SATUAN ACARA PENGAJARAN
(SYLLABUS)

SUBJECT : Bahasa Inggris Bisnis II (Business English II)
CODE : SM 20 – 011
CREDIT : 2 credits
PREREQUISITE : Bahasa Inggris Bisnis I (Business English I)
TIME : 2 x 50
MEETING : 1 (first meeting)

A. Objectives :

- Terminal Objectives
  Upon the completion of Business English I :
  - Students are able to read longer texts in Business and Management.
  - Students are able to review some basic grammars which will enable them to use English.
  - Students are able to construct complex sentences.
  - Students are able to get the topic of texts in Business and Management.
  - Students are able to scan and skim the texts.
  - Students are able to summarize the texts.
  - Students are able to improve their vocabulary repertoire: general, specific (business and management related) vocabularies with their meanings, definitions and use.

- Enabling Objectives
  - Students (SS) and teachers are able to get to know each other.
  - SS able to describe the learning contract
  - SS are able to evaluate their English proficiency before learning English in this class.

B. Material : Introduction
C. Sub Material :
  - Introduction to the syllabus of Business English I
  - Pretest

D. Teaching and Learning Process :

<table>
<thead>
<tr>
<th>Teaching steps</th>
<th>Teaching Activities</th>
<th>Student Activities</th>
<th>Teaching Aids</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory</td>
<td>• Icebreaking</td>
<td>• SS talk to each other and to the teacher about themselves</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Introduction</td>
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</tr>
</tbody>
</table>
| Material Presentation   | • Lecturer (L) asks students previous learning English experience | • SS share their learning English experiences.  
  |                         | • L presents the syllabus                      | • SS listens to the lecturer’s explanations.  
  |                         |                                                 | • SS choose the best answer to the questions about reading comprehension, grammar, and vocabulary in the pre test | Power point presentation  
  |                         |                                                 |                                                                                  | OHP, Whiteboard,         |
of Business English I as well as the learning contract and asks students comment.
- L distributes the pretest for the students to do.

CLOSING
- L and SS review what they have discussed
- L and SS review what they have discussed

E. Learning Evaluation
- SS choose the best choice for the pretest

F. Reference
Main References:

Additional References:
SATUAN ACARA PENGAJARAN
(SYLLABUS)

SUBJECT : Business English II
CODE    : SM 20 – 011
CREDIT : 2 credits
TIME    : 2 x 50
MEETING : 2 (second meeting)

A. Objectives :

1. Terminal Objectives
   Upon the completion of Business English I :
   • Students are able to read longer texts in Business and Management.
   • Students are able to review some basic grammars which will enable them to use English.
   • Students are able to construct complex sentences.
   • Students are able to get the topic of texts in Business and Management.
   • Students are able to scan and skim the texts.
   • Students are able to summarize the texts.
   • Students are able to improve their vocabulary repertoire: general, specific (business and management related) vocabularies with their meanings, definitions and use.

2. Enabling Objectives
   • SS are able to predict the content of the text.
   • SS are able to explain what they have read.
   • SS are able to combine words, sentences using coordinating as well as subordinating conjunctions.

A. Material : unit 1/Text 1: Integrating Business Processes to Enhance Performance

B. Sub Material : Reading: unit 1/Text 1: Integrating Business Processes to Enhance Performance
   • SS can activate their background knowledge that links to the topic of the text they are about to read.
   • SS are able to discuss the possibility and benefits of virtual trading.
   • SS are able to skim and scan the text
   • SS are able describe the content of longer texts.

Word Study: Synonyms and Definitions
   • SS are able to find words from the text that have similar meanings with the provided words.
   • SS are able to match the words with the definitions
Grammar: - Coordinating conjunction
  - Subordinating conjunction
  • SS are able review the use of coordinating conjunctions.
  • SS are able create complex sentences by using subordinating conjunctions.

Using Dictionary
SS are able to look up words quickly to find the words needed.

D. Teaching and Learning Process :

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<tr>
<td>Introductory</td>
<td>• Ice breaking&lt;br&gt;• Informing the objective of today’s lesson</td>
<td>• SS listen to the lecturer’s explanations.</td>
<td></td>
</tr>
<tr>
<td>Material Presentation</td>
<td><strong>Reading:</strong>&lt;br&gt;• L asks questions regarding the text to link the SS previous knowledge with the content of the text.&lt;br&gt;• L facilitates students to do the tasks from the textbook then discuss the answer.&lt;br&gt;&lt;b&gt;Word Study: synonyms and definitions&lt;/b&gt;&lt;br&gt;• L asks student to find the words that have similar meaning from the text.&lt;br&gt;• L asks students to match the words with their definitions.&lt;br&gt;&lt;b&gt;Grammar:&lt;/b&gt;&lt;br&gt;• L reviews coordinating conjunctions.&lt;br&gt;• L discusses subordinate conjunctions and gives examples.&lt;br&gt;• L asks students to create sentences using subordinate conjunctions.&lt;br&gt;&lt;b&gt;Using Dictionary:&lt;/b&gt;&lt;br&gt;• L explains how to find words quickly then mentions several words</td>
<td>• Students discuss to each other and to the lecturers about what they know about virtual trading.&lt;br&gt;• SS quickly read the text to get the gist of the text and answer specific information about the text.&lt;br&gt;• SS match the words with their synonyms from the text.&lt;br&gt;• SS summarize the paragraph by matching identifying the sentence summary with the paragraph.&lt;br&gt;• SS complete the sentences by using appropriate coordinating conjunctions and subordinate conjunctions.&lt;br&gt;• SS combine sentences using coordinating conjunctions and subordinate conjunctions.&lt;br&gt;• Ss use dictionary to assist them in trying to understand the text.</td>
<td>Power point presentation OHP, Whiteboard, Marker</td>
</tr>
</tbody>
</table>
which students must quickly find the definitions.

