

**RENCANA PELAKSANAAN PEMBELAJARAN
(RPP 3)**

Satuan Pendidikan : SMA Negeri Usapimnasi
 Mata Pelajaran : Bahasa Inggris
 Kelas/Semester : XI/1
 Materi Pokok : **Formal Invitation**
 Alokasi Waktu : 2JP x 2 pertemuan

A. Kompetensi Inti

1. : Menghayati dan mengamalkan ajaran agama yang dianutnya
2. : Menunjukkan perilaku jujur, disiplin, tanggung jawab, peduli (gotong royong, kerja sama, toleran, damai), santun, responsif, dan pro-aktif dan menunjukkan sikap sebagai bagian dari solusi atas berbagai permasalahan dalam berinteraksi secara efektif dengan lingkungan sosial dan alam serta menempatkan diri sebagai cerminan bangsa dalam pergaulan dunia
3. : Memahami, menerapkan dan menganalisis pengetahuan faktual, konseptual, prosedural, dan metakognitif berdasarkan rasa ingin tahunya tentang ilmu pengetahuan, teknologi, seni, budaya dan humaniora dengan wawasan kemanusiaan, kebangsaan, kenegaraan dan peradaban terkait penyebab fenomena dan kejadian serta menerapkan pengetahuan prosedural pada bidang kajian yang spesifik sesuai dengan bakat dan minatnya untuk memecahkan masalah
4. : Mengolah, menalar, dan menyaji dalam ranah konkret dan ranah abstrak terkait dengan pengembangan dari yang dipelajarinya di sekolah secara mandiri, bertindak secara efektif dan kreatif, serta mampu menggunakan metoda sesuai kaidah keilmuan

B. Kompetensi Dasar dan Indikator Pencapaian Kompetensi

Kompetensi Dasar	IPK
<p>3.3 Membedakan fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk undangan resmi dengan memberi dan meminta informasi terkait kegiatan sekolah / tempat kerja, sesuai dengan konteks penggunaannya.</p>	<p>Pertemuan 1:</p> <p>3.3.1 Menyebutkan jenis-jenis surat undangan resmi yang siswa ketahui</p> <p>3.3.2 Mengidentifikasi fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk undangan resmi terkait kegiatan sekolah/tempat kerja</p> <p>3.3.3 Menjelaskan bagian-bagian undangan resmi</p> <p>3.3.4 Mengelompokkan kalimat dan respon terkait dengan undangan berdasarkan sifatnya <i>formal</i> dan <i>informal</i></p> <p>3.3.5 Menentukan perbedaan fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk undangan resmi</p>
<p>4.3 Undangan Resmi</p> <p>4.3.1 Menangkap makna secara kontekstual terkait fungsi sosial, struktur teks, dan unsur kebahasaan teks khusus dalam bentuk undangan resmi lisan dan tulis, terkait kegiatan sekolah/tempat kerja.</p> <p>4.3.2 Menyusun teks khusus undangan resmi lisan dan tulis, terkait, kegiatan sekolah/tempat kerja, dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan, secara benar dan sesuai konteks.</p>	<p>Pertemuan 2 :</p> <p>4.3.1.1 Mengidentifikasi fakta dan detail dalam teks khusus berbentuk undangan resmi</p> <p>4.3.1.2. Menyimpulkan makna secara kontekstual terkait fungsi sosial, struktur teks, dan unsur kebahasaan teks khusus dalam bentuk undangan resmi lisan dan tulis.</p> <p>4.3.2.1 Menulis teks khusus dalam bentuk undangan resmi tulis terkait kegiatan sekolah/tempat kerja dengan memperhatikan fungsi sosial, struktur teks dan unsur kebahasaan secara benar dan sesuai konteks</p>

C. Tujuan Pembelajaran: Melalui *Text Based Language Learning* peserta didik mampu mengembangkan perilaku tanggungjawab, kerjasama dan percaya diri dalam membedakan, menangkap makna dan menyusun teks khusus berbentuk undangan resmi lisan dan tulis, terkait kegiatan sekolah/tempat kerja, dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan, secara benar dan sesuai konteks

D. Materi Pokok

Formal invitation letter

- Fungsi sosial

Menjaga hubungan interpersonal dalam konteks resmi

- Struktur teks

Dapat mencakup

✓ Sapaan

✓ Isi

✓ Penutup

- Unsur kebahasaan

- Ungkapan dan istilah yang digunakan dalam undangan resmi. For example: RSVP
- Verbs in simple present : e.g invite, attend, etc
- Verbs in future tense : e.g will celebrate, will come, etc

- Topik

Acara formal yang terkait dengan sekolah, rumah, dan masyarakat yang dapat menumbuhkan perilaku yang termuat di KI

- Multimedia

Layout yang membuat tampilan teks lebih menarik.

E. Pendekatan/Metode Pembelajaran:

- Pendekatan : Berbasis Teks
- Model : Text Based Language Learning
- Metode : Diskusi, tanya jawab, presentasi

F. Media, Alat, dan Sumber Belajar

1. Media : Multimodal Texts (Teks Tulis, Teks Lisan, Graphic Organizer)
2. Alat : Spidol, Laptop, LCD, Speaker
3. Sumber Belajar :

- Bashir, M.2017. *Bahasa Inggris: Stop Bullying Now untuk SMA/MA/SMK/MAK Kelas XI*. Jakarta: Kementerian Pendidikan dan Kebudayaan
- <https://en.islcollective.com/wsdownload.php?wsid=13760>
- <https://en.islcollective.com/wsdownload.php?wsid=84669>
- <https://drive.google.com/file/d/0B-eEA-jx99z8dk0zZkpFRGdHcEU/view>

