

## HANDOUT

### CHAPTER V PERSONAL LETTER

K.D 3.6, 4.6.1 Dan 4.6.2.

Satuan Pendidikan : SMK Negeri 1 Lahomi.

Mata Pelajaran : Bahasa Inggris.

Kelas/ Semester : XI ganjil.



## **A. TUJUAN PEMBELAJARAN:**

### **Pertemuan Pertama**

1. Diberi sebuah video pembelajaran tentang Personal Letter, Setelah menonton video pembelajaran peserta didik mampu mengidentifikasi fungsi sosial terkait teks Personal Letter.
2. Diberi sebuah video pembelajaran terkait Personal Letter, setelah menonton video pembelajaran peserta didik mampu menjelaskan struktur teks dan unsur kebahasaan dalam bentuk surat pribadi terkait kegiatan diri sendiri dan orang sekitarnya.
3. Setelah mengamati video pembelajaran, peserta didik mampu membedakan fungsi social, struktur teks dan unsur kebahasaan terkait teks Personal Letter.

### **Pertemuan Kedua**

1. Diberi teks terkait Personal Letter yang diakses dari link internet, setelah mengamati teks pembelajaran peserta didik mampu menentukan tujuan teks Personal Letter terkait fungsi sosial, struktur teks.
2. Diberi teks terkait Personal Letter yang diakses dari link internet, setelah mengamati teks pembelajaran peserta didik mampu menemukan informasi rinci/tertentu terkait fungsi sosial, struktur teks.
3. Diberi teks terkait Personal Letter yang diakses dari link internet, setelah mengamati teks pembelajaran peserta didik mampu menggambarkan informasi rinci/tertentu terkait fungsi sosial, struktur teks.
4. Setelah mengamati teks tentang Personal Letter yang diakses dari link internet, peserta didik mampu merangkum informasi rinci/tertentu terkait fungsi social, struktur teks dan unsur kebahasaan terkait teks Personal Letter.

### **Pertemuan Ketiga**

1. Setelah mempelajari teks tentang Personal Letter yang diakses dari link internet, Peserta didik mampu menulis surat pribadi dengan benar.

# Personal Letter

1. Meaning

2. Structure of  
Personal Letter

3. Example of  
Personal Letter

## Meaning

Personal letter is a letter which is written for someone you know. Example: friend, family, classmate, pen pal, best friend.

Surat pribadi adalah sebuah surat yang ditulis untuk kepentingan pribadi. Contohnya untuk, teman, keluarga, teman kelas, teman dekat.

## FUNCTIONS OF PERSONAL LETTER:

- Telling good news.
- Giving advice.
- Delivering bad news.
- Asking for help.
- Apologizing.

## Structure of personal letter

1. heading: includes the address, and date

2. Greeting: always ends with comma.

3. The body or the main text or content.

4. The complimentary close: a few words on a single line.

5. Signature line. Type your name

6. postscript.



## Heading/Date

- The heading includes **your** address and the date.
- Write the heading in the upper right-hand corner, about 1" from the top of the page
- Line up the leading edges, STOP at the margin line

## Body

- The thoughts and ideas you want to share.
- Skip one line after the salutation, then single space
- Indent each new paragraph.
- Keep paragraphs short for easy reading.

## Closing

- Skip one line, indent twice.
- Capitalize only the first word.
- Follow with a comma
- Common closing words:

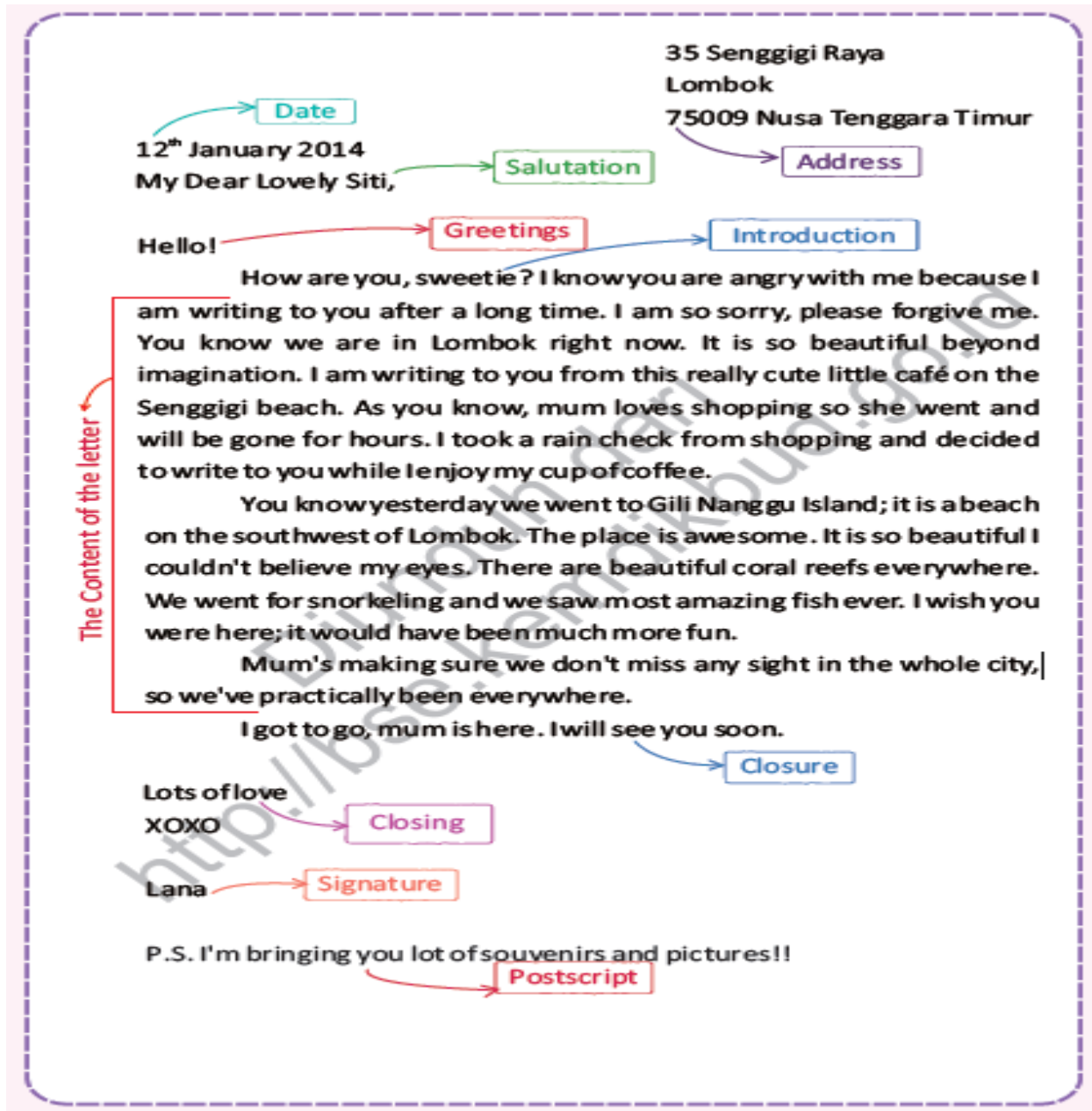
**Love, Sincerely,**

**Your friend, Respectfully,**

**Regards, Yours truly,**

## EXAMPLE OF PERSONAL LETTERS:

### TEXT 1:



Adapted from: [https://www.google.com/search?q=PERSONAL+LETTER&safe=strict&client=firefox-b-d&sxsrf=ALeKk02r0OgS9TAJhyBUthO9Z9PP6w8TOw:1600760189887&source=lnms&tbn=isch&sa=X&ved=2ahUKewjOmPSzoPzrAhUJOH0KHS\\_jC6AO\\_AUoAXoECA0QAw&biw=1366&bih=654#imgsrc=oyjMtoRFlAp-0M](https://www.google.com/search?q=PERSONAL+LETTER&safe=strict&client=firefox-b-d&sxsrf=ALeKk02r0OgS9TAJhyBUthO9Z9PP6w8TOw:1600760189887&source=lnms&tbn=isch&sa=X&ved=2ahUKewjOmPSzoPzrAhUJOH0KHS_jC6AO_AUoAXoECA0QAw&biw=1366&bih=654#imgsrc=oyjMtoRFlAp-0M)

TEXT 2:

Charleston, SC 2914

January 12, 20xx

Dear Joanne,

I really want to thank you for all of the trouble you went to entertaining the entire family over the past holiday season.

I know that you organize this holiday gathering because you enjoy doing it and you love to have everyone get together at your place. Nevertheless, I just want to make sure that you understand how much the rest of us appreciate everything you do to make these get together happen.

Having helped Susan organize a few much smaller social gathering over the years I know how much work is involved. I realize how much planning and preparation you must have to do each and every year so that the entire extended family and assorted friends and acquaintances have a happy and fun holiday celebration. It's amazing really, that you are able to do such a great job, year after year, in parallel with your other duties both as a mom and active volunteer worker!

So Joanne, on behalf of everyone I want to express my sincere thanks to you for all that you do to assemble and entertain us during the holiday season. You really are the glue that holds our extended family together!

With love and admiration,

John



TEXT 3:

Clifton School

Newport, Gwent

Wales

15 September 2012

Dear Tia,

I don't live in England, I live in Wales! Newport is a big town in the south of Wales. It has got a population of 120, 000 people. My school is in the north of the town. Near the school there are shops, offices and cafes.

A lot of students like football. After school they play football in the park near the sea. I don't like football. I go to the swimming pool near the bus station after school. I'm in the school swimming team. I live about four kilometers from school. I don't walk to school. I go on the school bus. There are a lot of factories near my flat. My mother works in one of the factories. My father doesn't work.

On Saturday mornings I have guitar lessons in my teacher's house near the library and museum.

Write and tell me about your town and school.

Love, Anne

Adapted from <http://nyomanwiaspding.files.wordpress.com/2016/10/personal-letter.jpg>

