

## LESSON PLAN

### A. Subject Identity

<b>School</b>	<b>: SMK N 1 BANJAR MARGO.</b>
<b>Subject</b>	<b>: English</b>
<b>Class/Semester</b>	<b>: XI/ Odd</b>
<b>Material</b>	<b>: Informal Invittion</b>
<b>Academic Year</b>	<b>: 2020/ 2021</b>
<b>Time Allocation</b>	<b>: 9 JP (3x Pertemuan)</b>

### B. Core Competence:

KI 3 understanding, to apply, to analyze, and to evaluate about factual conceptual, basic and metacognitive knowledge in accordance with the field and scope of English studies at a technical, specific, detailed and complex level, with respect to science, technology, art, culture, and humanities in the context of developing self-potential as part of the family, school, world of work, national, regional, and international citizens.

KI 4 To do specific tasks using tools, information, and work procedures that are commonly done and solve problems according to the English Field. Showing performance under guidance with measurable quality and quantity in accordance with work competency standards. Demonstrate the skills of reasoning, processing and presenting effectively, creatively, productively, critically, independently, collaboratively, communicatively, and in solutions in the abstract realm related to the development of what he learns in school, and being able to carry out specific tasks under direct supervision. Demonstrating skills of perception, readiness, imitating, accustoming, proficient movement, making natural movements in the concrete realm related to the development of what he has learned in school, and being able to carry out specific tasks under direct supervision

### C. Basic Competence and Indicators of Competence Achievement

Basic Competence	Indicators of Competence Achievement
<p>3.16 <b>Analyzing</b> social functions, text structure, and linguistic elements of several special texts in the form of Formal invitations by giving and requesting information related to school / work activities in accordance with the context of their use</p>	<p><b>To Identify</b> social functions, text structure and linguistic elements in the official invitation text according to the context in which it is used</p> <p>To Distinguish the social functions, text structure and linguistic elements of various official invitation texts according to the context of their use</p>
<p>4.16. <b>To compile</b> a special text in the form of an oral and written formal invitation, related to school / workplace activities, by taking into account functions and elements, text structure, and language elements, correctly and in context</p>	<p><b>To Compile</b> oral and written texts on formal invitations using the appropriate text structure and language elements in accordance with the context of their use.</p> <p><b>To communicate</b> orally and in writing about formal invitations using the appropriate text structure and language elements in accordance with the context of use</p>

### D. Learning Goals

1. After observing videos or images through WA, students can identify the structure of the text, the official invitation carefully.
2. Through group and individual discussions, students can deduce social functions, text structures and linguistic elements from various official invitation texts according to the context of their use in an honest, disciplined, confident, responsible, caring, cooperative, responsive, proactive and peace-loving manner.
3. Through group discussions and individually, students can compile oral and written texts on official invitations using text structures and language elements that suit their needs honestly, disciplined, confidently, responsible, caring, cooperative, responsive, pro active during the process learning
4. Through group discussions and individually, students can communicate oral and written texts on formal invitations using text structures and linguistic elements that suit their needs honestly, disciplined, and confidently during the learning process.

## **E. Learning Materials**

### **Concept**

Formal Invitation is an invitation which follows a dignified form, tone or style in agreement with the established norms, customs or values (Websters, 2012).

For example:

- An invitation to the opening of a school
- An invitation to the graduation ceremony
- An invitation to a wedding, etc.

Common format of a Formal Invitation

- The first line is the name(s) of the person(s) who invite(s).
- The second line is the request for participation.
- The third line is the name of the person(s) invited.
- The fourth line is the occasion for invitation.
- The fifth line is the time and date of the occasion.
- The sixth line is the place of the occasion.
- The last line is the request for reply.

### **Oral formal invitation**

- Would you like to come over for dinner tonight?
- Mr. Budi, I would like to invite you to the opening of my software company.
- Mr. Suharto, my husband and I are celebrating our 3 wedding anniversary. We would like you to join us.
- Thank you! I'd love to
- Oh, thank you! I would be delighted to. When is it?
- I am afraid I won't be able to come. I have prior engagement.

