

# ENGLISH FOR BUSINESS - 875

SKS: 3 | Kelas: 64.2B.04-64219

Dosen: 201203033 – PRL (Aprillia)

## Berita Acara Pengajaran

| Temu | Ruang  | Kehadiran                                                     | Bahan Kajian                                                                        | BAP                                                                                                                                                                                                                                                      |
|------|--------|---------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | 302-E1 | 2026-03-31<br>07:30-10:00<br>Masuk:<br>07:32:15 -<br>09:48:09 | It is nice to meet you (Introduction)<br>English For Business                       | 1. Pendahuluan dengan sub pembahasan: Mampu Memperkenalkan diri dan orang lain. (CPMK 10.12) 2. Pembahasan Sub Materi : It is nice to meet you (Introduction) 3. Tambahan : Mengerjaka soal soal latihan                                                 |
| 2    | 302-E1 | 2026-04-07<br>07:30-10:00<br>Masuk:<br>07:36:03 -<br>09:47:26 | Will you be coming there? (Invitation)<br>English For Business                      | 1. Pendahuluan dengan sub pembahasan: Mampu Membuat dan menerima undangan. (CPMK 10.12) 2. Pembahasan Sub Materi : Will you be coming invitation                                                                                                         |
| 3    | 302-E1 | 2026-04-14<br>07:30-10:00<br>Masuk:<br>07:36:17 -<br>09:46:25 | Could I leave a message?<br>(Communicating over the phone)<br>English For Business  | 1. Pendahuluan dengan sub pembahasan: Mampu Meninggalkan pesan melalui telepon. (CPMK 10.12) 2. Pembahasan Sub Materi : Could I leave a message? (Communicating over the phone)                                                                          |
| 4    | 302-E1 | 2026-04-21<br>07:30-10:00<br>Masuk:<br>07:33:19 -<br>09:48:03 | Unfortunately, there is a problem!<br>(Handling a complain)<br>English For Business | . Pendahuluan dengan sub pembahasan: Mampu Berpartisipasi aktif dalam rapat dan menginterupsi dengan sopan. (CPMK 10.13) 2. Pembahasan Sub Materi : Unfortunately, there is a problem! (Handling a complain) Kuliah DiskusiTM 3. Tambahan : Conversation |
| 5    | 302-E1 | 2026-04-28<br>07:30-10:00<br>Masuk:<br>07:32:26 -<br>09:48:22 | Is there any question so far? (In the Presentation)<br>English For Business         | Pendahuluan dengan sub pembahasan: The students are able to deliver their presentation well 2. Pembahasan Sub Materi : Is there any question so far? (In the Presentation) 3. Tambahan : Mengerjaka soal soal latihan dan Praktek Speaking               |

| Temu | Ruang  | Kehadiran                                                     | Bahan Kajian                                                                 | BAP                                                                                                                                                                                                       |
|------|--------|---------------------------------------------------------------|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6    | 302-E1 | 2026-05-05<br>07:30-10:00<br>Masuk:<br>07:33:52 -<br>09:48:11 | As you can see there, that is a... (The Visual Aids)<br>English For Business | 1. Pendahuluan dengan sub pembahasan: The students are able to create the visual aids for presentation 2. Pembahasan Sub Materi : The students deliver the presentation more. As you can see there, that  |
| 7    | 302-E1 | 2026-05-12<br>07:30-10:00<br>Masuk:<br>07:33:00 -<br>09:49:51 | Review<br>English For Business                                               | Persiapan project UTS                                                                                                                                                                                     |
| 8    | 302-E1 | 2026-05-19<br>07:30-10:00<br>Masuk:<br>07:33:00 -<br>09:49:51 | UTS                                                                          | UTS                                                                                                                                                                                                       |
| 9    | 302-E1 | 2026-05-26<br>07:30-10:00<br>Masuk:<br>07:32:42 -<br>09:47:02 | Dealing with anxiety<br>English For Business                                 | 1. Pendahuluan dengan sub pembahasan: Mampu Berpartisipasi aktif dalam rapat dan menginterupsi dengan sopan.(CPMK 10.13)<br>2. Pembahasan Sub Materi : Dealing with anxiety                               |
| 10   | 302-E1 | 2026-06-02<br>07:30-10:00<br>Masuk:<br>07:34:44 -<br>09:49:58 | We are having meeting (Meeting<br>English For Business                       | 1. Pendahuluan dengan sub pembahasan: Mampu Berpartisipasi aktif dalam rapat dan menginterupsi dengan sopan.(CPMK 10.13)<br>2. Pembahasan Sub Materi : We are having a meeting 3. Tambahan : Conversation |
| 11   | 302-E1 | 2026-06-09<br>07:30-10:00<br>Masuk:<br>07:33:12 -<br>09:47:45 | Excuse me, sorry to interrupt... (Interruption<br>English For Business       | Formal dan polite ways : Can I share an idea? I would like to add something Can I add, I don't mean to interrupt Excuse me, I'd like to say something                                                     |
| 12   | 302-E1 | 2026-06-23<br>07:30-10:00<br>Masuk:<br>07:39:22 -<br>09:46:23 | Come on, let us negotiate! (Negotiation)<br>English For Business             | 1. Pendahuluan dengan sub pembahasan: Mampu Berpartisipasi aktif dalam rapat dan bernegosiasi 2. Pembahasan Sub Materi : Negotiation in a meeting 3. Tambahan : Conversation                              |