CLOSING

- L and SS review what they have discussed

E. Learning Evaluation

F. Reference

Main References:


Additional References:

SATUAN ACARA PENGAJARAN
(SYLLABUS)

SUBJECT : Business English II
CODE : SM 20 – 011
CREDIT : 2 credits
TIME : 2 x 50
MEETING : 3 (third meeting)

A. Objectives :

1. Terminal Objectives
   Upon the completion of Business English I :
   - Students are able to read longer texts in Business and Management.
   - Students are able to review some basic grammars which will enable them to use English.
   - Students are able to construct complex sentences.
   - Students are able to get the topic of texts in Business and Management.
   - Students are able to scan and skim the texts.
   - Students are able to summarize the texts.
   - Students are able to improve their vocabulary repertoire: general, specific (business and management related) vocabularies with their meanings, definitions and use.

2. Enabling Objectives
   - SS are able to discuss the situations EBPP.
   - SS are able to explain what they have read.
   - SS are able complete sentences using appropriate conjunctions.

A. Material : unit 1/Text 2: Checking Out the Benefit of Electronic Bills and Payments.

B. Sub Material: Reading: unit 1/Text 2: Checking Out the Benefit of Electronic Bills and Payments.
   - SS can activate their background knowledge that links to the topic of the text they are about to read.
   - SS are able to skim and scan the text
   - SS are able describe the content of the text

Word Study: Synonyms and definitions
   - SS are able to match the words given with the words in the text.
   - SS are able to match the synonyms and the definitions.

Grammar:  - Linking ideas between sentences using Connective words
   - SS are able to use appropriate conjunctions to complete sentences.

D. Teaching and Learning Process  :
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<th>Student Activities</th>
<th>Teaching Aids</th>
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</thead>
<tbody>
<tr>
<td>Introductory</td>
<td>• Ice breaking</td>
<td>• SS listen to the lecturer’s explanations.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Informing the objective of today’s lesson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Material</td>
<td><strong>Reading:</strong></td>
<td>• Students discuss to each other and to the lecturers about EBPP.</td>
<td></td>
</tr>
<tr>
<td>Presentation</td>
<td>• L asks questions regarding the text to link the SS previous knowledge with the content of the text.</td>
<td>• SS quickly read the text to get the gist of the text and answer specific information about the text.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• L guides students to do the tasks from the textbook then discuss the answer.</td>
<td>• SS match the summary of the paragraph with the paragraph.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Word Study: synonyms</strong></td>
<td>• SS find words in the text that have similar meaning</td>
<td>Power point presentation OHP, Whiteboard, Marker</td>
</tr>
<tr>
<td></td>
<td>• L asks student to find the words that have similar meanings by matching the words.</td>
<td>• SS match the words with their synonyms and definitions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• L asks students to match the words with the synonyms and the definitions.</td>
<td>• Ss complete sentences using appropriate conjunctions.</td>
<td></td>
</tr>
<tr>
<td>Grammar:</td>
<td><strong>L explain conjunctions and give examples</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLOSING</td>
<td>• L and SS review what they have discussed</td>
<td>• L and SS review what they have discussed</td>
<td></td>
</tr>
</tbody>
</table>

E. Learning Evaluation : -

F. Reference

Main References:


Additional References:

SATUAN ACARA PENG AJARAN
(SYLLABUS)

SUBJECT : Business English II
CODE : SM 20 – 011
CREDIT : 2 credits
TIME : 2 x 50
MEETING : 4 (fourth meeting)

A. Objectives :

1. Terminal Objectives
   Upon the completion of Business English I :
   • Students are able to read longer texts in Business and Management.
   • Students are able to review some basic grammars which will enable them to use English.
   • Students are able to construct complex sentences.
   • Students are able to get the topic of texts in Business and Management.
   • Students are able to scan and skim the texts.
   • Students are able to summarize the texts.
   • Students are able to improve their vocabulary repertoire: general, specific (business and management related) vocabularies with their meanings, definitions and use.

2. Enabling Objectives
   • SS are able to predict the content of the text.
   • SS are able to explain what they have read.
   • SS are able to differentiate three types of conditional sentences.
     SS are able to complete conditional sentences using correct types of conditional sentences.

A. Material : unit 2/Text 1: Managing a Virtual Team

B. Sub Material: Reading: unit 2/Text 1: Managing a Virtual Team
   • SS can activate their background knowledge that links to the topic of the text they are about to read.
   • SS are able to skim and scan the text.
   • SS are able describe the content of the text

Word Study: - Synonyms and Definitions
   - Word Derivations

   • SS are able to use words correctly by choosing the correct word forms.
   • SS are able to match the words with the synonyms and definitions

Grammar: - Conditional Sentences
- SS are able to create conditional sentences.

