



Learning Outcomes for Maritime Systems

1. Understand the Role of

THE 7 SEMESTER STUDENTS

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Meeting No.	Topics of study	Criteria of evaluation
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1.1. SUBJECT



1.1. SUBJECT



Portishead Radio

MV. Stella Maris



No.	Maas Approach	MV. Azzahra – PMSZ
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No	Aspect of Evaluation	Students' score
	A. Accuracy (using correct structure & vocabulary according to SMCP, including correct message markers)	
	B. Pronunciation (using correct pronunciation)	
	C. Fluency (ability to speak without hesitation or stumble with appropriate intonation)	
	D. Listening (listen to his partner and give appropriate response)	
	Average Score (A+B+C+D)/4	



1.1. SUBJECT

Announcement & acknowledgement

On VHF ch.13 or 16

Announcement & acknowledgement

By DSC

Message by conversation on VHF-working channel

No.	MV. Seaborne - VRSH	MV. Anticosti – V8SH
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Roleplay 2 (ship-to-ship communication)

No.	MV. Catinca - RRSA	MV. Levante - 9HA5473
1.	MV. Catinca - RRSA indicates to MV. Levante that she is on a collision course with a vessel on the starboard side. She advises her to change course to port and decrease her speed	MV. Levante confirms

Roleplay 3 (ship-to-ship communication – calling unknown vessel)

No.	MV. ADONIS - IRSL	Unknown Vessel
1.	MV. Adonis starts the communication on channel 06.	Unknown vessel (MV. Arionas – GBCH) Position: 047 degrees From Bondpier – Distance 0.5 miles – <i>acknowledges</i> .
2.	MV. Adonis is going to overtake MV. Arionas on her port side - course: 265 degr.; speed: 7 knots.	MV. Arionas confirms and closes

Roleplay 4 (ship-to-ship communication – unknown vessel)

No.	MV. NEPTUNE - P3ZH9	Unknown Vessel
1.	MV. NEPTUNE is at anchor 2.5 miles W of Bondpier; MV. NEPTUNE asks an unknown ship about her intentions. (urgent message)	Unknown vessel 1.5 miles North of the breakwater (MV. AQUAMARINE - OVRR) MV. AQUAMARINE answers that she will <i>stand on (keep present course and speed)</i>
2.	NEPTUNE indicates that AQUAMARINE is on a collision course. She must alter course to port-side.	AQUAMARINE confirms and closes.

3.3.2. Evaluation Form

Range of scores:

1. Excellent (90-100).

2. Good (80-89).
3. Moderate (70-79).
4. Poor (below 70).

NO	Aspect of Evaluation	Students' score
	A. Accuracy (using correct structure & vocabulary according to SMCP, including correct message markers)	
	B. Pronunciation (using correct pronunciation)	
	C. Fluency (ability to speak without hesitation or stumble with appropriate intonation)	
	D. Listening (listen to his partner and give appropriate response)	
	Average Score (A+B+C+D)/4	

	MODULE/SCENARIO MARITIME ENGLISH POLITEKNIK ILMU PELAYARAN SEMARANG		Name Laboratory/Simulator:
1.1. SUBJECT	1.2. Routine Communication (Pilotage)	1.3. Duration	1.4. 3 hours
1.5. Objective	After completing the lesson, students are able to demonstrate VHF communication		
1.6. WEEK	1.7. 4	1.8. Exercise No.	1.9. 4

3.4. Routine Communication (Pilotage)

Standard Phrases used in communication regarding pilotage:

Pilotage: Request by MV. Seaborne – DKEL Position: bearing 045 degrees from Alice Buoy, distance 2.5 miles	SMCP in VHF-communication between Seaborne, Pilot Station and Pilot boat: VHF-message begins: Address and Identify.
Vessel needs pilot service	"I require a pilot. Information: my position bearing 045 degrees from Alice Buoy, distance 2.5 miles"
Distance between vessel and pilot station is 18.5 miles	"Information: my distance from pilot station is 18.5 nautical miles"
Time of arrival at the pilot station is 0845 UTC.	"Information: my ETA at pilot station is 0945 UTC"
Pilot boat is approaching	"Information: pilot boat approaching your vessel"
Vessel does not need pilotage – exemption certificate is on board	"information: I do not require a pilot – I am holder of Pilotage Exemption Certificate"
Pilotage has stopped until further notice	"Information: pilotage suspended"
Pilotage will start again at 1400 UTC.	"Information: pilotage is resumed at 1400 UTC"
Vessel is given permission to navigate on her own	"Information: you have permission to proceed by yourself"
Pilot will come on board at 1350 hrs UTC	"Information: Pilot will embark at 1350 hrs UTC"
Vessel must make lee on starboard side	"You must make lee on your starboard side"
Vessel must prepare the Pilot ladder on starboard side	"Rig pilot ladder on starboard side"
Vessel must prepare heaving line and put lights on at pilot ladder	"have heaving line ready at pilot ladder; put lights on at pilot ladder"
Boarding speed is 6 knots	"make boarding speed of 6 knots"
It is not possible for the pilot to embark the vessel	"Information: embarkation not possible"

