



UNIVERSITAS ESA UNGGUL

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SURAT TUGAS**No. 8316/ST-Mengajar/Genap/FKIP/UEU/III/2024**

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

Nama : Dr. RIA SARASWATI, SS, M.Hum
No. Dosen / NIP : 8316 / 223030934
NIDN / NIDK : 0322058405
Jabatan Akademik : Asisten Ahli (150)
Alamat : JL. GEBRAS H.26 RT.010 RW.004, GEDONG, PASAR REBO, JAKARTA TIMUR

Untuk mengajar pada Semester Genap 2023 - 2024 yang berlangsung dari tanggal sampai dengan tanggal untuk mata kuliah:

No.	MATA KULIAH	SKS	SEKSI	BASIS
1	PBI653 English Morphology and Syntax	3	EU01H	Reguler-1 Jakarta
2	PBI215 Public Speaking	3	EU01H	Reguler-1 Bekasi
3	PBI212 Extensive Listening	3	KH001	Reguler-1 Bekasi
4	PBI451 Introduction to Linguistics	3	KJ201	Paralel/Reguler-2 Jakarta
5	PBI461 Introduction to Literature	3	KJ201	Paralel/Reguler-2 Jakarta
6	PBI461 Introduction to Literature	3	KJ001	Reguler-1 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 2024

Dekan/Kepala Fakultas Keguruan dan Ilmu Pendidikan



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

NIP. 214070540



JURNAL KEGIATAN PROSES PEMBELAJARAN (JKPP)

Semester Genap 2023 - 2024

Mata kuliah : Public Speaking (3 sks)

Ruang : KHIB204(H)

Kode : PBI215

Kelas : EU01H

Dosen : Dr. RIA SARASWATI , SS, M.Hum

Prodi : Pendidikan Bahasa Inggris

Semester : 2

NO	Rencana perkuliahan			Pelaksanaan perkuliahan			Keaktifan Mahasiswa		Paraf	
	Hari/tgl	Jam ke	Materi / Kegiatan	Hari/tgl	Jam ke	Materi / Kegiatan	Kesan Dosen	Jml Mhs	Dosen	Mhs
1	Selasa 19-3-24	13:00- 15:30	- Course outline - Critical thinking and strategic planning - Public speaking and communication - Rhetorical situation - Ethics	Selasa 19-3-24	13:00- 15:30	- Course outline - Critical thinking and strategic planning - Public speaking and communication - Rhetorical situation - Ethics	Perkuliahan hybrid lancar	52		
2	Selasa 26-3-24	13:00- 15:30	- Goals and Strategies for First Speech - Organizing Speech - Outlining Speech - Practicing and Presenting Speech - Strategies for Overcoming Speech Anxiety	Selasa 26-3-24	13:00- 15:30	- Goals and Strategies for First Speech - Organizing Speech - Outlining Speech - Practicing and Presenting Speech - Strategies for Overcoming Speech Anxiety	Perkuliahan hybrid lancar	50		
3	Selasa 2-4-24	13:00- 15:30	- The voice in presentation - The body in presentation - Mode of presentation - Practicing for speech presentation	Selasa 2-4-24	13:00- 15:30	- The voice in presentation - The body in presentation - Mode of presentation - Practicing for speech presentation	Perkuliahan hybrid lancar	50		
4	Selasa 23-4-24	13:00- 15:30	- Checking audience demography - Respecting audience cultures - Understanding audience psychology - Strategies for analyzing audience	Selasa 23-4-24	13:00- 15:30	- Checking audience demography - Respecting audience cultures - Understanding audience psychology - Strategies for analyzing audience	Perkuliahan hybrid lancar	50		
5	Selasa 30-4-24	13:00- 15:30	- What makes a good topic? - How to choose a good topic? - Developing a strategic plan - Developing purpose statement - Analyzing thesis statement	Selasa 30-4-24	13:00- 15:30	- What makes a good topic? - How to choose a good topic? - Developing a strategic plan - Developing purpose statement - Analyzing thesis statement	Perkuliahan hybrid lancar	48		
6	Selasa 7-5-24	13:00- 15:30	- Types of supporting material - Tools for locating supporting material - Sources of supporting material - Evaluating evidence	Selasa 7-5-24	13:00- 15:30	- Types of supporting material - Tools for locating supporting material - Sources of supporting material - Evaluating evidence	Perkuliahan hybrid lancar	49		
7	Selasa 14-5-24	13:00- 15:30	- Example - Analogy - Testimony - Avoiding errors in reasoning	Selasa 14-5-24	13:00- 15:30	- Example - Analogy - Testimony - Avoiding errors in reasoning	Perkuliahan hybrid lancar	47		