D. Teaching and Learning Process:

<table>
<thead>
<tr>
<th>Teaching steps</th>
<th>Teaching Activities</th>
<th>Student Activities</th>
<th>Teaching Aids</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory</td>
<td>• Ice breaking&lt;br&gt;• Informing the objective of today’s lesson</td>
<td>• SS listen to the lecturer’s explanations.</td>
<td></td>
</tr>
<tr>
<td>Material Presentation</td>
<td>Reading:&lt;br&gt;• L asks questions regarding the text to link the SS previous knowledge with the content of the text. &lt;br&gt;• L guides students to do the tasks from the textbook then discuss the answer. &lt;br&gt;Word Study: synonyms and definitions, Word Derivation&lt;br&gt;• L asks student to find the words and reads the context of the words in order to guess the definition of the words&lt;br&gt;• L explains the four parts of speech of words and the word derivation. &lt;br&gt;• L provides students exercises in which the students can use the correct word form. &lt;br&gt;Grammar:&lt;br&gt;• L explains the use of conditional sentences and their grammatical rules.</td>
<td>• Students discuss to each other and to the lecturers about what they know about managing virtual team. &lt;br&gt;• SS quickly read the text to get the gist of the text and answer specific information about the text. &lt;br&gt;• SS answer comprehension questions. &lt;br&gt;• SS summarize the paragraphs of the text by matching the main ideas with the paragraphs. &lt;br&gt;• SS explains the meaning of words. &lt;br&gt;• SS complete sentences by using correct form of words. &lt;br&gt;• SS complete sentences by using the correct types of conditional sentences.</td>
<td>Power point presentation OHP, Whiteboard, Marker</td>
</tr>
<tr>
<td>CLOSING</td>
<td>• L and SS review what they have discussed</td>
<td>• L and SS review what they have discussed</td>
<td></td>
</tr>
</tbody>
</table>

E. Learning Evaluation : -

F. Reference
Main References:


Additional References:

SATUAN ACARA PENGAJARAN
(SYLLABUS)

SUBJECT : Business English II
CODE : SM 20 – 011
CREDIT : 2 credits
TIME : 2 x 50
MEETING : 5 (fifth meeting)

A. Objectives :

1. Terminal Objectives
   Upon the completion of Business English I :
   - Students are able to read longer texts in Business and Management.
   - Students are able to review some basic grammars which will enable them to use English.
   - Students are able to construct complex sentences.
   - Students are able to get the topic of texts in Business and Management.
   - Students are able to scan and skim the texts.
   - Students are able to summarize the texts.
   - Students are able to improve their vocabulary repertoire: general, specific (business and management related) vocabularies with their meanings, definitions and use.

2. Enabling Objectives
   - SS are able to predict the content of the text.
   - SS are able to explain what they have read.
   - SS are able to review references.

A. Material : unit 2/Text 2: Mastering Your Workload: Dr. Edward Wakin

B. Sub Material: Reading: unit 2/Text 2: Mastering Your Workload: Dr. Edward Wakin
   - SS can activate their background knowledge that links to the topic of the text they are about to read.
   - SS are able to skim and scan the text
   - SS are able describe the content of the text

Word Study: Synonyms
   - SS are able to find the synonyms of the words.

D. Teaching and Learning Process :

<table>
<thead>
<tr>
<th>Teaching steps</th>
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<th>Student Activities</th>
<th>Teaching Aids</th>
</tr>
</thead>
</table>
**Introductory**
- Ice breaking
- Informing the objective of today’s lesson
- SS listen to the lecturer’s explanations.

**Material Presentation**

<table>
<thead>
<tr>
<th>Reading:</th>
<th>Students discuss to each other and to the lecturers about what they know about Business process.</th>
</tr>
</thead>
<tbody>
<tr>
<td>L asks questions regarding the text to link the SS previous knowledge with the content of the text.</td>
<td>SS quickly read the text to get the gist of the text and answer specific information about the text.</td>
</tr>
<tr>
<td>L guides students to do the tasks from the textbook then discuss the answer.</td>
<td>SS match the words with their synonyms in the text.</td>
</tr>
<tr>
<td>Word Study: Synonyms</td>
<td>SS match the sentences of main ideas with their paragraphs.</td>
</tr>
<tr>
<td>L asks student to find the synonyms in the text.</td>
<td>SS identify the references of pronouns in the text.</td>
</tr>
<tr>
<td>Grammar:</td>
<td></td>
</tr>
<tr>
<td>L reviews references</td>
<td></td>
</tr>
</tbody>
</table>

**CLOSING**
- L and SS review what they have discussed
- L and SS review what they have discussed

E. Learning Evaluation: - Progress test.

F. Reference

**Main References:**

**Additional References:**
SATUAN ACARA PENGAJARAN
(SYLLABUS)

SUBJECT: Business English II
CODE: SM 20 – 011
CREDIT: 2 credits
TIME: 2 x 50
MEETING: 6 (sixth meeting)

A. Objectives:

1. Terminal Objectives:
   Upon the completion of Business English I:
   - Students are able to read longer texts in Business and Management.
   - Students are able to review some basic grammars which will enable them to use English.
   - Students are able to construct complex sentences.
   - Students are able to get the topic of texts in Business and Management.
   - Students are able to scan and skim the texts.
   - Students are able to summarize the texts.
   - Students are able to improve their vocabulary repertoire: general, specific (business and management related) vocabularies with their meanings, definitions and use.

