



UNIVERSITAS ESA UNGGUL

Jalan Arjuna Utara No.9, Kebon Jeruk - Jakarta Barat 11510
 021 - 5674223 (hunting) 021- 5682510 (direct) Fax : 021 - 5674248
 Website: www.esaunggul.ac.id, email: info@esaunggul.ac.id

SURAT TUGAS**No. 7589/ST-Mengajar/Genap/FKIP/UEU/III/2023**

Berdasarkan Surat Kesiediaan Mengajar Dosen (terlampir), maka DEKAN/Kepala Fakultas Keguruan dan Ilmu Pendidikan, memberikan tugas kepada :

Nama : HARDIANTI , S.Pd, M.Pd
 No. Dosen / NIP : 7589 / U2171010000
 NIDN / NIDK : 0320109101
 Jabatan Akademik : Asisten Ahli (150)
 Alamat : PERUM DUTA ASRI PALEM 7 BLOK C6 NO.11

Untuk mengajar pada Semester Genap 2022 - 2023 yang berlangsung dari tanggal 20 Maret 2023 sampai dengan tanggal 5 Agustus 2023 untuk mata kuliah:

No.	MATA KULIAH	SKS	SEKSI	BASIS
1	PBI747 English Language Teaching Management	3	KJ201	Paralel/Reguler-2 Jakarta
2	PBI326 Academic Writing	3	CR001	Reguler-1 Tangerang
3	PBI333 Grammar in Written Discourse	3	CR001	Reguler-1 Tangerang
4	PBI215 Public Speaking	3	CR001	Reguler-1 Tangerang
5	PBI114 Speaking for Survival Function	3	CR001	Reguler-1 Tangerang
6	PBI644 Language Assessment and Evaluation	3	KJ201	Paralel/Reguler-2 Jakarta

Dengan Hak dan Tanggung Jawab sebagai berikut :

1. Menyusun Rencana Pembelajaran Semester (RPS) yang ditetapkan oleh Fakultas/Program Studi sebelum perkuliahan dimulai dalam bentuk yang telah ditetapkan oleh Universitas;
2. Membuat bahan kuliah/praktikum berbasis konsep untuk 14 kali pertemuan dan di upload pada web pembelajaran Universitas Esa Unggul yaitu untuk bahan pembelajaran (teori) di <https://siakad.esaunggul.ac.id> dan modul kuliah praktikum di Repository Perpustakaan Universitas Esa Unggul <http://digilib.esaunggul.ac.id/>;
3. Menghadiri dan memberikan bahan kuliah/praktek pada kegiatan perkuliahan/praktikum tepat waktu sesuai dengan jadwal yang telah ditetapkan;
4. Memotivasi mahasiswa untuk mempelajari bahan kuliah yang diberikan dan bahan lain dari perpustakaan;
5. Melakukan evaluasi keberhasilan mahasiswa secara objektif melalui pemberian tugas-tugas sesuai dengan kebutuhan mata kuliah yang diajarkan dan ujian tengah/akhir semester;
6. Menerima honor sesuai dengan ketentuan yang berlaku di Yayasan Pendidikan Kemala Bangsa/Universitas Esa Unggul berdasarkan persyaratan dan kualifikasi yang dimiliki;

Demikian Surat Tugas ini diberikan untuk dilaksanakan sebaik-baiknya.

Jakarta, 1 Maret 2023

Dekan/Kepala Fakultas Keguruan dan Ilmu Pendidikan



Dr. Harlinda Syofyan, S.Si., M.Pd.