3.4.1. Practice

Roleplay 1 (requesting pilotage)

No.	MV. ATLANTIS - P3ZH9	Dover Pilot Station
1.	MV. ATLANTIS starts the communication (address and identify)	Dover Pilot Station replies (address and identify)
2.	ATLANTIS requests pilot service. Her position is 135 degrees from Bassurelle, distance of 2 miles.	Dover Pilot Station answers that pilotage has been suspended and will be resumed at 1400 UTC. Pilot boat will reach her at 1545 UTC. She must anchor in her present position.
3.	ATLANTIS confirms and closes	

Roleplay 2 (ship and pilot boat)

No.	Pilot Boat	MV. ATLANTIS - P3ZH9
1.	Pilot boat starts the communication (address and identify)	ATLANTIS replies (address and identify)
2.	Pilot reports that he is underway (ETA-Amsteldijk: 1400 UTC). ATLANTIS must heave anchor and proceed on course 064 degr. true at 6 knots; make lee on starboard and rig pilot ladder.	ATLANTIS confirms and closes.

3.4.2. Evaluation Form

Roleplay 1

Range of scores:

1. Excellent (90-100).
2. Good (80-89).
3. Moderate (70-79).
4. Poor (below 70).

NO	Aspect of Evaluation	Students' score
	A. Accuracy (using correct structure & vocabulary according to SMCP, including correct message markers)	
	B. Pronunciation (using correct pronunciation)	

	C. Fluency (ability to speak without hesitation or stumble with appropriate intonation)	
	D. Listening (listen to his partner and give appropriate response)	
	Average Score (A+B+C+D)/4	

Roleplay 2

Range of scores:

1. Excellent (90-100).
2. Good (80-89).
3. Moderate (70-79).
4. Poor (below 70).

NO	Aspect of Evaluation	Students' score
	A. Accuracy (using correct structure & vocabulary according to SMCP, including correct message markers)	
	B. Pronunciation (using correct pronunciation)	
	C. Fluency (ability to speak without hesitation or stumble with appropriate intonation)	
	D. Listening (listen to his partner and give appropriate response)	
	Average Score (A+B+C+D)/4	

	MODULE/SCENARIO MARITIME ENGLISH POLITEKNIK ILMU PELAYARAN SEMARANG	Name Laboratory/Simulator:	
1.1. SUBJECT	1.2. Distress Message (1)	1.3. Duration	1.4. 3 hours
1.5. Objective	After completing the lesson, students are able to: 1. Make a distress message correctly 2. Report some distress situation on board : fire, flooding, list, disabled and adrift.		
1.6. WEEK	1.7. 5	1.8. Exercise No.	1.9. 5

3.5. Distress Message (1)

3.5.1. Theory

3.5.1.1. Distress Message

Distress communication is an internationally recognized communication indicating that the sender is threatened by grave and imminent danger and requests immediate assistance. Communications indicate that the calling station has a very urgent message concerning safety.

When a vessel is in a distress situation, she transmits a message using “MAYDAY”

For vessels that must comply with the Global Maritime Distress and Safety System, Distress Messages and Urgency Messages are announced to the coast station and all vessels in the vicinity through "**Digital Selective Calling**".

When the DSC-Acknowledgement has been received from the coast station, a MAYDAY message is transmitted to all ships by conversation through Radio Telephony (VHF, MF, or HF), via satellite, or by telex.

Below is an example of a distress message of a GMDSS vessel.

Message on VHF:

MAYDAY

This is two six seven - four six nine - one zero zero

Zanaba Victory - Victor Romeo Sierra Echo.

My position: two seven degrees three one minutes North / zero two one degrees three five minutes East.

I am on fire: fire is in engine room and number-one hold. Vessel is sinking. Crew must abandon vessel. Number of crew on board: one six. Number of injured persons: five.

Non-GMDSS vessels announce a message by means of the VHF (voice-communication). The procedure that is used when announcing a message is called "Address and Identify": the radio operator (the transmitting party) addresses the receiving station(s) or vessel(s), after which he identifies his vessel.

A distress message is announced by

"MAYDAY - MAYDAY – MAYDAY

THIS IS MV CALL SIGN (3X)".

Below is the Distress Message of Non-GMDSS vessel.

FORMAT:

Address

And

Identify: Spoken message: MAYDAY

- identification
- the position of the vessel
- time of transmission (not required)
- the nature of distress or danger
- the assistance that is required
- any other important information and requirements (e.g. number of persons on board of vessel in distress).

Vessel is unmaneuverable	SMCP : I am not under command
Fire cannot be extinguished by vessel's own equipment	SMCP: Fire not under control; I require firefighting assistance
Six crew members have been wounded; two crew members were killed	SMCP: Number of injured persons: six; number of casualties: two

2. Flooding.

Water is entering the vessel below waterline	SMCP : I am flooding below waterline
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3. List.

