



PEMERINTAH KABUPATEN LAMPUNG TIMUR
DINAS PENDIDIKAN DAN KEBUDAYAAN
SMK 2 GANESA SEKAMPUNG

LKPD

(WORKSHEET)

FIRST MEETING LESSON PLAN

Teacher: ESTI RAHAYU, S.Pd.I

Subject	: English
Class	: XI Marketing
Subject Matter	: Formal Invitation
Time Allocation	: 45 Minutes
School Year	: 2020/2021

WORKSHEET
SMK 2 GANESA SEKAMPUNG
XI MARKETING
2020/2021



A. Core Competency (KI)

- K-1 Living and practicing the teachings of his religion
- K-2 Live and practice honest behavior, discipline, responsibility, care (mutual cooperation, cooperation, tolerance, peace), courteous, responsive and proactive and show an attitude as part of the solution to various problems in interacting effectively with the social and natural environment and in placing themselves as a reflection of the nation in the world.
- K-3 Understand, apply, analyze factual, conceptual, procedural knowledge based on curiosity about science, technology, arts, culture and humanities with insights into humanity, nationality, statehood and civilization related to phenomena and events, and apply procedural knowledge in the field of study specific according to their talents and interests to solve problems.
- K-4 Processing, reasoning, and presenting in the realm of concrete and abstract realms related to the development of what they learn in school independently, and being able to use methods according to scientific principles.



Basic Competence (KD)	Indicator of Competence Achievement (IPK)
3.16 Analyzing the social functions, structures, 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.	3.16.1 Identify social functions, text structure and linguistic elements in the official invitation text according to the context in which it is used 3.16.2 Distinguish the social function, text structure and linguistic elements of various official invitation texts according to the context of their use.
4.16 Compile a special text in the form of an oral and written formal invitation, which is related to	

school / workplace activities, paying attention to functions and elements, text structure, and language elements, correctly and in context.	4.16.1 Compose oral and written about formal invitations using the appropriate text structure and linguistic elements according to the context of use. 4.16.2 Communicate orally and in writing about formal invitations using the appropriate text structure and language elements in accordance with the context of use.
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Name :

Class :

FIRST MEETING WORKSHEET



Basic Competence (KD)	Indicator of Competence Achievement (IPK)
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4.16 Compile a special text in the form of an oral and written formal invitation, which is related to school / workplace activities, paying attention to functions and elements, text structure, and language elements, correctly and in context.	



A. Learning Objective

C. Learning Objectives

1. Through observations made by students and discussions between teachers and students about official letters, students can analyze text and identify the social functions, structures and linguistic elements of the official invitation letter appropriately.
2. Students can deduce the social function, text structure and linguistic elements of various official invitation texts according to the context of their use with honesty, discipline, confidence, responsibility, care, cooperation, responsiveness, proactive and peace-loving.
3. Students can correct / correct oral and written texts on official invitations using text structures and linguistic elements according to their needs with honesty, discipline, confidence, responsibility, care, cooperation, responsiveness, proactive and love.
4. Through teacher learning videos and learning materials received on YouTube, by providing link links on (WAG) students are able to understand the structure of the official invitation text from observations and independent learning with confidence and full responsibility.
5. Through google meeting or zoom media, students can discuss with the teacher about the results of being able to understand the structure of the official invitation text from observations and independent learning, and convey the difficulties found in studying the official invitation text with confidence and full responsibility.
6. Through Google Class Media, students can understand the structure of the official invitation text in the form of a slide / PPT and are able to correctly answer the questions presented about the official invitation text with full confidence and responsibility.



