

BAHASA INGGRIS 3

KU2052

Modul Praktek

Hanya dipergunakan di lingkungan Fakultas Ilmu Terapan



**Telkom
University**

**Program Studi D3 Komputerisasi Akuntansi
Fakultas Ilmu Terapan
Universitas Telkom**

Daftar Penyusun

Versi 1.0 : Aris Hermansyah Suryadi, S.S.

Daftar Isi

Daftar Penyusun	i
Daftar Isi	ii
Daftar Nilai.....	iii
1 Bab I The Opening of a Presentation	1
1.1 Identitas	1
1.2 Studi Kasus/Penugasan	2
1.3 Umpan Balik	2
2 Bab II Visuals	3
2.1 Identitas	3
2.2 Studi Kasus/Penugasan	4
2.3 Umpan Balik	5
3 Bab III The Main Part of a Presentation	6
3.1 Identitas	6
3.2 Studi Kasus/Penugasan	7
3.3 Umpan Balik	7
4 Bab IV Handling Questions	8
4.1 Identitas	8
4.2 Studi Kasus/Penugasan	9
4.3 Umpan Balik	9
5 Bab V The Closing of a Presentation	10
5.1 Identitas	10
5.2 Studi Kasus/Penugasan	11
5.3 Umpan Balik	12
Daftar Pustaka	13

Daftar Nilai

Nim – Nama :

Kelas :

Semester/Tahun Ajaran:

Nomor Modul	Nilai per Modul	Paraf - Nama Penilai
1		
2		
3		
4		
5		
Total Nilai		

1 BAB I THE OPENING OF A PRESENTATION

1.1 IDENTITAS

Kajian

The Opening of a Presentation

Pokok Bahasan

1. Welcoming the audience
2. Introducing yourself
3. Saying what your topic is
4. Explaining why your topic is relevant for the audience
5. Structuring your presentation
6. Saying the organization of your presentation

Metode/Cara Penyelesaian Tugas

1. Individual tasks
2. Using lecture slides and/or internet for references
3. Using dictionaries

Luaran Tugas

1. Various expressions for opening a presentation
2. Video of the opening of a presentation

Parameter Penilaian

1. Fluency
2. Pronunciation
3. Ideas development
4. Grammatical aspects
5. Time punctuality in submitting the tasks

1.2 STUDI KASUS/PENUGASAN

1. What would you mention when opening a presentation?

2. Find other expressions that can be used to open a presentation!

3. Practice the opening of your presentation and record it!

1.3 UMPAN BALIK

2 BAB II VISUALS

2.1 IDENTITAS

Kajian

Visuals

Pokok Bahasan

1. Visuals
2. The rule of six
3. Talking about trends
4. Saying numbers
5. Expressions to make contrast or describe result

Metode/Cara Penyelesaian Tugas

1. Individual tasks
2. Using lecture slides and/or internet for references
3. Using dictionaries

Luaran Tugas

1. Good and effective presentation slides

Parameter Penilaian

1. Ideas development
2. Grammatical aspects
3. Time punctuality in submitting the tasks

2.2 STUDI KASUS/PENUGASAN

1. Mention some visuals that can be used or added into the presentation slides!

2. Mention some aspects to be considered when using or adding visuals into the presentation slides!

3. What is meant by the rule of six?

2.3 UMPAN BALIK

3 BAB III THE MAIN PART OF A PRESENTATION

3.1 IDENTITAS

Kajian

The Main Part of a Presentation

Pokok Bahasan

1. Getting the audience's attention
2. Briefly stating the topic again
3. Signaling the beginning of each part
4. Talking about the topic
5. Signaling the end of each part
6. Highlighting the main points
7. Telling listeners that you have reach the end of the main part

Metode/Cara Penyelesaian Tugas

1. Individual tasks
2. Using lecture slides and/or internet for references
3. Using dictionaries

Luaran Tugas

1. Various expressions for delivering the main part of a presentation
2. Video of the main part of a presentation

Parameter Penilaian

1. Fluency
2. Pronunciation
3. Ideas development
4. Grammatical aspects
5. Time punctuality in submitting the tasks

3.2 STUDI KASUS/PENUGASAN

1. What would you mention when delivering the main part of a presentation?

2. Find other expressions that can be used to deliver the main part of a presentation!

3. Practice the main part of your presentation and record it!

3.3 UMPAN BALIK

4 BAB IV HANDLING QUESTIONS

4.1 IDENTITAS

Kajian

Handling Questions

Pokok Bahasan

1. Dealing with interruptions
2. Asking for clarification
3. Avoiding giving an answer
4. Admitting that you don't know the answers
5. Anticipating questions
6. Reforming questions

Metode/Cara Penyelesaian Tugas

1. Ideas development
2. Grammatical aspects
3. Time punctuality in submitting the tasks

Luaran Tugas

1. Various expressions for handling questions from audiences
2. Video of handling questions from audiences

Parameter Penilaian

1. Fluency
2. Pronunciation
3. Individual tasks
4. Using lecture slides and/or internet for references
5. Using dictionaries

4.2 STUDI KASUS/PENUGASAN

1. What would you mention when handling questions from audience?

2. Find other expressions that can be used to handle questions from audience!

3. Practice the example of handling questions from audience and record it!

4.3 UMPAN BALIK

5 BAB V THE CLOSING OF A PRESENTATION

5.1 IDENTITAS

The closing of a Presentation

Pokok Bahasan

1. Signaling the end of your talk
2. Summarizing the key or important points
3. Explaining the significance
4. Making the final statement

Metode/Cara Penyelesaian Tugas

1. Individual tasks
2. Using lecture slides and/or internet for references
3. Using dictionaries

Luaran Tugas

1. Various expressions for closing a presentation
2. Video of the closing of a presentation

Parameter Penilaian

1. Fluency
2. Pronunciation
3. Ideas development
4. Grammatical aspects
5. Time punctuality in submitting the tasks

5.2 STUDI KASUS/PENUGASAN

1. What is the key in closing a presentation?

2. What would you mention when closing a presentation?

3. Find other expressions that can be used to close a presentation!

4. Practice the closing of your presentation and record it!

5.3 UMPAN BALIK

DAFTAR PUSTAKA

[1] J. Comfort, *Effective Presentations*, Oxford University Press, 2004.

[2] M. Grussendorf, *English for Presentation: Express Series*, Oxford University Press, 2007.