

## PK 101 BAHASA INGGRIS (3 SKS)

### Tujuan :

Mempersiapkan mahasiswa untuk dapat membaca textbook dalam bahasa Inggris dengan cara meningkatkan vocabulary, membahas beberapa pokok Tata Bahasa dan memberikan latihan-latihan untuk membaca serta meringkas beberapa paragraf dari textbook.

### Materi :

- Organisation Chart For Management
  - The meaning of Organization
  - The Organizing Process
  - Departmentation of Operating Tasks
  - Establishment of Authority Relationship
- Office Routine Activity
  - Planning a Business Letter
  - Lay-out of a Business Letter
  - Telemessages
  - Telex or Telex Service
  - Facsimile / Fax
- Reports and Memo
  - Reports : Ordinary or Routine Reports, Special Reports
  - Memorandum
- Business meeting and Appointment
  - Make Appointment Letter
  - Make Meeting Letter
  - Make Invitation Letter : the formal invitation letter, the informal invitation letter.
- International Business Trading Communication
  - Different Types of Business Letter : Quatations, order letters, acknowledgements,
- Letter of complaint, request for payment, status inquiries, letter of reference, letter of
- Introduction, circular letters, letters of application.
- Cases

### Prasyarat : -

### Pustaka :

1. Brown, Charles p., "English for Computer Science", Oxford University Press, 1984.
2. Lavine, Roberta Z., "On Line English for Computer Science", McGraw-Hill Book company, 1986.
3. Davies, Susan and Richard West, "Pitman Business English I", Binarupa Aksara, 1990.
4. Davies, Susan and Richard West, "Pitman Business English 3", Binarupa Aksara, 1993.