

GARIS GARIS BESAR PROGRAM PEMBELAJARAN

MATA KULIAH : Bahasa Inggris

NOMOR KODE SKS :

DESKRIPSI SINGKAT : Bahasa Inggris merupakan mata kuliah wajib yang diberikan pada semester I. Mata kuliah ini diberikan dengan tujuan agar praja dapat menggunakan Bahasa Inggris dalam kehidupan sehari-hari, khususnya mengenai Bahasa Inggris Pemerintahan, sehingga praja mengetahui, memahami dan dapat menggunakan istilah-istilah pemerintahan dalam Bahasa Inggris secara lisan dan tulisan.

STANDAR KOMPETENSI : Praja dapat memahami dan menggunakan istilah-istilah pemerintahan baik secara lisan maupun tulisan.

TIM PENYUSUN : Dwi Indah Kartika, S.Pd., M.Si dan MGS Ismail, S.Pd.

No.	Kompetensi Dasar	Pokok Bahasan	Sub Pokok Bahasan	Waktu	KBM	Media	Sumber Pustaka
1.	<p>1) Praja will know the vocabularies on State and able to use them in oral and written text.</p> <p>2) Praja will be able to master all the vocabularies deal with State.</p>	State.	The comparison between 3 big states.	100 menit	<ol style="list-style-type: none"> 1. Opening 2. Main Activity 3. Closing 	Whiteboard, board marker, Overhead Projector (OHP), Tape Recorder, Laptop and LCD Projector (in focus), pictures in series, transparencies)	(Out of table)

2.	1) Praja will be able to understand, make comparison, explain and use all the types of English sentences in good order and grammar.	Sentences	Three types of sentences	100 menit	<ol style="list-style-type: none"> 1. Opening 2. Main Activity 3. Closing 	Whiteboard, board marker, Overhead Projector (OHP), Tape Recorder, Laptop and LCD Projector (in focus), pictures in series, transparencies)	
3.	<ol style="list-style-type: none"> 1. Praja will know and be able to use the vocabularies on Governance Systems orally and by written. 2) Praja will be able to master all the vocabularies deal with Governance System 	Governance System	Types of Governance Systems	100 menit	<ol style="list-style-type: none"> 1. Opening 2. Main Activity 3. Closing 	Whiteboard, board marker, Overhead Projector (OHP), Tape Recorder, Laptop and LCD Projector (in focus), pictures in series, transparencies)	
4.	1) Praja will be able to mention who are the executive branch and explain the comparison of executive branches in three states.	Executive Branch	Executive Branches in three states	100 menit	<ol style="list-style-type: none"> 1. Opening 2. Main Activity 3. Closing 	Whiteboard, board marker, Overhead Projector (OHP), Tape Recorder, Laptop and LCD Projector (in focus),	

	2) Praja will be able to master all the vocabularies deal with Education					pictures in series, transparencies)	
5.	3) Praja will be able to mention who are the executive branch and explain the comparison of executive branches in three states. 4) Praja will be able to master all the vocabularies deal with Education	Legislative Branch (Federal Citizenship Text – U.S. Govt. Structure, page 52-65) Congress: page 52-56) The House of Representatives: 57-61) The Senate: 62-65)	Legislative Branches in three states	100 menit	1. Opening 2. Main Activity 3. Closing	Whiteboard, board marker, Overhead Projector (OHP), Tape Recorder, Laptop and LCD Projector (in focus), pictures in series, transparencies)	
6.	1) Praja will be able to mention who are the judicial branch and explain the comparison of judicial branch in three states. 2) Praja will be able to master all the vocabularies deal with Judicial Branch.	Judicial Branch (Federal Citizenship Text – U.S. Govt. Structure, page 71-82) The Structure and the Appeals Process:71-75) The Supreme Court: 75-82	Judicial Branches in three states	100 menit	1. Opening 2. Main Activity 3. Closing	Whiteboard, board marker, Overhead Projector (OHP), Tape Recorder, Laptop and LCD Projector (in focus), pictures in series, transparencies)	
7.	1) Praja will be able to comprehend the mechanism	Check and Balances (Federal Citizenship Text – U.S. Govt.	Check and Balances in three states	100 menit	1. Opening 2. Main Activity	Whiteboard, board marker, Overhead	

