

**RENCANA PELAKSANAAN PEMBELAJARAN
(RPP)**



Oleh:
RISQI AGUSTINA HASWINDA

**SMK SWASTA ISLAM EMPU GENNAH
KADUR PAMEKASAN
TAHUN 2020**

RENCANA PELAKSANAAN PEMBELAJARAN (RPP)

Nama Sekolah : SMKS ISLAM EMPU GENNAH
Mata Pelajaran : BAHASA INGGRIS
Kelas/Semester : XI / GANJIL
Program Keahlian : TEKNIK KOMPUTER DAN JARINGAN (TKJ)
Tahun Pelajaran : 2020/2021
Materi Pokok : Personal Letter
Alokasi Waktu : 3X30 menit

A. Kompetensi Inti

KI3: Memahami, menerapkan, menganalisis, dan mengevaluasi tentang pengetahuan faktual, konseptual, prosedural dasar, dan metakognitif sesuai dengan bidang dan lingkup kajian Bahasa Inggris pada tingkat teknis, spesifik, detil, dan kompleks, berkenaan dengan ilmu pengetahuan, teknologi, seni, budaya, dan humaniora dalam konteks pengembangan potensi diri sebagai bagian dari keluarga, sekolah, dunia kerja, warga masyarakat nasional, regional, dan internasional.

KI4: Melaksanakan tugas spesifik dengan menggunakan alat, informasi, dan prosedur kerja yang lazim dilakukan serta memecahkan masalah sesuai dengan bidang kajian Bahasa Inggris.

Menampilkan kinerja di bawah bimbingan dengan mutu dan kuantitas yang terukur sesuai dengan standar kompetensi kerja.

Menunjukkan keterampilan menalar, mengolah, dan menyaji secara efektif, kreatif, produktif, kritis, mandiri, kolaboratif, komunikatif, dan solutif dalam ranah abstrak terkait dengan pengembangan dari yang dipelajarinya di sekolah, serta mampu melaksanakan tugas spesifik di bawah pengawasan langsung.

Menunjukkan keterampilan mempersepsi, kesiapan, meniru, membiasakan, gerak mahir, menjadikan gerak alami dalam ranah konkret terkait dengan pengembangan dari yang dipelajarinya di sekolah, serta mampu melaksanakan tugas spesifik di bawah pengawasan langsung.

B. Kompetensi Dasar dan Indikator Pencapaian Kompetensi

Kompetensi Dasar	Indikator Pencapaian Kompetensi
3.6 Menganalisis fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk surat pribadi dengan memberi dan menerima informasi terkait kegiatan diri sendiri dan orang sekitarnya, sesuai dengan konteks penggunaannya.	3.6.1. Menganalisis fungsi sosial pada teks khusus dalam bentuk surat pribadi sesuai dengan konteks penggunaannya 3.6.2. Menganalisis struktur teks pada teks khusus dalam bentuk surat pribadi sesuai dengan konteks penggunaannya 3.6.3. Menganalisis unsur kebahasaan terkait teks khusus dalam bentuk surat pribadi sesuai dengan konteks penggunaannya
4.6 Menyusun teks khusus dalam bentuk surat pribadi terkait kegiatan diri sendiri dan orang sekitarnya, lisan dan tulis, dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan, secara benar dan sesuai konteks.	4.6.1. Membuat teks surat pribadi melalui penguasaan tata bahasa dan kosakata yang relevan

C. Tujuan Pembelajaran

1. Melalui mengamati Video tentang *personal letter dan handout materi pembelajaran*, peserta didik dapat **menganalisis** fungsi sosial pada surat pribadi sesuai konteks penggunaannya secara mandiri dan bertanggung jawab.
2. Melalui diskusi dengan teman tentang *personal letter*, peserta didik dapat **menganalisis** struktur teks pesan sederhana *pada personal letter* secara tepat dengan menunjukkan kerjasama yang baik.
3. Dengan **menganalisis** contoh teks personal letter, peserta didik dapat menemukan ungkapan-ungkapan dan unsur kebahasaan terkait pesan sederhana secara tepat dan jujur.
4. Melalui diskusi kelompok tentang contoh dan penugasan *personal letter*, peserta didik dapat **membuat** Surat Pribadi yang koheren, dengan bahasa yang baik dan benar kepada seorang teman melalui E-mail dan memberikan balasan secara jujur dan bertanggung jawab

D. Materi Pembelajaran

Personal letter is a type of letter that contains personal matter and for personal purposes, usually from one individual to another. The personal letter usually use an informal but polite language.

The general structure of personal letters:

- **Date:** It is the date the letter is writing on.
- **Greeting:** It is an introductory phrase, for example: Dear Tono, Hello Ari, Dear Mother and etc.
- **Body:** The complete text of the letter
- **Closing:** It is the farewell phrase, like sincerely, regards, best regards.
- **Signature:** It is where you write your name and signature.

