

## RENCANA PELAKSANAAN PEMBELAJARAN

Nama Guru : Qory Fahrnisa F., S.Pd

Nama Sekolah : SMKS PARAMARTA 3 SEPUTIH BANYAK

Surel : [qoryfirdaus@gmail.com](mailto:qoryfirdaus@gmail.com)

Jenjang Sekolah : SMK

Topik/Tema : Teks Khusus Pemberitahuan (*Announcement*)

## RENCANA PELAKSANAAN PEMBELAJARAN

Nama Sekolah : SMKS Paramarta 3 Seputih Banyak  
 Kelas/Semester : X/Ganjil  
 Mata Pelajaran : Bahasa Inggris

Materi : Giving Announcement  
 Alokasi Waktu : 2 Jam Pelajaran  
 Pertemuan ke : 1

Kompetensi Dasar	Indikator
3.5 Menganalisis fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk pemberitahuan ( <b>announcement</b> ), dengan memberi dan meminta informasi terkait kegiatan sekolah/tempat kerja, sesuai dengan konteks penggunaannya.	<p>3.5.1 <b>Menentukan</b> fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk pemberitahuan (<i>announcement</i>).</p> <p>3.5.2 <b>Menganalisis</b> fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk pemberitahuan (<i>announcement</i>).</p>
Tujuan Pembelajaran	
<ul style="list-style-type: none"> <li>• Peserta didik (<i>Audience</i>) mampu menentukan fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk pemberitahuan (<i>announcement</i>) (<i>Behaviour</i>) secara tepat dan benar (<i>Degree</i>) melalui kegiatan mengamati contoh teks (<i>Condition</i>) secara teliti dan dengan percaya diri.</li> <li>• Peserta didik (<i>Audience</i>) mampu menganalisis fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk pemberitahuan (<i>announcement</i>) (<i>Behaviour</i>) secara tepat dan benar (<i>Degree</i>) melalui kegiatan mengamati contoh teks (<i>Condition</i>) secara teliti dan dengan percaya diri.</li> </ul>	
Kegiatan Pembelajaran	
<b>Pendahuluan</b>	<ul style="list-style-type: none"> <li>• Peserta didik berdoa bersama</li> <li>• Peserta didik merespons salam dan sapaan guru.</li> <li>• Peserta didik menginformasikan kondisi fisik siswa dengan cara menjawab pertanyaan guru.</li> <li>• Peserta didik menerima informasi tujuan pembelajaran dari guru.</li> <li>• Memberikan gambaran tentang manfaat materi pembelajaran dalam kehidupan sehari-hari.</li> <li>• Apersepsi tentang teks pemberitahuan dengan bertanya jawab, sbb:                         <ul style="list-style-type: none"> <li>✓ Apakah kalian pernah membaca sebuah pemberitahuan?</li> <li>✓ Apakah kalian pernah membuat teks pemberitahuan untuk orang lain?</li> <li>✓ Bagaimana cara kalian menjelaskan suatu pemberitahuan kepada orang lain?</li> </ul> </li> <li>• Peserta didik membentuk grup belajar dengan model pembelajaran <b>discovery learning</b>.</li> </ul>
Inti	
<b>Kegiatan Inti</b>	<p><b>(Kegiatan Literasi)</b></p> <ul style="list-style-type: none"> <li>• Peserta didik mengamati contoh teks dan strukturnya yang terdapat dalam buku paket Bahasa Inggris Kelas X, Kemdikbud Edisi Revisi 2017, halaman 83 dan 84.</li> <li>• Peserta didik mengamati contoh teks pemberitahuan (<i>announcement</i>) yang ditampilkan guru</li> </ul> <p><b>(Critical Thinking)</b></p> <ul style="list-style-type: none"> <li>• Peserta didik bertanya terkait materi <i>teks announcement</i> untuk mendapatkan informasi tambahan tentang apa yang diamati. Misalnya:                         <ol style="list-style-type: none"> <li>1. Apa yang dimaksud dengan teks announcement?</li> <li>2. Apa saja yang termasuk dalam teks announcement?</li> </ol> </li> </ul>

