Document Code



## Universitas Negeri Surabaya Faculty of Languages and Arts English Literature Undergraduate Study Program

## SEMESTER I FARNING PLAN

Courses		CODE				C	Urce	Fami	lv		Cred	it We	iaht	SEME	STER	Co	mpilation
Courses		CODE					Juise	raiiii	ıy						SIER	Da	te
English for B Communicati		79202043	01				udy P ourses		m Ele	ective	T=3	P=0	ECTS=4.7	7	6	Se <sub>1</sub>	ptember 2022
AUTHORIZAT	ΓΙΟΝ	SP Devel	oper						•	Cours	se Clu	ster C	Coordinator	Study	Progra	ım Co	ordinator
		Silvy Cinth	nia Ad	elia, M. <i>.</i>	A.						ourwar , M.EIL		artanti,	Dr. A	Ali Musto	ofa, S.S	S., M.Pd.
Learning model	Project Based I	Learning															
Program	PLO study pro	ogram that is char	ged t	o the c	ours	е											
Learning Outcomes (PLO)	PLO-5	Being able to dem	g able to demonstrate integrative and independent thinking, originality, imagination, experimentation, problem ing, or risk taking in thought, expression, or intellectual engagement							lem							
( - /	Program Obje	ctives (PO)															
	PO - 1	Being able to prod	uce p	ersonal	and p	rofes	ssiona	l bus	iness	profile	es and	docu	ments.				
1	PO - 2	Being able to appl	y the p	orinciple	es of a	ppro	priate	langi	uage	and e	ffective	e busi	ness comm	unication	both w	ritten a	nd orally.
	PO - 3	Being able to dem engagement.	ng able to demonstrate problem solving, ethical decision making, or risk taking in thought, expression, or intellec agement.								intellectua						
	PLO-PO Matri	х															
						_											
		P.O		PLO-	-5												
		PO-1															
		PO-2															
		PO-3															
	PO Matrix at tl	he end of each lea	rning	stage	(Sub	-PO	)										
		P.O									Wee	k					
			1	2	3	4	5	6	7	8	9	10	11 1	2 13	14	15	16
		PO-1															
		PO-2															
		PO-3															
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Short Course Description	professional promedia for caree employers, colle online presence students will en discussions. The their learning to communication equipped to con	designed to improvoliles. It will include or advancement. Stragues, and clients. e, building a strong ley will also have the real-world business skills, as well as a communicate effectively d in their chosen care.	topics udents They inked activi oppor s scen leeper in a v	such a will le will also lin profities de tunity to arios. Er unders	as cre arn ho learr ile, an signed pract by the standi	ating ow to d de d to tice t end ng of	a person a p	ersona ctivel ategic ing ei ve th kills ir e cou onal a	al bra y cor es for ffective eir con real urse, and p	and, d mmuni r self-p ve net ommu -world stude profess	evelop icate t promo workir inicatio I conte nts wil sional	ing a heir stion a lig and ski xts the profile	professiona skills, achievend career a d presentati lls, including rough assigned developed de developede	al networ vements, dvancem on skills. g role-pla nments tl a strong ent strate	k, and valent, sud valent, sud Througays, prohat requalegies. The	leverage to the second to the	ging social potential pote
References	Main :																
		n, M. (2020). English eebro, J. L. (2014). P										trateg	ies for Care	er Succe	ss. Tayl	or & F	rancis.
	Supporters:																
	1. 1. journa 2. 2. news 3. 3. video	paper/magazines ar	icles														

Week-	Final abilities of each learning	Eval	uation	Lear Studer	elp Learning, ning methods, nt Assignments, stimated time]	Learning materials	Assessmer Weight (%
	stage (Sub-PO)	Indicator	Criteria & Form	Offline ( offline )	Online ( online )	[ References ]	Weight (70
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	1.Being able to understand the purpose of profiles and importance of personal and professional business and documents in various contexts 2.Being able to use appropriate language and tone to convey messages clearly, professionally, and respectfully	1.To be able to identify the different types and channels of business communication, including written, oral, and digital. 2.To be able to develop appropriate communication skills and strategies for different communication types and channels 3.To be able to identify the steps in the job search process 4.To be able to identify and describe interests and skills 5.To be able to read job ads and select the job that is the best fit for interests and skills 6.To be able to plan personal profile for job application	Criteria: Spoken and Written  Form of Assessment: Participatory Activities, Practice/Performance	Lecturing, small group discussion 3 X 50		Material: Features of business communication References: 1. Chan, M. (2020). English for Business Communication (1st ed.). Routledge.  Material: Features of business communication References: 2. Chesebro, JL (2014). Professional Communication at Work: Interpersonal Strategies for Career Success. Taylor & Francis.	5%
2	1.Being able to understand the purpose of profiles and importance of personal and professional business and documents in various contexts 2.Being able to use appropriate language and tone to convey messages clearly, professionally, and respectfully	1.To be able to identify the steps in the job search process 2.To be able to identify and describe interests and skills 3.To be able to read job ads and select the job that is the best fit for interests and skills 4.To be able to plan personal profile for job application	Criteria: Written  Form of Assessment: Participatory Activities	Lecturing, small group discussion 3 X 50		Material: Entering Job Market References: 1. Chan, M. (2020). English for Business Communication (1st ed.). Routledge.  Material: Entering Job Market References: 2. Chesebro, JL (2014). Professional Communication at Work: Interpersonal Strategies for Career Success. Taylor & Francis.	5%
3	1.Being able to understand the purpose of profiles and importance of personal and professional business and documents in various contexts  2.Being able to identify the key components of a well-written personal and professional business profile  3.Be able to	1.To be able to develop a comprehensive job application kit that includes a professional LinkedIn profile, portfolio, CV, and cover letter.  2.To be able to identify the key elements that make a successful LinkedIn profile, including a professional headshot, a well-written summary.	Criteria: Written  Form of Assessment: Assessment of Project Results / Product Assessment, Practices / Performance	Lecturing, small group discussion, individual project assignment 3 X 50		Material: Job application kit (personal professional profile, portfolio, CV, and cover letter) References: 1. Chan, M. (2020). English for Business Communication (1st ed.). Routledge.  Material: Job application kit (personal professional	6%