NIP. 214070540

Pilih Bahasa ▼



JURNAL KEGIATAN PROSES PEMBELAJARAN (JKPP)

Semester Genap 2022 - 2023

Mata kuliah : Speaking for Survival Function (3 sks) Ruang : C.R.A 309
 Kode : PBI114 Kelas : CR001 Dosen : HARDIANTI, S.Pd, M.Pd
 Prodi : Pendidikan Bahasa Inggris Semester : 2

NO	Rencana perkuliahan			Pelaksanaan perkuliahan			Keaktifan Mahasiswa		
	Hari/tgl	Jam ke	Materi / Kegiatan	Hari/tgl	Jam ke	Materi / Kegiatan	Kesan Dosen	Jml Mhs	Dos
1	Senin 20-3-23	10:00- 12:30	Course outline 2. Class regulation 3. Speaking anxiety 4. Factors causing anxiety in speaking 5. Introducing yourselves	Senin 20-3-23	10:00- 12:30	Class Regulation, Course Outline, and Anxiety	Done	12	
2	Senin 27-3-23	10:00- 12:30	1. Grammar in speaking 2. Reducing anxiety in speaking 3. Pronunciation in speaking 4. Speaking fluently 5. Conversation	Senin 27-3-23	10:00- 12:30	1. Grammar in speaking 2. Reducing anxiety in speaking 3. Pronunciation in speaking 4. Speaking fluently 5. Conversation	Done	12	
3	Senin 3-4-23	10:00- 12:30	1. Developing speaking skill through role-play, conversation 2. Daily conversation: talking about the weather 3. Expressions 4. Grammar review 5. Pronunciation: sink and think hoop and hope	Senin 3-4-23	10:00- 12:30	Role Play and Pronunciation	Done	11	
4	Senin 10-4-23	10:00- 12:30	1. Conversation: an afternoon in the kitchen and telephone conversation 2. Expressions 3. Grammar review 4. Pronunciation: led and red R and L 5. Phrases 6. Vocabulary	Senin 10-4-23	10:00- 12:30	Role Play and Pronunciation. 1. Conversation: an afternoon in the kitchen and telephone conversation 2. Expressions 3. Grammar review 4. Pronunciation: led and red R and L 5. Phrases 6. Vocabulary	Done	10	
5	Senin 17-4-23	10:00- 12:30	1. Conversation: an afternoon in the park, weekend plans 2. Expressions 3. Grammar review 4. Pronunciation: thank and tank those and doze 5. Phrases 6. Vocabulary	Senin 17-4-23	10:00- 12:30	1. Conversation: an afternoon in the park, weekend plans 2. Expressions 3. Grammar review 4. Pronunciation: thank and tank those and doze 5. Phrases 6. Vocabulary	Done	10	
6	Senin 8-5-23	10:00- 12:30	1. Conversation: winter break plans, visit to Doctor's office 2. Expressions 3. Grammar review 4. Pronunciation: ten and den rob and rub 5. Phrases 6. Vocabulary	Senin 8-5-23	10:00- 12:30	Role Play Pronunciation 1. Conversation: winter break plans, visit to Doctor's office 2. Expressions 3. Grammar review 4. Pronunciation: ten and den rob and rub 5. Phrases 6. Vocabulary	Done	12	
7	Senin 15-5-23	10:00- 12:30	1. Conversation: going to market, I need help! 2. Expressions 3. Grammar review: pronouns 4. Pronunciation: met and mat hat and hot 5. Phrases 6. Vocabulary	Senin 15-5-23	10:00- 12:30	1. Conversation: going to market, I need help! 2. Expressions 3. Grammar review: pronouns 4. Pronunciation: met and mat hat and hot 5. Phrases 6. Vocabulary	Done	12	

JURNAL KEGIATAN PROSES PEMBELAJARAN (JKPP)

Semester Genap 2022 - 2023

Mata kuliah : Speaking for Survival Function (3 sks)

