

RENCANA PELAKSANAAN PEMBELAJARAN

Pertemuan ketiga

(Lengkap Dengan Bahan Ajar, LKPD dan Instrumen Penilaian)

Pembelajaran Luring



MATA PELAJARAN : BAHASA INGGRIS
KELAS/SEMESTER : XI/Ganjil
PENYUSUN : ELA LIAN ERLINA, S.Pd
No UKG : 201501648804
INSTANSI : SMKS INSAN PRIMA MANDIRI

PROGRAM STUDI BAHASA INGGRIS PROGRAM PENDIDIKAN GURU

DALAM JABATAN

UNIVERSITAS NEGERI MEDAN

2021

RENCANA PELAKSANAAN PEMBELAJARAN(RPP)

Satuan pendidikan : SMKS Insan Prima Mandiri
 Kelas/semester : XI(sebelas)/1(satu)
 Materi pokok : Formal Invitation
 Alokasi Waktu : 2 x 45 menit

A. Kompetensi Inti:

- KI 1: Menghayati dan mengamalkan ajaran agama yang dianutnya
- KI 2: Menunjukkan perilaku jujur, disiplin, tanggung jawab, peduli (gotong royong, kerjasama, toleran, damai), santun, responsif dan proaktif, sebagai bagian dari solusi atas berbagai permasalahan dalam berinteraksi secara efektif dengan lingkungan sosial dan alam serta dalam menempatkan diri sebagai cerminan bangsa dalam pergaulan dunia
- KI 3: Memahami, menerapkan, dan menganalisis pengetahuan faktual, konseptual, prosedural, dan metakognitif berdasarkan rasa ingin tahunya tentang ilmu pengetahuan, teknologi, seni, budaya, dan humaniora dengan wawasan kemanusiaan, kebangsaan, kenegaraan, dan peradaban terkait penyebab fenomena dan kejadian, serta menerapkan pengetahuan prosedural pada bidang kajian yang spesifik sesuai dengan bakat dan minatnya untuk memecahkan masalah
- KI 4: Mengolah, menalar, dan menyaji dalam ranah konkret dan ranah abstrak terkait dengan pengembangan dari yang dipelajarinya di sekolah secara mandiri, bertindak secara efektif dan kreatif, serta mampu menggunakan metode sesuai kaidah keilmuan.

Kompetensi Dasar	3.16 Menganalisis fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk undangan resmi dengan memberi dan meminta informasi terkait kegiatan sekolah/tempat kerja sesuai dengan konteks penggunaannya 4.16 Menyusun teks khusus dalam bentuk undangan resmi lisan dan tulis, terkait kegiatan sekolah/tempat kerja, dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan, secara benar dan sesuai konteks.
Indikator Pencapaian Kompetensi (IPK)	3.16.1 Menganalisis fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk undangan resmi dengan memberi dan meminta informasi terkait kegiatan sekolah/tempat kerja sesuai dengan konteks penggunaannya 3.16.2 Membandingkan fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk undangan resmi dengan memberi dan meminta informasi terkait kegiatan sekolah/tempat kerja sesuai dengan konteks penggunaannya 4.16.1 Membuat teks khusus dalam bentuk undangan resmi secara tertulis, terkait kegiatan sekolah/tempat kerja, dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan, secara benar dan sesuai konteks

B. Tujuan Pembelajaran

Melalui *Pendekatan Scientific dengan model problem based learning*, peserta didik mampu menganalisis, membandingkan, dan membuat teks khusus dalam bentuk undangan resmi secara tertulis terkait kegiatan sekolah dan tempat kerja, dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan sesuai dengan konteks penggunaannya. Dengan menunjukkan sikap

tanggung jawab, disiplin, percaya diri, dan kerjasama serta dapat mencapai kkm 70.

C. Penguatan Pendidikan Karakter:

1. tanggungjawab
2. disiplin
3. percaya diri
4. kerjasama

D. MATERI PEMBELAJARAN: Formal Invitation (Terlampir)

E. METODE PEMBELAJARAN

Pendekatan : ilmiah, TPACK

Model Pembelajaran : Problem based learning (PBL)

Metode : Tanya jawab, Diskusi, dan penugasan

F. MEDIA , ALAT DAN SUMBER BELAJAR

Media : Gambar-gambar, video

Alat : laptop, headphone, mouse, infokus, spidol, speaker

Sumber Belajar : K, Syahla, lande.2018.Porward An English course for vocational school student grade XI. Jakarta: Erlangga

kamus bahasa Inggris, Gambar-gambar,video

<https://youtu.be/jAWm8O-rocl>

<https://www.ispot.tv/ad/IWqN/lexus-invitation-to-lexus-sales-event-exhilaration-t1>

<https://www.youtube.com/watch?v=QWC-8eZTiMQ>

<https://englishclas.com/pengertian-invitation-text-generic-structure-dan-contohnya/>

G. Langkah-Langkah Pembelajaran

	Kegiatan Pembelajaran	Alokasi Waktu
	<p>Kegiatan Pendahuluan:</p> <ol style="list-style-type: none"> 1. Siswa menjawab pertanyaan-pertanyaan lisan guru mengecek penguasaan kompetensi yang dipelajari sebelumnya, yaitu asking and giving information about taking simple phone messages 2. siswa menyimak guru menyampaikan garis besar materi yang akan dipelajari dan ruang lingkup penilaian, serta teknik penilaian yang akan digunakan, yaitu sikap, pengetahuan dengan tehnik observasi lisan atau tulis 	7”
Kegiatan Inti (Scientific approach)		
Model PBL (Problem based Learning)		

Orientasi siswa pada masalah (M1)	1. peserta didik menyimak video 2. Peserta didik menjawab pertanyaan yang berkaitan dengan video : <ul style="list-style-type: none"> • <i>Do you know what the video tell us about?</i> • <i>have you ever been invited by someone?</i> • <i>After looking those video, can you guess, what will we learn today?</i> 3. Peserta didik menyimak teks formal invitation tentang kegiatan sekolah/tempat kerja yang berkaitan dengan jurusan Akuntansi	8"
Mengorganisi siswa untuk belajar (M2)	4. peserta didik menganalisis teks yang diberikan. 5. peserta didik melakukan penyelidikan tentang fungsi social, struktur teks, dan unsur kebahasaan formal invitation secara berkelompok melalui contoh-contoh yang diberikan guru.	10"
Membimbing penyelidikan individual maupun kelompok (M3)	6. siswa dibimbing guru mengerjakan LK1 secara berkelompok. 7. siswa mencatat informasi-informasi yang penting dan menyesuaikannya dengan pekerjaan mereka 8. Peserta didik melakukan konsultasi mengenai draft yang telah ditulis dan mendapatkan umpan balik dari guru. 9. Dalam kelompok peserta didik merevisi draft yang telah diberi umpan balik oleh guru. 10. siswa dibimbing guru mengerjakan LK2 secara berkelompok	30"
Mengembangkan dan menyajikan hasil(M4-M5)	10. siswa mengerjakan LK 3 secara berkelompok 11. Guru mempersilahkan perwakilan kelompok siswa untuk mempresentasikan apa yang sudah dikerjakan	15"
Menganalisis dan mengevaluasi proses pemecahan masalah	12 siswa mengomentari pekerjaan temannya 13. guru memberikan apresiasi dan feedback kepada siswa	10"
Kegiatan penutup <ol style="list-style-type: none"> 1. Siswa membuat simpulan mengenai fungsi sosial, struktur teks dan unsur kebahasaan dengan difasilitasi guru. 2. Siswa bersama-sama guru melakukan refleksi kegiatan pembelajaran. 3. Guru menyampaikan tugas individu, yaitu dengan mengembangkan <i>autonomous learners</i> dengan diberikan referensi situs tertentu 4. Guru menyampaikan materi pembelajaran berikutnya. 		10"

H. Penilaian

1. Sikap (spiritual dan sosial)
Sikap Sosial

No.	Teknik	Bentuk Instrumen	(Butir-butir) Instrumen	Waktu Pelaksanaan	Keterangan
	Observasi	Jurnal	Lihat <i>Lampiran ...</i>	Saat pembelajaran berlangsung	

2. Pengetahuan

No.	Teknik	Bentuk Instrumen	(Butir-butir) Instrumen	Waktu Pelaksanaan	Keterangan
	Tertulis	Uraian	Lihat <i>Lampiran ...</i>	Saat pembelajaran berlangsung	

1. Keterampilan

No.	Teknik	Bentuk Instrumen	(Butir-butir) Instrumen	Waktu Pelaksanaan	Keterangan
	Praktik	...	Lihat <i>Lampiran ...</i>	Saat pembelajaran berlangsung	

I. Rencana Tindak Lanjut penilaian

1. Remedial

Bagi peserta didik yang belum mencapai target KKM pembelajaran sebelum waktu yang telah dialokasikan berakhir, perlu diberikan kegiatan remedial dengan menganalisis teks undangan resmi berdasarkan social function, structures, and language features.

2. Pengayaan

Bagi peserta didik yang telah mencapai target KKM pembelajaran pada waktu yang telah dialokasikan, perlu diberikan kegiatan pengayaan di akhir pembahasan dengan membuat teks undangan resmi menggunakan template yang bisa diakses di internet.

3. Refleksi Diri

Guru menuliskan refleksi pembelajaran mengenai kekurangan dan kelebihan dan merencanakan perbaikan.

Garut, Oktober 2021

Mengetahui
Kepala Sekolah

Guru Mapel

Drs.H. Ahmad Rofi'i

Ela Lian Erlina, S.Pd

NIP. -

NIP.

LAMPIRAN .

PENILAIAN SIKAP

LEMBAR PENILAIAN SIKAP

Nama Sekolah :

Kelas :

Tahun :

No.	Nama Siswa	Tanggung jawab					Percaya Diri					Disiplin					Kerjasama				
		A	B	C	D	E	A	B	C	D	E	A	B	C	D	E	A	B	C	D	E
1.																					
2.																					
3.																					
4.																					
5.																					
Dst																					

Keterangan:

Tanggung Jawab

Selalu melaksanakan tugas individu dan kelompok dengan baik	A
Sering melaksanakan tugas individu dan kelompok dengan baik	B
Biasa melaksanakan tugas individu dan kelompok	C
Jarang melaksanakan tugas individu dan kelompok	D
Tidak melaksanakan tugas individu dan kelompok dengan baik	E

Percaya Diri

Selalu berpartisipasi aktif di dalam kegiatan belajar mengajar (bertanya, menjawab, presentasi)	A
Sering berpartisipasi aktif di dalam kegiatan belajar mengajar (bertanya, menjawab, presentasi)	B
Biasa berpartisipasi aktif di dalam kegiatan belajar mengajar (bertanya, menjawab,	C

presentasi)	
Jarang berpartisipasi aktif di dalam kegiatan belajar mengajar (bertanya, menjawab, presentasi)	D
Tidak berpartisipasi aktif di dalam kegiatan belajar mengajar (bertanya, menjawab, presentasi)	E

Disiplin

Selalu datang ke kelas dan mengumpulkan tugas tepat waktu	A
Sering datang ke kelas tetapi mengumpulkan tugas telat lebih dari 5 menit	B
Kadang-kadang datang ke kelas dan mengumpulkan tugas molor 1 jam	C
Jarang datang ke kelas dan mengumpulkan tugas telat 1hari	D
Tidak datang ke kelas dan tidak mengumpulkan tugas tepat waktu	E

Kerjasama

Selalu aktif terlibat dalam proses pengerjaan LK dalam kelompok	A
Sering aktif terlibat dalam proses pengerjaan LK dalam kelompok	B
Kadang-kadang terlibat dalam proses pengerjaan LK dalam kelompok	C
Jarang terlibat dalam proses pengerjaan LK dalam kelompok	D
Tidak terlibat dalam proses pengerjaan LK dalam kelompok	E

A. Scoring rubric for writing

Writing Skill	Score	Criteria	Details
Content	5	Excellent to Very Good	Knowledgeable, substantive development of thesis, relevant to assigned topic
	4	Good to Average	Sure knowledge of subject, adequate range, limited development of thesis, mostly relevant to topic but lacks detail
	3	Fair to Por	Limited knowledge of subject, little substance, inadequate development of topic
	2	Very poor	Does not show knowledge of subject, non-substantive, not pertinent, or not enough to evaluate

Organization	5	Excellent to Very Good	Fluent expression, ideas clearly stated/supported, complete, succinct, well organized, logical sequencing, cohesive.
	4	Good to Average	Somewhat choppy, loosely organized but main ideas stand out, limited support, logical but incomplete sequencing.
	3	Fair to Por	Non-fluent, an idea confused or disconnected, lacks logical sequencing and development.
	2	Very poor	Does not communicate, no organization, or not enough to evaluate
Vocabulary	5	Excellent to Very Good	Sophisticated range, effective word/idiom form mastery, appropriate register
	4	Good to Average	Adequate range, occasional errors of word/idiom form, choice, usage but meaning not obscured.
	3	Fair to Por	Limited range, frequent errors of work/idiom form, choice, usage, meaning confused or obscured.
	2	Very poor	Virtually no mastery of sentence construction rules, dominated by errors, does not communicate, r not enough to evaluate.
Language	5	Excellent to Very Good	Effective, complex constructions, few errors of agreement, tense, number, word order/function, articles, pronouns, prepositions
	4	Good to Average	Effective but simple constructions, minor problems in complex construction, several errors of agreement, tense, number, word order/function, articles, pronouns, prepositions, but meaning seldom obscured.

	3	Fair to Por	Major problem in simple/complex constructions, frequent errors of negation, agreement, tense, number, word order/function, articles, pronouns, prepositions and/or fragments, run-ons, deletions, meaning confused or obscured.
	2	Very poor	Having no mastery in syntax rule, there are many mistakes and uncommunicative
Mechanic	5	Excellent to Very Good	Demonstrates mastery of conventions, few errors of spelling, punctuation, capitalization, paragraphing.
	4	Good to Average	Occasional errors of spelling, punctuation, capitalization, paragraphing, but meaning not obscured.
	3	Fair to Por	Frequent errors of spelling, punctuation, capitalization, paragraphing, poor handwriting, meaning confused or obscured.
	2	Very poor	No mastery of conventions, dominated by errors of spelling, punctuation, capitalization, paragraphing, handwriting illegible, or not enough to evaluate.

Note:

Maximum Score: 5 x 5 x 10 = 10

HASIL PENILAIAN KETRAMPILAN

WRITING

Nama Sekolah :

Kelas :

Tahun :

No	Nama Siswa	Aspek yang dinilai					Nilai Akhir
		(C)	(O)	(V)	(L)	(M)	
1.							
2.							
3.							
dst...							

a. Refleksi Siswa <http://gg.gg/STUDENTSREFLECTION>

No	Poin Refleksi	Deskripsi
1	I have just learn about...	
2	The activities I like most were...	
3	The activities I found most difficult were...	
4	What I need to do better is/are ...	
5	After studying this material, I am sure I able to ...	
6	How many stars you wanna give to your teacher?	

b. Refleksi Guru

No	Poin Refleksi	Deskripsi
1	Apa pengalaman baru yang diperoleh saat melaksanakan pembelajaran?	
2	Hal penting apa yang ditemukan pada pembelajaran?	
3	Hal-hal apa saja yang sudah dilaksanakan dengan baik?	
4	Hal-hal apa saja yang belum dilaksanakan dengan baik?	
5	Apa saja perbaikan yang akan dilaksanakan?	



ELA LIAN ERLINA, S.pd

Tujuan Pembelajaran

- Melalui *Pendekatan Scientific dengan model problem based learning*, peserta didik mampu menganalisis, membandingkan, dan membuat teks khusus dalam bentuk undangan resmi secara tertulis terkait kegiatan sekolah dan tempat kerja, dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan sesuai dengan konteks penggunaannya. Dengan menunjukkan sikap tanggung jawab, disiplin, percaya diri, dan kerjasama serta dapat mencapai 80%.



Whatch the video carefully!

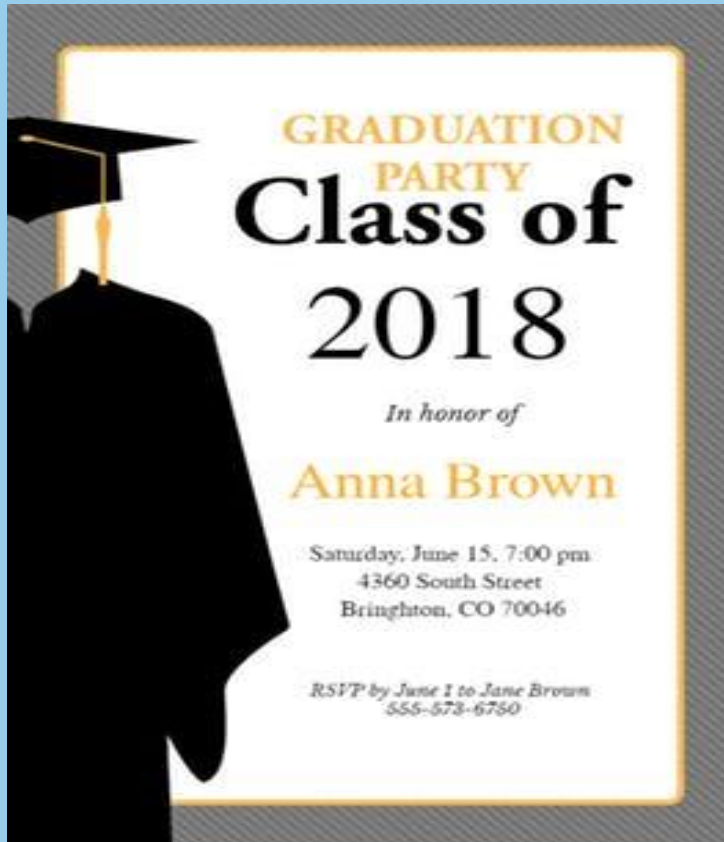


Answer the Questions based on video

- *Do you know what the video tell us about?*
- *have you ever been invited by someone?*
- *After looking those video, can you guess, what will we learn today?*



Observe the card below!





CPL150
COMMUNITY VISION PLAN

You are invited...

to attend a Community Meeting
to create the future vision of the
Cleveland Public Library South Branch.

Lincoln-West H.S. Thursday, May 7
3202 W. 30th St. 6:00 - 8:00 p.m.

For more info, please
contact Tim Diamond at
timothy.diamond@cpl150.org
(216) 623-2832 or visit: www.cpl150.org



Question about the invitation

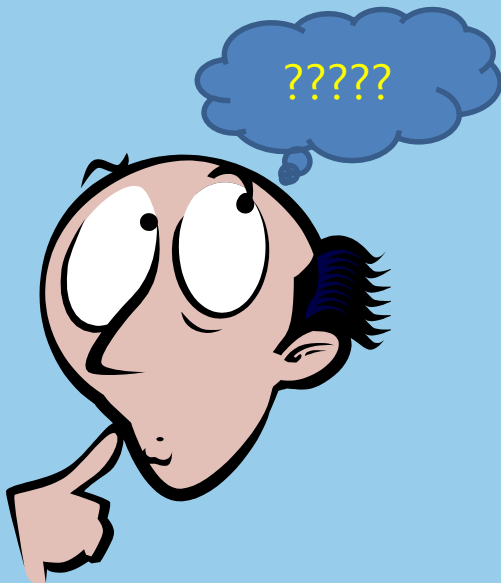
What kinds of invitation are them?

Have you ever been invited by someone?

Have you ever gotten that card?



So, what kind of material
we are going to discuss today?

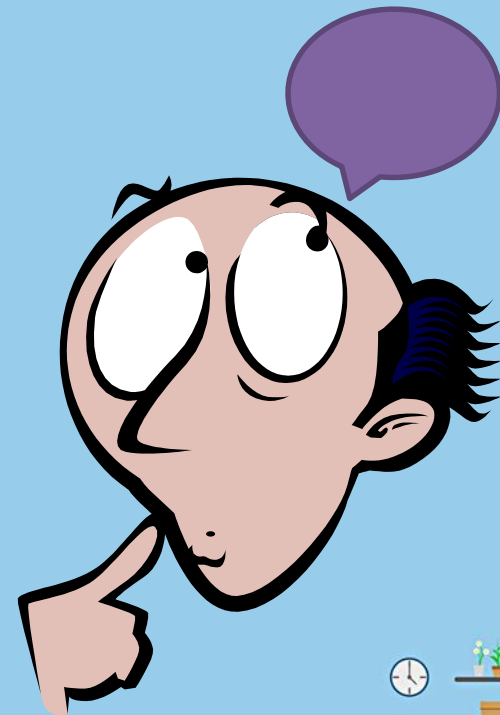


Today we are going to learn about:

“FORMAL INVITATION”



NOW,
HAVE A LOOK AT A SAMPLE OF F
ORMAL INVITATION!





GRADUATION
PARTY
Class of
2018

In honor of

Anna Brown

Saturday, June 15, 7:00 pm
4360 South Street
Brighton, CO 70046

*RSVP by June 1 to Jane Brown
555-573-6750*

The Ministry of Education and Culture
Gadjah Besar Senior High School
Jl. Anumerta No. 24th, Jakarta
Phone Call (0721) 787383

Sender's address

Date

Jakarta, May 12th, 2015

No : 183/363/VI/2015
Subject : New Students Registration Meeting
Attachment : 1 piece For All the teachers,

invitation details

Dear all the teachers,

Salutation

Introduction

As the 2014/2015 school year will be closed and the 3rd grade students farewell is finished. I invite all the teachers to attend the school meeting, which will be held at:

Body: the invitation

Date: May 21st, 2015
Place: School Hall
Time: 09.00 am to 12.00 am

Events details:

- Occasion
- Time and date
- Place
- Dress code
-

This meeting will be focused on the strategy of promoting our school and the new student registration. We also have to form the committee of the teacher and the students who will participate in promotion and registration.

This is important meeting for us and for this school. I hope all the teacher will be there to attend the meeting.

Thank you,

Closing remark

The Principal

Hervanto Subur

Sender's signature

Complementary closing

Generic Structure of formal invitation:

- Sender's address
- Date
- Recipient's name and Address details
- Salutation
- Introduction
- Body: the invitation
- Event details: Occasion, Time and date, Place, Dress code
- Request for response
- Any special considerations regarding dresses and Formal sign-off
- Complimentary Closing
- Sender's signature



Analysing of language features:

Expression	preposition	Adverb of place	Adverb of time	Tenses	Ordinal number
I will, can, shall invite all the teachers to attend	On At For Of In	School auditorium	May 21st, 2015	simple present Simple future	21 st



SOME PHRASES FOR INVITING PEOPLE:

Formal Phrases

Would you like to + verb
without infinitives?

- Would you like to join us for lunch?
- I'd like to ask you to + verb without infinitives?
- I'd like to ask you to attend the opening ceremonies next week.
- It would be my pleasure if you would + verb 1
- It would be my pleasure if you would attend my birthday party
- May I have the honor of your + noun ?
- May we have the honor of your presence at dinner on Friday?

Informal Phrases

Why don't we+verb 1?

- Why don't we go out for dinner?
-

Let's +verb 1

- Let's go out on the town!



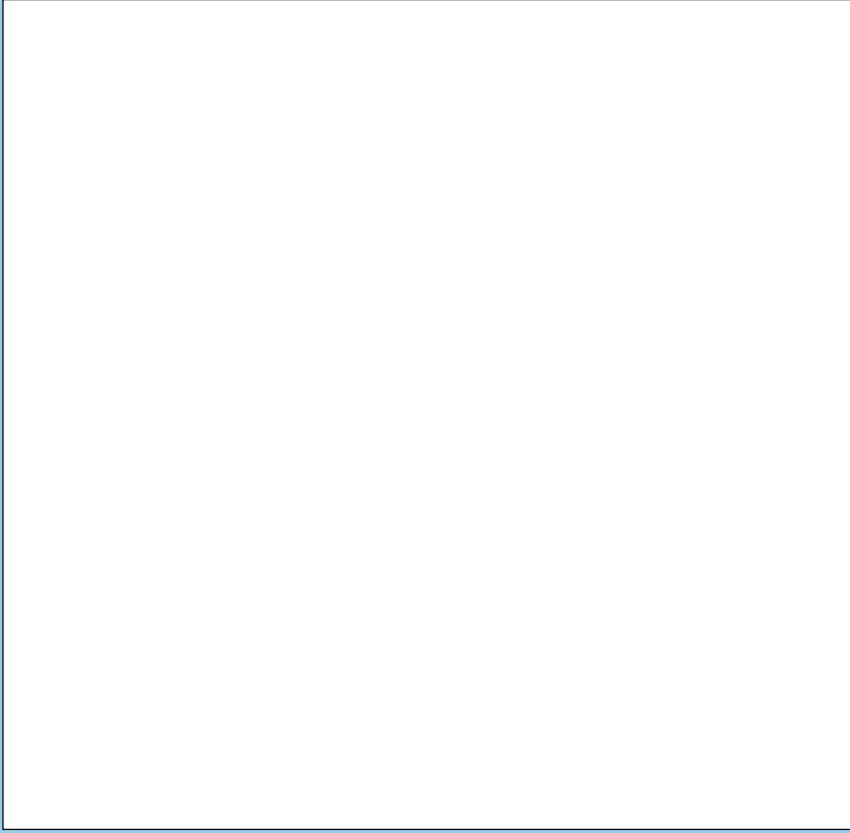
Let's do the test together in group,,



LKPD 1

Task 1. analyse the generic structure of formal invitation below





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Task 2

Analyse the language features of Text 1 and text 2

Text 1						
Task Text 2						



LKPD 2

Task1

Please compare between two texts based on generic structure by sharing the similarities and differences

text 1

*To Mr Daniel Smith
General Manager of Star Shine Inc.
Jl. Menteng No.27, Jakarta
Dear Mr Smith,
We write this letter in order to request your honourable presence in our company 25th Anniversary celebration. The celebration will be held on:
Date: September 16th, 2019
Hours: 07.00 pm to 22.00 pm
Venue: Casanova Hotel, 7th-floor meeting room
We hope Mr And Mrs Smith would be available to come and join us. We would like to see you both there in our company's anniversary celebration.
Yours Sincerely,
Alex Lambart
General Manager Grow Strong Inc.
RSVP: (0811-1234-5678)
Dress: Business*



Text 2

Student's organization
SMP Tunas Bangsa
Jl. Sumpah pemuda no.1 Indonesia

Dear Nia

We invite you to attend our meeting that will be held:

Day/date: Saturday/July 11th 2017

Time: 10.00 pm

Place: At school Auditorium

The meeting will discuss about preparation class meeting completion.

Please come on time, see you there.

Rudy
Chairperson



Text 1

The similarities

Text 2

- Addresses :
- Salutation:
- Body:
- Closing:
- signature

- Addresses :
- Salutation:
 - Body:
- Closing:
- Signature:

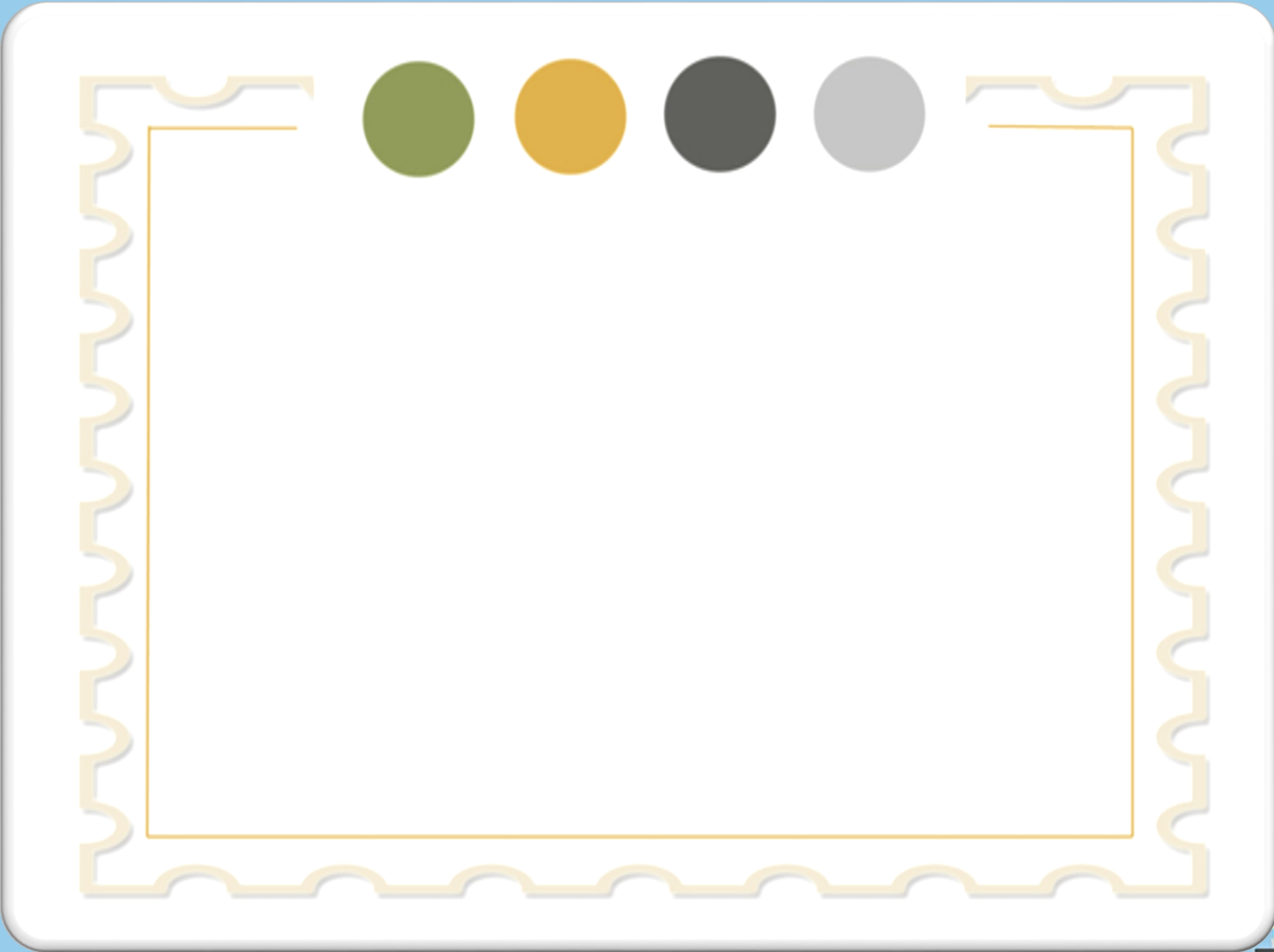


LKPD 3

Create a formal invitation by choosing one of situation below!

- 1. you are the secretary of a vocational school. It is going to hold graduation ceremony on December 15th, 2021. You are inviting student's parents to attend the ceremony
- 2. you are the chairman of the youth club. You are inviting a guest speaker to a motivation seminar that will be held next month
- 3. you are the head of student's association inviting potential businessman to participate at your school's annual fair that will be held on mid July.







Lampiran 2. LKPD 1

Task1:
Analyze the generic structure of a formal invitation
a. text 1

INTRA SCHOOL ORGANIZATION (OSIS)
SMA Negeri 1 KOTA BOGOR → [Redacted]
Jl. Ir. H. Juanda No. 16 Bogor City 16122
Telephone: (0251) 8321758.
[Redacted] ← Bogor, April 7, 2018

No. 33 / OS1 / 11/18
Personality : Important → [Redacted]
Attachment : –
Subject : Meeting Request Quarter

To.
OSIS
SMAN 1 Bogor City → [Redacted]
in place
Best wishes, → [Redacted]

Based on the agenda of the Management of the council in 2016 and was the expiration of the first 3 months stewardship OSIS SMAN 1 period 2017 to 2018, then along with this letter, we as the core committee OSIS SMAN 1 Bogor city intends to invite Brother / Sister OSIS SMAN 1 to attend meetings the first quarter of stewardship, which will be held on :

Day/Date : Sunday/April 12, 2018 → [Redacted]
Time : 15.00 – end
Venue : OSIS SMA Negeri 1

For so, given the importance of this event, we pray to the entire Board OSIS SMAN 1 Bogor City, in order to attend the event following the above time.

Thus we make this invitation letter and for your attention and cooperation Brother / Sister.

thank you. → [Redacted] → [Redacted]

Chairman OSIS SMAN 1, } [Redacted]
Agay

b. text 2

[]

10 October, 2018

Mr John Stevens 123
Anywhere Lane
Belfast
BT1 5CD

Dear Mr Stevens,

In honour of the appointment of Dr Everett Jones as president of Belfast University, we have planned a banquet on the fourteenth of July. We request the pleasure of your company for the banquet at Knowledge Hall, 24 Scholars Avenue, Belfast. The event will open with a welcome address by Dean James Smith and will be followed by formal toasts by fellows of the University. Dinner will be served at 7.30pm. We will be glad to have you with us. Please accept our invitation and confirm your attendance.

RSVP

Emily Black

Email/Phone : Bocahsoe@gmail.com/6789998212

Your sincerely,

Jean Brown

Belfast University
Office of the Provost
284 Scholars Avenue, Belfast, BT1 4AB

Task 2

Analyse the language features of Text 1 and text 2

	expression	Preposition	Adverb of place	Adverb of time	Tenses	Ordinal number
Text 1						
Text 2						

LKPD 2

Task1

Please compare between two texts based on generic structure by sharing the similarities and differences

text 1

*To Mr Daniel Smith
General Manager of Star Shine Inc.
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*Date: September 16th, 2019
Hours: 07.00 pm to 22.00 pm
Venue: Casanova Hotel, 7th-floor meeting room*

We hope Mr And Mrs Smith would be available to come and join us. We would like to see you both there in our company's anniversary celebration.

*Yours Sincerely,
Alex Lambart*

General Manager Grow Strong Inc.

*RSVP: (0811-1234-5678)
Dress: Business*

Text 2

**Student's organization
SMP Tunas Bangsa
Jl. Sumpah pemuda no.1 Indonesia**

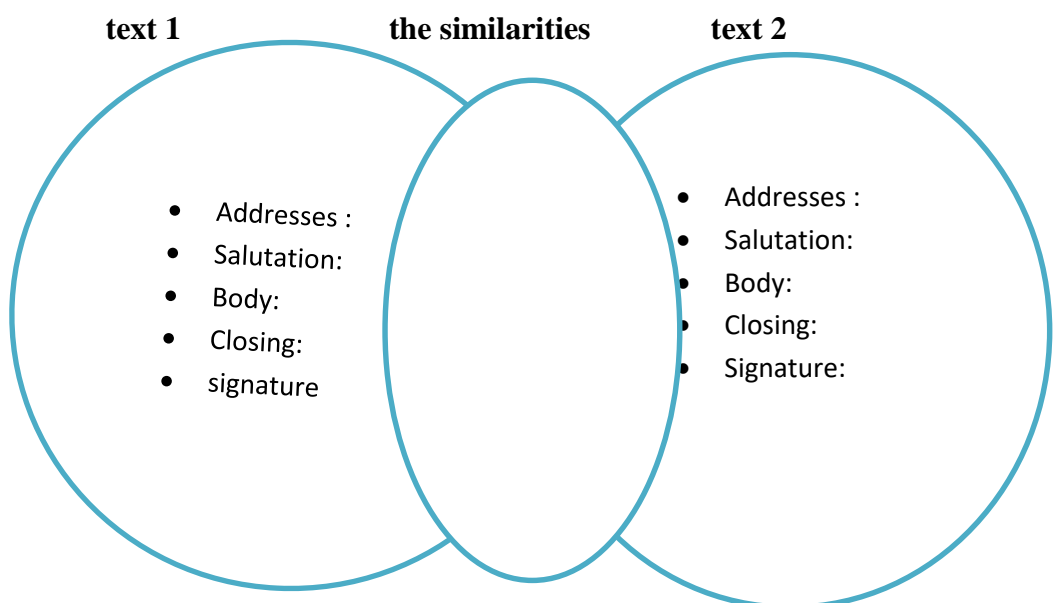
*Dear Nia
We invite you to attend our meeting that will be held:*

*Day/date: Saturday/July 11th 2017
Time: 10.00 pm
Place: At school Auditorium*

The meeting will discuss about preparation class meeting completion.

Please come on time, see you there.

**Rudy
Chairperson**

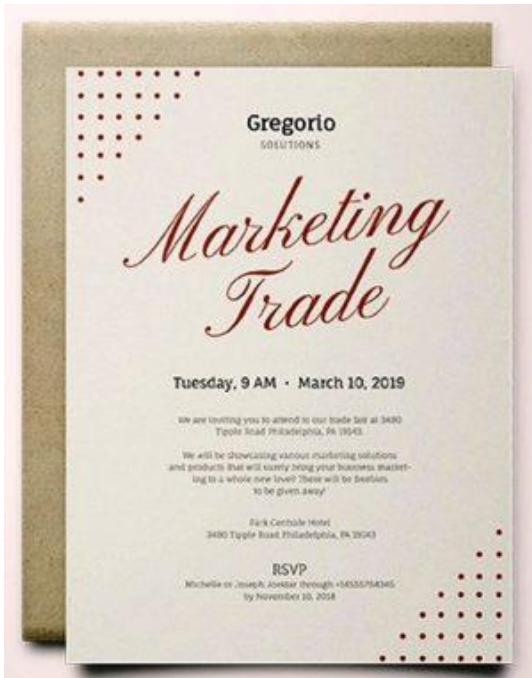


Task 2

1. Fill the following table based on the information from the invitation below!

No.	Aspects to be analyzed	First Letter	Second Letter
1.	The Kind of Event		
2.	Name of The Host		
3.	Receiver		
4.	Sender address		
5.	Receiver address		
6.	Date and Time		
7.	RSVP		
8.	Venue Closing		
9.	Formal and informal		
10.	Function		
11.	Verbs in Simple present		
12.	Verbs in Future tense		

Letter 1



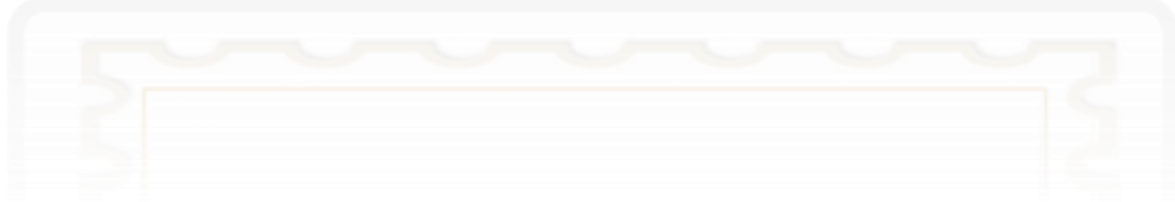
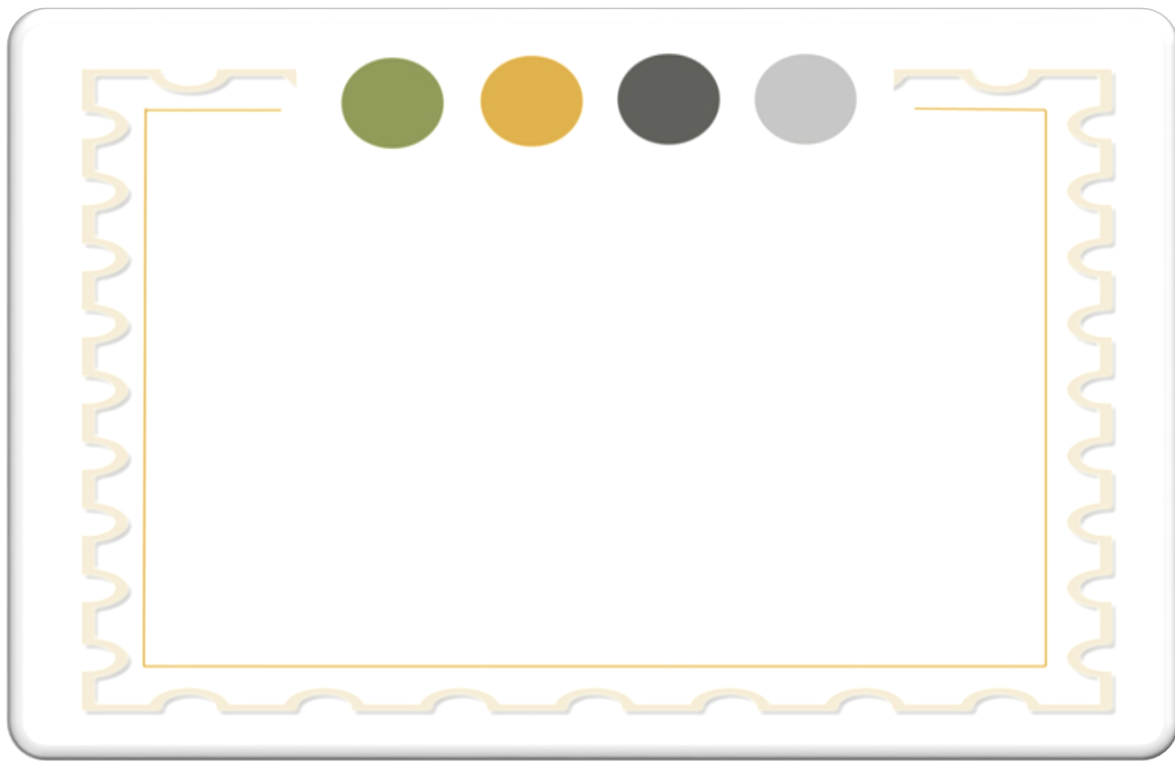
letter 2

Dear Ilana,
 Thank you for your interest in the position of UX Writer at PT Langit Media. We are interested in your profile and would like to proceed with your application further by inviting you to an interview session.
 Day/date: Wednesday / March 24 2021
 Time: 11.30 AM (Jakarta time)
 Place: PT Langit Media
 PIC: Falenia
 Alongside our meeting, kindly:
 Fill out the forms attached to this email (application form and applicant questionnaire).
 Go to this link and take the personality assessment: <https://www.personal.psu.edu/~j5j/IPIP/>.
 Instruction:
 Make sure that these documents are ready: your CV, portfolio (required), and personality test result.
 Please send back the soft copy to us before the interview date.
 Regards,
 Amanda Falena Irani
 HR/GA

LKPD 3

Create a formal invitation by choosing one of situation below!

1. you are the secretary of a vocational school. It is going to hold graduation ceremony on December 15th, 2021. You are inviting student's parents to attend the ceremony
2. you are the chairman of the youth club. You are inviting a guest speaker to a motivation seminar that will be held next month
3. you are the head of student's association inviting potential businessman to participate at your school's annual fair that will be held on mid July.



Lampiran 1. Materi ajar

The Purpose/Tujuan Invitation (Undangan)

“To invite someone attend/come an event.”

Untuk mengajak atau mengundang seseorang untuk hadir dalam suatu acara tertentu
Sebuah undangan dapat digunakan untuk mengundang seseorang untuk datang ke suatu acara, adapun beberapa hal diantaranya adalah:

- Birthday : Ulang tahun
- Weeding : Pernikahan
- Anniversary: Hari jadi
- Meeting : Rapat
- Graduation : Kelulusan
- Dinner : Makan malam

Beberapa ungkapan yang biasa digunakan untuk membuat sebuah undangan:

Phrases for inviting people

- Formal Phrases
 - Would you like to+verb without infinitives.
 - Would you like to join us for lunch?
 - I'd like to ask you to attend the opening ceremonies next week.
 - It would be very nice if you would attend my birthday party
 - May I have the honor of your presence at dinner on Friday?
- Informal Phrases
 - Why don't we+verb 1?
 - Why don't we go out for dinner?
 - Let's +verb 1
 - Let's go out on the town!

a. Generic Structure of an invitation/Bagian –bagian teks undangan

Secara umum/dasar bagian teks sebuah undangan meliputi:

1. *Receiver/To: nama orang yang dituju/yang diundang*
2. *Body of invitation/isi undangan: Isi undangan biasanya berupa hal hal berikut ini:*
 - *Subjek: Nama Acara*
 - *Day or Date: Hari dan tanggal*
 - *Time: Waktu yang ditetapkan*
 - *Place: Tempat dimana acara tersebut diadakan*
3. *Sender/from: Orang yang mengirim undangan*

Informal

Types of Invitations

Formal

Formal Invitation

A formal invitation is an invitation which follows a dignified form, tone or style in agreement with the established norms, customs or values (Websters, 2012).

For example:

- An invitation to the opening of a school
- An invitation to a graduation ceremony
- An invitation to a wedding, etc.

Common Format of a Formal Invitation

- The first line is the name(s) of the person(s) who invite(s).
- The second line is the request for participation.
- The third line is the names of the person(s) invited.
- The fourth line is the occasion for invitation.
- The fifth line is the time and date of the occasion.
- The sixth line is the place of the occasion.
- The last line is the request for reply.

Social Function:

Inviting people to formal and social events

Linguistic Characteristics:

Simple, precise, and concise words

Detailed information

The tone should be friendly and sincere. Words should be chosen carefully.

The style of writing should be formal.

Format of Layout:

Addresses of the addresser and the addressee

Salutation

Body

- State for whom the invitation is and by who it is given.
- Reasons of invitation
- Date
- Time
- Place
- R.S.V.P (it is a French word -"repondez s'il vous plait" which means "please reply")

Signature

The format of the envelope for the invitation is addressed the same way as the envelope of a letter (i.e. with the recipient's address in the middle of the envelope and addresser's address on the left hand corner of the envelope).

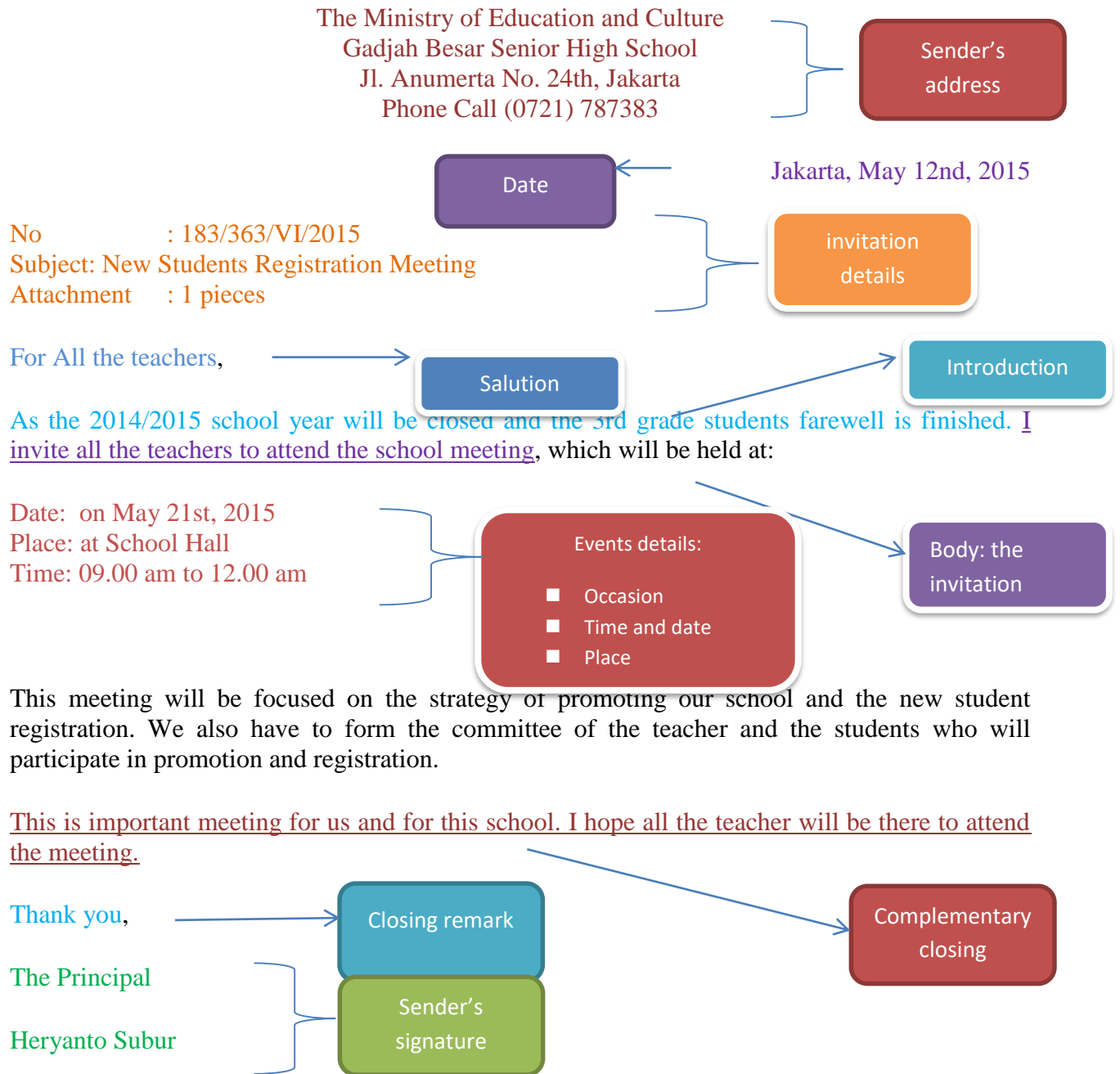
Ways of Organizing Information:

Reasons for inviting others

Detailed information about the party or event

Ask friends to come by using a sincere tone

a. Formal invitation in school



STUDENT ORGANIZATION

SMP. Negri 137

JL Cempaka Putih Barat
15/26Telp (021) 4244612

Dear Sabrina

We invite you to attend our meeting that will be
held:On Saturday, August 8,2017

Nazmy,

Farhan,

Secretary

Chair Person

b. Formal invitation of bussines

*No: 12/X/PURC-Jaya Maju/2020
Subject: Annually Supplier Meeting
To: All supplier of PT. Jaya Maju,*

Good morning.

Firstly, we would like to thank you for your support given to our company all this time. Because of your cooperation, PT. Jaya Maju is developing for better and efficient company.

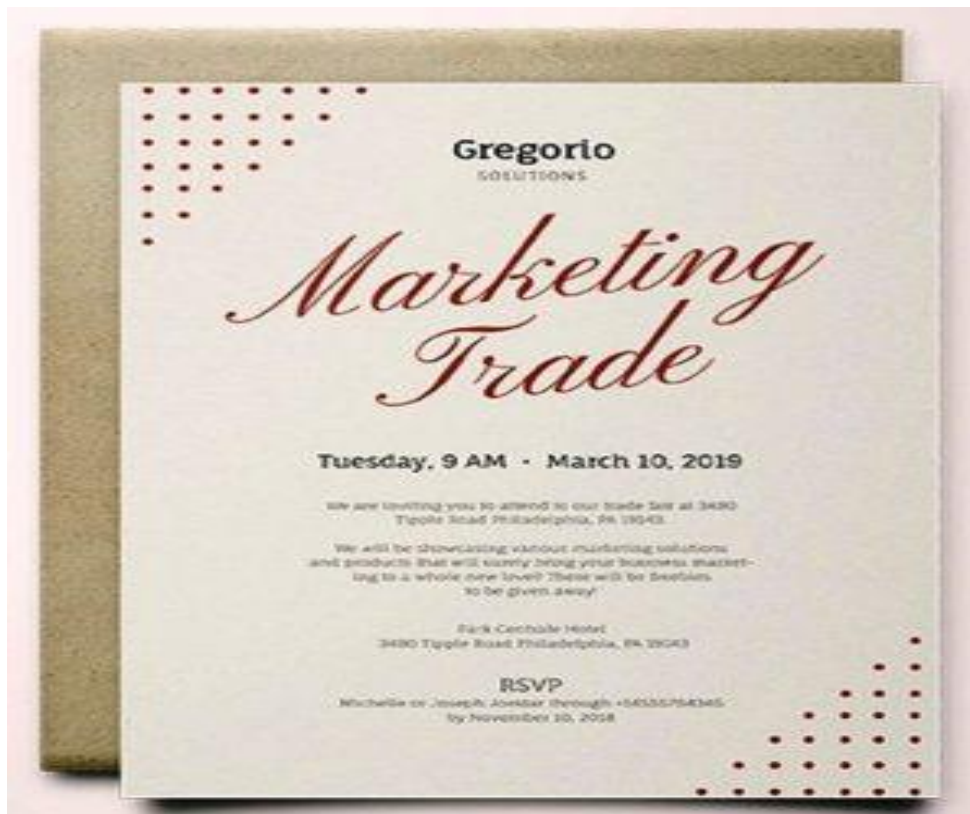
To improve the quality and maintain the good cooperation, we will hold the annually supplier meeting. This meeting will be held at:

*Day, date : Monday, January 6, 2020
Time : 01.00 – 03.00 PM
Place : Main Hall of PT. Jaya Maju
Jl. Halim Perdana No. 15, Surabaya, East Java.*

Please notify us of your confirmation at least January 3, 2020. We are expecting your attendance of this annually supplier meeting on time. Thank you for your precious time and understanding given.

Best regard,

*Himas Lalunajaya
(Purchasing Manager)*



Source: www.esl.com

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