2. Enabling Objectives:
   - SS are able to predict the content of the text.
   - SS are able to explain what they have read.
   - SS are able to use the correct form of participles for the sentences.

A. Material: unit 3/Text 1: Bill Gates: Microsoft Chairman and Chief Software Archite
B. Sub Material: unit 3/Text 1: Bill Gates: Microsoft Chairman and Chief Software Archite
   - SS can activate their background knowledge that links to the topic of the text they are about to read.
   - SS are able to skim and scan the text
   - SS are able to find out the topic of the text
   - SS are able describe the content of the text

Word Study:
- SS are able to complete sentences using words provided.

Grammar: Present Participles and Past Participle
- SS are able to differentiate the use of Present Participle and Past Participle.
D. Teaching and Learning Process :

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>Introductory</td>
<td>· Ice breaking</td>
<td>· SS listen to the lecturer’s explanations.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>· Informing the objective of the lesson.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Material Presentation</td>
<td><strong>Reading:</strong></td>
<td>· Students discuss to each other and to the lecturers about what they know about Bill Gates.</td>
<td>Power point presentation</td>
</tr>
<tr>
<td></td>
<td>· L asks questions regarding the text to link the SS previous knowledge with the content of the text.</td>
<td>· SS quickly read the text to get the gist of the text and answer specific information about the text.</td>
<td>OHP, Whiteboard, Marker</td>
</tr>
<tr>
<td></td>
<td>· L guides students to do the tasks from the textbook then discuss the answer.</td>
<td>· SS find the references of the words from the paragraph</td>
<td></td>
</tr>
<tr>
<td></td>
<td>· Word Study: synonyms</td>
<td>· SS answers comprehension questions.</td>
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<tr>
<td></td>
<td><strong>Grammar:</strong></td>
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<tr>
<td></td>
<td>· L asks the differences and meanings of present and past participles.</td>
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<tr>
<td></td>
<td>· L asks students to complete the sentences using the correct participles.</td>
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<td></td>
</tr>
<tr>
<td>CLOSING</td>
<td>· L and SS review what they have discussed</td>
<td>· L and SS review what they have discussed</td>
<td></td>
</tr>
</tbody>
</table>

E. Learning Evaluation : - Progress test.

F. Reference

Main References:


Additional References:
SATUAN ACARA PENGAJARAN
(SYLLABUS)

SUBJECT : Business English II
CODE : SM 20 – 011
CREDIT : 2 credits
TIME : 2 x 50
MEETING : 7 (seventh meeting)

A. Objectives

1. Terminal Objectives
   Upon the completion of Business English I:
   - Students are able to read longer texts in Business and Management.
   - Students are able to review some basic grammars which will enable them to use English.
   - Students are able to construct complex sentences.
   - Students are able to get the topic of texts in Business and Management.
   - Students are able to scan and skim the texts.
   - Students are able to summarize the texts.
   - Students are able to improve their vocabulary repertoire: general, specific (business and management related) vocabularies with their meanings, definitions and use.

2. Enabling Objectives
   - SS are able to review previous lessons.
   - Material : REVIEW

B. Sub Material: review reading, structure and vocabulary

D. Teaching and Learning Process

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>Introductory</td>
<td>• Ice breaking&lt;br&gt;• Informing the objective of the lesson.</td>
<td>• SS listen to the lecturer’s explanations.</td>
<td></td>
</tr>
<tr>
<td>Material</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presentation</td>
<td>• L provides assistance by providing explanations, giving examples in the areas of</td>
<td>• SS discuss with their friends and lecturer about the</td>
<td>Power point presentation</td>
</tr>
<tr>
<td></td>
<td>materials that SS have not understood.</td>
<td>previous lessons</td>
<td>OHP, Whiteboard, Marker</td>
</tr>
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</tr>
<tr>
<td>CLOSING</td>
<td>• L and SS review what they have discussed</td>
<td>• L and SS review what they have discussed</td>
<td></td>
</tr>
</tbody>
</table>

E. Learning Evaluation : - Progress test.
F. Reference

Main References:


Additional References:

SATUAN ACARA PENGAJARAN  
(SYLLABUS)

SUBJECT : Business English II  
CODE     : SM 20 – 011  
CREDIT   : 2 credits  
TIME     : 2 x 50  
MEETING  : 8 (eighth meeting)  

A. Objectives  

1. Terminal Objectives  
   Upon the completion of Business English I:  
   • Students are able to read longer texts in Business and Management.  
   • Students are able to review some basic grammars which will enable them to use English.  
   • Students are able to construct complex sentences.  
   • Students are able to get the topic of texts in Business and Management.  
   • Students are able to scan and skim the texts.  
   • Students are able to summarize the texts.  
   • Students are able to improve their vocabulary repertoire: general, specific (business and management related) vocabularies with their meanings, definitions and use.  

