



REKAP PRESENSI MATAKULIAH  
SEMESTER : Genap 2022/2023

Kode Matakuliah : 2665231  
Matakuliah : Professional English II  
Kelas : A  
Program Studi : Sastra Inggris  
Dosen Pengampu : Wiwiek Afifah, S.Pd., M.Pd  
Jumlah Peserta : 25  
Jumlah Pertemuan : 15

No.	Tanggal	Topik atau Materi	Jumlah Mahasiswa Hadir	Dosen Pengajar
1	16 Maret 2023	How to write CV with two styles: American and British	19	Wiwiek Afifah, S.Pd., M.Pd
2	30 Maret 2023	How to write a letter for applying for job	20	Wiwiek Afifah, S.Pd., M.Pd
3	06 April 2023	How to write application letter and revise it	19	Wiwiek Afifah, S.Pd., M.Pd
4	13 April 2023	How to write a letter of inquiry Link for learning material : <a href="https://docs.google.com/presentation/d/17F4NJ9-_JDq8IfFZE0hqTKw8gfr3NOU/edit?usp=sharing&amp;ouid=115940818210010718507&amp;rtpof=true&amp;sd=true">https://docs.google.com/presentation/d/17F4NJ9-_JDq8IfFZE0hqTKw8gfr3NOU/edit?usp=sharing&amp;ouid=115940818210010718507&amp;rtpof=true&amp;sd=true</a> Link for submitting your task : Class A : <a href="https://drive.google.com/drive/folders/1jJ5HQp6W-RplZjUSfOFs1e0BCM7HD_H-?usp=sharing">https://drive.google.com/drive/folders/1jJ5HQp6W-RplZjUSfOFs1e0BCM7HD_H-?usp=sharing</a>	18	Wiwiek Afifah, S.Pd., M.Pd
5	04 Mei 2023	How to write an executive summary	15	Wiwiek Afifah, S.Pd., M.Pd
6	05 Mei 2023	Revising and submitting an executive summary	21	Wiwiek Afifah, S.Pd., M.Pd
7	11 Mei 2023	How to write a business report	24	Wiwiek Afifah, S.Pd., M.Pd
8	25 Mei 2023	UTS	25	Wiwiek Afifah, S.Pd., M.Pd
9	08 Juni 2023	How to write a letter of reservation and confirmation	18	Wiwiek Afifah, S.Pd., M.Pd
10	15 Juni 2023	Peer evaluation of Reservation and Confirmation Letter	20	Wiwiek Afifah, S.Pd., M.Pd

11	22 Juni 2023	Letter of reminder	18	Wiwiek Afifah, S.Pd., M.Pd
12	06 Juli 2023	How to write a congratulation letter	7	Wiwiek Afifah, S.Pd., M.Pd
13	15 Juli 2023	How to write a complaint letter	25	Wiwiek Afifah, S.Pd., M.Pd
14	19 Juli 2023	Letter of condolence	25	Wiwiek Afifah, S.Pd., M.Pd
15	20 Juli 2023	Final ( <a href="https://docs.google.com/document/d/1Voirah3vxwJMrguXW6-EcV6df4u4Iq9u/edit?usp=sharing&amp;oid=115940818210010718507&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1Voirah3vxwJMrguXW6-EcV6df4u4Iq9u/edit?usp=sharing&amp;oid=115940818210010718507&amp;rtpof=true&amp;sd=true</a> )	25	Wiwiek Afifah, S.Pd., M.Pd

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Kelas : B  
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Dosen Pengampu : Wiwiek Afifah, S.Pd., M.Pd  
Jumlah Peserta : 25  
Jumlah Pertemuan : 15