| Temu | Ruang  | Kehadiran                                                     | Bahan Kajian                                                                              | BAP                                                                                                                                                                                   |
|------|--------|---------------------------------------------------------------|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 13   | 301-E1 | 2026-06-24<br>07:30-10:00<br>Masuk:<br>07:33:28 -<br>09:50:11 | I am sorry, I don't agree with you<br>(Declining the negotiation)<br>English For Business | Pendahuluan dengan sub pembahasan:<br>Mampu mengungkapkan ekspresi declining<br>the negotiation 2. Pembahasan Sub Materi :<br>Declining the negotiation 3. Tambahan :<br>Conversation |
| 14   | 302-E1 | 2026-06-30<br>07:30-10:00<br>Masuk:<br>07:36:42 -<br>09:47:20 | Hi everyone, I'm promoting about...<br>(Promoting)<br>English For Business                | Promoting dan persiapan project II UAS                                                                                                                                                |
| 15   | 302-E1 | 2026-07-07<br>07:30-10:00<br>Masuk:<br>07:34:35 -<br>09:51:16 | Review<br>English For Business                                                            | Review Nilai dan Review Project II UAS                                                                                                                                                |
| 16   | 302-E1 | 2026-07-14<br>07:30-10:00<br>Masuk:<br>07:34:35 -<br>09:51:16 | UAS                                                                                       | UAS                                                                                                                                                                                   |

## Presensi Kehadiran

**SKS: 3 | Kelas: 64.2B.04-64219**

**Dosen: 201203033 – PRL (Aprillia)**

| #  | Nim      | Nama                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | Total |
|----|----------|--------------------------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|-------|
| 1  | 64251099 | SAYSA SEFTIANI                 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 15    |
| 2  | 64251182 | RIZKY RACHMAN<br>ARDIYANSYAH   | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 16    |
| 3  | 64251208 | NURHALIZA                      | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 16    |
| 4  | 64251259 | SALMA<br>RAMADHANI             | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 16    |
| 5  | 64251263 | FADLY PRATAMA                  | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 15    |
| 6  | 64251302 | VELOVE ANDIEN<br>PUTRI ANDERN  | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1  | 1  | 0  | 1  | 1  | 1  | 1  | 15    |
| 7  | 64251303 | SYIFA NUR ALIFA                | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 16    |
| 8  | 64251362 | SIFA SOFIAH                    | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 15    |
| 9  | 64251394 | MARSHA LOVA AZ<br>ZAHRA        | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 16    |
| 10 | 64251413 | MUHAMMAD<br>RICO<br>RAMAWIJAYA | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0  | 0  | 0  | 0  | 0  | 0  | 1  | 8     |
| 11 | 64251517 | SALSABILA NUR<br>SEPTIADINI    | 1 | 0 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 1  | 0  | 1  | 1  | 0  | 1  | 1  | 12    |

