

LESSON UNIT PLAN (LUP)

ANNOUNCEMENT

Unit/ School : SMAN 1 ULUBELU **Grade/ Semester** : x/1
Subject : Bahasa Inggris **Time allotment** : 6x45minutes(3 meetings)
Material : ANNOUNCEMENT zuki.zacko@gmail.com

A. Core Competence (CC)

1.SPIRITUAL (CC 1) AND SOCIAL (CC 2)	
To internalize and apply the morals of their religion. To demonstrate the behaviours of honesty, discipline, responsibility, care (cooperation, tolerance, peace), courteous, responsive, and pro-active as a part of the solutions to various problems in active interaction within the social and natural environment and to act as the nation's reflection in the global society.	
COGNITIVE (CC 3)	PSYCHOMOTOR (CC 4)
CC 3: To understand, apply, and analyze factual, conceptual, and procedural knowledge based on his curiosity about science, technology, arts, culture, and humanities with insights into society, nationality, statehood, and civilization related to the causes of phenomena and events, and apply procedural knowledge to specific fields of study according to their talents and interests to solve problems.	CC 4: To process, reason, present, in the area of the concrete and the abstract related to the development of what they learn at school independently. Be able to use appropriate methods according to scientific principles.

B. Basic Competencies (BC) and Indicators

BASIC COMPETENCY FROM CC 3	BASIC COMPETENCY FROM CC4
3.5 To analyze social function, text structure, and language elements in some texts of announcement text by giving and asking the information related to school/ workplace as the use.	4.11 To catch the purpose of announcement text 4.12 To arrange written announcement text which is short and simple by noticing social function, text structure, and language features correctly and based on the context
INDICATORS OF COMPETENCY ACHIEVEMENT (IPK) FROM BC 3.3	INDICATORS OF COMPETENCY ACHIEVEMENT (IPK) FROM BC4.3
3.5.1 to analyze the language feature, text structure and social function of announcement correctly 3.5.2	.4.12.1 to complete and to arrange short simple announcement texts by noticing social function, text structure, and language features correctly and based on the context. 4.12.2 to create a simple announcement text related to school or work place

c. Learning Objectives

After do all activities of learning process, the students are expected to

1. Analyze language elements, generic structure and social function of announcement text
2. Complete and arrange short simple announcement based on the material correctly.

3. Create their own simple announcement text related to school activity or work place.

Learning Materials

The core material: Announcement text

Concepts:

- Social Functions: to give and share information about something that has happened or that will happen.
- Text structure: Heading/ title, Body/ detail Information, closing
- Language elements: present simple, past simple, simple future, exact noun

E.Models and Methods

- Approach** : Self-directed learning
Model : Discovery learning; problem-based learning
Method : Demonstrating, discussions,

F. Tools, device and Media

- Laptop/ smartphone
- Writing tools, internet connections
- *Whatsapp, zoom* as the main media
- Youtube as the video-viewer platform as a supporting media.

G. reference

1.Youtube

Material about announcement text

Link youtube

First meeting :

Material announcement by : Marzuki

<https://youtu.be/mQHC6vlweTg>

announcement by : Rumah Belajar

<https://www.youtube.com/watch?v=bOwpuXzMw3s>

LKPD

<https://forms.gle/F68h29NBjX93N5Ze7>

feedback

<https://forms.gle/aUaWj6yHZiCc5Ayv9>

H. learning Activities

The first meeting		
Steps	Activities	Time allotment
Pre-activities		
Opening	<ul style="list-style-type: none"> • Opening the class by praying to God and greeting to the students in the beginning of the lesson. • Checking the attendance list by giving the student form text in WA group/google class as a discipline and honest character. • In a video/ voice note, the teacher explains the objectives of the study and what competencies they are about to achieve. 	10
Main activities		
Simulation	<ul style="list-style-type: none"> • By given the vocabularies, the students exercise to pronounce and understand the verbs and make a simple sentence. • By given the link of youtube channel, the students watch the video about announcement 	15

