

RENCANA PELAKSANAAN PEMBELAJARAN
(RPP)

Satuan Pendidikan : SMA Negeri 8 Luwu Utara
Mata Pelajaran : Bahasa Inggris Wajib
Kelas/Semester : XI/2
KD/Materi Pokok : 3.6/4.6/Personal Letter
Alokasi Waktu : 10 Menit

A. Tujuan Pembelajaran

Peserta didik diharapkan mampu membedakan fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk surat pribadi (*personal letter*) dengan menggunakan Model Pembelajaran *STAD (Student Teams Achievement Division)* dan *Scientific Approach Learning*.

B. Langkah-Langkah Pembelajaran

Pendahuluan	<p>Tatap muka (1 menit)</p> <ul style="list-style-type: none"> ❖ Peserta didik memberi salam dan berdoa. ❖ Guru menjawab salam, memeriksa kehadiran peserta didik dan menyiapkan fisik serta psikis peserta didik dalam mengawali kegiatan pembelajaran. ❖ Guru memberikan gambaran tentang manfaat mempelajari pelajaran yang akan dipelajari dalam kehidupan sehari-hari. ❖ Guru menyampaikan garis besar cakupan materi ❖ Guru mengajukan pertanyaan yang ada keterkaitannya dengan pelajaran yang akan dilakukan. ❖ Guru menyampaikan tujuan pembelajaran pada pertemuan yang berlangsung
Kegiatan Inti: Langkah 1: Seeking of information	<p>Tatap muka (2 menit)</p> <ul style="list-style-type: none"> ❖ Peserta didik diberikan contoh surat lalu mereka diminta untuk mengamati bagian-bagian surat tersebut. (<i>Creative</i>)
Langkah 2: Acquisition of information	<p>Tatap muka (4 menit)</p> <ul style="list-style-type: none"> ❖ Guru mengorganisir peserta didik ke dalam beberapa kelompok untuk berdiskusi, mengumpulkan informasi, berbagi informasi dan mempresentasikan hasil diskusi. (<i>Collaboration</i>) ❖ Guru meminta masing-masing peserta didik untuk membuat rangkuman hasil diskusi kelompok. (<i>Critical thinking</i>)
Langkah 3: <i>Synthesizing of knowledge</i>	<p>Tatap muka (2 menit)</p> <ul style="list-style-type: none"> ❖ Guru dan peserta didik membuat kesimpulan terkait materi "<i>Personal Letter</i>". ❖ Guru memberikan kesempatan untuk bertanya kepada peserta didik tentang hal-hal yang belum dipahami
Penutup	<ul style="list-style-type: none"> ❖ Guru dan peserta didik merefleksikan kegiatan pengalaman pembelajaran ❖ Guru menilai peserta didik secara lisan, acak dan singkat. ❖ Guru menginformasikan kegiatan pembelajaran untuk pertemuan berikutnya ❖ Guru mengakhiri pembelajaran dengan mengajak peserta didik untuk berdoa bersama-sama.

C. Penilaian

- ✓ - Sikap : Observasi selama kegiatan pembelajaran
- ✓ - Pengetahuan : Penugasan
- ✓ - Keterampilan : Praktik menulis

D. Lampiran

- ✓ Materi tentang personal letter (Lampiran 1)
- ✓ Instrument penilaian berupa Soal uraian sejumlah 3 butir (Lampiran 2)
- ✓ Kunci jawaban (Lampiran 3)
- ✓ Alat, bahan dan media (Lampiran 4)

Luwu Utara, 06 Januari 2022

Mengetahui,
Kepala UPT SMA Negeri 8 Luwu Utara

Guru Mata Pelajaran,

Suhardi, S.Pd
NIP. 19720803 200604 1 008

Muh. Sabir Mukhtar, S.Pd

Types of Letters

- Informal letter also known as personal letter
- Formal letter

Personal Letters

Social Function	
Personal letters are letters that are written to people we know such as friends, parents, siblings, and cousins. Letters are not only written to inform but to strengthen the bond between two people writing to each other.	
Linguistic Features	
Sentence structure	<ul style="list-style-type: none"> - Accuracy of grammar is important. - Complete sentences are expected. - Slang can be used. - Use the contractions such as "I'll", "I'm", "we'll". - Use personal pronouns such as "I", "we", "you". - Use active voice.
Style:	<ul style="list-style-type: none"> - Language use may be personal like first and second person pronouns. - Be warm. - Use the person's name you are writing to. - Vary sentence length. - Write in a natural, conversational style. - Let your personality shine through in your writing. <p>(Bly, 2004).</p>

Structure of Personal Letter	
Date	Date when the letter is written (top left).
Address	Place where you are writing from (top right).
Salutation & Name	Greeting and the person's name you are writing to
Introduction	The opening of the letter usually starts with how are you or refers to previous letter.
Body	The main part of the letter. It includes what you want to write to the other person.
Closure	The part indicates the letter is going to end.
Complimentary close	Short expressions like "love you", "sincerely yours", "love".
Signature	Signature or initials of the writer.
Postscript P.S.	After thought in a letter. You begin with P.S. and end it with your initials.

