



UNIVERSITAS

SANATA DHARMA

LEMBAGA PENELITIAN DAN PENGABDIAN KEPADA MASYARAKAT

SURAT TUGAS

No. 013d/LPPM USD/II/2017

Ketua Lembaga Penelitian dan Pengabdian Kepada Masyarakat Universitas Sanata Dharma Yogyakarta dengan ini memberikan tugas kepada:

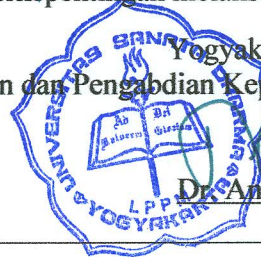
Nama : Barli Bram, M.Ed., Ph.D.
Pekerjaan : Dosen
NIP/NIDN : P.1345/ 0529126301
Jabatan Fungsional : Lektor
Program Studi : PBI
Fakultas : Keguruan dan Ilmu Pendidikan

Untuk memberikan pelatihan Menulis pada:

Hari/Tanggal : 13 Februari – 2 Juni 2017.
Waktu : 10.00 – 14.00 WIB
Tempat : USD

Demikian Surat Tugas ini dibuat, agar yang berkepentingan melaksanakannya.

Yogyakarta, 13 Februari 2017
Lembaga Penelitian dan Pengabdian Kepada Masyarakat USD



Barli
Dr. Anton Haryono, M.Hum.

Ketua

Tiba di	Berangkat dari.....
Hari/Tanggal	Hari/Tanggal
Instansi/Lembaga yang Dituju Penanggungjawab Kegiatan (.....) Jabatan.....	

Tembusan:

1. Wakil Rektor I
2. Dekan
3. Ketua Program Studi
4. Arsip





UNIVERSITAS SANATA DHARMA

LEMBAGA PENELITIAN DAN PENGABDIAN KEPADA MASYARAKAT

SERTIFIKAT

No : 082/ LPPM USD /VI/ 2017

Lembaga Penelitian dan Pengabdian kepada Masyarakat Universitas Sanata Dharma memberikan penghargaan kepada :

Nama : Barli Bram, M.Ed., Ph.D.
Jabatan : Dosen
Unit Organisasi : Universitas Sanata Dharma

Atas peran sebagai Instruktur dalam kegiatan pelatihan Menulis pada 13 Februari - 2 Juni 2017, di ETC Univ. Sanata Dharma Yogyakarta.

Yogyakarta, 14 Juni 2017
Lembaga Penelitian dan Pengabdian Kepada Masyarakat
Universitas Sanata Dharma



[Signature]
Dr. Anton Haryono, M.Hum.
KETUA



Minimum Requirements

When you write (and speak) English, you must check to make sure that you do not make any of the grammar mistakes listed below. Freedom from these mistakes is the lowest possible standard which will be accepted.

Note that the asterisk or 'star' (*) means that sample the word, phrase, clause or sentence in double quotation marks (") is ungrammatical according to standard English grammar.

1. Concord/Agreement

- You should make sure that you use the feminine and masculine pronouns correctly.
"My sister goes to school and *he is in the second grade".
- You should make sure that you use the correct singular and plural forms for verbs and pronouns.
"Things which *interferes ..." "A teacher *want ..." "Tell the waitress to put *their bag on ..."
- You should make sure that you use the correct forms of the nouns after the following words.
 - **one, a, an, each, another** and **every** are followed by singular countable nouns.
"*Each trees ..." "*Another music ..."
 - **both, these, those, many, few, a few, two, three** and other bigger numbers are followed by countable plural nouns. "**Many pencil ...*" "**Those bicycle ...*" "**Three elephant ...*"
 - **this** and **that** are followed by uncountable and countable singular nouns (not plural nouns). "**This houses ...*"
 - **much** is followed by an uncountable noun. "We saw much *stars in the sky last night".

2. Finite Verbs

You should make sure that every simple sentence and the main (principle or independent) clause in every complex sentence, each has a finite verb. "**We happy*". "**She written a letter*". "When they arrived, *Trat reading".

3. Tenses

You should make sure that you do not change the tense from present to past or from past to present unless you have a good reason for doing so. "All participants were ready. The instructor then *begin the training session".

4. Verb Groups

You should make sure that the verbs in questions (interrogatives) and negative constructions have the correct form. "He does not *allows ..." "Did they *liked fishing in the river?"

5. Articles/Determiners

- If you use a singular countable noun, you should make sure that you put **a, an, the** or a similar function word (for example, **this** or **that**) before the noun. "My friend put *book on *chair".
- If you use an uncountable noun or a plural countable noun, you should make sure that you do not put **a** or **an** before the noun. "They gave me *an information". "Did you see *a children in the street?"

When you write English, you must check to make sure that you do not make the mistakes in punctuation and spelling listed below.

6. Punctuation

- You should use a capital letter (upper case) at the beginning of every sentence, a full stop or period (.) at the end of every statement, and a question mark (?) at the end of every question.
- You should use a capital letter to begin the name of a person, town or country.
- You should make sure that you use the possessive apostrophe (') correctly.
"The swan is cleaning *it's wings". "They found a *students bag".

7. Spelling

- You should make sure that you correctly use the words **their, there, then** and **than**.
- When a word ends in **p, t, d, m, n** and **l** and has a short vowel in its final (stressed) syllable, the consonant should be doubled when the suffixes **-able, -ed** and **-ing** are added. Note that in some contexts, the doubling of the letter **l** does not apply to American English, which spells **traveling** and **traveled**, for example, with a single **l**. In British English, a double **l** is used, as in, **travelling** and **travelled**.

(By courtesy of the English Language Education Study Programme of Sanata Dharma University, Yogyakarta, Indonesia. These MR's are (re)adapted from *An English Language Course for First Year Students of English at the IKIP* by RL Fountain (nd))

Notes:

- A **finite verb** may be defined as a verb which changes if the subject (singular or plural, for example), the tense (present or past) and/or the form (positive, negative or interrogative) of a sentence changes.
- There are three types of concord or agreement: a. grammatical concord, b. notional concord and c. proximity concord (Quirk, R et al).

Sanata Dharma University
Yogyakarta

FEBRUARY to JUNE 2017

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No	St. Number	Name	28/2	7/3	14/3	21/3	28/3	4/4	11/4	18/4	25/4	2/5	9/5	16/5	23/5
16	160000167	Tri Lestari Wahyuning Utami, M.Sc.													
17	160000168	Naufal Arie Prasetyo													
18	160000173	Ainun Nazriah, M.Sc.													
19	160000174	Neni Saftiri, MBA.													
20	160000175	Bagaskoro Bagus Sambodo, S.T.													
21	160000179	Adiguna Satrya Wibowo													
22	160000181	Nawang Ayu Jatiningtyas													
23	160000184	Ghilman Natdza Hakim													
24	160000188	Shinta Nur Atkah, S.Tr.Kl													
25	160000189	Muhammad Sukron Mahadi													
26	160000193	Rizky Maharani Prasita													
27	160000194	Fitriah, M.Ag.													
28	160000196	Kristiha Damayanthi Putri													
29	160000197	Puspita Herawati Yusmar, S.Par.													
30	160000198	Muhammad Qodri Akbar													
31	160000202	Fitriani Kembar Puspitasari, S.Sos.													
32	160000203	Fitriana Kembar Puspitasari, S.Sos.													
33	160000209	Malpha Della Thaltta													
34	160000213	Dona Aji Karunia Putra, S.Pd.													
35	160000214	Rahmi Khairunnisa Qanitah													
36	160000216	Moh Choirul Anam													

S e c i u s i o n D a y