- prepare an effective personal and professional business profile that showcases your skills, experience, and achievements
- 4.Be able to compose compelling and persuasive resumes, cover letters, portfolios, presentations. and business documents that effectively communicate your qualifications and value proposition to potential employers or clients
- 5.Be able to apply different formatting and design elements to enhance the visual appeal and readability of your personal and professional business profiles and documents.
- documents.

  6.Being able to actively listen and respond to feedback and questions in a professional and respectful manner
- 7.Being able to use appropriate language and tone to convey messages clearly, professionally, and respectfully
- 8.Become able to recognize the importance of nonverbal communication and learn how to use it to enhance the effectiveness of written and oral communication
- 9.Be able to develop effective proofreading and editing skills to ensure that your personal and professional business profiles and documents are error-free and professionally polished
- 10.Be able to apply the principles of effective business communication

- and relevant skills
- 3.To be able to understand how to effectively showcase their skills and accomplishments through a professional portfolio, including selecting appropriate samples and presenting them in a visually appealing and organized manner.
- 4.To be able to develop a compelling CV that highlights their relevant education, work experience, skills, and achievements, and tailors it to the specific job they are applying
- for.

  5.To be able to understand the purpose and structure of a cover letter, and how to craft one that effectively communicates their interest in the job, relevant qualifications, and value they can bring to the
- organization.
  6.To be able to use appropriate language and tone in all elements of their job application kit, demonstrating professionalism and attention to
- detail.
  7.To be able to understand the importance of tailoring their job application materials to the specific job and company they are applying to, and be able to do so effectively.
- 8.To be able to utilize strategies for managing and organizing their job search, including keeping track of applications, following up with potential employers, and managing job offers and negotiations.
- 9.To be able to develop a strong personal and professional profile that aligns with their career goals and effectively communicates

profile, portfolio, CV, and cover letter)
References: 2. Chesebro, JL (2014). Professional Communication at Work: Interpersonal Strategies for Career Success. Taylor & Francis.

	social media, developing	10.To be able to reflect on their				
	developing social media	reflect on their own learning and				
	strategy, and/or	development				
	managing	throughout the				
	reputation	course, identifying areas for				
		improvement and				
		setting goals for ongoing personal				
		and professional growth				
4	1.Being able to understand the	1.To be able to develop a	Criteria: Written	Lecturing, small	Material: Job application kit	6%
	purpose of	comprehensive		group	(personal	
	profiles and	job application kit	Form of Assessment : Assessment of Project	discussion, individual	professional profile,	
	importance of personal and	that includes a professional	Results / Product	project	portfolio, CV,	
	professional	LinkedIn profile,	Assessment, Practices / Performance	assignment 3 X 50	and cover letter)	
	business and documents in	portfolio, CV, and cover letter.			References: 1.	
	various	2.To be able to			Chan, M. (2020). English	
	contexts	identify the key			for Business	
	2.Being able to identify the key	elements that make a			Communication (1st ed.).	
	components of	successful			Routledge.	
	a well-written personal and	LinkedIn profile, including a			Material: Job	
	professional	professional			application kit	
	business profile 3.Be able to	headshot, a well- written summary,			(personal professional	
	prepare an	and relevant skills			profile,	
	effective	and experience.			portfolio, CV, and cover	
	personal and professional	<ol><li>To be able to understand how</li></ol>			letter)	
	business profile	to effectively			References: 2. Chesebro, JL	
	that showcases your skills,	showcase their skills and			(2014).	
	experience, and	accomplishments			Professional Communication	
	achievements 4.Be able to	through a			at Work:	
	compose	professional portfolio, including			Interpersonal Strategies for	
	compelling and	selecting			Career	
	persuasive resumes, cover	appropriate samples and			Success. Taylor &	
	letters,	presenting them			Francis.	
	portfolios, presentations,	in a visually appealing and				
	and business	organized				
	documents that effectively	manner. 4.To be able to				
	communicate	develop a				
	your	compelling CV				
	qualifications and value	that highlights their relevant				
	proposition to	education, work				
	potential employers or	experience, skills, and				
	clients	achievements,				
	5.Be able to apply different	and tailors it to the specific job				
	formatting and	they are applying				
	design elements to	for. 5.To be able to				
	enhance the	understand the				
	visual appeal	purpose and				
	and readability of your personal	structure of a cover letter, and				
	and	how to craft one				
	professional business	that effectively communicates				
	profiles and	their interest in				
	documents.	the job, relevant				
	6.Being able to actively listen	qualifications, and value they can				
	and respond to	bring to the				
	feedback and questions in a	organization. 6.To be able to use				
	professional	appropriate				
	and respectful	language and tone in all				
	manner 7.Being able to	tone in all elements of their				
	use appropriate	job application kit,				
	language and tone to convey	demonstrating professionalism				
	messages	and attention to				
	clearly,	detail. 7 To be able to				
		7.To be able to				

