



UNIT PENGKAJIAN DAN PENERAPAN BAHASA (UP2B) POLITEKNIK NEGERI JAKARTA

VISI:

**MENJADI MODEL PUSAT BAHASA UNTUK
POLITEKNIK SELURUH INDONESIA**

UP2B Politeknik Negeri Jakarta melayani **kursus-kursus** sebagai berikut:

| No | NAMA KEGIATAN | Vol | Awal Pelatihan |
|----|-------------------------------------|---------------------------|--------------------------|
| 1. | English Conversation | Minimal 20 peserta /kelas | Minggu ke-2 Setiap Bulan |
| 2. | Public Speaking: Presenter | Minimal 20 peserta /kelas | Minggu ke-2 Setiap Bulan |
| 3. | Public Speaking: Speech | Minimal 20 peserta /kelas | Minggu ke-2 Setiap Bulan |
| 4. | Public Speaking: Master of Ceremony | Minimal 20 peserta /kelas | Minggu ke-2 Setiap Bulan |
| 5. | Kemahiran Berbahasa Indonesia | Minimal 20 peserta /kelas | Minggu ke-2 Setiap Bulan |
| 6. | Business English Correspondence | Minimal 20 peserta /kelas | Minggu ke-2 Setiap Bulan |
| 7. | Surat-Menyurat Bahasa Indonesia | Minimal 20 peserta /kelas | Minggu ke-2 Setiap Bulan |
| 8. | Penulisan Akademik: Tingkat Dasar | Minimal 20 peserta /kelas | Minggu ke-2 Setiap Bulan |
| 9. | Penulisan Akademik: Tingkat Lanjut | Minimal 20 peserta /kelas | Minggu ke-2 Setiap Bulan |



UNIT OF LANGUAGE RESEARCH AND APPLICATION STATE POLYTECHNIC OF JAKARTA

Vision:

**BECOME A MODEL OF LANGUAGE CENTER
FOR POLYTECHNICS IN INDONESIA**

Unit of Language Research and Application State Polytechnic of Jakarta provides **courses**, as follows:

| NO | PROGRAMS | Volume | Course Starts |
|----|-------------------------------------|-------------------------------|----------------------------|
| 1. | English Conversation | 20 Participants/class minimum | Second week of every month |
| 2. | Public Speaking: Presenter | 20 Participants/class minimum | Second week of every month |
| 3. | Public Speaking: Speech | 20 Participants/class minimum | Second week of every month |
| 4. | Public Speaking: Master of Ceremony | 20 Participants/class minimum | Second week of every month |
| 5. | Indonesian Language Proficiency | 20 Participants/class minimum | Second week of every month |
| 6. | Business English Correspondence | 20 Participants/class minimum | Second week of every month |
| 7. | Indonesian Language Correspondence | 20 Participants/class minimum | Second week of every month |
| 8. | Academic Writing: Basic | 20 Participants/class minimum | Second week of every month |
| 9. | Academic Writing: Intermediate | 20 Participants/class minimum | Second week of every month |