



## RENCANA TUGAS MAHASISWA (RTM)

### CPS103 BAHASA INGGRIS

|                |                      |          |          |
|----------------|----------------------|----------|----------|
| Mata Kuliah    | : Bahasa Inggris     | Kode MK  | : CPS103 |
| Tugas ke       | : 1                  | SKS      | : 2      |
| Dosen pengampu | : Andi Dagmarbumi B. | Semester | : 1      |

| RANCANGAN TUGAS MAHASISWA  |   |     |
|--|---|-----|
| BENTUK TUGAS   |   |     |
| Praktek berbicara  |   |     |
| JUDUL TUGAS  |   |     |
| <i>Short talk about an assigned topic.</i>   |   |     |
| SUB CAPAIAN PEMBELAJARAN MATA KULIAH   |   |     |
| <ul style="list-style-type: none"> <li>Mahasiswa memiliki rasa percaya diri untuk berkomunikasi dalam bahasa Inggris (lisan).</li> <li>Mahasiswa mampu menggunakan tata bahasa, kosakata, dan keterampilan bahasa untuk berkomunikasi sederhana dalam bahasa Inggris.</li> </ul>   |   |     |
| DESKRIPSI TUGAS  |   |     |
| <ul style="list-style-type: none"> <li><i>Students are given an open question about personal opinion.</i></li> <li><i>Students are expected to answer the question in class (spoken, 2-3 minutes).</i></li> <li><i>Every student must participate at least 2 times during the whole course.</i></li> <li><i>Occasionally, due to limited time, response may be done in written.</i></li> </ul> |   |     |
| METODE Pengerjaan Tugas  |   |     |
| <ul style="list-style-type: none"> <li>Pembelajaran ungkapan-ungkapan umum dalam bahasa Inggris</li> <li>Praktek berbicara: Mahasiswa berbicara di depan kelas dengan topik yang telah ditentukan.</li> <li>Menganalisis kalimat dan ungkapan.</li> </ul>  |   |     |
| BENTUK DAN FORMAT LUARAN   |   |     |
| <ul style="list-style-type: none"> <li><i>Short talk.</i></li> </ul>   |   |     |
| INDIKATOR, KRITERIA DAN BOBOT PENILAIAN  |   |     |
| <i>Delivery</i>  | <i>Confident, good gesture and voice quality.</i>     | 25% |
| <i>Content</i>   | <i>Original and informative.</i>                      | 25% |
| <i>Fluency</i>   | <i>Fluent, able to handle hesitation.</i>             | 25% |
| <i>Accuracy</i>  | <i>Good use of language structure and vocabulary.</i> | 25% |
| JADWAL PELAKSANAAN   |   |     |
| Minggu ke 1 s/d 7.   |   |     |
| LAIN-LAIN  |   |     |
| -  |   |     |
| DAFTAR RUJUKAN   |   |     |
| <ul style="list-style-type: none"> <li>Handout: Common phrases and expressions (OCW)</li> </ul>  |   |     |



