

Syllabus English for Business

Name of Department : S1 Manajemen - B Course
Name : Bahasa Inggris Bisnis Course
Code / Credits : FEB620107 / 3 SKS (2-1)
Lecturer : Mudji Rahmat Ramelan, S.E., M.B.A.
Lecturer : Lidya Ayuni Putri, S.Pd., M.Hum.
Semester : Genap 2021/2022
Day / Time : Tuesday / 10.10 – 12.40 WIB
Class : Online zoom / vclass

1. Benefit of the Course:

Business English will be introducing the language and concepts of business and economics found in books, journals, newspaper and magazines, and on websites. It also develops the students' comprehension of business and economics texts and also develop theory listening skills in the fields of business and economics. Furthermore, it also provides the students the opportunities to express business concepts both verbally and in writing by reformulating them in the student's words while summarizing, analyzing, criticizing, and discussing ideas.

2. Description of the Course:

This course aims to introduce a "study skills" required by students in reading, talking, writing and listening to the topics related to economics and business in the real world, thus helping students in their learning. Study skills is a strategy of reading, listening, making the outputs, making summaries and taking notes during lectures (note talking). The implementation of the course using listening, reading, writing, speaking skill and group work (of these activities). Activities also will be done in form of question and answer and discussion about the actual topic in economics and business. Activity using audio and video in classroom also will be used.

3. Purpose of the Course:

- a. To communicate with others in practical, business-oriented situations.
- b. To express themselves in English with greater fluency, accuracy and confidence.
- c. To handle themselves in English in a variety of business contexts, from negotiating, to using the telephone, to making presentations, to socializing.

4. Indicators:

- a. Students have an understanding about the use of English in Business Situation.
- b. Students have knowledge about the English language skills in Business Situation.
- c. Students have the ability to Communicate in English verbally and non-verbally related to
- d. Business Situation.

5. Learning Strategy:

Video and Listening, Speaking, Writing, Groups Presentation, Reading, Quiz , Mid Exam and Final Exam will be conducted through online platform using <http://vclass.unila.ac.id>.

6. Learning Materials

Week	T	Teaching Method
	1. Management	

1	2. Work and Motivation	Explanation and discussion Individual Learning to construct the knowledge Structural Assignment : Making essay about the learning courses
2	3. Company Structure 4. Managing Across Cultures	Explanation and discussion / Students Presentation Individual Learning to construct the knowledge Structural Assignment : Making essay about the learning courses
3	5. Recruitment 6. Women in Business	Explanation and discussion / Students Presentation Individual Learning to construct the knowledge Structural Assignment : Making essay about the learning courses
4	QUIZ I	
5	7. The different sectors of the economy 8. Production and Logistics	Explanation and discussion / Students Presentation Individual Learning to construct the knowledge Structural Assignment : Making essay about the learning courses
6	9. Quality and Products 10. Marketing and Advertising	Explanation and discussion / Students Presentation Individual Learning to construct the knowledge Structural Assignment : Making essay about the learning courses
7	11. Banking 12. Venture Capital	Explanation and discussion / Students Presentation Individual Learning to construct the knowledge Structural Assignment : Making essay about the learning courses
8	MIDTEST	
9	13. Bonds 14. Stocks and Shares	Explanation and discussion Individual Learning to construct the knowledge Structural Assignment : Making essay about the learning courses
10	15. Derivatives 16. Accounting and Financial Statements	Explanation and discussion Individual Learning to construct the knowledge Structural Assignment : Making essay about the learning courses
11	17. Market Structure and Competition 18. Government and Taxation	Explanation and discussion Individual Learning to construct the knowledge Structural Assignment : Making essay

Week	Topics	Teaching Method
		about the learning courses
12	19. The Business Cycle 20. Corporate Social Responsibility	Explanation and discussion Individual Learning to construct the knowledge Structural Assignment : Making essay about the learning courses
13	QUIZ II	
14	21. Efficiency and Employment 22. Exchange Rates	Explanation and discussion Individual Learning to construct the knowledge Structural Assignment : Making essay about the learning courses
15	23. International Trade 24. Economics and Ecology	Explanation and discussion Individual Learning to construct the knowledge Structural Assignment : Making essay about the learning courses
16	REVIEW ALL MATERIALS	
17	FINAL TEST ON SCHEDULE	

7. REFERENCES

- a. [Primary Books] MacKenzie, Ian. 2010. English for Business Studies: A course for Business Studies and Economics Students. Cambridge University Press. Cambridge.
- b. Udoyono, Drs. Bambang. 2014. English for Business Negotiation and Administration. Kesaint Blanc Publishing.
- c. Wuryanti, Maria Suci. 2015. English Business Letters. Outre Publications.
- d. Kahhar, Joko S. 2016. English for Business. Araska Publisher.

8. Learning Policy:

- a. Books and translator are mandatory.
- b. Attendance is done and should be completely be filled in every session.
- c. During zoom session, students are NOT allowed to turn off the video. The video should be and the audio should be MUTED.
- d. No make-up exam.
- d. No late assignment.
- e. Students are expected to be present, to be prepared, and to contribute actively to discussion in ways that enrich the quality of learning for all. Reading and project/written assignments specified on the course are to be completed prior to the due date.
- f. Academic Honesty: You are responsible for performing academic tasks in such a way that honesty is not in question, you are expected to maintain the following standards of integrity:
- g. All tests, term papers, oral and written assignments, recitations, and all other academic efforts are to be your work.
- h. Any use of wording, ideas, or findings of other persons, writers, or researchers requires the explicit citation of the source; use of the exact wording requires a "quotation" format.
- i. Failure to meet this expectation will resulting group grade reduction.
- j. Plagiarism and Ethics Policy: You agree to the following statements of student behavior:
 1. When the absence of teachers (due to illness / service) students working on the instructions in the course website.
 2. I agree that I, and only I, will be the one completing and submitting class materials (homework, quizzes, exams, written projects, etc.) in my name.
 3. I agree that I will not directly copy or plagiarize material from books, publications, the Internet, other students' work, or any other source. I am familiar with, and I agree not to violate, copyright laws. If small amounts of material from other sources are used as part of any class assignment, I agree to clearly indicate such and properly cite the source.
 4. I agree that, unless approved by the instructor, I will not share answers to homework assignments, quizzes, exams, or any other course material with fellow classmates.

5. I acknowledge that failure to comply with any of the above statements may result in failure of an individual / group assignment and course and if needed discipline action will be submitted by the instructor to faculty in his sole discretion and/or policies and procedures set forth by University of Lampung.

9. Assignments:

- a. Presentations
- b. Individual
- c. Group

10. Grading System

- a. Grading system will be done under the following terms:

Final Score	Grade	Score	Status
≥ 76	A	4	Pass
71 – 75	B+	3,5	Pass
66 – 70	B	3	Pass
61 – 65	C+	2,5	Pass
55 – 60	C	2	Pass
50 – 54	D	1	Pass
< 50	E	0	Fail

- b. Score will be graded after the calculation of the academic activity during the semester.

Scoring Aspect		Total Percentage
Academic Activity	Percentage	100 %
(Classroom Participation, Presentation, Discussion)	10%	
Assignments	20%	
Quiz	20%	
Mid Test	25%	
Final Test	25%	
Total		100%

Formulation in Scoring Final Score:

$$NA = (20\% \times RT) + (20\% \times RK) + (25\% \times UTS) + (25\% \times UAS) + (10\% \times Presensi)$$

