



KEMENTERIAN RISET, TEKNOLOGI DAN PENDIDIKAN TINGGI RI
UNIVERSITAS NEGERI PADANG
FAKULTAS EKONOMI

Jl. Prof. Dr. Hamka Kampus UNP Air Tawar Padang Telp. 445089
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SILABUS RANCANGAN PEMBELAJARAN
SEMESTER GANJIL 2018 - 2019

Nama Mata Kuliah : Bahasa Inggris (Mata Kuliah Umum)
Dosen : Tim Dosen Bahasa Inggris.
Program Studi : Diploma III Akuntansi
SKS : 2
Kode MK : AKT1.52.3001

Sinopsis Mata Kuliah

Mata kuliah ini membekali mahasiswa dengan kemampuan dasar Bahasa Inggris dalam kaitannya dengan dunia bisnis seperti teknik komunikasi, surat menyurat, pembuatan proposal, dan lain-lain. Penekanan mata kuliah ini adalah pada latihan-latihan yang dapat diterapkan pada dunia usaha sederhana

Learning Outcomes (Capaian Pembelajaran) Mata Kuliah Bahasa Inggris

An ability to understand and use English in spoken and written in the form of short dialogs and simple texts.

Soft skills/karakter: analytical and practical ability.

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Course Description

Minggu	Learning Outcomes (Capaian Pembelajaran)	Pengalaman Belajar	Materi/Pokok Bahasan	Metode/Strategi Pembelajaran	Kriteria/Teknik Penilaian	Daftar Pustaka
1	2	3	4	5	6	7
I	An ability to 1. ask and give information. English. 2. Write the dialog of introducing ourselves. 3. Write the dialog of introducing yourself. 4. Practice the dialog. 5. Use grammar related to introducing yourselves. 6. Do the exercises related to the grammar of introducing yourselves. 7. Write five questions about their classmates and ask them to take turn asking and answering their questions. 8. Identify the expressions of “hellos” and “good-byes”. 9. Write the title of reading passage “What’s in a name?”. 10. Deliver their ideas about the	1. Asking and giving information. 2. Practice the dialog. 3. Using grammar related to asking and giving information. 4. Doing exercises. 5. Writing five questions about their classmates. 6. Identifying the expressions of hellos and good byes. 7. Writing the title of the reading passage. 8. Delivering their ideas about reading passage. 9. Reading the text. 10. Mention girls’ name and boys’ name. 11. Completing the chart.	1. Asking and Giving Information 2. Subject + Object + Possessive Objective.	Listen and Practice Question and answer Presentation	Written Test Performance	1. Richard, Jack. C. 2005.

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	<p>title of the text.</p> <p>11. Read the text.</p> <p>12. Mention girl's name and boy's names.</p> <p>13. Complete the chart given.</p>					
II	<p>An ability to:</p> <ol style="list-style-type: none"> 1. Identify whether the sentences given are true or false. 2. Understand the grammar explained. 3. Write their own examples. 4. Underline the difficult vocabularies found on the text. 5. Find the suitable title for the text. 6. Answer the questions. 	<ol style="list-style-type: none"> 1. Working in group. 2. Listening to teacher's explanation. 3. Writing their own examples. 4. Finding the examples. 5. Doing exercises 6. Underlining the difficult vocabularies. 7. Finding the suitable title for the text. 8. Answering the questions. 	<ol style="list-style-type: none"> 1. Different Culture. 2. Grammar Focus: should, shouldn't, must 	Lecturing Question and Answer, discussion, presentation	Performance Oral Test	Powel Mark 2004 Richard, Jack, C. 2005
III	<p>An ability to:</p> <ol style="list-style-type: none"> 1. Practice the conversation in pairs. 2. Perform the conversation. 3. Deliver the ideas about the title of the text written on the white board. 4. Get the meaning of the difficult vocabularies. 	<ol style="list-style-type: none"> 1. Listening to the teacher's explanation. 2. Practicing the dialog. 3. Performing the dialog in front of the class. 4. Guessing what the text will be about based on the title given by the teacher. 5. Finding the meaning of the difficult words. 6. Reading the text. 	<ol style="list-style-type: none"> 1. Health 2. Subject + Verb = Sentence 	Discussing, group work Question and Answer, presentation.	Participation Oral Test Written test	Powel Mark 2004 Richard, Jack, C. 2005