2. Enabling Objectives  
   • SS are able to do the mid test well.

A. Material: MID TEST  
B. Sub Material: Test students on Reading, structure, and vocabulary  

D. Teaching and Learning Process  

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<td>• Ice breaking</td>
<td>• SS listen to the lecturer’s explanations.</td>
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</tr>
<tr>
<td></td>
<td>• Informing the objective of the lesson.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Material Presentation</td>
<td>• L gives instructions to do the test.</td>
<td>• SS are able to test their mastery of the material.</td>
<td>Test Papers</td>
</tr>
<tr>
<td>CLOSING</td>
<td>• L and students end the session.</td>
<td>• L and SS end the lesson.</td>
<td></td>
</tr>
</tbody>
</table>

E. Learning Evaluation  

F. Reference  
Main References:
• SM1-English Book Team (2003) Insights into Business and Management II. Jakarta: ABFII Perbanas

Additional References:

A. Objectives

1. **Terminal Objectives**
   - Students are able to read longer texts in Business and Management.
   - Students are able to review some basic grammars which will enable them to use English.
   - Students are able to construct complex sentences.
   - Students are able to get the topic of texts in Business and Management.
   - Students are able to scan and skim the texts.
   - Students are able to summarize the texts.
   - Students are able to improve their vocabulary repertoire: general, specific (business and management related) vocabularies with their meanings, definitions and use.

2. **Enabling Objectives**
   - SS are able to check how well they have done the mid test.
   - SS are able to justify their answers on the mid test.

A. Material: Review Mid test
B. Sub Material: -

D. Teaching and Learning Process

<table>
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<tr>
<td>Introductory</td>
<td>- Ice breaking</td>
<td>- SS listen to the lecturer’s explanations.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Informing the objective of the lesson.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Material Presentation</td>
<td>- L asks SS to discuss together the answers of the mid test.</td>
<td>- SS discuss the answers of the mid test.</td>
<td>Power point presentation, OHP, Whiteboard, Marker</td>
</tr>
<tr>
<td>CLOSING</td>
<td>- L reviews what SS have learned by asking several questions related to the</td>
<td>- L reviews what SS have learned by asking several questions related to the learning activities that SS have done.</td>
<td></td>
</tr>
<tr>
<td>learning activities that SS have done.</td>
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</tr>
<tr>
<td>----------------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

E. Learning Evaluation

F. Reference

Main References:


Additional References:

SATUAN ACARA PENGAJARAN
(SYLLABUS)

SUBJECT : Business English II
CODE : SM 20 – 011
CREDIT : 2 credits
TIME : 2 x 50
MEETING : 10 (tenth meeting)

A. Objectives :

1. Terminal Objectives
   Upon the completion of Business English I:
   • Students are able to read longer texts in Business and Management.
   • Students are able to review some basic grammars which will enable them to use English.
   • Students are able to construct complex sentences.
   • Students are able to get the topic of texts in Business and Management.
   • Students are able to scan and skim the texts.
   • Students are able to summarize the texts.
   • Students are able to improve their vocabulary repertoire: general, specific (business and management related) vocabularies with their meanings, definitions and use.

2. Enabling Objectives
   • SS are able to predict the content of the text.
   • SS are able to explain what they have read.
   • SS are able to combine words, sentences using correlative conjunctions.

   • SS can activate their background knowledge that links to the topic of the text they are about to read.
   • SS are able to skim and scan the text
   • SS are able describe the content of the text

Word Study: Definitions and synonyms
   • SS are able to define the words
   • SS are able to find synonyms of the words in the text.
D. Teaching and Learning Process

<table>
<thead>
<tr>
<th>Teaching steps</th>
<th>Teaching Activities</th>
<th>Student Activities</th>
<th>Teaching Aids</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory</td>
<td>• Ice breaking</td>
<td>• SS listen to the lecturer’s explanations.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Informing the objective of the lesson.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Material</td>
<td>Reading:</td>
<td>Students discuss to each other and to the lecturers about what they know about Financial Planning.</td>
<td>Power point presentation</td>
</tr>
<tr>
<td>Presentation</td>
<td>• L asks questions regarding the text to link the SS previous knowledge with the content of the text.</td>
<td>• SS quickly read the text to get the gist of the text and answer specific information about the text.</td>
<td>OHP, Whiteboard, Marker</td>
</tr>
<tr>
<td></td>
<td>• L guides students to do the tasks from the textbook then discuss the answer.</td>
<td>• SS summarize the text by completing a diagram based on the text.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Word Study:</td>
<td>• SS match the economic terms with their definitions.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>synonyms and</td>
<td>• SS find the synonyms of the words in the text.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>definitions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• L asks student to find the words in the text which have similar meaning.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• L asks students to define the words by matching the words with the definitions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLOSING</td>
<td>• L reviews what SS have learned by asking several questions related to the learning activities that SS have done.</td>
<td>• L reviews what SS have learned by asking several questions related to the learning activities that SS have done.</td>
<td></td>
</tr>
</tbody>
</table>

E. Learning Evaluation

F. Reference

Main References:


Additional References:

SATUAN ACARA PENG AJARAN  
(SYLLABUS)

SUBJECT : Business English II  
CODE : SM 20 – 011  
CREDIT : 2 credits  
TIME : 2 x 50  
MEETING : 11 (eleventh meeting)

A. Objectives :

1. Terminal Objectives  
   Upon the completion of Business English I :  
   - Students are able to read longer texts in Business and Management.  
   - Students are able to review some basic grammars which will enable them to use English.  
   - Students are able to construct complex sentences.  
   - Students are able to get the topic of texts in Business and Management.  
   - Students are able to scan and skim the texts.  
   - Students are able to summarize the texts.  
   - Students are able to improve their vocabulary repertoire: general, specific (business and management related) vocabularies with their meanings, definitions and use.