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| RUBRIK PENILAIAN                                  |  |                       |                  |                      |                      |                  |
|---|--|-----------------------|------------------|----------------------|----------------------|------------------|
| Tugas:<br>Praktek berbicara ( <i>Short talk</i> ) |  |                       |                  |                      |                      |                  |
| <i>Evaluation components</i>                      | <i>Evaluation factors</i>  | <i>Criteria</i>       |                  |                      |                      |                  |
| <i>Delivery</i><br>(D)                            | <ul style="list-style-type: none"> <li><i>Confidence,</i></li> <li><i>Gesture</i></li> <li><i>Voice quality</i></li> </ul>                 | 5<br><i>Excellent</i> | 4<br><i>Good</i> | 3<br><i>Adequate</i> | 2<br><i>Marginal</i> | 1<br><i>Poor</i> |
| <i>Content</i><br>(C)                             | <ul style="list-style-type: none"> <li><i>Topic</i></li> <li><i>Quality &amp; quantity of ideas</i></li> <li><i>Originality</i></li> </ul> | 5<br><i>Excellent</i> | 4<br><i>Good</i> | 3<br><i>Adequate</i> | 2<br><i>Marginal</i> | 1<br><i>Poor</i> |
| <i>Fluency</i><br>(F)                             | <ul style="list-style-type: none"> <li><i>Intonation,</i></li> <li><i>Pronunciation,</i></li> <li><i>Hesitation handling</i></li> </ul>    | 5<br><i>Excellent</i> | 4<br><i>Good</i> | 3<br><i>Adequate</i> | 2<br><i>Marginal</i> | 1<br><i>Poor</i> |
| <i>Accuracy</i><br>(A)                            | <ul style="list-style-type: none"> <li><i>Grammar</i></li> <li><i>Vocabulary</i></li> </ul>  | 5<br><i>Excellent</i> | 4<br><i>Good</i> | 3<br><i>Adequate</i> | 2<br><i>Marginal</i> | 1<br><i>Poor</i> |
| <i>Total Score = (D + C + F + A) X 20 / 4</i>     |  |                       |                  |                      |                      |                  |



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### CPS103 BAHASA INGGRIS

|                |                      |          |          |
|----------------|----------------------|----------|----------|
| Mata Kuliah    | : Bahasa Inggris     | Kode MK  | : GR 103 |
| Tugas ke       | : 2                  | SKS      | : 2      |
| Dosen pengampu | : Andi Dagmarbumi B. | Semester | : 1      |

| RANCANGAN TUGAS MAHASISWA   |  |
|---|--|
| <b>BENTUK TUGAS</b>   |  |
| Tugas kelompok (Presentasi)   |  |
| <b>JUDUL TUGAS</b>  |  |
| <i>Group presentation "Introducing Indonesia's precious asset to the world"</i>   |  |
| <b>SUB CAPAIAN PEMBELAJARAN MATA KULIAH</b>   |  |
| <ul style="list-style-type: none"> <li>• Mahasiswa memiliki rasa percaya diri untuk berkomunikasi dalam bahasa Inggris (khususnya secara lisan dalam situasi formal).</li> <li>• Mahasiswa mampu menggunakan tata bahasa, kosakata, dan keterampilan bahasa (khususnya berbicara) untuk berkomunikasi dalam bahasa Inggris.</li> </ul>  |  |
| <b>DESKRIPSI TUGAS</b>  |  |
| <p><u>Topic</u></p> <p><i>Introducing Indonesia's precious asset to the world</i></p> <p><i>(culture /tourism / product / natural resource / etc)</i></p> <p><u>Content</u></p> <ul style="list-style-type: none"> <li>- <i>Explanation about the asset</i></li> <li>- <i>How it gives impact to the country</i></li> <li>- <i>How to preserve and/or promote the asset</i></li> <li>- <i>Must include one campaign material (poster/ brochures/ vlog / video documenter/ etc.)</i></li> </ul> <p><u>Regulation</u></p> <ul style="list-style-type: none"> <li>- <i>Each group is free to decide the topic of the presentation.</i></li> <li>- <i>Duration: 8-10 minutes presentation, 5-10 minutes questions.</i></li> <li>- <i>Every student must take part equally.</i></li> <li>- <i>Always use English. Any local terms must be well explained in English.</i></li> <li>- <i>Use visual aid (ppt slides) effectively.</i></li> </ul> |  |
| <b>METODE Pengerjaan Tugas</b>  |  |
| <ul style="list-style-type: none"> <li>• Pembelajaran keterampilan presentasi</li> <li>• Pembentukan kelompok</li> <li>• Persiapan materi presentasi oleh setiap kelompok</li> <li>• Presentasi kelompok dilanjutkan dengan tanya jawab dan diskusi</li> </ul>  |  |
| <b>BENTUK DAN FORMAT LUARAN</b>   |  |
| <ul style="list-style-type: none"> <li>• Presentasi kelompok</li> <li>• <i>Campaign material</i></li> </ul>   |  |



