

Matakuliah: English Correspondence

Kelompok: SA

Semester Genap 2025/2026

Dosen : Fenti Sofiani, S.Pd., M.M.

| No | NIM        | Nama                     | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    | 13    | 14    | 15    | 16    | %     |
|----|------------|--------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
|    |            |                          | 04/03 | 11/03 | 08/04 | 15/04 | 22/04 | 29/04 | 05/05 | 06/05 | 20/05 | 03/06 | 10/06 | 15/06 | 17/06 | 19/06 | 24/06 | 01/07 |       |
| 1  | 2433300023 | Novia Hani Nurlita       | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Sakit | Sakit | Hadir | Hadir | Hadir | 100   |
| 2  | 2433300056 | Melani Febriyanti        | Hadir | Hadir | Hadir | Hadir | Sakit | Hadir | Hadir | Hadir | Sakit | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | 100   |
| 3  | 2433300064 | Laura Febby Karmila      | Hadir | Hadir | Sakit | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Sakit | Hadir | Hadir | Hadir | 100   |
| 4  | 2433300072 | Febyna Rizkita Putri     | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | 100   |
| 5  | 2433300106 | Rara Maulida             | Sakit | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | 100   |
| 6  | 2433300114 | Almas Dina               | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | 100   |
| 7  | 2433300130 | Alfilia Zahra Firdaus    | Sakit | Ijin  | Ijin  | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Alpha | Hadir | Hadir | Hadir | Hadir | 93.75 |
| 8  | 2433300148 | Diza Cahyani             | Hadir | Sakit | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | 100   |
| 9  | 2433300163 | Nurshopi Dwi Hapsari     | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | 100   |
| 10 | 2433300171 | Rifka Aulia Ananda Putri | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | 100   |
| 11 | 2433300189 | Ilma Nadia               | Hadir | Hadir | Sakit | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | 100   |

## Daftar Berita Acara Mengajar Fakultas Ekonomi Dan Bisnis Genap 2025/2026

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Dosen : Fenti Sofiani, S.Pd., M.M.

| No. | Tanggal    | Materi yang Diberikan                         |
|-----|------------|-----------------------------------------------|
| 1   | 04-03-2026 | 1. Introduction to Business Correspondence    |
| 2   | 11-03-2026 | 2. Tenses & Pronoun                           |
| 3   | 08-04-2026 | 3. Part of business letter                    |
| 4   | 15-04-2026 | 4. Inquiry Letter                             |
| 5   | 22-04-2026 | 5. Online: Reply Inquiry Letter               |
| 6   | 29-04-2026 | 6. Order Letter                               |
| 7   | 05-05-2026 | 7. Review materi UTS                          |
| 8   | 06-05-2026 | 8. UTS                                        |
| 9   | 20-05-2026 | 9. Confirm Order Letter, Currency, Quantifier |
| 10  | 03-06-2026 | 10. Online: Claim Letter                      |
| 11  | 10-06-2026 | 11. Adjustment Letter<br />                   |
| 12  | 15-06-2026 | 12. KP Online: Reminder Letter<br />          |
| 13  | 17-06-2026 | 13. CV                                        |
| 14  | 19-06-2026 | 14. KP online: Cover Letter                   |
| 15  | 24-06-2026 | 15. Review UAS                                |
| 16  | 01-07-2026 | 16. UAS                                       |

**Daftar Nilai**

Fakultas: Fakultas Ekonomi Dan Bisnis

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Kelompok: SA

Dosen: Fenti Sofiani, S.Pd., M.M.

| No. | NIM        | Nama                     | Presensi | Tugas | Midtest | Final | Prediksi Grade |
|-----|------------|--------------------------|----------|-------|---------|-------|----------------|
| 1   | 2433300023 | Novia Hani Nurlita       | 100 %    | 90    | 85      | 82    | 85 => A        |
| 2   | 2433300056 | Melani Febriyanti        | 100 %    | 90    | 90      | 80    | 86 => A        |
| 3   | 2433300064 | Laura Febby Karmila      | 100 %    | 90    | 79      | 88    | 86 => A        |
| 4   | 2433300072 | Febyna Rizkita Putri     | 100 %    | 90    | 82      | 79    | 83 => A-       |
| 5   | 2433300106 | Rara Maulida             | 100 %    | 90    | 95      | 78    | 87 => A        |
| 6   | 2433300114 | Almas Dina               | 100 %    | 90    | 100     | 95    | 95 => A        |
| 7   | 2433300130 | Alfilia Zahra Firdaus    | 94 %     | 85    | 80      | 84    | 83 => A-       |
| 8   | 2433300148 | Diza Cahyani             | 100 %    | 90    | 85      | 77    | 83 => A-       |
| 9   | 2433300163 | Nurshophi Dwi Hapsari    | 100 %    | 90    | 96      | 87    | 91 => A        |
| 10  | 2433300171 | Rifka Aulia Ananda Putri | 100 %    | 90    | 66      | 83    | 80 => A-       |
| 11  | 2433300189 | Ilma Nadia               | 100 %    | 90    | 92      | 89    | 90 => A        |

**Note:**

1. Nilai minimum yang dapat diberikan adalah 0 dan nilai maximum yang dapat diberikan adalah 100.
2. Nilai **999** atau **kosong (BUKAN NOL)** akan dianggap sebagai mahasiswa yang **TIDAK MENGIKUTI UJIAN**.

Cetak !