	<p>3. Bagaimana struktur yang terdapat pada teks <i>announcement</i>?  <b>(Collaboration)</b></p> <ul style="list-style-type: none"> <li>• Peserta didik mendiskusikan lembar kerja untuk menentukan : <ul style="list-style-type: none"> <li>✓ Fungsi sosial teks <i>announcement</i>.</li> <li>✓ Bagian-bagian struktur teks <i>announcement</i>.</li> <li>✓ Kaidah kebahasaan teks <i>announcement</i>.</li> </ul> </li> </ul> <p><b>(Communication)</b></p> <ul style="list-style-type: none"> <li>• Peserta didik menyampaikan/mengomunikasikan hasil LKPD</li> </ul> <p><b>(Creativity)</b></p> <ul style="list-style-type: none"> <li>• Peserta didik menganalisa fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk pemberitahuan (<i>announcement</i>).</li> <li>• Peserta didik menyimpulkan semua poin-poin penting pemaparan yang dilakukan.</li> </ul>	
<b>Penutup</b>		
<b>Refleksi dan Konfirmasi</b>	<ul style="list-style-type: none"> <li>• Peserta didik menyimpulkan kegiatan pembelajaran dengan arahan guru.</li> <li>• Guru dan peserta didik merefleksikan kegiatan pembelajaran.</li> <li>• Guru menginformasikan kegiatan pembelajaran pertemuan selanjutnya.</li> <li>• Guru memberikan motivasi, pesan, dan menutup pembelajaran dengan berdoa.</li> </ul>	
<b>Penilaian</b>		
<b>Sikap</b>	<b>Pengetahuan</b>	<b>Keterampilan</b>
<p>Melalui pengamatan tentang :</p> <ul style="list-style-type: none"> <li>• disiplin waktu dalam melaksanakan kegiatan pembelajaran dan mengumpulkan hasil pembelajaran</li> <li>• bertanggung jawab dalam menyelesaikan tugas</li> </ul>	<p>Penugasan berupa LKPD terkait :</p> <ul style="list-style-type: none"> <li>• fungsi sosial teks <i>announcement</i></li> <li>• bagian-bagian struktur teks <i>announcement</i></li> <li>• kaidah kebahasaan teks <i>announcement</i></li> </ul>	<p>(dilaksanakan pada pertemuan berikutnya)</p> <p>Penugasan praktik terkait :</p> <ul style="list-style-type: none"> <li>• membuat teks <i>announcement</i> dengan tema kegiatan sekolah</li> </ul>

Mengetahui,  
Kepala SMKS Paramarta 3 Seputih Banyak

**Drs. S A B A R**

Seputih Banyak, Januari 2022

Guru Mata Pelajaran

**QORY FAHRUNISA F., S.Pd**

## LKPD - Giving Announcement

Name :

Class :

Kompetensi Dasar	Indikator
3.5 Menganalisis fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk pemberitahuan ( <i>announcement</i> ), dengan memberi dan meminta informasi terkait kegiatan sekolah/tempat kerja, sesuai dengan konteks penggunaannya.	3.5.1 <b>Menentukan</b> fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk pemberitahuan ( <i>announcement</i> ). 3.5.2 <b>Menganalisis</b> fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk pemberitahuan ( <i>announcement</i> ).
Tujuan Pembelajaran	
<ul style="list-style-type: none"><li>• Peserta didik (<i>Audience</i>) mampu menentukan fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk pemberitahuan (<i>announcement</i>) (<i>Behaviour</i>) secara tepat dan benar (<i>Degree</i>) melalui kegiatan mengamati contoh teks (<i>Condition</i>) secara teliti dan dengan percaya diri.</li><li>• Peserta didik (<i>Audience</i>) mampu menganalisis fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk pemberitahuan (<i>announcement</i>) (<i>Behaviour</i>) secara tepat dan benar (<i>Degree</i>) melalui kegiatan mengamati contoh teks (<i>Condition</i>) secara teliti dan dengan percaya diri.</li></ul>	

### REMEMBER THIS

#### ANNOUNCEMENT TEXT

Announcement is defined as the followings.

1. A public statement that's usually formal and has a specific purpose.
2. A public statement about something that is happening or going to happen.