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	professionally,	understand the		1	1		l
	and respectfully 8.Become able to	importance of tailoring their job	ĺ	1			l
	recognize the	application	ĺ	1			l
	importance of	materials to the	İ	1	1	]	l
	nonverbal	specific job and	İ	1	1	]	l
	communication	company they are	ĺ	1	1	]	i
	and learn how	applying to, and	İ	1	1	]	l
	to use it to	be able to do so	ĺ	1	ı		i
	enhance the effectiveness of	effectively. 8.To be able to	ĺ	1	1	]	i
	written and oral	utilize strategies	ĺ	1	1	]	i
	communication	for managing and	ĺ	1	ı		i
	9.Be able to	organizing their	ĺ	1	ı		i
	develop	job search,	İ	1	1	]	l
	effective	including keeping	ĺ	1			l
	proofreading	track of	İ	1	1	]	l
	and editing skills to ensure	applications, following up with	ĺ	1			l
	that your	potential	ĺ	1			l
	personal and	employers, and	ĺ	1			l
	professional	managing job	ĺ	1			l
	business	offers and	ĺ	1	1	]	i
	profiles and	negotiations.	ĺ	1			l
	documents are error-free and	9.To be able to develop a strong	İ	1	1	]	l
	professionally	personal and		1	1	]	i
	polished	professional	ĺ	1			l
	10.Be able to	profile that aligns		1	1	]	i
	apply the	with their career	İ	1	1	]	l
	principles of	goals and		1	ı		i
	effective business	effectively	İ	1	1	]	l
	communication	communicates their unique skills		1	1	]	i
	in using new	and strengths.	İ	1	1	]	l
	technology and	10.To be able to		1	1	]	i
	social media,	reflect on their		1	1	]	i
	developing	own learning and	İ	1		]	l
	social media	development		1	1	]	i
	strategy, and/or managing	throughout the course, identifying		1	1	]	i
	reputation	areas for	İ	1	1	]	l
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5	1.Being able to understand the	1.To be able to develop a	Criteria: Written	Lecturing, small	1	Material: Job application kit	6%
	purpose of	comprehensive		group	1	(personal	l
	profiles and	job application kit	Form of Assessment :	discussion,	ı	professional	l
	importance of	that includes a	Assessment of Project Results / Product	individual		profile,	l
	personal and	professional	Assessment, Practices /	project assignment	,	portfolio, CV, and cover	l
	professional	LinkedIn profile,	Performance	3 X 50		letter)	l
	business and documents in	portfolio, CV, and cover letter.	İ	1	1	References: 1.	l
	various	2.To be able to	ĺ	1		Chan, M.	l
	contexts	identify the key	ĺ	1		(2020). English for Business	l
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	identify the key	make a	İ	1	1	(1st ed.).	l
	components of	successful	ĺ	1		Routledge.	l
	a well-written	LinkedIn profile,	ĺ	1		3	l
	personal and professional	including a professional		1	ı	Material: Job application kit	i
	business profile	professional headshot, a well-	İ	1	1	(personal	l
	3.Be able to	written summary,	ĺ	1		professional	l
	prepare an	and relevant skills	ĺ	1		profile,	l
	effective	and experience.	ĺ	1		portfolio, CV,	l
	personal and	3.To be able to		1	1	and cover letter)	i
	professional	understand how	İ	1	1	References: 2.	l
	business profile that showcases	to effectively showcase their	İ	1		Chesebro, JL	l
	your skills,	showcase their skills and		1	ı	(2014).	i
	experience, and	accomplishments		1	1	Professional Communication	i
	achievements	through a	İ	1	1	at Work:	l
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	compose	portfolio, including	ĺ	1		Strategies for	l
	compelling and	selecting	İ	1	1	Career	l
	persuasive resumes, cover	appropriate samples and	İ	1	1	Success. Taylor &	l
	letters,	presenting them	ĺ	1		Francis.	l
	portfolios,	in a visually		1	ı	7.00	i
	presentations,	appealing and	İ	1	1	]	l
	and business	organized	ĺ	1			l
	documents that	manner.		1	ı		i
	effectively	4.To be able to	İ	1	1	]	l
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		compelling CV	1	1		ļ	i
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	your qualifications and value	that highlights their relevant		ļ			· ·

