

RPP
(Rencana Pelaksanaan Pembelajaran)

Sekolah :
Mata Pelajaran : Bahasa Inggris
Kelas/Semester : XII/Gasal
Materi Pokok : Surat Lamaran Pekerjaan
Sub Materi : Surat Lamaran Pekerjaan
Tahun Pelajaran : 2020/2021
Alokasi Waktu : 90 menit

A. Tujuan Pembelajaran

Setelah mengikuti proses pembelajaran melalui model *Discovery Learning*, siswa mampu membedakan fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk surat lamaran kerja, dengan memberi dan meminta informasi terkait jati diri, latar belakang pendidikan/pengalaman kerja, sesuai dengan konteks penggunaannya, serta dapat menangkap makna dan menyusun teks khusus surat lamaran kerja, yang memberikan informasi antara lain jati diri, latar belakang pendidikan/pengalaman kerja, dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan, secara benar dan sesuai konteks.

B. Media, Alat, Bahan/Sumber Belajar

Media : Lembar kerja siswa (*Google Form* dan *Google Classroom*), Lembar Penilaian
Alat : PPT Slide, Gawai, Aplikasi *Google Meet*
Bahan :

C. Langkah-langkah Pembelajaran

Kegiatan Pendahuluan
<ol style="list-style-type: none">1. Guru membuka kelas maya melalui <i>Google Classroom</i> dengan salam dan doa di forum, memeriksa kehadiran siswa dengan mengunggah tautan presensi.2. Menyampaikan motivasi tentang tujuan mempelajari materi Surat Lamaran Pekerjaan.3. Menjelaskan hal-hal yang akan dipelajari, metode belajar, serta kompetensi yang akan dicapai.
Kegiatan Inti
<ol style="list-style-type: none">1. Guru mengunggah pamflet lowongan pekerjaan, mengarahkan diskusi ke Surat Lamaran Pekerjaan sebagai tindak lanjut dari pamflet, dan memberikan teks berikutnya berupa contoh surat lamaran pekerjaan beserta bagian-bagiannya.2. Secara berkelompok, siswa diberikan waktu untuk mencari contoh lain surat lamaran pekerjaan di Internet, menganalisis strukturnya dengan cara yang sama yang dicontohkan, serta mempersiapkan hasil diskusinya untuk dipresentasikan.3. Guru dan siswa melakukan <i>video conference</i> melalui aplikasi <i>Google Meet</i>, agar siswa dapat mempresentasikan hasil kerja kelompoknya, saling memberi tanggapan, dan bertanya jawab dengan guru maupun siswa lain mengenai bagian-bagian surat lamaran pekerjaan, ungkapan-ungkapan yang sering muncul pada bagian tertentu surat, serta struktur kalimat khusus yang menjadi karakteristik teks surat lamaran pekerjaan.
Kegiatan Penutup
<ol style="list-style-type: none">1. Masih dengan <i>video conference</i>, guru dan siswa membuat simpulan dengan membahas poin-poin penting yang muncul dalam kegiatan pembelajaran yang baru saja dilakukan terkait materi surat lamaran pekerjaan.2. Guru memberikan pekerjaan rumah berupa menyusun surat lamaran pekerjaan dengan terlebih dahulu siswa mencari contoh lowongan pekerjaan di Internet sebagai dasar penyusunan teks.

D. Penilaian Hasil Belajar

1. Pengetahuan : tes tertulis pilihan ganda, observasi terhadap presentasi dan diskusi
2. Keterampilan : unjuk kerja, produk, portofolio

Mengetahui
Kepala Sekolah

Kulon Progo, 13 Juli 2020
Guru Mata Pelajaran

SKENARIO PEMBELAJARAN

A. Kelas di *Google Classroom*

1. Guru mengunggah tautan presensi di forum.
2. Guru mengunggah sapaan disertai stimulus untuk mengarahkan diskusi menuju topik, yang ditanggapi oleh siswa di kolom komentar. Unggahan berikut dapat ditulis langsung di kolom “petunjuk” pada “Tugas Kelas”, atau dapat juga dilampirkan dalam bentuk *Google Docs*, *Google Slide*, *Ms Word*, *Ms Power Point*, atau jenis *file* lainnya.

Assalamualaikum wr wb.

Good morning everyone.

How's life today? I hope you still have your best condition, no matter how hard we have to struggle with the school life in this pandemic era.

As usual, to check your attendance, please fill out the form below and click “present”.

So for today's lesson, before we go to the topic, I'd like to ask you some questions.

