

Daftar Isi

Tinjauan Mata Kuliah	vii
Modul 01	1.1
<i>Part of Speech, dan Basic Punctuation and Capitalization</i>	
Kegiatan Belajar 1	1.5
<i>Part of Speech</i>	
Kegiatan Belajar 2	1.46
<i>Basic Punctuation and Capitalization</i>	
Modul 02	2.1
<i>Describing Personal Information and Personal Experience</i>	
Kegiatan Belajar 1	2.5
<i>Describing Personal Information</i>	
Kegiatan Belajar 2	2.25
<i>Describing Personal Experience</i>	
Modul 03	3.1
<i>Describing Place and Occupation</i>	
Kegiatan Belajar 1	3.5
<i>Describing Place</i>	
Kegiatan Belajar 2	3.22
<i>Describing Occupation</i>	

Modul 04	4.1
<i>Writing Informal E-mail and Business Memo</i>	
Kegiatan Belajar 1	4.5
<i>Writing Informal E-mail</i>	
Kegiatan Belajar 2	4.31
<i>Writing Business Memo</i>	
Modul 05	5.1
<i>Letter of Request</i>	
Kegiatan Belajar 1	5.5
<i>Business Letter</i>	
Kegiatan Belajar 2	5.20
<i>Request Letter</i>	
Modul 06	6.1
<i>Complaint and Adjustments Letter</i>	
Kegiatan Belajar 1	6.5
<i>Complaint Letter</i>	
Kegiatan Belajar 2	6.31
<i>Adjustment Letter</i>	
Modul 07	7.1
<i>Thanking</i>	
Kegiatan Belajar 1	7.5
<i>Thanking Informal/Business Communication</i>	
Kegiatan Belajar 2	7.26
<i>Informal Thanking Letter</i>	

Modul 08	8.1
<i>Application Letter and CV</i>	
Kegiatan Belajar 1	8.5
<i>Application Letter</i>	
Kegiatan Belajar 2	8.26
<i>Curriculum Vitae</i>	
Modul 09	9.1
<i>Report</i>	
Kegiatan Belajar 1	9.5
<i>Skimming</i>	
Kegiatan Belajar 2	9.17
<i>Writing Report</i>	
Riwayat Penulis	9.46