	https://youtu.be/mQHC6vlweTg <ul style="list-style-type: none"> By given the stimulus / trigger question, the students identify the main topic and content of the video. To strengthen the students watch the video https://www.youtube.com/watch?v=bOwpuXzMw3s 	
Statement	<ul style="list-style-type: none"> By giving the explanation in the power point, the students analyze what announcement is. Based on discussion, the students find the ideas then they take note and synthesize the social function of the video. By giving the instruction and explanation from the book, the students analyzed in the video by answering the questions: <ul style="list-style-type: none"> What is the text genre used in the text? How is the genre's structure/generic structure developed? What language elements can be used in the text? 	20
Data Processing	The students do LKPD. https://forms.gle/F68h29NBjX93N5Ze7	40
Closing		
	<ul style="list-style-type: none"> The students are given the conclusion then motivated by the teacher. The students fill feed back : https://forms.gle/aUaWj6yHZiCc5Ayv9 <ul style="list-style-type: none"> The students are asked to grateful of the activities then pray. The teacher gives greeting 	5 minutes
The second meeting		
Steps	Activities	Time allotment
Pre-Activity		
Opening	<ul style="list-style-type: none"> Opening the class by praying to God and greeting to the students in the beginning of the lesson. Checking the attendance list by giving the student form text in WA group/google classroom as a discipline and honest character. In a video/ voice note, the teacher explains the objectives of the study and what competencies they are about to achieve. 	10
Main Activities		
Data processing	<ul style="list-style-type: none"> The students are guided by the teacher to collaburate and communicate with other groups in the class, to share the experience, idea and opinions about the answers discussed in the previous meeting. The students watch analyze the material given in power point by the teacher The students are do and analyze LKPD. 	25
Verification	<ul style="list-style-type: none"> The students and teacher discuss how to make announcement. The students are guided to choose and make announcement text. 	25
Generalization	-The students conclude the materials given. - the teacher gives the students a chance to ask the questions they do not know yet.	20
Post activity		
Closing	<ul style="list-style-type: none"> The students are motivated by the teacher. The teacher and the students grateful by all the lesson given by God then close by praying. 	10
The third meeting		
Pre-Activity		
Opening	<ul style="list-style-type: none"> Opening the class by praying to God and greeting to the students in the beginning of the lesson. Checking the attendance list by giving the student form text in WA group/google class as a discipline and honest character. In a video/ voice note, the teacher explains the objectives of the study and what competencies they are about to achieve. 	10
Main Activity		
Review and Confirming	The students review about the generic structure, language feature of descriptive text in previous meeting.	15
Exploring	The students do the students' worksheet. The students discuss some other places that can be written in	15

	announcement text.	
Production	The students make read and analyze then present about their announcement text. The students do evaluation	40
Post activity		
Closing	- The students mention what genre of the text learn. - The teacher and the students gratefull by all the lesson given by God then close by praying.	10

C. Assessment

1. Attitude Assessment

- a. Technique : Observation through religious and social aspects
- b. Form : Observation sheet
- c. Instrument : Teaching journal

2. Cognitive Assessment

- a. Technique : written
- b. Form : formative test
- c. Instrument : answer key

3. Psychomotor Assessment

- a. Technique : written
- b. Form : assignment: composing an essay
- c. Instrument : scoring rubric

**Aproved by,
Head Master of SMA 1
ULUBELU**

**ULUBELU, 12 JULI 2020
Guru Mata Pelajaran,**

**WIDODO, S.Pd;M.Pd
NIP. 19711224 200501 1 002**

**AHMAD MARZUKI, S.Pd
NIP.**

APENDIXES

Link youtube

First meeting :

Material announcement by : Marzuki

<https://youtu.be/mQHC6vlweTg>

announcement by : Rumah Belajar

<https://www.youtube.com/watch?v=bOwpuXzMw3s>

LKPD

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feedback

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A. Video introduction to text

B. Power point

C. The instrument of Attitude Assessment

Unit/ School : SMAN 1 ULUBELU
 Academic Year : 2020/2021
 Grade/Semester : X / 1
 Subject : English/ group General Program

The observed aspects : carefulness , thoroughness, creativeness, and confidence

NO	TIME	NAME	OCCURENCE/ BEHAVIOR	POSITIVE/ NEGATIV E	FOLLOW-UPS
1					
2					
3					
4					
5					

D. The instrument of Cognitive Assessment

NO	NAME	SCORE	REMARKS
1			
2			
3			
4			
5			

Formula:

$$\frac{\text{Total correct answers}}{\text{Total items}} \times 100 = \text{Score}$$

