

SATUAN ACARA PERKULIAHAN

Kode dan Nama Mata Kuliah : MR Pre Advance English for Tourism (2 SKS)
 Topik Bahasan : Pre Advance English
 Tujuan Pembelajaran Umum (kompetensi) : The students are able to communicate in higher level (supervisory or manage real level)
 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 what lessons they will get in this semester - The students are able to remember 7 know and understand well what they've got from the previous lessons 	<ul style="list-style-type: none"> - Informing all lessons and theirs tasks well - Reviewing the previous lessons 	<ul style="list-style-type: none"> - Explaining eachs lesson that they'll clearly - Have a discussion about the previous lessons 	<ul style="list-style-type: none"> - The students have to jote down all about the lessons - The students have to answer the questions related with their previous lesson 	Syllabus & SAP
2	<ul style="list-style-type: none"> - The students are able to make formal memos - The students know the rules of making formal memos & letters 	<ul style="list-style-type: none"> - Read and discuss the formal memos - Read and discuss the rules of making formal memos and letter 	<ul style="list-style-type: none"> - Explains the normal memos - Discuss ask & answer some questions related with the golden rules 	<ul style="list-style-type: none"> - The students make up good formal memos from the text given - They're to add punctuation, capital letter etc. 	Business English OHP
3	<ul style="list-style-type: none"> - The students are able to make formal memos from sentences provided - The students are able to make informal memos 	<ul style="list-style-type: none"> - Do some written exercises about formal memos read the informal memos and discuss them 	<ul style="list-style-type: none"> - They know how to make informal memos without making mistakes in grammar, spelling and punctuation 	<ul style="list-style-type: none"> - They've to make formal memos from sentences provided without changing the main points - They've to make informal memos from situations given 	Business English OHP
4	<ul style="list-style-type: none"> - The students are able to make meeting invitation, meeting agenda, 	<ul style="list-style-type: none"> - Give them examples of meeting invitation, meeting 	<ul style="list-style-type: none"> - They have to make a meeting invitations 	<ul style="list-style-type: none"> - They've to make a meeting agenda 	Business English

	<ul style="list-style-type: none"> find problems, take minutes and know the language meeting 	<ul style="list-style-type: none"> agenda and discuss them Discuss how to find problems Give them the language meeting 	<ul style="list-style-type: none"> and a meeting agenda Find some problems Discuss the language of meeting 	<ul style="list-style-type: none"> They have to discuss and decide what problems they'll discuss in a meeting letters 	<ul style="list-style-type: none"> English for professional hotel communication
5, 6, 7	<ul style="list-style-type: none"> The students know how to conduct a meeting The students know how to find solution The students are good at asking & answering questions (active at the meeting) The students know how to take conclusion 	<ul style="list-style-type: none"> The students try to understand what other group explain They get more information from other groups They train their comprehension 	<ul style="list-style-type: none"> Listening skill asking & answering questions (practice having a discussion) Sharing their idea 	<ul style="list-style-type: none"> The students practice more speaking and having good self confidence in expressing their ideas in formal situation 	<ul style="list-style-type: none"> Business English English for professional hotel communication
8	<ul style="list-style-type: none"> Reviewing all the lessons 	<ul style="list-style-type: none"> UTS 			<ul style="list-style-type: none"> Written test
9	<ul style="list-style-type: none"> Finish all groups having a meeting 	<ul style="list-style-type: none"> Group presentation 	<ul style="list-style-type: none"> Group discussion 	<ul style="list-style-type: none"> Good team work 	<ul style="list-style-type: none"> Written report In focus
10, 11	<ul style="list-style-type: none"> The students know more about tourism objects The students should be able to find out the weaknesses and strength points The students should be able to find out what programmes to make the resort places more progress 	<ul style="list-style-type: none"> They get more information about resort places or tourism objects with their strength points The students are trained to find out the suitable solutions 	<ul style="list-style-type: none"> They are trained to work in a team by sharing their opinions and having good coordination among the members They to express their ideas in English through their written report 	<ul style="list-style-type: none"> They are to get more information as possible to make a good written report They are trained to make good sentence in their report 	<ul style="list-style-type: none"> Internet browsing Magazines Journal
12, 13, 14, 15	<ul style="list-style-type: none"> The students are good of having presentation in English The students are good at asking and answering questions The students are active in arguing things or debating 	<ul style="list-style-type: none"> The students are trained their comprehension The students are trained at appreciating other people's ideas 	<ul style="list-style-type: none"> They are trained to be active in discussion session and expressing their ideas They are trained to have better self – 	<ul style="list-style-type: none"> Group presentation and discussion and all members have to answer questions from the audience 	<ul style="list-style-type: none"> In focus/power points

	The students are good at making conclusions		confidence		
16	Review all lessons				