



**Universitas Negeri Surabaya
Fakultas Bahasa dan Seni
Program Studi S1 Sastra Inggris**

Kode Dokumen

RENCANA PEMBELAJARAN SEMESTER

MATA KULIAH (MK)	KODE	Rumpun MK	BOBOT (sks)			SEMESTER	Tgl Penyusunan
Language at Workplace	7920202292	Mata Kuliah Wajib Program Studi	T=2	P=0	ECTS=3.18	6	5 Juli 2024
OTORISASI	Pengembang RPS		Koordinator RMK		Koordinator Program Studi		
	Lina Purwaning Hartanti, S.Pd., M.EIL.		Lina Purwaning Hartanti, S.Pd., M.EIL.		Dr. Ali Mustofa, S.S., M.Pd.		

Model Pembelajaran	Project Based Learning																
Capaian Pembelajaran (CP)	CPL-PRODI yang dibebankan pada MK																
CPL-5	Being able to demonstrate integrative and independent thinking, originality, imagination, experimentation, problem solving, or risk taking in thought, expression, or intellectual engagement																
CPL-7	Being able to demonstrate English language proficiency as indicated by an English proficiency achievement equivalent to minimum CEFR level B2.																
CPL-8	Being able to produce adequate translation and interpretation of both spoken and written texts from English to Indonesian and vice versa																
Capaian Pembelajaran Mata Kuliah (CPMK)																	
CPMK - 1	being able to apply language skills and cultural awareness to excel in a professional workplace																
Matrik CPL - CPMK																	
	CPMK	CPL-5	CPL-7	CPL-8													
	CPMK-1																
Matrik CPMK pada Kemampuan akhir tiap tahapan belajar (Sub-CPMK)																	
	CPMK	Minggu Ke															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	CPMK-1																

Deskripsi Singkat MK Language at Workplace course is designed to equip individuals with the necessary language and communication skills to effectively communicate in a professional setting. The course covers a wide range of topics, including business vocabulary, email writing, presentations, meetings, negotiations, and customer service. The goal of this course is to help participants develop the confidence and competence to communicate effectively in English in a variety of business situations, thereby enhancing their employability and professional growth. The course is suitable for people with intermediate to advanced English language proficiency.

Pustaka	Utama :
	1. Vine, B. (Ed.). (2017). <i>The Routledge Handbook of Language in the Workplace</i> (1st ed.). Routledge. https://doi.org/10.4324/9781315690001 Holmes, J. (2014). <i>Power and Politeness in the Workplace</i> . In <i>Power and Politeness in the Workplace</i> . https://doi.org/10.4324/9781315839189 Badger, I. (2003). <i>English for work: Everyday business english</i> . UK: Pearson Education Limited. Emmerson, P., & Hamilton, N. (2005). <i>Five-minute activities for business english</i> . UK: Cambridge University Press. Jones, L., & Alexander, R. (1989). <i>New international business english. (Teacher's Book)</i> . UK: Cambridge University Press.
	Pendukung :

Dosen Pengampu

Mg Ke-	Kemampuan akhir tiap tahapan belajar (Sub-CPMK)	Penilaian		Bantuan Pembelajaran, Metode Pembelajaran, Penugasan Mahasiswa, [Estimasi Waktu]		Materi Pembelajaran [Pustaka]	Bobot Penilaian (%)
		Indikator	Kriteria & Bentuk	Luring (offline)	Daring (online)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	To understand the area of language at workplace	1.To explain the business English 2.To distinguish between language used in general and professional setting	Kriteria: There will be three assessments: Classroom Participation : 20% Presentation and mid-term test : 20% Bentuk Penilaian : Aktifitas Partisipasif	Discussion, Presentation, Question-Answer 2 X 50		Materi: language at workplace Pustaka: Vine, B. (Ed.). (2017). <i>The Routledge Handbook of Language in the Workplace</i> (1st ed.). Routledge. https://doi.org/10.4324/9781315690001 Holmes, J. (2014). <i>Power and Politeness in the Workplace</i> . In <i>Power and Politeness in the Workplace</i> . https://doi.org/10.4324/9781315839189 Badger, I. (2003). <i>English for work: Everyday business english</i> . UK: Pearson Education Limited. Emmerson, P., & Hamilton, N. (2005). <i>Five-minute activities for business english</i> . UK: Cambridge University Press. Jones, L., & Alexander, R. (1989). <i>New international business english. (Teacher's Book)</i> . UK: Cambridge University Press.	3%