E. The instrument of Psychomotor Assessment

NO	NAME	SCORE	REMARKS
1			
2			
3			
4			
5			

**G.WRITING
RUBRIC
ASSESSMENT**

Name :

Class/Number :/

No	Criteria to be assessed	Low performance 7	Good Performance 8	Very Good Performance 9	Score
1.	Text Organization	Doesn't use the correct text organization of recount text	Use the proper text organization but has not elaborated the idea	Use the proper text organization and with the elaborated idea	
2.	Sentence formation	Use simple sentences	begins to vary simple sentences and compound sentences	Use simple sentences, compound sentences, and complex sentences correctly	
3.	Grammar	Too many mistakes	6 - 10 mistakes	Under 5 Mistakes	
4.	Vocabulary	Basic Vocabulary, less precise	Developed vocabulary	Purposefully chosen vocabulary	
5.	Mechanic	Some errors with spelling and punctuation	Most effective use of mechanics; errors do not detract from the meaning	Effective use of capitalization, punctuation, and spelling	
6.	Tidiness and deadline	Write awkwardly, Unreadable, submit late more than three days from the deadline	Write quite neatly, a relatively straightforward font, submit late three days from the deadline	Write neatly, clear font, submit the work in/on time	
	Total score				
	Final Score = Total score : 6				

STUDENTS' WORKSHEET/ LKPD

NAME :
Grade : X/ 1
Class :
Topic : **Announcement Text**
Teacher : **Ahmad Marzuki, S.Pd**

ANNOUNCEMENT TEXT

D. Core Competence (CC)

1.SPIRITUAL (CC 1) AND SOCIAL (CC 2)	
To internalize and apply the morals of their religion. To demonstrate the behaviours of honesty, discipline, responsibility, care (cooperation, tolerance, peace), courteous, responsive, and pro-active as a part of the solutions to various problems in active interaction within the social and natural environment and to act as the nation's reflection in the global society.	
COGNITIVE (CC 3)	PSYCHOMOTOR (CC 4)
CC 3: To understand, apply, and analyze factual, conceptual, and procedural knowledge based on his curiosity about	CC 4: To process, reason, present, in the area of the concrete and the abstract related to the development of what

science, technology, arts, culture, and humanities with insights into society, nationality, statehood, and civilization related to the causes of phenomena and events, and apply procedural knowledge to specific fields of study according to their talents and interests to solve problems.	they learn at school independently. Be able to use appropriate methods according to scientific principles.
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E. Basic Competencies (BC) and Indicators

BASIC COMPETENCY FROM CC 3	BASIC COMPETENCY FROM CC4
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<p>OBJECTIVE LEARNING</p> <ol style="list-style-type: none"> Analyze language elements, generic structure and social function of announcement text Complete and arrange short simple announcement based on the material correctly. Create their own simple announcement text related to school activity or work place. with enthusiasm, responsibility, perseverance, discipline, confidence, responsiveness (critical thinking), and pro-active attitude, and ability to communicate and collaborate well during the lessons
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GUIDELINE!

