

RPP
WHATSAPP APPLICATION LETTER

Identitas RPP

- a. Mata Pelajaran : Bahasa Inggris
- b. Semester : 5
- c. Kompetensi Dasar : 3.2 dan 4.2
- d. Indikator Pencapaian Kompetensi :

Kompetensi Dasar	Indikator Pencapaian Kompetensi
<p>3.2 Membedakan fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk surat lamaran kerja, dengan memberi dan meminta informasi terkait jati diri, latar belakang pendidikan/pengalaman kerja, sesuai dengan konteks penggunaannya.</p>	<p>3.2.1 Mengidentifikasi fungsi sosial, struktur teks dan unsur kebahasaan beberapa teks khusus dalam bentuk teks fungsional khusus surat lamaran kerja.</p> <p>3.2.2 Menjelaskan fungsi sosial, struktur teks dan unsur kebahasaan beberapa teks khusus dalam bentuk teks fungsional khusus surat lamaran kerja.</p> <p>3.2.3 Menggunakan fungsi sosial, struktur teks dan unsur kebahasaan beberapa teks khusus dalam bentuk teks fungsional khusus surat lamaran kerja.</p> <p>3.2.4 Membedakan fungsi sosial, struktur teks dan unsur kebahasaan beberapa khusus dalam bentuk teks fungsional khusus surat lamaran kerja.</p>

<p>4.2 Surat lamaran kerja</p> <p>4.2.1 Menangkap makna secara kontekstual terkait fungsi sosial, struktur teks, dan unsur kebahasaan teks khusus dalam bentuk surat lamaran kerja, yang memberikan informasi antara lain jati diri, latar belakang pendidikan/pengalaman kerja.</p>	<p>4.2.1.1 Menjelaskan makna terkait fungsi sosial, struktur teks dan unsur kebahasaan teks khusus dalam bentuk <i>Surat lamaran kerja</i>.</p> <p>4.2.1.2 Menyimpulkan informasi dari teks khusus dalam bentuk surat lamaran kerja.</p>
<p>4.2.2 Menyusun 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, secara benar dan sesuai konteks .</p>	<p>4.2.2.1 Merancang teks khusus dalam bentuk syarat lamaran kerja.</p> <p>4.2.2.2 Menulis teks khusus dalam bentuk <i>surat lamaran kerja</i>.</p>

e. Materi Pokok : How do you apply for a job?

f. Alokasi Waktu : 4 JP X 2 (8 X 45')

g. Tujuan Pembelajaran :


Melalui pembelajaran Berbasis Teks, peserta didik dapat membedakan fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk surat lamaran kerja, dengan memberi dan meminta informasi terkait jati diri, latar belakang pendidikan/pengalaman kerja, sesuai dengan konteks penggunaannya, menangkap makna secara kontekstual terkait fungsi sosial, struktur teks, dan unsur kebahasaan teks khusus dalam bentuk surat lamaran kerja, yang memberikan informasi antara lain jati diri, latar belakang pendidikan/pengalaman kerja, dan menyusun 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, secara benar dan sesuai konteks, sehingga peserta didik dapat menghayati dan mengamalkan ajaran agama yang dianutnya, mengembangkan sikap jujur, peduli dan bertanggung jawab, serta dapat mengembangkan kemampuan berpikir kritis, komunikasi, kolaborasi, kreativitas (tuntutan abad 21:C4)

h. Materi Pembelajaran :

§ Faktual : Membedakan fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk surat lamaran kerja, dengan memberi dan meminta informasi terkait jati diri, latar belakang pendidikan/pengalaman kerja, sesuai dengan konteks penggunaannya.

§ Konseptual : Menangkap makna secara kontekstual terkait fungsi sosial, struktur teks, dan unsur kebahasaan teks khusus dalam bentuk surat lamaran kerja, yang memberikan informasi antara lain jati diri, latar belakang pendidikan/pengalaman kerja.

§ Prosedural : Menyusun 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, secara benar dan sesuai konteks.

