

LKPD

1. Pertemuan pertama

Materi Pokok : Taking simple phone message
Kelas/Semester : XI/ 1
Alokasi Waktu : 3 x 45 menit

A. Tujuan Pembelajaran

1. Peserta didik dapat menentukan fungsi sosial, struktur teks, dan unsur kebahasaan dari teks memberi dan meminta informasi pesan sederhana lewat telephone
2. Peserta didik dapat menganalisis teks memberi dan meminta informasi pesan sederhana lewat telephone

B. Petunjuk Kerja

1. Bacalah teks dibawah ini dengan cermat.
2. Jawablah pertanyaan berdasarkan teks dan instruksi yang ditentukan.

C. Tugas

- a) Read the dialog for answering the following questions!

Secretary : Good morning.
Mr. Smith : Good morning. Can I speak to Mr. John please?
Secretary : Sorry, he is having a meeting right now. Who is speaking, please?
Mr. Smith : It's Mr. Smith from Aldebra Company. Can I leave a message then?
Secretary : Sure. Let me take a note.
Mr. Smith : Please tell ask him to call me back as soon as the meeting is over.
My phone number is 08589297658.
Secretary : Well noted, Sir.
Mr. Smith : Thank you.

1. What is the purpose of the dialog?
2. What is the structure of the dialog?
3. What is the language features of the dialog?

- b) Please analyze the sentence of taking simple phone message in dialog A.

Secretary : Good morning.
Mr. Smith : Good morning. Can I speak to Mr. John please?
Secretary : Sorry, he is having a meeting right now. Who is speaking, please?
Mr. Smith : It's Mr. Smith from Aldebra Company. Can I leave a message then?
Secretary : Sure. Let me take a note.
Mr. Smith : Please tell ask him to call me back as soon as the meeting is over.
My phone number is 08589297658.
Secretary : Well noted, Sir.
Mr. Smith : Thank you.

Making a call	Answering a call	Taking a phone	Connect a phone	Asking the caller to hold

2. Pertemuan ke dua

Materi Pokok : Taking simple phone message
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Alokasi Waktu : 3 x 45 menit

A. Tujuan Pembelajaran

3. Peserta didik dapat menemukan informasi umum, informasi tersirat, tersurat, dan rujukan kata dari teks memberi dan meminta informasi pesan sederhana lewat telephone.
4. Peserta didik dapat menyusun dialog terkait teks memberi dan meminta informasi pesan sederhana lewat telephone.

B. Petunjuk Kerja

1. Bacalah teks dibawah ini dengan cermat.
2. Jawablah pertanyaan berdasarkan teks dan instruksi yang ditentukan.

C. Tugas

- c) Read the dialog in task A for answering the following questions!

1. Who takes the phone message?
2. Why does Mr. Smith leave a message?
3. What does Mr. Smith ask the secretary to do?
4. What will the secretary probably do after take the message?
5. How can Mr. John contact Mr. Smith then?

- d) Please write a short dialog about taking simple phone message. Please concern to your idea, creativity, and grammar.