



SMAN 1 Malingsing

Group: \_\_\_\_\_

Name: \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_



# STUDENT WORKSHEET

## Personal Letter

By Ryan Juniar Alyasa, S.Pd..







## KD DAN INDIKATOR



### KD:

3.5 Menganalisis fungsi sosial, struktur teks, dan unsur kebahasaan dari teks surat pribadi, sesuai dengan konteks penggunaannya

### INDIKATOR (Pertemuan 1):

3.5.1 Menyimpulkan Jenis Personal Letter secara kontekstual (C2)

3.5.2 Melengkapi struktur teks Personal Letter (C3)

3.5.3 Membedakan Fungsi Sosial Personal Letter berdasarkan jenis nya (C4)

3.5.4 Mengecek indikasi kesalahan ungkapan (*Offensive and Rude Language*) pada teks Personal Letter (C5)

LINK LKPD INTERAKTIF:







## INSTRUCTION

In the meeting, you will try to learn about the Kinds, Structure, and the Social Function of Personal Letter

Here I give you **some tips** to simplify your process:

1. First, try to read the explanation
2. Second, try to examine the example
3. Third, do the exercise with your friends

You can also ask me if you need a hand

**Note:**

You can also listen the texts by clicking them







## Material Explanation

# PERSONAL LETTER (**SURAT PRIBADI**)

### 1. Definition (*Definisi*)

Personal Letter is a letter which is sent to someone you know such as friend, family, pen pal, etc.

### 2. General Social Function (*Fungsi Sosial Umum*)

In general, the Social Function of Personal Letter is to inform, keep in touch or share some personal matters. But in specific, the Social Function relates to the kinds of the letter itself.

### 3. Kinds and Specific Social Function (*Jenis dan Fungsi Sosial Spesifik*)

#### a. Love Letter (*Surat Cinta*)

Love Letter is a letter which conveys the feeling to someone you love

#### b. Congratulation Letter (*Surat Ucapan Selamat*)

Congratulation Letter is a letter which conveys the congratulation to someone for his achievement

#### c. Farewell Letter (*Surat Selamat Tinggal*)

The Farewell Letter is a letter which conveys the farewell or good luck words to someone who will go

#### d. Appreciation Letter (*Surat Apresiasi/ Terima Kasih*)

Appreciation Letter is a letter which convey the thanking words to someone for appreciating his efforts.

#### e. Condolence Letter (*Surat Belasungkawa*)

Condolence Letter is a letter which conveys the sympathy words for someone for his calamity he gets.

#### f. Get-Well Letter (*Surat Ucapan Lekas Pulih*)

Get-Well Letter is a letter which conveys the hope words to someone who is sick to get well soon.