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	proposition to	education, work					
	potential	experience, skills,					
	employers or clients	and					
	5.Be able to	achievements, and tailors it to					
	apply different	the specific job					
	formatting and	they are applying					
	design	for.					
	elements to	5.To be able to					
	enhance the	understand the					
	visual appeal	purpose and					
	and readability	structure of a					
	of your personal	cover letter, and					
	and	how to craft one					
	professional	that effectively					
	business	communicates					
	profiles and	their interest in					
	documents.	the job, relevant					
	6.Being able to	qualifications, and					
	actively listen	value they can					
	and respond to	bring to the					
	feedback and	organization.					
	questions in a	<ol><li>To be able to use</li></ol>					
	professional	appropriate					
	and respectful	language and					
	manner	tone in all					
	7.Being able to	elements of their		ĺ			
	use appropriate	job application kit,					
	language and	demonstrating		ĺ			
	tone to convey	professionalism					
	messages	and attention to					
	clearly,	detail.					
	professionally,	7.To be able to					
	and respectfully	understand the					
	8.Become able to recognize the	importance of tailoring their job					
	•	• ,					
	importance of nonverbal	application materials to the					
	communication	specific job and					
	and learn how	company they are					
	to use it to	applying to, and					
	enhance the	be able to do so					
	effectiveness of	effectively.					
	written and oral	8.To be able to					
	communication	utilize strategies					
	9.Be able to	for managing and					
	develop	organizing their					
	effective	job search,					
	proofreading	including keeping					
	and editing	track of					
	and editing skills to ensure						
		track of					
	skills to ensure	track of applications,					
	skills to ensure that your	track of applications, following up with					
	skills to ensure that your personal and	track of applications, following up with potential					
	skills to ensure that your personal and professional	track of applications, following up with potential employers, and					
	skills to ensure that your personal and professional business	track of applications, following up with potential employers, and managing job					
	skills to ensure that your personal and professional business profiles and documents are error-free and	track of applications, following up with potential employers, and managing job offers and negotiations.  9.To be able to					
	skills to ensure that your personal and professional business profiles and documents are error-free and professionally	track of applications, following up with potential employers, and managing job offers and negotiations.  9.To be able to develop a strong					
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	skills to ensure that your personal and professional business profiles and documents are error-free and professionally polished 10. Be able to apply the principles of effective business communication in using new technology and social media, developing social media	track of applications, following up with potential employers, and managing job offers and negotiations.  9.To be able to develop a strong personal and professional profile that aligns with their career goals and effectively communicates their unique skills and strengths.  10.To be able to reflect on their own learning and					
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	skills to ensure that your personal and professional business profiles and documents are error-free and professionally polished 10.Be able to apply the principles of effective business communication in using new technology and social media, developing social media strategy, and/or managing	track of applications, following up with potential employers, and managing job offers and negotiations.  9. To be able to develop a strong personal and professional profile that aligns with their career goals and effectively communicates their unique skills and strengths.  10. To be able to reflect on their own learning and development throughout the course, identifying areas for					
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6	skills to ensure that your personal and professional business profiles and documents are error-free and professionally polished 10.Be able to apply the principles of effective business communication in using new technology and social media, developing social media strategy, and/or managing reputation	track of applications, following up with potential employers, and managing job offers and negotiations.  9. To be able to develop a strong personal and professional profile that aligns with their career goals and effectively communicates their unique skills and strengths.  10. To be able to reflect on their own learning and development throughout the course, identifying areas for improvement and setting goals for ongoing personal and professional growth	Criteria: Written	small		application kit	7%
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6	skills to ensure that your personal and professional business profiles and documents are error-free and professionally polished 10. Be able to apply the principles of effective business communication in using new technology and social media, developing social media strategy, and/or managing reputation  1. Being able to understand the purpose of profiles and	track of applications, following up with potential employers, and managing job offers and negotiations.  9. To be able to develop a strong personal and professional profile that aligns with their career goals and effectively communicates their unique skills and strengths.  10. To be able to reflect on their own learning and development throughout the course, identifying areas for improvement and setting goals for ongoing personal and professional growth  1. To be able to develop a comprehensive job application kit	Written  Form of Assessment : Assessment of Project Results / Product	small group discussion, individual project		application kit (personal professional profile, portfolio, CV,	7%
6	skills to ensure that your personal and professional business profiles and documents are error-free and professionally polished 10.Be able to apply the principles of effective business communication in using new technology and social media, developing social media strategy, and/or managing reputation  1.Being able to understand the purpose of profiles and importance of personal and professional	track of applications, following up with potential employers, and managing job offers and negotiations.  9. To be able to develop a strong personal and professional profile that aligns with their career goals and effectively communicates their unique skills and strengths.  10. To be able to reflect on their own learning and development throughout the course, identifying areas for improvement and setting goals for ongoing personal and professional growth  1. To be able to develop a comprehensive job application kit that includes a professional LinkedIn profile,	Written  Form of Assessment : Assessment of Project Results / Product Assessment, Practices /	small group discussion, individual project assignment		application kit (personal professional profile, portfolio, CV, and cover	7%
6	skills to ensure that your personal and professional business profiles and documents are error-free and professionally polished 10.Be able to apply the principles of effective business communication in using new technology and social media, developing social media strategy, and/or managing reputation  1.Being able to understand the purpose of profiles and importance of personal and professional business and	track of applications, following up with potential employers, and managing job offers and negotiations.  9. To be able to develop a strong personal and professional profile that aligns with their career goals and effectively communicates their unique skills and strengths.  10. To be able to reflect on their own learning and development throughout the course, identifying areas for improvement and setting goals for ongoing personal and professional growth  1. To be able to develop a comprehensive job application kit that includes a professional LinkedIn profile, portfolio, CV, and	Written  Form of Assessment : Assessment of Project Results / Product	small group discussion, individual project		application kit (personal professional profile, portfolio, CV, and cover letter)	7%
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- various contexts
- 2.Being able to identify the key components of a well-written personal and professional business profile
- 3.Be able to prepare an effective personal and professional business profile that showcases your skills, experience, and
- achievements 4.Be able to compose compelling and persuasive resumes, cover letters, portfolios presentations, and business documents that effectively communicate vour qualifications and value proposition to potential employers or clients
- 5.Be able to apply different formatting and design elements to enhance the visual appeal and readability of your personal and professional business profiles and documents.
- 6.Being able to actively listen and respond to feedback and questions in a professional and respectful manner
- 7.Being able to use appropriate language and tone to convey messages clearly, professionally, and respectfully
- 8.Become able to recognize the importance of nonverbal communication and learn how to use it to enhance the effectiveness of written and oral
- communication

