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| Logo Pos | **POLITEKNIK POS INDONESIA** | Kode/No: BAAK-01/07 |
| Tanggal: 25 Februari 2019 |
| **Berita Acara Perkuliahan dan**  **Absensi Perkuliahan** | Revisi: 01 |
| Halaman: 1 dari 4 |

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| Program Studi | | | : D3 Teknik Informatika | | | | | | | | | | | |
| Kelas | | | : Kelas 1A | | | | | | | | | | | |
| Nama dan Kode Mata Kuliah | | | : Bahasa Inggris II | | | | | | | | | | | |
| Semester/SKS | | | : 2/2 | | | | | | | | | | | |
| Dosen Pengampu | | | : Widia Resdiana, S.S., M. Pd | | | | | | | | | | | |
| Capaian Pembelajaran | | | Siswa dapat mengungkapkan kemampuan diri, berkomunikasi aktif di dalam memberikan saran, melakukan kegiatan membeli dan menjual barang, memberikan komplian dan kritik terhadap sesuatu, mendeskripsikan sesuatu, berbicara tentang pentingnya sesuatu, mengungkapkan kewajiban dan larangan, menawarkan dan memberikan sesuatu, serta berpikir kritis di dalam berargumentasi. | | | | | | | | | | | |
| |  | | --- | | **Digunakan untuk melengkapi:** | |  | | | | |  | | --- | | STANDAR PROSES PEMBELAJARAN | |  | | | | | | | | | | | | |
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| **Minggu Ke** | | **Hari dan Tanggal** | **Bahan Kajian/Pokok Bahasan** | | **Tambahan Bahan Kajian/Pokok Bahasan** | | **Paraf Dosen** | | **Paraf Ketua Kelas** | | **Kehadiran** | | **Paraf GKM** | | **Catatan** | | |
| 1 | |  | Introduction | | Course Contract |  | |  | | Alpa : Ijin : Sakit : | |  | |  | | |
| 2 | |  | Talking about Ability | | * + 1. Language Expressions in talking about past abilities   2. Language Expressions in talking about future abilities |  | |  | | Alpa : Ijin : Sakit : | |  | |  | | |
| 3 | |  | Giving Advice | | 1. Language Expressions in talking about past mistakes 2. Language expressions in talking about future mistake 3. Language expressions in giving advice |  | |  | | Alpa : Ijin : Sakit : | |  | |  | | |
| 4 | |  | Buying and selling | | * + - 1. Language Expressions in buying and selling       2. Language Expressions in talking about price |  | |  | | Alpa : Ijin : Sakit : | |  | |  | | |
| 5 | |  | Complaining and Criticizing | | 1. Language Expressions in complaining formally in letters and email 2. Language Expressions in criticizing |  | |  | | Alpa : Ijin : Sakit : | |  | |  | | |
| 6 | |  | Describing something | | 1. Language Expressions in describing things |  | |  | | Alpa : Ijin : Sakit : | |  | |  | | |
| 7 | |  | Reviewing all materials | | 1. All materials |  | |  | | Alpa : Ijin : Sakit : | |  | |  | | |
| 8 | |  | ***UJIAN TENGAH SEMESTER (UTS)*** | |  |  | |  | | Alpa : Ijin : Sakit : | |  | |  | | |
| 9 | |  | Talking about Necessities | | 1. Language Expressions in talking about personal needs. 2. Language Expressions in talking about company’s needs |  | |  | | Alpa : Ijin : Sakit : | |  | |  | | |
| 10 | |  | Talking about Obligations and prohibition | | 1. Language Expressions in talking about obligations in a company 2. Language Expressions in talking about a prohibition in a company |  | |  | | Alpa : Ijin : Sakit : | |  | |  | | |
| 11 | |  | Offering and Requesting | | 1. Language Expressions in offering 2. Language Expressions in requesting |  | |  | | Alpa : Ijin : Sakit : | |  | |  | | |
| 12 | |  | Discussing different point of view/debating | | 1. Language Expressions in making reasons 2. Language Expressions in explaining different points of view |  | |  | | Alpa : Ijin : Sakit : | |  | |  | | |
| 13 | |  | Make a talkshow | | 1. Language Expressions in making a talk show 2. Language Expressions in asking in details |  | |  | | Alpa : Ijin : Sakit : | |  | |  | | |
| 14 | |  | Making interrogation | | 1. Language Expressions in making interrogation 2. Language Expressions in asking in details |  | |  | | Alpa : Ijin : Sakit : | |  | |  | | |
| 15 | |  | Review | | 1. Actively use the Language Expressions that have been learnt previously |  | |  | | Alpa : Ijin : Sakit : | |  | |  | | |
| 16 | |  | ***UJIAN AKHIR SMESTER (UAS)*** | |  |  | |  | | Alpa : Ijin : Sakit : | |  | |  | | |
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|  | |  | Mengetahui, | | Kaprodi, |  | |  | |  | |  | |  | | |
|  | |  | Ka. BAAK | |  |  | |  | |  | |  | |  | | |
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|  | |  | Irma Rachmawati, SE.,M.Ak | | Muhammad Rusian Maulani, S.Kom., MT. | |  |  | |  | |  | |  | | |
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