| #  | Nim      | Nama                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | Total |
|----|----------|----------------------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|-------|
| 12 | 64251558 | ZHANIFFA DARA ELVINA       | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 16    |
| 13 | 64251573 | YUNITA FANIANTI            | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 16    |
| 14 | 64251575 | MUHAMMAD AFRIZA YOSAVIANO  | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1  | 0  | 1  | 1  | 1  | 1  | 1  | 15    |
| 15 | 64251577 | NINDA LEDINA DWI PUTRI     | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 16    |
| 16 | 64251595 | DELFI SURYANI              | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 14    |
| 17 | 64251606 | WIWIN WINTARI              | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 16    |
| 18 | 64251644 | IQBAL SAMSUL ADI           | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0  | 1  | 1  | 1  | 1  | 1  | 1  | 15    |
| 19 | 64251681 | SYIFA NURUL RACHMADIANTI   | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 16    |
| 20 | 64251717 | ERLIN FISKA ENJELITA       | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 16    |
| 21 | 64251768 | HENOKH CAHYASA GILYANDRICO | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1  | 1  | 1  | 1  | 1  | 0  | 1  | 14    |
| 22 | 64251774 | ISABEL PUTRI ADITIYA       | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1  | 1  | 0  | 1  | 1  | 1  | 1  | 15    |
| 23 | 64251800 | PRISKA AVIRLLY SUSANTO     | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1  | 0  | 1  | 1  | 1  | 1  | 1  | 15    |
| 24 | 64251816 | JEREMIA ALFARO SIREGAR     | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1  | 1  | 1  | 0  | 1  | 1  | 1  | 15    |

| #                             | Nim      | Nama                           | 1         | 2         | 3         | 4         | 5         | 6         | 7         | 8         | 9         | 10        | 11        | 12        | 13        | 14        | 15        | 16        | Total    |
|-------------------------------|----------|--------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|
| 25                            | 64251882 | SHAFIYA HASAN<br>AZ ZAHRA      | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 16       |
| 26                            | 64251888 | MUHAMMAD<br>SURYO MUTTAQIN     | 0         | 1         | 1         | 0         | 1         | 1         | 1         | 1         | 0         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 13       |
| 27                            | 64251913 | VASCO<br>DERMINSTEL            | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 16       |
| 28                            | 64251923 | DAVINA ZAZKIA<br>MECCA         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 0         | 1         | 1         | 1         | 1         | 1         | 15       |
| 29                            | 64252028 | CINDY DWI<br>NOVPUTRI          | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 16       |
| 30                            | 64252051 | MARIAM MONICA<br>KALA' LEMBANG | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 16       |
| 31                            | 64252065 | NAYLA PUTRI<br>PRAMESWARI      | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 0         | 1         | 1         | 1         | 1         | 15       |
| 32                            | 64252077 | AILA AZZAHrani                 | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 16       |
| 33                            | 64252132 | BUNGA TRISILIA                 | 1         | 1         | 1         | 1         | 0         | 1         | 1         | 1         | 0         | 1         | 1         | 1         | 0         | 1         | 1         | 1         | 13       |
| 34                            | 64252139 | APRILIA PASKAH<br>REJEKI PURBA | 1         | 0         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 13       |
| 35                            | 64252176 | SASYA AMELIA<br>FEBRIYANTI     | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 1         | 16       |
| <b>Total Kehadiran Harian</b> |          |                                | <b>34</b> | <b>32</b> | <b>35</b> | <b>33</b> | <b>33</b> | <b>35</b> | <b>35</b> | <b>35</b> | <b>29</b> | <b>33</b> | <b>30</b> | <b>31</b> | <b>32</b> | <b>33</b> | <b>33</b> | <b>35</b> | <b>-</b> |

