



## Berita Acara Aktivitas Pembelajaran

Mata Kuliah : UBA6205 Report Writing Kelas : TP-A (01)  
Ruang : AD 04 Sutan Asin Dosen : 2325 Dra. Agustin Rebecca Lakawa, Ph.D.  
Hari : Monday NIDN-NIK Dosen : 0004086302-2325/Usakti  
Waktu : 13:00:00 - 14:50:00 Periode : Gasal 2025/2026 (R)

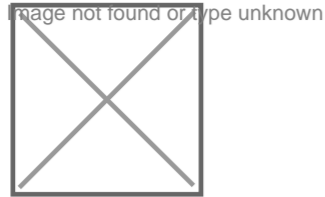
Sesi Ke	Tanggal	Waktu	Jenis Sesi	Aktivitas	Tugas Mahasiswa	Evaluasi	Hdr	Skt	Alp	Dsp
1	01-09-2025	13:00-13:00	Tatap Muka	Introduction to the course, RPS, course assessment, course materials, classroom routine, and needs analysis.	Students introduce themselves and express their expectations in enrolling in the course.	Every student explains his/her idea on the outcome of joining the course.	12	0	0	0
2	08-09-2025	13:00-13:00	Tatap Muka	The teaching material covers types of clauses and types of sentences in English.	Students work on the provided exercises.	Every student develop several sentence types in English.	11	0	1	0
3	15-09-2025	13:00-13:00	Tatap Muka	The teaching material is related to understanding difficult grammatical concepts in writing and selecting a topic for writing.	Students answer questions related to grammatical concepts in writing.	Every student should prepare a topic for writing.	12	0	0	0
4	22-09-2025	13:00-13:00	Tatap Muka	The teaching material includes understanding grammatical problems in writing.	The student works on the exercises provided for each exercise.	Every student explains the proposed topic for the assigned writing.	7	0	5	0
5	29-09-2025	13:00-13:00	Tatap Muka	The teaching material covers information on the structure of a paragraph.	Students in group of two should make a paragraph consisting of a topic sentence, supporting sentences, and a concluding sentence.	Every group explains the paragraph based on the discussion.	9	0	3	0
6	06-10-2025	13:00-13:00	Tatap Muka	The teaching material covers paragraph development, choosing and narrowing a topic, and the structure of an essay.	Each pair of students chooses and discusses a topic to develop.	Every group explains the topic and the proposed outline.	5	1	6	0
7	13-10-2025	13:00-13:00	Tatap Muka	The teaching material covers writing a report: format, preparation & planning, formatting, presentation & style, and right impression.	Students ask and answer questions regarding the format of a report.	Every student explains the proposed writing.	12	0	0	0
8	27-10-2025	13:00-13:00	Tatap Muka	The teaching material includes writing a scientific report for TP students together with the stages that should be covered.	Students are encouraged to experience the stages of writing a scientific report.	Every student explains his/her report.	11	0	1	0
9	03-11-2025	13:00-13:00	Tatap Muka	The teaching material covers the structure of an essay, including the introduction, body, and conclusion.	Students need to understand the components of every part.	Every student explains his/her project regarding writing a report paper.	10	0	2	0
10	10-11-2025	13:00-13:00	Tatap Muka	The teaching material includes the structure of writing a research report, which consists of an introduction, a method, a discussion, and a conclusion.	Student in pair finds a research article and analyzes the components of each part.	Every pair of students explains the result of the analysis.	10	0	2	0
11	17-11-2025	13:00-13:00	Tatap Muka	The teaching material consists of the difference between writing a report and writing an essay.	Students work on their article for UAS.	Every student explains the progress of the report.	12	0	0	0
12	24-11-2025	13:00-13:00	Tatap Muka	The teaching material covers how to describe charts, graphs, and, diagrams in a report or a presentation.	Students ask and answer questions.	Every student explains the progress of his/her report.	7	1	4	0
13	01-12-2025	13:00-13:00	Tatap Muka	Looking at the example of writing a report for engineering students and presenting in English when you are not a native speaker.	Students share their understanding of the materials provided.	Every student explains the progress on writing the chosen report.	6	2	4	0
14	08-12-2025	13:00-13:00	Tatap Muka	The teaching material is related to how to prepare or convert written material into presentation form.	Students prepare for the UAS presentation.	Every student reports on the progress related to the UAS presentation.	10	0	1	0

Jakarta, 07-03-2026

Dosen Pengasuh

ttd

2325 Dra. Agustin Rebecca Lakawa, Ph.D.



PROGRAM STUDI TEKNIK PERMINYAKAN  
FAKULTAS TEKNOLOGI KEBUMIHAN DAN ENERGI  
UNIVERSITAS TRISAKTI

KAMPUS A GEDUNG D LT 5 KABAG TU FTKE Jakarta Barat DKI Jakarta  
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## Daftar Hadir Mahasiswa