G. Kegiatan Pembelajaran:

Pertemuan I: 2 x 45

a. Kegiatan Pendahuluan (10')

- Salam pembuka, **berdoa** menyiapkan buku pelajaran, memungut sampah yang masih terlihat
- Mengondisikan suasana belajar yang menyenangkan
- Mengecek kehadiran peserta didik
- Mendiskusikan kompetensi yang sudah dipelajari dan dikembangkan sebelumnya berkaitan dengan kompetensi yang akan dipelajari dan dikembangkan
- Menyampaikan kompetensi yang akan dicapai dan manfaatnya dalam kehidupan sehari-hari
- Menyampaikan garis besar cakupan materi dan kegiatan yang akan dilakukan
- Menyampaikan lingkup dan teknik penilaian yang akan digunakan.

b. Kegiatan Inti (70 Menit)

1. Building Knowledge of the Field (15')
 - Peserta didik membaca teaching material
 - Peserta didik mengungkapkan apa yang mereka pahami dari apa yang mereka baca
 - Peserta didik mengungkapkan apa yang mereka belum pahami dari bacaan tersebut
 - Peserta didik menyebutkan contoh formal invitation yang mereka ketahui
 - Peserta didik menjelaskan tujuan formal invitation secara umum
2. Text Deconstruction dan Text Modelling (20')
 - Disajikan sebuah gambar undangan, peserta didik diminta untuk menyebutkan bagian-bagian surat undangan tersebut
 - Peserta didik menyebutkan fungsi sosial dari undangan yang ditampilkan
 - Peserta didik diberikan beberapa contoh undangan dan mengidentifikasi fungsi sosial, struktur teks, dan unsur kebahasaan dalam bentuk undangan resmi.
 - Peserta didik memberikan jawaban mereka berdasarkan pertanyaan yang diberikan guru
3. Join Construction (45')
 - **Dalam kelompok 5 orang**, Peserta didik menjelaskan bagian-bagian undangan resmi
 - Peserta didik diberi beberapa contoh undangan
 - **Dalam kelompok** peserta didik mengelompokkan teks undangan terkait dengan undangan resmi dan surat balasannya
 - Peserta didik mendiskusikan hasil atau jawaban mereka.
 - Peserta didik mempersentasikan hasil diskusi mereka.
 - Guru memberi umpan balik terkait materi yang sudah didiskusikan
 - Kemudian peserta didik membedakan beberapa undangan resmi terkait kegiatan di sekolah/tempat kerja.
 - Peserta didik mengumpulkan hasil diskusi mereka
 - Guru memberikan umpan balik atas jawaban yang diberikan.

c. Kegiatan Penutup (10')

Guru bersama peserta didik :

- Membuat rangkuman/ simpulan pelajaran;
- Memberikan umpan balik terhadap proses dan hasil pembelajaran;
- Doa.

Pertemuan 2 : 2 x 45 menit

a. Kegiatan Pendahuluan (10')

- Salam pembuka, **berdoa** menyiapkan buku pelajaran, memungut sampah yang masih terlihat
- Mengondisikan suasana belajar yang menyenangkan
- Mengecek kehadiran peserta didik
- Mendiskusikan kompetensi yang sudah dipelajari dan dikembangkan sebelumnya berkaitan dengan kompetensi yang akan dipelajari dan dikembangkan
- Menyampaikan kompetensi yang akan dicapai dan manfaatnya dalam kehidupan sehari-hari
- Menyampaikan garis besar cakupan materi dan kegiatan yang akan dilakukan
- Menyampaikan lingkup dan teknik penilaian yang akan digunakan

b. Kegiatan Inti (70')

- Peserta didik membaca materi tentang “*Cultural Awareness: RSVP*”
- Bersama Guru, peserta didik mendiskusikan materi yang dibaca
- Disajikan sebuah dialog berbentuk audio, Peserta didik diminta untuk menyimak dialog tersebut
- Peserta didik menjawab pertanyaan sesuai dengan dialog yang diperdengarkan
- Peserta didik menjawab hasil kerja mereka

- Disajikan 3 buah teks undangan resmi, peserta didik menjawab pertanyaan sesuai isi undangan
- Peserta didik diajak bermain game *hot seat*
- Dalam game ini, peserta didik dapat menyimpulkan makna kata yang biasa digunakan dalam menulis surat resmi
- Diberikan beberapa tema peserta didik memilih salah satu tema dan menyusun sebuah undangan resmi
- Peserta didik membuat surat balasan untuk surat undangan yang mereka buat.
- Kemudian mempersentasikan hasil diskusi mereka.

c. Kegiatan Penutup (10')

- Bersama peserta didik yaitu:
 1. Membuat rangkuman/ simpulan pelajaran;
 2. Melakukan refleksi terhadap kegiatan yang sudah dilaksanakan;
 3. Memberikan umpan balik terhadap proses dan hasil pembelajaran;
- Memberikan motivasi kepada peserta didik yang dianggap belum mampu menguasai materi;
- Memberikan informasi tentang materi dipertemuan selanjutnya
- Doa dan salam penutup.

H. PENILAIAN

NO	DIMENSI	TEKNIK	BENTUK INSTRUMEN	KET
1	Sikap	Observasi	Jurnal	Terlampir
2	Pengetahuan	Lisan dan Tulis	LKPD, Kisi-Kisi dan Soal PH	Terlampir
3	Keterampilan	Lisan, Tulis, dan Penugasan Tidak Terstruktur	LKPD, Kisi-Kisi dan Soal PH	Terlampir

I. Rencana Remedial dan Pengayaan

1. Remedial

- Peserta didik membaca kembali rangkuman materi pembelajaran.
- Peserta didik mengamati sebuah undangan resmi dan mengidentifikasi fungsi sosial, struktur teks dan unsur kebahasaan dari undangan tersebut.

