




RPP MERDEKA BELAJAR MODEL KANVAS  
 SMA NEGERI 6 BATAM  
 Jl. Salo, Kel. Air Raja, Kec. Galang, Batam  
 TAHUN PELAJARAN 2021

MATA PELAJARAN: BAHASA INGGRIS  
 KELAS XI SEMESTER 1  
 ALOKASI WAKTU: 2 X 45 menit

PROFIL SISWA		TUJUAN PEMBELAJARAN	BUKTI ASESMEN	CAKUPAN MATERI
<p>Berdasarkan data yang ada pendidik mendapatkan gambaran sebagai berikut:</p> <p><b>Minat Siswa</b>            Sebagian besar siswa berkeinginan bekerja karena kurang mampu/ belum berkesempatan kuliah karena factor ekonomi</p> <p><b>Cara Belajar</b>            Siswa cenderung langsung berkatifitas dan belajar di kelas/ di sekolah, karena belajar di rumah tidak memungkinkan karena harus membantu orang tua mencari nafkah ke laut/ kebun.</p> <p><b>Pekerjaan Orang Tua</b>            Sebagian besar pekerjaan orang tua adalah nelayan dan petani kebun rakyat.</p> <p>Mengetahui            Kepala Sekolah    <b>Sugijarto, M.Pd.</b>            Penata Tk. 1            NIP. 19730711 2005021005</p>	KEGIATAN PEMBELAJARAN	<ul style="list-style-type: none"> <li>- Siswa dapat menentukan fungsi sosial, struktur teks, dan unsur kebahasaan teks prosedur;</li> <li>- Siswa dapat menjelaskan langkah rinci mengirim lamaran lewat email.</li> </ul>	Bukti: Siswa dapat menyusun teks bagaimana melamar pekerjaan Assesmen: Project Display: How to apply for a job.	<p><b>Topik 10: Teks Prosedur</b>  <b>Deskripsi:</b>            Memberi dan meminta informasi terkait manual penggunaan teknologi dan kiat-kiat (tips)</p>
		<b>PENDAHULUAN</b>	<b>KEGIATAN INTI</b>	<b>PENUTUP</b>
		<ol style="list-style-type: none"> <li>1. Guru menyapa siswa dalam Pertemuan Tatap Muka (PTM),</li> <li>2. Guru meminta salah satu siswa memimpin doa,</li> <li>3. Guru memotivasi siswa dalam pembelajaran</li> <li>4. Guru menyampaikan tujuan pembelajaran.</li> </ol>	<ol style="list-style-type: none"> <li>1. Guru meminta siswa mengamati gambar; (Building Knowledge of the Field, BKoF)</li> <li>2. Siswa mengenali aktifitas dalam gambar (Guided Practice);</li> <li>3. Siswa menebak hubungan antar gambar untuk membangun teks (Modelling)</li> <li>4. Siswa menyusun teks prosedur sesuai gambar secara kelompok</li> <li>5. Siswa menyajikan rangkaian gambar sebagai teks prosedur (Independent Practice)</li> </ol>	<ol style="list-style-type: none"> <li>1. Guru meminta siswa untuk mengungkapkan kembali kegiatan yang dialami;</li> <li>2. Siswa menuliskan rangkaian kalimat prosedur mengirimkan surat lamaran melalui email.</li> </ol>
		Masukan terhadap RPP dan paraf: <b>Guru:</b> <i>Tolong berikan langkah rinci prosedurnya</i> <b>Siswa:</b> <i>Mohon gambarnya diperjelas</i>	<b>Penilaian</b> <ol style="list-style-type: none"> <li>1. Lengkapi gambar dengan minimal 3 kalimat</li> <li>2. Susunlah teks prosedur menggunakan gambar yang tersedia</li> <li>3. Lakukan kembali untuk teks prosedur dengan tujuan yang berbeda.</li> </ol>	Penyusun Guru Mata Pelajaran Bahasa Inggris  <b>Sugijarto, M.Pd.</b> Penata Tk. 1 NIP. 19730711 200502 1005

## WORKSHEET AND TRANSCRIPT

Well, good morning everybody!

*Good morning, Sir.*

The student in charge this morning, please lead us to pray.

*Yes, sir. My pleasure*

Thank you,

*My pleasure, never mind*

This morning we would like to study procedure text of how to send application letter via email.  
In the end of the learning process, students are intended to be able to:

1. Identify social function, generic structure, and language features of procedure text;
2. Explain detailed process of sending application letter via email.

How many students are there in this class?

*13 students*

Well, please make a group of 3 students to work in pairs answering the questions!

*Yes, Sir.*

Every worksheet is for a single group.

Now let's have a look at Picture No. 1!



Picture No. 1

What do you see in the picture?

*A man sitting in front of a computer set.*

What is he probably doing?

*He is typing a resume.*

What is he imagining?

*He is working in an office.*

What do you think he is doing?

*He is applying for a job.*

**Well, he is writing an application letter.**

Now, let's see in detail what he is writing and look at this!



Picture No. 2

What is he writing about?