2	<p>1. Use the right expressions to introduce yourself at the workplace;2. Greet, introduce and interact with people who visit your organisation in an appropriate manner;3. Identify topics suitable for making small talk; and4. Describe your company and profession to effectively project a positive image.</p>	<p>1.Able to greet, introduce and interact with people who visit your organisation in an appropriate manner; 2.Able to choose topics suitable for making small talk; and 3.Able to explain about your company and profession to effectively project a positive image.</p>	<p>Kriteria: Classroom Participation : 20% Presentation and mid-term test : 20% Bentuk Penilaian : Praktik / Unjuk Kerja</p>	<p>Presentation, Discussion, Question-Answer 4 X 50</p>	<p>Materi: language at workplace Pustaka: <i>Vine, B. (Ed.). (2017). The Routledge Handbook of Language in the Workplace (1st ed.). Routledge. https://doi.org/...</i> <i>Holmes, J. (2014). Power and Politeness in the Workplace. In Power and Politeness in the Workplace . https://doi.org/10.4324/9781315839189</i> <i>Badger, I. (2003). English for work: Everyday business english. UK: Pearson Education Limited.</i> <i>Emmerson, P., & Hamilton, N. (2005). Five-minute activities for business english. UK: Cambridge University Press.</i> <i>Jones, L., & Alexander, R. (1989). New international business english. (Teacher's Book). UK: Cambridge University Press.</i></p>	3%
3	<p>Use the right expressions to introduce yourself at the workplaceGreet, introduce and interact with people who visit your organisation in an appropriate manner;Identify topics suitable for making small talk; Describe your company and profession to effectively project a positive image.</p>	<p>1.Able to greet, introduce and interact with people who visit your organisation in an appropriate manner; 2.Able to choose topics suitable for making small talk; and 3.Able to explain about your company and profession to effectively project a positive image.</p>	<p>Kriteria: Classroom Participation : 20% Presentation and mid-term test : 20% Bentuk Penilaian : Praktik / Unjuk Kerja</p>	<p>Presentation, Discussion, Question-Answer, Project 4 X 50</p>	<p>Materi: language at workplace Pustaka: <i>Vine, B. (Ed.). (2017). The Routledge Handbook of Language in the Workplace (1st ed.). Routledge. https://doi.org/...</i> <i>Holmes, J. (2014). Power and Politeness in the Workplace. In Power and Politeness in the Workplace . https://doi.org/10.4324/9781315839189</i> <i>Badger, I. (2003). English for work: Everyday business english. UK: Pearson Education Limited.</i> <i>Emmerson, P., & Hamilton, N. (2005). Five-minute activities for business english. UK: Cambridge University Press.</i> <i>Jones, L., & Alexander, R. (1989). New international business english. (Teacher's Book). UK: Cambridge University Press.</i></p>	3%