Vessel is heeling over port side; we will put cargo overboard to stop heeling	SMCP : I have dangerous list to port; I will jettison cargo to stop listing
Vessel is unable to continue her voyage; tug assistance is needed	SMCP : I am not under command; tug assistance is needed

4. Disabled and adrift.

Vessel is unable to manoeuvre and adrift in position She needs tug assistance	SMCP : I am not under command; I am adrift in position 68 degrees 27 min.N/039 degr. 53 min. E. I require tug assistance
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3.5.2. Exercise

1. Make a distress message according to the situation below:

211 687 000 - "Pearl Head -VRSE", in position 47 degrees 35 min. N/017 degrees 12 min. W, has transmitted a DSC-distress-alert that has been acknowledged by RCC. Now she transmits a distress message on VHF. Her engine room and bridge are on fire. The vessel is sinking. Crew are abandoning the ship. There are 15 crew members on board. Six of them have been injured. One crew member was killed. Two lifeboats have been launched.

2. Make a distress message according to the situation below:

MY "Stella Maris" (non-GMDSS-vessel), in posn. 44 degrees 58 min. N 13 degr. 5 min. W, is heeling to starboard. The vessel is unmaneuverable. She now transmits a VHF distress-alert and distress-message. She needs tug assistance. There are 20 crew members.

3. Make a role play according to the situation below.

Person A

211687000

“Diamond Star – YGAP”. 39 degr 10 min S/020 degr. 10 min W. He has fire. Her number 1 hold and superstructure are on fire. She cannot extinguish the vessel. She needs firefighting assistance. There are 25 crew members. Four crew are seriously injured and no one killed.

Person B

235 786 000

“Ocean Queen – IRSL”

045 degree. From distress, distance 3 miles. Course 035 degrees at 12 knots. She will arrive in distress position within 15 minutes.

4. Make a role play according to the distress situation below.

Person A

“MY Pacific Ocean – VRON”

40 degrees 50 min N/010 degrees 9 min E. Water is entering the deck. The vessel is sinking. There are 10 crew members on board

Person B

“MV Dinamic Star – IRSL”

045 degrees from distress, distance 2 miles. Course 035 degrees at 10 knots. ETA distress position within 10 minutes.

3.5.3. Evaluation Form

3.5.3.1. Distress Message

Range of scores:

1. Excellent (90-100)
2. Good (80-89)
3. Moderate (70-79)
4. Poor (below 70)

NO	Aspect of Evaluation	Students' score
	A. Accuracy (using correct structure & vocabulary according to SMCP, including correct distress message)	

	B. Pronunciation (using correct pronunciation)	
	C. Fluency (<i>ability to speak without hesitation or stumble with appropriate intonation</i>)	
	Average Score (A+B+C+D)/4	

3.5.3.2. Roleplay

Range of scores:

1. Excellent (90-100)
2. Good (80-89)
3. Moderate (70-79)
4. Poor (below 70)

NO	Aspect of Evaluation	Students' score
	A. Accuracy (using correct structure & vocabulary according to SMCP, including correct distress message)	
	B. Pronunciation (using correct pronunciation)	
	C. Fluency (<i>ability to speak without hesitation or stumble with appropriate intonation</i>)	
	D. Listening (listen to his partner and give appropriate response)	
	Average Score (A+B+C+D)/4	

	MODULE/SCENARIO MARITIME ENGLISH POLITEKNIK ILMU PELAYARAN SEMARANG	Name Laboratory/Simulator:	
1.1. SUBJECT	1.2. Distress Message (2)	1.3. Duration	1.4. 3 hours
1.5. Objective	After completing the lesson, students are able to: 1. Make a distress message correctly 2. Report some distress situation on board : collision, grounding, piracy, SAR, man overboard		
1.6. WEEK	1.7. 6	1.8. Exercise No.	1.9. 6

3.6. Distress Message (2)

3.6.1. Distress Situation

1. Collision.

We have had a collision with MV Garland	SMCP : I have collided with MV Garland
Vessel is damaged above waterline	SMCP : I have damage above waterline
Vessel has had a collision with an unknown object	SMCP : I have collided with unknown object
The crew are leaving the vessel after the vessel has had a collision "	SMCP : Crew must abandon the vessel after collision
Vessel is sinking after an explosion	SMCP : I am sinking after collision

2. Grounding.

Vessel is aground in position 6 miles S of breakwater	SMCP : I am aground in position 6 miles of breakwater
Refloating expected when tide gets higher	SMCP : I expect to refloat when tide rises
Vessel is aground and needs tug assistance	SMCP : I am aground; I require tug assistance

3. Piracy

Vessel is being attacked by pirates.	SMCP : I am under attack of pirates
No damage has been caused to the ship. Vessel will continue her voyage	SMCP : I have no damage; I will proceed
Six crew members have been wounded; nobody was killed	SMCP : Number of injuries person; six: no casualties
Vessel will continue her voyage	SMCP : I will proceed
Vessel doesn't require any assistance	SMCP : I do not require assistance