FORMAL INVITATION

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:

- Maintain a relationship by greeting and giving a formal letter of invitation to a friend in writing.
- Give information to friends

Text Structure:

1. Name of the host
2. Phrasing of the invitation
3. The kind of event
4. Date
5. Time
6. Venue
7. Special instruction
8. Request to respond

Language Element:

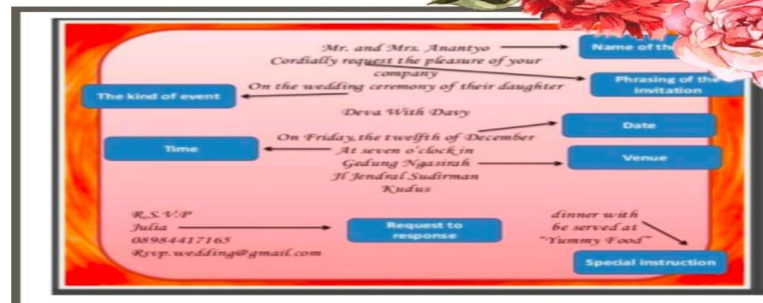
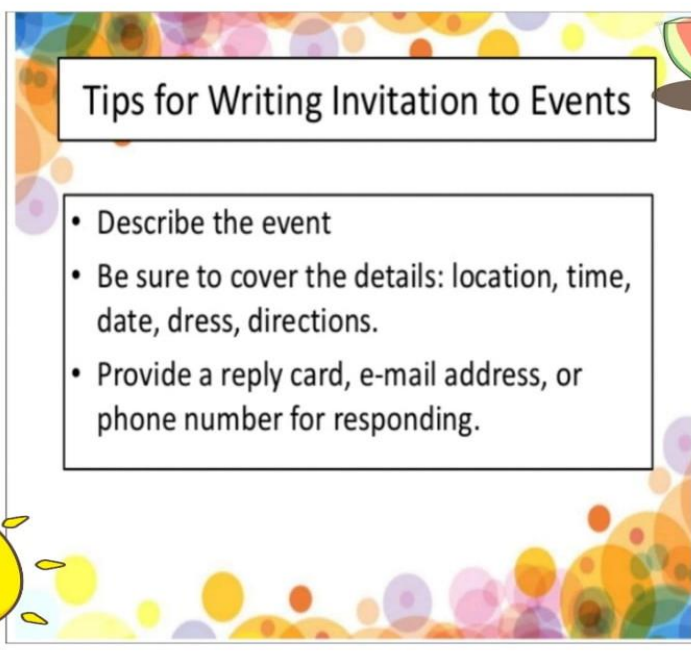
1. Standard words and grammar
2. Clear and neat spelling and handwriting and print.
3. Speech, word stress, intonation, when presenting orally
4. Reference words
5. Verb Auxiliary Capital





Tips for Writing Invitation to Events

- Describe the event
- Be sure to cover the details: location, time, date, dress, directions.
- Provide a reply card, e-mail address, or phone number for responding.



Wedding Invitation
Jocelyn & Roberto
 With joyful hearts request the pleasure of your company together with your family to celebrate our wedding reception on
 Saturday, September 5th, 2020 at 3pm
 Located at The Central Ballroom
 RSVP to Rebecca at 833-322-9000
 before 08.28.2020
Katy West, FL



B. Activities

Learning Times

First

Watch the learning Video

<https://youtu.be/o25Up3nZjT4>

by Giving Full Attention

Next



Watch the video and give full attention.

Get the point from the video.

Identify the important information from the video

Write down your difficulties in your own book about the information from the video.

After you finished Watch and learn the video, now going to zoom class/ Google meeting class.

Now



Formal Invitation Task



FORMAL INVITATION TASK

You have learned about formal invitation by watching the learning video, learn the module, and slide. Now let's answer the questions below ! It's your turn to get the best point.

* Wajib

Who is the recipient of the text above? * 9 poin

- Teachers
- Students
- Students and Teachers
- Headmaster



Where will the festival be held? * 10 poin

To: All teachers

Would you please come to watch our students' performance



for Angklung festival on October 21st 2020 in Hall of SMK 2 Ganesa Sekampung School at 08.00 a.m. until the end of the event.