E. Pendekatan, Model/Metode Pembelajaran

1. Pendekatan : Saintifik
2. Model Pembelajaran : Discovery learning
3. Metode : Daring, Tanya jawab, diskusi, penugasan

F. Media dan Alat Pembelajaran

1. Media

- a. Video
Video tentang dialog terkait ungkapan sederhana "taking Simple Phone Message"
- b. PPT
PPT berisi tujuan pembelajaran terkait definisi, fungsi sosial, struktur teks dan ungkapan² yang digunakan pada teks personal beserta dengan contohnya.

2. Alat

- a. Laptop
- b. HP Android
- c. Google classroom
- d. Zoom
- e. Whatsapp

G. Langkah-Langkah Pembelajaran

Kegiatan Pendahuluan (20 Menit) (Zoom)	
<ol style="list-style-type: none"> 1 Guru membuka pembelajaran dengan ucapan salam. 2 Peserta didik berdoa bersama dipimpin oleh salah satu siswa. 3 Guru melakukan presensi. 4 Guru melaksanakan kegiatan apersepsi dengan mengajukan pertanyaan yang ada kaitannya dengan pelajaran yang akan dilaksanakan. 5 Peserta didik menjawab pertanyaan yang diajukan Guru 6 Guru menyampaikan materi ajar yang akan dipelajari pada pertemuan tersebut yaitu tentang “<i>personal letter</i>”. 7 Guru memberikan motivasi belajar tentang manfaat materi ajar dalam kehidupan sehari – hari. 8 Guru menyampaikan tujuan pembelajaran dan KKM yang harus dicapai. 9 Guru menyampaikan kegiatan pembelajaran yang akan dilaksanakan pada pertemuan tersebut. 	
Kegiatan Inti (60 Menit) (asincronus)	
Sintak Model Pembelajaran	Kegiatan Pembelajaran
Tahap 1 Stimulasi	<ul style="list-style-type: none"> ✓ Peserta didik melihat tayangan video tentang materi personal letter. ✓ Peserta didik menganalisa ungkapan-ungkapan yang digunakan dalam video tersebut terkait ungkapan sederhana dalam teks personal letter
Tahap 2 Identifikasi masalah	<ul style="list-style-type: none"> ✓ Peserta didik menemukan sebanyak mungkin pertanyaan setelah mengamati video dan membaca handout materi yang telah diberikan
Tahap 3 Pengumpulan Data	<ul style="list-style-type: none"> ✓ Peserta didik melakukan diskusi dengan teman dan berbagi informasi yang sudah di dapat melalui berbagai sumber lainnya (Whatsapp) ✓ Peserta didik diberikan kesempatan untuk bertanya kepada guru tentang materi yang sedang berlangsung
Tahap 4 Pengolahan Data	<ul style="list-style-type: none"> ✓ Peserta didik mendiskusikan LKPD dengan bimbingan guru melalui WA class group
Tahap 5 Verifikasi (<ul style="list-style-type: none"> ✓ Guru membimbing peserta didik dalam menyusun teks personal letter ✓ Guru meminta peserta didik menampilkan hasil kerja pada Classwork.
Tahap 6 Generalisasi	<ul style="list-style-type: none"> ✓ Peserta didik membuat kesimpulan dan generalisasi dengan bimbingan guru

Kegiatan Penutup (10 Menit) (Whatsapp)	
1	Peserta didik dan guru melakukan refleksi terhadap kegiatan yang sudah dilaksanakan.
2	Guru memberikan umpan balik terhadap proses dan hasil pembelajaran.
3	Guru menyampaikan rencana pembelajaran pada pertemuan berikutnya.
4	Peserta didik menjawab salam penutup dari guru.

H. Sumber Belajar

a. Cetak

- ✓ Handout
- ✓ Buku Penunjang Kurikulum 2013 Mata Pelajaran Bahasa Inggris Kelas XI, Kemendikbud, Revisi Tahun 2018
- ✓ Kamus Bahasa Inggris

b. Non cetak (internet)

<https://www.youtube.com/watch?v=2Htb96K34LM>

I. Penilaian Hasil Belajar

Teknik Penilaian

a. Penilaian Kompetensi Sikap

- ✓ Observasi selama pembelajaran berlangsung

b. Penilaian Kompetensi Pengetahuan

- ✓ Google Form

c. Penilaian Kompetensi Keterampilan

- ✓ Penugasan mandiri dan tes tulis

J. Rencana Tindak Lanjut Hasil Penilaian

1. Remedial

- a. Remedial diberikan kepada peserta didik yang belum mencapai KKM (70).
- b. Guru mengulang materi pada indikator yang belum dipahami oleh siswa dan memberikan soal yang belum tuntas tersebut.
- c. Materi yang disampaikan berupa pengulangan materi yang telah diberikan pada pembelajaran luring mandiri dengan pemberian tambahan contoh.

