_mhs_nilai-22220072-01-BSI.js) | riko andresa | 0 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 1 | 0 | 1 | 1 | 0 | 0 | 1 | 7 |
| [**22220074**](https://says.bsi.ac.id/m_induk_mhs_nilai-22220074-01-BSI.js) | riza zahra nisa | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 13 |
| [**22220078**](https://says.bsi.ac.id/m_induk_mhs_nilai-22220078-01-BSI.js) | risya mahalia putri | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 14 |
| [**22220086**](https://says.bsi.ac.id/m_induk_mhs_nilai-22220086-01-BSI.js) | della puspitasari | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 14 |
| [**22220093**](https://says.bsi.ac.id/m_induk_mhs_nilai-22220093-01-BSI.js) | nur azizah | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 14 |

| **Nim** | **Nama** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **Jumlah** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [**22220097**](https://says.bsi.ac.id/m_induk_mhs_nilai-22220097-01-BSI.js) | desi kusumawardani | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 0 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 12 |
| [**22220129**](https://says.bsi.ac.id/m_induk_mhs_nilai-22220129-01-BSI.js) | satria vanjava latarissa | 1 | 1 | 1 | 0 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 11 |
| [**22220130**](https://says.bsi.ac.id/m_induk_mhs_nilai-22220130-01-BSI.js) | masdalifah | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 1 | 11 |
| [**22220148**](https://says.bsi.ac.id/m_induk_mhs_nilai-22220148-01-BSI.js) | nenca romau situmorang | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 14 |

| **#** | **Pertemuan** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|      | **Jumlah hadir** | 13 | 13 | 14 | 11 | 12 | 12 | 13 | 7 | 14 | 13 | 12 | 11 | 14 | 11 | 12 | 14 |

**PENILAIAN**

| **NIM** | **NAMA** | **Presensi** | **TUGAS** | **UTS** | **UAS** | **GRADE AKHIR** |
| --- | --- | --- | --- | --- | --- | --- |
| [**22220001**](https://says.bsi.ac.id/m_induk_mhs_nilai-22220001-01-BSI.js) | rina febriyanti | 100 | 98 | 0 | 99 | B |
| [**22220023**](https://says.bsi.ac.id/m_induk_mhs_nilai-22220023-01-BSI.js) | leli nurpatmawati | 100 | 98 | 0 | 99 | B |
| [**22220030**](https://says.bsi.ac.id/m_induk_mhs_nilai-22220030-01-BSI.js) | tri wahyuni | 71 | 98 | 0 | 99 | B |
| [**22220045**](https://says.bsi.ac.id/m_induk_mhs_nilai-22220045-01-BSI.js) | siti patimah | 93 | 98 | 99 | 99 | A |
| [**22220047**](https://says.bsi.ac.id/m_induk_mhs_nilai-22220047-01-BSI.js) | fadhel chairul aqilla | 100 | 98 | 99 | 99 | A |
| [**22220072**](https://says.bsi.ac.id/m_induk_mhs_nilai-22220072-01-BSI.js) | riko andresa | 50 | 90 | 0 | 99 | C |
| [**22220074**](https://says.bsi.ac.id/m_induk_mhs_nilai-22220074-01-BSI.js) | riza zahra nisa | 93 | 98 | 0 | 99 | B |
| [**22220078**](https://says.bsi.ac.id/m_induk_mhs_nilai-22220078-01-BSI.js) | risya mahalia putri | 100 | 98 | 99 | 99 | A |
| [**22220086**](https://says.bsi.ac.id/m_induk_mhs_nilai-22220086-01-BSI.js) | della puspitasari | 100 | 98 | 0 | 99 | B |
| [**22220093**](https://says.bsi.ac.id/m_induk_mhs_nilai-22220093-01-BSI.js) | nur azizah | 100 | 98 | 99 | 99 | A |

| **NIM** | **NAMA** | **Presensi** | **TUGAS** | **UTS** | **UAS** | **GRADE AKHIR** |
| --- | --- | --- | --- | --- | --- | --- |
| [**22220097**](https://says.bsi.ac.id/m_induk_mhs_nilai-22220097-01-BSI.js) | desi kusumawardani | 86 | 98 | 0 | 99 | B |
| [**22220129**](https://says.bsi.ac.id/m_induk_mhs_nilai-22220129-01-BSI.js) | satria vanjava latarissa | 79 | 98 | 99 | 99 | A |
| [**22220130**](https://says.bsi.ac.id/m_induk_mhs_nilai-22220130-01-BSI.js) | masdalifah | 79 | 98 | 99 | 99 | A |
| [**22220148**](https://says.bsi.ac.id/m_induk_mhs_nilai-22220148-01-BSI.js) | nenca romau situmorang | 100 | 98 | 99 | 99 | A |