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	<ol style="list-style-type: none"> 5. Read the text and answer the questions. 6. Make the sentences 	<ol style="list-style-type: none"> 7. Answering the questions of the reading text 8. Answering the questions. 				
IV	<p>An ability to:</p> <ol style="list-style-type: none"> 1. Deliver their ideas about computer. 2. Get the meaning of the difficult words. 3. Answer the questions of the text. 4. Differentiate the use of "Do and Don't" 	<ol style="list-style-type: none"> 1. Delivering their ideas about computer. 2. Listening to the teacher's comment 3. Answering the questions about computer. 4. Listening to the teacher's explanation about the difficult words. 5. Reading the text entitle "Computer security". 6. Doing the exercises. 7. Listening to the teacher's explanation about the concept of 'Do and Don't'. 8. Making their own examples. 9. Doing grammar exercises. 	<ol style="list-style-type: none"> 1. Technology. 2. Language Focus: Do and Don't 	Lecturing Question and answer, discussion, presentation	Oral Test Written test	<ol style="list-style-type: none"> 1. Poedjiastutie et.al 2007 2. Richard, Jack, C. 2005
V	<p>An ability to:</p> <ol style="list-style-type: none"> 1. Deliver their ideas. 2. Get the meaning of the difficult words. 3. Find the synonym of the difficult words. 4. Find the topic, main ideas, and 	<ol style="list-style-type: none"> 1. Delivering the ideas. 2. Rewriting the difficult words. 3. Finding the synonyms of the difficult words. 4. Finding topic, main ideas and supporting details of each paragraph of the reading text. 5. Answer the questions of the reading text. 	<ol style="list-style-type: none"> 1. Environment. 2. Grammar Focus: Active Passive 	Lecturing Discussion, Question and Answer Pair-work, presentation	Written test Performance	<ol style="list-style-type: none"> 1. Kim, Elaine and Hartman Pamela (No date) 2. Richard, Jack. C. 2005

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	<p>supporting details of each paragraph of the reading text.</p> <p>5. Answer the question of the text.</p> <p>6. Make the passive sentences.</p>	<p>6. Making passive sentences.</p> <p>7 Write their sentences on the white board.</p>				
VI	<p>An ability to:</p> <p>1. List some vocabularies related to food and drink.</p> <p>2. Complete the dialog.</p> <p>3. Practice the dialog in pairs and perform in front of the class.</p> <p>4. Use the useful expression related to the waiter and waitress jobs.</p> <p>5. Perform role-play based on the dialog given.</p>	<p>1. Listening to the teacher's explanation.</p> <p>2. Listing some vocabularies related to food and drink.</p> <p>3. Completing the dialog.</p> <p>4. Practicing the dialog.</p> <p>5. Listening the useful expression related to waiter and waitress jobs.</p> <p>5. Discussing with their friend to perform the role-play</p>	1. Food and drink.	Listen and Practice Discussion, Question and answer, presentation	Oral Test	<p>1. Powel, Mark. 2004</p> <p>2. Richard, Jack. C. 2005</p>
VII	<p>An ability to :</p> <p>1. Deliver their ideas about the sport around the world.</p> <p>2. Practice the dialog.</p> <p>3. Perform the dialog.</p> <p>4. Answer the questions.</p> <p>5. Make the sentences for making enquiries.</p> <p>6. Mention types of sport in English.</p> <p>7. Answer the questions correctly.</p>	<p>1. Listening to the teacher's explanation.</p> <p>2. Paying attention to the picture shown.</p> <p>3. Delivering their ideas about the sport around the world</p> <p>4. Completing the dialog, and perform it in front of the class.</p> <p>5. Reading the reading text.</p> <p>6. Getting the meaning of the difficult vocabularies.</p> <p>6. Working in groups.</p> <p>7. Answering the questions.</p>	1. Sport around the world.	Listen and practice Discussion. Question and answer, pair-work. Practice.	Oral test Written Test	<p>1. Kim, Elaine and Hartman Pamela (No date)</p> <p>2. Richard, Jack. C. 2005</p>