2. Pengayaan

- a. Pengayaan diberikan untuk menambah wawasan peserta didik mengenai materi pembelajaran yang dapat diberikan kepada peserta didik yang telah mencapai KKM.
- b. Peserta didik ditugaskan untuk membuat teks balasan untuk surat pribadi yang telah dikirimkan oleh temannya

Mengetahui,
Kepala SMKS Islam Empu Gennah,

Moh. Artik, S. Pd. I

Pamekasan,2020

Guru Mata Pelajaran,

Risqi Agustina Haswinda, S.Pd

Lampiran 1 Bahan Ajar

HANDOUT

BAHASA JNGGRJS

SMK KELAS XI



DISUSUN OLEH :

RISQI AGUSTINA HASWINDA



HANDOUT

BAHASA INGGRIS SMK KELAS XI SEMESTER GANJIL

PERSONAL LETTER

STANDART KOMPETENSI

1. Menganalisis, menilai dan mnyusun teks personal letter (surat pribadi) sesuai dengan konteks penggunaannya

KOMPETENSI DASAR

- 3.6. Menganalisis fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk surat pribadi dengan memberi dan menerima informasi terkait kegiatan diri sendiri dan orang sekitarnya, sesuai dengan konteks penggunaannya.
4. 6. Menyusun teks khusus dalam bentuk surat pribadi terkait kegiatan diri sendiri dan orang sekitarnya, lisan dan tulis, dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan, secara benar dan sesuai konteks.

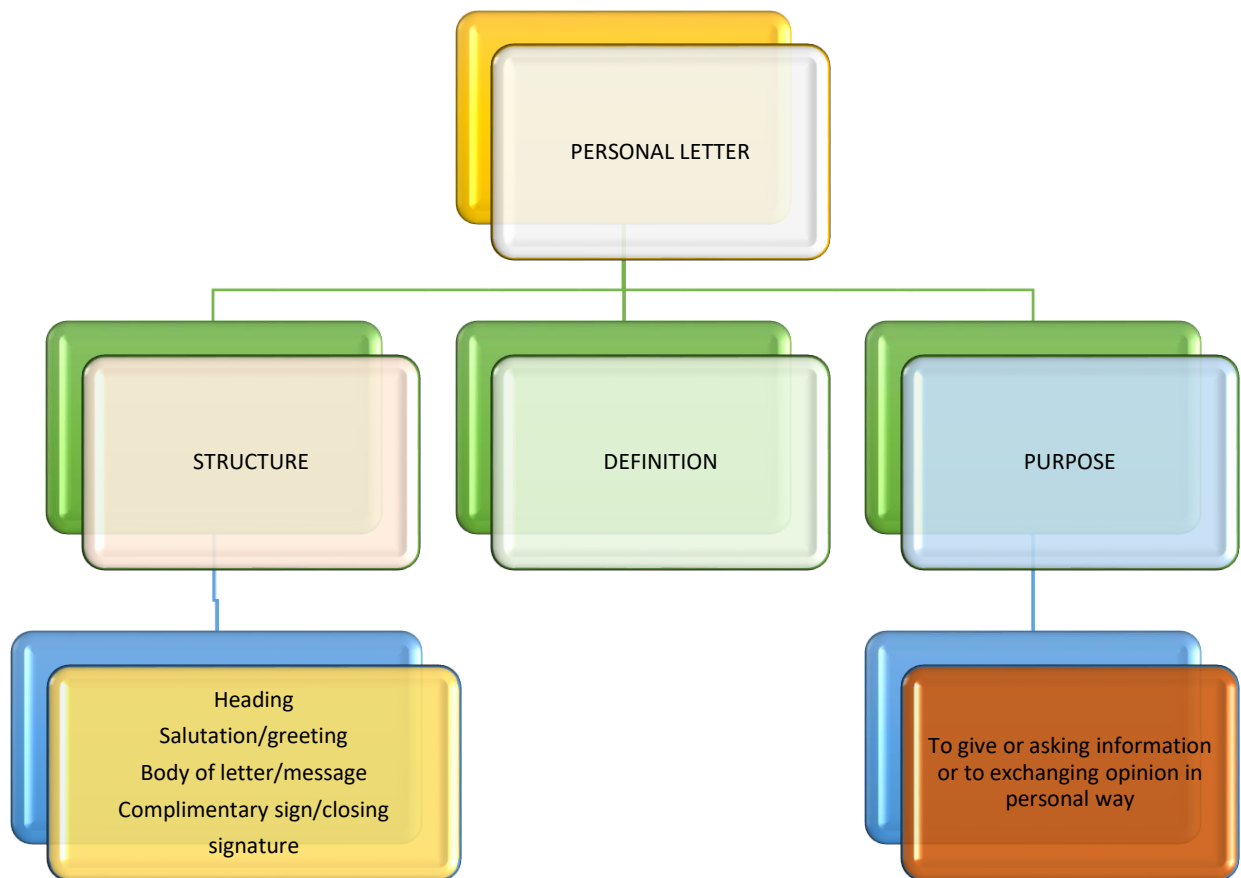
INDIKATOR

- 3.6.1. **Menganalisis** fungsi sosial pada teks khusus dalam bentuk surat pribadi sesuai dengan konteks penggunaannya
- 3.6.2. **Menganalisis** struktur teks pada teks khusus dalam bentuk surat pribadi sesuai dengan konteks penggunaannya
- 3.6.3. **Menganalisis** unsur kebahasaan terkait teks khusus dalam bentuk surat pribadi sesuai dengan konteks penggunaannya
- 4.6.1. **Membuat** teks surat pribadi melalui penguasaan tata bahasa dan kosakata yang relevan



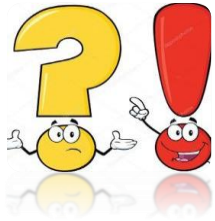
MIND MAPING

PERSONAL LETTER



Definition

What is personal letter ?