Mata Kuliah : UBA6205 Report Writing Kelas : TP-A (01)  
Ruang : AD 04 Sutan Asin Dosen : 2325 Dra. Agustin Rebecca Lakawa, Ph.D.  
Hari : Monday NIDN-NIK Dosen : 0004086302-2325/Usakti  
Waktu : 13:00:00 - 14:50:00 Periode : Gasal 2025/2026 (R)

No	NIM	Nama Mahasiswa	1	2	3	4	5	6	7	8	9	10	11	12	13	14
			01-09-2025 01:00	08-09-2025 01:00	15-09-2025 01:00	22-09-2025 01:00	29-09-2025 01:00	06-10-2025 01:00	13-10-2025 01:00	27-10-2025 01:00	03-11-2025 01:00	10-11-2025 01:00	17-11-2025 01:00	24-11-2025 01:00	01-12-2025 01:00	08-12-2025 01:00
1	071002100047	SOFYANA LORENZA BINTANG	Hdr	Alp	Hdr	Alp	Hdr	Alp	Hdr	Hdr	Hdr	Hdr	Hdr	Hdr	Hdr	Hdr
2	071002100069	MUHAMMAD RIZKY PERMADI	Hdr	Hdr	Hdr	Alp	Hdr	Alp	Hdr	Hdr	Hdr	Hdr	Hdr	Alp	Alp	Hdr
3	071002200005	ARDIANSYAH GUNTUR SAPUTRA	Hdr	Hdr	Hdr	Alp	Hdr	Hdr	Hdr	Alp	Hdr	Hdr	Hdr	Hdr	Hdr	Hdr
4	071002200006	ARISTIOHADI SAPUTRA	Hdr	Hdr	Hdr	Alp	Hdr	Skt	Hdr	Hdr	Alp	Hdr	Hdr	Hdr	Hdr	Hdr
5	071002200013	KRISTIAN MENDROFA	Hdr	Hdr	Hdr	Hdr	Hdr	Alp	Hdr	Hdr	Hdr	Hdr	Hdr	Hdr	Hdr	Hdr
6	071002200018	PUTRI ALLIA SARI	Hdr	Hdr	Hdr	Hdr	Hdr	Alp	Hdr	Hdr	Hdr	Hdr	Hdr	Hdr	Alp	Hdr
7	071002200019	RAKHA MUHAMMAD LUBIS	Hdr	Hdr	Hdr	Alp	Hdr	Alp	Hdr	Hdr	Hdr	Hdr	Hdr	Alp	Hdr	Hdr
8	071002200039	ANUGERAH FAJAR RIDHO RAMADHAN	Hdr	Hdr	Hdr	Hdr	Hdr	Hdr	Hdr	Hdr	Hdr	Alp	Hdr	Hdr	Alp	Hdr
9	071002200047	CANTAS ARRASYID MUHAMMAD	Hdr	Hdr	Hdr	Hdr	Hdr	Alp	Hdr	Hdr	Hdr	Hdr	Hdr	Alp	Hdr	Hdr
10	071002200050	MUHAMMAD KEMMY SASMITA SALIM	Hdr	Hdr	Hdr	Hdr	Hdr	Alp	Hdr	Hdr	Hdr	Hdr	Hdr	Hdr	Alp	Alp
11	071002200053	I GEDE RADHYA ANANTHA SAPUTRA	Hdr	Hdr	Hdr	Hdr	Hdr	Hdr	Hdr	Hdr	Alp	Alp	Hdr	Hdr	Skt	Hdr
12	071002200063	VANIA KAYLA KEVALA RISTA	Hdr	Hdr	Hdr	Hdr	Hdr	Alp	Hdr	Hdr	Hdr	Hdr	Hdr	Hdr	Alp	Hdr
Jumlah Hadir			12	11	12	7	9	5	12	11	10	10	12	7	6	10

Tidak dibenarkan menambahkan peserta kuliah

Jakarta, 07-03-2026

Dosen Pengasuh

ttd

2325 Dra. Agustin Rebecca Lakawa, Ph.D.

DAFTAR NILAI

Nama Matakuliah : UBA6205-Report Writing  
 sks : 2.00  
 Dosen Pengampu : 2325 Dra. Agustin Rebecca Lakawa, Ph.D.  
 NIDN-NIK : 0004086302-2325/Usakti  
 Semester : Gasal 2025/2026 (R)

