

Name :

Class :

Task 1

Read the following announcement text and answer the questions below!

To: All 12th graders

We are approaching the end of our days at SMK Muhammadiyah 9 Jakarta. Soon we will leave the school we love very much. Let's leave something memorable for the school and for students in need. Do not ruin your uniforms by spraying them with paint. Do not throw away your books.

Donate your books and uniforms to the tenth and eleventh graders. You might never know that your books and uniforms are badly needed by some of them. Give these to Ms. Debi at the staff office. The school is going to distribute them to the needy students. Come on pals, let's do something useful.

Chief of Student Organization

Questions

1. What is the announcement about?
2. To whom is the announcement for?
3. What is the purpose of publishing the announcement?
4. What will happen after the announcement published?

Task 2

Arrange the jumble sentences below into a good paragraph of announcement!

1. Cellular phones may only be used once the Fasten Seat Belt sign has been turned off.) Please check around your seat for any personal belongings you may have brought on board with you and please use caution when opening the overhead bins, as heavy articles may have shifted around during the flight.
2. "Ladies and gentlemen, welcome to Soekarno Hatta Airport. Local time is 3.15 p.m. and the temperature is 31 Celsius.
3. If you require deplaning assistance, please remain in your seat until all other passengers have deplaned. One of our crewmembers will then be pleased to assist you. On behalf of Garuda Airlines and the entire crew, I'd like to thank you for joining us on this trip and we are looking forward to seeing you on board again in the near future. Have a nice day!"
4. For your safety and comfort, please remain seated with your seat belt fastened until the Captain turns off the Fasten Seat Belt sign. This will indicate that we have parked at the

gate and that it is safe for you to move about. (Depending on the airline's policy/local laws: At this time, you may use your cellular phones if you wish.

Task 3

Read the following announcement, and then identify the content of the text by the purpose, generic structure, and language features based on the table below!

To: Resource Inc. Staff, Resource Inc.
Clients Subject: Promotion Announcement – John David

Dear staff,

I would like to announce the promotion of John David as a new marketing Head of Resource Inc. John has worked for our company for twelve years and climbed his professional ladder with absolute adeptness, which is rare nowadays.

As marketing manager of Resource Inc., he has bought a huge percentage of the company business. His influence on sale and business retention has been substantial and he possesses an excellent record of customer relations and timely service delivery.

During John's time in the marketing department, he has taken on additional responsibility and worked extra hours to meet deadline. We anticipate that as a head of the marketing department, John's input and work aggression will be multifold. His work duties now include creating and implementing marketing plans for the Amadeus project that has been entrusted to the company. He will be leading the marketing team through this five-year project and

will also be working on various other concurrent projects.

Let us all congratulate John on his outstanding performance in previous years, which led to his promotion today. I wish him luck for all future endeavours he undertakes.

Regard Mark Corelli
Director Marketing and Communication

Resource Inc.

Purpose	
Opening	
Content	
Closing	
Simple present tense	
Simple future tense	