A type of letter (or informal composition) that usually concerns personal matters (rather than professional concerns) and is sent from one individual to another. The main difference between personal letter and other letter is the content of the letter



The social function of personal letter is to convey personal opinion or interest



To inform the receiver that the sender wants to tell an important thing like **personal** feelings, thoughts, or experiences, which are meant to be read by a specific person





GENERIC STRUCTURE OF PERSONAL LETTER

Here are the generic structure of personal letter:

Heading
<p>It is written in the upper right-hand corner of the page. The <i>heading</i> contains</p> <ol style="list-style-type: none">1. The address of the sender or the person writing the letter.<ul style="list-style-type: none">• It can be omitted when the addressee knows the sender well and the sender's address2. The date when the sender writes the letter.
Salutation / Greeting
<ul style="list-style-type: none">❖ It is written in left hand corner. You can begin with the word:<ul style="list-style-type: none">– Dear– Hi– hello❖ Then, followed by first name of receiver and ended with comma
Body of Letter / Message
<ul style="list-style-type: none">❖ You state your message in the body.❖ You can begin with telling your experience and tell your aim / reason of writing the letter in the first paragraph.❖ Your second paragraph is your message.❖ Then, you can end the letter with clear ending stating what you expect and your feeling.
Complimentary Sign / Closing
<ul style="list-style-type: none">❖ Your closing can be written as follows:<ul style="list-style-type: none">– Your friend,– Yours truly,– Yours lovingly,– With love,❖ It is followed by comma
Signature
<p>It refers to the sender's first name and it is put after closing</p>



Language Features

Language feature helps you to understand *what* the writer is saying. Here some language features that use in personal letter :

Language Features (ciri kebahasaan)

1. Sentence Structure
Accuracy of grammar may be more important than an email. Most of the time, complete sentence are expected
2. Style
Language use may be personal. For example, first and second person pronouns may be frequently used. May not be as formal as official letter writing.
3. Allowed to use contractions
Example : he's, she's, haven't, they're
4. Although the tone of your letter is informal, please take note
 - Do not use offensive language
 - Use gramatically correct sentences



Example of personal letter

35 Senggigi Raya
Lombok
75009 Nusa Tenggara Timur

Date
12th January 2014

Salutation
My Dear Lovely Siti,

Address

Greetings
Hello!

Introduction
How are you, sweetie? I know you are angry with me because I am writing to you after a long time. I am so sorry, please forgive me. You know we are in Lombok right now. It is so beautiful beyond imagination. I am writing to you from this really cute little café on the Senggigi beach. As you know, mum loves shopping so she went and will be gone for hours. I took a rain check from shopping and decided to write to you while I enjoy my cup of coffee.

The Content of the letter

You know yesterday we went to Gili Nanggu Island; it is a beach on the southwest of Lombok. The place is awesome. It is so beautiful I couldn't believe my eyes. There are beautiful coral reefs everywhere. We went for snorkeling and we saw most amazing fish ever. I wish you were here; it would have been much more fun.

Mum's making sure we don't miss any sight in the whole city, so we've practically been everywhere.

I got to go, mum is here. I will see you soon.

Closing
Lots of love
XOXO

Signature
Lana

Closure

Postscript
P.S. I'm bringing you lot of souvenirs and pictures!!



Activity 1

Read the following personal letter below then answer the following questions.

*l. Jambu 129 Bima
30th January 2017*

Dear

Frodi,

It was a real sorrow that I heard this morning of your great loss. I knew your mother was ill, for your brother told me several weeks ago. However, as he at that time did not seem to think the illness was very serious, the news of your mother's death came to me as a shock. You have my sincere and heartfelt sympathy, my dear fellow, in your sorrow. I know you will feel it deeply, for you always thought so much of your mother and loved her so truly. I feel it also as a personal loss to myself, for your mother was always very kind to me. Her death must be a terrible grief to your father, too. Please assure him of my sincere sympathy. Words, I know, are poor comforters. "The heart knows its own sorrow", and in such sorrows we are always alone. However, it is not mere words when I say that I feel with you in your sorrow.

