

<p>RENCANA PELAKSANAAN PEMBELAJARAN (15)</p>	<p>Sekolah : SMA N 12 MEDAN Mata pelajaran : Bahasa Inggris Kelas/Semester : XII/1 Materi Pokok : Do You Know How to Apply for a Job? Alokasi Waktu : 2 X 20' (1 X Pertemuan)</p>	
<p>TUJUAN PEMBELAJARAN</p>	<p>CHAPTER 4</p>	
<p>Siswa diharapkan mampu melakukan hal-hal sebagai berikut:</p> <p>3.2.Membedakan fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk surat lamaran kerja, dengan memberi dan meminta informasi terkait jati diri dan latar belakang pendidikan/pengalaman kerja, sesuai dengan konteks penggunaannya.</p> <p>4.2.1 Menangkap makna secara kontekstual terkait fungsi sosial, struktur teks, dan unsur kebahasaan teks khusus dalam bentuk surat lamaran kerja, yang memberikan informasi antara lain terkait jati diri dan latar belakang pendidikan/pengalaman kerja.</p> <p>4.2.2.Menyusun teks khusus surat lamaran kerja, yang memberikan informasi antara lain terkait jati diri dan latar belakang pendidikan/pengalaman kerja, dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan, secara benar dan sesuai konteks.</p>	<p>TOPIC Do You Know How to Apply for a Job?</p>	<p>KD 3.2 4.2.1 4.2.2</p>
<p>Material</p>	<p>SOCIAL FUNCTION Giving information related to applicant's competence</p>	
<p>Material</p>	<p>TEXT STRUCTURE Letter head, date, address of receiver, salutation, body, closing, signature, name of applicant</p>	
<p>Material</p>	<p>LANGUAGE FEATURES - Vocabularies, phrases, and sentences used in a letter of application - Active-passive voices</p>	
<p>Material</p>	<p>SKILL FOCUS Reading Writing</p>	
<p>Activities</p>		
<p>G. TEXT STRUCTURE</p> <p>- Guru meminta siswa mencermati contoh surat lamaran sekali lagi. Siswa membaca rujukan dari berbagai sumber, termasuk buku teks, untuk mengetahui fungsi sosial, struktur teks, dan unsur kebahasaan dari surat lamaran kerja.</p> <p>- Siswa diharapkan dapat menangkap pengetahuan tentang bagian-bagian surat lamaran lalu</p>	<p>Parts of the Application Letter</p> <ol style="list-style-type: none"> 1. Your address 2. The address of the company you are writing to. Use complete title and address; don't abbreviate. 3. Always make an effort to write directly to the person in charge of hiring. 	

<p>menerapkannya untuk mengidentifikasi bagian-bagian dari contoh surat lamaran yang diberikan (Task 2).</p> <p>- Siswa membaca secara lebih cermat sebuah contoh lagi dari surat lamaran kerja, untuk memberikan komentar dan pandangannya tentang fungsi sosial, struktur teks, dan unsur kebahasaannya. Secara kolaboratif, siswa meniru contoh-contoh yang ada untuk membuat surat lamaran kerja untuk fungsi nyata.</p> <p>Task 3:</p> <p>- Siswa membandingkan fungsi sosial, struktur teks, dan unsur kebahasaan dari berbagai surat lamaran kerja yang telah dikumpulkan dari berbagai sumber tersebut di atas.</p> <p>- Siswa membandingkan fungsi sosial, struktur teks, dan unsur kebahasaan dari berbagai surat lamaran kerja yang telah dipelajari tersebut di atas dengan yang ada di sumber-sumber lain, atau dengan yang digunakan dalam bahasa lain.</p> <p>- Siswa memperoleh balikan (feedback) dari guru dan teman tentang fungsi sosial dan unsur kebahasaan yang digunakan.</p> <p>H. WRITING</p> <p>- Pada Task 1, guru meminta siswa membaca sebuah teks iklan lowongan kerja untuk melengkapi dan memperdalam pemahaman tentang job application letter. - Selanjutnya pada Task 2, berdasarkan guiding questions yang diberikan di buku siswa, siswa membuat surat lamaran kerja berdasarkan iklan lowongan kerja.</p> <p>- Sebagai penugasan individu, siswa ditugaskan untuk mencari contoh surat lamaran pekerjaan dari sumber Internet. Siswa diminta untuk menganalisis bagian-bagian surat tersebut. Selanjutnya, siswa diminta saling bertukar hasil analisis mereka. Siswa memberikan tanggapan terhadap pekerjaan temannya.</p>	<p>4. Opening paragraph – Use this paragraph to specify which job you are applying for, or, if you are writing to inquire whether a job position is open, question the availability of an opening.</p> <p>5. Middle paragraph(s)/ body – This section should be used to highlight your work experience which most closely matches the desired job requirements presented in the job opening advertisement. Do not simply restate what is contained in your resume, but give strong reasons why you are suited to the position.</p> <p>6. Closing paragraph - Use the closing paragraph to ensure action on the part of the reader. One possibility is to ask for an interview appointment time. Make it easy for the personnel department to contact you by providing your telephone number and email address.</p> <p>7. Always sign the application letter. ("enclosure" indicates that you are enclosing your resume.)</p> <p>Task 1: - Read the text carefully. Task 2: - Write an application letter to respond to the above job vacancy.</p> <p>Task 3: - Find another example of application letters in the Internet. Analyze whether you can find the parts of application letters that you have learned.</p>
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Medan, September 2020