2. Pengayaan

Peserta didik membuat desain undangan resmi dengan menggunakan komputer

Mengetahui
Kepala SMA Negeri Usapimnasi

Usapimnasi, 2019
Guru Mata Pelajaran

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TEACHING MATERIAL

When you want someone to attend an event that you host, you can send an invitation. Invitation can be written on a card, a letter or an Email. Shorter invitation such as one to a wedding party, birthday party are usually written on a card and the longer one like invitation to celebrate school or office anniversary usually written in a letter.

- Social function : to request the attendance of a particular person, group of people, or representative of an organization at a particular event.
- Language features:
 - (1) *Verb in present tense* for example *invite, attend etc.*
 - (2) *Verb in future tense; will take place, will start, will celebrate*

The information that should be included in an invitation is as follows:

- The information about the host (name, address)
- The information about the event (name, purpose, date, time and location)
- Special instruction (e.g dresscode, direction to the location)
- RSVP information (contact person, phone number)

Formal invitation is an invitation which follows a dignified form, tone or style in agreement with the established norms custom or values (Websters, 2012)

For Example :

- An invitation to the opening of a school
- An invitation to the graduation ceremony
- An invitation to a wedding, etc.

Common format of a formal invitation (Card):

- The first line is the name of the person who invites.
- The second line is the request for participation
- The third line is the name of the person (s) invited
- The fourth line is the occasion for invitation
- The fifth line is the time and date of the occasion
- The sixth line is the place of the occasion
- The last line is the request for reply

Common Structure of a formal invitation (letter):

- (1) Heading (address of the host; optional)
- (2) Inside address (address of the invitee).
- (3) Salutation (Opening Greeting).
- (4) Body of the (gives the details of the place, date and time of the event and other information related to the event).
- (5) Complimentary Close.
- (6) Signature.

1) Heading

Heading usually covers the address of the sender and the date when the letter is being written. On the first line, write your apartment number, postal box, rural route number, and your street address1 (whatever applies to your address). The second line gives your city, town, or village, and the province name, and postal code2. On the third line, write the month, the day and the year you are writing the letter.

2) Inside address

The *inside address* is placed at the left margin, two spaces below the heading and contains the receiver's full name, title, and address.

3) Salutation

The *salutation* is placed two spaces below the inside address. The salutation or greeting depends on how well-acquainted the sender and the addressees are.

You can notice the table below on how to write the salutation;

Addressee	Salutation
A person who is not known to the sender	Dear Sir/Madam, Sir/Madam, Dear Sirs
A person who is known to the sender.	Dear Mr. Singh, Ms. Bose,/ Mrs. Methew,

4) Body

The *body* of the letter is, of course, what the letter is all about. It begins two spaces below the salutation. You should single space within paragraphs and double space between them. The body of the letter consists of the introduction, the main message and the conclusion.

5) Complimentary close

The conclusion of all letters is a brief phrase showing respect called the *complimentary closing* which is placed two spaces below the body. Only the first word of this closing is capitalized.

Notice the table below on how to write the complimentary closing;

Salutation	Complimentary Closing
Dear Sir/Madam, Sir/Madam, Dear Sirs,	Yours faithfully,
Dear Mr. Singh, Ms. Bose,/ Mrs. Mehta	Yours sincerely

6) Signature

The signature follows the complimentary close. The name of the sender must also be included under the signature. It appears in brackets along the writer's designation.

Note

RSVP or R.S.V.P. is adopted from French word *répondez s'ilvous plait* which means please answer. The receiver of the invitation must tell the host whether they plan to attend the event or not.

Belfast University
Office of the Provost
284 Scholars Avenue, Belfast, BT1 4AB

10 June, 2018

Mr John Stevens
123 Anywhere Lane
Belfast
BT1 5CD

Dear Mr Stevens,

In honour of the appointment of Dr Everett Jones as president of Belfast University, we have planned a banquet on the fourteenth of July. We request the pleasure of your company for the banquet at Knowledge Hall, 24 Scholars Avenue, Belfast. The event will open with a welcome address by Dean James Smith and will be followed by formal toasts by fellows of the University. Dinner will be served at 7.30pm. We will be glad to have you with us. Please accept our invitation and confirm your attendance.

RSVP to: Barry Allen : Phone 028 9034 0986 □ Fax 028 9034 0987

Your sincerely,

Jean Brown

Invitation to a wedding

Mr. and Mrs. Pujianto
cordially request the pleasure of your
company
on the wedding ceremony of their
daughter

Siti With Davy

On Friday, the twelfth of December
at seven o'clock in
Gedung Kartini
Jl Gatot Subbaroto
Jakarta

R.S.V.P.
Yani
02126734578
Rsvpwedding@ymail.com

dinner will
be served
8pm sharp.

1. Name of the hosts
2. Phrasing of the invitation
3. The kind of event
4. Date
5. Time
6. Venue
7. Special instruction
8. Request to response

Some phrases that are used in **FORMAL INVITATION**.

Inviting	Accepting	Declining
<ul style="list-style-type: none"> • Would you like to... • I'd very much like you to... • We should be pleased/delighted if you could... • Would you care to... • You will... wont you? 	<ul style="list-style-type: none"> • That's very kind of you. • We'd very much like to... • What a delightful idea. • With the greatest pleasure. • Thank you very much to inviting me. 	<ul style="list-style-type: none"> • I am very sorry, i don't think i can. • I'd like to, but... • I'm afraid i've already promised... • Thank you for asking me, but... • Unfortunately, I can't

Some phrases that are used in **INFORMAL INVITATION**.

