

**BAHASA DAN SASTRA INGGRIS XII**  
**JOB APPLICATION LETTER**  
**6 X 45 MINUTES**

**LESSON PLAN**  
**SMAK SANTO**  
**PAULUS JEMBER**

3.2 membedakan fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk surat lamaran kerja, dengan memberi dan meminta informasi terkait jati diri, latar belakang pendidikan/pengalaman kerja, sesuai dengan konteks penggunaannya

4.2 surat lamaran kerja

4.2.1 menangkap makna secara kontekstual terkait fungsi sosial, struktur teks, dan unsur kebahasaan teks khusus dalam bentuk surat lamaran kerja, yang memberikan informasi antara lain jati diri, latar belakang pendidikan/pengalaman kerja

4.2.2 menyusun teks khusus surat lamaran kerja, yang memberikan informasi antara lain jati diri, latar belakang pendidikan/pengalaman kerja, dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan, secara benar dan sesuai konteks

**Sources:**

**Module:**

<https://hedwigbooks.com/2019/06/28/chapter-2-job-application-letter/>

**Tools:**

- LSM Moodle, Kahoot, Jamboard, Microsoft team, website

**Assessment**

- **Writing: Composing a job application letter**
- **Reading comprehension on a job application letter**
- **Speaking: Having a job interview**

**Learning objective**

**Students are able to**

- **compare one job application letter to the others**
- **comprehend job application letters**
- **compose a job application letter**

**Activities**

**First meeting: 2x45'**

- Teacher greets the students and leads the prayer.
- Students read and comprehend the given job application letter.
- Students find out the structure of the letter and write it on the jamboard.
- Students find out the important terms used in the letter.
- Students read another application letter.
- Students compare it to the previous letter.
- Teacher reviews what has been done.



### Second meeting: 2x45'

- Teacher greets the students and leads the prayer.
- Students read a job vacancy and find out some information used in application letter.
- Students write a curriculum vitae.
- Students write a job application letter.
- Teacher wraps up with a quiz on vocabularies commonly used in job vacancies and job application letter.
- Teachers ends the meeting.

### Third meeting: 2x45'

- Teacher greets the students and leads the prayer.
- Teacher groups the students and puts them on the breakout rooms.
- Students enter the breakout rooms.
- Students have a role playing in a job interview while recording it.
- Teacher visits every room.
- Teacher evaluates students' activity when everyone has been in the main room.
- Students do a quiz on reading comprehension.
- Teacher reviews what has been learnt, and ends the meeting



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