After graduating from school, college, or university, one of the most important things for new graduates is getting a job that is suitable with your skills. Even, sometimes we need some extra skills to fulfill the requirements from the company we want to apply. Have you had any idea about the job do you want to have in the future? Have you prepared it well? How to get a new job that suits to our wants and our skills? And how do we know that we meet the requirements that the company wants?

Next question. How do we know that a company needs a new staff or a new employer? Here I show you a text. Please give your comment, what's the name of the text, and if you're looking for a job, what will you do after finding this kind of text?

WALK-IN INTERVIEW
PT. MANDIRI JAYA INDO

PT. Mandiri Jaya Indo, a reputed financing company,
looking for a qualified full time workers to fill the following position:

Marketing Manager (MM)

Requirements:

- Bachelor degree
- Active and passive English
- Good in communication
- Team player
- Computer literate
- 2 years of experience (minimum)

Bring your CV for the interested candidate at walk-in interview at:

Monday, November 16, 2015 at 8 a.m.
Place: PT. Mandiri Jaya Indo, Jl. Sudirman 56, Surabaya.

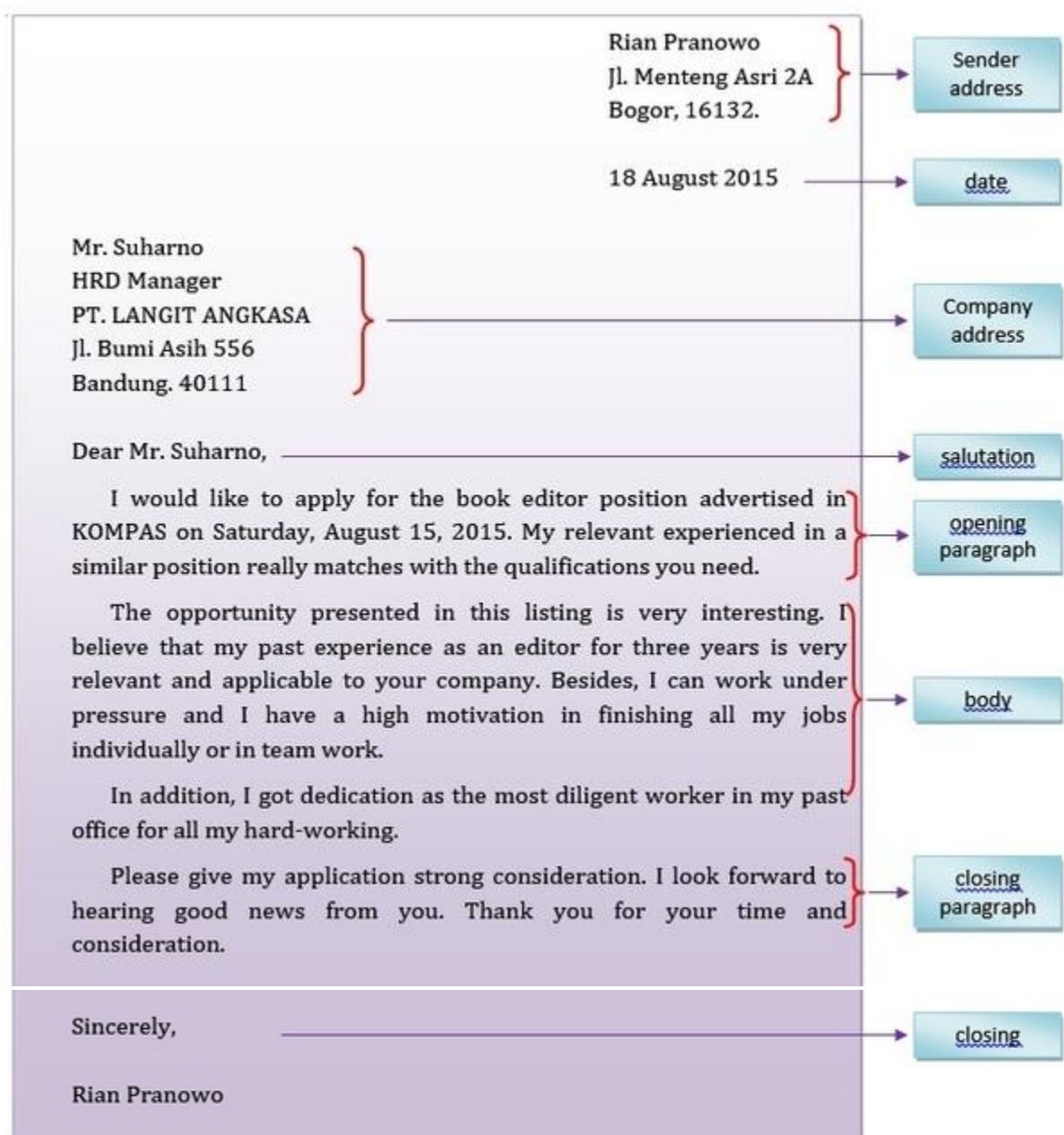
Taken from <https://link.quipper.com/en/organizations/5538c54087df07000301a6f8/curriculum#curriculum>

Do you know the name of the text above? You're right. It's a job vacancy. And if you're interested to apply for the job in the vacancy, what should you do?