Inviting	Accepting	Declining
<ul style="list-style-type: none"> • Why don't you come to... • Like to come to... • Come and... • Shall we come to... • You must come to... 	<ul style="list-style-type: none"> • I would/will. • That would be very nice. • OK. • I'd like to love to come. • All right (then). 	<ul style="list-style-type: none"> • Sorry, I can't. • I'd love to, but... • I don't think I can't. • Thank you for asking me, but... • Unfortunately, I can't

Responding to formal invitations

Example:

1. Acceptance

- Mr. and Mrs. Eri Utomo accept with pleasure the kind invitation of Mr. and Mrs. Pujiyanto to the wedding ceremony of their daughter on Friday, the twelfth of December at seven o' clock.
- Mr. and Mrs. Wibowo accept the invitation with pleasure.

2. Declining/ Regret

- Mr. and Mrs. Situmorang regret that they are unable to accept the kind invitation of Mr. and Mrs. Pujiyanto for Friday, the twelfth of December at seven o' clock due to prior engagement.
- Mr. And Mrs. Wibowo regret to decline the invitation due to health reasons.

3. Responding card

The responding card comes with the invitation card. This card should preferably be hand written

CULTURAL AWARENESS

RSVP

You may often read in written invitations the term "RSVP", where a telephone number is usually included. RSVP is derived from the French phrase *répondez s'ilvous plait*, which means "please respond". The RSVP etiquette began in the French Court in the late 18th century. It has long been widely used in Western cultures.

RSVP is request for the people being invited (invitees) to confirm whether they plan to attend the event or not. Event hosts need to estimate the number of participants in order to better plan the event, for example, to plan seating, to order food, goody bagsy, etc.

In most Western cultures, invitees are expected to respond to RSVPs. It is inconsiderate not to, because it will make it fifficult for the host to plan the event efficiently. A response card often comes with a wedding invitation, where you can write your information and state whether you will attend or not. So the next time you see RSVP on an invitation, please contact the host as soon as possible.

LKPD Pertemuan 1

Task 1

- Identify the generic structure, social function, and language feature of the invitations below

Belfast University
Office of the Provost
284 Scholars Avenue, Belfast, BT1 4AB

10 October, 2018

Mr John Stevens
123 Anywhere Lane
Belfast
BT1 5CD

Dear Mr Stevens,

In honour of the appointment of Dr Everett Jones as president of Belfast University, we have planned a banquet on the fourteenth of July. We request the pleasure of your company for the banquet at Knowledge Hall, 24 Scholars Avenue, Belfast. The event will open with a welcome address by Dean James Smith and will be followed by formal toasts by fellows of the University. Dinner will be served at 7.30pm. We will be glad to have you with us. Please accept our invitation and confirm your attendance.

RSVP
Emily Black
Email/Phone : Bocahsoe@gmail.com/6789998212
Your sincerely,


Jean Brown
Provost Belfast University

RACHEL ASHBY KEEFE
WILLIAM HANSON WRIGHT II

*request the pleasure of your company
at the celebration of their union*

*sunday, the seventh of may,
two thousand and ten
at seven o'clock in the evening
st. john catholic church
321 main street, austin, tx*

reception to follow



TASK 2

Match the text structure of the formal invitation with their definition.

HOST	The receiver of the invitation must tell the host whether they plan to attend the event or not.
SALUTATION	It always ends with a comma. The traditional rule of etiquette is that a formal letter starting “Dear Sir/Madam” must end “yours faithfully” while a letter starting “Dear Mr.....” must end “your sincerelly”

INSIDE	A person who invites guests to a meal, a party, etc. Or who has people staying at their house
BODY	It normally begins with the word “Dear” and always includes the person’s title and last name. If you don’t know the name or the sex of your receiver, write “Dear Madam/Sir or Dear Sales Manager, or Dear Human Resources Director.
COMPLIMENTARY CLOSE	The last part following the closing and the name of writer below it
REQUEST TO RESPONSE	It is the recipient’s address. It is always best to write to a specific individual at the firm to which you are writing. Include a personal title such as Ms., Mr., or Dr. It begins one line below the sender’s or one inch below the date.
SIGNATURE	It is where you explain why you are writing. It is the main part of the letter. Use a new paragraph when you wish to introduce a new idea or element into your letter. In this part stated all the information like date, venue, dresscode, etc.

TASK 3

In groups of 5, put the sentences in the envelope into correct category

1. Inviting, accepting or declining
2. Formal or informal

Task 4

1. Fill the following table based on information from invitations below!
2. Write down 2 similarities and 2 differences from invitations below!

No.	Aspects to be analyzed	First Letter	Second Letter
1.	The Kind of Event		
2.	Name of The Host		
3.	Receiver		
4.	Sender address		
5.	Receiver adress		
6.	Date and Time		
7.	RSVP		

8.	Venue		
9.	Closing		
10.	Formal and Informal		
11.	Function		
12.	Verbs in Simple present		
13.	Verbs in Future tense		

First Invitation

VCA SCHOOL DRAMA
28 DODDS Street
Southbank

17 October 2018

Mrs. Cassie Burton
President Of Melbourne Chamber of Commerce
35 Bondholder Street
Southbank

Dear Mrs. Burton

We would like to invite you or a representative of the Chamber of Commerce to attend a special drama parody entitled “ Formalin Pindang,” based on an Indonesian Folktale “ The Legend of Malin Kundang”, by postgraduate animator Fanny Hussain, in collaboration with VCA first-year actors Stuart Bowden, Joana Curtis, Julian Markowski and Carl Powls.

The event will take place on:

Day/Date : Monday, 22 October - 8.00 p.m
Tuesday, 23 October - 7.00 p.m

Venue : VCA School of Drama, 28 Dodds St. Southbank

Dresscode : Formal

RSVP
(03) 6789998212 or Email info@vca.com.au

It would be a great pleasure for us if you could attend this drama presentation

Your sincerely,

Jean Kidd

Second Invitation

Little Brian is Turning Two
And he wants to celebrate with you

Sunday, 4 June
2-5 pm
3456 Mapple Lane, El Passo, Texas

Dress for Fun and Crafts!
We're going to get creative!

RSVP to Liz Granger
At 830-5555-2121

LKPD

Pertemuan 2

Task 1

Listen carefully to the audio and answer the questions below!

Audio 1

1. What kind of event?
2. Who is the host?
3. Where is the event takes place?
4. When will the event be held?
5. What is the dress code used in that event?

Audio 2

1. What kind of event?
2. Who is the host?
3. Where is the event takes place?
4. When will the event be held?
5. Who is Vanessa?

Task 2

Read the following text to answer questions number 1 and 2.

Mr and Mrs. Joseph Sembiring
Invite you to share the joy of the marriage uniting their daughter
Alice Sembiring To Jeffry Sitorus
Friday, the thirteenth of June two thousand and eight
At three o'clock in the afternoon
Gajah Wong Restaurant Jl. Affandi Yogyakarta

1. The purpose of the text is to invite you
 - A. To attend Mr and Mrs Sembiring's marriage
 - B. To unite Alice an Jeffry in a wedding party
 - C. To attend Alice and Jeffry's wedding party
 - D. To marry with Mr and Mrs Sembiring
2. Which statement is TRUE based on text?
 - A. The party will be held on june 13th, 2008
 - B. Jeffry Sitorus is Mr. and Mrs. Joseph Sembiring's son
 - C. The party will be spon-sored by Gajah Wong Restaurant
 - D. Mr. and Mrs. Joseph Sem-biring will celebrate their anniversary

Read the following text to answer questions number 3 and 4.

YOU ARE INVITED!
GARDEN PARTY
BIRTHDAY PARTY FOR LARAS SUHITO
SATURDAY, 14 MARCH 2017
2 P.M.
SUHITO HOME
(KM-IF! 1 NO. 13, CIGANJUR, JAKARTA)
RSVP LARAS SUHITO

3. Where is the party?
 - A. At a garden
 - B. School
 - C. Kahfi Residence
 - D. Suhito Home

4. The party will be held
- A. In the morning
 - B. In the afternoon
 - C. In the evening
 - D. At night

Read the following text to answer questions number 5 to 7.

Please join us
In celebrating the graduation of:
YUNIAR BESTIANA, M.Ed.
Sunday, November 30th, 2017
at 8 p.m.
Abdul Wahid Avenue 56 Bondowoso
Mr. and Mrs. Sudjiatmojo Please
RSVP by November 28th, 2017
Desi - 085739999789

5. Which statement is true based on the text?
- A. Mr. and Mrs. Sudjiatmojo held this party for themselves
 - B. Yuniar Bestiana has just finished her postgraduate study
 - C. People should call Desi to see Yuniar Bestiana
 - D. This party will be held for Desi

6. "In celebrating the graduation of" The underlined word has closest meaning with
- A. Blame
 - B. Honor
 - C. Deny
 - D. Neglect

Read the following text to answer questions number 7 and 8.

Soft and sweet, a state of bliss
Our mommy-to be is expecting a girl
Let's shower Desi Bestiana with love
Friday, December 19th, 2017
At 4 p.m.
RSVP by December 16th, 2017-11-27
Aditya - 083855576876

7. From the text we can infer that
- A. Desi Bestiana is going to deliver a baby
 - B. The party will be held in the morning
 - C. Desi Bestiana has delivered a baby boy
 - D. Desi Bestiana is a mother to be
8. Our mommy to be is expecting a girl What does the underlined word mean?
- A. Recognizing
 - B. Admitting
 - C. Confessing
 - D. Waiting for

Read the following text to answer questions number 9 and 10.

STUDENT ORGANIZATION
SMP. Negri 137
JL Cempaka Putih Barat 15/26
Telp (021) 4244612
Dear Sabrina
We invite you to attend our meeting that will be held:
On Saturday, August 8,2017
At 01.30 p.m. – 02.30 p.m.
In the school hall
Agenda= final preparation for the 2015 PENSI competition please com on time, see your there.

Nazmy, Farhan,
Secretary Chair Person

9. The meeting will be held?

- A. On Sunday, August 8,2017
- B. On Saturday, August 8,2017
- C. On Friday, June 8,2017
- D. On Saturday, June 8,2017

10. Based on the text, we know that

- A. The meeting will be held in the school hall
- B. If you could not come, you should call Nazmi
- C. The meeting only invites the committee
- D. The meeting will be held in the morning

Task 3

1. Create a formal invitation for the head of your school, inviting him/her to the graduation ceremony in your school. Use the format you have learnt in first meeting.
2. Create a formal invitation for the head of your distric, inviting him/her to the ribbon-cutting ceremony to inaugurate the new science laboratory in your school. Use the format you have learnt in first meeting

INSTRUMEN PENILAIAN RPP 3

Pertemuan 1

Jurnal Penilaian Sikap : Observasi Sikap jujur, disiplin, tanggung jawab, kerja sama.
 Nama Satuan Pendidikan : SMA Negeri Usapimnasi
 Tahun Pelajaran : 2019-2020
 Kelas/Semester : XI/I
 Mata Pelajaran : Bahasa Inggris

No.	Waktu	Nama	Kejadian/Perilaku	Butir Sikap	Pos/Neg	Tindak Lanjut

1. Test pengetahuan lisan:

3.3.1 Menyebutkan jenis-jenis surat undangan resmi yang siswa ketahui

Indikator soal :

- Peserta didik dapat menyebutkan jenis-jenis surat undangan resmi yang mereka ketahui
- Disajikan sebuah contoh undangan, peserta didik dapat menyebutkan jenis undangan apa itu
- Peserta didik dapat menyebutkan fungsi sosial dari invitation

Pertanyaan/Suruhan:

- a. *Please mention, kinds of formal invitation that you know or have ever made!*
- b. *What kind of invitation is it?*
- c. *What is the purpose of writing an invitation?*

3.3.2 Mengidentifikasi fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk undangan resmi terkait kegiatan sekolah/tempat kerja

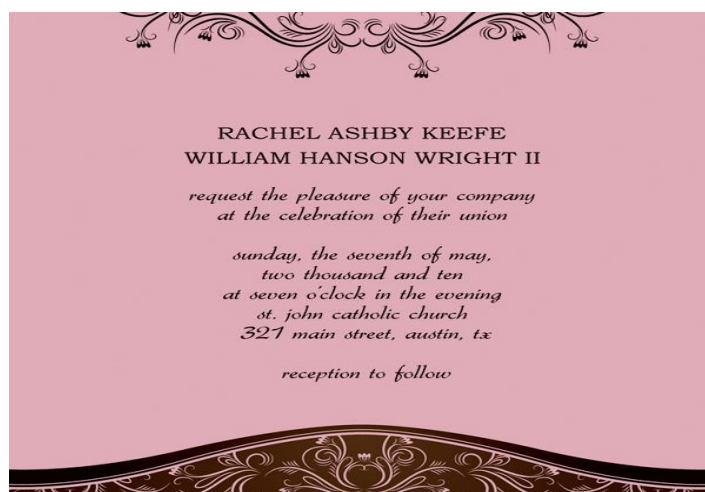
Indikator soal : Disajikan 2 jenis undangan, peserta didik dapat mengidentifikasi dan menyebutkan fungsi sosial, struktur teks, dan unsur kebahasaan dari masing-masing teks.

Pertanyaan/Suruhan:

- *Identify the generic structure, social function, and language feature of the invitation letter (wedding card)*

Butir Soal

<p>10 October, 2018</p> <p>Mr John Stevens 123 Anywhere Lane Belfast BT1 5CD</p> <p>Dear Mr Stevens,</p> <p>In honour of the appointment of Dr Everett Jones as president of Belfast University, we have planned a banquet on the fourteenth of July. We request the pleasure of your company for the banquet at Knowledge Hall, 24 Scholars Avenue, Belfast. The event will open with a welcome address by Dean James Smith and will be followed by formal toasts by fellows of the University. Dinner will be served at 7.30pm. We will be glad to have you with us. Please accept our invitation and confirm your attendance.</p> <p>RSVP Emily Black Email/Phone : Bocahsoe@gmail.com/6789998212 Your sincerely,</p> <p>Jean Brown Provost Belfast University</p>	<p>Belfast University Office of the Provost 284 Scholars Avenue, Belfast, BT1 4AB</p>
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3.3.3. Menjelaskan bagian-bagian dari undangan resmi

Indikator soal : Disajikan bagian-bagian surat dan definisinya yang sudah diacak, peserta didik dapat memasangkan bagian dan definisinya dengan tepat

Pertanyaan/Suruhan:

- Match the text structure with their definition!

Butir Soal :

HOST	The receiver of the invitation must tell the host whether they plan to attend the event or not.
SALUTATION	It always ends with a comma. The traditional rule of etiquette or to show respect to end a letter
INSIDE	A person who invites guests to a meal, a party, etc. Or who has people staying at their house
BODY	It normally begins with the word “Dear” and always includes the person’s title and last name. If you don’t know the name or the sex of your receiver, write “Dear Madam/Sir or Dear Sales Manager, or Dear Human Resources Director.
COMPLIMENTARY CLOSE	The last part following the closing and the name of writer below it
REQUEST TO RESPONSE	It is the recipient’s address. It is always best to write to a specific individual at the firm to which you are writing. Include a personal title such as Ms., Mr., or Dr. It begins one line below the sender’s or one inch below the date.
SIGNATURE	It is where you explain why you are writing. It is the main part of the letter. Use a new paragraph when you wish to introduce a new idea or element into your letter. In this part stated all the information like date, venue, dresscode, etc.

3.3.4 Mengelompokkan kalimat terkait dengan undangan menurut sifatnya resmi dan tidak resmi
 Indikator soal : Disajikan ekspresi terkait surat undangan, peserta didik dapat mengelompokkan ekspresi-ekspresi tersebut menurut sifatnya formal atau informal

Suruhan : In groups of 5, put the sentences in the envelope into correct category

3. Inviting, accepting or declining

4. Formal or informal

Expression to make, accept or decline in invitation in formal situation.

Making invitation

- Would you like to join us in celebrating our school anniversary?
- I would very happy if your office can send some representative to this meeting
- We would be delighted if you can join our seminar
- Would you care to attend our school project?
- We would be pleased if you could...?

Accepting invitation

- I would/will ...
- That would be very nice
- OK,I will be there !
- I'd like love to come.
- All right.
- Sure, I am coming

Accepting invitation

- That's very kind of you
- We'd like very much to attend the meeting
- What a delightful idea
- With the greatest pleasure
- Thank you very much for inviting me
- It's delightful to join the event

Declining invitation

- Sorry, I can't.
- I'd love to, but ...
- I don't think I can.
- In wish I could, but ...
- Sorry, I am very busy
- Sorry, may be next time
- Thank you, but I can't
- Sorry, I don't think I
- Can't make it
- I'm so sorry I can make it

Declining invitation

- I'm very sorry, I don't
- Think I can.
- I'd like to, but
- I'm afraid I've
- Already promised....
- Thank you for asking me, but
- Unfortunately , I can't....