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### CPS103 BAHASA INGGRIS

| INDIKATOR, KRITERIA DAN BOBOT PENILAIAN   |   |     |
|---|---|-----|
| <i>Group</i>  | <i>: General impression, Content, Use of visual aid, Group work, question handling.</i> | 50% |
| <i>Individual</i>   | <i>: Delivery, fluency, accuracy.</i>   | 30% |
| <i>Campaign material</i>  | <i>: Interesting, effective.</i>  | 20% |
| JADWAL PELAKSANAAN  |   |     |
| <ul style="list-style-type: none"><li>• Pembelajaran keterampilan presentasi dan pembentukan kelompok pada minggu ke-9</li><li>• Presentasi dilakukan di kelas pada minggu ke 11-13</li></ul>   |   |     |
| LAIN-LAIN   |   |     |
| -   |   |     |
| DAFTAR RUJUKAN  |   |     |
| <ul style="list-style-type: none"><li>• Handout: Presentation skills (OCW)</li><li>• Harrison, R. (2011). <i>Headway. Academic Skills. Listening, Speaking, and Study Skills. Level 3.</i> Oxford, Oxford University Press.</li></ul> |   |     |

| RUBRIK PENILAIAN  |                         |   |                       |                  |                      |                      |                  |
|---|-------------------------|---|-----------------------|------------------|----------------------|----------------------|------------------|
| Tugas:  |                         |   |                       |                  |                      |                      |                  |
| Tugas Kelompok ( <i>Group presentation</i> )                                      |                         |   |                       |                  |                      |                      |                  |
| Evaluation components   |                         | Evaluation factors  | Criteria              |                  |                      |                      |                  |
| Group   | General impression (G1) | <ul style="list-style-type: none"> <li>Ability to control audience</li> <li>Style</li> </ul>  | 5<br><i>Excellent</i> | 4<br><i>Good</i> | 3<br><i>Adequate</i> | 2<br><i>Marginal</i> | 1<br><i>Poor</i> |
|   | Content (G2)            | <ul style="list-style-type: none"> <li>Topic</li> <li>Quality &amp; quantity of ideas</li> <li>Organization</li> <li>Originality</li> </ul> | 5<br><i>Excellent</i> | 4<br><i>Good</i> | 3<br><i>Adequate</i> | 2<br><i>Marginal</i> | 1<br><i>Poor</i> |
|   | Visual aids (G3)        | <ul style="list-style-type: none"> <li>Quality</li> <li>Use (effective &amp; efficient)</li> </ul>  | 5<br><i>Excellent</i> | 4<br><i>Good</i> | 3<br><i>Adequate</i> | 2<br><i>Marginal</i> | 1<br><i>Poor</i> |
|   | Group work (G4)         | <ul style="list-style-type: none"> <li>Participation</li> <li>Handover</li> </ul>   | 5<br><i>Excellent</i> | 4<br><i>Good</i> | 3<br><i>Adequate</i> | 2<br><i>Marginal</i> | 1<br><i>Poor</i> |
|   | Question handling (G5)  | <ul style="list-style-type: none"> <li>Ability to handle questions</li> </ul>   | 5<br><i>Excellent</i> | 4<br><i>Good</i> | 3<br><i>Adequate</i> | 2<br><i>Marginal</i> | 1<br><i>Poor</i> |
| Individual  | Delivery (I1)           | <ul style="list-style-type: none"> <li>Confidence,</li> <li>Gesture</li> <li>Voice quality</li> </ul>                                       | 5<br><i>Excellent</i> | 4<br><i>Good</i> | 3<br><i>Adequate</i> | 2<br><i>Marginal</i> | 1<br><i>Poor</i> |
|   | Fluency (I2)            | <ul style="list-style-type: none"> <li>Intonation,</li> <li>Pronunciation,</li> <li>Hesitation handling</li> </ul>                          | 5<br><i>Excellent</i> | 4<br><i>Good</i> | 3<br><i>Adequate</i> | 2<br><i>Marginal</i> | 1<br><i>Poor</i> |
|   | Accuracy (I3)           | <ul style="list-style-type: none"> <li>Grammar</li> <li>Vocabulary</li> </ul>   | 5<br><i>Excellent</i> | 4<br><i>Good</i> | 3<br><i>Adequate</i> | 2<br><i>Marginal</i> | 1<br><i>Poor</i> |
| Campaign material (CM)  |                         | <ul style="list-style-type: none"> <li>Attractive impression</li> <li>Quality</li> <li>Effective</li> </ul>                                 | 5<br><i>Excellent</i> | 4<br><i>Good</i> | 3<br><i>Adequate</i> | 2<br><i>Marginal</i> | 1<br><i>Poor</i> |
| $\text{Total Score} = ((G1+G2+G3+G4+G5+I1+I2+I3)/5 \times 10) + (CM/5 \times 20)$ |                         |   |                       |                  |                      |                      |                  |



