



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 Menunjukan 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 I

Salutation Expression:

Complimentary Close Expression:

No	Text	Structure
1	I think that is only thing I can say in this ocassion. 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 weeding that is going to be hold 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 afterall, I once more congratulate you for the weeding. Hopefully everything will go well.	Body Paragraph
5	Jakarta, 27 th June 2022 Jl. Ahmad Yani No. 54 Malingping, Banten	Closure Paragraph
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.	Complimentary Close
7	Julaeha	Signature

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 th 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