*Your sincere friend,
Jean*

1. What is the possible relation between the sender and the recipient?
 - A. relatives
 - B. employers
 - C. friends
 - D. siblings
 - E. employees
2. From the letter we know that ...
 - A. Frodi's mother was not ill before her death
 - B. Jean sent letter to Frodi several weeks ago
 - C. Jean was very sorrowful to send the letter to his mother
 - D. Jean had known Frodi's mother before
 - E. Frodi is the only child in his family
3. "You have my sincere and heartfelt sympathy, my dear fellow, in your sorrow."
What is the closest meaning of word "sincere"?
 - A. real
 - B. caring
 - C. generous
 - D. honest
 - E. curious

Lampiran 2 LKPD

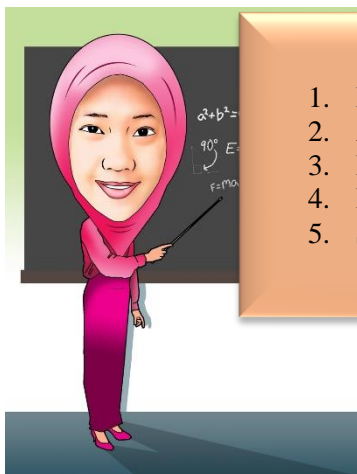
LEMBAR KERJA PESERTA DIDIK (LKPD)

SATUAN PENDIDIKAN : SMKS ISLAM EMPU GENNAH
MATA PELAJARAN : BAHASA INGGRIS
JUDUL : Personal Letter
KELAS : XI TKJ
SEMESTER : 1
ALOKASI WAKTU : 3X30 MENIT (1 Pertemuan)
KOMPETENSI DASAR :

3.6. Menganalisis fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk surat pribadi dengan memberi dan menerima informasi terkait kegiatan diri sendiri dan orang sekitarnya, sesuai dengan konteks penggunaannya.

4.6. Menyusun teks khusus dalam bentuk surat pribadi terkait kegiatan diri sendiri dan orang sekitarnya, lisan dan tulis, dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan, secara benar dan sesuai konteks

PETUNJUK BELAJAR :

