

RENCANA PELAKSANAAN PEMBELAJARAN MODA DARING

Satuan Pendidikan	: SMK PGRI Sukamulya	Guru Pengajar:
Mata Pelajaran	: Bahasa Inggris	Ermina, S.Pd.I
Kelas/Semester	: XII/1	E-mail: erminasances@gmail.com
Materi Pokok	: Presenting Report	
Alokasi Waktu	: 4 JP	

KEAHLIAN BAHASA	JENIS KEGIATAN	SUMBER BELAJAR DAN TEKNOLOGI
<ul style="list-style-type: none"> ✓ Listening ✓ Reading ✓ Writing ✓ Speaking 	<ul style="list-style-type: none"> ✓ Kerja individu ✓ Kerja Berpasangan ✓ Kerja Kelompok ✓ Diskusi Kelas 	<ul style="list-style-type: none"> ✓ Video dari youtube ✓ Whatsapp ✓ Google meet ✓ Google class ✓ Textbook Forward an English (Erlangga)

KOMPETENSI DASAR

3.6 Menganalisis fungsi social, struktur teks dan unsur kebahasaan teks interaksi transaksional yang melibatkan tindakan memberi dan meminta informasi terkait penyajian laporan secara lisan (report presentation).

4.6 Menyusun teks interaksi transaksional lisan yang melibatkan tindakan memberi dan meminta informasi terkait penyajian laporan dengan memperhatikan fungsi social, struktur teks dan unsur kebahasaan yang benar dan sesuai dengan konteks penggunaannya di dunia kerja.

TUJUAN PEMBELAJARAN

Setelah mengikuti proses pembelajaran, peserta didik diharapkan dapat:

1. Menjelaskan fungsi social teks interaksi transaksional terkait penyajian laporan secara lisan (presenting report).
2. Mengidentifikasi struktur teks interaksi transaksional terkait penyajian laporan secara lisana(report presentation).
3. Menyajikan report presentation secara sederhana

LANGKAH PEMBELAJARAN

1. Guru menginformasikan melalui whatsapp untuk membuka google class
2. Siswa melakukan absensi dengan berkomentar hadir pada google class
3. Guru memandu siswa membuka materi yang tertulis maupun berupa video
4. Guru memberi siswa waktu 25 menit untuk membaca materi dan menonton video serta menganalisis informasi rinci pada materi tersebut
5. Dalam diskusi kelompok interaktif di google meet, setiap siswa mencoba mengomentari materi berdasarkan latar belakang pengetahuan dari berbagai sumber yang telah mereka miliki sebelumnya
6. Siswa merancang presentasi sederhana
7. Siswa masing-masing membuat rekaman video presentasi yang sudah dibuat
8. Siswa mengirim video presentasi di google class

PENILAIAN	Teknik	Bentuk	Waktu
Sikap	Observasi	Jurnal	Selama pembelajaran
Pengetahuan	Penugasan	Lisan	Selama dan sesudah pembelajaran
Ketrampilan	Praktek writing dan speaking	Uraian	Selama pembelajaran

Karakter yang dikembangkan : Religius, kreatif, mandiri, gotong royong, disiplin

Mengetahui, Kepala SMK PGRI Sukamulya Siti Nurbaedillah,S.Pd	Tangerang, 24 September 2020 Guru Bahasa Inggris, Ermina,S.Pd.I
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Lampiran 1

Materi Pembelajaran

PRESENTING A REPORT

A report generally refers to a document which presents specific information as concisely as possible to a particular audience. Reports are often used to communicate the result of a project or investigation to, for example, an employer. There are many types of reports associated with a range of functions and contexts, such as reports for business, science, academic, policy, legal and medical documents.

Greeting

- Good morning
- Good afternoon
- Good evening

Addresses

- The honorable...
- The president of...
- Excellent Mr/Mrs...
- Distinguished guests...
- Ladies and gentlemen...
- My beloved teacher/friends...

Objective/why you are giving this presentation

- The purpose of this presentation is ...
- This is important because...
- My objective is to ...
- We are here today to decide.../agree .../learn about ...
- The purpose of this talk is to update you on .../put you in the picture about.../give you the matter on...

Opening speech/starting a presentation

- First of all, I'd like to extend my sincere gratitude to the organizing committee who has given to me in this opportunity to deliver a speech on...
- It's a great pleasure for me to be given the opportunity to delivers a speech on the subject of...

Starting the main points

- The main points I will be talking about are; firstly...,secondly., next...,finally...
- Let me start by...

- First, let me tell you about...
- I've divided my topic into (three) parts; they are...
- I'd like to talk (to you) today about ...

Introducing the first point

- Let's start/begin with...
- The first item on the agenda is...
- We need to discuss...

Summarizing or repeating the main points

- I'd like to recap the main points of my presentation
1. First I covered...
 2. Then we talked about...
 3. Finally we looked at...
- I'd now like to sum up to the main points which were:...

More about presenting a report

1. Before you start
 - a. Determine the following things:
 - The major subject
 - The audience
 - The time allotted
 - b. Know your audience
 - Do not assume that the audience has a lot of knowledge, but do not patronize either
 - It's better to be basic than too difficult
 - c. Remember that talking is different to writing
 - KISS (keep it short and simple), focus on getting one to three key points across
 - Repeat key insights, what you are going to tell (forecast) and what you told them (summary)
 - d. What you want to say
 - Think of your talk as a sales pitch
 - Your presentation doesn't replace your paper
2. Preparing your talk
 - a. Do not start with slides
 - Prepare what you are going to say based on a talking outline rather than written slides
 - Talk is more important than visual

b. Humor and stories

- Do consider using humor or telling a story. It makes your presentation more memorable and stand out from the crowd.
- Good to be self deprecating
- But be ready for humor to flop

3. Practice

Don't forget to practice before doing your presentation

a. Practice

- Practice by yourself
- Practice with an audience

b. Dealing with nerves

- Script the first few sentences
- Check any words you are unsure of and memorize them
- Smile and make eye contact
- Breathe deeply

c. Equipment

- Check that your laptop and projector work
- Take a back up
- Find out how the microphone works
- Expect the unexpected

d. Talk outline

- Title , author, affiliation (1slide)
- Forecast (1 slide)
- Outline (1 slide)
- Background: motivation and problem statement (1-2 slides), related work (0-1 slide, refers to paper), method (1 slide)
- Result (4-6 slides)
- Summary (1 slide)
- Future work (0-1 slide)
- Back up slides (0-3 slides)