

ESTU MAHANANI., SP., M.M

Business Communication (2 SKS)

Tanggal Mengajar : Friday, 21 August 2020

MATERI









Bismillah Assalamualaikum wr.wb. Morning Class of Business Communication We r going to have
online class @10.20 Attachment below is SYLLABUS of Business Communication

File Materi : [AK4110_01_154649.doc](#)

TUGAS

File Tugas :

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	2017031011	ANNISA LATHIFAH TGL. ABSEN : Monday, 24 August 2020 21:40:14		
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	2017031084	SELYA NURFAZRIN TGL. ABSEN : Monday, 24 August 2020 21:49:54		
	2017031089	NABILAH TGL. ABSEN : Monday, 24 August 2020 21:36:23		
	2017031104	INDRIYANI TGL. ABSEN : Monday, 24 August 2020 21:32:15		
	2017031122	NOLA PURI AYU LESTARI TGL. ABSEN : Monday, 24 August 2020 21:29:56		
	2017031137	VANYA VASHTI AURELLIA KUNCORO PUTRI TGL. ABSEN : Monday, 24 August 2020 21:30:26		
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ESTU MAHANANI., SP., M.M

Business Communication (2 SKS)

Tanggal Mengajar : Friday, 21 August 2020

MATERI

26 Mar

Bismillah Assalamualaikum wr.wb.

Morning Class of Business Communication

We r going to have online class @10.20

Attachment below is my presentation for the second week and the assignment

(send to my email: mahananiestu3@gmail.com)

The deadline is today, 12.00 WIB. Thank you for your attention,

Keep healthy & success.

Best Regards, Mam Estu

File Materi : [AK4110_02_154446.pptx](#)

TUGAS

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	2017031084	SELYA NURFAZRIN TGL. ABSEN : Monday, 24 August 2020 21:50:02		
	2017031089	NABILAH TGL. ABSEN : Monday, 24 August 2020 21:36:31		
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	2017031122	NOLA PURI AYU LESTARI TGL. ABSEN : Monday, 24 August 2020 21:30:09		
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	2017031137	VANYA VASHTI AURELLIA KUNCORO PUTRI TGL. ABSEN : Monday, 24 August 2020 21:30:32		
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ESTU MAHANANI., SP., M.M

Business Communication (2 SKS)

Tanggal Mengajar : Friday, 21 August 2020

MATERI

26 Mar

Attachment below is my presentation for the third week and the assignment is for Abed (Questions

are in my last slide of ppt & for paper, the topic is "Writting Business Messager" (send to my email:

mahananiestu3@gmail.com) The deadline is next thursday, April 02, 2020 on 12.00 WIB.









Thank you for your attention, Keep healthy & success. Best Regards, Mam Estu

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TUGAS

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ESTU MAHANANI., SP., M.M Business Communication (2 SKS)

Tanggal Mengajar : Friday, 21 August 2020

MATERI

2 Apr

Assalamualaikum wr.wb. Morning Class, today we r going to have online class @10.20

Attachment below is my presentation for the fourth week (Please all the students download it as the evidence of the absence and give comment below).

File Materi : [AK4110_04_155355.pptx](#)

TUGAS

For the assignment below is only for SELYA (Answer 3 Questions and make the paper summary of this topics (just copy paste my material) TIMES NEW ROMANS 12 space 1.5 (send to my email: mahananiestu3@gmail.com) The deadline is today, 12.50 WIB.

Thank you for your attention, Keep healthy & success. Best Regards, Mam Estu Person 3. Only for SELYA COMPLETING BUSINESS MESSAGES

1. Describe the steps you can take to improve the clarity of your writing, and give four tips on making your writing more concise.
2. Why is proofreading an important part of the writing process?
3. What factors should you consider when choosing a method for distributing a message ?

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ESTU MAHANANI., SP., M.M

Business Communication (2 SKS)

Tanggal Mengajar : Friday, 21 August 2020

MATERI

Week 5, April 08, 2020 Assalamualaikum wr.wb. Morning Class, today we r going to have online class @10.20 Attachment below is my presentation for the fifth week (Please all the students download it as the evidence of the absence and give comment below).

File Materi : [AK4110_05_155639.pptx](#)

TUGAS

For the assignment below is only for Nola (Answer 3 Questions and make the paper summary of this topics) TIMES NEW ROMANS 12 space 1.5 (send to my email: mahananiestu3@gmail.com) The deadline is today, 12.50 WIB. Thank you for your attention, Keep healthy & success.

Best Regards, Mam Estu

Person 4. NOLA CRAFTING MESSAGES FOR ELECTRONIC MEDIA Week 5. Thursday, April 09, 2020

Exercise : 5

1.Describe the use of blogging and microblogging in business communication. 2.Describe the business benefit of instant messaging (IM), and identify guidelines for effective IM in the workplace.