*He is writing a personal resume to apply for a job.*

What is he relating in his writing?

*He is relating his passion and the job applied.*

What is the purpose of his writing?

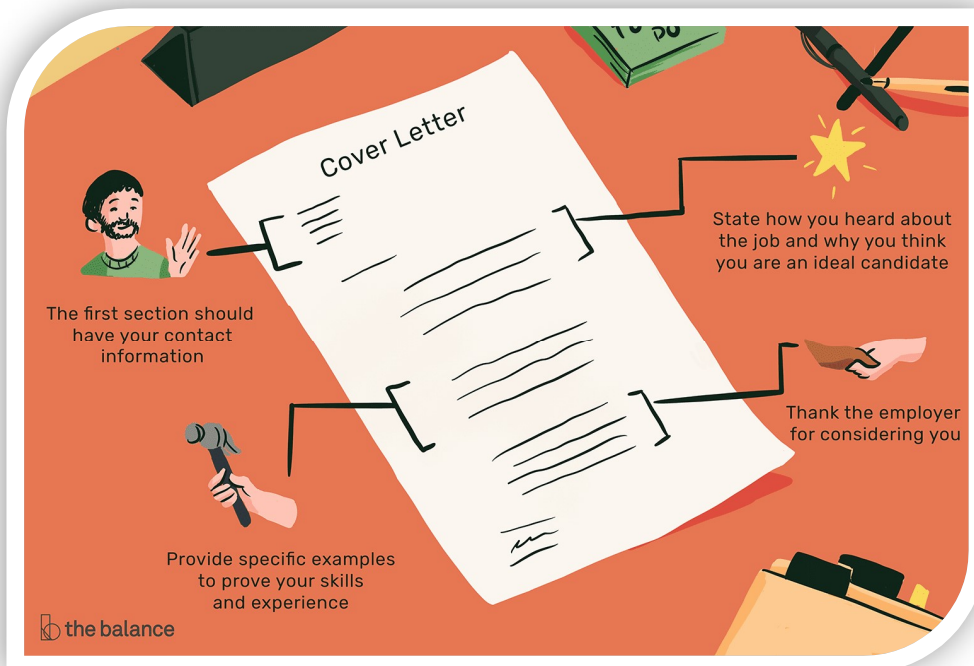
*He is writing to apply for a job.*

**Alright, he is writing a resume which makes him appropriate for the position applied.**

And then what do you think he is doing after that?

*He is completing the application letter.*

Look at the following picture!



Picture No. 3

Do you see lines on the white paper in the picture?

*Yes, there are lines in the sections of the letter.*

What do you think they are?

