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	Tatap muka (1 menit) ❖ 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	Tatap muka (2 menit)
	❖ Peserta didik diberikan contoh surat lalu mereka diminta untuk mengamati
	bagian-bagian surat tersebut. (<i>Creative</i>)
Langkah 2: Acquisition of information	Tatap muka (4 menit)
	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: Synthesizing of knowledge	Tatap muka (2 menit)
	❖ Guru dan peserta didik membuat kesimpulan terkait materi "Personal Letter".
	 Guru memberikan kesempatan untuk bertanya kepada peserta didik tentang
	hal-hal yang belum dipahami
Penutup	 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✓ - Ketrampilan : 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

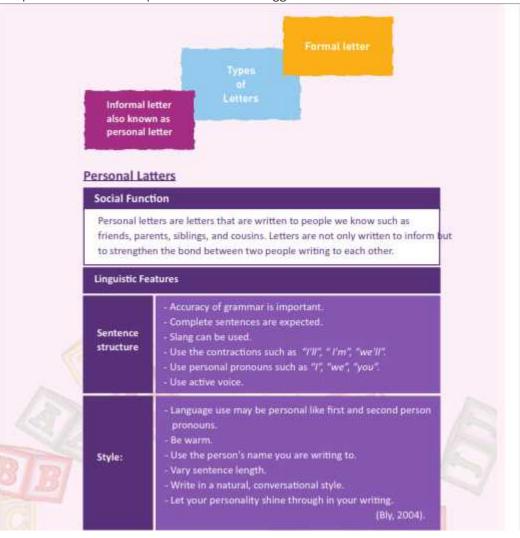
Mengetahui,

Kepala UPT SMA Negeri 8 Luwu Utara Guru Mata Pelajaran,

Suhardi, S.Pd Muh. Sabir Mukhtar, S.Pd

NIP. 19720803 200604 1 008

Lampiran 1: Materi dikutip dari Buku Bahasa Inggris Kelas XI



	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?
- OMGII You'll never guess what happened!
- Lam 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

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

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!

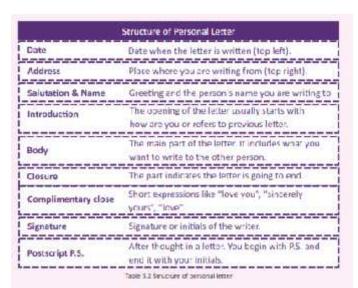
Lampiran 3:

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
 - ✓ Addres
 - ✓ Salutation & name
 - ✓ Introduction
 - ✓ Body
 - ✓ Closure
 - ✓ Complimentary close
 - ✓ Signature
 - ✓ postscript
- 3. Expressing attidtude:

J	I'm just writing to thank you for
J	It was very kind of you
J	Thank you very much for

I am very gratitude for



Read the letter given below.

35 Senggigi Raya Lombok 75009 Nusa Tenggara Timur

12" 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

OXOX

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.