2. Enabling Objectives  
   - SS are able to predict the content of the text.  
   - SS are able to explain what they have read.  
   - SS are combine two sentences using adjective clause correctly.

A. Material: unit 4/Text 1: Why Create a Marketing Plan?  
B. Sub Material: unit 4/Text 1: Why Create a Marketing Plan?  
   - SS can activate their background knowledge that links to the topic of the text they are about to read.  
   - SS are able to skim and scan the text  
   - SS are able describe the content of the text

Word Study: synonyms and word derivation  
   - SS are able to find the meaning of the words then create sentences for those sentences.  
   - SS are able to use appropriate word form.

Grammar: Adjective clauses  
SS are able to construct complex sentences using adjective clause.
### D. Teaching and Learning Process:

<table>
<thead>
<tr>
<th>Teaching steps</th>
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<th>Teaching Aids</th>
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<tbody>
<tr>
<td>Introductory</td>
<td>Ice breaking</td>
<td>SS listen to the lecturer’s explanations.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Informing the objective of the lesson.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Material</td>
<td>Reading:</td>
<td>Students discuss to each other and to the lecturers about what they know about marketing plan.</td>
<td>Power point presentation</td>
</tr>
<tr>
<td>Presentation</td>
<td>• L asks questions regarding the text to link the SS previous knowledge with the content of the text.</td>
<td>SS mention the correct answers from comprehension.</td>
<td>OHP, Whiteboard, Marker</td>
</tr>
<tr>
<td></td>
<td>• L guides students to do the tasks from the textbook then discuss the answer.</td>
<td>SS identify the references of pronouns in the text.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Word Study: synonyms</td>
<td>SS complete the complex sentences (sentences with adjective clause) using relative pronouns.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• L checks students’ understanding of words and ask them to provide the synonyms of the words.</td>
<td>SS are able to combine two sentences using adjective clause.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grammar:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• L explains complex sentences : main clause and sub clause</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>• L discusses adjective clauses.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• L asks students to use correct relative pronouns for adjective clause.</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>• L gives instruction to students to combine two sentences using adjective clause.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLOSING</td>
<td>L reviews what SS have learned by asking several questions related to the learning activities that SS have done.</td>
<td>L reviews what SS have learned by asking several questions related to the learning activities that SS have done.</td>
<td></td>
</tr>
</tbody>
</table>

### E. Learning Evaluation:

### F. Reference

Main References:
Additional References:

SATUAN ACARA PENGAJARAN  
(SYLLABUS)

SUBJECT : Business English II  
CODE : SM 20 – 011  
CREDIT : 2 credits  
TIME : 2 x 50  
MEETING : 12 (twelfth meeting)

A. Objectives :

1. Terminal Objectives
   Upon the completion of Business English I :
   • Students are able to read longer texts in Business and Management.
   • Students are able to review some basic grammars which will enable them to use English.
   • Students are able to construct complex sentences.
   • Students are able to get the topic of texts in Business and Management.
   • Students are able to scan and skim the texts.
   • Students are able to summarize the texts.
   • Students are able to improve their vocabulary repertoire: general, specific (business and management related) vocabularies with their meanings, definitions and use.

2. Enabling Objectives
   • SS are able to predict the content of the text.
   • SS are able to explain what they have read.
   • SS are able to create complex sentences using adverbial clause.

A. Material: unit 4/Text 2: Five Ways to Promote your Business Online  
B. Sub Material: unit 4/Text 2: Five Ways to Promote your Business Online
   • SS can activate their background knowledge that links to the topic of the text they are about to read.
   • SS are able to skim and scan the text
   • SS are able describe the content of the text

Word Study: synonyms
   • SS are able to match the words with their synonyms.

Grammar:
   • Adverbial clause
   • Reduction of Adverb Clauses to Modifying Phrases
   • SS are able to create complex sentences using adverbial clauses.
   • SS are able to use modifying phrases in sentences.
### D. Teaching and Learning Process:

<table>
<thead>
<tr>
<th>Teaching steps</th>
<th>Teaching Activities</th>
<th>Student Activities</th>
<th>Teaching Aids</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory</td>
<td>Ice breaking</td>
<td>SS listen to the lecturer’s explanations.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Informing the objective of the lesson.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Material</td>
<td>Reading:</td>
<td>Students discuss to each other and to the lecturers about what they know about promoting online.</td>
<td>Power point presentation OHP, Whiteboard, Marker</td>
</tr>
<tr>
<td>Presentation</td>
<td>L asks questions regarding the text to link the SS previous knowledge with the content of the text.</td>
<td>SS quickly read the text to get the gist of the text and answer specific information about the text.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>L guides students to do the tasks from the textbook then discuss the answer.</td>
<td>SS answer comprehension questions.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Word Study: synonyms</td>
<td>SS mach the main idea with the paragraph.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>L asks student to find the synonyms of the words provided.</td>
<td>SS match the words with their synonyms.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grammar:</td>
<td>SS change the adverb clauses to modifying phrases.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>L reviews main clause and sub clause.</td>
<td>SS discuss the meaning of sentences using modifying phrases.</td>
<td></td>
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<tr>
<td></td>
<td>L asks combine the sentences using adverbial clause.</td>
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<td></td>
<td>L explains about adverbial clauses and modifying phrases.</td>
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<tr>
<td></td>
<td>L gives examples of adverbial clauses and modifying phrases.</td>
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<tr>
<td>CLOSING</td>
<td>L reviews what SS have learned by asking several questions related to the learning activities that SS have done.</td>
<td>L reviews what SS have learned by asking several questions related to the learning activities that SS have done.</td>
<td></td>
</tr>
</tbody>
</table>

### E. Learning Evaluation:

### F. Reference

Main References:


Additional References:

SATUAN ACARA PENGAJARAN
(SYLLABUS)

SUBJECT : Business English II
CODE : SM 20 – 011
CREDIT : 2 credits
TIME : 2 x 50
MEETING : 13 (thirteenth meeting)

A. Objectives

1. Terminal Objectives
   Upon the completion of Business English I:
   • Students are able to read longer texts in Business and Management.
   • Students are able to review some basic grammars which will enable them to use English.
   • Students are able to construct complex sentences.
   • Students are able to get the topic of texts in Business and Management.
   • Students are able to scan and skim the texts.
   • Students are able to summarize the texts.
   • Students are able to improve their vocabulary repertoire: general, specific (business and management related) vocabularies with their meanings, definitions and use.

2. Enabling Objectives
   • SS are able to predict the content of the text.
   • SS are able to explain what they have read.
   • SS are able to match the words with their definitions.
   • SS are able to use conjunction.

A. Material: unit 5/Text 1: Profitable Banks: Easy Money

B. Sub Material: unit 5/Text 1: Profitable Banks: Easy Money
   • SS can activate their background knowledge that links to the topic of the text they are about to read.
   • SS are able to skim and scan the text
   • SS are able describe the content of the text

Word Study: economic terms and their definitions
   • SS are able to use the economic terms with their definitions.

Grammar: Conjunctions
   • SS are able to review the use of conjunctions
### D. Teaching and Learning Process

<table>
<thead>
<tr>
<th>Teaching steps</th>
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<tbody>
<tr>
<td>Introductory</td>
<td>• Ice breaking</td>
<td>• SS listen to the lecturer’s explanations.</td>
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<tr>
<td></td>
<td>• Informing the objective of the lesson.</td>
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<td></td>
</tr>
<tr>
<td>Material Presentation</td>
<td>Reading:</td>
<td></td>
<td>Power point presentation OHP, Whiteboard, Marker</td>
</tr>
<tr>
<td></td>
<td>• L asks questions regarding the text to link the SS previous knowledge with the content of the text.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• L guides students to do the tasks from the textbook then discuss the answer.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Word study:</td>
<td></td>
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<tr>
<td></td>
<td>• L asks students to provide the definitions or words provided.</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Grammar:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• L asks students to complete sentences using conjunctions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLOSING</td>
<td>• L reviews what SS have learned by asking several questions related to the learning activities that SS have done.</td>
<td>• L reviews what SS have learned by asking several questions related to the learning activities that SS have done.</td>
<td></td>
</tr>
</tbody>
</table>

### E. Learning Evaluation

: Progress test on the material thought previously

### F. Reference

**Main References:**


**Additional References:**

SATUAN ACARA PENGAJARAN
(SYLLABUS)

SUBJECT : Business English II
CODE : SM 20 – 011
CREDIT : 2 credits
TIME : 2 x 50
MEETING : 14 (ninth meeting)

A. Objectives :

1. Terminal Objectives
   Upon the completion of Business English I :
   • Students are able to read longer texts in Business and Management.
   • Students are able to review some basic grammars which will enable them to use English.
   • Students are able to construct complex sentences.
   • Students are able to get the topic of texts in Business and Management.
   • Students are able to scan and skim the texts.
   • Students are able to summarize the texts.
   • Students are able to improve their vocabulary repertoire: general, specific (business and management related) vocabularies with their meanings, definitions and use.

2. Enabling Objectives
   • SS are able to predict the content of the text.
   • SS are able to explain what they have read.
   • SS are able use grammatical rules of adjective clause and conditional clause in sentences.

A. Material: unit 5/Text 2: Profitable Banks: Survival of the Biggest

B. Sub Material: unit 5/Text 2: Profitable Banks: Survival of the Biggest
   • SS can activate their background knowledge that links to the topic of the text they are about to read.
   • SS are able to skim and scan the text
   • SS are able describe the content of the text

Word Study: Economic terms and definitions
   • SS are able to provide definitions for the economic terms from the text.