Table 5.2 Structure of personal letter

Some useful expressions for letter writing

Gratitude

- I'm just writing to thank you for
- It was very kind of you to
- Thanks very much for
- I am very grateful for

Giving advice

- Well, I thought about it and if I were you, I would
- Have you thought about?
- In your last letter you said you weren't sure what course of action to take, I suggest
- I think you shouldn't
- In your last letter you asked me about, I think

Delivering good news

- I'm sure you will be happy to hear that
- I am sure that you'll be interested to know that
- By the way, did you know that?
- OMG!! You'll never guess what happened!
- I am totally ecstatic to hear about
- I was happy beyond limits to read that

Delivering bad news

- I'm sorry but I have to tell you that
- Bad news, I'm afraid, but no way to avoid it, so here it goes
- I'm extremely sorry to hear that
- It was heart wrenching to read about

Asking for help

- I wonder if you could help me.
- I hope it's not too much to ask but
- I wonder if I could ask you a favor. Could you?

Apologizing

- I would like to apologize for
- I'm so sorry that
- Words are not enough to erase the pain I have given you but I want to say how sorry I am

Examples of expressions used in personal letters

Salutations	<p>"Dear", "Dearest", "sweetheart", "darling", "My dear", "My love", etc.</p> <p>Salutations depend on how well you know the person you are writing to.</p>
Closing	<p>"Yours", "with love", "sincerely yours", "all the love", "all the best", "affectionately", "much love", "best wishes"</p>
Starting the letter	<p>How are you?</p> <p>Hope this letter finds you</p> <p>Thank you for your last letter.</p> <p>It was so good to hear from you.</p> <p>Sorry for answering late.</p> <p>I'm sorry I should have written earlier</p> <p>Haven't heard from you in a while so I thought</p> <p>I am sorry to inform you that</p>
Conclusion	<p>I am looking forward to seeing you soon.</p> <p>I am looking forward to hearing from you soon.</p> <p>My best wishes for the coming test.</p> <p>See you.</p> <p>I will write soon.</p> <p>I will have to stop now.</p> <p>I am waiting for a quick reply.</p> <p>Looking forward to seeing you again.</p> <p>Bye.</p>

Lampiran 2:

Answer the following question!

1. What is the social function of personal letter!
2. Write down the structure of personal letter!
3. Write down 4 expressing of attitude!

Lampiran 3:

Kunci Jawaban:

1. The social function of letters those are written to people we know such as friends, parents, siblings and cousin. Letters are not only written to inform but to strengthen the bond between two people writing to each other.

2. Structure of personal letters:

- ✓ Date
- ✓ Address
- ✓ Salutation & name
- ✓ Introduction
- ✓ Body
- ✓ Closure
- ✓ Complimentary close
- ✓ Signature
- ✓ postscript

Structure of Personal Letter	
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Table 3.2 Structure of personal letter.

3. Expressing attitude:

-) I'm just writing to thank you for
-) It was very kind of you
-) Thank you very much for
-) I am very gratitude for

Read the letter given below.

35 Senggigi Raya
Lombok
75009 Nusa Tenggara Timur

12th January 2014
My Dear Lovely Siti,
Hello!

How are you, sweetie? I know you are angry with me because I am writing to you after a long time. I am so sorry, please forgive me. You know we are in Lombok right now. It is so beautiful beyond imagination. I am writing to you from this really cute little café on the Senggigi beach. As you know, mum loves shopping, so she goes and will go for hours. I took a rain check from shopping and decided to write to you while I enjoy my cup of coffee.

You know, yesterday we went to Gili Nanggu Island; it is a beach on the southwest of Lombok. The place is awesome. It is so beautiful I couldn't believe my eyes. There are beautiful coral reefs everywhere. We went for snorkeling and we saw the most amazing fish ever. I wish you were here; it would have been much more fun.

Mum was making sure that we didn't miss any sight of the whole city, so we had practically been everywhere.

I have to go, mum is here. I will see you soon.

Lots of love
XOXO

Lana

P.S. I'm bringing you lots of souvenirs and pictures!!

Discuss with your partner, what kind of letter is this and how can you say that.