  9.Be able to
  develop
  effective
  proofreading
  and editing
  skills to ensure
  that your
  personal and
  professional
  business
  profiles and

- 2.To be able to identify the key elements that make a successful LinkedIn profile, including a professional headshot, a well-written summary, and relevant skills and experience.
- 3.To be able to understand how to effectively showcase their skills and accomplishments through a professional portfolio, including selecting appropriate samples and presenting them in a visually appealing and organized manner.
- 4.To be able to develop a compelling CV that highlights their relevant education, work experience, skills, and achievements, and tailors it to the specific job they are applying
- for.

  5.To be able to understand the purpose and structure of a cover letter, and how to craft one that effectively communicates their interest in the job, relevant qualifications, and value they can bring to the organization.
- 6.To be able to use appropriate language and tone in all elements of their job application kit, demonstrating professionalism and attention to detail.
- 7.To be able to understand the importance of tailoring their job application materials to the specific job and company they are applying to, and be able to do so effectively.
- 8.To be able to utilize strategies for managing and organizing their job search, including keeping track of applications, following up with potential employers, and managing job

(2020). English for Business Communication (1st ed.). Routledge.

Material: Job

application kit (personal professional profile, portfolio, CV, and cover letter) References: 2. Chesebro, JL (2014). Professional Communication at Work: Interpersonal Strategies for Career Success Taylor & Francis.

	documents are error-free and professionally polished 10.Be able to apply the principles of effective business communication in using new technology and social media, developing social media strategy, and/or managing reputation	offers and negotiations.  9. To be able to develop a strong personal and professional profile that aligns with their career goals and effectively communicates their unique skills and strengths.  10. To be able to reflect on their own learning and development throughout the course, identifying areas for improvement and setting goals for ongoing personal				
7	1.Being able to actively listen and respond to feedback and questions in a professional and respectful manner 2.Being able to use appropriate language and tone to convey messages clearly, professionally, and respectfully 3.Become able to recognize the importance of nonverbal communication and learn how to use it to enhance the effectiveness of written and oral communication	and professional 1. The way hable to understand the importance of first impressions and body language during the job interview, and develop strategies for projecting a professional and confident image. 2. To be able to use appropriate language and tone during the job interview, demonstrating professionalism, active listening, and empathy. 3. To be able to develop communication and negotiation skills to address questions about salary, benefits, and job responsibilities during the job interview. 4. To be able to understand the importance of nonverbal communication during virtual job interviews, including eye contact, body language, and tone of voice. 5. To be able to use reflective practice to analyze and evaluate the outcomes of the job interview, identifying strengths and areas for improvement in their own performance 6. To be able to use reflective practice to analyze and evaluate the outcomes of the job interview, identifying strengths and areas for improvement in their own performance improvement in their own performance improvement in their own performance improvement in their own performance	Criteria: Spoken  Form of Assessment: Practice / Performance	Lecturing, small group discussion, interview practice 3 X 50	Material: Job Interviews References: 1. Chan, M. (2020). English for Business Communication (1st ed.). Routledge.  Material: Job Interviews References: 2. Chesebro, JL (2014). Professional Communication at Work: Interpersonal Strategies for Career Success. Taylor & Francis.	7%