	<p>of check and balances in three states.</p> <p>2) Praja will be able to master all the vocabularies deal with Check and Balances.</p>	Structure, page 83-88)			3. Closing	Projector (OHP), Tape Recorder, Laptop and LCD Projector (in focus), pictures in series, transparencies)	
8.	Mid Term Test				4.		
9.	<p>1) Praja will be able to comprehend, make comparison, and explain the different between Federal government, Central and Local Government).</p> <p>2) Praja will be able to master all the vocabularies deal with Government.</p>	<p>Government (Federal Citizenship Text – U.S. Govt. Structure, page 89-92)</p> <p>The Federal Government</p>	Central and Local Government	100 menit	<p>1. Opening</p> <p>2. Main Activity</p> <p>3. Closing</p>	<p>Whiteboard, board marker, Overhead Projector (OHP), Tape Recorder, Laptop and LCD Projector (in focus), pictures in series, transparencies)</p>	
10.	<p>1) Praja will be able to comprehend analyze and explain Good Governance</p> <p>2) Praja will be able to master all the vocabularies deal</p>	Good Governance	Good Governance in Indonesia		<p>1. Opening</p> <p>2. Main Activity</p> <p>3. Closing</p>	<p>Whiteboard, board marker, Overhead Projector (OHP), Tape Recorder, Laptop and LCD Projector</p>	

	with Good Governance.					(in focus), pictures in series, transparencies)	
11.	1) Praja will be able to comprehend analyze and explain Human Rights 2) Praja will be able to master all the vocabularies deal with Human Rights.	Human Rights	Human Rights and its application	100 menit	1. Opening 2. Main Activity 3. Closing	Whiteboard, board marker, Overhead Projector (OHP), Tape Recorder, Laptop and LCD Projector (in focus), pictures in series, transparencies)	
12.	1) Praja will be able to comprehend analyze and explain General Election 2) Praja will be able to master all the vocabularies deal with General Election.	General Election	General Election in Indonesia	100 menit	1. Opening 2. Main Activity 3. Closing	Whiteboard, board marker, Overhead Projector (OHP), Tape Recorder, Laptop and LCD Projector (in focus), pictures in series, transparencies)	
13.	1) Praja will be able to comprehend analyze and explain Excellent Service	Excellent Service	One Stop Service	100 menit	1. Opening 2. Main Activity 3. Closing	Whiteboard, board marker, Overhead Projector (OHP), Tape	

	2) Praja will be able to master all the vocabularies deal with Excellent Service.					Recorder, Laptop and LCD Projector (in focus), pictures in series, transparencies)	
14.	1) Praja will be able to comprehend analyze and explain Globalization 2) Praja will be able to master all the vocabularies deal with Globalization.	Globalization	Mac Donald	100 menit	1. Opening 2. Main Activity 3. Closing	Whiteboard, board marker, Overhead Projector (OHP), Tape Recorder, Laptop and LCD Projector (in focus), pictures in series, transparencies)	
15.	1) Praja will be able to comprehend analyze and explain Education 2) Praja will be able to master all the vocabularies deal with Education	Education	Comparison between studying abroad and in RI.	100 menit	4. Opening 5. Main Activity 6. Closing	Whiteboard, board marker, Overhead Projector (OHP), Tape Recorder, Laptop and LCD Projector (in focus), pictures in series, transparencies)	
16.	Final Test						

Sumber Pustaka:

1. The Federal Citizenship Text – U.S. Government Structure
2. Cyssco, Dhanny R., 2009. Comprehensive English Grammar. Preparation for TOEFL. Kesaint Blanc:Jakarta, Indonesia.
3. Nolasco, Rob., 1994. American WOW!. Student Book IB. Oxford University Press: England.
4. Swan, Michael and Walter, Catherine. 1994. The New Cambridge English Course. Student 3 Intermediate. Cambridge University Press:Great Britain.
5. Woolcott, Lyn. 1996. Go Ahead. Student's Book. A Pre-intermediate English Course for Adults. Phoenix ELT, Hertfordshire, HP27EZ.
6. Team. 2004. Bahasa Inggris 1. Unpublished.
7. _____. 2004. Bahasa Inggris 2. Unpublished.
8. _____. English Cassette for Listening 1 and 2. Unpublished.
9. LBI FIB UI. 2009. TOEFL Preparation. Unpublished.
10. Yanni, Ferry. 2009. Learning English through Fairy Tales Reading. The Greatest Palace and Other Stories. Kesaint Blanc:Jakarta.
11. Pilgrim, Dorothy W, Hayden, Rebecca E and Haggard, Aurora Quiros. 1994. Mastering American English. A Handbook-Workbook of Essential. Prentice Hall Inc.
12. Doft, Adrian and Becket Carolyn. 2005. Listening. Student's Book 1. Cambridge University Press. Reprinted by Kanisius Printing and Publishing House:Yogyakarta).
13. Rini, Ayu. 2010. Be Smart and Fun with English Games. Kesaint Blanc:Jakarta.