4. Search and Rescue.

Search And Rescue Unit is underway to distress position to render assistance. ETA distress position within one hour.	SMCP : Information: I am proceeding to your assistance; (position/course/speed); ETA distress position within one hour
SRU will be the on-scene coordinator	SMCP : Information: I will act as on-scene coordinator
Vessel requests for helicopter with doctor	SMCP : I require helicopter with doctor
Weather in distress position: wind SW 3; visibility is moderate; sea is smooth; current is 2.5 knots to SW	SMCP : Information: wind SW Beaufort force three; visibility moderate; smooth; current two decimal five knots to SW
Message from RCC: helicopter is airborne and on its way; helicopter will arrive in distress position within one hour.	SMCP : Information: helicopter on its way; ETA distress position within one hour
Information for helicopter pilot: relative wind direction is 045 degrees at 26 knots. All is clear for landing.	SMCP : Information: relative wind zero four five degrees – speed : two six knots I am ready to receive you

5. Man overboard.

Someone has fallen overboard in posn 68 degrees 27 min.N / 039 degrees 53 min E.	SMCP : I have lost person overboard in posn 68 degrees 27 min.N / 039 degrees 53 min E.
Request to all vessels to assist and report any result.	SMCP : All vessels in vicinity of posn. 68 degrees 27 min.N / 039 degrees 53 min E: keep sharp lookout for person overboard; report to on-scene coordinator
The search for the missing person stopped; no one was found	SMCP : Information: search for missing person stopped; result of search: negative

3.6.2. Practice

1. Make a distress message according to the condition below.

MV. South Star had a collision with MT Cordodila in post 43 degra. 58 min. N 13 degr. 5 min. W. The vessel was damaged and is sinking. There are 20 crew members. They should abandon the vessel. There is no injured crew.

2. Make a distress message according to the condition below.

MV. Ursula lost a person in post. 35 degra. 50 min. N 10 degra. Min E. She needs all the vessels in the vicinity to look out for the lost crew.

3. Make a role play according to the situation below.

Student A	Student B
You are tanker SUNFLOWER – DSON – 237026000. Your current position is 35 degrees 10 min. N/016 degrees 10 min. E. You transmit a DSC-alert because a group of pirates has successfully boarded your vessel. There are 12 crew members on board. Four of them were seriously injured and one was killed. You are requesting immediate assistance. NORTH STAR – NSAC – 440 938 000 responds to your distress alert.	You are NORTH STAR – NSAC - 440 938 000. You are responding to DSC distress alert. You are underway to assist her. Your current position is 045 degrees with a distance of 3 miles. Your course is 035 degrees and your speed is 12 knots. You will reach SUNFLOWER position within 20 minutes.



1.1. SUBJECT

Urgency Situation	VHF Communication
Vessel is un maneuverable due to problems with main engine	I am not under command; I have problems with main engine
Other traffic in the vicinity is asked to keep clear	Request all vessels keep clear
Vessel has problems with her steering gear.	I am maneuvering with difficulty; maneuverability due to problems with I have problems with steering gear
Vessel has problems with her stability due to heavy icing.	I have stability problems due to heavy icing
There is immediate risk of pollution.	Warning: danger of pollution imminent
Request for assistance to clear oil.	I require oil clearance assistance
Tug assistance is needed.	I require tug assistance



NO	Aspect of Evaluation	Students' score
	A. Accuracy (using correct structure & vocabulary according to SMCP, including correct urgency message)	
	B. Pronunciation (using correct pronunciation)	
	C. Fluency (<i>ability to speak without hesitation or stumble with appropriate intonation</i>)	
	Average Score (A+B+C+D)/4	



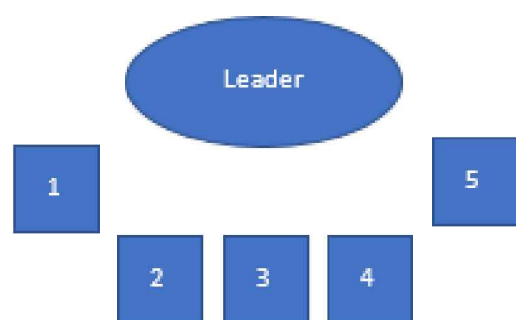
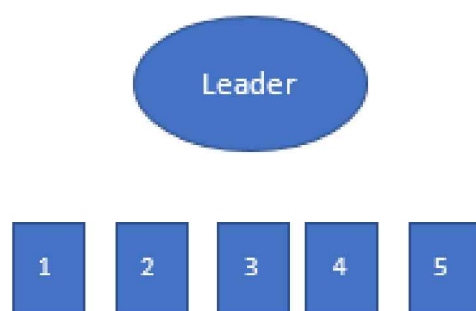
1.1. SUBJECT

Safety Situation	SMCP in VHF Communication
Winds from SW force 4 are expected to increase to force 7 in White Sea area	"Warning: wind direction SW force four, expected to increase force seven in White Sea area".
Barometer will fall quickly.	"Warning: barometer dropping rapidly".
Maximum winds of 50 knots are expected.	"Warning: maximum winds of five zero knots expected".
Swell of 3 meters from SW is expected in White Sea area within the next hour	"Warning: swell of 3 meters from SW expected in White Sea area within the next hour".
Freak wave is expected by 23.45 UTC in posn. 69 degr.29 min. N /042 degr. 53 min E	"Warning: Tsunami expected by 23.45 UTC in posn 69 degr.29 min. N I 042 degr. 53 min E “
The tide is 2 meters higher than expected.	"Warning: tide 2 meters above prediction".
Abnormally low water is expected within 6 hours. within 6 hrs.	"Warning: abnormally low water expected within 6 hours”
Water is not deep enough.	"Warning: depth of water not sufficient" .