- The hall
- The yard
- The football court
- The tennis court

When will the festival be begun? * 10 poin

To: All teachers

Would you please come to watch our students' performance



for Angklung festival on October 21st 2020 in Hall of SMK 2 Ganesa Sekampung School at 08.00 a.m. until the end of the event.

- 08.00
- 09.00
- 10.00
- 11.00

When will the festival be held? * 10 poin

To: All teachers

Would you please come to watch our students' performance



for Angklung festival on October 21st 2020 in Hall of SMK 2 Ganesa Sekampung School at 08.00 a.m. until the end of the event.

- October 21st
- October 22nd
- October 23rd
- October 24th

What kind of the text is it? *

10 poin

To: All teachers

Would you please come to watch our students' performance



for Angklung festival on October 21st 2020 in Hall of SMK 2 Ganesa Sekampung School at 08.00 a.m. until the end of the event.

- Formal Invitation
- Report
- Advertisement
- Personal letter

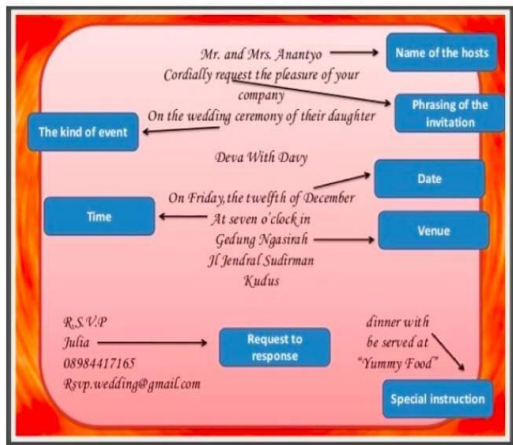
If asked, have you ever received an invitation? Have read the invitation, surely you have. Be it 10 poin
a formal invitation or an informal invitation is very familiar in our life. Now, you analyze an invitation which follows a dignified form, tone or style in agreement with the established norms, customs or values is a definition of *

- Wedding invitation
- Informal invitation
- Formal invitation
- Party invitation

You know when you are going to write a formal Invitation, we must Analyze the Format of 10 poin
Formal invitation. For Example an invitation from your school to all students about Angklung Festival. Below are common format of a Formal Invitation, except : *

- 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 signature for invitation.

Based on the Formal Invitation below, Julia as name of RSVP, she give the phone number and 10 poin
an email address. What Julia write her name, her phone number and her email address ?



- to the invited parties to reply to the invitation "whether they can attend or not" by contacting the contact listed in the invitation.
- to the parties who were not invited to reply to the invitation "whether they can attend or not" by contacting the contact listed in the invitation.
- to the invited parties not to reply to the invitation "whether they can attend or not" by not contacting the contact listed in the invitation.
- to the parties invited to read the invitation "and ask yourself, can you attend or not"

Kirim

Social function is a form of elaboration of social interaction which aims or forms an orderly 10 poin
social life institution in the community. All of the Maintain a relationship by greeting and giving a formal letter of invitation to a friend in writing and Give information to friends is.....

- Social Function of Formal Invitation
- Social Distancing of Formal Invitation
- Social Movement of Formal Invitation
- Social Science of Formal Invitation

Text Structure is the relationship between the elements that make up the text as a whole. 10 poin
you are sure knowing what is the Text Structure of Formal invitation are, the following are the text structure of formal invitation except : *

- The kind of event
- Date of Birth
- Time
- Venue

C. Teacher's Command/Feedback

D. Monitoring

Assignment Date : _____

Assesment Date : _____

Total Value : _____


E. Assessment

Question No 1-10

The right answer =100

Final Score= $\frac{\text{Score obtained}}{\text{Total Score}} \times 100$

No	Question	Answer Key	Level	Score
1	You know when you are going to write a formal Invitation, we must Analyze the Format of Formal invitation. For Example an invitation from your school to all students about Angklung Festival. Below are common format of a Formal Invitation, except : a. The first line is the name(s) of the person(s) who invite(s). b. The second line is the request for participation. c. The third line is the name of the person(s) invited. d. The fourth line is the signature for invitation.	d.	C4	10
2	Social function is a form of elaboration of social interaction which aims or forms an orderly social life institution in the community. All of the Maintain a relationship by greeting and giving a	a	C4	10