No.	Tanggal	Topik atau Materi	Jumlah Mahasiswa Hadir	Dosen Pengajar
1	16 Maret 2023	Introduction to Professional II	25	Wiwiek Afifah, S.Pd., M.Pd
2	30 Maret 2023	How to write a letter for applying for job	19	Wiwiek Afifah, S.Pd., M.Pd
3	06 April 2023	How to write a letter for applying for job and revise it.	19	Wiwiek Afifah, S.Pd., M.Pd
4	13 April 2023	How to write a letter of inquiry Link for learning material : <a href="https://docs.google.com/presentation/d/17F4NJ9-_JDq8IfFZE0hqTKw8gfr3NOU/edit?usp=sharing&amp;oid=115940818210010718507&amp;rtpof=true&amp;sd=true">https://docs.google.com/presentation/d/17F4NJ9-_JDq8IfFZE0hqTKw8gfr3NOU/edit?usp=sharing&amp;oid=115940818210010718507&amp;rtpof=true&amp;sd=true</a> Link for submitting your task : Class B : <a href="https://drive.google.com/drive/folders/1jJ5HQp6W-RplZjUSfOFs1e0BCM7HD_H-?usp=sharing">https://drive.google.com/drive/folders/1jJ5HQp6W-RplZjUSfOFs1e0BCM7HD_H-?usp=sharing</a>	16	Wiwiek Afifah, S.Pd., M.Pd
5	04 Mei 2023	How to write an executive summary <a href="https://docs.google.com/presentation/d/1qYZN6RrRM8Lu0e3gbiwgO5Iaw-g8IWWz/edit?usp=sharing&amp;oid=115940818210010718507&amp;rtpof=true&amp;sd=true">https://docs.google.com/presentation/d/1qYZN6RrRM8Lu0e3gbiwgO5Iaw-g8IWWz/edit?usp=sharing&amp;oid=115940818210010718507&amp;rtpof=true&amp;sd=true</a>	21	Wiwiek Afifah, S.Pd., M.Pd
6	05 Mei 2023	Revising and submitting an executive summary	18	Wiwiek Afifah, S.Pd., M.Pd
7	12 Mei 2023	How to write a business report	22	Wiwiek Afifah, S.Pd., M.Pd
8	25 Mei 2023	UTS	24	Wiwiek Afifah, S.Pd., M.Pd
9	08 Juni 2023	How to write a letter of reservation and letter of confirmation	22	Wiwiek Afifah, S.Pd., M.Pd
10	15 Juni 2023	Practice writing reservation and confirmation letter	19	Wiwiek Afifah, S.Pd., M.Pd

11	22 Juni 2023	How to write a letter of reminder or notification	17	Wiwiek Afifah, S.Pd., M.Pd
12	06 Juli 2023	How to write a congratulation letter	19	Wiwiek Afifah, S.Pd., M.Pd
13	15 Juli 2023	How to write complaint letter	24	Wiwiek Afifah, S.Pd., M.Pd
14	19 Juli 2023	Letter of condolence	24	Wiwiek Afifah, S.Pd., M.Pd
15	20 Juli 2023	Final ( <a href="https://docs.google.com/document/d/1Voirah3vxwJMrguXW6-EcV6df4u4Iq9u/edit?usp=sharing&amp;oid=115940818210010718507&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1Voirah3vxwJMrguXW6-EcV6df4u4Iq9u/edit?usp=sharing&amp;oid=115940818210010718507&amp;rtpof=true&amp;sd=true</a> )	24	Wiwiek Afifah, S.Pd., M.Pd

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REKAP PRESENSI MATAKULIAH  
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Matakuliah : Professional English II  
Kelas : C  
Program Studi : Sastra Inggris  
Dosen Pengampu : Wiwiek Afifah, S.Pd., M.Pd  
Jumlah Peserta : 21  
Jumlah Pertemuan : 15

No.	Tanggal	Topik atau Materi
1	14 Maret 2023	Writing CV wit two styles: American and British
2	29 Maret 2023	Presentation for British and American CV
3	05 April 2023	How to write a letter for applying for a job
4	12 April 2023	Business Correspondence (1) basic 1) Letter of Order 2) Letter of Request 1. Penjelasan cara pembuatan surat bisnis (dasar 2) 3) surat pemesanan dan 4) surat permintaan. 2. Pembuatan surat bisnis surat bisnis (dasar 2) 3) surat pemesanan dan 4) surat permintaan 1. Mahasiwa mendengarkan penjelasan cara pembuatan surat bisnis (dasar 2) 3) surat pemesanan dan 4) surat permintaan. 2. Mahasiwa pembuatan surat bisnis surat bisnis (dasar 2) 3) surat pemesanan dan 4) surat permintaan 1-8 1. Mahasiwa dapat menjelaskan cara pembuatan surat bisnis (dasar 2) 3) surat pemesanan dan 4) surat permintaan. 2. Mahasiwa dapat membuat surat bisnis surat bisnis (dasar 2) 3) surat pemesanan dan 4) surat permintaan
5	12 April 2023	How to write a letter for inquiry and offer <a href="https://drive.google.com/drive/folders/1HS6SeORYBVh7rhKdGJ_dnFJBvBg5Vwu0?usp=sharing">https://drive.google.com/drive/folders/1HS6SeORYBVh7rhKdGJ_dnFJBvBg5Vwu0?usp=sharing</a>
6	03 Mei 2023	Writing Executive summary <a href="https://docs.google.com/presentation/d/1qYZN6RrRM8Lu0e3gbiwgO5Iaw-g8IWVz/edit?usp=sharing&amp;oid=115940818210010718507&amp;rtfpof=true&amp;sd=true">https://docs.google.com/presentation/d/1qYZN6RrRM8Lu0e3gbiwgO5Iaw-g8IWVz/edit?usp=sharing&amp;oid=115940818210010718507&amp;rtfpof=true&amp;sd=true</a>
7	10 Mei 2023	How to write a business report
8	29 Mei 2023	UTS
9	31 Mei 2023	How to write a letter for reservation and letter for confirmation
10	06 Juni 2023	Peer evaluation