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VIII	An ability to: 1. Mention some terms related to family. 2. Complete the family tree given. 3. Make their own family trees. 4. Tell their family tree. 5. Do the exercises. 6. Make the sentences by using comparison: a lot, much, a bit (not) as much as... 7. Guess what the text will be about based on the title given. 8. Read the text. 9. Answer the questions correctly. 10. Retell the text. 11. Do the exercises	1. Listening to the teacher's explanation. 2. Mentioning some terms related to family. 3. Paying attention to the family's tree given. 4. Making their own family trees. 5. Telling their own family tree. 6. Asking the teacher about the material given 7. Making the sentences by using comparison: a lot, much, a bit (not) as much as 8. Guessing the text based on the title given. 9. Reading the text. 10. Answering the questions . 11. Retelling the text. 12. Doing the exercises.	1. Family and Friends. 2. Family tree.	Lecturing, Listen and practice.	Written test Oral Test	1. Redston, Chris and Cunningham, Gillie.2005 2. Richard, Jack. C. 2005.
IX	MID TEST				Written test	.
X	An ability to: 1. Deliver their own ideas of "What is Your Personality Type? 2. Describe their personality type in English. 3. Find the topic, main ideas and supporting details of the text. 4. Retell the text.	1. Listening to the teacher's explanation. 2. Delivering their own ideas of "Personality Type" 3. Describing their personality type. 4. Reading the text. 5. Finding the topics, main ideas and supporting details of the text. 6. Listening to the teacher's explanation about the correct answer. 6. Involving in the class discussion about the correct answer.	1. Psychology	Lecturing Discussion, question and answer, pair-work, presentation	Written test Oral test	1. Sanchez, Hector. 2006

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XI	An ability to: 1. Give their own ideas of fashion. 2. Deliver their own ideas about “The Gucci Family”. 3. Read and understand the text. 4. Find the topics, main ideas, and supporting details of the text. 5. Answer the questions. 6. Use the article (a, an, the) correctly. 7. Write a paragraph of any fashion they like.	7. Retelling the text. 1. Listening to the teacher’s explanation. 2. Delivering their own ideas of fashion. 3. Rewriting some important terms related to fashion. 4. Delivering their own ideas about “The Gucci Family” 5. Reading the text. 6. Finding the topics, main ideas, and supporting details of the text. 7. Answering the questions of the text. 8. Writing a paragraph of any fashion they like. 9. Making the sentences by using article a, an, the. 10. Listening to the teacher’s comment. 11. Working with partner.	1. Fashion. 2. Grammar focus: Article a, an, the.	Discussion Question and answer, presentation	Oral test Written test	1. Jones, Leo and Alexander, Richard. 2000. 2. Richard, Jack. C. 2005.
XII	An ability to: 1. Deliver their own ideas of weather. 2.. Predict what the text will be about based on the title given. 3. Find the topic, main ideas, and supporting details of the text. d. Answer the questions of the text. e. Differentiate countable and uncountable nouns. f. Make the sentences by using countable and uncountable nouns.	1. Listening to the teacher’s explanation. 2. Delivering their own ideas of weather. 3. Listening to the teacher’s comments. 4. Writing the important term in describing the weather. 5. Reading the title of the text. 6. Predicting what the text will be about based on the title given. 7. Listening to the teacher’s comments. 8. Finding the meaning of the difficult vocabularies found on the text. 9. Listening to the teacher’s explanation of countable and uncountable noun.	1. Weather. 2. How much, and how many	Lecturing Discussion Question and answer Group work Presentation	Oral test Written test	1.Powel Jones. 2004 2.Richard, Jack. C. 2005

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	g. Differentiate the use of much and many.	10. Mentioning the examples of countable and uncountable nouns. 11. Listening to the teacher's explanation of much and many. 12. Making the sentences by using much and many.				
XIII	An ability to: 1. Tell the teacher about their learning problems. 2. Deliver their own ideas of education in English. 3. Tell the teacher about their learning styles. 4. Read the text. 5. Find the topic, main ideas and supporting details of the text. 6. Answer the questions. 7. Make the sentences by using "Gerund"	1. Listening to the teacher's explanation. 2. Telling the teacher about their learning problems. 3. Telling the teacher about their learning styles. 4. Listening to the teacher's comments. 5. Paying attention to the teacher's explanation of some kinds of learning style. 6. Reading the text. 7. Finding the topics, main ideas, and supporting details of the text. 8. Listening to the teacher's explanation of gerund. 9. Making the examples of sentences by using "gerund" 10. Listening to the teacher's comments.	1. Education. 2. Learning style.	Lecturing. Discussion Question and answer. Presentation.	Oral test Written test	1. Kirn, Elaine and Hartman Pamela. 2000. 2. Richard, Jack. C. 2005.
XIV	An ability to: 1. Deliver their ideas of cell phone etiquette. 2. Write the advantages and disadvantages of using cell	1. Listening to the teacher's explanation. 2. Paying attention to the picture shown on the whiteboard. 3. Delivering their ideas about using cell phones.	1. Cell Phone etiquette 2. Messages with ask and tell	Lecturing Question and Answer Discussion Presentation	Oral test Written test	1. Richard, Jack, C. 2005