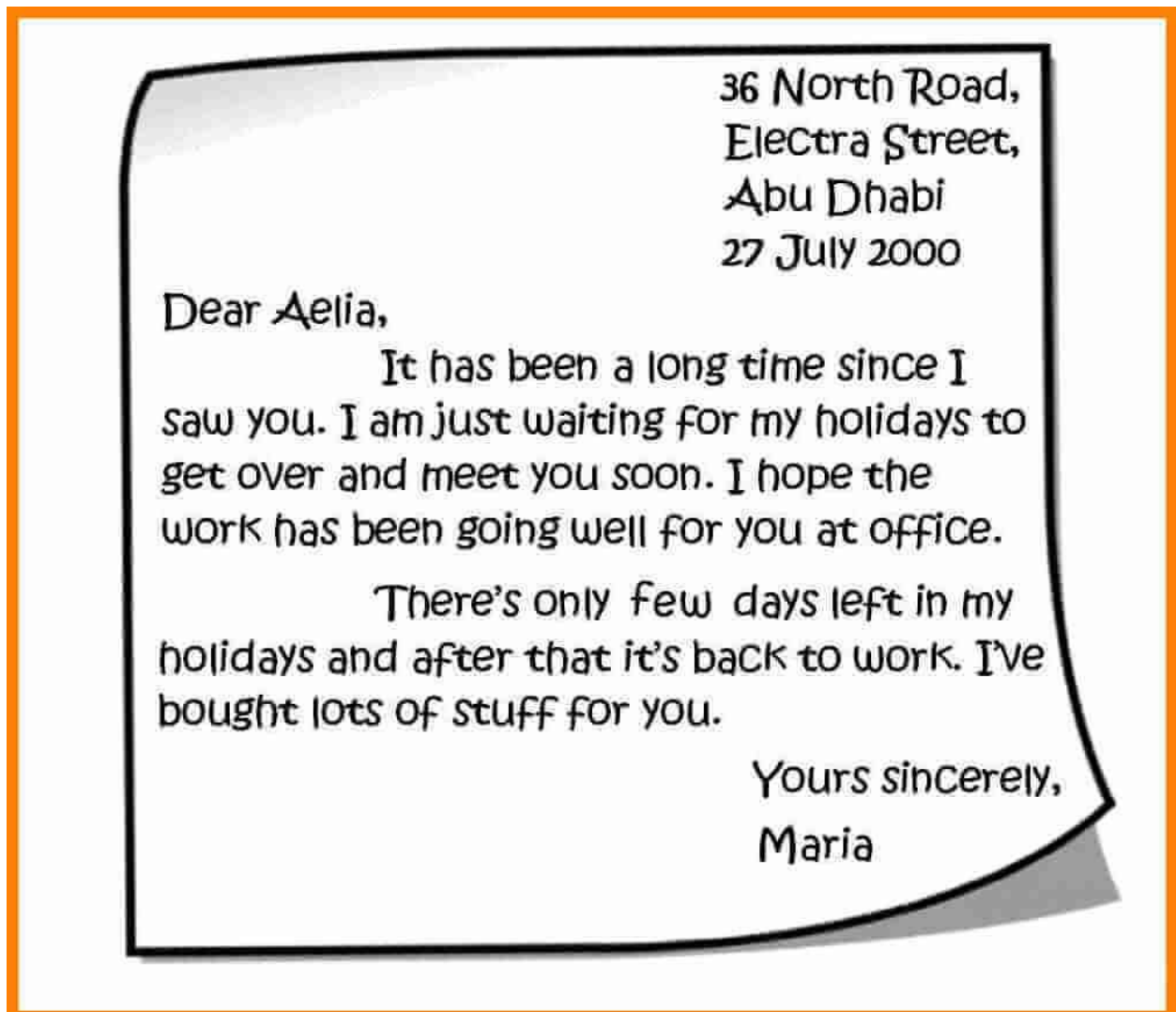


1. Berdoalah sebelum mengerjakan latihan
2. Amatilah dengan seksama video yang ada dalam bahan ajar
3. Bacalah handout yang telah disediakan dengan cermat
4. Bacalah semua instruksi pengerjaan dengan jelas
5. Selesaikan dan kumpulkan semua tugas dengan baik dan tepat waktu

ACTIVITY 1

Read the example of personal letter below, discuss with your group and analyzing the generic structure and language features on the text!

Date Line Of The Submission : 11 A.M



Penilaian sikap / Afektif

Jenis Penilaian → (Observasi)

Rubrik penilaian sikap **rasa ingin tahu**

Predikat	Skor	Indikator
(B +)	5	Selalu berusaha mengetahui pelajaran dengan cara membaca dan bertanya
(B)	4	Sering berusaha mengetahui pelajaran dengan cara membaca dan bertanya
(B -)	3	Kadang kadang berusaha mengetahui pelajaran dengan cara membaca dan bertanya
(C)	2	Jarang berusaha mengetahui pelajaran dengan cara membaca dan bertanya
(K)	1	Tidak pernah berusaha mengetahui pelajaran dengan cara membaca dan bertanya

Rubrik penilaian sikap **Kerjasama**

Predikat	Skor	Indikator
(B +)	5	Selalu bekerjasama dalam kerja kelompok
(B)	4	Sering bekerjasama dalam kerja kelompok
(B -)	3	Kadang - kadang bekerjasama dalam kerja kelompok
(C)	2	Jarang bekerjasama dalam kerja kelompok
(K)	1	Tidak pernah bekerjasama dalam kerja kelompok

Rubrik penilaian sikap **Tanggung Jawab**

Predikat	Skor	Indikator
(B +)	5	bertanggung jawab dalam mengumpulkan tugas sebelum date line
(B)	4	bertanggung jawab dalam mengumpulkan tugas on the date line / on time
(B -)	3	bertanggung jawab dalam mengumpulkan tugas setelah date line
(C)	2	bertanggung jawab dalam mengumpulkan tugas setelah date line dan masih diingatkan lagi oleh guru
(K)	1	tidak mengumpulkan tugas sama sekali

ACTIVITY 2

SUBMIT BEFORE 11 A.M

I. Choose the right Answer, A,B,C, or D !

Personal Letter 1

Apt BLK 30, Eunost St. #05 – 116

Singapore 1441

2nd April 2009

Dear Liza,

I have received your letter asking me to meet you at your house this Sunday to discuss the urgent matter you have. I regret however to say that it will not be possible for me to see you on Sunday as I already have a previous appointment . I shall see you on Monday next week at 5 p.m . Hoping the change of date will be convenient to you .

Your sincerely

Daisy

1. What does the letter tell about
 - a. Liza's problem
 - b. Liza's appointment
 - c. Daisy's previous letter to Liza
 - d. Daisy's regret for not being able to come
 - e. A meeting held at Liza's house

2. Why did Liza ask Daisy to come to her house....
 - a. Liza wanted Daisy to solve her problem
 - b. Daisy would discuss her problem with Liza
 - c. Liza persuaded Daisy to go somewhere
 - d. Daisy wanted to meet Liza's family
 - e. Liza wanted to chat with Daisy

Personal Letter 2

Jl. Jambu 129 Bima

30th January 2017

Dear Frodi,

It was a real sorrow that I heard this morning of your great loss. I knew your mother was ill, for your brother told me several weeks ago. However, as he at that time did not seem to think

the illness was very serious, the news of your mother's death came to me as a shock. You have my sincere and heartfelt sympathy, my dear fellow, in your sorrow. I know you will feel it deeply, for you always thought so much of your mother and loved her so truly. I feel it also as a personal loss to myself, for your mother was always very kind to me. Her death must be a terrible grief to your father, too. Please assure him of my sincere sympathy. Words, I know, are poor comforters. "The heart knows its own sorrow", and in such sorrows we are always alone. However, it is not mere words when I say that I feel with you in your sorrow.

*Your sincere friend,
Jean*

3. What is the possible relation between the sender and the recipient?

- A. relatives
- B. employers
- C. friends
- D. siblings
- E. employees

4. From the letter we know that

- A. Frodi's mother was not ill before her death
- B. Jean sent letter to Frodi several weeks ago
- C. Jean was very sorrowful to send the letter to his mother
- D. Jean had known Frodi's mother before
- E. Frodi is the only child in his family

5. "You have my sincere and heartfelt sympathy, my dear fellow, in your sorrow." What is the closest meaning of word "sincere"?