### **Social Function**

#### **Text structure**

- a. Name of the host
- b. Phrasing of the invitation
- c. The kind of event

- d. Date
- e. Time
- f. Venue
- g. Special instruction
- h. Request to respond

### Language Features

1. Standard words and grammar
2. Clear and neat spelling and handwriting and print.
3. Speech, word stress, intonation, when presenting orally
4. Reference words
5. Verb Auxiliary Capital

Example of formal invitatio

The Chairman and Director of General Mercantile  
Ltd

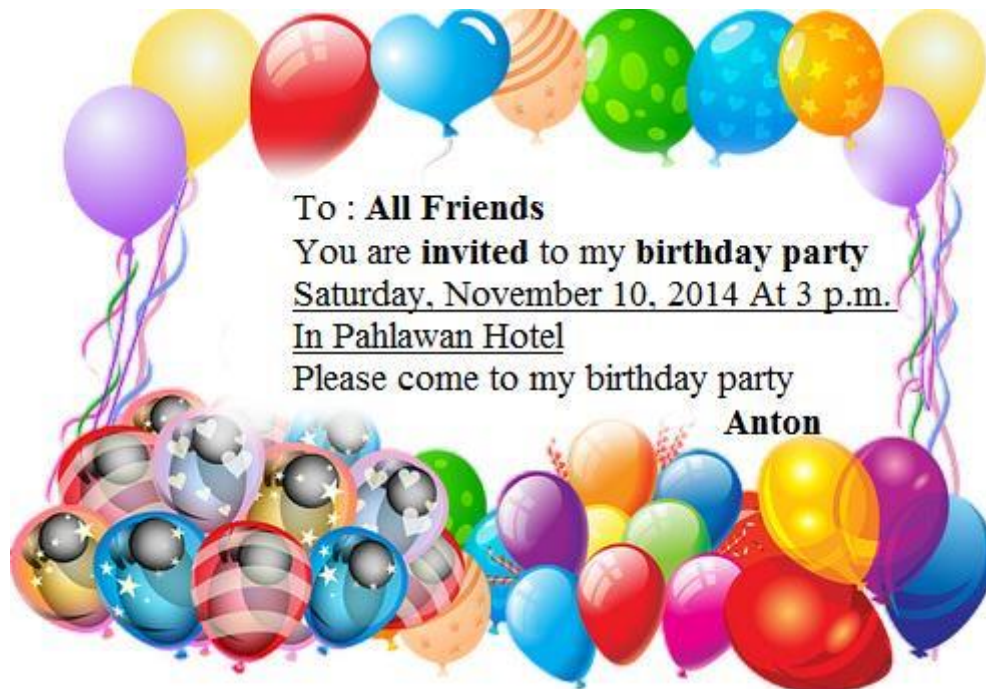
Request the presence of Mr. & Mrs. Frank Jackson

To the opening ceremony of the branch office  
Of General Mercantile

At 300, Victoria Street, London EC

At 7 pm

On Thursday, 1th April 2007



#### **F. Learning Methods**

Learning Method : asking and answering question and Disussion WAG.

Approach : TPACK

#### **G. Learning Sources:**

Darmanto, Priono. English SMK/MSK, 2017.Jakarta.Bumi Aksara

address

<https://www.youtube.com/watch?v=fBA3C5e4Zog>

<https://englishclas.com/pengertian-invitation-text-generic-structure-dan-contohnya/>

<https://www.youtube.com/watch?v=sga0lQQyp14>

## **H. Learning Activity**

### **1St Meeting**

#### **Pre- Activity (15 minutes)**

- a. The teacher opens the lesson by giving opening greetings through WAG and inviting to pray together. (Religious)
- b. The teacher checks student attendance as an attitude of discipline.
- c. Singing the National song (Nasionalism)
- d. The teacher invites students to tell about reviews of previous meetings and related them to student activities a day
- e. The teacher asks students several questions related to the material to be given in writing through the WAG.
- f. Students pay attention to the explanation given by the teacher through the WAG regarding the outline of the scope of the material and activities to be carried out

#### **Main Activity (60 minutes)**

##### **Literacy Activities**

1. The teacher briefly explains the formal invitation.
2. The teacher shows a video about the explanation of formal invitation to students via WAG and students are asked to see, observe and read the invitation

##### **Critical Thinking**

1. Students identify the purpose of the formal invitation.
- 2 Students identify detailed information from a formal invitation.

##### **Collaboration**

1. Students work in groups of 2 students.
2. Students try to find goals and detailed information from the official invitation.
3. Students discuss in groups in the WAG trying to find objectives and detailed information from an official invitation given by the teacher.

##### **Communication**

Students present the results of their discussion by displaying them in the WAG.

## **Creativity**

1. Students analyze and conclude about the important points that have emerged in the new learning activities and write them down in their notebooks.
2. Students individually try to find examples of school invitations on the internet.
3. Students try to correct / edit the invitation card.