4	Communicate effectively on the telephone by answering business calls and handling enquiries in a positive and professional manner; 2. Give accurate information, and leave or take messages by phone; and 3. State the common dos and don'ts when using the telephone at the workplace.	1. being able to answering business calls and handling enquiries in a positive and professional manner 2. being able to give accurate information, and leave or take messages by phone; and 3. State the common do's and don'ts when using the telephone at the workplace	Kriteria: 1. Classroom Participation : 20% Presentation and mid-term test : 20% 2. RUBRIK PRESENTASI 3. Skor 4 4. Presentasi dilakukan secara runtut dengan bahasa yang berterima, menunjukkan pemahaman konsep yang baik, berbantuan media ppt atau bentuk lain sesuai kriteria media, jawaban untuk penanya benar, mampu memformulasikan saran untuk perbaikan Skor 3 5. Presentasi dilakukan secara runtut dengan bahasa yang berterima, kurang pemahaman pada beberapa konsep, berbantuan media ppt atau bentuk lain sesuai kriteria media, jawaban untuk penanya secara umum benar, mampu memformulasikan saran untuk perbaikan Skor 2 7. Presentasi dilakukankurang runtut menunjukkan kekurangpahaman terhadap beberapa konsep, berbantuan media ppt atau bentuk lain namun tidak sesuai kriteria media, jawaban untuk penanya secara umum tidak benar, mampu memformulasikan saran untuk perbaikan Skor 1 8. Presentasi dilakukan, kurang runtut menunjukkan kekurangpahaman terhadap banyak konsep, tidak berbantuan media sama sekali, jawaban unuk penanya tidak benar, tidak mampu memformulasikan saran untuk perbaikan	Presentation, Discussion, Question-Answer 2 x 50		Materi: handling call at workplace Pustaka: Vine, B. (Ed.). (2017). <i>The Routledge Handbook of Language in the Workplace</i> (1st ed.). Routledge. https://doi.org/... Holmes, J. (2014). <i>Power and Politeness in the Workplace</i> . In <i>Power and Politeness in the Workplace</i> . https://doi.org/10.4324/9781315839189 Badger, I. (2003). <i>English for work: Everyday business english</i> . UK: Pearson Education Limited. Emmerson, P., & Hamilton, N. (2005). <i>Five-minute activities for business english</i> . UK: Cambridge University Press. Jones, L., & Alexander, R. (1989). <i>New international business english</i> . (Teacher's Book). UK: Cambridge University Press.	3%
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5	<p>1. Use appropriate language to perform a variety of functions during meetings and discussions, including expressing opinions, expressing agreement and disagreement, and making suggestions; 2. Describe effective ways of communicating your thoughts and ideas to a group of people; and 3. Identify and explain the nuances in the English sound system.</p>	<p>being able to use appropriate language to perform a variety of functions during meetings and discussions</p>	<p>Kriteria: 1. Classroom Participation : 20% Presentation and mid-term test : 20% 2. RUBRIK PRESENTASI Skor 4 Presentasi dilakukan secara runtut dengan bahasa yang berterima, menunjukkan pemahaman konsep yang baik, berbantuan media ppt atau bentuk lain sesuai kriteria media, jawaban untuk penanya benar, mampu memformulasikan saran untuk perbaikan Skor 3 Presentasi dilakukan secara runtut dengan bahasa yang berterima, kurang pemahaman pada beberapa konsep, berbantuan media ppt atau bentuk lain sesuai kriteria media, jawaban untuk penanya secara umum benar, mampu memformulasikan saran untuk perbaikan Skor 2 Presentasi dilakukan kurang runtut menunjukkan kekurangan pemahaman terhadap beberapa konsep, berbantuan media ppt atau bentuk lain namun tidak sesuai kriteria media, jawaban untuk penanya secara umum tidak benar, mampu memformulasikan saran untuk perbaikan Skor 1 Presentasi dilakukan, kurang runtut menunjukkan kekurangan pemahaman terhadap banyak konsep, tidak berbantuan media sama sekali, jawaban untuk penanya tidak benar, tidak mampu memformulasikan saran untuk perbaikan</p> <p>Bentuk Penilaian : Penilaian Hasil Project / Penilaian Produk</p>	<p>Role play, project 2 X 50</p>		<p>Materi: meetings and discussion at workplace Pustaka: Vine, B. (Ed.). (2017). <i>The Routledge Handbook of Language in the Workplace</i> (1st ed.). Routledge. https://doi.org/... Holmes, J. (2014). <i>Power and Politeness in the Workplace</i>. In <i>Power and Politeness in the Workplace</i>. https://doi.org/10.4324/9781315839189 Badger, I. (2003). <i>English for work: Everyday business english</i>. UK: Pearson Education Limited. Emmerson, P., & Hamilton, N. (2005). <i>Five-minute activities for business english</i>. UK: Cambridge University Press. Jones, L., & Alexander, R. (1989). <i>New international business english</i>. (Teacher's Book). UK: Cambridge University Press.</p>	3%
6	<p>1. Use appropriate language to perform a variety of functions during meetings and discussions, including expressing opinions, expressing agreement and disagreement, and making suggestions; 2. Describe effective ways of communicating your thoughts and ideas to a group of people; and 3. Identify and explain the nuances in the English sound system.</p>	<p>1. Can use appropriate language to perform a variety of functions during meetings and discussions, including expressing opinions, expressing agreement and disagreement, and making suggestions; 2. Can describe effective ways of communicating your thoughts and ideas to a group of people; and 3. Can explain the nuances in the English sound system.</p>	<p>Kriteria: 1. fluent and clarity 2. ability to use appropriate presentation media (PPT) 3. Content Understanding</p> <p>Bentuk Penilaian : Praktik / Unjuk Kerja</p>	<p>Presentation, Discussion, QA, Project 6 X 50</p>		<p>Materi: meetings and discussion at workplace Pustaka: Vine, B. (Ed.). (2017). <i>The Routledge Handbook of Language in the Workplace</i> (1st ed.). Routledge. https://doi.org/... Holmes, J. (2014). <i>Power and Politeness in the Workplace</i>. In <i>Power and Politeness in the Workplace</i>. https://doi.org/10.4324/9781315839189 Badger, I. (2003). <i>English for work: Everyday business english</i>. UK: Pearson Education Limited. Emmerson, P., & Hamilton, N. (2005). <i>Five-minute activities for business english</i>. UK: Cambridge University Press. Jones, L., & Alexander, R. (1989). <i>New international business english</i>. (Teacher's Book). UK: Cambridge University Press.</p>	4%