Mengetahui

Kepala SMAN 12 MEDAN

Guru Mata Pelajaran

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G. TEXT STRUCTURE

Task 2:

Read the text carefully. The following text is another example of an application letter. Read it carefully. Then, identify parts of the application letter by referring to the guiding questions below.

Guiding questions:

1. Which part indicates the address of the job applicant?
2. Which part indicates the address of the company the letter is sent to?
3. Which part indicates the person in charge?
4. Which part indicates the opening of the letter? What information is provided?
5. Which part contains any information that matches the position? What specific information is highlighted?
6. Which paragraph closes the application letter? What information is written in this part?
7. Where do you put your signature?
8. What do you need to consider in writing an application letter?

January 23, 2014

**George Sebastian
Prosperous Company
25 Saint John Court
Hatfield, CA 08065**

Dear Mr. Sebastian,

I am writing to apply for the programmer position advertised in the Times Union. As requested, I am enclosing a completed job application, my certification, my resume and three references.

The opportunity presented in this listing is very interesting, and I believe that my strong technical experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include: I have successfully designed, developed, and supported live use applications. I strive for continued excellence, and I provide exceptional contributions to customer service for all customers. With a BS degree in Computer Programming, I have a full understanding of the full life cycle of a software development project. I also have experience in learning and excelling at new technologies as needed.

Please see my resume for additional information on my experience. I can be reached anytime via email at john.donaldson@example.com or my cell phone, 909-555-5555.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

**Sincerely,
Signature (for hard copy letter)**

John Donaldson

Task 3:

Let's work in pairs. Refer back to the comprehension questions under the application letter written by Lilis Handayani. Observe and study the questions carefully. Make comprehension questions based on the application letter written by John Donaldson.

H. WRITING

Task 1: Read the text carefully. Here is a job vacancy appeared in a local newspaper today. Read the vacancy and consider whether you meet the qualification or not.

VACANCY

Apika Plaza, a reputed and well-established showroom, is seeking to fulfill job vacancy from qualified, motivated, and experienced individuals.

If you think you have the confidence and the capability in you, then you are more than welcome to apply.

Position: Sales Executive

Qualifications:

- Bachelor's degree in any discipline
- Minimum 2 years of experience in a similar position
- Proficiency in both English and Indonesian
- Basic computer skills
- Charming personality and good interpersonal skills

Roles and Responsibilities:

- Deal and negotiate with customers
- Respond to customers' queries about various products and services

Interested candidates should send their CV and scanned photograph to: Apika Plaza Ltd., Jl. A. Yani 25, Sukamakmur 65126
(Attn. Mr. Feliks Diansyah, Manager)

Task 2:

Let's apply for a job. Write an application letter to respond to the above job vacancy. Use these points about parts of application letters to help you.

1. Write your address.
2. Write the address of the company your application letter is sent to.
3. Write down the name of the person in charge.
4. Write down any necessary information in the opening of the letter.
5. Write down specific information to indicate that your capability matches the position.
6. Write down any necessary information in the closing.
7. Sign your application letter.

Task 3:

Do the project individually. Find another example of application letters in the Internet. Analyze whether you can find the parts of application letters that you have learned.

Jalan Candi 25 Malang 65154

Mr. Sukamdani
Apika Plaza Ltd., Jalan A. Yani 25,
Sukamakmur 65126

Dear Mr. Sukamdani,

I am writing to apply for the sales executive position advertised in Suara Perubahan yesterday. As requested, attached please find my complete resume and recent photograph of mine.

I believe that I have all of the qualification needed for the job. I graduated from a reputed college 3 year. I can speak English and Indonesian fluently and I am very skillful in using computer. My previous experience as a sales executive in a stationary company is suitable for the position.

I am looking forward to having interview with you and I can be contacted at Felixdian@gmail.com or 081233929223.

Sincerely yours,
Felixs Diansyah