3.Identify the major electronic media used for brief business messages, and describe the nine compositional modes needed for electronic media.

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ESTU MAHANANI., SP., M.M

Business Communication (2 SKS)

Tanggal Mengajar : Friday, 21 August 2020

MATERI

Week 6 April 16, 2020 Assalamualaikum wr.wb. Morning Class, today we r going to have online class @10.20 Attachment below is my presentation for the sixth week (Please all the students download it as the evidence of the absence and give comment below).

File Materi : [AK4110_06_155957.pptx](#)

TUGAS

For the assignment below is only for ANNISA (Answer 3 Questions and make the paper summary of this topics) TIMES NEW ROMANS 12 space 1.5 (send to my email: mahananiestu3@gmail.com) The deadline is today, 12.50 WIB.

Person 5. ANNISA Writing Routine and Positive Messages

QUESTIONS 1. Describe the use of blogging in business communication.

2. Describe the business benefits?of instant messaging (IM).

3. Describe three common types of routine requests.

Thank you for your attention, Keep healthy & success. Best Regards, Mam Estu

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ESTU MAHANANI., SP., M.M Business Communication (2 SKS)

Tanggal Mengajar : Friday, 21 August 2020

MATERI

Week 7 April 22, 2020 Assalamualaikum wr.wb. Morning Class, today we r going to have online class @10.20 Attachment below is my presentation for the sixth week (Please all the students download it as the evidence of the absence and give comment below).

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For the assignment below is only for NABILAH (Answer 3 Questions and make the paper summary of this topics) TIMES NEW ROMANS 12 space 1.5 (send to my email: mahananiestu3@gmail.com) The deadline is today, 12.50 WIB.

Exercise : 1. Apply the three-step writing process to persuasive messages.

2. Identify the three most common categories of persuasive business messages.

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ESTU MAHANANI., SP., M.M
Business Communication (2 SKS)

Tanggal Mengajar : Tuesday, 25 August 2020

MATERI

SELAMAT MENGERJAKAN UTS

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ESTU MAHANANI., SP., M.M Business Communication (2 SKS)

Tanggal Mengajar : Friday, 21 August 2020

MATERI

Assalamualaikum wr.wb. Morning Class, today we r going to have online class @10.20

Attachment below is my presentation for the NINth week (Please all the students download it as the evidence of the absence and give comment below).

For the assignment below is only for INDRI (Answer 3 Questions and make the paper summary of this topics) TIMES NEW ROMANS 12 space 1.5 (send to my email: mahananiestu3@gmail.com) The deadline is today, 12.50 WIB. and The Summary Topics: Understanding and Planning Reports and Proposals

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TUGAS

For the assignment below is only for INDRI (Answer 3 Questions and make the paper summary of this topics) TIMES NEW ROMANS 12 space 1.5 (send to my email: mahananiestu3@gmail.com) The deadline is today, 12.50 WIB. and The Summary Topics: Understanding and Planning Reports and Proposals

Week 9. Thursday, May 14, 2020 Exercise :

1. Explain the role of primary research, and identify the two most common forms of primary research for business communication purposes.
2. Describe the three kind of reports 3. Explain how to plan proposals.

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ESTU MAHANANI., SP., M.M

Business Communication (2 SKS)

Tanggal Mengajar : Friday, 21 August 2020

MATERI

Assalamualaikum wr.wb Good afternoon Class, tomorrow we r going to have online class @10.20

Attachment below is my presentation for the tenth week (Please all the students download it as the evidence of the absence and give comment below).

For the assignment below is only for VANYA (Answer 3 Questions and make the paper summary of this topics) TIMES NEW ROMANS 12 space 1.5 (send to my email: mahananiestu3@gmail.com) The deadline is tomorrow, 12.50 WIB.

Person 8. AUREL Writing and Completing Reports and Proposals

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TUGAS

Week 10. Thursday, May , 2020

Question :

1. List the topics commonly covered in the introduction, body, and close of informational reports, analytical reports, and proposals.
2. Summarize the four tasks involved in completing business reports and proposals.
3. Describe the AIDA Model for Persuasive Messages.

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	2017031122	NOLA PURI AYU LESTARI TGL. ABSEN : Monday, 24 August 2020 21:32:11		
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ESTU MAHANANI., SP., M.M

Business Communication (2 SKS)

Tanggal Mengajar : Friday, 21 August 2020

MATERI

Assalamualaikum wr.wb Good afternoon Class, tomorrow we r going to have online class @10.20

Attachment below is my presentation for the eleventh week (Please all the students download it as the evidence of the absence and give comment below).

For the assignment below is only for RINI (Answer 3 Questions and make the paper summary of this topics) TIMES NEW ROMANS 12 space 1.5 (send to my email: mahananiestu3@gmail.com)

The deadline is tomorrow, 12.50 WIB.

