SMAN 1 Malingping

Group: ____

Name:

1._____

2._____

3._____

4._____

5._____





1st Meeting

STUDENT WORKSHEET

Personal Letter



By Ryan Juniar Alyasa, S.Pd..

LIVEWORKSHEETS

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:

LIVEWORKSHEETS

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 exerice with your friends

You can also ask me if you need a hand



Note:

You can also listen the texts by clicking them



LIVEWORKSHEETS

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.

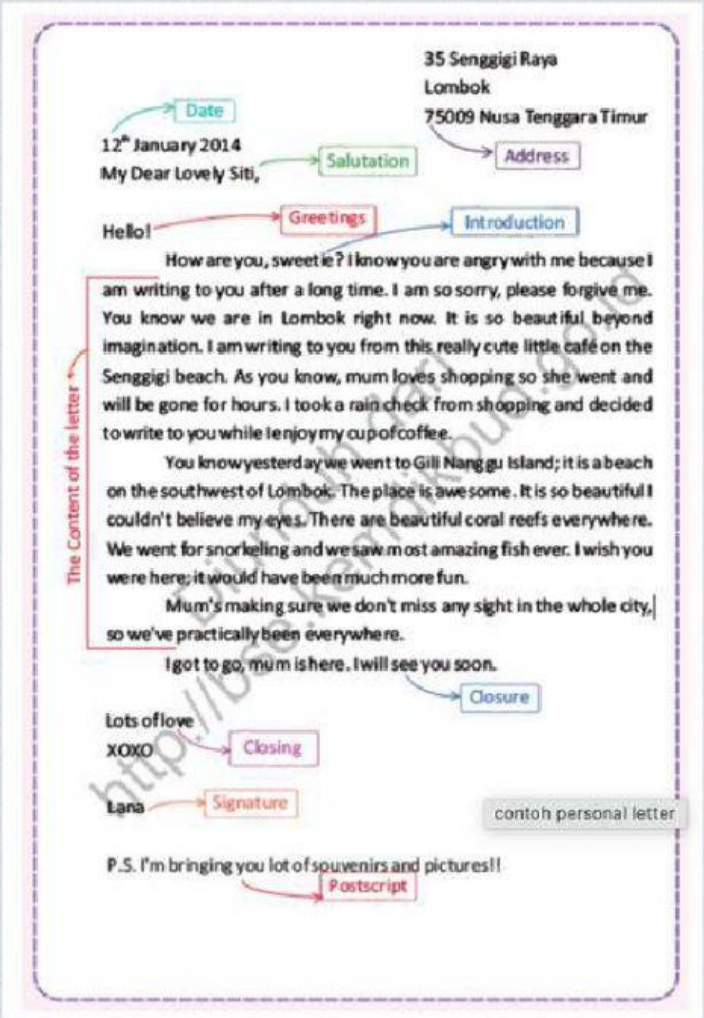
LIVEWORKSHEETS

Material Explanation

PERSONAL LETTER (SURAT PRIBADI)

4.Structure of Personal Letter (Struktur Surat Pribadi)

a. Date and Adress (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)



LIVEWORKSHEETS

Example

Example

KIND:
Love Letter

SOCIAL FUNCTION:
To confess the feeling to someone you love

Malingping, 30 th October 2022

Jl. Raya Bayah No.42
Lebak, Banten

Date and Address

Dear Juliana Silva, → Salutation and Name

Content Of Letter

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

LIVEWORKSHEETS

Exercise

LETTER 1

KIND:

_____

SOCIAL FUNCTION:

_____

_____

_____

Jakarta, 12nd January 2022

Jl. Senopati No. 56
Cikini, Jakarta

Dear Mr. Stuart →

Content Of Letter

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 →

LIVEWORKSHEETS

Exercise

LETTER 2

KIND:

_____

SOCIAL FUNCTION:

_____

_____

_____

Malingping, 16th August 2022

Jl. Raya Bayah No. 24
Lebak, Banten

Dear Mr. Juman →

Content Of Letter

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 →

LIVEWORKSHEETS

Exercise

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

1._____

2._____

3._____

LIVEWORKSHEETS