We can find announcement in public places like school, hospital, supermarket, etc. The form of announcement can written or spoken.

The social function of announcement is to give a notice of certain events.

The text structure of announcement is:

1. Purpose: The text that contains what event will be held
2. Day and Date: Day and Date realization. The text that contains when the event will be held
3. Place: The text that contains where the event will be held
4. Informing Sender: The text that contains name of the person who will be contacted

The grammatical features of announcement are:

1. Using Simple Present Tense or simple future tense
2. Using Adverb of Time and Place
3. Singular and plural nouns with or without articles *a, the, this, those, my, their*, etc.
4. Using correct pronunciation, intonation, spellings, and punctuation marks.

## Activity 1

In a group of three or four persons, read the following announcement and discuss the questions that follow.

### Announcement 1

*Save the Date*

26<sup>th</sup>, 27<sup>th</sup>  
Saturday and Sunday  
December 2015

**Alumni Reunion**  
Revisit - Reunite - Rejoice

---

Venue : **Oasis Public School**  
Deshaipet Road,  
Warangal.

Contact :  
+91 93925 22840  
+91 94401 71994  
+1 64667 30044

---

30 Years - 24 Batches  
Students - Teachers - Parents - Families  
Fondly Invited by Beloved Bigmaster - Oasis Family

  
**Oasis Public School**

1. What are the social functions of the announcements above? Analyze them.
2. Analyze the structure of the announcements above.
3. Analyze the features of the announcements above.

### Announcement 2

 /TheCitySchoolInternational

**All schools in the Southern Region are opening from 12 August 2015.**

**All schools in the Northern and Central Regions are opening from 18 August 2015.**

  
Since 1978

*The City School*

www.thecityschool.edu.pk

1. What are the social functions of the announcements above? Analyze them.
2. Analyze the structure of the announcements above.
3. Analyze the features of the announcements above.

After doing the activity, choose one of your group members to present the group discussion result in front of the class.

➤ Write your discussion result then submit it to your teacher (via Google Classroom)

## Activity 2

To measure your ability to understand text, do the following assignment and submit it through Google Classroom.

Read the following announcement and answer the questions correctly.

**Back to School Dance**  
Friday, August 13, 2010, Chandler's Gym  
Sponsored by PTO

5:30 - 7:00 PM  
Kindergarten thru 4th grade

7:30 - 9:00 PM  
5th thru 8th grade

\$3.00 per person or \$5.00 a couple  
(couple can be siblings)

*Students must be signed in & out by a parent/guardian.  
Dance is for Chandler's Students Only. No Exceptions!  
A photographer will be available.  
Snacks/Drinks will be available for purchase.*

1. What is the structure of the announcement above?
2. When will the event be held?
3. What agenda can you enjoy/join in the event?
4. Who is the sender of the announcement above?
5. What is the topic of the announcement? Analyze it.

## Answer Key and Scoring Rubric

### Activity 2

Number	Answer	Score
1.	The purpose The agenda Date Contact Person	2
2.	The event will be held on 13th August 2010 at 5.30 pm - 9 pm	2
3.	The agendas that can be joined is dance performance.	2
4.	The sender is the commettee of the school's event	2
5.	The topic of the announcement is the information of the dance event in school for celebrating back to school moment	2

Final Scorer = Total score x 10

Maximum score = 100

Minimum score = 20

EVALUATION – GIVING ANNOUNCEMENT  
First Meeting

**A. Choose one correct answer between a, b, c or d!**

Announcement Text for number 1-3

Attention

All students must join the class meeting from 15th December to 21st Desember2008. Call the students organization for more information.

Principal  
Nathalie

1. What kind of the text is it ?
  - a. A letter
  - b. A postcard
  - c. A label
  - d. An announcement
  
2. What is the text about ?
  - a. The class meeting in a school.
  - b. The winner of the class meeting.
  - c. An announcement to join a class meeting.
  - d. The plan of having a class meeting.
  
3. If we want to get more information where should we go?
  - a. Teachers
  - b. Students
  - c. Students Organization
  - d. Principal

Announcement Text for number 4-6

Attention Please!

Students of grade XII are welcome to attend a morning seminar on :

**HOW TO PREPARE FOR THE FINAL EXAMINATION**

You can learn a lot from Mr. Budi Umar, a well-known education consultant.

Date : July, 27th, 2018

Time : 07.30

Venue : School main hall

Don't miss this free event. Seats are limited.

To reserve your seat, please call Kemal : 0812 69795677 Or 085234576

4. The advantages of attending the seminar that students get are able ....
  - a. To meet the education consultant
  - b. To prepare for the final examination
  - c. To teach strategies for the final examination
  - d. To get the free chance of joining the seminar



5. Who will come to the morning seminar?
  - a. All students
  - b. Students of class XII
  - c. All students and their neighbours
  - d. Student who is the best in class XII
  
6. "To reserve your seat, please ...." The word "reserve" is closest in meaning to....
  - a. Book
  - b. Buy
  - c. Get
  - d. Confirm

Announcement Text for numer 7-10

SCHOOL ANNOUNCEMENT

To : All students

We would like to inform you, that we would be having the school holiday from Thursday 8th to Saturday 10th August 2015.

During the holiday, our school has already made plans! We want to go camping in the Highlands to a place called Aviemore. It's an outdoor centre where you can learn to climb, canoe and fish and do all sorts of exciting things.

Of course, we have to take you to Edinburgh Castle and the Festival too. Don't worry; you aren't going to be bored! The school pays for all students, so you are free of charge.

Don't forget to take your changing clothes with you. it may be wet. For those who want to go, please meet Mr. Ananta at the teacher's office.

Sincerely Yours

Principal

7. What should the students do to join the activity?
  - a. To pay for the trip
  - b. To meet the headmaster
  - c. To go to the teacher's office
  - d. To bring the changing clothes
  
8. From the text we know that ....
  - a. There are at least 5 activities that the school offers
  - b. The students should bring their own food
  - c. The holiday will last for two days
  - d. The holidays won't be excited
  
9. The text is written to ....
  - a. To give information about the activity on school holiday
  - b. To describe an outdoor activity on school holiday
  - c. To remind students about an outdoor activity
  - d. To announce the school thursday matter
  
10. What are the generic structures of the text ....
  - a. Purpose – Informing Sender - Stating Day and Date – Stating Place
  - b. Purpose – Stating Day and Date – Stating Place – Informing Sender
  - c. Stating Day and Date – Stating Place – Informing Sender – Purpose
  - d. Stating Day and Date – Purpose – Informing Sender - Stating Place

**B. Answer the question based on the text!**

Announcement



The image is a 'Save the Date' announcement for an Alumni Reunion. It features a decorative header with colorful swirls and the text 'Save the Date' in a cursive font. The event is scheduled for the 26th and 27th of December 2015, on Saturday and Sunday. The main title is 'Alumni Reunion' in a bold, serif font, followed by the tagline 'Revisit - Reunite - Rejoice'. Below this, the venue is listed as Oasis Public School, Deshaipet Road, Warangal. Contact information includes three phone numbers: +91 93925 22840, +91 94401 71994, and +1 64667 30044. The announcement also mentions '30 Years - 24 Batches' and lists 'Students - Teachers - Parents - Families' as attendees. It is signed off by 'Fondly Invited by Beloved Bigmaster - Oasis Family' and includes the Oasis Public School logo at the bottom.

Save the Date

26<sup>th</sup>, 27<sup>th</sup>  
Saturday and Sunday  
December 2015

**Alumni Reunion**  
Revisit - Reunite - Rejoice

---

Venue : **Oasis Public School**  
Deshaipet Road,  
Warangal.

Contact :  
+91 93925 22840  
+91 94401 71994  
+1 64667 30044

---

30 Years - 24 Batches  
Students - Teachers - Parents - Families  
Fondly Invited by Beloved Bigmaster - Oasis Family

  
**Oasis Public School**

1. Who are allowed to attend the event?
2. Where should we go to attend the event?
3. Analyze the structure of the announcements above!
4. Analyze the language features of the announcements above!
5. What is the social function of the announcements above?

