

Berita Acara Pengajaran

Dosen	Muji Endah Palupi, S.S, M.Pd
Matakuliah	ENGLISH FOR BUSINESS
SKS	3
Kelas	64.2D.07
Jumlah Mahasiswa	28

Pertemuan	Ruangan	Tanggal	Bahan Kajian	BAP	Keterangan
01	605-B2	1 April 2026	Materials: 1. Understanding and Simple Dialogue 2. Phrases: Introduce Someone to Public Response the introduction 3. Dialogue: (Nadia is asked by her boss, Mr. Smith, to meet his Colleague in a restaurant)	Meeting 1: Nice to meet you	Tepat Waktu Jadwal: 12:30-15:00 Masuk: 12:31:20 Keluar: 15:00:43
02	605-B2	8 April 2026	Materials: 1. Understanding Invitation is one of the part of business 2. Phrases: Making an invitation, Accepting, Refusing 3. Dialogue: William : “Well, I Think I don’t have any important meeting next week.”	Meeting 2: Will You Come?	Tepat Waktu Jadwal: 12:30-15:00 Masuk: 12:30:60 Keluar: 15:03:19
03	605-B2	15 April 2026	Materials: 1. Understanding Telephone is one of the most important part in business for communication 2. Phrases: To open the conversation Confirming the information and to	Meeting 3: Can i leave a message?	Tepat Waktu Jadwal: 12:30-15:00 Masuk: 12:31:00 Keluar: 14:49:60

			end the conversation 3. Dialogue: (Jean is a receptionist, she is asked by her Manager to change appointment with Mr. Daniel)		
04	605-B2	22 April 2026	Materials: 1. Understanding As a business man or staff you need to know the way how to express complaint 2. Phrases: How to complain, Respond the the complain 3. Phrases: Mr. Siegel :“Good afternoon, Stella Communication, who’s calling, please?”	Meeting 4: Unfortunately there is a problem!	Tepat Waktu Jadwal: 12:30-15:00 Masuk: 12:30:60 Keluar: 14:48:00
05	605-B2	29 April 2026	Materials: 1. Understanding Presentation is Explaining something in public. It is usually done by someone who run on a business or every one who has to speak in public 2. Phrases: Greeting, Subject, Structure, Ending 3. Example of the presentation Situation: Anna is giving a presentation about her company new program. Here is Anna’s presentation!	Meeting 5 : In the presentation	Tepat Waktu Jadwal: 12:30-15:00 Masuk: 12:34:20 Keluar: 15:03:27
06	605-B2	6 Mei 2026	Materials: 1. Understanding The secret of the success presentation and Kinds of visual aids are picture, chart, graph, etc	Meeing 6 : Visual Aids	Tepat Waktu Jadwal: 12:30-15:00 Masuk: 12:31:32 Keluar: 15:00:00

			2. Practice Create a presentation using visual visual aids, create it as creative as possible. Choose the trnd topic!		
07	605-B2	13 Mei 2026	Review English For Business Meeting 1 – Meeting 9	Meeting 7 : Review Materials	Tepat Waktu Jadwal: 12:30-15:00 Masuk: 12:32:10 Keluar: 15:03:16
08	605-B2	20 Mei 2026	UTS	Ujian Tengah Semester	Tepat Waktu Jadwal: 12:30-15:00
09	605-B2 KP	2 Juni 2026	Materials: 1. Understanding It is true that first impressions last, and if you can make that initial introduction positive it will stand you in good stead for the rest of the meeting and in your future dealing with the person you're meeting for the first time. 2. Phrases: Here are some proper and common phrases in the meeting 3. Dialogue: Shavo and Mumtaz are having a discussion about Mumtaz's performance on a Meeting	Meeting 9 : Making a good Impression in a meeting	Tepat Waktu Jadwal: 12:30-15:00 Masuk: 12:32:50 Keluar: 15:01:53
10	605-B2	3 Juni 2026	Materials: 1. Understanding Generally, meeting means an assembly of people for a purpose, especially for formal discussion 2. Phrases: Opening the meeting, Introducing the agenda, Stating	Meeting 10 : We are having a meeting	Tepat Waktu Jadwal: 12:30-15:00 Masuk: 12:33:19 Keluar: 14:54:17