JURNAL KEGIATAN PROSES PEMBELAJARAN (JKPP)

Semester Genap 2023 - 2024

Mata kuliah : Public Speaking (3 sks)

Ruang : KHIB204(H)

Kode : PBI215

Kelas : EU01H

Dosen : Dr. RIA SARASWATI , SS, M.Hum

Prodi : Pendidikan Bahasa Inggris

Semester : 2

NO	Rencana perkuliahan			Pelaksanaan perkuliahan			Keaktifan Mahasiswa		Paraf	
	Hari/tgl	Jam ke	Materi / Kegiatan	Hari/tgl	Jam ke	Materi / Kegiatan	Kesan Dosen	Jml Mhs	Dosen	Mhs
8	Selasa 4-6-24	13:00- 15:30	- Selecting main ideas - Arranging main ideas - Selecting and arranging supporting materials	Selasa 4-6-24	13:00- 15:30	- Selecting main ideas - Arranging main ideas - Selecting and arranging supporting materials	Perkuliahan hybrid lancar	50		
9	Selasa 11-6-24	13:00- 15:30	- Introductions - Strategies for introduction - Conclusions - Strategies for conclusion - Transitions - Elements of transitions	Selasa 11-6-24	13:00- 15:30	- Introductions - Strategies for introduction - Conclusions - Strategies for conclusion - Transitions - Elements of transitions	Perkuliahan hybrid lancar	48		
10	Jumat 12-7-24	13:00- 15:30	- The preparation outline - The presentation outline	Jumat 12-7-24	13:00- 15:30	- The preparation outline - The presentation outline	Perkuliahan Lancar	52		
11	Selasa 25-6-24	13:00- 15:30	- Planning strategy - Clarifying informative goal - Informative strategies - Encouraging retention	Selasa 25-6-24	13:00- 15:30	- Planning strategy - Clarifying informative goal - Informative strategies - Encouraging retention	Perkuliahan hybrid lancar	52		
12	Selasa 2-7-24	13:00- 15:30	- Purposes for persuading strategies - Plan your strategies - Elaboration likelihood model - Organizing persuasive speeches	Selasa 2-7-24	13:00- 15:30	- Purposes for persuading strategies - Plan your strategies - Elaboration likelihood model - Organizing persuasive speeches	Perkuliahan Hybrid Lancar	52		
13	Selasa 9-7-24	13:00- 15:30	- Benefits - Types - Visual - Preparing - Using	Selasa 9-7-24	13:00- 15:30	- Benefits - Types - Visual - Preparing - Using	Perkuliahan Hybrid Lancar	47		
14	Selasa 16-7-24	13:00- 15:30	- Fitting speech to occasion - Concept of decorum - Deliberative speaking - Ceremonial speaking	Selasa 16-7-24	13:00- 15:30	- Fitting speech to occasion - Concept of decorum - Deliberative speaking - Ceremonial speaking	Perkuahan Hybrid Zancar	40		



NILAI AKHIR

Semester Genap 2023 - 2024

Kode : PBI215 **Kelas** : EU01H **Dosen** : Dr. RIA SARASWATI, SS, M.Hum
Matakuliah : Public Speaking
Prodi : Pendidikan Bahasa Inggris