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|                |                      |          |          |
|----------------|----------------------|----------|----------|
| Mata Kuliah    | : Bahasa Inggris     | Kode MK  | : GR 103 |
| Tugas ke       | : 3                  | SKS      | : 2      |
| Dosen pengampu | : Andi Dagmarbumi B. | Semester | : 1      |

| RANCANGAN TUGAS MAHASISWA   |  |     |
|---|--|-----|
| <b>BENTUK TUGAS</b>   |  |     |
| Tugas Individu  |  |     |
| <b>JUDUL TUGAS</b>  |  |     |
| <i>Writing a curriculum vitae and a cover letter</i>  |  |     |
| <b>SUB CAPAIAN PEMBELAJARAN MATA KULIAH</b>   |  |     |
| Mahasiswa mampu menggunakan tata bahasa, kosakata dan keterampilan bahasa (menulis) untuk berkomunikasi sederhana dalam bahasa Inggris.   |  |     |
| <b>DESKRIPSI TUGAS</b>  |  |     |
| <ul style="list-style-type: none"> <li>• <i>Select a job advertisement that you find interesting and match your profile.</i></li> <li>• <i>Create a curriculum vitae and a cover letter to apply for the job.</i></li> </ul>  |  |     |
| <b>METODE Pengerjaan Tugas</b>  |  |     |
| <ul style="list-style-type: none"> <li>• Mahasiswa belajar tata cara penulisan curriculum vitae dan lamaran pekerjaan di kelas.</li> <li>• Pengajar menyediakan pilihan iklan lowongan pekerjaan.</li> <li>• Mahasiswa memilih satu lowongan pekerjaan berdasarkan minat dan kualifikasi yang dimiliki.</li> <li>• Mahasiswa menulis curriculum vitae dan surat lamaran.</li> </ul> |  |     |
| <b>BENTUK DAN FORMAT LUARAN</b>   |  |     |
| <ul style="list-style-type: none"> <li>• Cover letter 1 halaman.</li> <li>• Curriculum vitae maksimum 2 halaman.</li> </ul>   |  |     |
| <b>INDIKATOR, KRITERIA DAN BOBOT PENILAIAN</b>  |  |     |
| <i>Cover Letter</i>   | <ul style="list-style-type: none"> <li>- <i>Good format and organization of ideas.</i></li> <li>- <i>Good use of language structure and vocabulary.</i></li> </ul>       | 50% |
| <i>Curriculum vitae</i>   | <ul style="list-style-type: none"> <li>- <i>Good format and organization of information.</i></li> <li>- <i>Good use of language structure and vocabulary.</i></li> </ul> | 50% |
| <b>JADWAL PELAKSANAAN</b>   |  |     |
| Minggu ke-14: Pembelajaran penulisan CV dan cover letter dan penugasan.   |  |     |
| Minggu ke-15: Pengumpulan tugas.  |  |     |
| <b>LAIN-LAIN</b>  |  |     |
| -   |  |     |



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### CPS103 BAHASA INGGRIS

#### DAFTAR RUJUKAN

- Handout: Writing a CV & a cover letter (OCW)
- Downes, C. (2008). *Cambridge English for Job-hunting*. Cambridge, Cambridge University Press.