7	1. Use appropriate language to perform a variety of functions during meetings and discussions, including expressing opinions, expressing agreement and disagreement, and making suggestions;2. Describe effective ways of communicating your thoughts and ideas to a group of people; and3. Identify and explain the nuances in the English sound system.	1. Can use appropriate language to perform a variety of functions during meetings and discussions, including expressing opinions, expressing agreement and disagreement, and making suggestions;2. Can describe effective ways of communicating your thoughts and ideas to a group of people; and3. Can explain the nuances in the English sound system.	Kriteria: 1.fluent and clarity 2.ability to use appropriate presentation media (PPT) 3.Content Understanding Bentuk Penilaian : Penilaian Hasil Project / Penilaian Produk	Presentation, Discussion, QA, Project 6 X 50		Materi: meetings and discussion at workplace Pustaka: Vine, B. (Ed.). (2017). <i>The Routledge Handbook of Language in the Workplace</i> (1st ed.). Routledge. https://doi.org/... Holmes, J. (2014). <i>Power and Politeness in the Workplace</i> . In <i>Power and Politeness in the Workplace</i> . https://doi.org/10.4324/9781315839189 Badger, I. (2003). <i>English for work: Everyday business english</i> . UK: Pearson Education Limited. Emmerson, P., & Hamilton, N. (2005). <i>Five-minute activities for business english</i> . UK: Cambridge University Press. Jones, L., & Alexander, R. (1989). <i>New international business english</i> . (Teacher's Book). UK: Cambridge University Press.	4%
8	1. Use appropriate language to perform a variety of functions during meetings and discussions, including expressing opinions, expressing agreement and disagreement, and making suggestions;2. Describe effective ways of communicating your thoughts and ideas to a group of people; and3. Identify and explain the nuances in the English sound system.	1. Can use appropriate language to perform a variety of functions during meetings and discussions, including expressing opinions, expressing agreement and disagreement, and making suggestions;2. Can describe effective ways of communicating your thoughts and ideas to a group of people; and3. Can explain the nuances in the English sound system.	Kriteria: 1.fluent and clarity 2.Content Understanding Bentuk Penilaian : Penilaian Hasil Project / Penilaian Produk, Tes	Presentation, Discussion, QA, Project 6 X 50		Materi: agreement and disagreement Pustaka: Vine, B. (Ed.). (2017). <i>The Routledge Handbook of Language in the Workplace</i> (1st ed.). Routledge. https://doi.org/... Holmes, J. (2014). <i>Power and Politeness in the Workplace</i> . In <i>Power and Politeness in the Workplace</i> . https://doi.org/10.4324/9781315839189 Badger, I. (2003). <i>English for work: Everyday business english</i> . UK: Pearson Education Limited. Emmerson, P., & Hamilton, N. (2005). <i>Five-minute activities for business english</i> . UK: Cambridge University Press. Jones, L., & Alexander, R. (1989). <i>New international business english</i> . (Teacher's Book). UK: Cambridge University Press.	20%
9	developing skills in writing professional emails, reports, memos, and other business documents	1.Content Understanding 2.clarity and organization 3.language and mechanics 4.technology using	Kriteria: being able to writing professional emails, reports, memos, and other business documents Bentuk Penilaian : Aktifitas Partisipasif	lecturing group-discussion presentation writing task 2x50		Materi: professional emails, reports, memos, and other business documents Pustaka: Vine, B. (Ed.). (2017). <i>The Routledge Handbook of Language in the Workplace</i> (1st ed.). Routledge. https://doi.org/... Holmes, J. (2014). <i>Power and Politeness in the Workplace</i> . In <i>Power and Politeness in the Workplace</i> . https://doi.org/10.4324/9781315839189 Badger, I. (2003). <i>English for work: Everyday business english</i> . UK: Pearson Education Limited. Emmerson, P., & Hamilton, N. (2005). <i>Five-minute activities for business english</i> . UK: Cambridge University Press. Jones, L., & Alexander, R. (1989). <i>New international business english</i> . (Teacher's Book). UK: Cambridge University Press.	3%
10	developing skills in writing professional emails, reports, memos, and other business documents	1.Content Understanding 2.clarity and organization 3.language and mechanics 4.technology using	Kriteria: being able to writing professional emails, reports, memos, and other business documents Bentuk Penilaian : Aktifitas Partisipasif, Penilaian Hasil Project / Penilaian Produk	lecturing group-discussion presentation writing task 2x50		Materi: professional emails, reports, memos, and other business documents Pustaka: Vine, B. (Ed.). (2017). <i>The Routledge Handbook of Language in the Workplace</i> (1st ed.). Routledge. https://doi.org/... Holmes, J. (2014). <i>Power and Politeness in the Workplace</i> . In <i>Power and Politeness in the Workplace</i> . https://doi.org/10.4324/9781315839189 Badger, I. (2003). <i>English for work: Everyday business english</i> . UK: Pearson Education Limited. Emmerson, P., & Hamilton, N. (2005). <i>Five-minute activities for business english</i> . UK: Cambridge University Press. Jones, L., & Alexander, R. (1989). <i>New international business english</i> . (Teacher's Book). UK: Cambridge University Press.	4%