			objectives. Introducing discussion, Calling on a speaker, Summarizing, Moving the discussion on, Closing the meeting		
11	605-B2	10 Juni 2026	Materials: 1. Understanding Discussion in Meetings 2. Phrases: Formal and polite ways to interrupt and Casual ways to interrupt 3. Dialogue: Starting opinion, Asking for opinion, Interrupting, handling interruptions	Meeting 11 : Sorry to Interrupt!	Tepat Waktu Jadwal: 12:30-15:00 Masuk: 12:30:60 Keluar: 15:05:58
12	605-B2 KP	15 Juni 2026	Materials: 1. Understanding It is a strategic that resolves an issue in a way that both parties find acceptable. Here, in a negotiation, each party tries to persuade the other to agree with his/her point of view 2. Phrases: Confirming the Negotiation 3. Dialogue: The example of confirming Negotiation	Meeting 12 : Let us negotiate	Tepat Waktu Jadwal: 12:30-15:00 Masuk: 12:32:43 Keluar: 15:01:46
13	605-B2	24 Juni 2026	Materials: 1. Understanding It is common if the negotiators someone who negotiate whether agree or even disagree with the deal that is being is being discussed about The negotiators will say a lots of different things when they really know or the main aim is 'No' 2. Phrases: The other sayings of declining	Meeting 13 : Declining the negotiation	Tepat Waktu Jadwal: 12:30-15:00 Masuk: 12:33:00 Keluar: 14:59:19

			3. Dialogue: The example of the dialogue “I would like to negotiate with you.”		
14	605-B2	1 Juli 2026	Materials: 1. Understanding Promotion is communicating with the public in an attempt to tinfluence them your products and/or services 2. Phrases: effective ways of Promoting the particular Product 3. Dialogue: The example of the dialogue Allow me to promote the XYZ LED Watch	Meeting 14 : Promoting	Tepat Waktu Jadwal: 12:30-15:00 Masuk: 12:31:60 Keluar: 14:50:59
15	605-B2	8 Juli 2026	Review English For Business Meeting 9 – Meeting 14	Meeting 15: Review Materials	Tepat Waktu Jadwal: 12:30-15:00 Masuk: 12:30:30 Keluar: 15:01:42
16	605-B2	15 Juli 2026	UAS	Ujian Akhir Semester	Tepat Waktu Jadwal: 12:30-15:00

Presensi Kelas 64.2D.07

[illegible]

#	NIM	NAMA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	TOTAL
8	64252007	LAWRENCE NAZARA	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
9	64252019	RIO MICHAEL GINTING	1	1	1	1	1	1	1	1	0	1	1	1	1	1	1	1	15
10	64252058	CIKAL FIRYAL NAIFAH	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
11	64252076	STIVEN JUNIOR PANJAITAN	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
12	64252086	LAILA SAFIRA	1	1	1	1	1	1	1	1	0	1	1	1	1	1	1	1	15
13	64252087	ISNANDA MARIO MAULANA YOGI	1	1	1	1	1	0	1	1	1	1	1	1	0	1	1	1	14
14	64252093	DWI RAISYA FITRI	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
15	64252097	SYAFA RAHMA PUTRI ANDIKA	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
16	64252098	ZAHWA NUR AISSYAH	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
17	64252100	INAYA	1	1	1	1	1	1	1	1	0	1	1	1	1	1	1	1	15
18	64252101	SASKIA NURKAMILAH	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
19	64252103	SLAMET RISKY MUBAROK	1	1	1	1	1	0	1	1	1	1	1	1	0	1	1	1	14
20	64252107	SALSABILLAH RAIHANUN	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
21	64252115	SELVINA HIDAYANTI	1	1	0	1	1	1	0	1	1	1	1	1	1	1	1	1	14
22	64252119	SISCA OKTAVIA RAMADANI	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
23	64252121	KEISYA NUR AZZAHRA	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
24	64252122	FADHLULLAH NUHA RAMADHAN	1	1	1	1	1	0	1	1	1	1	1	1	0	1	1	1	14
25	64252125	SALSABILAH AMELIYA SAMSURI	1	0	1	1	1	1	0	1	1	1	1	0	1	1	1	1	13
26	64252143	RAISSA DARRENDRA WAHONO PRAWIRO	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
27	64252174	MUHAMMAD FARHAN	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
28	64252190	ALYA ZAHWA SAKINA	1	1	1	1	0	1	1	1	1	1	1	1	1	1	1	1	15
Total Kehadiran Harian			27	27	27	28	27	25	26	28	24	28	28	27	25	28	28	28	-