Depth indicated in the chart must be reduced by 1.5 meter because of the sea state.	"Warning: charted depth of water decreased by one decimal five meter due to sea state".
Visibility is reduced due to fog.	"Warning: visibility restricted by fog".
Visibility will be decreased to 50 meters.	"Information: visibility expected to decrease to five zero meters ".
Ice warning: an iceberg has been located in 69 degr.29 min. N / 042 degr. 53 min E	"Ice warning: iceberg located in posn. posn 69 degr.29 min. N I 042 degr. 53 min E
We expect that the ice situation of N of White Sea area will deteriorate.	"Warning: ice situation expected to deteriorate N of White Sea area".
We expect that the thickness of the ice will increase	"Information: thickness of ice expected to increase"
Buoy KL 2 in vicinity of posn. 69 degr. 29 min. N 1 042 degr 53 min E. is no longer in its correct position.	"Warning: Buoy Kilo Lima two in posn. 69 degr.29 min. NI042 degr. 53 min E. off station".
Buoy KL 2 in vicinity of posn. 69 degr. 29 min. N 1 042 degr 53 min E. is missing.	"Warning: Buoy Kilo Lima two in posn. 69 degr.29 min. NI042 degr. 53 min E. missing."
No light on CA4-buoy in posn. 69 degr. 29 min. N/042 degr. 53 min E	"Warning: buoy Charlie Alfa-four in posn. 69 degr.29 min.N 1042 degr.53 min E unlit."
We have detected a shoal in posn. 69 degr.29 min. N 1042 degr. 53 min E. that has not been charted yet.	"Warning: uncharted shoal reported in posn. 69 degr.29 min. NI042 degr.53 min E".
We have detected an obstruction in posn. 69 degr.29 min. N 1042 degr. 53 min E. (confirmed).	Warning: obstruction located in posn. 69 degr.29 min. NI042 degr. 53 min E".
We are performing a dangerous operation in posn. 69 degr.29 min. N 1 042 degr. 53 min E. Traffic is requested to keep distance from us.	"Warning: hazardous operations in posn. 69 degr.29 min. NI042 degr.53 min E. Wide berth requested".



1.1. SUBJECT



No.	Aspect of evaluation	Indicator	Score
A	Language aspects		
	1. Grammar	To what extent does the examinee use correct and accurate grammar?	
	2. Vocabulary	To what extent does the examinee use rich and accurate vocabulary related to the topic of the meeting?	
	3. Pronunciation	To what extent does the examinee pronounce the words correctly?	
	4. Fluency	To what extent does the examinee speak easily and well without having any difficulty or hesitation?	
B	Non-language aspects		
	5. Communication strategy	To what extent does the examinee make use of strategy to convey the message effectively?	
	6. Interaction	To what extent does the examinee build interaction with his crew member?	
	7. Gestures/body language	To what extent does the examinee use effective gestures/body language to support communication?	
	TOTAL SCORE	$(1+2+3+4+5+6+7)/7$	



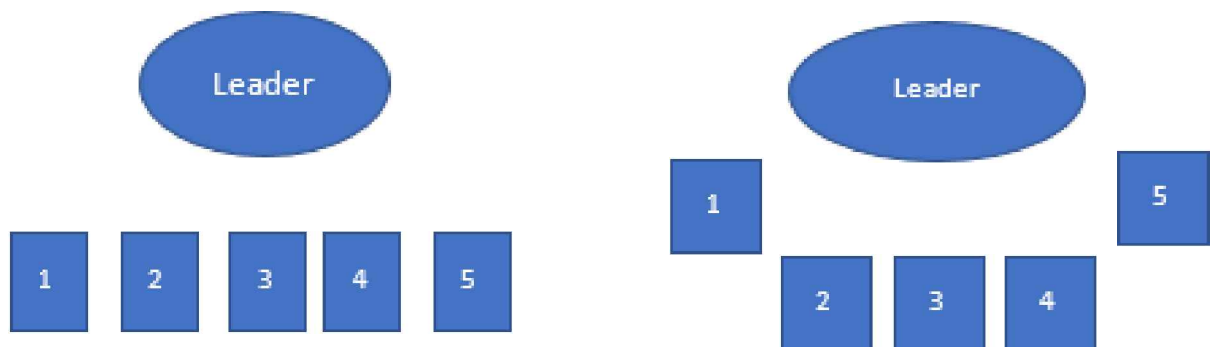
1.1. SUBJECT

- b) Thank you for your hard work.

3.10.1. Practice

1. Work in a group of 6 (six).
2. Practice doing a toolbox meeting discussing preparation for ship's loading/unloading of cargo. Each of you has to choose a topic and practice leading the meeting.
3. Decide the crew members that will be involved in your meeting. Make sure they are relevant to your topics.
4. The leader of the meeting will be given 10 minutes to speak, then another 10 minutes to lead a discussion with the crew member. Whiteboard and markers are provided to support the explanation.
5. The crew member must give responses, questions, and comments, and ask for clarification if necessary.
6. Use the phrases that you have learned.
7. You may set the layout/positions of the chairs as needed.