11	developing skills in writing professional emails, reports, memos, and other business documents	1.Content Understanding 2.clarity and organization 3.language and mechanics 4.technology using	Kriteria: being able to writing professional emails, reports, memos, and other business documents Bentuk Penilaian : Aktifitas Partisipasif, Penilaian Hasil Project / Penilaian Produk	lecturing group-discussion presentation writing task 2x50	Materi: professional emails, reports, memos, and other business documents Pustaka: <i>Vine, B. (Ed.). (2017). The Routledge Handbook of Language in the Workplace (1st ed.). Routledge. https://doi.org/...</i> <i>Holmes, J. (2014). Power and Politeness in the Workplace. In Power and Politeness in the Workplace . https://doi.org/10.4324/9781315839189</i> <i>Badger, I. (2003). English for work: Everyday business english. UK: Pearson Education Limited.</i> <i>Emmerson, P., & Hamilton, N. (2005). Five-minute activities for business english. UK: Cambridge University Press.</i> <i>Jones, L., & Alexander, R. (1989). New international business english. (Teacher's Book). UK: Cambridge University Press.</i>	3%
12	developing skills in writing professional emails, reports, memos, and other business documents	1.Content Understanding 2.clarity and organization 3.language and mechanics 4.technology using	Kriteria: being able to writing professional emails, reports, memos, and other business documents Bentuk Penilaian : Aktifitas Partisipasif, Penilaian Hasil Project / Penilaian Produk	lecturing group-discussion presentation writing task 2x50	Materi: professional emails, reports, memos, and other business documents Pustaka: <i>Vine, B. (Ed.). (2017). The Routledge Handbook of Language in the Workplace (1st ed.). Routledge. https://doi.org/...</i> <i>Holmes, J. (2014). Power and Politeness in the Workplace. In Power and Politeness in the Workplace . https://doi.org/10.4324/9781315839189</i> <i>Badger, I. (2003). English for work: Everyday business english. UK: Pearson Education Limited.</i> <i>Emmerson, P., & Hamilton, N. (2005). Five-minute activities for business english. UK: Cambridge University Press.</i> <i>Jones, L., & Alexander, R. (1989). New international business english. (Teacher's Book). UK: Cambridge University Press.</i>	3%
13	being able to communicate effectively with colleagues from diverse cultural background	Content Understanding	Kriteria: 1.Content Understanding 2.Critical Thinking and Analysis 3.Fluent and clarity 4.Language and mechanic Bentuk Penilaian : Aktifitas Partisipasif	lecturing case studies group-discussion role-playing 2x50	Materi: cross-cultural understanding at workplace Pustaka: <i>Vine, B. (Ed.). (2017). The Routledge Handbook of Language in the Workplace (1st ed.). Routledge. https://doi.org/...</i> <i>Holmes, J. (2014). Power and Politeness in the Workplace. In Power and Politeness in the Workplace . https://doi.org/10.4324/9781315839189</i> <i>Badger, I. (2003). English for work: Everyday business english. UK: Pearson Education Limited.</i> <i>Emmerson, P., & Hamilton, N. (2005). Five-minute activities for business english. UK: Cambridge University Press.</i> <i>Jones, L., & Alexander, R. (1989). New international business english. (Teacher's Book). UK: Cambridge University Press.</i>	5%
14	being able to communicate effectively with colleagues from diverse cultural background	Content Understanding	Kriteria: 1.Content Understanding 2.Critical Thinking and Analysis 3.Fluent and clarity 4.Language and mechanic Bentuk Penilaian : Aktifitas Partisipasif	lecturing case studies group-discussion role-playing 2x50	Materi: cross-cultural understanding at workplace Pustaka: <i>Vine, B. (Ed.). (2017). The Routledge Handbook of Language in the Workplace (1st ed.). Routledge. https://doi.org/...</i> <i>Holmes, J. (2014). Power and Politeness in the Workplace. In Power and Politeness in the Workplace . https://doi.org/10.4324/9781315839189</i> <i>Badger, I. (2003). English for work: Everyday business english. UK: Pearson Education Limited.</i> <i>Emmerson, P., & Hamilton, N. (2005). Five-minute activities for business english. UK: Cambridge University Press.</i> <i>Jones, L., & Alexander, R. (1989). New international business english. (Teacher's Book). UK: Cambridge University Press.</i>	4%