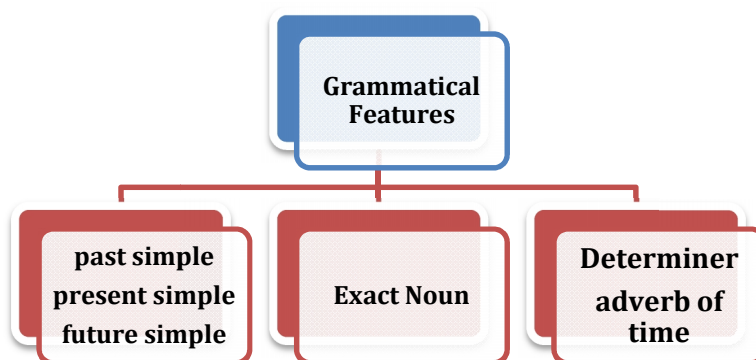
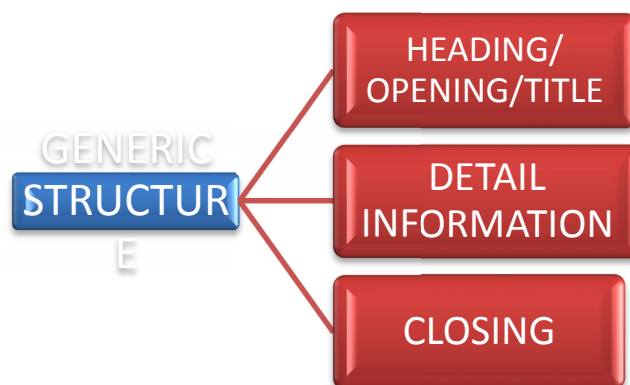
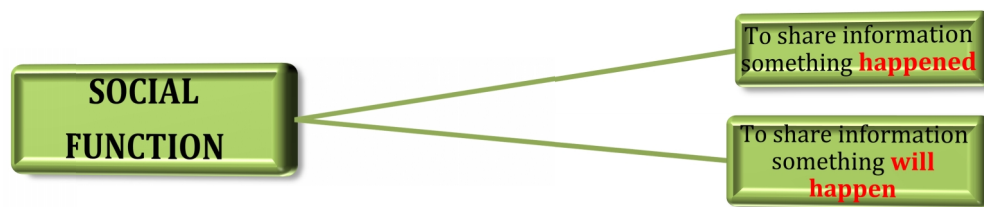
In this worksheet, you are guided to learn about Announcement text. Based on the video given do you still remember what Announcement text is? There are two kinds of Announcement text as **written/ printed announcement and spoken announcement**. For this lesson, you are going to learn about both written and spoken announcement text.

Please do all of the learning activities, and you are expected to be able to:

- Analyze the social function of the text, categorize the structure and subdivide the language features of announcement text.
- Create your own announcement text based on the activity in your school or your place.

In using whatsapp group or my private whatsapp account, you are welcome to ask any question any time, when you have problems or any difficulties about descriptive text material. The teacher is ready to answer it and guide you when you have the problems.

An announcement is a statement made to the public or to the media in printed or spoken text which gives information about something that has happened or that will happen.



GENERIC STRUCTURE

Generic structure is stating purpose: stating day, date and time: stating place and informing the sender.

The text structure of announcement text is

INDICATORS:

1. Analyze language elements, generic structure and social function of announcement text
2. Complete and arrange short simple announcement based on the material correctly.
3. Create their own simple announcement text related to school activity or work place

Task one

VOCABULARIES BUILDING

Please read these words then find the meaning in Bahasa Indonesia and make the sentence!

no	Vocabularies	Meaning	Sentence
1	passengers		
2	Hand sanitizer		
3	Attention		
4	Take care		
5	Be aware of		

Record your voice in a voice note then you can send it to whatsapp group.

1. Please make a sentence based on the words given.
2. Read and record the sentences in whatsapp voice note then send it into our whatsapp Group.!

Task Two

In a group of four or five persons, read the following announcement and discuss the questions that follow.

Announcement to All staff

It's that time of year again. As you all know, Christmas is our busiest season of the year. Every year it is a struggle for management and supervisors to find the time and energy to organize a staff Christmas party. This year, we have decided to postpone the Christmas party until after our busy season.

Party Details:

- Date : Second or third Saturday in January
- Theme : Beach
- Food : Caribbean
- Special events : Karaoke and happy dancing

We apologize that the celebration will have to wait until the new year. Anyone interested to help out with the event is encouraged to call Lucy. Lucy's cell phone number is 222-3098. Please contact Lucy outside business hours regarding this matter.

Thank you,
Management

Announcement 1

ANNOUNCEMENT

To All Student of grande 9 Academy Forst.

School Will hold a graduation party 2011, the program will be hold on

Date : 16 July 2011

Day : Saturday

Time : 10 am - 1 pm

Invitation card a vaible at Student Organization

Sign

Student Organization

Announcement 2

a. question one

QUESTIONS FOR ANNOUNCEMENT 1 AND 2

1. What are the text mainly discusses?
2. When will the events be held?
3. Where the events will be held?
4. What kind of announcement above?
5. Where usually we can find the announcement above

b. Questions two

1. What are the social functions of the announcements above? Analyze them.
2. Analyze the structure of the announcements above.
3. Analyze the lexicogrammatical features of the announcements above.



Task 3

After doing activity one, choose one of your group members to present the group discussion result in front of the class.

Task 4

Read the following announcement and answer the questions correctly.





What is the structure of the announcement above? Exemplify it by giving the signs for the part of the text structure.

2. When will the event be held?
3. What agendas can you enjoy/join in the event? Explain them.
4. What does the word “bash” in the announcement mean? Explain the meaning by considering the context.
5. What does the word “RSVP” stand for? Explain the meaning.
6. What is the topic of the announcement

TASK 5

1.

Complete the announcement text bellow by using the suitable words bellow

The landslide
Help
Invite
Interested
Her house

Announcement

Hi,Guys! Our neighborhood will hold a fund Raising Activity intended It is to victims of which happened yesterday.Everyone who isin this activity,please join us.You are also to donate your used clothes.If you have any questions,please feel free to contact Ms.Maryam as chief program coordinator at from 07.00a.m – 03. P.m

Monday to Friday.

Commitee

PLEASE FIND IN INTERNET, THE EXAMPLE OF
ANNOUNCEMENT TEXT!!

THEN ANALYZE THE

PURPOSES, THE TEXT STRUCTURE AND

The answer key

Answer Key and Scoring Rubric

1 Task one

no	Vocabularies	Meaning	Sentence	score
1	passengers		Free to make sentence	
2	Hand sanitizer		Free to make sentence	
3	Attention		Free to make sentence	
4	Take care		Free to make sentence	
5	Be aware of		Free to make sentence	

2. task two

A.

no	Answer key	nilai
1	<p>1. Social Function of picture 1 : to give information about the “postpone holyday until new year”</p> <p>Picture 2 : to give information about” The students’ farewell party”</p>	2
2	<p>Announcement 1 :</p> <ol style="list-style-type: none"> Purpose: The text that contains the holyday party will be delayed in the next year. Day and Date: second or third Saturday in January Place: in the office <input type="checkbox"/> The Agenda: the holyday party Informing Sender: Lucy, phone 081333743907 (manager) <p>Announcement 2</p> <ol style="list-style-type: none"> Purpose: hold the students’ farewell party Day and Date: 16 July 2011, 10 am- 1 pm Place: in the school The Agenda: students’ farewell party Informing sender: Lucy, phone 222 3098 	6
3	<p>The lexico grammatical features of announcement are:</p> <ol style="list-style-type: none"> Using Simple Present Tense or simple future tense Using Adverb of Time and Place Singular and plural nouns with or without articles <i>a, the, this, those, my, their, etc.</i> 	2


Nilai Akhir = Total Nilai X 10
 Nilai Maksimum = 100
 Nilai Minimum = 20

b. analyzing in a group

no	Answer key	nilai
1	<p>The text are discuss about:</p> <p>Announcement 1: a.postpone holyday until new year,</p> <p>Announcement 2: The students’ farewell party</p>	2

2	Announcement 1 :second or third Saturday in January , Announcement 2 : 16 July 2011, 10 am- 1 pm	2
3	Announcement 1: in the office Announcement 2:The School	2
4	written announcement text related school activity and work place	2
5	At the school and work place	2

Task 4

Nomor	Kunci Jawaban	Nilai
1.	 <p>Note: 1 : The purpose 2 : The agenda 3 : Date 4 : Contact Person</p>	5
2.	The event will be held on 7th June at 7 pm	2
3.	The agendas that can be joined are live music performance and food contests. So, the students can enjoy the music performance which will be sung by the singer, certain band or by the students themselves. The students can enjoy or	3

	join the food contests as well.	
4.	The word "bash" in the announcement means an informal party to celebrate "going back to school" event after the school holiday	5
5.	RSVP stands for repondez s'il vous plait. It means that the students should respond to the announcement by contacting the committee through the phone or email which have been put in the announcement.	5
6.	The topic of the announcement is about bash of back to school.	5
Pada setiap soal, jika jawaban salah diberi nilai 1		

Nilai Akhir =
 Total Nilai X 4 Nilai
 Maksimum =
 100
 Nilai Minimal = 25

Task 5

NO	KUNCI JAWABAN	NILAI
1	help	2
2	The landsslide	2
3	Interested	2
4	invite	2
5	Her house	2

Nilai Akhir = Total Nilai X 10 Nilai Maksimum = 100
 Nilai Minimum = 20

STUDENTS HANDBOOK

Name :
 Grade : X/ 1
 Topic : Announcement Text

F. Core Competence (CC)

1.SPIRITUAL (CC 1) AND SOCIAL (CC 2)	
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Objectives :

After do all activities of learning process, the students are expected to

8. Analyze language elements, generic structure and social function of announcement text
9. Complete and arrange short simple announcement based on the material correctly.
10. Create their own simple announcement text related to school activity or work place.

THE FIRST MEETING MATERIAL

Students' activity (first meeting)

1. Please Fill your attendance list today in google class room by using this code [d3s7kdr](https://classroom.google.com/c/MTkwNDEyNjY1OTc3?cjc=d3s7kdr) or link <https://classroom.google.com/c/MTkwNDEyNjY1OTc3?cjc=d3s7kdr> Listen to the teacher's instruction

VOCABULARIES BUILDING

Please read these words then find the meaning in Bahasa Indonesia and make the sentence!

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1	passengers		
2	Hand sanitizer		
3	Attention		
4	Take care		
5	Be aware of		

Record your voice in a voice note then you can send it to whatsapp group.

3. Please make a sentence based on the words given.
4. Read and record the sentences in whatsapp voice note then send it into our whatsapp Group.!

ANNOUNCEMENT

An announcement is a statement made to the public or to the media in printed or spoken text which gives information about something that has happened or that will happen.

Announcement is divided into two categories are written text and spoken text. Written text we could find easily in internet, news letter, public place, and public transportation and so on. For spoken text, it should be sound we can hear. We could find in public transportation, hospital, Railway station airoirt and so on.

SOCIAL FUNCTION

The social function or the purpose of the text of announcement is to give and share information about something happened or something will happen.

GENERIC STRUCTURE

Generic structure is stating purpose: stating day, date and time: stating place and informing the sender.

The text structure of announcement text is

☉ **HEADING / TITLE/OPENING**

OPENING : in opening part, the writer could say something to the reader including Salutation and greeting.

SALUTATION to the reader is polite way which must to do. The writer could say: dear friend, dear students, to all of my beloved friend and so on.

GREETING

Greeting in heading is important to show polite way to communicate. The writer could say good morning, hello, Happy new year and so on.

◎ DETAIL INFORMATION

In this part, the writer should show, the detail information which will be delivered to the reader. When the writer wants to write the announcement, he should clearly mention the information which can answer the 5W+ 1 H.

What event will be held?

When event did happen?

Where event will be held?

Who are the participants of the event?

(MENTION : WHAT, WHEN, WHERE, WHO)

◎ CLOSING

Closing statement from the writer will give the information to the reader that the writer will be held the event professionally.

Determiner : Determiners are words which come at the beginning of a noun phrase. They tell us whether the noun phrase is specific or general.

Noun phrase : a noun phrase or nominal phrase which has a noun (or indefinite pronoun) as its head word, or which performs the same grammatical function of such a phrase. Noun phrase often function as verb subjects and objects. As predicative expressions , and as the complements of prepositions. Noun phrases can be embedded inside other.

Here the example of announcement



ANNOUNCEMENT

The Students' Association will hold a student gathering for students of grade VII on August 15 at the hall.
Please all students come.

For more information,
Contact Rudy at the Students' Association Office

Students' Association

Announcement to All staff

It's that time of year again. As you all know, Christmas is our busiest season of the year. Every year it is a struggle for management and supervisors to find the time and energy to organize a staff Christmas party. This year, we have decided to postpone the Christmas party until after our busy season.

Party Details:

- Date : Second or third Saturday in January
- Theme : Beach
- Food : Caribbean
- Special events : Karaoke and happy dancing

We apologize that the celebration will have to wait until the new year. Anyone interested to help out with the event is encouraged to call Lucy. Lucy's cell phone number is 222-3098. Please contact Lucy outside business hours regarding this matter.

Thank you,
Management