Nilai Kelas 64.2D.07

NO	NIM	NAMA	NILAI UTS	NILAI UAS	NILAI ABSEN	NILAI TGS	TOTAL NILAI	GRADE AKHIR
1	64251909	JOHANNA SAFINDRI MERE	0	0	0	0	82	A
2	64251992	ADHI CAHYO	0	0	0	0	78	B
3	64251993	MEREDITH CORNELIA GONI	0	0	0	0	78	B
4	64251996	WILHELMINA JAWA HEKIN	0	0	0	0	76	B
5	64251998	NAZWA RISYATUN HASANAH	0	0	0	0	73	B

NO	NIM	NAMA	NILAI UTS	NILAI UAS	NILAI ABSEN	NILAI TGS	TOTAL NILAI	GRADE AKHIR
6	64252004	NATHANIA OLINDA WILLYYANTO	0	0	0	0	74	B
7	64252005	ALBERTO GILARDINO DJAWA PATY	0	0	0	0	75	B
8	64252007	LAWRENCE NAZARA	0	0	0	0	78	B
9	64252019	RIO MICHAEL GINTING	0	0	0	0	74	B
10	64252058	CIKAL FIRYAL NAIFAH	0	0	0	0	75	B
11	64252076	STIVEN JUNIOR PANJAITAN	0	0	0	0	72	B
12	64252086	LAILA SAFIRA	0	0	0	0	72	B
13	64252087	ISNANDA MARIO MAULANA YOGI	0	0	0	0	72	B
14	64252093	DWI RAISYA FITRI	0	0	0	0	75	B
15	64252097	SYAFA RAHMA PUTRI ANDIKA	0	0	0	0	76	B
16	64252098	ZAHWA NUR AISSYAH	0	0	0	0	72	B
17	64252100	INAYA	0	0	0	0	75	B
18	64252101	SASKIA NURKAMILAH	0	0	0	0	72	B
19	64252103	SLAMET RISKY MUBAROK	0	0	0	0	70	B
20	64252107	SALSABILLAH RAIHANUN	0	0	0	0	75	B
21	64252115	SELVINA HIDAYANTI	0	0	0	0	73	B
22	64252119	SISCA OKTAVIA RAMADANI	0	0	0	0	78	B
23	64252121	KEISYA NUR AZZAHRA	0	0	0	0	73	B
24	64252122	FADHLULLAH NUHA RAMADHAN	0	0	0	0	72	B
25	64252125	SALSABILAH AMELIYA SAMSURI	0	0	0	0	75	B
26	64252143	RAISSA DARRENDRA WAHONO PRAWIRO	0	0	0	0	80	A
27	64252174	MUHAMMAD FARHAN	0	0	0	0	85	A
28	64252190	ALYA ZAHWA SAKINA	0	0	0	0	78	B