15	being able to communicate effectively with colleagues from diverse cultural background	Content Understanding	Kriteria: 1.Content Understanding 2.Critical Thinking and Analysis 3.Fluent and clarity 4.Language and mechanic Bentuk Penilaian : Aktifitas Partisipasif	lecturing case studies group-discussion role-playing 2x50		Materi: cross-cultural understanding at workplace Pustaka: Vine, B. (Ed.). (2017). <i>The Routledge Handbook of Language in the Workplace</i> (1st ed.). Routledge. https://doi.org/... Holmes, J. (2014). <i>Power and Politeness in the Workplace</i> . In <i>Power and Politeness in the Workplace</i> . https://doi.org/10.4324/9781315839189 Badger, I. (2003). <i>English for work: Everyday business english</i> . UK: Pearson Education Limited. Emmerson, P., & Hamilton, N. (2005). <i>Five-minute activities for business english</i> . UK: Cambridge University Press. Jones, L., & Alexander, R. (1989). <i>New international business english</i> . (Teacher's Book). UK: Cambridge University Press.	5%
16	being able to communicate effectively with colleagues from diverse cultural background	Content Understanding	Kriteria: 1.Content Understanding 2.Critical Thinking and Analysis 3.Fluent and clarity 4.Language and mechanic Bentuk Penilaian : Tes	lecturing case studies group-discussion role-playing 2x50		Materi: cross-cultural understanding at workplace Pustaka: Vine, B. (Ed.). (2017). <i>The Routledge Handbook of Language in the Workplace</i> (1st ed.). Routledge. https://doi.org/... Holmes, J. (2014). <i>Power and Politeness in the Workplace</i> . In <i>Power and Politeness in the Workplace</i> . https://doi.org/...10.4324/9781315839189 Badger, I. (2003). <i>English for work: Everyday business english</i> . UK: Pearson Education Limited. Emmerson, P., & Hamilton, N. (2005). <i>Five-minute activities for business english</i> . UK: Cambridge University Press. Jones, L., & Alexander, R. (1989). <i>New international business english</i> . (Teacher's Book). UK: Cambridge University Press. Materi: final test Pustaka: Vine, B. (Ed.). (2017). <i>The Routledge Handbook of Language in the Workplace</i> (1st ed.). Routledge. https://doi.org/... Holmes, J. (2014). <i>Power and Politeness in the Workplace</i> . In <i>Power and Politeness in the Workplace</i> . https://doi.org/10.4324/9781315839189 Badger, I. (2003). <i>English for work: Everyday business english</i> . UK: Pearson Education Limited. Emmerson, P., & Hamilton, N. (2005). <i>Five-minute activities for business english</i> . UK: Cambridge University Press. Jones, L., & Alexander, R. (1989). <i>New international business english</i> . (Teacher's Book). UK: Cambridge University Press.	30%