	<p>formal letter of invitation to a friend in writing and Give information to friends is.....</p> <p>a. Social Function of Formal Invitation b. Social Distancing of Formal Invitation c. Social Movement of Formal Invitation d. Social Science of Formal Invitation</p>			
3	<p>Text Structure is the relationship between the elements that make up the text as a whole. you are sure knowing what is the Text Structure of Formal invitation are, the following are the text structure of formal invitation except :</p> <p>a. The kind of event b. Date of birth c. Time d. Venue</p>	b	C4	20
4	<p>If asked, have you ever received an invitation? Have read the invitation, surely you have. Be it a formal invitation or an informal invitation is very familiar in our life. Now, you analyze an invitation which follows a dignified form, tone or style in agreement with the established norms, customs or values is a definition of</p> <p>a. Wedding invitation b. Informal invitation c. Formal invitation d. Party invitation</p>	c	C4	10
	<p>Question no 6-10</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>To: All teachers</p> <p>Would you please come to watch our students' performance</p>  <p>for Angklung festival on October 21st 2020 in Hall of SMK 2 Ganesa Sekampung School at 08.00 a.m. until the end of the event.</p> </div>			
6	<p>Who is the recipient of the text below?</p> <p>a. Teachers b. Students c. Students and Teachers d. Headmaster</p>	a	C3	10
7	<p>When will the festival will be held ?</p> <p>a. October 21</p>	a	C3	10

	<ul style="list-style-type: none"> b. October 22 c. October 23 d. October 24 			
8	<p>Where will the festival will be held ?</p> <ul style="list-style-type: none"> a. The hall b. The yard c. The football court d. The tennis court 	a	C3	10
9	<p>When will the festival be begun?</p> <ul style="list-style-type: none"> a. 08.00 b. 09.00 c. 10.00 d. 11.00 	a	C3	10
10	<p>What kind of the text is it ?</p> <ul style="list-style-type: none"> a. Formal invitation b. Report c. Advertisement d. Personal Letter 	a	C3	10

Score	Student Signature	Parent Signature	Teacher Signature
	[_____]	[_____]	<u>(Esti Rahayu,S.Pd.I)</u>

Name :

Class :

SECOND MEETING WORKSHEET

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A. Learning Objective

C. Learning Objectives

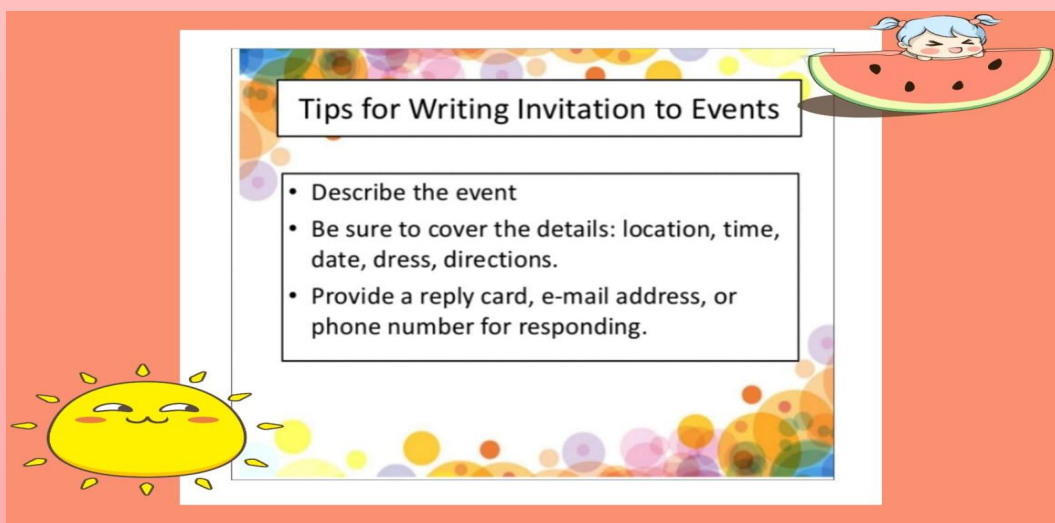
1. Through observations made by students and discussions between teachers and students about official letters, students can analyze text and identify the social functions, structures and linguistic elements of the official invitation letter appropriately.
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HOW TO MAKE A FORMAL INVITATION?