Example of the layout.



3.10.2. Evaluation Form

Range of scores:

1. Excellent (90-100)
2. Good (80-89)
3. Moderate (70-79)
4. Poor (below 70)

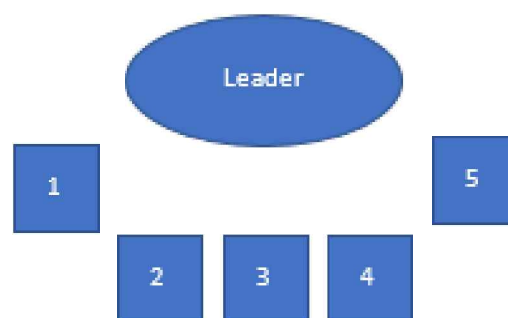
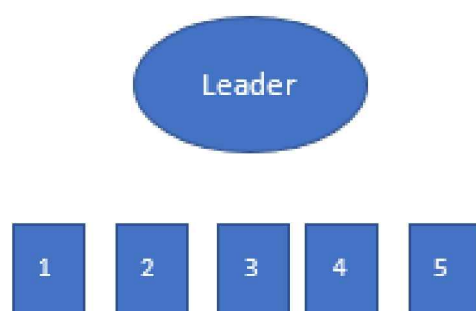
No.	Aspect of evaluation	Indicator	Score
A	Language aspects		
	1. Grammar	To what extent does the examinee use correct and accurate grammar?	
	2. Vocabulary	To what extent does the examinee use rich and accurate vocabulary related to the topic of the meeting?	
	3. Pronunciation	To what extent does the examinee pronounce the words correctly?	
	4. Fluency	To what extent does the examinee speak easily and well without having any difficulty or hesitation?	
B	Non-language aspects		
	5. Communication strategy	To what extent does the examinee make use of strategy to convey the message effectively?	
	6. Interaction	To what extent does the examinee build interaction with his crew member?	
	7. Gestures/body language	To what extent does the examinee use effective gestures/body language to support communication?	
	TOTAL SCORE	$(1+2+3+4+5+6+7)/7$	

	MODULE/SCENARIO MARITIME ENGLISH POLITEKNIK ILMU PELAYARAN SEMARANG		Name Laboratory/Simulator:
1.1. SUBJECT	1.2. Toolbox Meeting 3 (Preparation for ship's inspection/preparation for drills/testing)	1.3. Duration	1.4. 3 hours
1.5. Objective	After completing the lesson, students are able to participate in a simulated toolbox meeting concerning Preparation for ship's inspection/preparation for drills/testing		
1.6. WEEK	1.7. 11	1.8. Exercise No.	1.9. 11

3.11. Toolbox Meeting 3

1. Toolbox meetings are used to talk about safety issues before crew members start missions. They can be used to make people aware of the various safety issues and procedures that relate to the work to be done, which can keep workers safe.
2. A toolbox meeting is designed to:
 - a. Outline the nature of the work, the roles of personnel, and the expected work performance.
 - b. Confirm the workers' health and well-being, their ability to undertake the work, and the condition of the safety equipment to be used.
 - c. Understand the risk involved and the preventive steps.
 - d. Review/remind an identified risk in the workers' mind.
3. During the process of a toolbox meeting regarding preparation ship's inspection/preparation for drills/testing, the leader may demonstrate safe work practices to prevent near misses and accidents, explain safety regulations, highlight potential hazards, discuss possible accidents during the process, discuss how to remove hazard factors and remind the potential hazards identified.
4. Useful expressions used in a meeting.
 - a. Welcoming participants to a meeting.
 - 1) It's nice to see everyone.
 - 2) It's great to see everybody.

- h. Dealing with interruptions.
 - 1) Hold on, please.
 - 2) Just a second, please.
 - 3) We'll come back to you in a moment.
- i. Asking for clarification.
 - 1) I'm not sure I understand what you're saying.
 - 2) Do you mean that....
 - 3) Are you saying that....
 - 4) If I understand you correctly, you think that....
- j. Giving opinions.
 - 1) I think that...
 - 2) Why don't we...
 - 3) In my opinion,
 - 4) Perhaps we should...
 - 5) Is it possible that...
- k. Agreement.
 - 1) Absolutely, I think it's a good idea.
 - 2) I totally agree.
 - 3) That's right.
 - 4) I think you're right.
- l. Disagreement.
 - 1) I disagree.
 - 2) I can't go along with that.
 - 3) I'm afraid I can't agree with you.
- m. Ending a meeting.
 - 1) Confirming what the meeting has decided.
 - a) Just to confirm, we're going to...
 - b) We have decided that...
 - 2) Saying thank you.