No	Nama Mahasiswa	NIM	Prev. Grade	Kehadiran %	Tugas 1 Entried by : Agustin Rebecca Lakawa		Tugas 2 Entried by : Agustin Rebecca Lakawa		Tugas 3 Entried by : Agustin Rebecca Lakawa		Tugas 4 Entried by : Agustin Rebecca Lakawa		Tugas 5 Entried by : Agustin Rebecca Lakawa		Tugas 6 Entried by : Agustin Rebecca Lakawa		Ujian Akhir Semester Entried by : Agustin Rebecca Lakawa		Ujian Tengah Semester Entried by : Agustin Rebecca Lakawa		Nilai Angka	Nilai Huruf	Lulus	Status
					Student Raw Mark (Total Mark : 100.00)	Mark (Percentage : 5.00 %)	Student Raw Mark (Total Mark : 100.00)	Mark (Percentage : 10.00 %)	Student Raw Mark (Total Mark : 100.00)	Mark (Percentage : 10.00 %)	Student Raw Mark (Total Mark : 100.00)	Mark (Percentage : 5.00 %)	Student Raw Mark (Total Mark : 100.00)	Mark (Percentage : 10.00 %)	Student Raw Mark (Total Mark : 100.00)	Mark (Percentage : 10.00 %)	Student Raw Mark (Total Mark : 100.00)	Mark (Percentage : 30.00 %)	Student Raw Mark (Total Mark : 100.00)	Mark (Percentage : 20.00 %)				
1	SOFYANA LORENZA BINTANG	071002100047		57.14	68.00	3.40	67.00	6.70	68.00	6.80	65.00	3.25	65.00	6.50	66.00	6.60	65.00	19.50	67.25	13.45	66.20	B-	Pass	C
2	MUHAMMAD RIZKY PERMADI	071002100069		71.43	65.00	3.25	69.00	6.90	65.00	6.50	68.00	3.40	68.00	6.80	67.00	6.70	68.33	20.50	68.00	13.60	67.65	B-	Pass	C
3	ARDIANSYAH GUNTUR SAPUTRA	071002200005		85.71	68.00	3.40	69.00	6.90	65.00	6.50	68.00	3.40	67.00	6.70	68.00	6.80	68.33	20.50	68.00	13.60	67.80	B-	Pass	C
4	ARISTIOHADI SAPUTRA	071002200006		78.57	68.00	3.40	67.00	6.70	66.00	6.60	66.00	3.30	67.00	6.70	68.00	6.80	67.33	20.20	68.00	13.60	67.30	B-	Pass	C
5	KRISTIAN MENDROFA	071002200013		92.86	68.00	3.40	67.00	6.70	67.00	6.70	60.00	3.00	60.00	6.00	60.00	6.00	65.83	19.75	67.50	13.50	65.05	B-	Pass	C
6	PUTRI ALLIA SARI	071002200018		78.57	75.00	3.75	80.00	8.00	80.00	8.00	78.00	3.90	80.00	8.00	79.00	7.90	85.00	25.50	80.00	16.00	81.05	A	Pass	C
7	RAKHA MUHAMMAD LUBIS	071002200019		78.57	70.00	3.50	68.00	6.80	68.00	6.80	66.00	3.30	65.00	6.50	66.00	6.60	66.17	19.85	68.25	13.65	67.00	B-	Pass	C
8	ANUGERAH FAJAR RIDHO RAMADHAN	071002200039		85.71	69.00	3.45	68.00	6.80	68.00	6.80	68.00	3.40	69.00	6.90	70.00	7.00	74.17	22.25	69.75	13.95	70.55	B	Pass	C
9	CANTAS ARRASYID MUHAMMAD	071002200047		85.71	68.00	3.40	68.00	6.80	68.00	6.80	68.00	3.40	69.00	6.90	70.00	7.00	71.67	21.50	68.75	13.75	69.55	B	Pass	C
10	MUHAMMAD KEMMY SASMITA SALIM	071002200050		78.57	68.00	3.40	68.00	6.80	66.00	6.60	65.00	3.25	65.00	6.50	66.00	6.60	65.67	19.70	67.50	13.50	66.35	B-	Pass	C
11	I GEDE RADHYA ANANTHA SAPUTRA	071002200053		78.57	70.00	3.50	75.00	7.50	70.00	7.00	69.00	3.45	68.00	6.80	69.00	6.90	68.17	20.45	70.00	14.00	69.60	B	Pass	C
12	VANIA KAYLA KEVALA RISTA	071002200063		85.71	75.00	3.75	80.00	8.00	85.00	8.50	79.00	3.95	75.00	7.50	80.00	8.00	81.67	24.50	80.00	16.00	80.20	A	Pass	C

Keterangan:

Range Nilai Angka	Nilai Huruf
80.00 - 100.00	A
77.00 - 79.99	A-
74.00 - 76.99	B+
68.00 - 73.99	B
65.00 - 67.99	B-
62.00 - 64.99	C+
56.00 - 61.99	C
45.00 - 55.99	D