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| Logo Pos | **POLITEKNIK POS INDONESIA** | Kode/No: BAAK-01/08 |
| 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 2A | | | | | | | |
| Nama dan Kode Mata Kuliah | | | : Bahasa Inggris 4 | | | | | | | |
| Semester/SKS | | | :4/2 | | | | | | | |
| Dosen Pengampu | | | : Widia Resdiana, SS., M.Pd. | | | | | | | |
| Capaian Pembelajaran | | | Siswa dapat menuangkan ide di dalam tulisan yang berhubungan dengan komunikasi korespondensi baik itu secara individual maupun di dalam tempat kerja. Korespondensi yang dilakukan berhubungan dengan tipe-tipe surat tertentu yang umumnya kegiatan dasar di dalam tempat kerja atau perusahaan, seperti surat bisnis meminta informasi produk atau jasa, memberikan informasi, dan lain sebagainya. | | | | | | | |
| |  | | --- | | **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 | |  | Inquiry | | 1. Language Expressions in making inquiry 2. The structure of inquiry |  |  | Alpa : Ijin : Sakit : |  |  | | |
| 2 | |  | Reply to Inquiry | | 1. Language Expressions in making reply to inquiry 2. The structure of reply to inquiry |  |  | Alpa : Ijin : Sakit : |  |  | | |
| 3 | |  | Sending Information | | 1. Language Expressions in sending information 2. The structure of sending information |  |  | Alpa : Ijin : Sakit : |  |  | | |
| 4 | |  | Changing Information | | 1. Language Expressions in changing information 2. The structure of changing information |  |  | Alpa : Ijin : Sakit : |  |  | | |
| 5 | |  | Offering Goods | | 1. Language Expressions in offering goods 2. The structure of offering goods |  |  | Alpa : Ijin : Sakit : |  |  | | |
| 6 | |  | Request payment | | 1. Language Expressions in requesting for payment 2. The structure of requesting for payment |  |  | Alpa : Ijin : Sakit : |  |  | | |
| 7 | |  | Review | | * + - 1. All Materials |  |  | Alpa : Ijin : Sakit : |  |  | | |
| 8 | |  | ***UJIAN TENGAH SEMESTER (UTS)*** | |  |  |  | Alpa : Ijin : Sakit : |  |  | | |
| 9 | |  | Review | | 1. Reviewing questions on mid test |  |  | Alpa : Ijin : Sakit : |  |  | | |
| 10 | |  | Review Making Internal Memo | | 1. Language Expressions in making internal memo 2. The structure of internal memo |  |  | Alpa : Ijin : Sakit : |  |  | | |
| 11 | |  | Letter of Invitation | | 1. Language Expressions in making invitation 2. The structure of making invitation |  |  | Alpa : Ijin : Sakit : |  |  | | |
| 12 | |  | Complaining and Apologizing | | 1. Language Expressions in making complain and apologize 2. The structure of making complain and apologize |  |  | Alpa : Ijin : Sakit : |  |  | | |
| 13 | |  | Lay off Letter | | 1. Language Expressions in making lay off letter 2. The structure of making lay off letter |  |  | Alpa : Ijin : Sakit : |  |  | | |
| 14 | |  | Resignation Letter | | 1. Language Expressions in making resignation letter 2. The structure of resignation |  |  | Alpa : Ijin : Sakit : |  |  | | |
| 15 | |  | Review | | 1. All Materials |  |  | 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 Ruslan Maulani, S.Kom., MT. |  |  |  |  |  | | |
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