8	1.Being able to actively listen and respond to feedback and questions in a professional and respectful manner 2.Being able to use appropriate language and tone to convey messages clearly, professionally, and respectfully 3.Become able to recognize the importance of nonverbal communication and learn how to use it to enhance the effectiveness of written and oral communication	1.To be able to understand the importance of first impressions and body language during the job interview, and develop strategies for projecting a professional and confident image.  2.To be able to use appropriate language and tone during the job interview, demonstrating professionalism, active listening, and empathy.  3.To be able to develop communication and negotiation skills to address questions about salary, benefits, and job responsibilities during the job interview.  4. To be able to understand the importance of nonverbal communication during virtual job interviews, including eye contact, body language, and tone of voice.  5. To be able to use reflective practice to analyze and evaluate the outcomes of the job interview, identifying strengths and areas for improvement in their own performance  6. To be able to use reflective practice to analyze and evaluate the outcomes of the job interview, identifying strengths and areas for improvement in their own performance of improvement in their own performent in their own performent in their own performent in their own performent in their own performent in their own performance	Criteria: Spoken  Form of Assessment: Practice / Performance	Lecturing, small group discussion, interview practice 3 X 50	Material: Job Interviews References: 1. Chan, M. (2020). English for Business Communication (1st ed.). Routledge.  Material: Job Interviews References: 2. Chesebro, JL (2014). Professional Communication at Work: Interpersonal Strategies for Career Success. Taylor & Francis.	8%
9	1.Being able to understand the purpose of profiles and importance of personal and professional business and documents in various contexts 2.Being able to identify the key components of a well-written personal and professional business profile 3.Being able to organize and structure written communication for maximum	1.To be able to identify the essential components of a company profile, including history, mission, values, products/services, and competitive advantage. 2.To be able to research and analyze the organization to gather relevant information for the company profile. media campaigns 3.To be able to develop a clear and concise draft of the company profile that	Criteria: Product assessment  Form of Assessment: Project Results Assessment / Product Assessment	Project based 3 X 50	Material: Company profile References: 1. Chan, M. (2020). English for Business Communication (1st ed.). Routledge.  Material: Company profile References: 2. Chesebro, JL (2014). Professional Communication at Work: Interpersonal Strategies for Career Success.	7%

	impact and readability, including business documents, social media posts, and presentations 4. Be able to apply different formatting and design elements to enhance the visual appeal and readability of your personal and professional business profiles and documents. 5. Being able to actively listen and respond to feedback and questions in a professional and respectful manner 6. Being able to use appropriate language and tone to convey messages clearly, professionally, and respectfully 7. Be able to develop effective proofreading and editing skills to ensure that your personal and professional business profiles and documents are error-free and professionally polished 8. Be able to apply the principles of effective business communication in using new technology and social media, developing social media strategy, and/or managing reputation	effectively communicates the organization's message and personality.  4. To be able to use appropriate language and tone to convey the organization's brand image and values in the company profile.  5. To be able to revise the company profile based on feedback from stakeholders to ensure it meets the communication objectives.  6. To be able to edit and proofread the company profile for grammar, spelling, and formatting errors.  7. To be able to present the company profile to stakeholders using various communication channels, such as the organization's website, social media, and marketing materials.			Taylor & Francis.	
10	1.Being able to understand the purpose of profiles and importance of personal and professional business and documents in various contexts  2.Being able to identify the key components of a well-written personal and professional business profile  3.Being able to organize and structure written communication for maximum	1.To be able to identify the essential components of a company profile, including history, mission, values, products/services, and competitive advantage. 2.To be able to research and analyze the organization to gather relevant information for the company profile. media campaigns 3.To be able to develop a clear and concise draft of the company profile that	Criteria: Product assessment  Form of Assessment: Project Results Assessment / Product Assessment	Project based 3 X 50	Material: Company profile References: 1. Chan, M. (2020). English for Business Communication (1st ed.). Routledge.  Material: Company profile References: 2. Chesebro, JL (2014). Professional Communication at Work: Interpersonal Strategies for Career Success.	8%