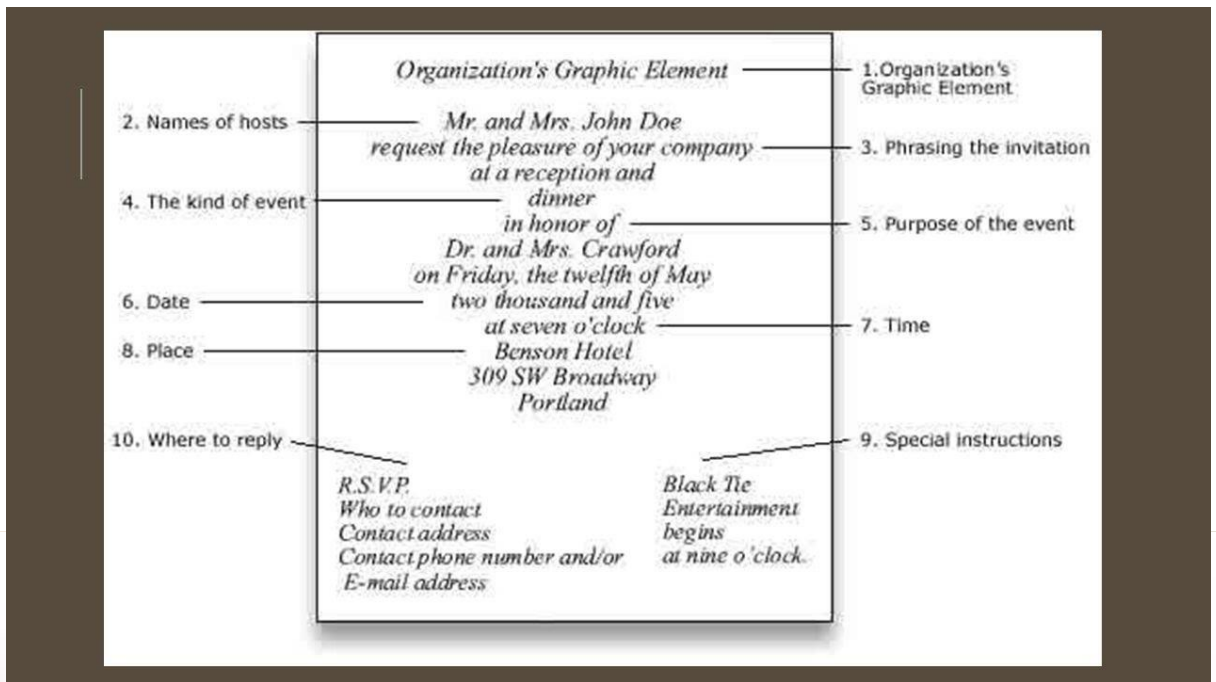
Formal invitations can be quite tricky to prepare. They are one of the most important elements in a formal event; and for that reason alone, they should be paid with close attention when formulating the contents. Formal invitations can be quite tricky to prepare. They are one of the most important elements in a formal event; and for that reason alone, they should be paid with close attention when formulating the contents.

