

# TEKS SURAT PRIBADI

WAHYU LESTARINI, S.PD

# Kompetensi Dasar

Beranda

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Indikator

Materi

Contoh Soal

Uji Kompetensi

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Penyusun

Selesai

- 3.2 Membedakan fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk surat pribadi dengan memberi dan meminta informasi terkait kegiatan diri sendiri dan orang sekitarnya, sesuai dengan konteks penggunaannya.
- 4.2 Teks surat pribadi
  - 4.2.1 Menangkap makna secara kontekstual terkait fungsi sosial, struktur teks, dan unsur kebahasaan teks khusus dalam bentuk surat pribadi terkait kegiatan diri sendiri dan orang sekitarnya.
  - 4.2.2 Menyusun teks tulis khusus dalam bentuk surat pribadi terkait kegiatan diri sendiri dan orang sekitarnya, dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan, secara benar dan sesuai konteks.

# Indikator Pencapaian Kompetensi

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- 3.2.1 Mengidentifikasi fungsi sosial, struktur teks, dan unsur kebahasaan dalam beberapa teks surat pribadi dengan memberi dan meminta informasi terkait dengan kegiatan diri sendiri dan orang sekitarnya sesuai dengan konteks penggunaannya.
- 3.2.2 Membedakan fungsi sosial, struktur teks, dan unsur kebahasaan dari beberapa teks surat pribadi dengan memberi dan meminta informasi terkait dengan kegiatan diri sendiri dan orang sekitarnya sesuai dengan konteks penggunaannya.
- 4.2.1 Menyusun teks surat pribadi dengan memberi dan meminta informasi terkait dengan kegiatan diri sendiri dan orang sekitarnya sesuai dengan konteks penggunaannya.
- 4.2.2 Mengkomunikasikan secara lisan dan tulis teks surat pribadi sederhana dengan menggunakan struktur teks dan unsur kebahasaan yang tepat sesuai dengan konteks penggunaannya.

# Materi – Definition & Social Function

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## **Definition**

A personal letter or friendly letter is a letter that is usually addressed to people you know personally.

## ***Social Function***

- a. Asking for help.
- b. Apologizing or give advice.
- c. Thanking someone.
- d. To tell good news or bad news.
- e. To tell about the experience or activities.

# Materi - Generic Structure

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## **Generic Structure**

### **a. Heading**

It is written in the upper right-hand corner of the page.

The *heading* contains:

- 1) The address of the sender or the person writing the letter.

It can be omitted when the addressee knows the sender well and the sender's address.

- 2) The date when the sender writes the letter.

Example:

Desa Temon RT 02 RW 01  
Kecamatan Brati, Kabupaten Grobogan  
Kode Pos 58153 Jawa Tengah, Indonesia

Temon, 19<sup>th</sup> September 2020

# Materi - Salutation / Greeting

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## ***Salutation / Greeting***

- ▶ It is written in left hand corner.
- ▶ You can begin with the word:
  - 1) Dear
  - 2) Hi
  - 3) Hello
- ▶ Then, followed by first name of receiver and ended with comma.
- ▶ Example:

**Dear Alifa,**

# Materi - Body of Letter / Message

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## ***Body of Letter / Message***

- 1) You state your message in the body.
- 2) You can begin with telling your experience and tell your aim / reason of writing the letter in the first paragraph.
- 3) Your second paragraph is your message.
- 4) Then, you can end the letter with clear ending stating what you expect and your feeling.

Example:

It was great hearing from you. I hope you are doing well. I felt surprise when I received a present from you. I felt excited as well. **Anyway, I just wanted to thank for the present you gave me for my birthday.**

The book is really good, and it influences me a lot. The story inspires me to do better in my life. I will show this book to my friends.

I really missed our togetherness when we were in high school. We spent the time together doing our favourite activities: swimming, cycling and running. I hope I can visit you in the next holiday. I can't wait to meet you.

# Materi - Closing & Signature

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## ***Complimentary Sign / Closing***

Your closing can be written as follows:

- Your friend,
- Yours truly,
- Yours lovingly,
- With love,

It is followed by comma.

Example:

- ▶ **Your best friend,**

## ***Signature***

- ▶ It refers to the sender's first name and it is put after closing.



# Materi - *Language Features*

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## ***Language Features***

- a. Use of date and address
- b. Informal greeting and salutation
- c. Use of pronouns
- d. Use of simple present tense and past tense
- e. Focus on exchanging personal current news, feelings, and conditions

# Example

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*Desa Temon RT 02 RW 01  
Kecamatan Brati, Kabupaten Grobogan  
Kode Pos 58153 Jawa Tengah, Indonesia*

*Temon, 19<sup>th</sup> September 2020*

*Dear Alifa,*

*It was great hearing from you. I hope you are doing well. I felt surprise when I received a present from you. I felt excited as well. Anyway, I just wanted to thank for the present you gave me for my birthday.*

*The book is really good, and it influences me a lot. The story inspires me to do better in my life. I will show this book to my friends.*

*I really missed our togetherness when we were in high school. We spent the time together doing our favourite activities: swimming, cycling and running. I hope I can visit you in the next holiday. I can't wait to meet you.*

*Your best friend,  
Ameena*

# Referensi

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[https://www.youtube.com/watch?v=LsUWr1GnjKI&ab\\_channel=WindaYulianti](https://www.youtube.com/watch?v=LsUWr1GnjKI&ab_channel=WindaYulianti)

# Penyusun

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# TERIMA KASIH

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