**POLITEKNIK POS INDONESIA**

Program Studi D4 Manajemen Bisnis

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**SATUAN ACARA PENGAJARAN**

**(SAP) TEORI**

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| JURUSAN/BIDANG STUDI  MATA KULIAH  KODE  BOBOT SKS  SEMESTER  KEPUSTAKAAN (REFERENSI) | :  :  :  :  :  : | **MANAJEMEN PEMASARAN**  **BAHASA INGGRIS I**  **Teori (2 sks)**  **I (satu)**   1. Alexander, L.G. 1975. *Practice and Progress: An Integrated Course for Pre-Intermediate Students*. Kanisius: Yogyakarta. 2. Alexander, L.G. 1975. *First Things First: Students’ Book*. Yogyakarta: Kanisius. 3. IEDUC, 2006. *TOEFL.* Bandung: International Education Centre. 4. Phillips, D. 2001. *Longman Introductory Course for the TOEFL Test.* New York: Pearson. |

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| **Minggu**  **Ke** | **POKOK BAHASAN** | **SUB POKOK BAHASAN** | **TUJUAN INSTRUKSIONAL**  **KHUSUS** | **MATERI** | **KEGIATAN DOSEN** | **WAKTU (Menit)** | **EVALUASI** | **SUMBER REFERENSI** |
| 1 | Overview Word Class | 1. Articles a and an 2. Singular Nouns 3. Comparing with the function in Indonesian | * Students are able to differentiate singular and plural nouns. * Students recognize the form of articles ‘a’ and ‘an’ and the their function * Students are able to use the language expressions in singular and plural clauses. | Modul Bahasa Inggris I/Presentatation slide | 1. Ceramah dan tanya jawab | 100 | * Pertanyaan kepada mahasiswa * latihan di dalam Modul Bahasa Inggris 1 | Buku 1, 2, 3 dan 4 |
| 2 | Describing subject & verb agreement | 1. Singular & Plural Nouns as Subjects 2. Verbs following singular and plural nouns 3. Expressions of quantities for singular and pluran nouns | * Students are able to use the language expressions in singular and plural clauses. * Students understand the verbs follow singular and plural nouns. * Students know vocabulary connected to showing quantities | Modul Bahasa Inggris I/Presentatation slide | 1. Ceramah dan tanya jawab | 100 | * Pertanyaan kepada mahasiswa * latihan di dalam Modul Bahasa Inggris 1 | Buku 1, 2, 3 dan 4 |
| 3 | World Class | 1. Adjective and Noun Forms 2. “To Be” forms and functions 3. Adjective & Adverbs forms and functions | * Students are able to recognize the order of adjectives and noun forms * Students are able to use ‘to be’ with adjectives and nouns * Students are able to differentiate adjectives and adverbs. | Modul Bahasa Inggris I/Presentatation slide | 1. Ceramah dan tanya jawab | 100 | * Pertanyaan kepada mahasiswa * latihan di dalam Modul Bahasa Inggris 1 | Buku 1, 2, 3 dan 4 |
| 4 | Describing feelings | 1. Verbs in present and past participle 2. Present and Past Participle as adjectives | * Students are able to differentiate the forms of adjectives and verbs in present and past participles. * Students are able to use the language expressions in describing feelings. | Modul Bahasa Inggris I/Presentatation slide | 1. Ceramah dan tanya jawab | 100 | * Pertanyaan kepada mahasiswa * latihan di dalam Modul Bahasa Inggris 1 | Buku 1, 2, 3 dan 4 |
| 5 | Word Class | 1. Personal pronouns 2. Possessive pronouns 3. Reflexive pronouns | * Students are able to recognize the forms of personal, possessive and reflexive pronouns. * Students are able to use the forms appropriately and understand the functions. | Modul Bahasa Inggris I/Presentatation slide | 1. Ceramah dan tanya jawab | 100 | * Pertanyaan kepada mahasiswa * latihan di dalam Modul Bahasa Inggris 1 | Buku 1, 2, 3 dan 4 |
| 6 | Describing belongings | 1. Pronouns | * Students are able to use the language expressions in describing belongings. | Modul Bahasa Inggris I/Presentatation slide | 1. Ceramah dan tanya jawab | 100 | * Pertanyaan kepada mahasiswa * latihan di dalam Modul Bahasa Inggris 1 | Buku 1, 2, 3 dan 4 |
| 7 | Review | 1. All materials | * Students are able to use all the word class explained and discussed in a writing forms | Modul Bahasa Inggris I/Presentatation slide | 1. Give instruction to write | 100 | * Quiz | Buku 1, 2, 3 dan 4 |
| **UTS** | | | | | | | | |
| 8 | Verbs | 1. Base forms of verbs | * Students are able to recognize the base forms of verbs, present, past, present participle, and past participle. | Modul Bahasa Inggris I/Presentatation slide | 1. Ceramah dan tanya jawab | 100 | * Pertanyaan kepada mahasiswa * latihan di dalam Modul Bahasa Inggris 1 | Buku 1, 2, 3 dan 4 |
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| 9 | The functions and meanings of verbs in English | * 1. Functions and meaning of verbs in English | Students are able to use the verb forms appropriately and understand their functions. | Modul Bahasa Inggris I/Presentatation slide | 1. Ceramah dan tanya jawab | 100 | * Pertanyaan kepada mahasiswa * latihan di dalam Modul Bahasa Inggris 1 | Buku 1, 2, 3 dan 4 |
| 10 | English Tenses | 1. Classification of tenses | * Students are able to recognize the function of tenses. * Students are able to use the tenses with their functions appropriately. | Modul Bahasa Inggris I/Presentatation slide | 1. Ceramah dan tanya jawab | 100 | * Pertanyaan kepada mahasiswa * latihan di dalam Modul Bahasa Inggris 1 | Buku 1, 2, 3 dan 4 |
| 11 | Describing Meanings | 1. Tenses and meanings | Students are able to use the language expressions in describing meanings. | Modul Bahasa Inggris I/Presentatation slide | 1. Ceramah dan tanya jawab | 100 | * Pertanyaan kepada mahasiswa * latihan di dalam Modul Bahasa Inggris 1 | Buku 1, 2, 3 dan 4 |
| 12 | Modals | 1. Modal 2. Types of Modals 3. Function of Modals | * Students are able to recognize the modals in English. * Students are able to use the modals with their functions appropriately. | Modul Bahasa Inggris I/Presentatation slide | 1. Ceramah dan tanya jawab | 100 | * Pertanyaan kepada mahasiswa * latihan di dalam Modul Bahasa Inggris 1 | Buku 1, 2, 3 dan 4 |
| 13 | Describing Obligations | 1. Functions of and language expressions in describing obligations | Students are able to use the language expressions in describing obligations. | Modul Bahasa Inggris I/Presentatation slide | 1. Ceramah dan tanya jawab | 100 | * Pertanyaan kepada mahasiswa * latihan di dalam Modul Bahasa Inggris 1 | Buku 1, 2, 3 dan 4 |
| 14 | Review | 1. All Materials | * Students are able to use all the word class explained and discussed in a writing forms | Modul Bahasa Inggris I/Presentatation slide | 1. Give instruction to write | 100 | * Quiz | Buku 1, 2, 3 dan 4 |
| **UAS** | | | | | | | | |

Bandung, 14 Februari 2012

Widia Resdiana, S.S