TOPIC	APPLICATION LETTER
AGE/LEVEL	16-17 yo/12 GRADE
AIMS	Mention the job description; Identify the vocabulary; Identify passive sentence in a letter; Analyze application Letter structures; Write an application letter.
PROCEDURE	STAGE 1: INTRODUCTION TO THE TOPIC ACTIVITY: Teacher introduces the topic which is to be discussed. PICTURE: 
	STAGE 2: BRAINSTORMING ACTIVITY: Teacher asks students about their future dream job. PICTURES:



STAGE 3: ELICITING

ACTIVITY: Teacher asks students to match the professions with their job description.

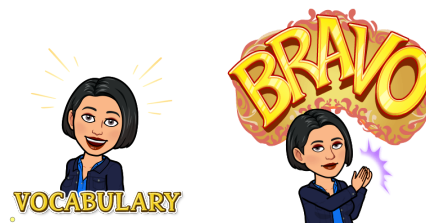
PICTURES:



STAGE 4: VOCABULARY BUILDING (CONTROLLED PRACTICE)

ACTIVITY: Teacher asks students to identify the vocabularies of an application letter.

PICTURE:



STAGE 5: READING TEXT

ACTIVITY: Teacher asks students to read the text of an application letter.

PICTURES:



STAGE 6: MORE EXPOSURE

ACTIVITIES:

1. Teacher asks students to answer the reading questions.

PICTURES:

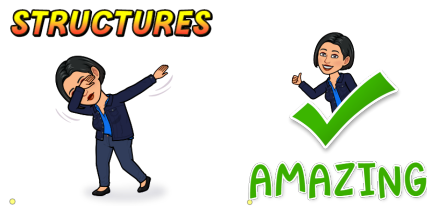


2. Teacher asks students to identify the passive sentence.
PICTURES:



3. Teacher asks students to analyze the application letter structures.

PICTURES:



STAGE 7: WRITING

ACTIVITY: Teacher asks students to write an application letter.

PICTURES:



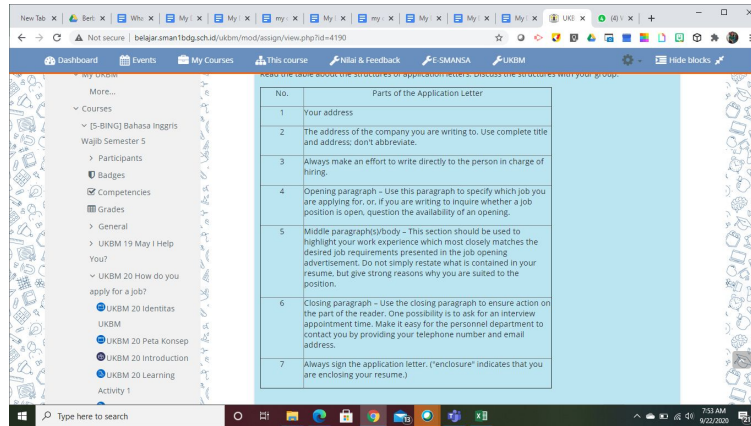
MESSAGES

STAGE 1:

Hello students, we are going to learn about an application letter. Application letter is a letter which is written to apply for a job by an applicant. The instruction/Script: purpose of writing an application letter is to explain to your employer why you are qualified for the position.