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	<p>phone.</p> <ol style="list-style-type: none"> 3. Read the text entitle “cell phone etiquette”. 4. Predict the text they are going to read, based on the title given. 5. Find the topics, main ideas and supporting details of the text. 6. Answer the questions of the text correctly. 7. Differentiate the use of message with tell and ask. 8. Make the sentences by using message with tell and ask. 9. Use the message with tell and ask in communication. 	<ol style="list-style-type: none"> 4. Writing the advantages and disadvantages of using cell phones. 5. Reading the title of the text ”Cell Phone Etiquette”. 6. Predicting the text they are going to read. 7. Finding the topics, main ideas and supporting details of each paragraph. 8. Answering the questions of the text correctly. 9. Involving in discussing the answer. 10. Listening to the teacher’s explanation of message with tell and ask. 10. Making the sentences of the message by using tell and ask. 11. Comparing their sentences with their friends’ 12. Writing the sentences on the whiteboard. 				
XV	<p>An ability to:</p> <ol style="list-style-type: none"> 1. Mention some of exciting places they have known. 2. Describe the exciting place they have ever visited. 3. Match two groups of words given. 4. Perform the dialog of exciting places. 5. Read the text. 6. Find the topic, main ideas and supporting details of the text. 	<ol style="list-style-type: none"> 1. Listening to the teacher’s explanation of exciting places. 2. Seeing some pictures of exciting places. 3. Delivering their ideas of exciting places. 4. Paying attention to some students’ ideas of exciting places written on the whiteboard. 5. Matching two groups of words. 6. Performing the dialog of exciting places. 6. Involving in class discussion to find the correct answer. 7. Describing three cities they know. 	<ol style="list-style-type: none"> 1. Exciting Places. 2. Adverbs before adjective 	<p>Discussion Question and answer. Listen and practice Presentation</p>	<p>Oral test Written test</p>	<p>1. Richard, Jack. C.</p>

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	<p>7. Answer the questions of the text correctly.</p> <p>8. Describe three cities they know.</p> <p>9. Write two positive and negative things of the city they know.</p> <p>10. Make the sentences by using adverbs before adjectives.</p> <p>11. Answer the questions of the text correctly.</p>	<p>8. Writing two positive and negative things of the cities they know.</p> <p>9. Listening to the teacher's explanation of <i>adverbs before adjective</i>.</p> <p>10. Making the sentences by using adverbs before adjectives.</p> <p>11. Reading the text entitle <i>Greeting from...</i></p> <p>12. Asking students to answer the questions of the text.</p>				
XVI	<p>An ability to:</p> <ol style="list-style-type: none"> Tell their own ideas about job vacancy. Answer pre-reading questions. Add more ideas about preparation for interview. Write the first impression count based on the situation given. Do the exercises. Read text 2. Answer the questions of the text. 	<ol style="list-style-type: none"> Listening to the teacher's explanation of job vacancy. Writing the important terms in job vacancy. Answering the pre-reading questions. Adding more ideas about preparation for interview. Paying attention to the teacher's explanation about the preparation for interview. Writing their first impression count based on the situation given. Doing the exercises. Reading text 2. Answering the question of the text. Paying attention to the explanation of the teacher's of the correct answer. 	<ol style="list-style-type: none"> Job Vacancy and interview. Identify the topic and main idea of the text. 	<p>Lecturing</p> <p>Questions and answer.</p> <p>Discussion</p> <p>Group working</p>	<p>Written Test</p> <p>Performance</p>	<ol style="list-style-type: none"> Jones, Leo and Alexander, Richard. 2000. Richard, Jack. C. 2005

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Padang ,2018
Koordinator Mata Kuliah / Dosen Pengampu

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