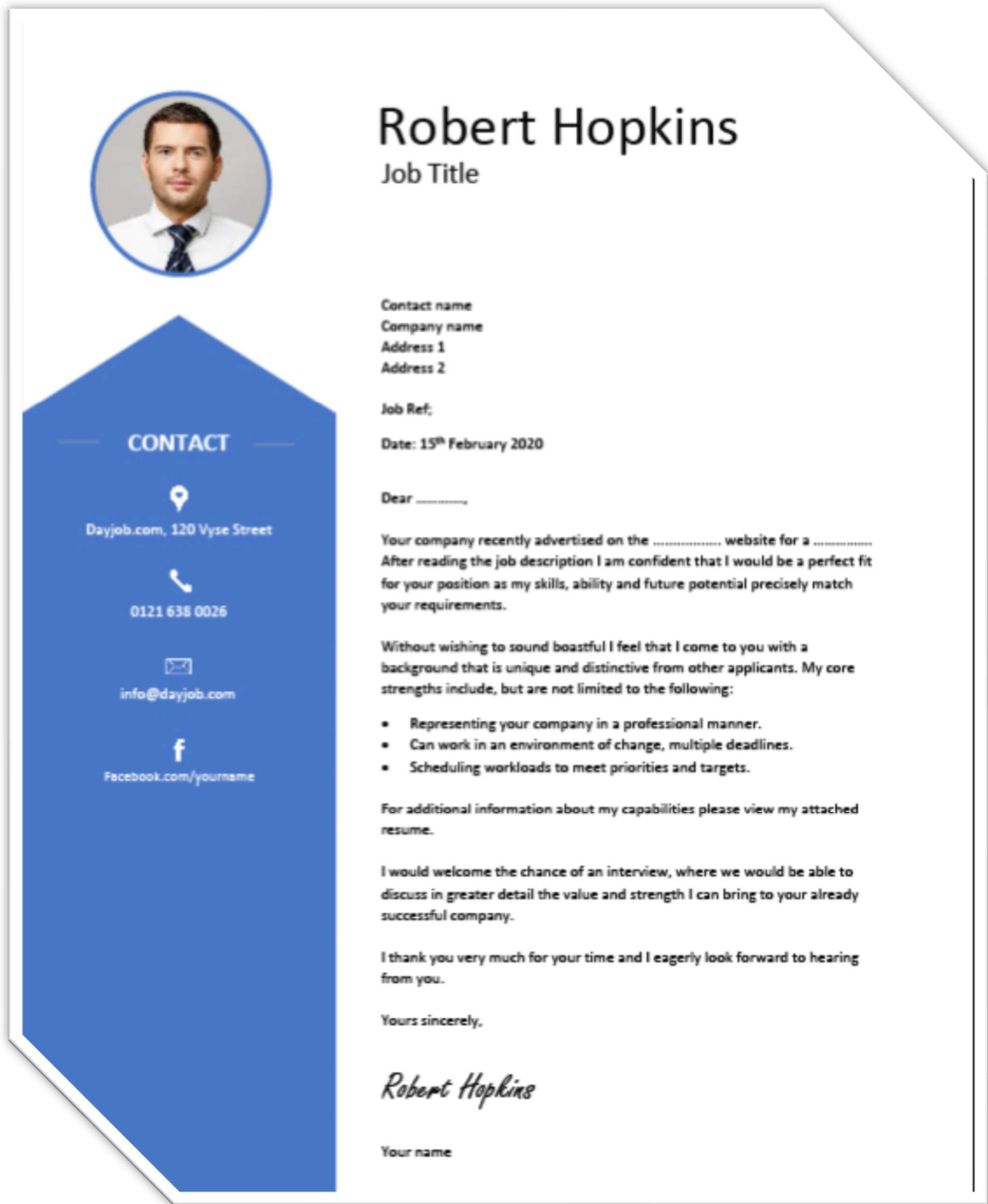
*Parts of an application letter*

How many sections are there in the letter?

*4*

What is every section for?

*1<sup>st</sup> section is intended to give contact information  
2<sup>nd</sup> section is intended to inform how you are proper to the job  
3<sup>rd</sup> section is intended to provide examples of skills and experience  
4<sup>th</sup> section is intended to thank the boss for considering you*



Picture No. 4

Again, let's have a look at Picture No. 4

What do you think it is?

*Application letter*

Do you see some sections of writing in the letter?

*Yes, as presented in the model*

Can you identify the purpose of every sections in the application letter?

*As presented before.*



Picture No. 5

Guess what you see in the picture!  
What is the man doing?

*He is typing a letter.  
He is playing an online game.*

What is he typing in the laptop?

*A letter*

Is he working online or offline?

*It could be online*

### **LET'S WRAP UP**

Ayo kita simpulkan

What you have learnt today?

*We have learnt ...*

What benefits are you gaining from these activities?

*Yes, I finally understand the parts of application letter and how to send it*



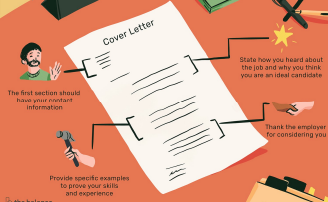


What can you share to others if it is useful?

*The letter, the writing strategy, and tips of sending application letter.*

**WORKSHEET:**  
**RECONSTRUCTING PROCEDURE TEXT OF HOW TO SEND APPLICATION LETTER VIA EMAIL**

Fill in the following space as the procedure of sending application through email!

**HOW TO SEND APPLICATION LETTER VIA EMAIL**

	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>.....</p> <p>.....</p> <p>.....</p>	
	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>.....</p> <p>.....</p> <p>.....</p>	
	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

Kesimpulan (conclusion)  
 What you can say in the end of the lesson?

Tindak Lanjut (Follow Ups)

## Penilaian

Sikap - Kerjasama: mengelola diri untuk aktif berperan dalam pembelajaran

Merespon pertanyaan (baik sekali) : 2  
Mengikuti dengan baik (baik) : 1  
Menggangu proses belajar : 0

Pengetahuan – mengungkapkan kegiatan dalam gambar dengan kalimat dan tata bahasa yang tepat.

Melengkapi lembar kerja dengan lebih dari 3 kalimat : 3  
Melengkapi dengan 3 kalimat : 2  
Melengkapi lembar kerja dengan kurang dari 3 kalimat : 1  
Tidak mengerjakan lembar kerja : 0

Keterampilan – mengolah informasi gambar dan teks prosedur

Mengolah informasi gambar dan teks dengan sangat baik : 3  
Mengolah gambar dan teks dengan baik : 2  
Menuliskan kalimat menyertai gambar dengan sederhana : 1  
Tidak mengisikan kalimat menyertai gambar : 0

No	Nama	Sikap	Pengetahuan	Keterampilan
1.	ALBERT EZRA MASVAUTELA			
2.	ASRUL GUNAWAN			
3.	BELLA SUNIYA MAULINA SARI			
4.	EKO SAPUTRA			
5.	FENI ANGGRAINI			
6.	KAMARUDIN			
7.	LESMANA SANJAYA			
8.	NAFIS LAELATULLAENA			
9.	PUTRI			
10.	RINDI WULANSARI			
11.	SAMSUDIN			
12.	SITI BADARIAH			
13.	TOHAB MARISI			

Mengetahui,  
Kepala Sekolah



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Batam,  
Guru Mata Pelajaran

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