Link Google Form <https://forms.gle/g5v5EecvXZ4CQHwE9>

## Answer Key and Scoring Rubric

### A. Multiple Choices

1. D

2. C

3. D

4. B

5. B

6. A

7. C

8. A

9. A

10. B

## B. Essay

Number	Answer	Score
1.	Students, teachers, parents and families of Oasis Public School	correct content, correct grammar 3 correct content, in correct grammar 2 incorrect content, incorrect grammar 1 no answer 0
2.	Oasis Public School Deshaipet Road, Warangal	correct content, correct grammar 3 correct content, in correct grammar 2 incorrect content, incorrect grammar 1 no answer 0
3.	- Stating Day and Date - The Purpose - Stating Place - Informing Sender	correct content, correct grammar 3 correct content, in correct grammar 2 incorrect content, incorrect grammar 1 no answer 0
4.	The language features are - Thinking verb - Simple Present Tense - Simple Future Tense	correct content, correct grammar 3 correct content, in correct grammar 2 incorrect content, incorrect grammar 1 no answer 0
5.	The social function of the text is to give information about the school reunion event	correct content, correct grammar 3 correct content, in correct grammar 2 incorrect content, incorrect grammar 1 no answer 0

Score A = True x 1  
 Score B = The score all aspects  
 Total score = Score (A + B) x 4  
 Maxium Score = (10 + 15) x 4 = 100

**FORMAT EVALUASI SIKAP SISWA  
SMK PARAMARTA 3**

Nama :  
Kelas :  
Mata Pelajaran : Bahasa Inggris

Tahun Pelajaran : 2020/2021  
Semester : Ganjil

**Skala Penilaian**

- 5 = Selalu : Bilamana sebuah perbuatan dilakukan berulang dan setiap saat.  
4 = Sering : Bilamana sebuah perbuatan dilakukan berulang dan dalam frekuensi yang tinggi.  
3 = Kadang-kadang : Bilamana sebuah perbuatan dilakukan tidak sering namun lebih dari jarang.  
2 = Jarang : Bilamana sebuah perbuatan dilakukan berulang dan dalam frekuensi yang rendah.  
1 = Tidak pernah : Bilamana sebuah perbuatan tidak pernah dilakukan sama sekali.

NO	ASPEK EVALUASI	SK/ KD				
		1	2	3	4	5
<b>I</b>	<b>Kedisiplinan</b>					
	1. Ketepatan waktu kehadiran di kelas					
	2. Keikutsertaan dalam kegiatan tatap muka dari awal sampai akhir					
	3. Kerapihan berpakaian sesuai dengan ketentuan yang berlaku					
	4. Bersikap sopan dan santun sesuai dengan etika					
	5. Perhatian kepada proses pembelajaran dalam setiap mata pelajaran					
<b>II</b>	<b>Kerjasama</b>					
	1. Tidak mendominasi di dalam kelas					
	2. Menerima pendapat orang lain					
	3. Berbagi informasi (sharing) kepada orang lain					
	4. Menempatkan diri dalam pergaulan di kelas/kelompok					
	5. Bersikap toleran kepada peserta lain yang membutuhkan					
<b>III</b>	<b>Prakarsa</b>					
	1. Mengajukan saran atau gagasan dalam kelas/kelompok					
	2. Mengajukan pertanyaan atau pernyataan yang bersangkutan paut dengan bahasan di kelas/kelompok					
	3. Keaktifan dalam bekerja di kelas/kelompok					
	4. Tanggap terhadap perkembangan kelas/kelompok					

	5. Kritis terhadap persoalan di kelas/kelompok					
<b>IV</b>	<b>Tanggung jawab</b>					
	1. Kesiediaan melakukan tugas atau pekerjaan					
	2. Komitmen terhadap tugas/pekerjaan					
	3. Ketuntasan penyelesaian tugas/pekerjaan					
	4. Konsekuensi terhadap tindakan yang dilakukan					
	5. Kepedulian terhadap tugas/pekerjaan					
	<b>Skor Total</b>					

Seputih Banyak, Januari 2022  
Guru Mata Pelajaran

**QORY FAHRUNISA F., S.Pd**