SATUAN ACARA PEMBELAJARAN

MATA KULIAH : BAHASA INGGRIS

KODE MATA KULIAH :

BEBAN SKS : 2 SKS

WAKTU : 2 JAM

HARI/TANGGAL :

TAHUN AKADEMIK : 2010/2011

No	Tujuan Pembelajaran Umum	Tujuan Pembelajaran Khusus	Pokok Bahasan	Sub Pokok Bahasan	Kegiatan Belajar Mengajar		Media	Sumber	Evaluasi
					Kegiatan Dosen	Kegiatan Praja			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1.	1) Praja will know the vocabularies on State and able to use them in oral and written text. 2) Praja will be able to master all the	1) Praja will be able to understand the definition of state. 2) Praja will be able to explain the requirements of a State 3) Praja will be able to master all	State.	1) State and the Requirements of A State. 2) Vocabularies on State.	1) A lecturer (L) asks prajas to read a text on State. 2) L writes down the vocabularies deal with	1) Prajas (P) read a text on State. 2) P read and write down all the vocabularies deal with State. 3) P make	1. Reading Text 2. OHP and transparencies. 3. White board , boardmarker, and eraser. 4. Tape Player 5. Cassette	1. Reading Text on State. 2. Bahasa Inggris 1, hal 1-9.	1) Ask P to make sentences using vocabularies on State 2) Asks P to make a conversation on how to introduce

	vocabularies deal with State.	the vocabularies deals with State. 4) Praja will able to explain and all the vocabularies deals with State.		3) Listening (Greeting, Leave Taking, Giving and Asking for Personal Information.	State. 3) L asks P to make a sentence using vocabularies on State. 4) L plays a cassette on Greeting, Leave Taking, and Giving and Asking for Personal Information. 5) L asks P about what the tape player plays. 6) L asks P	sentences using vocabularies on State 4) P listen to the cassette on Greeting, Leave Taking, and Giving and Asking for Personal Information. 5) P answer the L's questions. 6) P practices			oneself.
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				4) Speaking (Introducing One Self)	to practice the conversation played by the tape player. 7) L asks P to make a conversation on how to introduce one self.	the conversation played on the tape player. 7) P make a conversation on how to introduce one self.			
2.	1) Praja will be able to understand , make comparison, explain and use all the types of English sentences in good	1) Praja will be able to understand types of sentences. 2) Praja will be able comprehend how to make sentences	Sentences	1. Independent Clauses: a. Simple Sentence b. Compound Sentence c. Complex Sentence 2. Missing Subjects, Verbs,	1) L explains the Types of Sentences. 2) L asks P to make sentences using Type of	1) P listen to L carefully. 2) P make sentences using Type of Sentences	1. Whiteboard, boardmarker and eraser. 2. Laptop 3. LCD Projector 4. English Grammar Structure	TOEFL Preparation, p. 8-22.	1. L asks P to make sentence using Type of Sentences. 2. L asks P to do exercises.

	order and grammar.	based on its type. 3) Praja will be able to explain types of sentences. 4) Praja will be able to make and use sentences based on its type.		Objects and Complement s. 3. Clauses with <i>There</i> and <i>It</i> . 4. Incomplete Adjective Clause. 5. Incomplete or missing Participial Phrases.	sentences.				
3.	1) Praja will know and be able to use the vocabularies on Governance Systems orally and by written. 2) Praja will be able to master all the vocabularies deal with Governance System	1) Praja will be able to understand the Governance System. 2) Praja will be able to differentiate between Government and Governance. 3) Praja will be able to explain kinds of Government System.	Governance System	1. Classification of Governance System 2. English Grammar and Structure: a. Incomplete or Missing Appositive b. Incomplete Adverb Clauses c. Incomplete Noun Clauses 3. Listening to a Song	1) L explains Governance Systems 2) L writes down vocabularies deal with Governance System 3) L asks P to make sentences using vocabularies	1) P listens to L 2) P re-write down vocabularies written by L 3) P make sentences using vocabularies	1. Whiteboard, boardmarker and eraser. 2. Picture of State's flags. 3. Laptop. 4. LCD Projector. 5. Tape Player. 6. Cassette.	1. Reading Text on Governance System. 2. TOEFL Preparation, p:23-34. 3. Song	4. L asks P to make sentences using vocabularies on Governance System 5. L asks P to do exercise on appositive, adverb clauses and noun

