

SATUAN ACARA PERKULIAHAN

Kode dan Nama Mata Kuliah : MR501/Advance English for Tourism (2 SKS)
 Topik Bahasan : Advance English
 Tujuan Pembelajaran Umum (kompetensi) : The students are able to communicate professionally
 Jumlah Pertemuan : 16 kali

Pertemuan	Tujuan pembelajaran khusus (performansi/indicator)	Sub pokok bahasan dan rincian materi	Proses pembelajaran (kegiatan mahasiswa)	Tugas dan evaluasi	Media & buku sumber
1	<ul style="list-style-type: none"> - The students know well all lesson that they'll get in this semester - They are good at their previous lessons 	<ul style="list-style-type: none"> - Informing all lessons and their task well - Reviewing the previous lesson 	<ul style="list-style-type: none"> - Explain each lesson clearly - Have a discussion about related to the previous lessons 	<ul style="list-style-type: none"> - The students have to job down all about the lessons - The students have to answer the questions and have a discussion 	Syllabus & SAP
2	<ul style="list-style-type: none"> - The students know how to make job vacant advertisements, what requirements are, and what information they need to put in their job vacant advertisement - The students are able to make paragraphs based on some people's conditions and situation vacant provided 	<ul style="list-style-type: none"> - Give them situations vacant and people's conditions and situations 	<ul style="list-style-type: none"> - Discuss what information they could get from job advertisement - Compare with the situations vacant they have - Discuss what position each people should get based on their conditions, then discuss the advantages and disadvantages working in each position 	<ul style="list-style-type: none"> - Have a discussion - Write some paragraphs about those people with their suitable positions they could have - They have to create their own job vacant and offer positions which are related 	Information business English
3	<ul style="list-style-type: none"> - The students are able to know how to make a good sentences 	<ul style="list-style-type: none"> - The students written work 	<ul style="list-style-type: none"> - Discuss their mistake which are taken from their written work 	<ul style="list-style-type: none"> - Checking and correcting their written work or their paragraphs 	Students written work
4	<ul style="list-style-type: none"> - The students know how to make formal letters and also know parts of 	<ul style="list-style-type: none"> - Eplaination and some example of formal letters 	<ul style="list-style-type: none"> - Discuss what are parts of a formal 	<ul style="list-style-type: none"> - Do some exercise paragraphs completions 	English for Hotel

	a formal letter		letters and body of letter that consists of open paragraphs and closing paragraph		Professional Communicate
5	The students are able to make an application letter & CV	The students' job advertisements	They have to make up their own application letter & CV based on the truth situation	They have to choose one position offered which is suitable with their situation 7 conditions	English for Hotel Professional Communicate
6, 7	The students are able to make acceptance letter, appointment letter, and rejection letter, registration letter, permission letter	Some example of those letter and the exercises	Discuss each letter what information they need to write in each letter	They have to create their own letter based on the situations given	English for hotel professional communicate
8	Review all lessons	UTS			
9	The students are able to know some expressions they need in having a job interview, such as telling about themselves, educational background, working, experience, their interest, personalities	Give them some example of those expressions	They practise telling about themselves, educational background, working experience, their interest and personalities	They have to answer some questions related to those points, so they could practice expressing their ideas	English for hotel professional communicate
10, 11	The students know what they should prepare and do in having a job interview	Some tips for having pre job interview, during and post of the job interview	Discuss exactly the tips before having job interview during and post of interview	They have to do some exercises Check and discuss the exercises	International Business English
12, 13	The students know common job interview questions The students know how to answer the questions The students practice asking and answering questions	Some common job interview questions	Discuss the questions	They have practise answering job interview questions They also have to ask and answering questions	International Business English
14	The students practice their listening comprehension	Listen to Two job interview	The students try to understand what they have got from the listening materials	Discuss what information they could get from the listening materials They have to compare the two interviews and interviewers Make paragraphs about	International Business English

				them	
15	The students know how to be an interviewee and interviewers	Job interview form Job interview	The students practise making questions and answering the questions well and politely	They practise having a job interview in a small group They have to create questions based on the applicants, letter and CV	International Business English
16	UAS				

