

**SOAL UJIAN AKHIR SEMESTER (UAS) GANJIL 2020/2021**

**PRODI PENDIDIKAN BAHASA INGGRIS**

**MATA KULIAH : BUSINESS ENGLISH**

**KODE : 4922622545**

**DOSEN : Silpia Rahayu, S.Pd.,M.Hum.**

**KELAS / ANGKATAN : Non-Reg / 2017**

**WAKTU : 90 MENIT**

**SIFAT UJIAN : CLOSED BOOK/GADGET**

***Answer the following questions. Please always check your spelling & grammar.***

1. If you are a manager in a big company, how to motivate your employees?
2. **If you are still studying**
3. What kind of organization do you want to work for?
4. In which department? (e.g.: finance, accounting, production, human resources, marketing, sales)
5. What do you think your first position will be?

**If you are already working**

1. What is your function or job title?
2. What are your responsible for?
3. Does anybody report to you?
4. What other units, divisions do you regularly have to work with?
5. What other departments do you occasionally have conflicts with?
6. Based on your opinion, what are the management’s function?
7. What are the qualities of a great manager?
8. Explain the steps of a recruitment process!

**\*\*\*Good luck\*\*\***

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| Mengetahui, | | |
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