No	N I M	Nama Mahasiswa	tugas1	tugas2	tugas3	quizonline	UTS	UAS	NA	Nilai Akhir	
			10 %	10 %	10 %	10 %	30 %	30 %		Angka	Huruf
1	20201003024	Medyatri Puspito Putri	78	78	78	80	81	81	80	4,00	A
2	20201102038	Windiarti	78	78	78	80		0	31,4	0,00	E
3	20210401184	Banny Catherinne Radhitya Sovianto	78	78	78	80	81	81	80	4,00	A
4	20220401207	Muhammad Hardy Azahary Aly Husein	78	78	78	80	81	81	80	4,00	A
5	20231102002	Nayla Destin Anggraeni Lesmana	78	78	78	80	81	81	80	4,00	A
6	20231102003	Debbi Nurul Ramadhania	78	78	78	80	81	81	80	4,00	A
7	20231102004	Fayzah	78	78	78	80	81	81	80	4,00	A
8	20231102006	Raymond Christian Matthew Moningka	78	78	78	80	81		55,7	1,00	D
9	20231102007	Angelyein Mutiara Asido Simanjuntak	78	78	78	80	81	81	80	4,00	A
10	20231102008	Adelia Yuli Izzati	78	78	78	80	81	81	80	4,00	A
11	20231102009	Raseva Nida Khoirunnisa	78	78	78	80	81	81	80	4,00	A
12	20231102010	Orlyn Marcya Dashinta Kesse	78	78	78	80	81	81	80	4,00	A
13	20231102011	Muhammad Bimasena Putra Panji	78	78	78	80	81	81	80	4,00	A
14	20231102012	Bagas Dwi Darmawan	78	78	78	80	81	81	80	4,00	A
15	20231102013	Maura Zaffa Hermanto	78	78	78	80	81	81	80	4,00	A
16	20231102014	Lisa Apriliani	78	78	78	80	81	81	80	4,00	A
17	20231102015	Nur Adianzah	78	78	78	80	81	81	80	4,00	A
18	20231102019	Tri Ambarwati Lestari	78	78	78	80	81	81	80	4,00	A
19	20231102020	Gyska Astri Patriaramdhani	78	78	78	80	81	81	80	4,00	A
20	20231102021	Angelica Gladys Pricilla Sinaga	78	78	78	80	81	81	80	4,00	A
21	20231102022	Damara Lia	78	78	78	80	81	81	80	4,00	A
22	20231102023	Agnesia Icha Ayurini	78	78	78	80	81	81	80	4,00	A
23	20231102024	Shafira Kezalia Putri	78	78	78	80	81	81	80	4,00	A
24	20231102025	Sarah Sinurat	78	78	78	80	81	81	80	4,00	A
25	20231102026	Alya Hafidz Madaniah	78	78	78	80	81	81	80	4,00	A
26	20231102027	Bob Gian	78	78	78	80	81	81	80	4,00	A
27	20231102028	Siti Nur Faizah	78	78	78	80	81	81	80	4,00	A
28	20231102029	Arafah Mazaya	78	78	78	80	81	81	80	4,00	A
29	20231102030	Rifa Zakiyalmuna	78	78	78	80	81	81	80	4,00	A
30	20231102031	Alyah Nadyamuklisa	78	78	78	80	81	81	80	4,00	A
31	20231102032	Salima Aura Izzata	78	78	78	80	81	81	80	4,00	A
32	20231102033	Dhiandra Fawaz Rahim	78	78	78	80	81		55,7	1,00	D
33	20231102035	Nursyahbani Khairunnisa	78	78	78	80	81	81	80	4,00	A
34	20231102036	Kelvia Adhela Khalisah	78	78	78	80	81	81	80	4,00	A
35	20231102037	Wilma Azzahra Putri Aranda Wahyudi	78	78	78	80	81	81	80	4,00	A
36	20231102038	Nayla Alicya Azimah	78	78	78	80	81	81	80	4,00	A
37	20231102039	Fabiola Beatrice Fordatkosu	78	78	78	80	81	81	80	4,00	A
38	20231102040	Farras Azma Alfaridina	78	78	78	80	81	81	80	4,00	A
39	20231102042	Rizqy Ahmad Novrian	78	78	78	80	81	81	80	4,00	A
40	20231102044	Septia Awalia	78	78	78	80	81	81	80	4,00	A
41	20231102045	Rintan Ruth Dumarina	78	78	78	80	81	81	80	4,00	A
42	20231102046	Zabrina Yaffa Sadira	78	78	78	80	81	81	80	4,00	A
43	20231102047	Haliza Suci Amanda	78	78	78	80	81	81	80	4,00	A
44	20231102048	Luthfianti Syafitri	78	78	78	80	81	81	80	4,00	A
45	20231102049	Rhizma Fitriani	78	78	78	80	81	81	80	4,00	A
46	20231102050	Mavicha Dhea Aulia Safitri	78	78	78	80	81	81	80	4,00	A