No.	Aspect of evaluation	Indicator	Score
A	Language aspects		
	1. Grammar	To what extent does the examinee use correct and accurate grammar?	
	2. Vocabulary	To what extent does the examinee use rich and accurate vocabulary related to the topic of the meeting?	
	3. Pronunciation	To what extent does the examinee pronounce the words correctly?	
	4. Fluency	To what extent does the examinee speak easily and well without having any difficulty or hesitation?	
B	Non-language aspects		
	5. Communication strategy	To what extent does the examinee make use of strategy to convey the message effectively?	
	6. Interaction	To what extent does the examinee build interaction with his crew member?	
	7. Gestures/body language	To what extent does the examinee use effective gestures/body language to support communication?	
	TOTAL SCORE	$(1+2+3+4+5+6+7)/7$	



1.1. SUBJECT

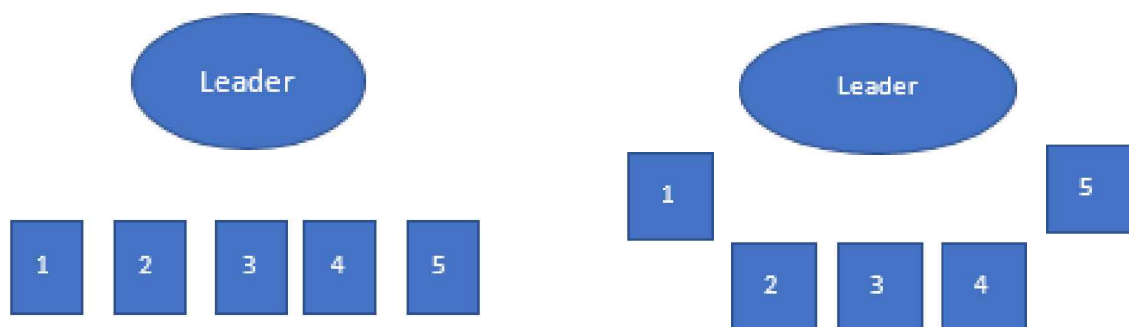
- 3) Can I just say something about that?
- h. Dealing with interruptions.
 - 1) Hold on, please.
 - 2) Just a second, please.
 - 3) We'll come back to you in a moment.
- i. Asking for clarification.
 - 1) I'm not sure I understand what you're saying.
 - 2) Do you mean that....
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- l. Disagreement.
 - 1) I disagree.
 - 2) I can't go along with that.
 - 3) I'm afraid I can't agree with you.
- m. Ending a meeting.
 - 1) Confirming what the meeting has decided.
 - a) Just to confirm, we're going to...

- b) We have decided that...
- 2) Saying thank you.
 - a) Thank you very much for your time.
 - b) Thank you for your hard work.

3.12.1. Practice

1. Work in a group of 6 (six).
2. Practice doing a toolbox meeting discussing the maintenance of safety equipment/deck equipment/ other routine deck works.
3. Each of you has to choose a topic and practice leading the meeting.
4. Decide the crew members that will be involved in your meeting. Make sure they are relevant to your topics.
5. The leader of the meeting will be given 10 minutes to speak, then another 10 minutes to lead a discussion with the crew member. Whiteboard and markers are provided to support the explanation.
6. The crew member must give responses, questions, and comments, and ask for clarification if necessary.
7. Use the phrases that you have learned.
8. You may set the layout/positions of the chairs as needed.

Example of the layout.



3.12.2. Evaluation Form

Range of scores:

1. Excellent (90-100).
2. Good (80-89).
3. Moderate (70-79).
4. Poor (below 70).

No.	Aspect of evaluation	Indicator	Score
A	Language aspects		
	1. Grammar	To what extent does the examinee use correct and accurate grammar?	
	2. Vocabulary	To what extent does the examinee use rich and accurate vocabulary related to the topic of the meeting?	
	3. Pronunciation	To what extent does the examinee pronounce the words correctly?	
	4. Fluency	To what extent does the examinee speak easily and well without having any difficulty or hesitation?	
B	Non-language aspects		
	5. Communication strategy	To what extent does the examinee make use of strategy to convey the message effectively?	
	6. Interaction	To what extent does the examinee build interaction with his crew member?	
	7. Gestures/body language	To what extent does the examinee use effective gestures/body language to support communication?	
	TOTAL SCORE	$(1+2+3+4+5+6+7)/7$	

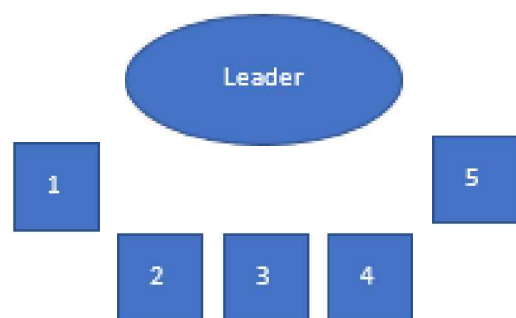
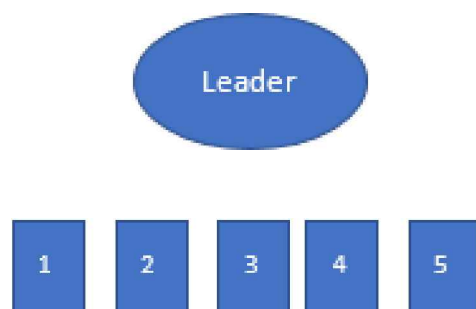
	MODULE/SCENARIO MARITIME ENGLISH POLITEKNIK ILMU PELAYARAN SEMARANG		Name Laboratory/Simulator:
1.1. SUBJECT	1.2. Toolbox Meeting 5 (Preventing near misses and accidents onboard-for example fire, grounding, collision, pollution, injury, etc/preparation for entering narrow channels/preventing piracy)	1.3. Duration	1.4. 3 hours
1.5.Objective	After completing the lesson, students are able to participate in a simulated toolbox meeting concerning Preventing near misses and accidents onboard-for example fire, grounding, collision, pollution, injury, etc/preparation for entering narrow channels/preventing piracy		
1.6.WEEK	1.7. 13	1.8. Exercise No.	1.9. 13