Rekap Persentase Evaluasi : Project Based Learning

No	Evaluasi	Persentase
1.	Aktifitas Partisipasif	25%
2.	Penilaian Hasil Project / Penilaian Produk	25%
3.	Praktik / Unjuk Kerja	10%
4.	Tes	40%
		100%

Catatan

- Capaian Pembelajaran Lulusan PRODI (CPL-PRODI)** adalah kemampuan yang dimiliki oleh setiap lulusan PRODI yang merupakan internalisasi dari sikap, penguasaan pengetahuan dan ketrampilan sesuai dengan jenjang prodinya yang diperoleh melalui proses pembelajaran.
- CPL yang dibebankan pada mata kuliah** adalah beberapa capaian pembelajaran lulusan program studi (CPL-PRODI) yang digunakan untuk pembentukan/pengembangan sebuah mata kuliah yang terdiri dari aspek sikap, ketrampilan umum, ketrampilan khusus dan pengetahuan.
- CP Mata kuliah (CPMK)** adalah kemampuan yang dijabarkan secara spesifik dari CPL yang dibebankan pada mata kuliah, dan bersifat spesifik terhadap bahan kajian atau materi pembelajaran mata kuliah tersebut.
- Sub-CP Mata kuliah (Sub-CPMK)** adalah kemampuan yang dijabarkan secara spesifik dari CPMK yang dapat diukur atau diamati dan merupakan kemampuan akhir yang direncanakan pada tiap tahap pembelajaran, dan bersifat spesifik terhadap materi pembelajaran mata kuliah tersebut.
- Indikator penilaian** kemampuan dalam proses maupun hasil belajar mahasiswa adalah pernyataan spesifik dan terukur yang mengidentifikasi kemampuan atau kinerja hasil belajar mahasiswa yang disertai bukti-bukti.
- Kreteria Penilaian** adalah patokan yang digunakan sebagai ukuran atau tolok ukur ketercapaian pembelajaran dalam penilaian berdasarkan indikator-indikator yang telah ditetapkan. Kreteria penilaian merupakan pedoman bagi penilai agar penilaian konsisten dan tidak bias. Kreteria dapat berupa kuantitatif ataupun kualitatif.
- Bentuk penilaian:** tes dan non-tes.
- Bentuk pembelajaran:** Kuliah, Responsi, Tutorial, Seminar atau yang setara, Praktikum, Praktik Studio, Praktik Bengkel, Praktik Lapangan, Penelitian, Pengabdian Kepada Masyarakat dan/atau bentuk pembelajaran lain yang setara.
- Metode Pembelajaran:** Small Group Discussion, Role-Play & Simulation, Discovery Learning, Self-Directed Learning, Cooperative Learning, Collaborative Learning, Contextual Learning, Project Based Learning, dan metode lainnya yg setara.
- Materi Pembelajaran** adalah rincian atau uraian dari bahan kajian yg dapat disajikan dalam bentuk beberapa pokok dan sub-pokok bahasan.
- Bobot penilaian** adalah prosentasi penilaian terhadap setiap pencapaian sub-CPMK yang besarnya proposional dengan tingkat kesulitan pencapaian sub-CPMK tsb., dan totalnya 100%.
- TM=Tatap Muka, PT=Penugasan terstruktur, BM=Belajar mandiri.

RPS ini telah divalidasi pada tanggal

Koordinator Program Studi S1 Sastra
Inggris



Dr. Ali Mustofa, S.S., M.Pd.
NIDN 0014067509

UPM Program Studi S1 Sastra Inggris



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