	<p>STAGE 2: Instruction/Script/Exercise: Since we are going to talk about an Application Letter, can you share what your future dream job is? Why do you want that job? Invite my email susanti.retno@sman1bdq.sch.id your dream job should explain about:</p> <ol style="list-style-type: none"> 1. the profession 2. the qualifications 3. the reason why you want the job <p>Type your dream job in google docs. The title of the docs is my dream job name class.</p>
	<p>STAGE 3: Instruction/Script/Exercise: Great, hopefully, you can reach your dream job in the future. Now, you learn about some job descriptions from different jobs. Match the professions with their job descriptions.</p> <p>https://learningapps.org/watch?v=p4te8w0ij20</p>
	<p>STAGE 4: Instruction/Script/Exercise: Excellent, you can match the professions with their job descriptions. Now, let's match the meaning of vocabularies related to an application letter.</p> <p>https://learningapps.org/watch?v=psz0yaf4a20</p>
	<p>STAGE 5: Instruction/Script/Exercise: Good, you have known the meaning of the vocabularies. To understand more about the vocabularies in the sentences, let's read an application letter.</p> <p>https://docs.google.com/presentation/d/16VcT_mZ4kkwMfgeEa1bz68ldnmfM3bJHpi0tpDM81q4/edit?usp=sharing</p>
	<p>STAGE 6:</p> <ol style="list-style-type: none"> 1. Instruction/Script/Exercise: What is the text about? Type your answer in this chat. Good. Now let's try to answer the reading questions. <p>https://learningapps.org/watch?v=ps7mpsjon20</p> <ol style="list-style-type: none"> 2. Instruction/Script/Exercise: Great. You comprehend the text. Let's identify the passive sentence in the sentences. Do you know what passive sentence is? Do you know how it is structured in a sentence? Type your answer in this chat.

	<p>https://learningapps.org/watch?v=po9pg0wj520</p> <p>3. Instruction/Script/Exercise: Wow. You are successful filling in the gaps with passive voice. Let's try to analyze the Application Letter Structures by matching the paragraphs and their names. Good luck.</p> <p>Do you know what the application letter structures are? Do you know how an application letter is organized? Type your answer in this chat.</p> <p>https://learningapps.org/watch?v=pq7fabhca20</p> <p>additional practice of passive: 2.1 Okay students, you are going to do more practice with passive voice. Identify the sentences. Are they active sentences or passive sentences?</p> <p>https://learningapps.org/watch?v=pd9ff4q3c20</p>
	<p>STAGE 7: Instruction/Script/Exercise: Great. You've learned how an application letter is organized. Now, do you still remember about your dream job? Try to find out what the job descriptions are. Then, you apply for a job at a certain company by writing an application letter. Type your letter in Google Docs Titled Application Letter Name XII IPA/IPS.... Then, invite me to your docs using my email susanti.retno@smn1bdq.sch.id</p> <p>Note: The docs invitation is done before you type the letter.</p> <p>See you and Good luck.</p> <p>Enjoy the song!</p> <p>https://www.youtube.com/watch?v=NHlcQ5rx2_w</p> <p>After the students finished writing the application letter,</p> <ol style="list-style-type: none"> 1. They post their letter in padlet and google docs. 2. They ask their friends to comment on the feedback criteria related to the application letter's structures.



3. They read their friends' comments and do voice recordings telling about what they think, feel and do after reading the letter.

Do the voice recordings about what you think, feel and do with your application letter.

This is an example of the application letter comment:

Hello my teacher and fellow friends, I am going to comment on my friend's feedback on my application letter. I feel glad knowing that my application letter has been commented on by my friends and my teacher. This is my first time getting feedback for my writing task. I know that it is difficult to write an application letter as I do not know what happens to my education background in the future. On the other hand, I also have hope for my future. I have also learned how to practise writing a formal letter. As I also believe that someday I will experience writing to apply for a job. Although the structures of the letter have been good, I still need to learn how to construct good sentences, especially how to express passive voice in the letter. Thank you for listening to my opinion, I am really grateful that I have a chance to learn writing an application letter, reading it and commenting on it. See you and Good luck:)

Answers Key

Provided in the links

Stage 3: <https://learningapps.org/watch?v=p4te8w0ij20>

Stage 4: <https://learningapps.org/watch?v=psz0yaf4a20>

Stage 6: Nilai Pengetahuan (students' feedback are checklist)

Stage 6.1: <https://learningapps.org/watch?v=ps7mpsjon20>

Stage 6.2: <https://learningapps.org/watch?v=po9pq0wj520>

Nilai Pengetahuan (Students' feedback are checklist)

Stage 6.3: <https://learningapps.org/watch?v=pq7fabhca20>

additional practice: <https://learningapps.org/watch?v=pd9ff4q3c20>

Nilai Pengetahuan (Students' feedback are checklist)

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Kepala Sekolah

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