Expression to make, accept or decline in invitation informal situation

Making invitation

- Why don't you come to...
- Like to come to ...
- Come and ...
- Shall we come to ...
- You must come to ...

Rubrik Observasi Test Lisan Pengetahuan

Nama	Indikator						
	Menyebutkan ...		Mengidentifikasi...		Menjelaskan ...		Mengelompokkan...
	Y	T	Y	T	Y	T

Keterangan: diisi dengan tanda cek (√) **Y:** Ya/Benar/Tepat **T :** Tidak tepat

*Ketercapaian indikator 3.3.1, 3.3.2 dan 3.3.3 dilakukan dengan cara menunjuk secara acak siswa dari kelompok **pembelajar lambat sebanyak 3 orang**, kelompok **pembelajar menengah sebanyak 2 orang**, dan dari kelompok **pembelajar cepat sebanyak 1 orang**. Jika 2 orang dari kelompok pembelajar lambat dapat menjawab pertanyaan dengan tepat, diasumsikan kelompok pembelajar lain telah menguasai indikator diatas.

2. Tes Keterampilan Tertulis

a. Kisi-Kisi Penulisan Soal

Nama Sekolah : SMA Negeri Usapimnasi

Alokasi Waktu :

Mata Pelajaran : Bahasa Inggris

Jumlah Soal :

Kelas/Semester : XI/I

No	IPK	Materi	Indikator Soal	Jumlah Soal	Bentuk Soal	Bobot Soal
1.	Menentukan perbedaan fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk undangan resmi	<i>Invitation card</i>	Disajikan 2 undangan, peserta didik dapat membedakan kedua jenis teks berdasarkan fungsi sosial, struktur teks, dan unsur kebahasaan.	5	Uraian	5

Butir soal

Task 4

1. Fill the following table based on the information from the invitation below!
2. Write down 2 similarities 2 differences from invitations below!

No.	Aspects to be analyzed	First Letter	Second Letter

1.	The Kind of Event		
2.	Name of The Host		
3.	Receiver		
4.	Sender address		
5.	Receiver address		
6.	Date and Time		
7.	RSVP		
8.	Venue		
9.	Closing		
10.	Formal and Informal		
11.	Function		
12.	Verbs in Simple present		
13.	Verbs in Future tense		

First Invitation

VCA SCHOOL DRAMA
28 DODDS Street
Southbank

17 October 2018

Mrs. Cassie Burton
President Of Melbourne Chamber of Commerce
35 Bondholder Street
Southbank

Dear Mrs. Burton

We would like to invite you or a representative of the Chamber of Commerce to attend a special drama parody entitled “ Formalin Pindang,” based on an Indonesian Folktale “ The Legend of Malin Kundang”, by postgraduate animator Fanny Hussain, in collaboration with VCA first-year actors Stuart Bowden, Joana Curtis, Julian Markowski and Carl Powl.

The event will take place on:
Day/Date : Monday, 22 October - 8.00 p.m
Tuesday, 23 October - 7.00 p.m
Venue : VCA School of Drama, 28 Dodds St. Southbank
Dresscode : Formal

RSVP
(03) 6789998212 or Email info@vca.com.au

It would be a great pleasure for us if you could attend this drama presentation

Your sincerely,

Jean Kidd

Second Invitation

Little Brian is Turning Two
And he wants to celebrate with you

Sunday, 4 June
2-5 pm
3456 Mapple Lane, El Passo, Texas

Dress for Fun and Crafts!
We're going to get creative!

RSVP to Liz Granger

RUBRIK PENILAIAN :

No.	Aspek Yang Dinilai	Kriteria	Skor
1	Kemampuan Membedakan fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks undangan	Dua jawaban benar	5
		Satu jawaban benar	3
		Semua salah	0

Nilai = $\frac{\text{skor perolehan}}{\text{jumlah skor}} \times 100$

Contoh: $\frac{50}{65} \times 100 = 76$

Rubrik penilaian :

No.	Aspek Yang Dinilai	Kriteria	Skor
1	Kemampuan menjelaskan persamaan dan perbedaan teks berbentuk undangan	Ada 2 persamaan dan 2 perbedaan yang benar	4
		Ada 1 persamaan/perbedaan dan 2 perbedaan/ persamaan yang benar	3
		Ada 1 persamaan/perbedaan dan 1 perbedaan /persamaan	2
		Ada 1 persamaan/perbedaan	1

Nilai = $\frac{\text{skor perolehan}}{\text{jumlah skor}} \times 100$

Contoh: $\frac{4}{4} \times 100 = 100$

Pertemuan 2:

- Jurnal Penilaian Sikap:** religiusitas, tanggungjawab, kerjasama, berpikir kritis, komunikatif, percaya diri
 Nama Satuan Pendidikan : SMA NEGERI 3 KUPANG
 Tahun Pelajaran : 2018-2019
 Kelas/Semester : XI/I
 Mata Pelajaran : Bahasa Inggris

No.	Waktu	Nama	Kejadian/Perilaku	Butir Sikap	Pos/Neg	Tindak Lanjut

2. Tes Keterampilan Tertulis

- 4.3.1.1 Mengidentifikasi fakta dan detail dalam teks khusus berbentuk undangan lisan dan tulis
- 4.3.1.2. Menyimpulkan makna secara kontekstual terkait fungsi sosial, struktur teks, unsur kebahasaan teks berbentuk undangan resmi lisan dan tulis, terkait kegiatan sekolah/tempat kerja.