Person 9. RINI Developing Oral and Online Presentations

File Materi : [AK4110_11_162904.pptx](#)








TUGAS

Week 11. Thursday, May , 2020 Question :

1. Describe four important aspects of delivering a presentation in today's social media environment.
2. Describe the tasks involved in developing a presentation.

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	2017031137	VANYA VASHTI AURELLIA KUNCORO PUTRI TGL. ABSEN : Monday, 24 August 2020 21:31:48		
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ESTU MAHANANI., SP., M.M Business Communication (2 SKS)

Tanggal Mengajar : Friday, 21 August 2020

MATERI

Assalamualaikum wr.wb Good afternoon Class, today we r going to have online class @10.20.

Attachment below is my presentation for week 12. (Please all the students download it as the evidence of the absence and give comment below).

File Materi : [AK4110_12_163112.pptx](#)

TUGAS

For the assignment below is only for ENDANG (Answer 3 Questions and make the paper summary of this topics). TIMES NEW ROMANS 12 space 1.5 (send to my email: mahananiestu3@gmail.com) The deadline is today, 12.50 WIB.

Person 10. ENDANG Building Careers and Writing Re'sume's

Week 12. Thursday, June 18 , 2020 Questions :

PREPARE YOUR OWN RESUME (CV)








1.Describe the tasks involved in writing your résum , and list the sections to consider including in your résum .

2.Explain the process of planning your résum , including how to choose the best résum  organization.

Waalaikumsalam, Regards, Mam Estu

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	2017031122	NOLA PURI AYU LESTARI TGL. ABSEN : Monday, 24 August 2020 21:33:15		
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ESTU MAHANANI., SP., M.M

Business Communication (2 SKS)

Tanggal Mengajar : Friday, 21 August 2020

MATERI

Assalamualaikum wr.wb Good afternoon Class, Sorry I was late because I have to go to my son's school. Attachment below is my presentation for week 13. (Please all the students download it as the evidence of the absence and give comment below).

File Materi : [AK4110_13_163254.pptx](#)

TUGAS

For the assignment below is only for Nabilah & Indriyani (Answer the Questions) and for Nola (make the paper summary of this topics). TIMES NEW ROMANS 12 space 1.5 (send to my email: mahananiestu3@gmail.com) The deadline is today, 12.50 WIB. Week .13 Thursday, June 25, 2020 Writing Negative Messages Exercise :

ONLY FOR Nabilah








1. Explain how to use the indirect approach effectively when conveying negative news, and explain how to avoid ethical problems when using this approach.

ONLY FOR Indriyani

2. Describe successful strategies for sending negative messages on routine business matters.

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	2017031122	NOLA PURI AYU LESTARI TGL. ABSEN : Monday, 24 August 2020 21:33:33		
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ESTU MAHANANI., SP., M.M

Business Communication (2 SKS)

Tanggal Mengajar : Friday, 21 August 2020

MATERI

Week . 14 Thursday, July 02, 2020 Applying and Interviewing for Employment Assalamualaikum wr.wb Good afternoon Class, today we r going to have online class @10.20. Attachment below is my presentation for week 14. (Please all the students download it as the evidence of the absence and give comment below).

File Materi : [AK4110_14_163451.pptx](#)

TUGAS

For the assignment below is for: Titta (make the paper summary of this topics)

Annisa (make 5 Multiple choice from Titta's paper)

Selya (Answer Questions : Describe the typical sequence of job interviews)

Vanya (Answer Questions : Mention the major types of interviews)

Abed (Answer Questions: Mention the attributes employers look for during an Interview).

Note: TIMES NEW ROMANS 12 space 1.5 (send to my email: mahananiestu3@gmail.com) The deadline is today, 17.00 WIB.

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Business Communication (2 SKS)

KAMIS 10:20 - 12:00

Business Communication (2 SKS)

KAMIS 10:20 - 12:00

Business Communication (2 SKS)

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Business Communication (2 SKS)

KAMIS 10:20 - 12:00

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NO.	NIM	NAMA	FOTO	NILAI UAS	NILAI UTS	NILAI TUGAS
1	2017031009	TITTA USWATUN HASANAH		90	75	81
2	2017031011	ANNISA LATHIFAH		94	78	80
3	2017031075	ENDANG SETIAWATI		90	80	85
4	2017031079	RINI ANDHIKA		94	85	88

NO.	NIM	NAMA	FOTO	NILAI UAS	NILAI UTS	NILAI TUGAS
5	2017031084	SELYA NURFAZRIN		64	82	80
6	2017031086	WILLIAM ABEDNEGO WITANA		68	80	82
7	2017031089	NABILAH		94	86	80
8	2017031104	INDRIYANI		88	78	78

NO.	NIM	NAMA	FOTO	NILAI UAS	NILAI UTS	NILAI TUGAS
9	2017031122	NOLA PURI AYU LESTARI		90	80	80
10	2017031137	VANYA VASHTI AURELLIA KUNCORO PUTRI		92	82	82

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