#### RUBRIK PENILAIAN

Tugas:

Tugas Individu (*Writing a curriculum vitae*)

| Evaluation components     | Evaluation factors  | Criteria              |                  |                      |                      |                  |
|---------------------------|---|-----------------------|------------------|----------------------|----------------------|------------------|
|                           |   | 5                     | 4                | 3                    | 2                    | 1                |
| <i>General impression</i> | <ul style="list-style-type: none"> <li>• <i>Attractive format</i></li> <li>• <i>Impressive content</i></li> </ul>   | 5<br><i>Excellent</i> | 4<br><i>Good</i> | 3<br><i>Adequate</i> | 2<br><i>Marginal</i> | 1<br><i>Poor</i> |
| <i>Organization</i>       | <ul style="list-style-type: none"> <li>• <i>Heading</i></li> <li>• <i>Structure</i></li> <li>• <i>Sections</i></li> </ul>   | 5<br><i>Excellent</i> | 4<br><i>Good</i> | 3<br><i>Adequate</i> | 2<br><i>Marginal</i> | 1<br><i>Poor</i> |
| <i>Content</i>            | <ul style="list-style-type: none"> <li>• <i>Relevancy of information</i></li> <li>• <i>Personal detail</i></li> <li>• <i>Education</i></li> <li>• <i>Experience / interest / skills / etc.</i></li> </ul> | 5<br><i>Excellent</i> | 4<br><i>Good</i> | 3<br><i>Adequate</i> | 2<br><i>Marginal</i> | 1<br><i>Poor</i> |
| <i>Language</i>           | <ul style="list-style-type: none"> <li>• <i>Effective sentences</i></li> <li>• <i>grammar accuracy</i></li> <li>• <i>Vocabulary selection</i></li> </ul>  | 5<br><i>Excellent</i> | 4<br><i>Good</i> | 3<br><i>Adequate</i> | 2<br><i>Marginal</i> | 1<br><i>Poor</i> |
| <i>Mechanics</i>          | <ul style="list-style-type: none"> <li>• <i>Punctuation</i></li> <li>• <i>Capital letters</i></li> <li>• <i>Spelling</i></li> </ul>   | 5<br><i>Excellent</i> | 4<br><i>Good</i> | 3<br><i>Adequate</i> | 2<br><i>Marginal</i> | 1<br><i>Poor</i> |

*Total Score = (G+I+C+O+L+M) / 5 x 20*

### RUBRIK PENILAIAN

Tugas:

Tugas Individu (*Writing a cover letter*)

| Evaluation components   | Evaluation factors   | Criteria  |      |          |          |      |
|---|--|-----------|------|----------|----------|------|
|   |  | 5         | 4    | 3        | 2        | 1    |
| General impression<br>(GI)                                    | <ul style="list-style-type: none"> <li>Attractive format</li> <li>Impressive content</li> <li>Appropriate language</li> </ul>                                    | Excellent | Good | Adequate | Marginal | Poor |
| Organization<br>(O)   | <ul style="list-style-type: none"> <li>Letter structure (opening–body–closing)</li> </ul>  | Excellent | Good | Adequate | Marginal | Poor |
| Content<br>(C)  | <ul style="list-style-type: none"> <li>Applicant contact detail</li> <li>Recipient contact detail</li> <li>Relevancy of information in the paragraphs</li> </ul> | Excellent | Good | Adequate | Marginal | Poor |
| Language<br>(L)   | <ul style="list-style-type: none"> <li>Effective sentences</li> <li>Grammar accuracy</li> <li>Vocabulary</li> </ul>  | Excellent | Good | Adequate | Marginal | Poor |
| Mechanics<br>(M)  | <ul style="list-style-type: none"> <li>Punctuation</li> <li>Capital letters</li> <li>Spelling</li> </ul>   | Excellent | Good | Adequate | Marginal | Poor |
| <p><math>Total\ Score = (GI+C+O+L+M) / 5 \times 20</math></p> |  |           |      |          |          |      |