No	IPK	Materi	Indikator Soal	Jumlah Soal	Bentuk Soal
1.	4.3.1.1 Mengidentifikasi fakta dan detail dalam teks	formal invitation Invitation	a. Diperdengarkan dua buah audio terkait undangan, Peserta didik dapat	10	Uraian

	<p>husus berbentuk undangan lisan dan tulis .</p> <p>4.3.1.2.</p>		<p>menjawab beberapa pertanyaan yang diberikan</p>		
2.	<p>Menyimpulkan makna secara kontekstual terkait fungsi sosial, struktur teks, unsur kebahasaan teks berbentuk undangan resmi lisan dan tulis, terkait kegiatan sekolah/tempat kerja</p>		<p>b. Disajikan 5 buah teks peserta didik dapat menjawab pertanyaan sesuai isi teks</p>	10	PG

$$\text{Nilai} = \frac{\text{Skor perolehan}}{\text{jumlah skor}} \times 100$$

a. Rubrik penilaian tulis

No	Jenis soal	Jumlah soal	Bobot soal	Ket
1	PG	10	1	$\text{Nilai} = \frac{\text{Skor perolehan}}{\text{jumlah skor}} \times 100$ $\text{Nilai} = \frac{8}{10} \times 100$ $= 80$

b. Rubrik penilaian tes listening

NO	BOBOT	SKOR MAX	SKOR PEROLEHAN	NILAI PERUBAHAN
1.	10	1	1	$1/1 \times 10 = 10$
2.	10	1	1	$1/1 \times 10 = 10$
3.	10	2	1	$1/2 \times 10 = 5$
4.	10	3	3	$3/3 \times 10 = 10$
5.	10	1	1	$1/1 \times 10 = 10$
6.	10	1	1	$1/1 \times 10 = 10$
7.	10	3	3	$3/3 \times 10 = 10$
8.	10	4	2	$2/4 \times 10 = 5$
9.	10	4	4	$4/4 \times 10 = 10$
10.	10	2	1	$1/2 \times 10 = 5$
JUMLAH				95

3. Penilaian Keterampilan: Unjuk Kerja

Nama Sekolah : SMA Negeri Usapimnasi
 Kelas/Semester : XI / I
 Tahun Pelajaran : 2019-2020
 Mata Pelajaran : Bahasa Inggris
 Alokasi Waktu :

No	IPK	Materi	Indikator Soal	Level Kognitif	Jumlah Soal	Bentuk Soal
1.	4.3.2.2 Menulis teks khusus dalam bentuk undangan resmi tulis terkait kegiatan sekolah/tempat kerja dengan memperhatikan fungsi sosial, struktur teks dan unsur kebahasaan secara benar dan sesuai konteks	Formal Invitation	Disajikan dua buah situasi. Peserta didik menulis undangan resmi tulis berdasarkan situasi tersebut	Menciptakan (C6)	2	Uraian

Rubrik Penilaian Keterampilan Unjuk Kerja

Rubrik penilaian menulis

Aspek	Skor 4	Skor 3	Skor 2	Skor 1
Ide penulisan	Ide yang dipilih orisinal, ide sangat sesuai dengan <i>genre</i> yang dipilih, ide dikembangkan dengan tepat dan terarah	Hanya memenuhi 3 dari 4 ketentuan yang ditetapkan	Hanya memenuhi 2 dari 4 ketentuan yang ditetapkan	Hanya memenuhi 1 atau bahkan tidak memenuhi sama sekali 4 ketentuan yang telah ditetapkan
Organisasi/Struktur teks dan isi	Teks sesuai dengan <i>genre</i> yang dipilih, ketentuan dan ciri-ciri <i>genre</i> yang dipilih diikuti dengan sempurna, ide penulisan dan informasi yang disajikan sangat relevan, isi teks sangat mudah dipahami	Hanya memenuhi 3 dari 4 ketentuan yang ditetapkan	Hanya memenuhi 2 dari 4 ketentuan yang ditetapkan	Hanya memenuhi 1 atau bahkan tidak memenuhi semua kriteria yang ditetapkan
Tata bahasa	Tidak ada kesalahan tata bahasa yang signifikan, makna dan isi teks dapat dipahami dengan jelas	Ada beberapa kesalahan tata bahasa tetapi tidak terlalu berpengaruh terhadap makna kalimat dan isi teks	Sering ditemukan kesalahan tata bahasa, tetapi makna dan isi teks masih dapat dipahami	Banyak sekali kesalahan tata bahasa sehingga makna dan isi teks sulit dipahami
Perbendaharaan kata	Kalimat-kalimat yang digunakan	Hanya memenuhi 3 dari 4	Hanya memenuhi 2 dari	Hanya memenuhi 1 atau

	sangat efektif, menggunakan variasi leksikal dengan benar, menguasai bentuk kata dan idiom dengan benar dan efektif, istilah-istilah digunakan dengan benar	ketentuan yang ditetapkan	4 ketentuan yang ditetapkan	bahkan tidak memenuhi semua kriteria yang ditetapkan
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$$\text{Nilai} = \frac{\text{skor perolehan}}{\text{jumlah skor}} \times 100$$

$$\text{contoh : } \frac{14}{16} \times 100 = 87,5$$

Butir Soal

3. Create a formal invitation for the head of your school, inviting him/her to the graduation ceremony in your school. Use the format you have learnt in first meeting.
4. Create a formal invitation for the head of your distric, inviting him/her to the ribbon-cutting ceremony to inaugurate the new science laboratory in your school. Use the format you have learnt in first meeting