## **Post-Activity (15 minutes)**

1. Students with the teacher make a summary / conclusion from the material that has been studied, namely about the objectives and detailed information from the formal invitation.
2. The teacher and students reflect on the learning experience.
3. Students pay attention to the explanation from the teacher through the WAG about the lesson plan at the next meeting.
4. The teacher directs students to pray before finishing learning

## **2nd MEETING**

### **Pre- Activity (15 minutes)**

1. The teacher opens the lesson by giving the opening greeting through WAG and praying.
2. The teacher checks student attendance as an attitude of discipline.
3. The teacher and students tell about the review of previous meetings about the objectives and detailed information from a formal invitation.
4. The teacher asks students several questions related to the material to be given in writing through the WAG.
5. Students pay attention to the explanation given by the teacher through the WAG regarding the outline of the scope of the material and activities to be carried out.

### **Main Activity (60 minutes)**

#### **Literacy Activities**

1. The teacher briefly explains the generic structure of the formal invitation.
2. The teacher shows an example of a formal invitation image to students via WAG and students are asked to see, observe and read the invitation.

#### **Critical Thinking**

Students analyze and identify the generic structure of formal invitations.

### **Collaboration**

1. Students work in groups of 2 students.
2. Students discuss in groups in the WAG trying to find the text structure of an official invitation given by the teacher.

### **Communication**

Students present the results of their discussion by displaying them in the WAG.

### **Creativity**

1. Students analyze and conclude about the important points that have emerged in the new learning activities and write them down in their notebooks.
2. Students individually try to find examples of school invitations on the internet.
3. Students try to correct / edit the invitation card.

### **Post- Activity (15 minutes)**

1. Students with the teacher make a summary / conclusion from the material that has been studied, namely about the text structure of the official invitation.
2. The teacher and students reflect on the learning experience.
3. Students pay attention to the explanation from the teacher through the WAG about the lesson plan at the next meeting.
4. The teacher directs students to pray before finishing learning.

## **3rd MEETING**

### **Pre- Activity (15 minutes)**

1. The teacher opens the lesson by giving the opening greeting through WAG and praying.
2. The teacher checks student attendance as an attitude of discipline.
3. The teacher and students tell about the previous meeting review about the text structure of a formal invitation.
4. The teacher asks students several questions related to the material to be given in writing through the WAG.
5. Students pay attention to the explanation given by the teacher through the WAG regarding the outline of the scope of the material and activities to be carried out



## **Main Activity (60 minutes)**

### **Literacy Activities**

1. The teacher briefly explains the linguistic elements of the formal invitation.
2. The teacher shows an example of a formal invitation image to students via WAG and students are asked to see, observe and read the invitation.

### **Critical Thinking**

Students identify linguistic elements such as the use of singular plural nouns such as a, the, this, those, my, their, etc.

### **Collaboration**

1. Students work in groups of 6 students.
2. Students discuss in groups in the WAG trying to find the language element of an official invitation given by the teacher.

### **Communication**

1. Students present the results of their discussion by displaying them in the WAG.

### **Creativity**

1. Students analyze and conclude about the important points that have emerged in the new learning activities and write them down in their notebooks.
2. Students individually try to find examples of school invitations on the internet.
3. Students try to correct / edit the invitation card

## **Post-Activity (15 minutes)**

1. Students together with the teacher make a summary / conclusion from the material that has been studied, namely about the linguistic elements of an official invitation.
2. The teacher and students reflect on the learning experience.
3. Students pay attention to the explanation from the teacher through WAG
4. The teacher gives assignments that must be done by students and sends the results of their work through the teacher's WA.
5. The teacher directs students to pray before finishing learning

## **I. Assessment of Learning Outcomes**

Assessment Technique:

Attitude Assessment : Observation

Knowledge Assessment : Written Test ( Form Essay)

Skills Assessment : Performance/ Practices ( Practice)

## **J. Follow Up Program**

Remedial

Students (students) who have not mastered the material (have not yet achieved completeness in learning) and Have not got kkm, will be explained again by the teacher. The teacher will reassess with similar questions or give individual assignments related to the material that has been discussed. Remedials are carried out on a mutually agreed time and day and have been adjusted to the schedule.

Enrichment

In this activity, students (students) who have mastered the material (have achieved completeness in learning) are asked to answer enrichment questions in the form of more phenomenal and innovative questions or given other activities that are relevant to the material that has been discussed. In this activity, the teacher can record and provide additional value for students (students) who succeed in enrichment

Principal

Subject teacher

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