3.13. Toolbox Meeting 5

1. Toolbox meetings are used to talk about safety issues before crew members start missions. They can be used to make people aware of the various safety issues and procedures that relate to the work to be done, which can keep workers safe.
2. A toolbox meeting is designed to:
 - a. Outline the nature of the work, the roles of personnel, and the expected work performance.
 - b. Confirm the workers' health and well-being, their ability to undertake the work, and the condition of the safety equipment to be used.
 - c. Understand the risk involved and the preventive steps.
 - d. Review/remind an identified risk in the workers' mind.
3. During the process of a toolbox meeting regarding preventing near misses and accidents onboard-for example fire, grounding, collision, pollution, injury, etc./preparation for entering narrow channels/preventing piracy, the leader may demonstrate safe work practices to prevent near misses and accidents, explain safety regulations, highlight potential hazard, discuss possible accident during maintenance works, discuss how to remove hazard factors and remind the potential hazards identified.
4. Useful expressions used in a meeting.
 - a. Welcoming participants to a meeting.

- 1) It's nice to see everyone.
 - 2) It's great to see everybody.
 - 3) Thanks for being here today.
 - 4) Hello everybody.
 - 5) It's good to see you all.
- b. Stating what the meeting is about.
- 1) We're meeting today to talk about preventing personal injury when working onboard.
 - 2) Our objective today is to discuss how to prevent piracy when our vessel enters a dangerous area.
 - 3) We'll be discussing our preparation to enter a narrow channel.
- c. Reporting progress.
- 1) The number of incidents has increased during the past two months.
- d. Structuring a progress report.
- 1) Here's a quick overview of the situation.
 - 2) Let's look first at...
 - 3) Let's turn now to...
 - 4) I will move on now to...
- e. Explaining consequences.
- 1) This was due to...
 - 2) I think this was as a result of...
 - 3) The crew got injured because of....
 - 4) The accident happened because....
- f. Asking for comments.
- 1) What do you think about that?
 - 2) Does anyone want to say anything on that?
 - 3) Would you like to comment on that?

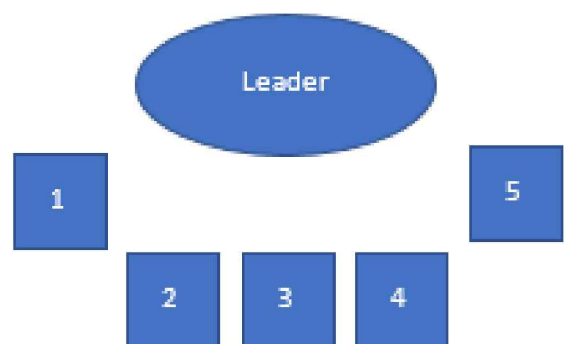
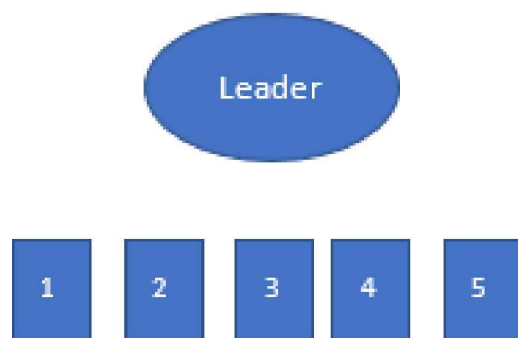
- g. Interrupting.
 - 1) Sorry, but...
 - 2) Sorry to interrupt, but I feel that...
 - 3) Can I just say something about that?
- h. Dealing with interruptions.
 - 1) Hold on, please.
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 - 3) We'll come back to you in a moment.
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1.1. SUBJECT



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MARITIME ENGLISH FOR NAUTICAL STUDIES: A PRACTICUM GUIDE FOR THE 7TH SEMESTER STUDENTS

This book mostly discusses the topic related to the use of Standard Marine Communication Phrases (SMCP) in VHF communication and the simulation of toolbox meetings onboard the ship. Those topics are fundamental for students of Maritime Polytechnics since they will become officers shortly after graduating from college.

There are 14 (fourteen) topics divided into 14 (fourteen) meetings that will be completed in 1 (one) semester. Firstly, the authors provide explanations and examples regarding the