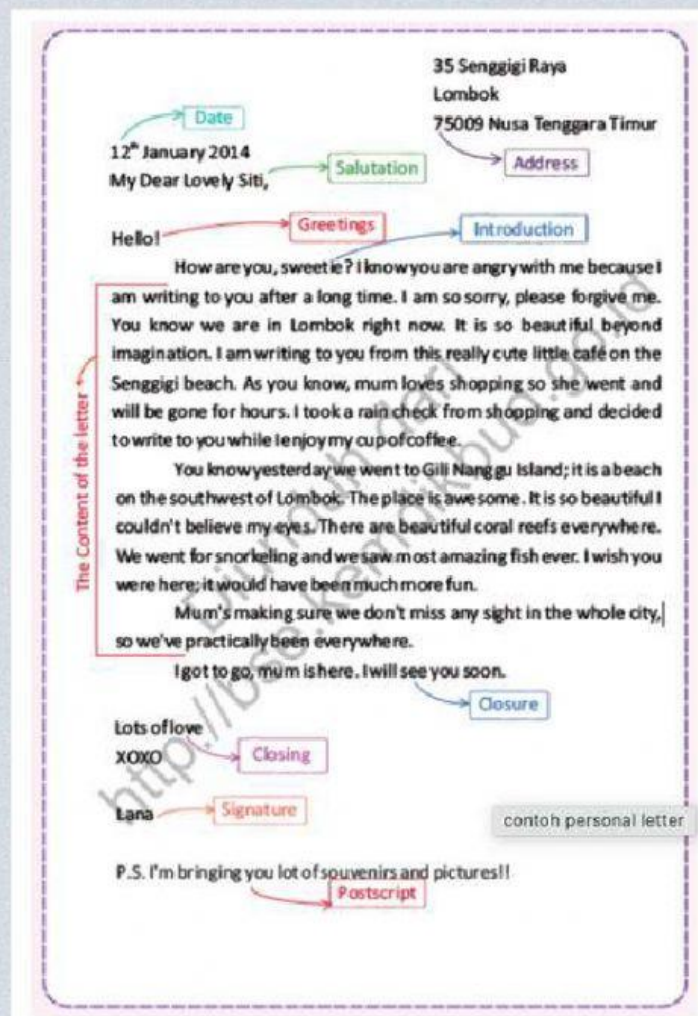


## Material Explanation

# PERSONAL LETTER (**SURAT PRIBADI**)

## 4. Structure of Personal Letter (**Struktur Surat Pribadi**)

- a. Date and Address (**Tanggal dan Alamat Penerima**)
- b. Salutation and Name (**Salam Pembuka dan Nama Penerima**)
- c. Content of Letter (**Isi Inti Surat**)
  - Introduction Paragraph (**Paragraf Pembuka**)
  - Body Paragraph (**Paragraf Inti**)
  - Closure Paragraph (**Paragraf Penutup**)
- g. Complimentary Close (**Salam Penutup**)
- h. Signature (**Tanda tangan Pengirim**)
- i. Postscript (**Catatan Tambahan/ Catatan Kaki**) → **Optional (Boleh ada/tidak)**





## Example

Example

**KIND:**  
Love Letter

**SOCIAL FUNCTION:**  
To confess the feeling  
to someone you love

*Malangping, 30<sup>th</sup> October 2022*

Jl. Raya Bayah No.42  
Lebak, Banten

Date and Address

*Dear Juliana Silva,*

Salutation and Name

Hi, how are you? It has been a while since our last meeting. How is your life? I hope you will always in a good condition. It has been a while since our last meeting.

Intro. Paragraph

You know, I would like to say that I cherish you. I wish to be by your side. When I am in your arms, I feel such warm and comfort. I feel comfortable when we sit and talk for hours. The thought of staying by your side really comforts me.

Body Paragraph

Maybe that is only I can say for now. I wish to meet you real soon and want nothing more than to be close to you.

Closure Paragraph

With Loving Affection

Complimentary  
Close

Ujang

Signature

**P.S.:** I have a free time next week, would you like to have dinner with me?

PostScript

Content Of Letter



## Exercise

### LETTER I

KIND:

SOCIAL FUNCTION:

*Jakarta, 12nd January 2022*

Jl. Senopati No. 56  
Cikini, Jakarta

*Dear Mr. Stuart*

I was sad to hear of the death of your brother and want to express my condolences to you. But you know what? I don't like your brother at all.

But, because the Company would like to offer support to you and your family during this difficult time, I will provide assistance to you in any way possible. You can call me for everything you need.

Again, please accept my sincerest sympathy. Please let me know if I can help you in any way.

Sincerely

James

Content Of Letter



## Exercise

### LETTER 2

KIND:

SOCIAL FUNCTION:

*Malingping, 16th August 2022*

Jl. Raya Bayah No. 24  
Lebak, Banten

*Dear Mr. Juman*

Happy Teacher's Day! How are you Sir? I hope everything goes well. And of course, I hope you also always in a good condition.

Sir, I want you know how much of an impact you made while you were my 10th grade teacher. You taught me how to persevere when I was struggling with my course load, and how to exceed even my own expectations. Without all your care and attention, I would never have found the confidence to move forward and find my passion in Sport.

Hopefully someday you can teach me again Sir. Thank you for everything. You are the best!

Sincerely

Ryan

Content Of Letter





## Exercise

Did you find any Offensive and Rude Expression in the letter above? Which one is it? Write down!

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_