



This is Business Class subject.

Do you know what you will learn from this subject?

There are 14 sessions and 14 subjects that you will learn. There are:

1. Introduction
2. Starting Conversation
3. Asking and Giving Opinion
4. English Correspondence
5. Job Interview
6. Negotiation Technique
7. Problem Solving

MID TEST

8. Writing English Summary
9. Writing Report
10. Agreement/Disagreement VS Advantage/Disadvantage
11. Translation Method
12. Effective Presentation
13. Steps to Get Successful
14. How to Present Your Idea

FINAL TEST

**Note:**

- a. If you need to meet your lecturer, you can ask your lecturer to meet from the seventh or fifteenth section.
- b. If you can't contact your lecturer, ask and go to PAMU, 2nd floor to meet the administration staffs to ask for the contact number of your lecturer.
- c. If you do the assignment, don't copy/paste the answer but put your opinion too. It will a plus score for you.

**GRADING SYSTEM**

1. Assignment : 20 %
2. Quiz : 10 %
3. Mid -Term : 30 %
4. Final – Term : 40 %

From those of four, you will get the final score and the grade will be converted to the final grade below.

**FINAL GRADE**

80.00 – 100 .....	A
77.00 – 79.99.....	A-
74.00 – 76.99.....	B+
68.00 – 73.99.....	B
65.00 – 67.99.....	B-
62.00 – 64.99.....	C+
60.00 – 61.99.....	C
45.00 – 59.99.....	D
0.00 – 44.99.....	E

**PAMU'S RULES FOR ONLINE CLASS**

- a. The Online class starts from Monday to Thursday

It means you open it and do the activities related to the online class from Monday to Thursday. The activities are: - Watch Video  
- Read Module

- Do the assignment
- Do quiz
- Study the link
- Give opinion in the forum (Don't skip this section

unless you will lose communication with your lecturer)

b. Don't lose your assignment for every section, unless you lose your attendance scores (20%)

c. Late Submission means NULL.

In this section, you have to read this reading text then you have to answer the question after that from the assignment section.

### ESA UNGGUL UNIVERSITY

Esa Unggul University (UEU) was established in 1993 under the auspices of the Pendidikan Kemala Mencerdaskan Bangsa Foundation. It is a leading private university and one of the best private universities in Indonesia that has a VISION, which is to become a world-class, creative and entrepreneurial university in the quality of management (process) and result (output) of the activities of the Tri Dharma Perguruan Tinggi. Then it has a MISSION; Carrying out quality and relevant education, Creating a conducive academic atmosphere, Creating leaders with character and highly competitive.

In the past decade the UEU has experienced a very rapid development to become one of the leading Private Universities (PTS) in Jakarta. History records that the UEU is a university that initiated and pioneered the establishment of a Medical Record Academy (ARM) and the first Applied Physiotherapy Bachelor Program in Indonesia. The program to improve the academic quality of students and lecturers, services, facilities, and infrastructure, research and community service and the quality of graduates are the main priorities for achieving a World Class University. However, strategic environmental challenges also require the UEU to always make adjustments and innovations to values, work culture and work ethic to become world-class university,

meaning that UEU is determined to refer to the standards of world-class university and carry out best practices carried out by universities world class.

The UEU seeks to produce output, both the results of research and the results of community service, which are recognized by its contribution by the international community. And most importantly the UEU strives to produce graduates who are competent and globally competitive. Entrepreneurship and creativity, which have been explicitly used as the main spirit and theme will color the entire journey of progress towards the 25 (twenty-five) years of the founding of the UEU until the following years.

The UEU is known not only to produce intelligent and critical thinkers, but also to produce graduates who are innovative and able to create jobs. The UEU develops and collaborates with various parties both national and international institutions with universities and study programs to improve the quality of learning, curriculum and quality of UEU graduates, so that they have the best skills and competencies in accordance with their fields.

The location of the UEU is in a strategic area in the area of higher education in West Jakarta. The campus is located on the side of Tomang, Kebun Jeruk Toll Road is easily accessible from all parts of Jakarta, Tangerang, Bekasi, Bogor and surrounding areas. With an are of 4.5 hectares of green campus in the heart of Jakarta, the UEU continues to develop as an “Urban Campus” which is the pride of the community. In addition, there are two other campuses, namely; Kampus Citra and Kampus Harapan Indah. There are around ten thousand university students who are studying there in various fields. Here, below are the faculties which you may belong to.

(taken from ‘Student’a Handbook For Business English Subject, p. 4-5)

How many faculties  
and study programs  
does UEU have?



We have many faculties. They are :

1. Faculty of Economics and Business with majors:
  - a. Management
  - b. Accounting
2. Faculty of Engineering with majors:
  - a. District and City Planning
  - b. Industrial Engineering
  - c. Survey and Mapping
3. Faculty of Computer Engineering with majors:
  - a. Information Engineering
  - b. Information System



We also have Faculty of Health Sciences. They are:

1. Public Health
2. Nutrition
3. Medical Record
4. Nursing Science
5. Health Information Management
6. Biotechnology
7. Pharmacology



There are also Faculty of Communication with majors

1. Communication Marketing
2. Journalism
3. Public Relation
4. Broadcasting.

Next:

Faculty of Physiotherapy

Faculty of Law

Faculty of Psychology



You can also choose one of these faculties:

Faculty of Design and Creative Industry with majors:

1. Visual Communication
2. Product Design
3. Interior Design

Faculty of Education with majors:

1. Elementary Teacher
2. English Language



That's all about some faculties at UEU, but if you have graduated, you can continue your master here. Because we also have some master programs.

The Master Programs are:

1. Computer
2. Communication Science
3. Law
4. Hospital Administration
5. Health Information
6. Management
7. Accounting
8. Public Administration

That's all about the study programs from UEU.