- A. real
- B. caring
- C. generous
- D. honest
- E. curious

Personal Letter 3

Dear Jonny,

Hello! How are you? I received your letter today. I am very excited to hear that you are coming to stay with me for the holidays. I am sure we will have a lot of fun together.

My parents have agreed to let you stay with me. They offered to pick you up at the airport. All you have to do is to tell us when you are coming.

I will now tell you about some of the things you will experience here in Indonesia. You do not have to worry about the local spicy food. We have a lot of fast food restaurants here like the ones you have in England.

You can also shop for souvenirs to bring home. Sarinah or Blok M are our famous shopping areas. They have many shops selling all kinds of things. I am sure you will love them.

I am also planning to take you to a few tourist spots like miniature of Indonesia, National monument, or Safari Garden. We can also go to the Ancol beach where you can swim, play on the beach, and have picnics.

My family and I are looking forward to your coming. I hope to hear from you soon. Good bye.

With love.

Nadim

6. What is the letter about?

- A. Planning to stay and do some activities in Indonesia during holiday.
- B. Buying in the fast food restaurant and shopping at Sarinah.
- C. Going to buy souvenirs and going to tourist spots.
- D. Planning to stay in Indonesia for the holidays.
- E. Picking up at the airport when he comes.

7. What will probably Jonny buy for his lunch while he is in Indonesia?

- A. Mixed vegetables with peanut chilly sauce.
- B. Spicy food with chilly sauce.
- C. Soup with hot black pepper.
- D. Satay with hot pepper.
- E. Non spicy food.

Personal Letter 4

Jl. Plamboyan No. 89 Pernalang

2nd February 2009

Dear Intan

Intan, sorry I haven't written to you for so long. We moved into a new apartment last month and we've been really busy getting settled.

It's a nice apartment. It is bigger than our old one. It's big so there are a lot of rooms to work in. It has a big living room, two bedrooms and two bathrooms. Another thing I like is the kitchen.

The apartment is on a quiet street in a good neighborhood. There's also a shopping centre just down the street with a supermarket, some quite good restaurants and some stores.

We really enjoy living here. Do come over and have a look next time you are in the town. I'll wait.

Love

Shinta

8. What is the letter about?

- a. Shinta's room.
- b. Intan and Shinta's apartment
- c. Shinta's business
- d shopping centre near Shinta's apartment
- e. Shinta's new apartment

9. Why hasn't Shinta written a letter to Intan for so long?
- Because she was busy getting settled
 - Because she enjoyed living in an apartment
 - Because she was reluctant
 - Because she had to move into an apartment
 - Because she lived in an apartment

Personal Letter 5

Surabaya, 1st February 2014

Dear Igon

How are you? Hope everything is okay with you. I'm all right here.

We are going to have the national examination, aren't we? Are you well prepared for it? Well, to be honest, I just have some difficulties in preparing for it, especially in science. There are extra lessons in my school and I take them all. But, I feel that they don't help. I'm still confused in solving mathematic problems. I'm just worried that I fail the national examination. Do you have any suggestion for me? I really appreciate your help. I look forward to hearing from you.

Your buddy

Fahim

10. What does the letter tell us about?
- Asking for a friend to teach mathematic
 - Giving a solution to a friend
 - Preparing for the national examination
 - Having extra lesson at school
 - Asking for a friend's suggestion to solve a problem
11. Why is Fahim worried that he may fail the national examination?
- There are extra lessons at Fahim's school
 - He appreciated Igon's help
 - He will have the national examination soon
 - His friends are all well prepared
 - He is confused in solving mathematic problem
12. "I'm still confused in solving mathematic problems." The word "confused" means
- Unable to think clearly
 - unable to perform well
 - unable to behave politely
 - Unable to speak fluently
 - unable to read quickly

13. "I'm just worried that I fail the national examination." The antonym of word "fail" is
- a. escape
 - b. predict
 - c. success
 - d. reach
 - e. underestimate

Personal Letter 6

Dear Susan,

It feels like such a long time since the last time I saw you. I know it's only been several weeks since I saw you. So far my summer has been great!

I spend my all my weekends at the beach. I am getting a nice tan and you can no longer say I am paler than you. I have been playing lots of volleyball, surfing and building a nice collection of sea shells. Just this past week-end I took second place in a sandcastle building contest!

On the weekdays I work. I drive an ice cream truck around and sell ice cream to the kids. It is so cool. It is a combination of the two things I love most, ice cream and kids. The pay isn't too great but I love the job so much.

I hope the summer's been going well for you too. There's only a month and a half left in summer vacation and after that it's back to school. Would you like to meet up some time before school starts?

Your friend,

Signature

P.S. John Austin.