11	14 Juni 2023	Letter of reminder
12	05 Juli 2023	Letter of congratulation <a href="https://docs.google.com/presentation/d/1YowiYdGgE1YaU1_7_SxVhc424NIZH6Mp/edit?usp=sharing&amp;ouid=115940818210010718507&amp;rtpof=t">https://docs.google.com/presentation/d/1YowiYdGgE1YaU1_7_SxVhc424NIZH6Mp/edit?usp=sharing&amp;ouid=115940818210010718507&amp;rtpof=t</a>
13	12 Juli 2023	Complaint letter
14	19 Juli 2023	Letter of condolence
15	20 Juli 2023	Final ( <a href="https://docs.google.com/document/d/1Voirah3vxwJMrguXW6-EcV6df4u4Iq9u/edit?usp=sharing&amp;ouid=115940818210010718507&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1Voirah3vxwJMrguXW6-EcV6df4u4Iq9u/edit?usp=sharing&amp;ouid=115940818210010718507&amp;rtpof=true&amp;sd=true</a> )

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Kelas : D  
Program Studi : Sastra Inggris  
Dosen Pengampu : Wiwiek Afifah, S.Pd., M.Pd  
Jumlah Peserta : 23  
Jumlah Pertemuan : 15

No.	Tanggal	Topik atau Materi
1	14 Maret 2023	Introduction of the course and how to write CV with two styles: American and British
2	29 Maret 2023	How to write a letter for applying for job
3	05 April 2023	Review for a letter for applying for job
4	12 April 2023	How to write a letter of inquiry <a href="https://drive.google.com/drive/folders/1HS6SeORYBVh7rhKdGJ_dnFJBvBg5Vwu0?usp=sharing">https://drive.google.com/drive/folders/1HS6SeORYBVh7rhKdGJ_dnFJBvBg5Vwu0?usp=sharing</a>
5	12 April 2023	Writing letter of offering
6	03 Mei 2023	Writing Executive summary <a href="https://docs.google.com/presentation/d/1qYZN6RrRM8Lu0e3gbiwgO5Iaw-g8IWWz/edit?usp=sharing&amp;oid=115940818210010718507&amp;rtpof=true&amp;sd=true">https://docs.google.com/presentation/d/1qYZN6RrRM8Lu0e3gbiwgO5Iaw-g8IWWz/edit?usp=sharing&amp;oid=115940818210010718507&amp;rtpof=true&amp;sd=true</a>
7	10 Mei 2023	How to write a business report
8	29 Mei 2023	Mid Term Test
9	31 Mei 2023	How to write a reservation and confirmation letter
10	07 Juni 2023	Peer letters' evaluation

11	14 Juni 2023	Letetr of reminder
12	05 Juli 2023	Letter of congratulation <a href="https://docs.google.com/presentation/d/1YowiYdGgE1YaU1_7_SxVhc424NIZH6Mp/edit?usp=sharing&amp;ouid=115940818210010718507&amp;rtpof=t">https://docs.google.com/presentation/d/1YowiYdGgE1YaU1_7_SxVhc424NIZH6Mp/edit?usp=sharing&amp;ouid=115940818210010718507&amp;rtpof=t</a>
13	12 Juli 2023	How to write complaint letter and condolence letter
14	20 Juli 2023	Letter of condolence
15	20 Juli 2023	Final ( <a href="https://docs.google.com/document/d/1Voirah3vxwJMrguXW6-EcV6df4u4Iq9u/edit?usp=sharing&amp;ouid=115940818210010718507&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1Voirah3vxwJMrguXW6-EcV6df4u4Iq9u/edit?usp=sharing&amp;ouid=115940818210010718507&amp;rtpof=true&amp;sd=true</a> )

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