		4) Praja will be able to make comparison between Presidential system and Parliamentary System.		“What a Wonderful Word : Guy Sebastian”	aries on Governance System. 4) L explains Appositive, adverb clauses, and noun clause. 5) L plays a song and asks P to listen to it carefully. 6) L asks P to complete the incomplete song.	Governance System. 4) P listen to L 5) P listen to the song carefully. 6) P complete the incomplete song lyric.			clauses.
4.	1) Praja will be able to mention who are the	1) Praja will be able to mention the holder of Executive	Executive Branch	1. Executive Branch: President and Vice President	1) L explains the Executive			(Federal Citizenship Text – U.S. Govt. Structure, page 35)	

	<p>executive branch and explain the comparison of executive branches in three states.</p> <p>5) Praja will be able to master all the vocabularies deal with Education</p>	<p>Branch.</p> <p>2) Praja will be able to understand the Executive Branch.</p> <p>3) Praja will be able to explain the Executive Branch out of their mind.</p> <p>4) Praja will be able to understand appositive, adverbial clause and noun clause.</p> <p>5) Praja will be able to differentiate appositive, adverbial clause and noun clause.</p> <p>6) Praja will be able to make sentence using appositive,</p>		<p>2. Executive Branch: Cabinet</p> <p>3. English Grammar and Structure:</p> <p>a. Appositive</p> <p>b. Adverb Clause</p> <p>c. Noun Clause</p>	<p>Branch</p> <p>2)</p>			<p>Executive Branch: President & VP, page 35-39)</p> <p>Executive Branch: Cabinet Page: 40-43)</p>	
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		<p>adverbial clause and noun clause.</p> <p>7) Praja will be able to explain how to use appositive, adverb clause, and noun clause.</p> <p>8) Praja will be able to use appositive, adverb clause and noun clause.</p>							
5.	<p>1) Praja will be able to mention who are the executive branch and explain the comparison of executive branches in three states.</p> <p>2) Praja will be able to</p>		Legislative Branch					<p>(Federal Citizenship Text – U.S. Govt. Structure, page 52-65) Congress: page 52-56) The House of Representatives : 57-61) The Senate: 62-65)</p>	

	master all the vocabularies deal with Education								
6.	<p>1) Praja will be able to mention who are the judicial branch and explain the comparison of judicial branch in three states.</p> <p>2) Praja will be able to master all the vocabularies deal with Judicial Branch.</p>		Judicial Branch					(Federal Citizenship Text – U.S. Govt. Structure, page 71-82) The Structure and the Appeals Process: 71-75) The Supreme Court: 75-82	
7.	1) Praja will be able to comprehend the mechanism of check and balances in		Check and Balances					(Federal Citizenship Text – U.S. Govt. Structure, page 83-88)	

	<p>three states.</p> <p>2) Praja will be able to master all the vocabularies deal with Check and Balances.</p>							
8.	Mid Test Semester							
9.	<p>1) Praja will be able to comprehend, make comparison, and explain the different between Federal government, Central and Local Government).</p> <p>2) Praja will be able to master all the vocabularies deal with</p>		Government				<p>(Federal Citizenship Text – U.S. Govt. Structure, page 89-92) The Federal Government</p>	

	Government.								
10.	<p>1) Praja will be able to comprehend analyze and explain Good Governanc e</p> <p>2) Praja will be able to master all the vocabularie s deal with Good Governanc e.</p>		Good Governanc e						
11.	<p>1) Praja will be able to comprehend analyze and explain Human Rights</p> <p>2) Praja will be able to master all the vocabularie s deal with Human</p>		Human Rights						

	Rights.								
12.	1) Praja will be able to comprehend analyze and explain General Election 2) Praja will be able to master all the vocabularies deal with General Election.		General Election						
13.	1) Praja will be able to comprehend analyze and explain Excellent Service 2) Praja will be able to master all the vocabularies deal with Excellent Service.		Excellent Service						
14.	1) Praja will be able to		Globalization						

	comprehend analyze and explain Globalization 2) Praja will be able to master all the vocabularies deal with Globalization.								
15.	1) Praja will be able to comprehend analyze and explain Education 2) Praja will be able to master all the vocabularies deal with Education		Education						
16.	Final Test Semester								