1. Addressing the Invited Guest (invitee) Whether it's at the back of the card envelope or in the actual invitation, always address your invited guests using their full names. Nicknames or shortened versions are only applicable and acceptable in informal and casual event invites.
2. Introducing the Host/s (inviter) An essential part of the formal party invitation belongs to the host line. Introducing the host in the invitation lets you know who exactly is inviting you to the formal event. In some cases, the guest of honor is the host.
3. Writing the Time and Date The proper way of writing the time and date in a formal invitation is by spelling out the dates and words usually abbreviated.
4. Event Tell about what event will be held
5. RSVP. There are various methods for guests to RSVP, and it's up to you to decide how you'll want them to respond. Some formal invitation cards have an RSVP card attached to the invite, while others simply leave out contact details for the guest to call the host.



Tips for Writing Invitation to Events

- Describe the event
- Be sure to cover the details: location, time, date, dress, directions.
- Provide a reply card, e-mail address, or phone number for responding.



B. Activities

Learning Times

First

Watch the learning Video
<https://youtu.be/t00WAMMLlpM>
by Giving Full Attention



Watch the video and give full attention.
Learn How to make a Formal Invitation with your own Language ?



Task of Make an Formal Invitation

Make a formal invitation letter paying attention to the important parts in it as explained in the previous meeting. please select a theme below.

1. Your school will invite all students to a student-created Bazaar activity.
2. Your school will hold its 28th school anniversary and invite all parents, and students.

Your school will hold its 28th school anniversary and invite all parents, and students



Your school will invite all students to a student-created Bazaar activity.



Jawaban Anda

A. Teacher's Command/Feedback

B. Monitoring

Assignment Date : _____

Assesment Date : _____

Total Value : _____

C. Assessment

Question No 1 and No 2 (choose 1 topic), it included HOTS in C6

Final Score= $\frac{\text{Score obtained (30\%+20\%+20\%+15\%+15\%)}}{100} \times 100$

40

Aspect	Score	Performance Description	Weighting
Content (C) 30% (Topic) (Details)	4	The topic is complete and clear and the details are relating to the topic.	3X
	3	The topic is complete and clear but the details are almost relating to the topic.	
	2	The topic is complete and clear but the details are not relating to the topic.	
	1	The topic is not clear and the details are not relating to the topic.	
Organization (O) 20% (Identification) (Description)	4	Identification is complete and analyze are arranged with proper connectives.	2X
	3	Identification is almost complete and the analyze is arranged with proper connectives.	
	2	Identification is not complete and analyze are arranged with few misuses of connectives.	
	1	Identification is not complete and analyze are arranged with misuse of connectives.	
Grammar (G) 20% (Use present tense) (Agreement)	4	Very few grammatical or agreement inaccuracies.	2X
	3	Few grammatical or agreement inaccuracies but no effect on the meaning.	
	2	Numerous grammatical or agreement inaccuracies.	
	1	Frequent grammatical or agreement inaccuracies.	
Vocabulary (V) 15%	4	Effective choice of words and word forms.	1,5 X
	3	Few misuses of vocabularies, word forms, but not change the meaning.	
	2	Limited range confusing words and word forms.	
	1	Very poor knowledge of words, word forms, and not understandable.	

Mechanics (M) 15% (Spelling) (Punctuation) (Capitalization)	4	It uses correct spelling, punctuation, and capitalization.	1,5 X
	3	It has occasional errors of spelling, punctuation, and capitalization.	
	2	It has frequent errors of spelling, punctuation, and capitalization.	
	1	It is dominated by errors of spelling, punctuation, and capitalization.	
$NA = \frac{3C+2O+2G+1,5V+1,5M}{40} \times 10$			

Score	Student Signature	Parent Signature	Teacher Signature
	{ _____ }	{ _____ }	<u>(Esti Rahayu,S.Pd.I)</u>

Name :

Class :

THIRD MEETING WORKSHEET

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C. Learning Objective

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PERFORM READING AND SPEAKING

A FORMAL INVITATION

TIPS FOR SPEAKING IN FRONT OF MANY PEOPLE

1. Let the Mind Relax Before Speaking

Feeling nervous before speaking in public is commonplace. However, don't let nervousness crush you. When used to talk, usually the feeling of nervousness will become even more. The thing you can do to overcome this is to take a lot of breaths until the mind relaxes a little.