Ruang : CR.A 309

Kode : PBI114

Kelas : CR001

Dosen : HARDIANTI, S.Pd, M.Pd

Prodi : Pendidikan Bahasa Inggris

Semester : 2

NO	Rencana perkuliahan			Pelaksanaan perkuliahan			Keaktifan Mahasiswa		Dos
	Hari/tgl	Jam ke	Materi / Kegiatan	Hari/tgl	Jam ke	Materi / Kegiatan	Kesan Dosen	Jml Mhs	
8	Senin 5-6-23	10:00-12:30	1. Conversation: Looking for an apartment, and formal conversation 2. Expressions 3. Grammar review 4. Pronunciation: jug and chug chew and shoe 5. Phrases 6. Vocabulary	Senin 5-6-23	10:00-12:30	1. Conversation: Looking for an apartment, and formal conversation 2. Expressions 3. Grammar review 4. Pronunciation: jug and chug chew and shoe 5. Phrases 6. Vocabulary	Done	11	
9	Senin 12-6-23	10:00-12:30	1. Conversation: looking for a job, job interview, first day at work 2. Expressions 3. Grammar review 4. Pronunciation: fin and thin pig and fig 5. Phrases 6. Vocabulary	Senin 12-6-23	10:00-12:30	1. Conversation: looking for a job, job interview, first day at work 2. Expressions 3. Grammar review 4. Pronunciation: fin and thin pig and fig 5. Phrases 6. Vocabulary	Done	11	
10	Senin 19-6-23	10:00-12:30	1. Conversation: on the production floor, changing a customer's order 2. Expressions 3. Grammar review 4. Pronunciation: pig and big berry and very 5. Phrases 6. Vocabulary	Senin 19-6-23	10:00-12:30	1. Conversation: on the production floor, changing a customer's order 2. Expressions 3. Grammar review 4. Pronunciation: pig and big berry and very 5. Phrases 6. Vocabulary	done	11	
11	Senin 26-6-23	10:00-12:30	1. Conversation: promotion, meeting people 2. Expressions 3. Grammar review 4. Pronunciation: gave and cave zoo and sue 5. Phrases 6. Vocabulary	Senin 26-6-23	10:00-12:30	1. Conversation: promotion, meeting people 2. Expressions 3. Grammar review 4. Pronunciation: gave and cave zoo and sue 5. Phrases 6. Vocabulary	Done	11	
12	Senin 3-7-23	10:00-12:30	1. Conversation: applying to college, giving a speech 2. Expressions 3. Grammar review: 4. Pronunciation: weather hay and high 5. Phrases 6. Vocabulary	Senin 3-7-23	10:00-12:30	1. Conversation: applying to college, giving a speech 2. Expressions 3. Grammar review: 4. Pronunciation: weather hay and high 5. Phrases 6. Vocabulary	done	11	
13	Senin 10-7-23	10:00-12:30	1. Conversation: studying for a test, book conversation, and graduation 2. Expressions 3. Grammar review 4. Pronunciation: sigh and shy jack and shack 5. Phrases 6. Vocabulary	Senin 10-7-23	10:00-12:30	1. Conversation: studying for a test, book conversation, and graduation 2. Expressions 3. Grammar review 4. Pronunciation: sigh and shy jack and shack 5. Phrases 6. Vocabulary	Done	11	
14	Senin 17-7-23	10:00-12:30	1. Conversation: Halloween, Thanksgiving, and New Year's Eve. 2. Expressions 3. Grammar review 4. Pronunciation: egg and ace eat and it 5. Phrases 6. Vocabulary	Senin 17-7-23	10:00-12:30	1. Conversation: Halloween, Thanksgiving, and New Year's Eve. 2. Expressions 3. Grammar review 4. Pronunciation: egg and ace eat and it 5. Phrases 6. Vocabulary	Done	11	



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SEMESTER : Semester Genap 2022 - 2023
Nama Mata Kuliah : Speaking for Survival Function **Dosen** : HARDIANTI , S.Pd, M.Pd (7589)
Kode MK dan Seksi : PBI114 (CR001)
Jadwal dan Ruang : Senin, 10:00 - 12:30 (CR.A 309)