Good job. Your answers are correct. So the next step is a Job Application Letter. And that's our topic for today.

In this chapter, you are going to learn how to understand and compose application letter, so that you can understand well about how to tell what you have or what skill do you have, how to arrange your words to make your application letter impressive and finally you're able to use the letter well if you want to apply for a job.

Writing an English application letter is quite simple, but we have to make it as interesting as we can to get the attention from the company. The first thing we have to do is by knowing the text structure or parts of application letter. Here I have an example of job application letter with its structure.



Taken from <https://link.quipper.com/en/organizations/5538c54087df07000301a6f8/curriculum#curriculum>

After you read the sample letter above, please carry out these following tasks:

1. Make a group of 4 or 5.
2. In your own group, find one or two other examples of job application letter on the Internet, which suits the discussion about the text structure.
3. Discuss with your group about the structure of the texts you found.
4. Prepare to present the discussion through the video conference we're about to hold after you complete your work. It means that you should write the analysis in your gadget or write it down in a paper and capture it.
5. After the presentation, there will be question and answer session.

Please leave your comment down here if you have a question, suggestion, or anything you want to say. Otherwise, you can start working with your group from now. You have 30 minutes to complete it. Good luck.

3. Untuk memverifikasi hasil analisis data (diskusi kelompok oleh siswa membahas penugasan), guru dan siswa melakukan *video conference* melalui aplikasi *Google Meet* dengan terlebih dahulu guru menuliskan tautan *video conference* tersebut di forum *Google Classroom* yang dapat diikuti oleh siswa beberapa saat setelah siswa mengerjakan penugasan.

We're going to have a meeting on *Google Meet* at Click the link below on time and prepare your short presentation of the discussion result.

.....*Google Meet Link*.....

B. Kelas di *Google Meet*

1. Setelah siswa mempresentasikan hasil diskusi secara berkelompok, siswa lain diberi kesempatan untuk memberikan tanggapan atau pertanyaan, dengan dibatasi, satu atau dua penanya di tiap kelompok.
2. Setelah sesi tanya jawab antar siswa, guru juga memberikan pertanyaan kepada siswa terkait hasil diskusi tentang surat lamaran pekerjaan. Pertanyaan-pertanyaan berikut dapat didistribusikan ke beberapa kelompok yang berbeda agar tidak ada pengulangan pertanyaan yang sama untuk kelompok yang berbeda.
 - Based on some examples we have learned, where do people usually put the Sender Address, Date, Company Address, and Salutation?
 - The date that we write in Application Letter is the date of
 - How do we usually greet someone in Salutation?
 - What is the content of Opening Paragraph?
 - What is the content of Body Paragraph?
 - What is the content of Closing Paragraph?
 - What are some examples of Closing in Application Letter?
 - What are some language expressions that state our interest on filling certain position in Opening Paragraph?
 - What are some language expressions that are applied to close our application letter?
 - There are some active voice or action verbs that are usually used to emphasize our skill in application letter, such as *I can work under pressure.*; *I am writing to apply*; *My experience brings a lot of opportunity*; etc. Can you find some other examples?
 - Should we use short sentences or long sentences in application letter? Why?
 - Can we use informal words or sentences in application letter? Why?
3. Setelah selesai bertanya jawab, guru dan siswa menyimpulkan beberapa poin penting dari kegiatan belajar mengajar tentang surat lamaran pekerjaan antara lain :
 - Application letter is written to apply for a job. We use it to let the company know about our skills and our track record, and all information they need about us.
 - Parts of the Application letters are: sender address, date, company address, salutation, opening paragraph, body, closing paragraph and closing.
 - There are some variations in how to open and express our interest on filling certain position in opening paragraph.
 - There are some ways on how to close our application letter.
 - There are some characteristics we have to know in composing the application letter like: use short words and short sentences, avoid using informal words and sentences, use active voice to emphasize our skills and use action verb.
4. Instruksi pekerjaan rumah.
5. Penutupan kelas.