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	impact and readability, including business documents, social media posts, and presentations  4. Be able to apply different formatting and design elements to enhance the visual appeal and readability of your personal and professional business profiles and documents.  5. Being able to actively listen and respond to feedback and questions in a professional and respectful manner  6. Being able to use appropriate language and tone to convey messages clearly, professionally, and respectfully  7. Be able to develop effective proofreading and editing skills to ensure that your personal and professional business profiles and documents are error-free and professionally polished  8. Be able to apply the principles of effective business communication in using new technology and social media, developing social media strategy, and/or managing reputation	effectively communicates the organization's message and personality.  4. To be able to use appropriate language and tone to convey the organization's brand image and values in the company profile.  5. To be able to revise the company profile based on feedback from stakeholders to ensure it meets the communication objectives.  6. To be able to edit and proofread the company profile for grammar, spelling, and formatting errors.  7. To be able to present the company profile to stakeholders using various communication channels, such as the organization's website, social media, and marketing materials.				Taylor & Francis.	
11	1.Being able to understand the purpose of profiles and importance of personal and professional business and documents in various contexts 2.Being able to organize and structure written communication for maximum impact and readability, including business documents, social media	1.To be able to understand the role of public relations in business communication and the importance of social media in supporting public relations goals.  2.To be able to identify the key elements of a successful social media strategy.  3.To be able to analyze trends in social media usage and their impact on public relations	Criteria: Product assessment  Form of Assessment: Project Results Assessment / Product Assessment	Project based 3 x 50		Material: Public Relations and Social Media References: 1. Chan, M. (2020). English for Business Communication (1st ed.). Routledge.  Material: Public Relations and Social Media References: 2. Chesebro, JL (2014). Public Relations and Communication at Work: Interpersonal	7%

	posts, and presentations 3.Be able to apply different formatting and design elements to enhance the visual appeal and readability of your personal and professional business profiles and documents. 4.Being able to actively listen and respond to feedback and questions in a professional and respectful manner 5.Being able to use appropriate language and tone to convey messages clearly, professionally, and respectfully 6.Become able to develop effective speaking and presentation skills, including planning and organizing presentations, using visual aids, and handling questions and feedback 7.Be able to develop effective proofreading and editing skills to ensure that your personal and professional business profiles and documents are error-free and professionally polished 8.Be able to apply the principles of effective business communication in using new technology and social media, developing a social media	4.To be able to create a social media plan that supports the organization's public relations goals.			Strategies for Career Success. Taylor & Francis.	
12	strategy. and/or managing reputation.  1.Being able to understand the purpose of profiles and	1.To be able to understand the role of public relations in	Criteria: Product assessment Form of Assessment: Project Results	Project based 3 x 50	Material: Public Relations and Social Media References: 1	8%
	profiles and importance of personal and professional business and documents in various contexts  2.Being able to organize and	relations in business communication and the importance of social media in supporting public relations goals.  2. To be able to identify the key	Project Results Assessment / Product Assessment		References: 1. Chan, M. (2020). English for Business Communication (1st ed.). Routledge.  Material: Public	

	for maximum impact and readability, including business documents, social media posts, and presentations  3.Be able to apply different formatting and design elements to enhance the visual appeal and readability of your personal and professional business profiles and documents.  4.Being able to actively listen and respond to feedback and questions in a professional and respectful manner  5.Being able to use appropriate language and tone to convey messages clearly, professionally, and respectfully  6.Become able to develop effective speaking and presentation skills, including planning and organizing presentations, using visual aids, and handling questions and feedback  7.Be able to develop effective proofreading and editing skills to ensure that your personal and professional business profiles and documents are error-free and professionally polished  8.Be able to apply the principles of effective business communication in using new technology and social media, develop media, develop media, develop media strategy, and/or	media strategy.  3. To be able to analyze trends in social media usage and their impact on public relations  4. To be able to create a social media plan that supports the organization's public relations goals.			Chesebro, JL (2014). Professional Communication at Work: Interpersonal Strategies for Career Success. Taylor & Francis.	
13	managing reputation.  1.Being able to understand the purpose of profiles and	1.To be able to develop an effective presentation	Criteria: Product assessment Form of Assessment: Project Results	Project based 3 x 50	Material: Business Presentations References: 1. Chan, M.	5%