Grammar: - Review adjective clause
   - Review Conditional clause
   • SS are able to write sentences using adjective clause and conditional clause.
D. Teaching and Learning Process:

<table>
<thead>
<tr>
<th>Teaching steps</th>
<th>Teaching Activities</th>
<th>Student Activities</th>
<th>Teaching Aids</th>
</tr>
</thead>
</table>
| Introductory           | • Ice breaking  
  • Informing the objective of the lesson.                                                                                                                                                                     | • SS listen to the lecturer’s explanations.                                                            |                          |
| Material Presentation  | **Reading:**  
  • L asks questions regarding the text to link the SS previous knowledge with the content of the text.  
  • L guides students to do the tasks from the textbook then discuss the answer.  
  Word Study: economic terms and definitions  
  • L asks students to match the definitions with the economic terms.  
  **Grammar:**  
  • L reviews adjective clause and conditional sentences.  
  • L gives exercises on adjective clause and conditional sentences.                                                                                     | • Students discuss to each other and to the lecturers about what they know about Business process.  
  • SS complete the order of the text.  
  • SS find references of pronouns from the text.  
  • SS change the affirmative sentences with interrogative sentences.  
  • SS complete the sentences by using appropriate adjective clause and conditional clause.                                                             | Power point presentation OHP, Whiteboard, Marker                                                    |
| CLOSING                | • L reviews what SS have learned by asking several questions related to the learning activities that SS have done.                                                                                                 | • L reviews what SS have learned by asking several questions related to the learning activities that SS have done. |                          |

- E. Learning Evaluation: Progress test on the material thought previously

F. Reference
Main References:


Additional References:

SATUAN ACARA PENGAJARAN
(SYLLABUS)

SUBJECT : Business English II
CODE : SM 20 – 011
CREDIT : 2 credits
TIME : 2 x 50
MEETING : 15 (fifteenth meeting)

A. Objectives :

1. Terminal Objectives
   Upon the completion of Business English I:
   - Students are able to read longer texts in Business and Management.
   - Students are able to review some basic grammars which will enable them to use English.
   - Students are able to construct complex sentences.
   - Students are able to get the topic of texts in Business and Management.
   - Students are able to scan and skim the texts.
   - Students are able to summarize the texts.
   - Students are able to improve their vocabulary repertoire: general, specific (business and management related) vocabularies with their meanings, definitions and use.

2. Enabling Objectives
   - SS are able to describe other texts that have chosen to read.

A. Material: Extensive reading
B. Sub Material: Reading articles

D. Teaching and Learning Process :

<table>
<thead>
<tr>
<th>Teaching steps</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Introductory</td>
<td>• Ice breaking</td>
<td>• SS listen to the lecturer’s explanations.</td>
<td>Power point presentation</td>
</tr>
<tr>
<td></td>
<td>• Informing the objective of the lesson.</td>
<td></td>
<td>OHP, Whiteboard, Marker</td>
</tr>
<tr>
<td>Material</td>
<td>Reading:</td>
<td>• Students discuss to each other and to the lecturers about the text.</td>
<td></td>
</tr>
<tr>
<td>Presentation</td>
<td>• L asks questions regarding the text to link the SS previous knowledge with the content of the text.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• L asks students to discuss what they have read.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CLOSING

- L reviews what SS have learned by asking several questions related to the learning activities that SS have done.
- L reviews what SS have learned by asking several questions related to the learning activities that SS have done.

- E. Learning Evaluation: Progress test on the material thought previously

F. Reference
Main References:


Additional References:

SATUAN ACARA PENGAJARAN  
(SYLLABUS)

SUBJECT : Business English II  
CODE     : SM 20 – 011  
CREDIT   : 2 credits  
TIME     : 2 x 50  
MEETING  : 16 (sixteenth meeting)

A. Objectives

1. Terminal Objectives
   Upon the completion of Business English I:
   - Students are able to read longer texts in Business and Management.
   - Students are able to review some basic grammars which will enable them to use English.
   - Students are able to construct complex sentences.
   - Students are able to get the topic of texts in Business and Management.
   - Students are able to scan and skim the texts.
   - Students are able to summarize the texts.
   - Students are able to improve their vocabulary repertoire: general, specific (business and management related) vocabularies with their meanings, definitions and use.

2. Enabling Objectives
   - SS are able to review previous lessons.

A. Material: Review
B. Sub Material: Review

D. Teaching and Learning Process

<table>
<thead>
<tr>
<th>Teaching steps</th>
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</tr>
</thead>
<tbody>
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<td>• Ice breaking</td>
<td>• SS listen to the lecturer’s explanations.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Informing the objective of the lesson.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Material Presentation</td>
<td>• L leads students to a discussion about the subjects/the lessons that they have already covered.</td>
<td>• SS discuss with their friends and lecturer about the previous lessons</td>
<td>Power point presentation</td>
</tr>
<tr>
<td></td>
<td>• L provides assistance by providing explanations, giving examples in the areas of materials that SS have not understood.</td>
<td></td>
<td>OHP, Whiteboard, Marker</td>
</tr>
<tr>
<td></td>
<td>• L reviews what SS have</td>
<td>• L reviews what SS have learned by asking</td>
<td></td>
</tr>
</tbody>
</table>
CLOSING

learned by asking several questions related to the learning activities that SS have done.

several questions related to the learning activities that SS have done.

E. Learning Evaluation

F. Reference

Main References:


Additional References: