

## RENCANA PELAKSANAAN PEMBELAJARAN (RPP) DARING (ONLINE LEARNING)

Nama Satuan Pendidikan : SMK NEGERI 1 KALABAHI  
Mata Pelajaran/Tema : Bahasa Inggris  
Kelas/Semester : XII/ Ganjil  
Materi Pokok : **Application Letters**  
Alokasi Waktu : 12 x 45 Menit ( 3 x Pertemuan)

### A. Kompetensi Dasar

- 3.1. Membedakan fungsi sosial, struktur text, dan unsur kebahasaan beberapa teks khusus dalam bentuk formulir isian yang digunakan di perusahaan atau instansi lain dengan memberi informasi terkait jati diri dan informasi yang relevan sesuai dengan konteks penggunaannya.
- 4.1 Menangkap makna secara kontekstual terkait fungsi sosial, struktur teks dan unsur kebahasaan teks khusus dalam bentuk formulir isian yang digunakan di perusahaan atau instansi lain terkait jati diri dan informasi yang relevan

### B. Tujuan Pembelajaran

#### Aspek Pengetahuan:

#### Siswa mampu:

1. Mengidentifikasi karakteristik Surat Lamaran (Application Letter) setelah membaca/melihat video pembelajaran. (C1)
2. Mendeskripsikan fungsi sosial, struktur teks dan unsur kebahasaan pada surat lamaran setelah mengidentifikasi karakteristik dari surat lamaran. (C3)
3. Merancang surat lamaran pekerjaan berdasarkan lowongan pekerjaan tertentu (C3).

#### Aspek Keterampilan:

#### Siswa Mampu

4. Menulis *surat lamaran pekerjaan* dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan yang benar dan sesuai konteks (P3)
5. Mendemonstrasikan secara *lisan tentang isi dari Surat Lamaran Pekerjaan* (P2)

### C. Metode dan Teknik Pembelajaran

1. Metode : Menggunakan metode pembelajaran daring/online learning
2. Teknik : Menggunakan aplikasi Google Classroom dan WhatsApp group.

### D. Media, Alat dan Sumber Belajar

1. Media : Aplikasi Google Classroom dan WhatsApp group.
2. Alat : Smartphone, Android HP, Laptop.
3. Sumber Belajar :
  - ✓ Buku Guru dan Siswa: Talk Active Senior High School Year XII, Kurikulum 2013, Edisi Revisi Tahun 2016, Penerbit Yudisthira.
  - ✓ Buku : Practise Your English Competence Untuk SMK/MAK, Kelas XII Kurikulum 2013 KI-KD 2018, Penerbit Erlangga.
  - ✓ Internet Download
  - ✓ Video Pembelajaran
    - ❖ What is Application Letter  
<https://youtu.be/bklumnXFQNI>
    - ❖ How to write Application Letter  
<https://youtu.be/8sFBEDuUGfQ>

## E. Langkah - Langkah Kegiatan

### Pertemuan1.

1. Kegiatan Pendahuluan
  - a. Absensi siswa (memastikan semua siswa telah bergabung untuk mengikuti pelajaran) melalui WA Group Kelas.
  - b. Membuka aplikasi google classroom.
  - c. Pilih kelas yang melakukan pelajaran hari ini.
  - d. Melalui jendela forum, guru menyapa dan memberitahukan siswa tentang kegiatan pembelajaran hari ini dan memastikan semua siswa mengikuti.
2. Kegiatan Inti
  - a. Membuka jendela Tugas Kelas pada aplikasi Google classroom.
  - b. Mengupload Materi Pembelajaran yang diajarkan hari ini tentang Application Letter dan memastikan materi sudah diserahkan kepada semua siswa.
  - c. Siswa membaca konsep materi tentang Application Letter beserta contoh contoh kalimat.
  - d. Siswa diminta untuk menonton video pembelajaran : What is Application Letter and How to Write Application Letter in English di media YouTube.
  - e. Siswa mengerjakan tugas yang ada dalam **LKS 1** (Activity 1 dan 2)
3. Kegiatan Penutup
  - a. Guru menginformasi kepada siswa bahwa waktu pelajaran telah selesai dan menyampaikan materi yang akan dipelajari pada pertemuan berikutnya.
  - b. Guru memastikan semua siswa telah menyerahkan tugas **LKS 1** (Activity 1 dan 2) pada jendela daftar tugas pada aplikasi Google Classroom.
  - c. Guru mengupload "Project" (Activity 6) Tugas yang akan dikerjakan siswa selama 2 minggu.
  - d. Guru menutup Kelas.

### Pertemuan2.

1. Kegiatan Pendahuluan
  - a. Absensi siswa (memastikan semua siswa telah bergabung untuk mengikuti pelajaran) melalui WA Group Kelas.
  - b. Membuka aplikasi google classroom.
  - c. Pilih kelas yang melakukan pelajaran hari ini.
  - d. Melalui jendela forum, guru menyapa dan memberitahukan siswa tentang kegiatan pembelajaran hari ini dan memastikan semua siswa mengikuti.
2. Kegiatan Inti
  - a. Membuka jendela Tugas Kelas pada aplikasi Google classroom.
  - b. Mengupload Materi Pembelajaran yang diajarkan hari ini tentang Application Letter (**LKS 2**: Activity 3, 4 and 5) dan memastikan materi sudah diserahkan kepada semua siswa.
  - c. Siswa mengerjakan tugas yang ada dalam **LKS 2** (Activity 3,4).
3. Kegiatan Penutup
  - a. Guru menginformasi kepada siswa bahwa waktu pelajaran telah selesai dan menyampaikan materi yang akan dipelajari pada pertemuan berikutnya.
  - b. Guru memastikan semua siswa telah menyerahkan tugas LKS 2 pada jendela daftar tugas pada aplikasi Google Classroom.
  - c. Guru menutup Kelas.

### **Pertemuan3.**

1. Kegiatan Pendahuluan
  - a. Absensi siswa (memastikan semua siswa telah bergabung untuk mengikuti pelajaran) melalui WA Group Kelas.
  - b. Membuka aplikasi google classroom.
  - c. Pilih kelas yang melakukan pelajaran hari ini.
  - d. Melalui jendela forum, guru menyapa dan memberitahukan siswa tentang kegiatan pembelajaran hari ini dan memastikan semua siswa mengikuti.
2. Kegiatan Inti
  - a. Membuka jendela Tugas Kelas pada aplikasi Google classroom.
  - b. Mengupload Soal Ulangan KD 1 (LKS 3).**
  - c. Siswa mengerjakan Soal Ulangan (KD Review)
3. Kegiatan Penutup
  - a. Guru menginformasi kepada siswa bahwa waktu pelajaran telah selesai dan diharapkan semua siswa untuk mengupload hasil pekerjaan mereka.
  - b. Guru memastikan semua siswa telah menyerahkan hasil ulangan pada jendela daftar tugas pada aplikasi Google Classroom.
  - c. Guru menutup Kelas.

### **F. Penilaian**

1. **Penilaian Sikap** meliputi : Keaktifan dalam kelas, Kejujuran mengerjakan soal latihan dan atau soal ulangan sendiri dan ketepatan menyerahkan hasil pekerjaan (tugas/hasil ulangan).
2. Penilaian Pengetahuan: Terlampir
3. Penilaian Ketrampilan: Terlampir.

Mangetahui  
Kepala Sekolah

Kalabahi, 13 Juli 2020  
Guru Mata Pelajaran

**IDALETA LAURE,S.Pd**  
NIP. 196606121992032001

**Yuniati H. Haan, S.Pd.**  
NIP. -

## LKS 1

### TOPIC: Application Letter

#### A. SOCIAL FUNCTION

It acts as a cover letter for your resume and should provide enough personal information to convince the reader to grant you an interview. The qualifications you provide a potential employer should be included on your resume

#### B. TEXT STRUCTURE and LANGUAGE FEATURES

The structure consists of a targeted greeting, an introductory paragraph, one or two paragraphs. The greeting should address a specific person whenever possible.

The introductory paragraph expresses your interest in a specific position and why.

The next paragraph or two summarizes how your skills, experience and education match job requirements.

The closing paragraph references an enclosed application or resume some form of follow up and thanks the employer for their time.

#### C. EXPRESSIONS.

Writing Good Application Letter.

Reason For Writing	Education/ qualification
<ul style="list-style-type: none"><li>• I am writing about the position of...</li><li>• I am writing to apply for the job you offered in...</li><li>• I am filling out this form for the ....position</li><li>• I am searching for a new job that...</li><li>• I was looking at the advertisement and...</li></ul>	<ul style="list-style-type: none"><li>• I graduated from...</li><li>• I hold a degree in...</li><li>• I have certain skills in...</li><li>• I possess the ability you ask for.</li><li>• I am currently studying at...</li></ul>
Working Experiences	Closing the letters
<ul style="list-style-type: none"><li>• As my references shows, I was...</li><li>• I was working as...for a while.</li><li>• I have plenty of experience as...</li><li>• I am well- qualified as/in...</li></ul>	<ul style="list-style-type: none"><li>• I would be happy to attend an interview</li><li>• Please contact me if you have any queries at...</li><li>• I will be waiting for the good news</li><li>• I'm looking forward to your kind reply</li><li>• I'm hoping that I can truly convince you</li></ul>

“In order to get something, one must first give something”. This saying is applicable in our daily lives as well. When we want to get something, we have to work for it. Humans are working creatures we simply cannot stand idle doing nothing throughout our lives. In the stone age, we were doing well at gathering and hunting food supplies. We have evolved from a simpler creature whose life was driven only by pure instinct, to a more sophisticated creature capable of doing many things. We now stand on a higher evolutionary level, at the top of the food chain. We continue to develop through many states of civilization. We discover many new places, many new things and many new jobs.

Ever since we are no longer went from one place to another (nomadic), we have shifted from the food gathering lifestyle to food production. In that context, our jobs have changed drastically too. We no longer hunt for our food, we raise and produce it. We stay at the same place for long periods of time.

Our lives have become more centered in well developed places, like cities. As many people know, there are many things to do in a crowded city. In modern times, cities have attracted many people. They offer various activities as well as jobs. You can be whatever you want to be, with proper attitudes and aptitudes of course. You can apply to be a teacher, a scientist, an athlete, an actor, or a well established employee in a reputable company.

For those who want to pursue their careers in a company, they must first be able to write a proper application letter to apply for the position. An Application letter is a well –written note written to notify the employer that you want to fill a vacant position. A good application letter must be made as simple as possible, yet contain vital information about your self. There is no fixed format for application letters; you can make them in any shape and/or pattern you want. First and foremost; each application letter must provide the reader with information worth reading.

Eka Titosari  
Komplek Batan Indah Blok L No.11  
Serpong- Setu, Tangerang Selatan  
0812-9345-5656  
[ekatitosai@emailexample.com](mailto:ekatitosai@emailexample.com)

Sender's address

14<sup>th</sup> February 2018 → Date

Kunto Subarkah  
Head of HR Department  
PT Sari Harum  
Jl. Kaki Lima, Cilandak Raya  
Jakarta Selatan

Addreses Information

Dear Mr. Subarkah → Salutation

I am writing to you about the English book editor position advertised in Pelita Daily. As required, I am enclosing a complete cover letter, resume, and three references. There are also three recent close –up photographs and my TOEFL score certificate.

Opening paragraph

I would like to say that this is the opportunity I have long been waiting for and I would like to fill the vacancy immediately. It is my passion to work in a publishing house with many English language books as my responsibility. I believe that my previous editing, setting, and organizational experience will be a great value. I also aspire to contribute as much as I can in your team of high-achieving people. Some qualities I possess for this position include:

- Experience in the field of editing and setting
- Good communication skills and team-working ability
- Strict discipline for deadlines

Content/text body

As I possess a bachelor's degree in English Literature, with a very competent grasp of linguistic and translation studies, I do have a vast pool of resources to offer. I am also a good and fast learner, an ability, which I believe will be of some use in the publishing world.

Please check my resume for further information. I can be reached anytime by email at [ekatitosary@emailexample.com](mailto:ekatitosary@emailexample.com) or my mobile at 0812-9345-5656.

Closing paragraph

Thank you for your time and consideration. I look forward to your kind reply to my application.

Yours sincerely

Enclosure

*Eka Titosary*

## Essential Grammar

### Review of Tenses

Simple Present, Present Continuous, and Present Perfect Tense.

#### 1. Simple Present Tense

Simple Present Tense is often used in the English language for the following purposes:

##### a. Repeated actions

Example:

- **Once a year**, I fly back to visit my family in Korea
- She **sometimes** loses her temper, but it doesn't happen very often

##### b. Simple statement of fact

Example:

- I **live** in Frankfurt.
- My friend **speaks** four languages.

##### c. World truths

Example:

- The sun **sets** in the west
- Do elephants **live** longer than humans?

##### d. Used together with verbs of the senses and mental processes.

Love	prefer	know	understand	like
Hate	need	want	believe	remember
See	hear	taste	smell	look

Example:

- I **love** you
- This **doesn't taste** very good, does it?

#### 2. Present continuous tense

Present continuous tense is most often used for the following purposes:

##### a. Action happening now

Example :

- Sorry, She can't come to the phone right now; she **is having** a bath.
- Look! Someone **is trying** to break into your car.

##### b. Future arrangements

Example:

- I **am meeting** my mother at the airport tomorrow.
- **Are you doing** anything this Sunday morning?

#### 3. Present Perfect Tense

Present perfect tense is most often used for the following purpose:

##### a. Past events with a connection to the present

Example:

- She **has lost** her dictionary
- **Have you done** your homework?

##### b. Unfinished time

Example :

- I **have lived** in Kalabahi since 2005
- She **has had** a lot of bad luck recently.