14. The letter shows about
- A. Spending time in summer
 - B. Happiness someone who meet her friends soon
 - C. The poor students in summer vacation
 - D. How to finished summer vacation
 - E. Missing old friend in summer
15. What is writer do on the weekdays?
- A. She is getting a nice tan
 - B. Drive an ice cream truck around and sell ice cream
 - C. Spend her time with working
 - D. Playing lots of volleyball and surfing
 - E. Building a nice collection of sea shells

Personal Letter 7

Surabaya, 1st February 2017

Dear Nathan

How are you? Hope everything is okay with you. I'm all right here.

We are going to have the national examination, aren't we? Are you well prepared for it? Well,

to be honest, I just have some difficulties in preparing for it, especially in Science. There are extra lessons in my school and I take them all. But, I feel that they don't help. I'm still confused in solving Mathematic problems. I'm just worried that I fail the national examination. Do you have any suggestion for me? I really appreciate your help. I look forward to hearing from you.

Your buddy

Rendy

16. What does the letter tell us about?
- A. Asking for a friend to teach Mathematic
 - B. Preparing for the national examination
 - C. Asking for a friend's suggestion to solve a problem
 - D. Giving a solution to a friend
 - E. Having extra lesson at school
17. Why is Rendy worried that he may fail the national examination?
- A. There are extra lessons at Rendy's school
 - B. He will have the national examination soon
 - C. He is confused in solving Mathematic problem
 - D. He appreciated Igon's help
 - E. His friends are all well prepared
18. "I'm still confused in solving Mathematic problems." The word "confused" means ...
- A. Unable to think clearly
 - B. Unable to speak fluently
 - C. Unable to perform well
 - D. Unable to read quickly
 - E. Unable to behave politely
19. "I'm just worried that I fail the national examination." The antonym of the word "fail" is
- A. Escape
 - B. Reach
 - C. Predict
 - D. Underestimate
 - E. Success
20. Who is the sender of the letter above?
- A. Nathan
 - B. Rendy
 - C. Buddy
 - D. the writer
 - E. Your friend

Pedoman Penskoran :

Jumlah Score = $\frac{\sum \text{jawaban benar}}{20} \times 100$

20

ACTIVITY 3



Find a personal Letter in other sources and make a Reply from the letter !!

Send your work to my E-mail,WA Group or upload in google classwork and attached the letter that use as the resource.

Penilaian Keterampilan (Psikomotorik)

1. Rubrik Penilaian Written test Create a personal letter

Rubrik penilaian **kesesuaian isi / materi**

Predikat	Skor	Indikator
(B +)	5	Sangat sesuai dengan isi /materi Personal letter
(B)	4	Sesuai dengan isi /materi Personal letter
(B -)	3	Cukup sesuai dengan isi /materi Personal letter
(C)	2	Kurang sesuai dengan isi /materi Personal letter
(K)	1	Tidak sesuai dengan isi materi Personal letter

Rubrik penilaian Ketepatan **Penulisan Kosa Kata**

Predikat	Skor	Indikator
(B +)	5	Menulis kosa kata selalu tepat, sehingga mudah dipahami
(B)	4	Menulis kosa kata yang kurang tepat, tapi kalimat masih bisa dipahami
(B -)	3	Menulis kosa kata yang tidak tepat, sehingga kalimat menjadi kurang dipahami
(C)	2	Menulis kosa kata yang salah sehingga sulit dipahami
(K)	1	Menulis kosa kata sehingga tidak dapat membuat kalimat

Rubrik penilaian **Pemilihan Kosa Kata**

Predikat	Skor	Indikator
(B +)	5	Pemilihan kosa kata dengan tepat, sehingga mudah dipahami
(B)	4	Menggunakan kosa kata yang kurang tepat, tapi kalimat masih bisa dipahami
(B -)	3	Menggunakan kosa kata yang tidak tepat, sehingga kalimat menjadi kurang dipahami
(C)	2	Menggunakan kosa kata salah sehingga sulit dipahami
(K)	1	Kosa kata sangat terbatas sehingga tidak dapat membuat kalimat

Rubrik penilaian Tata Bahasa

Predikat	Skor	Indikator
(B +)	5	Tidak ada kesalahan tata bahasa
(B)	4	Sedikit kesalahan tata akan tetapi tidak mempengaruhi makna
(B -)	3	Sering membuat kesalahan tata bahaasa yang menghambat makna dan sering menata ulang kalimat
(C)	2	Banyak kesalahan tata bahasa yang menghambat makna dan sering menata ulang kalimat
(K)	1	Kesalahan tata bahasa begitu parah sehingga sulit dipahami

PREDIKAT = 90 -100 (B+)

80- 89 (B)

70-79 (B-)

60- 69 (C)

50-59 (K)

Score akhir = $\frac{\text{Jumlah score}}{\text{Score maksimal}} \times 100$

Score maksimal

Lampiran 3 Media Pembelajaran

Dilampirkan

PPT MEDIA PEMBELAJARAN RPP ! PERSONAL LETTER

Lampiran 4 Evaluasi Pembelajaran

Dilampirkan

Evaluasi Pembelajaran di RPP2

Lampiran 5 Video Praktik Pembelajaran

Dilampirkan

<https://youtu.be/9n6Q1KJlpg>