## Penilaian

**SKS:** 3 | **Kelas:** 64.2B.04-64219

**Dosen:** 201203033 – PRL (Aprillia)

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| #  | Nim      | Nama                       | Presensi | Tugas | UTS | UAS | Grade Akhir |
|----|----------|----------------------------|----------|-------|-----|-----|-------------|
| 1  | 64251099 | SAYSA SEFTIANI             | 0        | 0     | 0   | 0   | A           |
| 2  | 64251182 | RIZKY RACHMAN ARDIYANSYAH  | 0        | 0     | 0   | 0   | A           |
| 3  | 64251208 | NURHALIZA                  | 0        | 0     | 0   | 0   | A           |
| 4  | 64251259 | SALMA RAMADHANI            | 0        | 0     | 0   | 0   | A           |
| 5  | 64251263 | FADLY PRATAMA              | 0        | 0     | 0   | 0   | A           |
| 6  | 64251302 | VELOVE ANDIEN PUTRI ANDERN | 0        | 0     | 0   | 0   | A           |
| 7  | 64251303 | SYIFA NUR ALIFA            | 0        | 0     | 0   | 0   | A           |
| 8  | 64251362 | SIFA SOFIAH                | 0        | 0     | 0   | 0   | A           |
| 9  | 64251394 | MARSHA LOVA AZ ZAHRA       | 0        | 0     | 0   | 0   | A           |
| 10 | 64251413 | MUHAMMAD RICO RAMAWIJAYA   | 0        | 0     | 0   | 0   | D           |
| 11 | 64251517 | SALSABILA NUR SEPTIADINI   | 0        | 0     | 0   | 0   | A           |
| 12 | 64251558 | ZHANIFFA DARA ELVINA       | 0        | 0     | 0   | 0   | A           |
| 13 | 64251573 | YUNITA FANIAN TI           | 0        | 0     | 0   | 0   | A           |

| #  | Nim      | Nama                       | Presensi | Tugas | UTS | UAS | Grade Akhir |
|----|----------|----------------------------|----------|-------|-----|-----|-------------|
| 14 | 64251575 | MUHAMMAD AFRIZA YOSAVIANO  | 0        | 0     | 0   | 0   | A           |
| 15 | 64251577 | NINDA LEDINA DWI PUTRI     | 0        | 0     | 0   | 0   | A           |
| 16 | 64251595 | DELFI SURYANI              | 0        | 0     | 0   | 0   | A           |
| 17 | 64251606 | WIWIN WINTARI              | 0        | 0     | 0   | 0   | A           |
| 18 | 64251644 | IQBAL SAMSUL ADI           | 0        | 0     | 0   | 0   | B           |
| 19 | 64251681 | SYIFA NURUL RACHMADIANTI   | 0        | 0     | 0   | 0   | A           |
| 20 | 64251717 | ERLIN FISKA ENJELITA       | 0        | 0     | 0   | 0   | A           |
| 21 | 64251768 | HENOKH CAHYASA GILYANDRICO | 0        | 0     | 0   | 0   | B           |
| 22 | 64251774 | ISABEL PUTRI ADITIYA       | 0        | 0     | 0   | 0   | A           |
| 23 | 64251800 | PRISKA AVIRLLY SUSANTO     | 0        | 0     | 0   | 0   | A           |
| 24 | 64251816 | JEREMIA ALFARO SIREGAR     | 0        | 0     | 0   | 0   | A           |
| 25 | 64251882 | SHAFIYA HASAN AZ ZAHRA     | 0        | 0     | 0   | 0   | A           |
| 26 | 64251888 | MUHAMMAD SURYO MUTTAQIN    | 0        | 0     | 0   | 0   | A           |
| 27 | 64251913 | VASCO DERMINSTEL           | 0        | 0     | 0   | 0   | B           |
| 28 | 64251923 | DAVINA ZAZKIA MECCA        | 0        | 0     | 0   | 0   | A           |
| 29 | 64252028 | CINDY DWI NOVPUTRI         | 0        | 0     | 0   | 0   | A           |

| #  | Nim      | Nama                        | Presensi | Tugas | UTS | UAS | Grade Akhir |
|----|----------|-----------------------------|----------|-------|-----|-----|-------------|
| 30 | 64252051 | MARIAM MONICA KALA' LEMBANG | 0        | 0     | 0   | 0   | B           |
| 31 | 64252065 | NAYLA PUTRI PRAMESWARI      | 0        | 0     | 0   | 0   | A           |
| 32 | 64252077 | AILA AZZHRANI               | 0        | 0     | 0   | 0   | A           |
| 33 | 64252132 | BUNGA TRISILIA              | 0        | 0     | 0   | 0   | A           |
| 34 | 64252139 | APRILIA PASKAH REJEKI PURBA | 0        | 0     | 0   | 0   | A           |
| 35 | 64252176 | SASYA AMELIA FEBRIYANTI     | 0        | 0     | 0   | 0   | A           |