

RENCANA PELAKSANAAN PEMBELAJARAN (RPP)

Sekolah : SMK N 9 SURAKARTA

Mata Pelajaran : BAHASA INGGRIS

Kelas/Semester : XII/GANJIL

Materi Pokok : Surat Lamaran Kerja

Alokasi Waktu : 2JP (2 X 45 Menit)

Pertemuan Ke : 1 dan 2

A. Tujuan Pembelajaran

Setelah mengikuti proses pembelajaran peserta didik diharapkan mampu :

1. Mengidentifikasi perbedaan dan persamaan kalimat pembuka, pernyataan kualifikasi dan bagian bagian lainnya pada surat lamaran.
2. Membuat setiap bagian surat lamaran kerja dan CV disesuaikan dengan persyaratan yang tertera di iklan lowongan kerja.
3. Menyusun teks khusus lamaran kerja dan CV, yang memberikan informasi antara lain jati diri, latar belakang pendidikan/pengalaman kerja, dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan, secara benar sesuai konteks.

B. Langkah Langkah Pembelajaran

Tahap Kegiatan	Langkah Langkah Pembelajaran
Kegiatan Pendahuluan (10 menit)	<ul style="list-style-type: none">• Memberikan salam dan meminta salah satu peserta didik untuk memimpin doa untuk mengawali pembelajaran.• Guru menyampaikan tentang tujuan pembelajaran atau kompetensi dasar yang akan dicapai.• Apersepsi dan motivasi tentang pentingnya mempunyai keterampilan bahasa Inggris di era global dan menyampaikan keterkaitan dengan kompetensi kria dan seni.• Guru menyampaikan materi yang akan dipelajari yaitu tentang surat lamaran kerja.
Kegiatan Inti (75 menit)	<ul style="list-style-type: none">• Kegiatan Literasi: peserta didik diberi motivasi dan panduan untuk melihat, mengamati, membaca, dan menuliskan kembali. (Peserta didik diberi bahan bacaan dan tayangan terkait dengan materi surat lamaran kerja).• Critical Thinking : Guru memberikan kesempatan kepada peserta didik untuk bertanya tentang materi surat lamaran pekerjaan dan kelengkapannya.• Colaboration : Peserta didik secara personal membuat surat lamaran pekerjaan dan CV sesuai dengan iklan yang diberikan oleh guru.• Communication : Peserta didik membacakan hasil kerja

	<p>berupa surat lamaran pekerjaan di depan kelas.</p> <ul style="list-style-type: none"> • Creativity : Guru dan peserta didik membuat kesimpulan mengenai materi jenis jenis surat lamaran pekerjaan. Peserta didik diberikan kesempatan untuk bertanya kembali terkait materi yang belum dipahami.
Penutup	<ul style="list-style-type: none"> • Refleksi terhadap pembelajaran yang telah berlangsung. • Kegiatan ditutup dengan doa dan salam.

C. Penilaian Hasil Pembelajaran

1. Penilaian Sikap : Penilaian observasi kegiatan kelas.
2. Penilaian Pengetahuan : Penilaian test tertulis berupa pilihan ganda .
3. Penilaian Keterampilan : Penilaian berupa praktik dan produk.

Mengetahui
Kepala Sekolah

(.....)

Surakarta 18 April 2021
Guru Mapel

(Drs. Joko Suyatno)

LAMPIRAN INSTRUMEN PENILAIAN

A. Penilaian Sikap

1. Teknik Penilaian : Observasi
2. Instrumen Penilaian : Lembar Observasi :

No	Nama Siswa	Indikator Sikap				
		Jujur	Disiplin	Tanggung Jawab	Gotong Royong	Percaya Diri
1.						
2.						
3.						
4.						
5.						

Keterangan : 1 = Tidak Pernah
2 = Jarang

3 = Sering
4 = Selalu

No	Nilai	Keterangan
1.	Point 20 – 16	Baik Sekali
2.	Point 15 – 11	Baik
3.	Point 10 – 6	Cukup
4.	Point 5 – 0	Kurang

B. Penilaian Pengetahuan

1. Teknik Penilaian : Test Tertulis
2. Instrument Penilaian : Pilihan Ganda :

No	Soal	Skor
1.	<p>Text 1</p> <p>Dear sirs,</p> <p>With reference to your advertisement in Today's time, I would like to be considered for Marketing Senior Assistant post.</p> <p>My present position in n an electronic marketing staff where I have special responsibility for home appliances. I also have experiences in other electroic goods, like cameras and smart phones. I have been working as a marketing specialist as soon as I completed my first degree in 2012.</p> <p>My tasks among other are building good relationship with distributors and customers, and providing inputs for the company about pricing policies, marketing strategies, and customer satisfaction. Hoping to hear from you soon, I enclose my curriculum vitae and rencent photograph.</p> <p>Yours faithfully,</p>	5

	<p>Harry Clarks</p> <p>Why does the sender write the letter?</p> <ol style="list-style-type: none"> To apply for a certain position. To provide inputs for the company. To give information about his speciality. To convince the readers about his experience. 	
2.	<p>What does the sender possibly do after sending the letter?</p> <ol style="list-style-type: none"> Wait for the response of the recipient. Call the recipient for the confirmation. Work as a marketing specialist. Complete his firs degree 	5
3.	<p>“...I enclose my curriculum vitae..” The word “enclose” is in the closest meaning to...</p> <ol style="list-style-type: none"> Hedge. Attach. Confine. Encircle 	5
4.	<p>Text 2</p> <p>Taylor, Inc. 694 Rockstar Lane Durham, NC 27708</p> <p>Dear Human Resources Director:</p> <p>I just read an article in the New and Observer about Taylor’s new computer center just north of Durham. I would like to apply for a position as an entry-level programmer at the center.</p> <p>I understand that Taylor produces both in-house and customer documentation. I am a fresh graduate of DeVry Institute of Technology in Atlanta with an Associate’s Degree in Computer Science. In addition to having taken a broad range of courses, I served as a computer consultant at the college’s computer center where I helped train computer users on new systems.</p> <p>I will be happy to meet you at your convenience and discuss how my education and experience match your needs. You can reach me at my home address, at (919) 233-1552, or at rock@devry.alumni.edu.</p> <p>Sincerely, Raymond Kric</p> <p>Why did Mr. Krick write the letter?</p> <ol style="list-style-type: none"> To apply for a job. To ask for some information. To introduce himself to Taylor. 	5

	d. To explain his educational background.	
5.	How does Mr. Krick know the vacancy? a. From the radio. b. From a colleague. c. From a newspaper. d. From the television.	5
NILAI : 25 X 4		100

3. Penilaian Keterampilan

1. Teknik Penilaian : Test Keterampilan
2. Instrumen Penilaian : Praktik dan Produk

No	Question	Skor
1.	<div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p style="text-align: center;">ACCOUNTANT REQUIRED</p> <p>Applications are invited for paper manufacturing company for the following.</p> <p>1. CHIEF ACCOUNTANT: C.A Finalist/A.C. M.A M.B.A M.Com with three years experience.</p> <p>2. ACCOUNTS OFFICER: C.A (INT) / M.B.A / M.Com two years experience. B.Com with five years experience.</p> <p style="text-align: center;">Send your C.V along with photographs Latest by 30.06.2010 on the following address.</p> <p>Fazal Paper Mills (Pvt.) Ltd. Faisalabad Road Okara. Ph:044-2661251</p> </div> <p>Based on the following vacancy on Kompas April, 25 2021, make your application letter and your CV !</p>	

No	Panduan Penilaian	Skor
1.	Part of application letter	10
	a. Salutation/ Greeting/ Salam Pembuka.	
	b. Opening Paragraph/ Paragraf Pembuka.	15
	c. Body Paragraph/ Paragraf Isi.	40
	d. Closing Paragraph/ Paragraf Penutup.	15
	e. CV	20
	Nilai	100