professional business and documents in	preparation, and delivery.  2.To be able to use	Assessment		for Business Communication (1st ed.).	
various	effective			Routledge.	
contexts	presentation			Material:	
2.Being able to	skills, such as			Business	
organize and structure written	voice projection,			Presentations	
communication	eye contact, and body language, to			References: 1.	
for maximum	engage the			Chan, M.	
impact and	audience.			(2020). English for Business	
readability,	3.To be able to			Communication	
including	compose			(1st ed.).	
business	engaging			Routledge.	
documents,	presentation				
social media	content, including				
posts, and	visual aids, to				
presentations  3.Be able to	support the presentation				
apply different	objectives.				
formatting and	4.To be able to				
design	adapt				
elements to	presentation style				
enhance the	and content to				
visual appeal	suit different				
and readability of your personal	audiences and contexts.				
and	5.To be able to use				
professional	appropriate				
business	technology and				
profiles and	tools to enhance				
documents.	the presentation				
4.Being able to					
actively listen and respond to					
feedback and					
questions in a					
professional					
and respectful					
manner					
5.Being able to					
use appropriate					
language and tone to convey					
messages					
clearly,					
professionally,					
and respectfully					
6.Become able to					
develop					
effective speaking and					
presentation					
skills, including					
planning and					
organizing					
presentations,					
using visual					
aids, and handling					
questions and					
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7.Become able to					
recognize the					
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and learn how					
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9.Be able to			1		
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14	1.Being able to understand the	1.To be able to develop an	Criteria: Product assessment	Project based		Material: Business	5%
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	profiles and	presentation	Form of Assessment : Project Results			References: 1. Chan, M.	ı
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	professional	preparation, and	Assessment			for Business Communication	ı
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	documents in various	2.To be able to use effective	1			Routledge.	ı
	contexts	presentation	1			Material:	ı
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	organize and structure written	voice projection, eye contact, and	[			Presentations References: 1.	I
	communication	body language, to	1			Chan, M.	ı
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	impact and readability,	audience.  3.To be able to	1			Tor Business Communication	ı
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	8.Be able to develop effective proofreading and editing skills to ensure that your personal and professional business profiles and documents are error-free and professionally polished 9.Be able to apply the principles of effective business communication in using new technology and social media, developing social media strategy, and/or managing reputation					
15	1.Being able to understand the purpose of profiles and importance of personal and professional business and documents in various contexts  2.Being able to organize and structure written communication for maximum impact and readability, including business documents, social media posts, and presentations  3.Be able to apply different formatting and design elements to enhance the visual appeal and readability of your personal and professional business profiles and documents.  4.Being able to actively listen and respond to feedback and questions in a professional and respectful manner  5.Being able to use appropriate language and tone to convey messages clearly, professionally, and respectfully 6.Become able to develop effective speaking and presentation skills, including	Criteria: Product assessment: Form of Assessment: Project Results Assessment / Product Assessment	Project based 3 x 50	Material: Business Presentations References: 1. Chan, M. (2020). English for Business Communication (1st ed.). Routledge.  Material: Business Presentations References: 1. Chan, M. (2020). English for Business Communication (1st ed.). Routledge.	5%	

	planning and organizing presentations, using visual aids, and handling questions and feedback 7. Become able to recognize the importance of nonverbal communication and learn how to use it to enhance the effectiveness of written and oral communication 8. Be able to develop effective proofreading and editing skills to ensure that your personal and professional business profiles and documents are error-free and professionally polished 9. Be able to apply the principles of effective business communication					
16	managing reputation  Being able to apply reflective practice to enhance their communication	1.Develop the ability to reflect on past	Criteria: Written Form of Assessment :	Reflective practice 3 x 50	Material: Wrap up reflective Library: 1. journals	5%
	skills and strategies in various business contexts	communication experiences and identify areas for improvement 2.Use feedback to identify areas for improvement and adjust communication strategies accordingly. 3. To be able to create a plan for ongoing reflective practice that includes setting goals, monitoring progress, and adjusting strategies as needed.	Test		<i>y-</i> <b>3.</b>	

**Evaluation Percentage Recap: Project Based Learning** 

Evaluation i crocintage recoupi i roject Basea Ecarning							
No	Evaluation	Percentage					
1.	Participatory Activities	7.5%					
2.	Project Results Assessment / Product Assessment	57.5%					
3.	Practice / Performance	30%					
4.	Test	5%					
	·	100%					

- 1. Learning Outcomes of Study Program Graduates (PLO Study Program) are the abilities possessed by each Study Program graduate which are the internalization of attitudes, mastery of knowledge and skills according to the level of their study program obtained through the learning process.

  The PLO imposed on courses are several learning outcomes of study program graduates (CPL-Study Program) which are used
- for the formation/development of a course consisting of aspects of attitude, general skills, special skills and knowledge.
- 3. Program Objectives (PO) are abilities that are specifically described from the PLO assigned to a course, and are specific to the study material or learning materials for that course.
- Subject Sub-PO (Sub-PO) is a capability that is specifically described from the PO that can be measured or observed and is the final ability that is planned at each learning stage, and is specific to the learning material of the course.
- Indicators for assessing ability in the process and student learning outcomes are specific and measurable statements that identify the ability or performance of student learning outcomes accompanied by evidence.
- 6. Assessment Criteria are benchmarks used as a measure or measure of learning achievement in assessments based on predetermined indicators. Assessment criteria are guidelines for assessors so that assessments are consistent and unbiased. Criteria can be quantitative or qualitative.
- Forms of assessment: test and non-test.
- Forms of learning: Lecture, Response, Tutorial, Seminar or equivalent, Practicum, Studio Practice, Workshop Practice, Field Practice, Research, Community Service and/or other equivalent forms of learning.
- Learning Methods: Small Group Discussion, Role-Play & Simulation, Discovery Learning, Self-Directed Learning, Cooperative
- Learning, Collaborative Learning, Contextual Learning, Project Based Learning, and other equivalent methods.

  10. Learning materials are details or descriptions of study materials which can be presented in the form of several main points and sub-topics.
- 11. The assessment weight is the percentage of assessment of each sub-PO achievement whose size is proportional to the level of difficulty of achieving that sub-PO, and the total is 100%.
- ${\bf 12.}\ \ {\bf TM}\text{=}{\bf Face}\ to\ face,\ {\bf PT}\text{=}{\bf Structured}\ assignments,\ {\bf BM}\text{=}{\bf Independent}\ study.$