



LECTURER ABSENCE

Lecturer Name : Dr Samuel PD Anantadjaya, B.Sc., MBA., M.M., Didi Kurniadinata
 Subject : Business Communications
 Study Program : International Relations
 Semester : 20211

| Start Time | End Time | Topics Covered |
|-------------------|-------------------|--|
| 09 Sep 2021 08:00 | 09 Sep 2021 09:00 | Intro |
| 09 Sep 2021 09:00 | 09 Sep 2021 10:00 | Chapter 1 + Exercise on Criteria for Effective Messages |
| 17 Sep 2021 10:00 | 17 Sep 2021 11:00 | Knowing your audience |
| 17 Sep 2021 11:00 | 17 Sep 2021 12:00 | Knowing your audience |
| 17 Sep 2021 12:00 | 17 Sep 2021 13:00 | Exercises on Myers-Briggs Personality Test |
| 17 Sep 2021 13:00 | 17 Sep 2021 14:00 | Exercises on Myers-Briggs Personality Test |
| 24 Sep 2021 10:00 | 24 Sep 2021 11:00 | You attitude |
| 24 Sep 2021 11:00 | 24 Sep 2021 12:00 | You attitude |
| 30 Sep 2021 10:00 | 30 Sep 2021 11:00 | Quiz 1 |
| 30 Sep 2021 11:00 | 30 Sep 2021 12:00 | Quiz 1 |
| 08 Oct 2021 10:00 | 08 Oct 2021 11:00 | chapter 4 |
| 08 Oct 2021 11:00 | 08 Oct 2021 12:00 | chapter 4 |
| 08 Oct 2021 12:00 | 08 Oct 2021 13:00 | assignment on business trends |
| 08 Oct 2021 13:00 | 08 Oct 2021 14:00 | assignment on business trends |
| 15 Oct 2021 10:00 | 15 Oct 2021 11:00 | Self Study materials on "culture" |
| 15 Oct 2021 11:00 | 15 Oct 2021 12:00 | Self Study materials on "culture" |
| 22 Oct 2021 10:00 | 22 Oct 2021 11:00 | working on short articles as per chapter 5 |
| 22 Oct 2021 11:00 | 22 Oct 2021 12:00 | working on short articles as per chapter 5 |
| 05 Nov 2021 10:00 | 05 Nov 2021 11:00 | revising short articles |
| 05 Nov 2021 11:00 | 05 Nov 2021 12:00 | revising short articles |
| 12 Nov 2021 10:00 | 12 Nov 2021 11:00 | presenting short articles: Husein, Thania, Ivan, Anthony |
| 12 Nov 2021 11:00 | 12 Nov 2021 12:00 | presenting short articles; Ivan, Anthony, Thania, Husein |
| 19 Nov 2021 10:00 | 19 Nov 2021 11:00 | presenting short article |
| 19 Nov 2021 11:00 | 19 Nov 2021 12:00 | presenting short articles |
| 26 Nov 2021 10:00 | 26 Nov 2021 11:00 | 2 articles: youngsters vs. adults |
| 26 Nov 2021 11:00 | 26 Nov 2021 12:00 | 2 articles: youngsters vs. adults |
| 03 Dec 2021 10:00 | 03 Dec 2021 11:00 | Presentation on Brochures (young vs adult) |
| 03 Dec 2021 11:00 | 03 Dec 2021 12:00 | Presentation on Brochures (young vs adult) |
| 10 Dec 2021 10:00 | 10 Dec 2021 11:00 | Poster based on ethnicity |
| 10 Dec 2021 11:00 | 10 Dec 2021 12:00 | Poster based on ethnicity |
| 17 Dec 2021 10:00 | 17 Dec 2021 11:00 | Positive vs Negative Issues |



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| 17 Dec 2021 11:00 | 17 Dec 2021 12:00 | Positive vs Negative Issues |
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Received By

Chandra Hendrianto
Head of Academic Service Centre

Prepared by

Dr Samuel PD Anantadjaya, B.Sc., MBA., M.M. & Didi
Kurniadinata
Lecturer

STUDENT ABSENCE

Subject : Business Communications
Study Program : International Relations
Lecturer : Dr Samuel PD Anantadjaya, B.Sc., MBA., M.M., Didi Kurniadinata

| Student Name | Student Number | INR1 | INR2 | INR3 | INR4 | INR5 | INR6 | INR7 | INR8 | INR9 | INR10 | INR11 | INR12 | INR13 | INR14 | INR15 | INR16 |
|--------------------------------|----------------|------|------|------|------|------|------|------|------|------|-------|-------|-------|-------|-------|-------|-------|
| CHRISTY MAGDALENA | 11202107007 | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| ABDUL MUTALIB PAKAYA | 11202107006 | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A |
| NATHANIA ZAHWARIAN PRAMESWARI | 11202107002 | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| SASKIA NABILA LUKMAN | 11202107001 | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A |
| GIANT FRANCO BALTAZAR BAWENGEN | 11202007021 | P | P | P | P | P | P | P | P | P | A | A | P | P | P | P | P |
| HUSEIN Al-Hinduan | 11202007020 | P | P | P | P | P | P | P | P | P | P | E | E | P | P | P | P |

| Student Name | Student Number | INR17 | INR18 | INR19 | INR20 | INR21 | INR22 | INR23 | INR24 | INR25 | INR26 | INR27 | INR28 | INR29 | INR30 | INR31 | INR32 |
|--------------------------------|----------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| CHRISTY MAGDALENA | 11202107007 | P | P | P | P | E | E | P | P | P | P | P | P | P | P | P | P |
| ABDUL MUTALIB PAKAYA | 11202107006 | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A |
| NATHANIA ZAHWARIAN PRAMESWARI | 11202107002 | P | P | P | P | P | P | P | P | P | P | P | A | A | P | P | P |
| SASKIA NABILA LUKMAN | 11202107001 | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A |
| GIANT FRANCO BALTAZAR BAWENGEN | 11202007021 | P | P | P | P | P | P | P | P | P | A | P | P | A | P | P | P |
| HUSEIN Al-Hinduan | 11202007020 | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |