

**RENCANA PELAKSANAAN PEMBELAJARAN
TAHUN PELAJARAN 2021-2022**

Satuan Pendidikan : SMK Mutiara Bangsa Satu Tangerang
Mata Pelajaran : Bahasa Inggris
Kelas/Semester : XII/Ganjil
Materi Pokok : **Surat Lamaran Kerja**
Alokasi Waktu : 10 Menit

A. TUJUAN PEMBELAJARAN

Melalui pendekatan saintifik dan model *Problem Based Learning*, peserta didik diharapkan:

1. **Mengidentifikasi (C2)** kosa kata pada *application letter* dengan cara melengkapi teks rumpang secara mandiri
2. **Menentukan (C3)** generic structure pada *application letter* dengan melengkapi tabel yang telah disediakan dengan tepat secara mandiri
3. **Mengaitkan (C4)** kualifikasi pekerjaan yang dilamar sesuai dengan info lowongan pekerjaan yang ada dengan menceklist tabel secara berpasangan
4. **Menyusun (C6)** 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 sesuai dengan info lowongan pekerjaan yang disediakan secara mandiri
5. **Mempresentasikan (C6)** kualifikasi pekerjaan secara kontekstual terkait fungsi sosial, struktur teks, dan unsur kebahasaan surat lamaran kerja, sesuai dengan pilihan salah satu info lowongan pekerjaan yang disediakan secara mandiri

sehingga setelah pembelajaran, peserta didik dapat mencapai KKM secara bertanggung jawab, jujur, dan disiplin.

B. KEGIATAN PEMBELAJARAN

Tahap Pembelajaran	Kegiatan Pembelajaran	Alokasi Waktu
Kegiatan Pendahuluan		
Orientasi	✓ Peserta didik memberi salam, berdoa (PPK)	2 Menit
	✓ Guru mengecek kehadiran peserta didik dan memberi motivasi	
Apersepsi dan pemberian motivasi	✓ Peserta didik menyimak penjelasan guru tentang manfaat, tujuan dan gambaran kegiatan pembelajaran.	
	✓ Guru menyampaikan garis besar cakupan materi dan langkah pembelajaran	
Kegiatan Inti		
<i>Stimulation (pemberian rangsangan)</i>	✓ Peserta didik memberikan respon terkait apa yang harus mereka lakukan setelah lulus dari SMK.	6 Menit
	✓ Peserta didik menjawab pertanyaan guru terkait social function, generic structure and language features pada <i>Application Letter</i> .	
<i>Statement (identifikasi)</i>	✓ Peserta didik mencermati kosa kata yang sulit pada <i>application letter</i> yang disajikan pada <i>slide presentation</i> .	

masalah)	✓ Peserta didik menentukan generic structure <i>application letter</i> yang ditayangkan/ditampilkan.	
	✓ Peserta didik mengaitkan kualifikasi pekerjaan yang dilamar sesuai dengan info lowongan pekerjaan yang disediakan.	
Data Collection (pengumpulan data)	✓ Peserta didik mengidentifikasi kosakata pada <i>application letter</i> dengan cara melengkapi teks rumpang secara mandiri di LKPD 1.	
	✓ Peserta dan guru membahas hasil LKPD 1.	
	✓ Peserta didik mengerjakan LKPD 2 untuk menentukan generic structure <i>application letter</i> pada tabel yang telah disediakan dengan tepat secara mandiri.	
	✓ Peserta dan guru membahas hasil LKPD 2.	
	✓ Peserta mengerjakan LKPD 3 dengan mengaitkan kualifikasi pekerjaan yang dilamar sesuai dengan info lowongan pekerjaan yang ada dengan menceklist tabel secara berpasangan.	
	✓ Peserta dan guru membahas hasil LKPD 3	
Data Processing (pengolahan data)	✓ Peserta didik menyusun lamaran kerja, sesuai dengan info lowongan pekerjaan yang disediakan secara mandiri pada LKPD 4	
	✓ Peserta didik mempresentasikan kualifikasi pekerjaan sesuai dengan info lowongan pekerjaan yang disediakan secara mandiri pada LKPD 5.	
	✓ Peserta didik dan guru memberi umpan balik terhadap LKPD 4 dan LKPD 5.	
Verification (pembuktian)	✓ Peserta didik mengerjakan evaluasi	
	✓ Peserta dan guru membahas evaluasi	
Generalization (kesimpulan)	✓ Peserta didik dengan bimbingan guru menyimpulkan materi pembelajaran.	
	✓ Peserta didik mengumpulkan pembuatan surat lamaran kerja yang dikerjakan secara mandiri dan membahasnya bersama dengan guru.	
Penutup		
	✓ Peserta didik mendapat umpan balik	2 Menit
	✓ Peserta didik bersama-sama guru merefleksi kegiatan dan target yang dicapai	
	✓ Peserta didik menyampaikan kesulitan yang mereka hadapi saat pembelajaran di dalam kelas	
	✓ Peserta didik mendapat informasi rencana kegiatan pembelajaran untuk pertemuan berikutnya	
	✓ Doa dan salam penutup	

C. PENILAIAN PEMBELAJARAN

- ✓ Penilaian sikap melalui pengamatan:
 - 1) Bekerja sama dan aktif saat diskusi
 - 2) Bertanggung jawab dalam menyelesaikan tugas
 - 3) Disiplin, tidak terlambat saat *zoom*, mengunggah tugas tepat waktu
- ✓ Penilaian Pengetahuan melalui tes uraian
- ✓ Penilaian Keterampilan melalui Unjuk Kerja

✓ Tindak Lanjut

1. Remedial

Peserta didik yang belum mencapai KKM (75) diberi tugas tambahan untuk mengerjakan soal Remedial. Kemudian guru mengevaluasi kemajuan kompetensi peserta didik dalam menganalisis fungsi sosial, struktur teks, dan unsur kebahasaan dengan memberi latihan soal dan membahasnya. Kemudian guru melaksanakan penilaian remedial.

2. Pengayaan

Bagi peserta didik yang mempunyai nilai di atas 90 diberi pengayaan berupa tugas mandiri untuk mengaplikasikan penggunaan *Application Letter* terkait lowongan pekerjaan yang sesuai dengan jenis pekerjaan yang mereka senangi.

Mengetahui
Kepala Sekolah

Seno Jumadi, S. E.

Tangerang, 01 Januari 2022

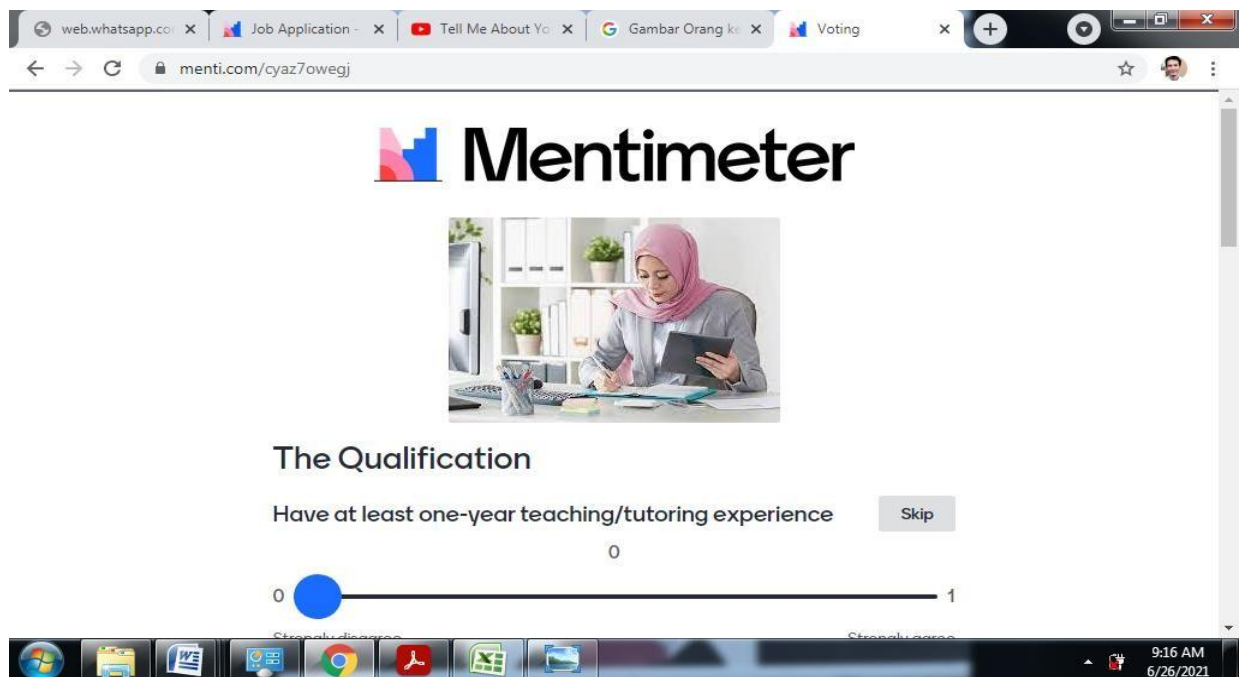
Guru Bidang Studi

Rifki Amin, M. Pd.

Mentimeter : <https://www.menti.com/of5ojpcjr>



Mentimeter : <https://www.menti.com/cyaz7owegj>



Linkedin

Sources : Linkedin

Text 1 : <https://www.linkedin.com/jobs/view/2603100324/>

(Text 1)

Introduction to the Role

Grab's Performance Marketing Team is a team of digital experts and marketers who are passionate about their work. This team leads both traditional and strategic dynamic device buying channels to grow our market penetration and re-engage with existing users, leveraging on internal user operation levers and internal traffic management products to improve user acquisition efficiency as well as deep-diving into the full converting funnels to uplift channel efficiency during each iteration cycle.

Reporting to the Regional Digital Marketing Lead, your key responsibilities include but not limited to Key

Tasks and Responsibilities:

- Channel operation optimization and automation
Manage paid channels to support platform MAU and user growth for all Grab verticals. Lead channel integration and innovation with Product/ Tech/ Analytics on audience targeting, landing page, ad content and feeds to improve channel efficiency via structured roadmap planning of iteration upgrade.
- Go to market strategy & rules implementation
Analyze channel performance via different measurement systems to set internal channel operation strategy and rules to fine-tune audience targeting of different channel types as well as to further develop engaging ad content to landing page rules and optimization roadmaps alongside the vertical marketing teams.
- A/B testing mindset and data-driven
Improve channel performance via heavy A/B testing on all key levers to keep improving channel CTR and Conversions. Work cross-functionally with Analytics /Marketing/Strategy team to uplift channel performance via incremental analysis.
- Cross function collaboration
Close collaboration with user growth/branding/commercial/campaign / and other biz units to leverage each other's strength for integrated marketing uplift for the whole platform.
- Paid Media Key Tasks & Responsibilities
 - Strategize BAU media investment guidelines across media channels and digital touch points (on and offsite) against master performance KPIs benchmarks.
 - Continuously improve and optimize BAU media investment efficiencies across media channels and digital touchpoints (on and offsite) against master performance KPIs benchmarks
 - Lead and develop media investment guidelines for country marketing campaigns and Regional marketing campaigns.
 - Track and monitor performance, and provide timely optimization recommendations for Country and Regional marketing campaigns working closely with our media agency.
 - Deliver post-campaign analysis and assessment across the marketing campaign's with key learning points for improvements
 - Create internal materials that will build knowledge and capabilities across the region, as well as to inspire and empower local ownership and to apply with excellence
 - Together with country & regional Insights & Analytics, build processes that will drive more efficient ways of working, reporting, and management of media investments via internal Dashboards.

Source <https://www.linkedin.com/jobs/view/2603100324/>

LinkedIn

Sources : LinkedIn

Text 2 : <https://www.linkedin.com/jobs/view/2598041352/>

(Text 2)

Sales Manager at OLX Group

About the job

We are looking for a high-performing Sales Manager to help us meet our customer acquisition and revenue growth targets by keeping our company competitive and innovative. You will be responsible for maximizing our sales team potential, crafting sales plans and justifying those to plans to the upper management.

What you will be doing:

- Achieve growth and hit sales targets by successfully managing the sales team
- Design and implement a strategic business plan that expands company's customer base and ensure its strong presence
- Own recruiting, objectives setting, coaching and performance monitoring of sales representatives
- Build and promote strong, long-lasting customer relationships by partnering with them and understanding their needs
- Present sales, revenue and expenses reports and realistic forecasts to the management team
- Identify emerging markets and market shifts while being fully aware of new products and competition status

Who we are looking for:

- Successful previous experience as a sales representative or sales manager, consistently meeting or exceeding targets.
- Demonstrated ability to communicate, present and influence credibly and effectively at all levels of the organization
- Proven ability to drive the sales process from plan to close
- Strong business sense and industry expertise
- Excellent mentoring, coaching and people management skills

What we'll give you:

- Dynamic, smart, and funny colleagues who love to work with great people like you and achieve success together.
- Exposure to global opportunities; collaboration with a global team and/or global training.
- Competitive compensation and benefits.
- Opportunity to make a difference and to help improve people's lives by bringing them together for win-win exchanges.

What you need to know about us:

- OLX is the world's leading classifieds platform in high-growth markets. It's available in more than 35 countries and in over 50 languages. The platform makes it so easy to connect people to buy, sell or exchange used goods and services.
- OLX is part of the OLX Group, a global product and tech company with 17 brands, +40 countries, +9000 people and one mindset.
- Our mission is to make it super easy for people to buy and sell almost anything, boosting local economies.
- We are proud to be different, and we work differently too. We combine the spirit and agility of a start-up with the maturity that comes from being part of a 100-year-old company.
- We are curious, ambitious, and allergic to corporate interference. We improvise, experiment, and push each other further, embracing uncertainty and driving change.

If you are as excited as us about this position and our company, we hope you join us! If you'd like to learn more about the OLX Group take a look at the other parts of our website. And remember, we are an equal opportunity employer.

Source <https://www.linkedin.com/jobs/view/2598041352/>

Material

Youtube : Sir Rifki Channel

Writing Job Application Letter (<https://www.youtube.com/watch?v=LjEFLWD9Ghc>)

Job Application Letter
Read the following form.

- Applicant's address
 - Your name
 - Your address
 - Your telephone number
 - Your e-mail address
- Date
- Employer's Address
 - Employer's name
 - Job Title
 - Company's name
 - Company's address
- Substitution
 - Dear
- Opening paragraph
 - Explain the basic reason for the application letter. Which job are you applying for? Where and where did you see the position advertised? If it is not advertised, state how you got the information about the vacant position.
- Body of Letter
 - Demonstrate confidently that your skills, background, and experience are suitable with the desired job requirements. Mention specific qualifications which make you a good fit for the employer's needs. Mention how your personal skills enhance and support your technical abilities and state that you would highly regard an opportunity to work for the company.
- Closing Paragraph
 - State your availability for an interview or test and include your contact number or e-mail.
- Closing
 - Yours sincerely/Yours faithfully
- Signature
 - Your name

Writing Job Application Letter
1.759 x ditonton • 6 Okt 2020

Youtube : Linda Raynier

Tell Me About Yourself - A Good Answer to This Interview Question

<https://www.youtube.com/watch?v=kayOhGRcNt4>

Tell Me About Yourself - A Good Answer to This Interview Question
1.122.191 x ditonton • Streaming 3

Slideshare : <https://www.slideshare.net/rifkiamin/application-letter-249434754>

The screenshot shows a web browser window displaying a Slideshare presentation. The browser's address bar shows the URL [slideshare.net/rifkiamin](https://www.slideshare.net/rifkiamin). The presentation is titled "Application Letter" and is presented by "Rifki Amin". The main slide features the title "Application Letter" in a large, bold font, with a background illustration of several hands holding up various application letters. To the left of the main slide is the presenter's profile for Rifki Amin, which includes a profile picture, an "Edit profile" button, and statistics: 10 SlideShares, 50 Followers, and 0 Clipboards. The profile also lists his location as Cengkareng, Jakarta Raya, Indonesia, his profession as an English Teacher, and his education background. A bio paragraph follows: "become a means for others is a pride for my life ... I make better myself day by day... useful for other people.. I am Aan's son,, I have four brothers,, My family called Pandawa Lima,, till now still experiencing a crisis of confidence in dealing with problems of life.. try to find a real life..". To the right of the main slide is a sidebar with an "Embed" button and a list of the presenter's other content, including "Presentations" (4 items), "Documents" (6 items), and "Infographics" (0 items). The Windows taskbar at the bottom shows the time as 3:04 PM on 6/21/2021.

<https://www.menti.com/of5ojpcjr>



Material of Application Letter

Sources : Sir Rifki Channel

Link :

<https://www.youtube.com/watch?v=LjEFLWD9Ghc>



Function of Application Letter

The Social function of application letter is to apply for a particular position offered by a company or an organization.

Application Letter





Generic Structure of Application Letter

Read the following form.

Applicant's address
Your name
Your address
Your telephone number
Your e-mail address

Date

Employer's Address
Employer's name
Job Title
Company's name
Company's address

Salutation
Dear ...

Opening paragraph
Explain the basic reason for the application letter. Which job are you applying for? When and where did you see the position advertised? If it is not advertised, state how you got the information about the vacant position.

Body of Letter
Demonstrate confidently that your skills, background, and experience are suitable with the desired job requirements. Mention specific qualifications which make you a good fit for the employee's needs. Mention how your personal skills enhance and support your technical abilities and state that you would highly regard an opportunity to work for the company.

Closing Paragraph
State your availability for an interview or test and include your contact number or e-mail.

Closing
Yours sincerely/Yours faithfully

Signature
Your name

Hendra Harjuna
Jl. Semangka no. 76
Pekanbaru
0888123123456
hh.arjun@yahoo.co.id
November 12, 2019

Mrs. Laela Purnama
Personnel Manager
Skyblue Auto Motors
Jl. Sepatitera no. 110
Pekanbaru

Dear Mrs. Laela Purnama:

I am writing to apply for the position of Motorcycle Mechanic as advertised in Horizon Post newspaper on Saturday, November 10, 2019.

As you can see from my enclosed curriculum vitae, my qualifications match the requirements for this position.

I graduated from SMK Karya Bangsa Palembang majoring in Automotive Engineering. My internship at PT Wahid Teknik Palembang afforded me with the crucial skills to work with professional technicians. I assisted them in general repairs of various brands of motorcycles. I am familiar with proper standard care in automotive repairs.

I am a fast learner and hard worker. I am able to work under pressure in a team.

I greatly appreciate the time you spend for reviewing my application, and the opportunity for an interview which I can attend at your most convenient time. I can be reached by phone or e-mail any time.

Thank you for your kind attention.

Yours sincerely,
Hendra Harjuna
Hendra Harjuna

Language Feature of Application Letter

1. use the present tense
2. use the verbs to indicate actions and feelings
3. use the future tense for suggesting solutions to problems the job



LKPD 1

Your Turn

Complete the following letter with suitable words.

Miko Subandi
Perum Air Bening D no. 19
Manado
0822344556677
November 14, 2019
Mrs. Rana Maharani
(1) _____
PT True Sisters
Jl. Beruang no. 4A
Manado

Dear Ma'am:

I read the advertisement on your company's website that there is a (2) _____ in your company as Customer Service Representative. I would like to apply for the position. I sincerely believe that I meet your (3) _____ for the position.

I (4) _____ from SMK Bakti majoring in Office Administration in 2018. I have developed my (5) _____ and qualities through studies and internships. Through internships I have experiences for real work at a company. I have the ability to work (6) _____ and a pleasant personality. I am (7) _____ in communication skills and computer literate. I am good at both written and spoken English. I am (8) _____, creative, and energetic.

I enclose my curriculum vitae, a photocopy of the latest certificate, identity card, and references. I would welcome a (9) _____ for an interview. I look forward to hearing from you. Thank you.

Yours (10) _____
Miko Subandi
Miko Subandi

- a. vacancy
- b. under pressure
- c. chance
- d. Personnel Manager
- e. sincerely
- f. requirements
- g. graduated
- h. hardworking
- i. proficient
- j. transcript
- k. skills

Source : Schoology
See [LKPD 1](#)



Your Turn

Complete the following letter with suitable words.

Miko Subandi
Perum Air Bening D no. 19
Manado
0822344556677
November 14, 2019
Mrs. Raima Muharani
(1) Personal Manager
PT True Sisters
Jl. Bering no. 4A
Manado

Dear Ma'am:

I read the advertisement on your company's website that there is a (2) vacancy in your company as Customer Service Representative. I would like to apply for the position. I sincerely believe that I meet your (3) requirements for the position.

I (4) graduated from SMK Ikalil majoring in Office Administration in 2018. I have developed my (5) skills and qualities through studies and internship. Through internships I have experiences for real work at a company. I have the ability to work (6) hard and a pleasant personality. I am (7) proficient in communication skills and computer literate. I am good at both written and spoken English. I am (8) creative and energetic.

I enclose my curriculum vitae, a photocopy of the latest certificate, identity card, and references. I would welcome a (9) transcript for an interview. I look forward to hearing from you. Thank you.

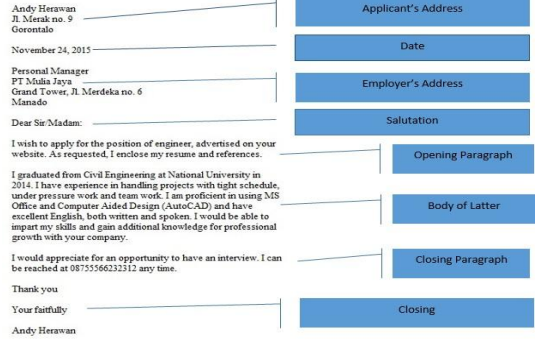
Yours (10) sincerely

Miko Subandi

- a. vacancy
- b. under pressure
- c. chance
- d. Personal Manager
- e. sincerely
- f. requirements
- g. graduated
- h. hardworking
- i. proficient
- j. transcript
- k. skills
- l. vacant

Generic Structure of Application Letter

Read the following form.



Task 2

Compare the Generic Structure of Application Letter and *Surat Lamaran Kerja*

See [LKDP 2](#)



Task 3

Give a mark (v) if you have the qualification

See [LKPD 3](#)



Task 4

Create an application letter based on the job application

Thank You

See [LKPD 4](#)



Task 5

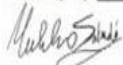
Choose one of the application job, and make three-minute presentation

See [LKPD 5](#)



Task 1

Complete the following letter with suitable words.

Miko Subandi
 Perum Air Bening D no. 19
 Manado
 08223344556677
 November 14, 2019
 Mrs. Ratna Maharani
 (1) _____
 PT True Sisters
 Jl. Beruang no. 4A
 Manado
 Dear Ma'am:
 I read the advertisement on your company's website that there is a (2) _____ in your company as Customer Service Representative. I would like to apply for the position. I sincerely believe that I meet your (3) _____ for the position.
 I (4) _____ from SMK Bakti majoring in Office Administration in 2018. I have developed my (5) _____ and qualities through studies and internships. Through internships I have experiences for real work at a company. I have the ability to work (6) _____ and a pleasant personality. I am (7) _____ in communication skills and computer literate. I am good at both written and spoken English. I am (8) _____, creative, and energetic.
 I enclose my curriculum vitae, a photocopy of the latest certificate, identity card, and references. I would welcome a (9) _____ for an interview. I look forward to hearing from you. Thank you.
 Yours (10) _____,

 Miko Subandi

- a. vacane
- b. under pressure
- c. chance
- d. Personnel Manager
- e. sincerely
- f. requirements
- g. graduated
- h. hardworking
- i. proficient
- j. transcript
- k. skills
- l. vacant

The Answer of Task 1

Complete the following letter with suitable words.

Mengidentifikasi (C2) kosa kata pada *application letter* dengan cara melengkapi teks rumpang secara mandiri

Miko Subandi
 Perum Air Bening D no. 19
 Manado
 08223344556677
 November 14, 2019
 Mrs. Ratna Maharani
 (1) Personal Manager
 PT True Sisters
 Jl. Beruang no. 4A
 Manado


Dear Ma'am:

I read the advertisement on your company's website that there is a (2) vacancy in your company as Customer Service Representative. I would like to apply for the position. I sincerely believe that I meet your (3) requirements for the position.

I (4) graduated from SMK Bakti majoring in Office Administration in 2018. I have developed my (5) skills and qualities through studies and internships. Through internships I have experiences for real work at a company. I have the ability to work (6) under pressure and a pleasant personality. I am (7) proficient in communication skills and computer literate. I am good at both written and spoken English. I am (8) hardworking, creative, and energetic.

I enclose my curriculum vitae, a photocopy of the latest certificate, identity card, and references. I would welcome a (9) chance for an interview. I look forward to hearing from you. Thank you.

Yours (10) sincerely,


 Miko Subandi

Jumlah Benar X 10 = Nilai Perolehan

No.	Huruf	Rentang angka
1.	Sangat Baik (A)	86-100
2.	Baik (B)	71-85
3.	Cukup (C)	56-70
4.	Kurang (D)	≤ 55

Task 2

Find the Generic Structure of Application Letter by completing the information of the table given

Andy Herawan
Jl. Merak no. 9
Gorontalo

November 24, 2015

Personal Manager
PT Mulia Jaya
Grand Tower, Jl. Merdeka no. 6
Manado

Dear Sir/Madam:

I wish to apply for the position of engineer, advertised on your website. As requested, I enclose my resume and references.

I graduated from Civil Engineering at National University in 2014. I have experience in handling projects with tight schedule, under pressure work and team work. I am proficient in using MS Office and Computer Aided Design (AutoCAD) and have excellent English, both written and spoken. I would be able to impart my skills and gain additional knowledge for professional growth with your company.

I would appreciate for an opportunity to have an interview. I can be reached at 08755566232312 any time.

Thank you

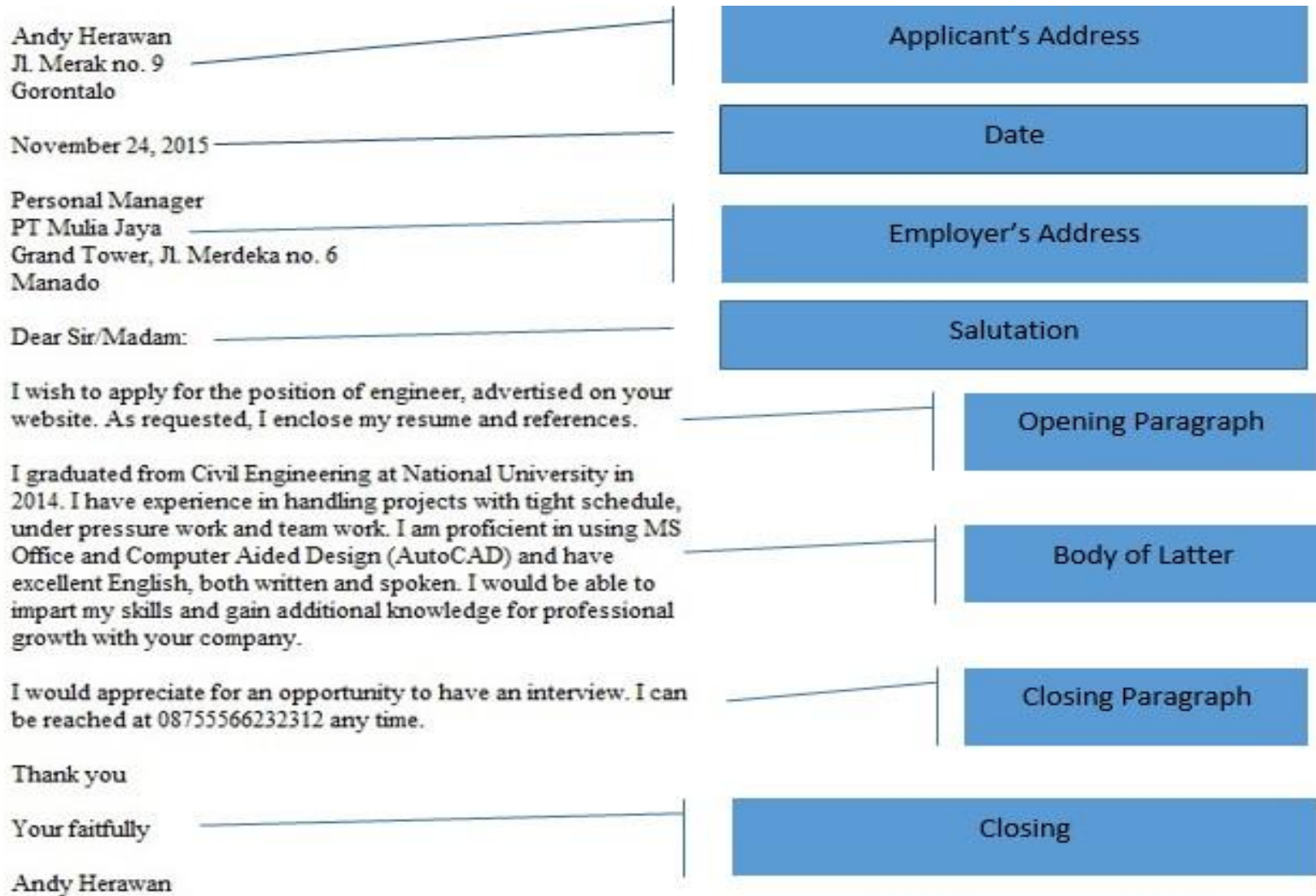
Your faithfully

Andy Herawan

Fill in the table below using the information from the text above.

Application Letter	
Applicant's Address	
Date	
Employer's Address	
Salutation	
Opening Paragraph	
Body of Letter	
Closing Paragraph	
Closing	

The Answer of Task 2



Menentukan (C3) generic structure pada application *letter* dengan melengkapi tabel yang telah disediakan dengan tepat secara mandiri

Jumlah Benar X 100 = Nilai Perolehan

8

No.	Huruf	Rentang angka
1	Sangat Baik (A)	86-100
2	Baik (B)	71-85
3	Cukup (C)	56-70
4	Kurang (D)	≤ 55

Task 3

Look at the following Job Application

Give a mark (v) if you have the qualification

About You		
Qualification	Student's Name	Student's Name
Have at least one-year teaching/tutoring experience		
Passionate about teaching		
Strong understanding of the concept in the Indonesian Curriculum for English (SD & SMP)		
Able to operate Zoom meeting, G Suite, and other online meeting platforms		
Has the Energy/Sense of Humor, ability to keep the class engaging		
Has online presence/persona		
Fluent in speaking Bahasa & English		
Great Communicator		
Be Gritty and willing to work hard and smart to get the job done		

About Guru Juara:

Guru Juara is someone who is not just a great teacher but also able to connect and bring a fun learning environment to the classroom. It needs more than just mastering the mathematical concepts, but also someone who is passionate about building up students confidence in tackling difficult problems. We are looking for individuals with Mathematics or STEM subjects background, with a flare to teach to help us in our mission #satukelasdulu.

About The Company

- Early-stage, ed-tech, funded, growing, growing fast
- Mission Driven: Make Indonesia competitive on a global scale
- Build the best educational content and technology to advance STEMeducation
- Students-First approach

About The People

- ❤️ Love what we do
- Committed to making learning fun, accessible, and safe
- Teams are better. We value ownership, responsibility, transparency
- Global, diverse backgrounds. Been there, done that

What does it look like one year from now ?

- You have taught over 1000 students live and many of them are so grateful to not only have you as their teacher but also their motivator
- Hundreds of students are more confident than ever and they are ready to take on the world because of you
- You have developed new ways to improve and innovate online teaching through different technologies you have experimented with
- You have been trained to be the best online STEM teacher in the country and now you are helping new teachers learn to be the best version of themselves.
- You have learned very important skills in building confidence and motivation in others. You have become a great leader.

You will make us go if:

- You've had experience in Ed-Tech
- You have your own channel - YouTube and the likes

Source <https://www.linkedin.com/jobs/search/?currentJobId=2558209953&pivotType=jmbii>

The Answer of Task 3

Look at the following Job Application

Give a mark (v) if you have the qualification

About You		
Qualification	Andy	Anton
Have at least one-year teaching/tutoring experience	V	V
Passionate about teaching	V	V
Strong understanding of the concept in the Indonesian Curriculum for English (SD & SMP)	V	V
Able to operate Zoom meeting, G Suite, and other online meeting platforms	V	V
Has the Energy/Sense of Humor, ability to keep the class engaging	V	V
Has online presence/persona	V	V
Fluent in speaking Bahasa & English	V	V
Great Communicator	V	V
Be Gritty and willing to work hard and smart to get the job done	V	V

About Guru Juara:

Guru Juara is someone who is not just a great teacher but also able to connect and bring a fun learning environment to the classroom. It needs more than just mastering the Mathematical concepts, but also someone who is passionate about building up students' confidence in tackling difficult problems. We are looking for individuals with Mathematics or STEM subjects background, with a flare to teach to help us in our mission #satukelasdulu.

About The Company

- Early-stage, ed-tech, funded, growing, growing fast
- Mission Driven: Make Indonesia competitive on a global scale
- Build the best educational content and technology to advance STEMeducation
- Students-First approach

About The People

- ♥️ Love what we do
- Committed to making learning fun, accessible, and safe
- Teams are better. We value ownership, responsibility, transparency
- Global, diverse backgrounds. Been there, done that

What does it look like one year from now ?

- You have taught over 1000 students live and many of them are so grateful to not only have you as their teacher but also their motivator
- Hundreds of students are more confident than ever and they are ready to take on the world because of you
- You have developed new ways to improve and innovate online teaching through different technologies you have experimented with
- You have been trained to be the best online STEM teacher in the country and now you are helping new teachers learn to be the best version of themselves.
- You have learned very important skills in building confidence and motivation in others. You have become a great leader.

You will make us go if:

- You've had experience in Ed-Tech
- You have your own channel - YouTube and the likes

Source
<https://www.linkedin.com/jobs/search/?currentJobId=2558209953&pivotType=jmbii>

Mengaitkan (C4) kualifikasi pekerjaan yang dilamar sesuai dengan info lowongan pekerjaan yang ada dengan menceklist tabel secara berpasangan

Jumlah Benar X 100 = Nilai Perolehan

9

No.	Huruf	Rentang angka
1	Sangat Baik (A)	86-100
2	Baik (B)	71-85
3	Cukup (C)	56-70
4	Kurang (D)	≤ 55

Task 4

Create an application letter based on the following job application.

About Guru Juara:

Guru Juara is someone who is not just a great teacher but also able to connect and bring a fun learning environment to the classroom. It needs more than just mastering the Mathematical concepts but also someone who is passionate about building up students' confidence in tackling difficult problems. We are looking for individuals with Mathematics or STEM subjects background, with a flare to teach to help us in our mission #satukelasdulu.

About The Company

- Early-stage, ed-tech, funded, growing, growing fast
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About The People

- ♥ Love what we do
- Committed to making learning fun, accessible, and safe
- Teams are better. We value ownership, responsibility, transparency
- Global, diverse backgrounds. Been there, done that

What does it look like one year from now ?

- You have taught over 1000 students and many of them are so grateful to not only have you as their teacher but also their motivator
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- You have developed new ways to improve and innovate online teaching through different technologies you have experimented with
- You have been trained to be the best online STEM teacher in the country and now you are helping new teachers learn to be the best version of themselves
- You have learned very important skills in building confidence and motivation in others. You have become a great leader.

You will make us go if:

- You've had experience in Ed-Tech
- You have your own channel - YouTube and the likes

Source <https://www.linkedin.com/jobs/search/?currentJobId=2558209953&pivotType=jymbii>

The Answer of Task 4

Menyusun (C6) 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 sesuai dengan info lowongan pekerjaan yang d isediakan secara mandiri.

Penilaian Kemampuan Menulis

No	Aspek yang Dinilai	Kriteria	Skor	Skor Perolehan
1	Kesesuaian isi dengan judul	Isi sangat sesuai dengan judul	10	
		Isi sesuai dengan judul	9	
		Isi cukup sesuai dengan judul	8	
		Isi kurang sesuai dengan judul	7	
		Isi tidak sesuai dengan judul	6	
2	Keruntutan Teks	Keruntutan teks sangat tepat	10	
		Keruntutan teks tepat	9	
		Keruntutan teks cukup tepat	8	
		Keruntutan teks kurang tepat	7	
		Keruntutan teks tidak tepat	6	
3	Pilihan Kosakata	Pilihan kosakata sangat tepat	5	
		Pilihan kosakata tepat	4	
		Pilihan kosakata cukup tepat	3	
		Pilihan kosakata kurang tepat	2	
		Pilihan kosakata tidak tepat	1	
4	Pilihan tata bahasa	Pilihan tata bahasa sangat tepat	5	
		Pilihan tata bahasa tepat	4	
		Pilihan tata bahasa cukup tepat	3	
		Pilihan tata bahasa kurang tepat	2	
		Pilihan tata bahasa tidak tepat	1	

$$\frac{\text{Skor Perolehan}}{30} \times 100 = \text{Nilai Perolehan}$$

No.	Huruf	Rentang angka
1	Sangat Baik (A)	86-100
2	Baik (B)	71-85
3	Cukup (C)	56-70
4	Kurang (D)	≤ 55

(Text1)

Introduction to the Role

Grab's Performance Marketing Team is a team of digital experts and marketers who are passionate about their work. This team leads both traditional and strategic dynamic device buying channels to grow our market penetration and re-engage with existing users, leveraging on internal user operation levers and internal traffic management products to improve user acquisition efficiency as well as deep-diving into the full converting funnels to uplift channel efficiency during each iteration cycle.

Reporting to the Regional Digital Marketing Lead, your key responsibilities include but not limited to Key

Tasks and Responsibilities:

- **Channel operation optimization and automation**
Manage paid channels to support platform MAU and user growth for all Grab verticals. Lead channel integration and innovation with Product/ Tech/ Analytics on audience targeting, landing page, ad content and feeds to improve channel efficiency via structured roadmap planning of iteration upgrade.
- **Go to market strategy & rules implementation**
Analyze channel performance via different measurement systems to set internal channel operation strategy and rules to fine-tune audience targeting of different channel types as well as to further develop engaging ad content to landing page rules and optimization roadmaps alongside the vertical marketing teams.
- **A/B testing mindset and data-driven**
Improve channel performance via heavy A/B testing on all key levers to keep improving channel CTR and Conversions. Work cross-functionally with Analytics /Marketing/Strategy team to uplift channel performance via incremental analysis.
- **Cross function collaboration**
Close collaboration with user growth/branding/commercial/campaign / and other biz units to leverage each other's strength for integrated marketing uplift for the whole platform.
- **Paid Media Key Tasks & Responsibilities**
 - Strategize BAU media investment guidelines across media channels and digital touch points (on and offsite) against master performance KPIs benchmarks.
 - Continuously improve and optimize BAU media investment efficiencies across media channels and digital touchpoints (on and offsite) against master performance KPIs benchmarks
 - Lead and develop media investment guidelines for country marketing campaigns and Regional marketing campaigns.
 - Track and monitor performance, and provide timely optimization recommendations for Country and Regional marketing campaigns working closely with our media agency.
 - Deliver post-campaign analysis and assessment across the marketing campaign's with key learning points for improvements
 - Create internal materials that will build knowledge and capabilities across the region, as well as to inspire and empower local ownership and to apply with excellence
 - Together with country & regional Insights & Analytics, build processes that will drive more efficient ways of working, reporting, and management of media investments via internal Dashboards.

Source <https://www.linkedin.com/jobs/view/2603100324/>

(Text 2)

Sales Manager at OLX Group

About the job

We are looking for a high-performing Sales Manager to help us meet our customer acquisition and revenue growth targets by keeping our company competitive and innovative. You will be responsible for maximizing our sales team potential, crafting sales plans and justifying those to plans to the upper management.

What you will be doing:

- ☐ Achieve growth and hit sales targets by successfully managing the sales team
- ☐ Design and implement a strategic business plan that expands company's customer base and ensure its strong presence
- ☐ Own recruiting, objectives setting, coaching and performance monitoring of sales representatives
- ☐ Build and promote strong, long-lasting customer relationships by partnering with them and understanding their needs
- ☐ Present sales, revenue and expenses reports and realistic forecasts to the management team
- ☐ Identify emerging markets and market shifts while being fully aware of new products and competition status

Who we are looking for:

- ☐ Successful previous experience as a sales representative or sales manager, consistently meeting or exceeding targets.
- ☐ Demonstrated ability to communicate, present and influence credibly and effectively at all levels of the organization
- ☐ Proven ability to drive the sales process from plan to close
- ☐ Strong business sense and industry expertise
- ☐ Excellent mentoring, coaching and people management skills

What we'll give you:

- Dynamic, smart, and funny colleagues who love to work with great people like you and achieve success together.
- Exposure to global opportunities; collaboration with a global team and/or global training.
- Competitive compensation and benefits.
- Opportunity to make a difference and to help improve people's lives by bringing them together for win-win exchanges.

What you need to know about us:

- OLX is the world's leading classifieds platform in high-growth markets. It's available in more than 35 countries and in over 50 languages. The platform makes it so easy to connect people to buy, sell or exchange used goods and services.
- OLX is part of the OLX Group, a global product and tech company with 17 brands, +40 countries, +9000 people and one mindset.
- Our mission is to make it super easy for people to buy and sell almost anything, boosting local economies.
- We are proud to be different, and we work differently too. We combine the spirit and agility of a start-up with the maturity that comes from being part of a 100-year-old company.
- We are curious, ambitious, and allergic to corporate interference. We improvise, experiment, and push each other further, embracing uncertainty and driving change.

If you are as excited as us about this position and our company, we hope you join us! If you'd like to learn more about the OLX Group take a look at the other parts of our website. And remember, we are an equal opportunity employer.

Source <https://www.linkedin.com/jobs/view/2598041352/>

Task 5

There are two job application letters, choose one application job and make a three-minute presentation by considering to the guided-question below, record it in a video and send to schoology folder.

Sources : LinkedIn

Text 1 : <https://www.linkedin.com/jobs/view/2603100324/>

Text 2 : <https://www.linkedin.com/jobs/view/2598041352/>

The following questions are

1. What are the requirements you should have to apply for this job?
2. Give the best reason why the company should accept you for this job.

The Answer of Task 5

Mempresentasikan (C6) kualifikasi pekerjaan secara kontekstual terkait fungsi sosial, struktur teks, dan unsur kebahasaan surat lamaran kerja, sesuai dengan pilihan salah satu info lowongan pekerjaan yang disediakan secara mandiri. **Penilaian Kemampuan Berbicara (Speaking Skill)**

No	Aspek yang Dinilai	Kriteria	Skor 1-5	Skor Perolehan			
1	Kesesuaian isi dengan judul	Isi sangat sesuai dengan judul	10				
		Isi sesuai dengan judul	9				
		Isi cukup sesuai dengan judul	8				
		Isi kurang sesuai dengan judul	7				
		Isi tidak sesuai dengan judul	6				
2	Pengucapan (<i>pronunciation</i>)	Hampir sempurna	5				
		Ada beberapa kesalahan, tetapi tidak mengganggu makna	4				
		Ada beberapa kesalahan dan mengganggu makna	3				
		Banyak kesalahan dan mengganggu makna	2				
		Terlalu banyak kesalahan dan mengganggu makna	1				
		3	Intonasi (<i>intonation</i>)		Hampir sempurna	5	
					Ada beberapa kesalahan, tetapi tidak mengganggu makna	4	
					Ada beberapa kesalahan dan mengganggu makna	3	
					Banyak kesalahan dan mengganggu makna	2	
Terlalu banyak kesalahan dan mengganggu makna	1						
4	Kelancaran (<i>fluency</i>)			Sangat lancar	5		
				Lancar	4		
				Cukup lancar	3		
				Kurang lancar	2		
		Tidak lancar	1				
5	Ketepatan Makna (<i>accuracy</i>)	Sangat tepat	5				
		Tepat	4				
		Cukup tepat	3				
		Kurang tepat	2				
		Tidak tepat	1				

Skor Perolehan x 100 = Nilai Perolehan

30

No.	Huruf	Rentang angka
1	Sangat Baik (A)	86-100
2	Baik (B)	71-85
3	Cukup (C)	56-70
4	Kurang (D)	≤ 55

Formative Test

Read the following letter

Mr. Subroto
Head Of Human Resource Division
PT Mentari Jaya
Jln. Subaru No. 45 b
Jakarta 15677

Dear Mr. Subroto:

Based on the (1) _____ in Bisnis Magazines at January 05th, 2015 there a job vacancy in your company as accountant.

I believe (2) _____ that my 3 years of accounting experience might be as an asset to your Company PT Mentari Jaya, in reaching your better company.

I have completed my professional certification on tax after I graduated my bachelor degree 5 years ago. I seek a great opportunity and strongly identification with high mark. My experience in accounting in the previous company like how I fully responsible for the (3) _____ in that company of monthly consolidate statements financials such as for management and public reporting. In addition the Annual Report to Shareholders is one of my skill that I could.

So I hope you will freely see my cv or to (4) _____ my email in andika22@gmail.com or freely call me at +6282345326754.

Sincerely,

Andika Utama

Part A

- | | | |
|------------------|------------------|----------------|
| 1. A. advertises | C. advertising | E. advertised |
| B. advertise | D. advertisement | |
| 2. A. on | C. at | E. to |
| B. in | D. of | |
| 3. A. prepare | C. prepared | E. preparation |
| B. preparing | D. prepares | |
| 4. A. contact | C. contacting | E. contraction |
| B. contacted | D. contacts | |

Evaluation

Part B

1. Which sentence is the opening paragraph?
2. Which sentence is the body paragraph?
3. Which sentence is the closing paragraph?

Part C

1. What are the requirements you should have to apply for this job?
2. Give three reasons why the company should accept you for this job.
3. Create the application letter by your own information based on the text above

The Answer of Formative Test

Read the following letter

Mr. Subroto
Head Of Human Resource Division
PT Mentari Jaya
Jln. Subaru No. 45 b
Jakarta 15677

Dear Mr. Subroto:

Based on the (1) in Bisnis Magazines at January 05th, 2015 there a job vacancy in your company as accountant.

I believe (2) that my 3 years of accounting experience might be as an asset to your Company PT Mentari Jaya, in reaching your better company.

I have completed my professional certification on tax after I graduated my bachelor degree 5 years ago. I seek a great opportunity and strongly identification with high mark. My experience in accounting in the previous company like how I fully responsible for the (3) in that company of monthly consolidate statements financials such as for management and public reporting. In addition the Annual Report to Shareholders is one of my skill that I could.

So I hope you will freely see my cv or to (4) my email in andika22@gmail.com or freely call me at +6282345326754.

Sincerely,

Andika Utama

Part A

- | | | |
|----------------------|-------------------------|-----------------------|
| 1. A. advertises | C. advertising | E. advertised |
| B. advertise | D. advertisement | |
| 2. A. on | C. at | E. to |
| B. in | D. of | |
| 3. A. prepare | C. prepared | E. preparation |
| B. preparing | D. prepares | |
| 4. A. contact | C. contacting | E. contraction |
| B. contacted | D. contacts | |

Part B

1. Which sentence is the opening paragraph?

Based on the advertisement in Bisnis Magazines at January 05th, 2015 there a job vacancy in your company as accountant.

2. Which sentence is the body paragraph?

I have completed my professional certification on tax after I graduated my bachelor degree 5 years ago. I seek a great opportunity and strongly identification with high mark. My experience in accounting in the previous company like how I fully responsible for the preparation in that company of monthly consolidate statements financials such as for management and public reporting. In addition the Annual Report to Shareholders is one of my skill that I could.

3. Which sentence is the closing paragraph?

So I hope you will freely see my cv or to contact my email in andika22@gmail.com or freely call me at +6282345326754.

4. What are the requirements you should have to apply for this job?

- a. *Have at least one-year accounting experience*
- b. *Fluent in speaking Bahasa & English*
- c. *Be Gritty and willing to work hard and smart to get the job done*

5. Give three reasons why the company should accept him for this job.

- a. *He is responsible person*
- b. *He has 3 years of accounting experience*
- c. *The Annual Report to Shareholders is one of his skill that he could.*

Part C

1. Create the application letter by your own information based on the text above.
(see application from the youtube)
2. Give three reasons why the company should accept you for this job.
(I have two years experience in)

Evaluation

Part A

3.2.1 **Mengidentifikasi (C2)** kosa kata pada *application letter* dengan cara melengkapi teks rumpang secara mandiri

Part B

3.2.2. **Menentukan (C3)** generic *structure* pada *application letter* dengan melengkapi tabel yang telah disediakan dengan tepat secara mandiri

Part C

3.2.3 **Mengaitkan (C4)** kualifikasi pekerjaan yang dilamar sesuai dengan info lowongan pekerjaan yang ada dengan menceklist tabel secara berpasangan

Part A : Jumlah Benar X 2 = Skor A (Maksimal 8)

Part B : Jumlah Benar X 4 = Skor B (Maksimal 20)

Part C : Jumlah Benar X 6 = Skor C (Maksimal 12)

Skor Perolehan x 100 = Nilai Perolehan

40

No.	Huruf	Rentang angka
1	Sangat Baik (A)	86-100
2	Baik (B)	71-85
3	Cukup (C)	56-70
4	Kurang (D)	≤ 55

Part A

3.2.1 **Mengidentifikasi (C2)** kosa kata pada *application letter* dengan cara melengkapi teks rumpang secara tepat

Part B

3.2.2. **Menentukan (C3)** generic *structure* pada *application letter* dengan melengkapi tabel yang telah disediakan dengantepat secara tepat

Part C

3.2.3 **Mengaitkan (C4)** kualifikasi pekerjaan yang dilamar sesuai dengan info lowongan pekerjaan yang ada dengan menceklist tabel secara tepat

Read the following letter

Jalan Citarum No. 30
Mobile 0812 4947 305
Banyuwangi

Banyuwangi, January 13, 2012

HRD MANAGER
PT BANK MANDORI
PO BOX 374, SBY
SURABAYA

Dear Sir,

In reply to your advertisement in Surabaya Post on January 12, 2012 I would like to (1) _____ for the position of Computer Engineering Staff. I am Ali M. Top, 21 years old and unmarried. I graduated from SMK Negeri Darul Ulum Muncar Banyuwangi majoring in Networking and Computer Engineering in 2011.

I was (2) _____ the Job Training at PT Bumi Bulat Benar in Banyuwangi as a Computer Technician Staff. I have some experiences about Computer Program and Networking. I believe that my qualifications can be an asset in your company.

Being energetic and dynamic, I can get on very (3) _____ with other people. I am able to operate Office I have a good English knowledge in spoken and written. I am sure you will take in my qualifications into consideration.

I enclose a full of curriculum vitae and diploma. I would like to meet for an interview anytime. I (4) _____ to hearing from you.

Sincerely Yours,

Ali M. Top

Taken from <http://malisaifudin.blogspot.com/2012/02/contoh-writing-letters-for-smk.html>

Remedial

Part A

- | | | |
|-----------------|------------------------|--------------|
| 1. A. applying | C. applies | E. applicant |
| B. applied | D. apply | |
| 2. A. on | C. at | E. to |
| B. in | D. of | |
| 3. A. good | C. better | E. bad |
| B. well | D. best | |
| 4. A. look for | C. look forward | E. look into |
| B. look at | D. look after | |

Part B

1. Which sentence is the opening paragraph?

In reply to your advertisement in Surabaya Post on January 12, 2012 I would like to apply for the position of Computer Engineering Staff. I am Ali M. Top, 21 years old and unmarried. I graduated from SMK Negeri Darul Ulum Muncar Banyuwangi majoring in Networking and Computer Engineering in 2011.

2. Which sentence is the body paragraph?

I was on the Job Training at PT Bumi Bulat Benar in Banyuwangi as a Computer Technician Staff. I have some experiences about Computer Program and Networking. I believe that my qualifications can be an asset in your company.

Being energetic and dynamic, I can get on very well with other people. I am able to operate Office I have a good English knowledge in spoken and written. I am sure you will take in my qualifications into consideration.

3. Which sentence is the closing paragraph?

I enclose a full of curriculum vitae and diploma. I would like to meet for an interview anytime. I look forward to hearing from you.

Part C

1. Give three reasons why the company should accept you for this job.
2. Create the application letter by your own information based on the text above

Rubrik Penilaian Sikap

- Penilaian Observasi

Penilaian observasi berdasarkan pengamatan sikap dan perilaku peserta didik sehari-hari, baik terkait dalam proses pembelajaran maupun secara umum. Pengamatan langsung dilakukan oleh guru. Berikut contoh instrumen penilaian sikap

No	Nama Siswa	Aspek Perilaku yang Dinilai				Jumlah Skor	Skor Sikap	Kode Nilai
		BS	JJ	TJ	DS			
1	Thomas	75	75	50	75	275	68,75	C
2	

Keterangan :

- BS : Bekerja Sama
- JJ : Jujur
- TJ : Tanggun Jawab
- DS : Disiplin

Catatan :

1. Aspek perilaku dinilai dengan kriteria:
100 = Sangat Baik
75 = Baik
50 = Cukup
25 = Kurang
2. Skor maksimal = jumlah sikap yang dinilai dikalikan jumlah kriteria = $100 \times 4 = 400$
3. Skor sikap = jumlah skor dibagi jumlah sikap yang dinilai = $275 : 4 = 68,75$
4. Kode nilai / predikat :
75,01 – 100,00 = Sangat Baik (SB)
50,01 – 75,00 = Baik (B)
25,01 – 50,00 = Cukup (C)
00,00 – 25,00 = Kurang (K)
5. Format di atas dapat diubah sesuai dengan aspek perilaku yang ingin dinilai

- Penilaian Diri

Seiring dengan bergesernya pusat pembelajaran dari guru kepada peserta didik, maka peserta didik diberikan kesempatan untuk menilai kemampuan dirinya sendiri. Namun agar penilaian tetap bersifat objektif, maka guru hendaknya menjelaskan terlebih dahulu tujuan dari penilaian diri ini, menentukan kompetensi yang akan dinilai, kemudian menentukan kriteria penilaian yang akan digunakan, dan merumuskan format penilaiannya. Jadi, singkatnya format penilaiannya disiapkan oleh guru terlebih dahulu. Berikut Contoh format penilaian :

No	Pernyataan	Ya	Tidak	Jumlah Skor	Skor Sikap	Kode Nilai
1	Selama diskusi, saya ikut serta mengusulkan ide/gagasan.	50		250	62,50	C
2	Ketika kami berdiskusi, setiap anggota mendapatkan kesempatan untuk berbicara.		50			
3	Saya ikut serta dalam membuat kesimpulan hasil diskusi kelompok.	50				
4	Saya ikut serta dalam mempresentasikan kesimpulan hasil diskusi kelompok.	100				

Catatan :

1. Skor penilaian Ya = 100 dan Tidak = 50
2. Skor maksimal = jumlah pernyataan dikalikan jumlah kriteria = $4 \times 100 = 400$
3. Skor sikap = (jumlah skor dibagi skor maksimal dikali 100) = $(250 : 400) \times 100 = 62,50$
4. Kode nilai / predikat :
 - 75,01 – 100,00 = Sangat Baik (SB)
 - 50,01 – 75,00 = Baik (B)
 - 25,01 – 50,00 = Cukup (C)
 - 00,00 – 25,00 = Kurang (K)
5. Format di atas dapat juga digunakan untuk menilai kompetensi pengetahuan dan keterampilan

- Penilaian Teman Sebaya

Penilaian ini dilakukan dengan meminta peserta didik untuk menilai temannya sendiri. Sama halnya dengan penilaian hendaknya guru telah menjelaskan maksud dan tujuan penilaian, membuat kriteria penilaian, dan juga menentukan format penilaiannya. Berikut Contoh format penilaian teman sebaya :

Nama yang diamati : ...

Pengamat : ...

No	Pernyataan	Ya	Tidak	Jumlah Skor	Skor Sikap	Kode Nilai
1	Mau menerima pendapat teman.	100		450	90,00	SB
2	Memberikan solusi terhadap permasalahan.	100				
3	Memaksakan pendapat sendiri kepada anggota kelompok.		100			
4	Marah saat diberi kritik.	50				
5	Menolak untuk diberi masukan		100			

Catatan :

- Skor penilaian Ya = 100 dan Tidak = 50 untuk pernyataan yang positif, sedangkan untuk pernyataan yang negatif, Ya = 50 dan Tidak = 100
- Skor maksimal = jumlah pernyataan dikalikan jumlah kriteria = $5 \times 100 = 500$
- Skor sikap = (jumlah skor dibagi skor maksimal dikali 100) = $(450 : 500) \times 100 = 90,00$
- Kode nilai / predikat :
 - 75,01 – 100,00 = Sangat Baik (SB)
 - 50,01 – 75,00 = Baik (B)
 - 25,01 – 50,00 = Cukup (C)
 - 00,00 – 25,00 = Kurang (K)