No.	NAMA MAHASISWA	NIM	Tatap Muka / Tanggal													
			1	2	3	4	5	6	7	8	9	10	11	12	13	14
			20 Mar	27 Mar	03 Apr	10 Apr	17 Apr	08 Mei	15 Mei	05 Jun	12 Jun	19 Jun	26 Jun	03 Jul	10 Jul	17 Jul
1.	AISWA SAHPAHLEPI	20221102001	H	H	H	H	H	H	H	H	H	H	H	H	H	
2.	OKTAVIA SHINTA RAHMADONA	20221102003	H	H	H	H	H	H	H	H	H	H	H	H	H	
3.	LAILATUL LATIFAH AYU RAMADHAN	20221102006	H	H	H	A	A	H	H	A	A	A	A	A	A	
4.	ZAHRA FAUZIYAH	20221102007	H	H	H	S	S	H	H	H	H	H	H	H	H	
5.	FREYA ATHIFA ZAHRA	20221102013	H	H	H	H	H	H	H	H	H	H	H	H	H	
6.	RAYA RAIHAN HASAN	20221102021	H	H	H	H	H	H	H	H	H	H	H	H	H	
7.	DEBORA SEPTIARINI SIMBOLON	20221102022	H	H	H	H	H	H	H	H	H	H	H	H	H	
8.	DENISA NUR OCTALIANI	20221102024	H	H	S	H	H	H	H	H	H	H	H	H	H	
9.	ALGO GOPINDA PUTRA	20221102025	H	H	H	H	H	H	H	H	H	H	H	H	H	
10.	BENNY IRMANSYAH	20221102031	H	H	H	H	H	H	H	H	H	H	H	H	H	
11.	ZEFANYA NATASIA SIBURIAN	20221102032	H	H	H	H	H	H	H	H	H	H	H	H	H	
12.	NURUZZAHROH SUBHIYAH	20221102037	H	H	H	H	H	H	H	H	H	H	H	H	H	

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NILAI AKHIR
 Semester Genap 2022 - 2023

Kode : PBI114 **Kelas** : CR001 **Dosen** : HARDIANTI , S.Pd, M.Pd
Matakuliah : Speaking for Survival Function
Prodi : Pendidikan Bahasa Inggris

No	N I M	Nama Mahasiswa	Absensi	UTS	UAS	tugas1-14	NA	Nilai Akhir	
			10 %	25 %	40 %	25 %		Angka	Huruf
1	20221102001	Aiswa Sahrpahlepi	100	80	75	80	80	4,00	A
2	20221102003	Oktavia Shinta Rahmadona	100	82	70	75	77,25	3,70	A-
3	20221102006	Lailatul Latifah Ayu Ramadhan	35,71	25	0	20	14,82	0,00	E
4	20221102007	Zahra Fauziyah	100	62	70	70	71	3,00	B
5	20221102013	Freya Athifa Zahra	100	81	75	80	80,25	4,00	A
6	20221102021	Raya Raihan Hasan	100	82	80	80	82,5	4,00	A
7	20221102022	Debora Septiarini Simbolon	100	76	75	85	80,25	4,00	A
8	20221102024	Denisa Nur Octaliani	100	74	80	80	80,5	4,00	A
9	20221102025	Algo Gopinda Putra	100	70	75	80	77,5	3,70	A-
10	20221102031	Benny Irmansyah	100	80	80	80	82	4,00	A
11	20221102032	Zefanya Natasia Sibirian	100	72	77	80	78,8	3,70	A-
12	20221102037	Nuruzzahroh Subhiyah	100	80	80	83	82,75	4,00	A

Ket: PF = Performance TGS = Tugas

Saya menyatakan bahwa nilai yang tercetak di atas adalah BENAR dan dapat dipertanggungjawabkan. Dengan ini saya menetapkan bahwa nilai tersebut SAH dan merupakan NILAI AKHIR.

Mengetahui,
 Ketua Program Studi

Jakarta,
 Dosen Pembina / Pengawas,

NIP.

HARDIANTI, S.Pd, M.Pd
 NIP. 7589