

RENCANA PELAKSANAAN PEMBELAJARAN

Satuan Pendidikan : SMAN 1 CIBUNGBULANG
Kelas/Semester : X / 1
Tema : Teks Khusus
Sub Tema : Announcement
Pembelajaran ke : 2
Alokasi Waktu : 1 Jam Pelajaran @10 Menit

A. TUJUAN PEMBELAJARAN

Melalui kegiatan pembelajaran dengan pendekatan saintifik dan model pembelajaran Problem Base Learning serta penugasan peserta didik terampil membedakan fungsi sosial, struktur teks, dan unsur kebahasaan, serta mahir menangkap makna teks khusus dalam bentuk pemberitahuan (announcement) dan menyusun teks pengumuman terkait dengan kegiatan dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan yang benar dan sesuai konteks dengan mengembangkan sikap kerjasama, kritis dan bertanggungjawab selama proses pembelajaran.

B. KEGIATAN PEMBELAJARAN

1. Pendahuluan (1 menit)	
<i>Persiapan</i>	Melakukan pembukaan dengan salam pembuka dan berdoa untuk memulai pembelajaran, memeriksa kehadiran peserta didik dan mengkondisikan kelas yang kondusif untuk memulai pelajaran sebagai sikap disiplin.
<i>Orientasi</i>	Menjelaskan hal-hal yang akan dipelajari, kompetensi yang dicapai serta mekanisme pelaksanaan belajar yang akan ditempuh.
<i>Apersepsi</i>	Mengkaitkan materi/kegiatan pembelajaran yang akan dilakukan dengan pengalaman peserta didik dengan materi /kegiatan sebelumnya dan menghubungkan dengan materi selanjutnya.
<i>Motivasi</i>	Memberikan motivasi gambaran tentang manfaat mempelajari materi Announcement.
2. Inti (8 menit)	
Orientasi Peserta didik pada masalah	Peserta didik diberi stimulus untuk memusatkan perhatian terkait materi yang akan di pelajari dengan mengamati teks khusus kegiatan sekolah dalam bentuk announcement serta unsur-unsur pembangun teks announcement.
Mengorganisasi peserta didik	Guru membagi siswa menjadi 6 kelompok Selanjutnya guru meminta siswa dengan kelompok untuk menyusun teks pengumuman dengan memperhatikan unsur-unsur pembangun teks announcement.
Membimbing penyelidikan individu/ kelompok	Setiap kelompok berdiskusi menyelesaikan tugas yang diberikan oleh guru dengan bimbingan dan arahan guru. Guru memberikan dorongan pada kelompok untuk mengumpulkan informasi yang sesuai dengan penyusunan teks pengumuman, dengan memperhatikan unsur pembangun teks announcement.
Mengembangkan dan menyajikan hasil karya	Guru memberikan kesempatan kepada Peserta didik untuk mempresentasikan hasil kerja kelompok, yang di lanjutkan dengan tanya jawab.
Menganalisis dan mengevaluasi proses pemecahan masalah	Guru dan peserta didik membuat kesimpulan tentang hal-hal yang telah dipelajari terkait teks khusus kegiatan sekolah dalam bentuk announcement Peserta didik kemudian diberi kesempatan untuk menanyakan kembali hal-hal yang belum dipahami.
3. Penutup (1 menit)	
Peserta didik	Membuat rangkuman pelajaran tentang point-point penting pada materi teks khusus kegiatan sekolah dalam bentuk announcement.
Guru	Memberikan penghargaan kepada kelompok yang memiliki kerjasama yang baik.
	Memberikan penegasan/penguatan terhadap materi yang telah dipelajari dan memberikan penugasan serta memberikahukan rencana pembelajaran untuk pertemuan selanjutnya.
	Mengakhiri pembelajaran dengan salam penutup dan berdoa.

C. Penilaian Pembelajaran

Sikap	<i>Kerja Sama</i>	Melalui observasi selama pembelajaran
	<i>Kritis</i>	Melalui observasi selama presentasi dalam diskusi
	<i>Tanggung Jawab</i>	Ketepatan waktu dalam mengumpulkan hasil laporan
Pengetahuan	Tes tertulis dengan menjawab pertanyaan berdasarkan teks announcement.	
Keterampilan	Menyusun teks announcement dan mempresentasikan hasil diskusi kelompok.	

Bogor, Juli 2021

Guru Mata Pelajaran



Lia Yulianti Ramdhani, S.Pd.
NIP.



Mengetahui
Kepala Sekolah

Drs. Winda Sarwono, M.Pd.
NIP. 19641009199611001

Lampiran 1

RINGKASAN MATERI ANNOUNCEMENT

1. *Definition of Announcement Text*

Announcement is an important information that is announced either orally or in writing addressed to people. They are usually found in public places, such as supermarket, gas station, school, etc.

Announcement is something that is written, printed, or spoken verbally so that other people know that there's something happening or about to happen.

2. *Types of Announcement Text*

Generally, there are several things that can be used as main topic of announcement text:

- Events
- Missing persons / animals / items
- Winners of a competition
- Job vacancy
- Sad news
- Inauguration / marriage / birth
- New products

3. *The purpose of Announcement*

“The purpose is to inform the announcement text information about an event, job vacancies, new enrollment, new admissions, and so on”.

4. *Generic Structure Announcement*

The following is the general structure of announcement text:

- **Title**
Contains the name or main theme of the announced business or event.
- **Date and Time**
Contains information on the day, date, and time of the event or activity to be held.
- **Location**
Contains information on where the event or activity will be held.
- **Contact Person**
Contains information on the name of the person or address that can be contacted.

5. *Language Features*

- Using simple present tense & simple future tense
- Exact noun
- Pronunciation & intonation (spoken announcement)
- Spelling & punctuation (written announcement)

6. *How to Write an Announcement Text*

There are several things that must be considered when you want to make an announcement text. You must pay attention to the title, type of event, date or time, place, contact person, and address. Some of these things only apply if you make the announcement text, but what if you want to make an oral announcement?

The things you have to pay attention to when you want to make an oral announcement are clarity in the process of your delivery, intonation, pauses, and volume must be adjusted so that listeners can understand what you want to convey easily.

Here are some tips on how to make an announcement text:

1. Announcement Text must be written concisely, clearly and easily understood.
2. Consider the main purpose of making an announcement, because it is not just a statement, but an announcement can also increase people’s level of trust in what you are conveying, especially if you are about to announce a new product to potential buyers.
3. Give facts in the content of your announcement as needed and there is no need to overdo it so as not to change the purpose of the announcement.
4. Write announcements with short words and avoid repeating unnecessary words, because that will disturb those who listen or read the text of your announcement.
5. If you have finished writing the announcement text, don’t forget to check it by proofreading to avoid misspellings, incorrect phrases, ineffective sentences, etc.

Examples of Announcement Text

Example 1

ANNOUNCEMENT
Free conversational English classes will start at Language Room, Central Library, Fulton Street on every Saturday at 3 p.m. until 4.30 p.m.
Starting from Saturday, 16th August 2019
People from all language levels are welcome.
Please call Jennifer 561-734-3036 for further information

Example 2

IMPORTANT
This announcement is addressed to all employees of the warehouse department. Due to the deadline of the shipment this week, all employees are expected to work overtime for seven days, starting on next Monday. The overtime work will start from 4 p.m. and lasts for a minimum of two hours.
Suppose you have urgent business to attend to and have to skip working overtime, please speak to me to request permission.
Thank you for your understanding.

Edith
Warehouse Manager

Example 3

Independence Day Competition

In order to celebrate the 75th Independence Day of the Republic of Indonesia, we expect the participation of SMA 20 Jakarta students in the Independence Day Competition. The competition will be held after the Independence Day Ceremony, the details:

- Date: Monday, 17th August 2020
- Time: 9.00 a.m – 2.00 p.m
- Place: Auditorium SMA 20 Jakarta

The list of competitions and prize amounts attached. Students can reach the student associations for more information. Thank you for your attention.

Monday, 10th August 2020
School Principal of SMA 20 Jakarta
Drs.H.Nusantara, M.M.Pd

B. Penilaian Pengetahuan

- Kisi-Kisi Penyusunan Soal Pengetahuan

No.	Kompetensi Dasar	Materi Pokok	Indikator Soal	Level Kognitif	No. Soal
1	3.5 Membedakan fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk pemberitahuan (<i>announcement</i>), dengan memberi dan meminta informasi terkait kegiatan sekolah, sesuai dengan konteks penggunaannya	Announcement Teks tulis berbentuk <i>announcement</i> (pemberitahuan)	<ul style="list-style-type: none"> • Disediakan sebuah pengumuman tentang Announcement. <p>ANNOUNCEMENT To All Members of Riza’s Club, Please be informed that Riza Regional Games 2019 will be on May 5 – 12, 2019 at Malang City. Please pay your 2nd semester contributions on or before April 30, 2019. All checks will be paid to the order of Riza’s Club with account # 02051527. Thank you for your attention. Management of Riza’s Club</p> <p>To celebrate our school’s 25th anniversary, we are proudly presenting some contest : Reading Poem : at 8 a.m at school hall Speech : at 10 p.m at The Language Lab Singing : at 1 p.m on the stage All contests will be held on July 20th, 2012 All classes have to send min. 1 student for each contest. Give the list of the name to each captain. For registration , please contact Diana 021-82495758 For further information, you can ask the members of OSIS</p> <p>Regards, Head of OSIS</p>	<p>LK 1</p> <p>LK 1</p> <p>LK 3</p> <p>LK 2</p> <p>LK 3</p> <p>LK 2</p> <p>LK 2</p> <p>LK 1</p> <p>LK 1</p> <p>LK 2</p>	<p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p> <p>10</p>

C. Penilaian Keterampilan

- Kisi-kisi

NO	KOMPETENSI DASAR	INDIKATOR PENCAPAIAN	MATERI POKOK	SOAL
1	<p>4.5.1 Menangkap makna secara kontekstual terkait fungsi sosial, struktur teks, dan unsur kebahasaan teks khusus dalam bentuk pemberitahuan (announcement)</p> <p>4.5.2 Menyusun teks khusus dalam bentuk pemberitahuan (announcement), lisan dan tulis, pendek dan sederhana, dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan, secara benar dan sesuai konteks</p>	Disajikan sebuah informasi terkait suatu kegiatan sekolah, peserta didik dapat menyusun teks announcement dengan tepat secara berkelompok.	Teks announcement	Study the information then write an announcement text as follow.

- Rubrik penilaian

NO	ASPEK	SKOR	DESKRIPSI
1	Ketepatan isi dan tema	3	Seluruhnya tepat
		2	Ada beberapa kurang tepat
		1	Sebagian besar/seluruhnya tidak tepat
2	Struktur kalimat	3	Seluruhnya benar
		2	Ada beberapa kurang benar
		1	Sebagian besar/seluruhnya tidak benar
3	Koherensi antar kalimat	3	Seluruhnya koheren
		2	Ada beberapa kurang koheren
		1	Sebagian besar/seluruhnya tidak koheren
4	Penggunaan kata dan istilah	3	Seluruhnya tepat
		2	Ada beberapa kurang tepat
		1	Sebagian besar/seluruhnya tidak tepat
5	Tanda baca	3	Seluruhnya benar
		2	Ada beberapa kurang benar
		1	Sebagian besar/seluruhnya tidak benar
6	Ejaan kata	3	Seluruhnya benar
		2	Ada beberapa kurang benar
		1	Sebagian besar/seluruhnya tidak benar
Skor Maksimum		18	

- Pedoman penskoran

NILAI AKHIR (NA)

$$NA = \frac{\text{SKOR PEROLEHAN}}{\text{SKOR MAKSIMUM}} \times 100$$

Soal Penilaian Pengetahuan

I. Answer these questions based on the text given !

The text is for questions 1-5

ANNOUNCEMENT

To All Members of Riza's Club,
Please be informed that Riza Regional Games 2019
will be on May 5 – 12, 2019 at Malang City.
Please pay your 2nd semester contributions on or
before April 30, 2019.
All checks will be paid to the order of Riza's Club
with account # 02051527.
Thank you for your attention

Management of Riza's Club

1. Where is the announcement from?
2. Who is the announcement for?
3. What is the announcement about?
4. Why should Riza Club give the announcement?
5. What does the announcement inform you?

The text is for questions 6-8

Announcement

To celebrate our school's 25th anniversary, we are proudly presenting some contest :

Reading Poem : at 8 a.m at school hall

Speech : at 10 p.m at The Language Lab

Singing : at 1 p.m on the stage

All contests will be held on July 20th, 2012

All classes have to send min. 1 student for each contest. Give the list of the name to each captain.

For registration , please contact Diana 021-82495758

For further information, you can ask the members of OSIS

Regard,

Head of OSIS

6. The text is mainly about the announcement of...
 - a. Extracurricular activities
 - b. School adventures
 - c. Various Contest
 - d. The OSIS Projects
 - e. School Activities
7. The students can enrol the contest by...
 - a. asking to the members of OSIS
 - b. contacting the Head of OSIS
 - c. asking to the captain
 - d. contacting to Diana
 - e. asking to the teachers
8. The students can enrol the contest. The underlined word means ...
 - a. attend
 - b. hinder
 - c. register
 - d. delay
 - e. deny

The text is for question 9-10

ANNOUNCEMENT

Pay attention !

Our school will have a Debate Competition

Participants : All students in our school

It will be held from 10th – 12th August 2014

Prizes :

1. Rp 2.000.000,-

2. Rp 1.500.000 ,-

3. Rp 1.000.000 ,-

Please Join Us !

9. What is the announcement about ?...
10. According to the text ...
- The competition is only for students with good English
 - The competition is in the form of spoken arguments
 - The competition is in the form of written arguments
 - The competition will be held after school
 - The competition will run for two days

Soal Penilaian Keterampilan

II. Make a short announcement based on these information:

Imagine that you are the captain of your class. You just had a meeting with OSIS. During the meeting, you took the following notes. Use your notes to make an announcement to your classmates.

- Trip to Borobudur Temple
- 3 days 4 nights (departing on 27 October)
- Contribution: IDR 1.500,000 including transportation, meals, and hotel
- Confirmation by 20 October to the organizing committee either by email to S@SMA C.com or sms to 0850502134



KUNCI JAWABAN DAN PENSKORAN

JAWABAN	SKOR
PENGETAHUAN	
I. Pilihan Ganda dan Uraian	
1. From Riza' Club	1
2. The members of Riza's Club	1
3. Riza Regional Games	1
4. Riza's club wants the member to pay for second semester contribution	1
5. The announcement from The Management of Riza's Club informs all members of the club about Riza Regional Games 2013. This will be held from May 5 to May 12, 2013 at Malang City. The members have to pay the 2nd semester contributions on or before April 30, 2013 through checks to the account # 02051527.	1
6. E	1
7. D	1
8. C	1
9. Debate Competition	1
10. B	
Total Score	10

KETERAMPILAN

II. Accept any possible answer

Score : 18

ANNOUNCEMENT

Dear friends,

OSIS will arrange a trip to Borobudur Temple. Departure time is October 27, for three days and four nights. Contribution for each participant is 1.500.000 rupiahs including transportation, meals, and hotel. If you are interested to join, please register by 20 October to the organizing committee either by email to OSIS@SMA-IC.com or sms to 0850502134.

- **Pedoman penskoran**

NILAI AKHIR (NA)

$$NA = \frac{\text{SKOR PEROLEHAN}}{\text{SKOR MAKSIMUM}} \times 100$$