



SMAN 1 Malingping

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

Name:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_



# STUDENT WORKSHEET

## Personal Letter

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# KD DAN INDIKATOR



**KD:**

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

**INDIKATOR (Pertemuan 6):**

3.5.5 Menunjukkan ungkapan Salutation dan Complimentary Close dari teks Personal Letter (C2)

3.5.6 Mengevaluasi Fungsi Sosial teks Personal Letter melalui makna kontekstual (C5)

3.5.7 Merekonstruksi struktur dari teks Personal Letter (C6)

**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)

Some expressions example in Salutation and Complimentary Close:

### a. Salutation Expressions (Ungkapan Salam Pembuka)

- Assalamualaikum Wr. Wb.
- Dear (nama orang yang dituju) -> Dear Annisa (Kepada Annisa)
- My Dear (name) -> My Dear Annisa (Annisa Tersayang)
- Hello
- Hi there
- Etc.

### b. Complimentary Close Expressions (Ungkapan Salam Penutup)

- Best regards (Dengan Hormat)
- With Love (Dengan Cinta)
- Sincerely (Dengan Tulus)
- Etc.

### Language Features of Personal Letter

- a. Sentence Structure: Full Sentences and Correct Grammar are expected.
- b. Do not use Offensive Language/ Rude Language.

## Exercise

LETTER 1

Salutation Expression:

Complimentary Close  
Expression:

No	Text	Structure
1	I think that is only thing I can say in this occasion. I will visit you soon after I finish my business. See you then.	Date and Address
2	Sincerely	Salutation and Name
3	My Dearest Ava	Intro. Paragraph
4	Ava, I would like to congratulate you for your wedding that is going to be held soon. I need to say that I could not fulfill your invitation because of my own business, and I want to say sorry for that. But after all, I once more congratulate you for the wedding. Hopefully everything will go well.	Body Paragraph
	Jakarta, 27 <sup>th</sup> June 2022	Closure Paragraph
5	Jl. Ahmad Yani No. 54 Malingping, Banten	Complimentary Close
6	Hello my friend, how are you? I hope everything goes well. It has been a while since our last meeting. I think that you have made a great progression so far.	Signature
7	Julaeha	

**Social Function:**

The Social Function of the text above is to confess the feeling of love to someone

True

False

# Exercise

## LETTER 2

Salutation Expression:

Complimentary Close Expression:

No	Text	Structure
1	In this occasion, I only would like to say thanks you everything you gave to me. I always think that I would be nothing without you. You have inspired me to keep moving so far. I will always remember every advices from you. Pray for me to always be strong in living my life Sir.	Date and Address
2	Hendra	Salutation and Name
3	Best Regards	Intro. Paragraph
4	Malingping, 17 <sup>th</sup> April 2022 Jl. Raya Asia-Afrika No. 27 Bandung, Jawa Barat	Body Paragraph
5	How are you? We haven't met for 3 years. I hope you and your family always be fine Sir.	Closure Paragraph
6	Maybe that is the only thing I want to say. I will invite you soon after I finish my business here. See you Sir.	Complimentary Close
7	Dear Mr. John	Signature

**Social Function:**

The Social Function of the text above is to express condolences to someone

True

False