In addition, taking a little time to be quiet is also fine if you feel it can reduce nervousness. You can sweep the view in all directions, to add to the impression of being ready. However, don't do it for too long. Because if this happens, the audience will feel that you are still nervous, it will eliminate the impression of confidence and assertiveness.

2. Don't Avoid Eye Contact with the 'Audience'

Eye contact or eye contact is important in Talking to other people, whether in large forums or small groups. With eye contact, a comfortable atmosphere of communication is created.

In addition, the audience will feel more concerned. Indeed, not everyone can make eye contact. If you can't, you can trick them by staring at the forehead or nose of the audience.

In addition, thing to remember is, when talking; never stare at the floor or ceiling. This will show that you are still confident. Because the look and shine of the eyes show a person's readiness and steadiness when speaking. Dare to look at the people in front of you, then you will increase your courage?

3. Do not rush, talk casually

The purpose of Speaking casually here is to speak in a relaxed rhythm without being formal. One way is to speak slowly.

Speaking in a low-speed rhythm creates a comfortable and fluid atmosphere. It is usually when nervous, will spontaneously speak quickly. When this happens, immediately control yourself by taking as deep breaths as possible and exhaling slowly. Talking so fast will ruin the performance, as the audience will feel that you are still out of touch and too nervous.

4. Focus on Goals

Talking to other people in the world of work is easy handling. Because, apart from communicating their opinion well, the speaker must also be able to make the audience believe in what is being said. But that doesn't mean. In order not to be trusted by the audience, when speaking must be able to show feelings and emotions. Having a "taste" when speaking, will liven up the atmosphere and look convincing.

However, it does not rule out parties who do not like or disagree with what is being said. If indeed the disagreement is conveyed through constructive criticism, it's good to think about it. If the opposite is true, then it doesn't matter. Don't let criticism that doesn't build a point that breaks the focus while speaking.

D. Activities

Learning Times

First

**Time for practicing to invite someone
or people to come to your event
(formal invitation)**



Going to Zoom Class/Google Meet

**Don't forget to listen your teacher, for your homework at
the end of the class meeting.**

D. Teacher's Command/Feedback

E. Monitoring

Assignment Date : _____

Assesment Date : _____

Total Value : _____

F. Assessment

Practice Speaking

No	Rated aspect	Criteria		Score 1-5	Score1-4
1	<i>(pronunciation)</i>	Almost perfect		5	4
		There are some mistakes, but they are not interfere with meaning		4	3
		There are some mistakes and interfere with meaning		3	2
		Lots of mistakes and annoying mean	Almost all wrong and disturb mean	2	1
		Too much mistakes and interfere with meaning		1	
2	<i>(intonation)</i>	Almost perfect		5	4
		There are some mistakes, but they are not interfere with meaning		4	3
		There are some mistakes and interfere with meaning		3	2
		Lots of mistakes and annoying mean	Almost all wrong and disturb mean	2	1
		Too much mistakes and		1	

		interfere with meaning			
3	(fluency)	Very Fluent		5	4
		Fluent		4	3
		Enough Fluent		3	2
		Less Fluent	Very unfluent	2	1
		Unfluent		1	
4	(accuracy)	Very Appropriate		5	4
		Appropriate		4	3
		Enough Appropriate		3	2
		Less Appropriate	Almost not	2	1
		Not Appropriate	Appropriate	1	

Score Assessment

No.	Alphabet	Ranges
1.	Best (A)	86-100
2.	Good(B)	71-85
3.	Enough (C)	56-70
4.	Less (D)	≤ 55

Score	Student Signature	Parent Signature	Teacher Signature
	[_____]	[_____]	<u>(Esti Rahayu,S.Pd.I)</u>