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Agustinus Lumettu  
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HOTEL ENGLISH

2020

# HOTEL ENGLISH

Course Book



Drs. Agustinus Lumettu, MAP

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# **HOTEL ENGLISH**

**Drs. Agustinus Lumettu, MAP**  
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Penerbit POLIMDO PRESS



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# **CHAPTER 1**

## **INTRODUCTION**

### ***1.1. BACKGROUND***

English is a compulsory subject learned by university students in Indonesia providing them with required English proficiency for further study and employment both in Indonesia and in foreign countries. In this era of 4.0 the success of college graduates in further study and employment largely depends on their English communication skills, academic English and scores in international English tests such as TOEFL, IELTS, TOEIC, GMAT, etc.

This book is especially designed as the materials for the last English subject for the fifth semester students of Diploma 3 Tourism/ Hotel study program. Therefore, based on the latest English Course Lesson Plans for semester five (RPS Mata Kuliah Bahasa Inggris Profesi 3), all the topics are directed to the preparation for internship, graduation and employment purposes. All the topics in this book (Job Application letter, CV/ resume, Job interview, TOEFL Listening Practice Test, TOEFL Structure Practice Test and TOEFL Reading Practice Test) are aimed at preparing the students for these purposes.

### ***1.2. OBJECTIVES AND BENEFITS***

#### **1. Objectives**

This book is designed for some purposes. Firstly, it is written in English to support the use of English as the language of instruction in the coming Tourism Department collaboration programs with international universities or agencies. Secondly, it is expected to improve the students' English writing and speaking skills, especially

skills in writing job application letter, CV/ resumes and attending job interview both for internship and employment purposes. Thirdly, the TOEFL topics are geared at improving the students' academic and scientific English to anticipate the TOEFL tests with required scores to fulfill the requirement for both internship programs and employment recruitment. Fourthly, the TOEFL topics are also targeted to provide the students with the basic training for developing TOEFL skills to anticipate the ITP TOEFL test conducted by POLIMDO in collaboration with ETS to fulfill the requirements for some purposes such as participating in international education programs , upgrading the institution accreditation level and fulfilling the requirement for graduation ceremony.

## 2. Benefits

1. This book will be useful in facilitating the smoothness of learning and teaching process. By using this book, both the students and the teachers can do the academic activities more efficiently and effectively since they have all the materials in the book.
2. This book will also help the students to have a free of charge TOEFL preparation.

### ***1.3. SCOPE***

The content chapters of this book have 6 chapters. The first three chapters deal with job application letter, CV/ resumes and job interview. The next three chapters cope with TOEFL topics , exercises and discussions. These include listening practice test ,



Structure practice test and Vocabulary as well as Reading practice test.

#### **1.4. DIRECTION FOR BOOK USE**

1. In order that the learning becomes more efficient, effective and productive, the students are asked to learn the topic or a part of the topic before attending the class. At class, the teacher presents the material using the lecturing method and discussion. Next, the students individually or group do the exercises provided in the book and submit the results at the end of the class or later as designated.
2. Certain parts of the topic can be done as assignments both individually and in group and the results can be submitted in designated time.
3. Especially for speaking topics such as interview, in addition to the learning activities in the classroom, additional practice can be done outside the classroom using online application for speaking or making or presentation such as zoom or others.
4. Especially the TOEFL topics are compulsory to the learn before classroom meetings and discussion and certain parts of structure, vocabulary and reading can be done at home and discussed in the next classroom meetings.

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