# LEMBAR KERJA PESERTA DIDIK
# ( LKPD ) DIGITAL

## MATA PELAJARAN BAHASA INGGRIS
## KELAS XI

## SMA NEGERI 2 BIAU

**Identitas Siswa :**

**Nama :**

**Kelas :**

**No Absen :**

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**LEMBAR KERJA PESERTA DIDIK ( LKPD)**

**KOMPETENSI DASAR**

Membedakan fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk surat pribadi dengan memberi dan menerima informasi terkait kegiatan diri sendiri dan orang sekitarnya, sesuai dengan konteks penggunaannya

**Tujuan Pembelajaran**

Peserta didik mampu mengidentifikasi fungsi sosial, struktur, dan unsur kebahasaan teks berbentuk surat pribadi terkait kegiatan diri sendiri dan orang sekitarnya dengan akurat setelah membaca berbagai bentuk surat pribadi.

**Pelajari Materi di bawah ini**

Formal and Informal Letters

1. Informal Letters

The personal letters that you have learned in this chapter, whether common letters or e-mails, belongs to informal letters. An informal letter is a letter that we write to someone we know well. The purpose of this letter is various like conveying a message or news, giving advice, congratulating the receiver, apologizing, etc.

When writing an informal letter, we can use informal language. We can use slangs, abbreviation, and write the letter in a more emotional way, depending on how close the writer is to the recipient.

Here are several kinds of informal letters.

- Family e-mail/letter: written to family members to share recent news
- Pen friend/pen pal e-mail/letter: written to a pen friend
- Fan mails: written to someone you idolize or admire
- Holiday/celebration e-mail/letter: written to share about a holiday or celebration
- Farewell e-mail/letter: written to say goodbye and good luck to someone who is moving interstate or overseas, or changing schools
- Get well e-mail/letter: written to wish someone a speedy recovery from illness
- Condolence e-mail/letter: written to show sympathy, usually for the death of someone close to the recipient. You might wish them strength to overcome grieve, say you are sorry for their loss, or share fond memories of the person they have lost.
- Congratulations e-mail/letter: written to congratulate someone on his/her birth, wedding, achievement, or award
- Thank you e-mail/letter: written to show your appreciation/gratitude to someone

2. Formal Letters

Aside from informal letters, there are also formal letters. Based on its name, these letters are written for formal purposes. Each type of formal letters usually has a specific format that the writer must follow.

When writing a formal letter, we need to be polite and thorough. We also need to straight to the point and avoid unnecessary words.

Here are several kinds of formal letters.



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- Recommendation letter: written to add weight and merit to a job or college application
- Complaint letter: written to show dissatisfaction to a service of a certain establishment
- Job application: written to apply for a certain position in an institution/establishment
- Business letter: written from a company to another company for business matters
- Inquiry letter: written to inquire information related to something, for example a person wants to know the detail of a products

35 Senggigi Raya
Lombok
75009 Nusa Tenggara Timur

th 12 January 2014
My Dear Lovely siti,
Hello!

How are you, sweetie? I know you are angry with me because I am writing to you after a long time. I am so sorry, please forgive me. You know we are in Lombok right now. It is so beautiful beyond imagination. I am writing to you from this really cute litle café on the Senggigi beach. As you know, mum loves shopping, so she goes and will go for hours. I took a rain check from shopping and decided to write to you while I enjoy my cup of coffee.

You know, yesterday we went to Gili Nanggu Island; it is a beach on the southwest of Lombok. The place is awesome. It is so beautiful I couldn't believe my eyes. There are beautiful coral reefs everywhere. We went for snorkeling and we saw the most amazing fish ever. I wish you were here; it would have been much more fun.

Mum was making sure that we didn't miss any sight of the whole city, so we had practically been everywhere. I have to go, mum is here. I will see you soon.

Lots of love
XOXO

Lana
P.S. I'm bringing you lots of souvenirs and pictures!!



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## Contoh soal pilihan ganda

**Pilihlah jawaban yang paling tepat**

1. This section is for writing the greeting and the recipient's name

   a. body

   b. signature

   c. salutation

   d. closure

2. The following are the main part of the personal letter,except...

   a) salutation

   b) postscript

   c) body

   d) signature

3. The correct form to write salutation of a personal letter is...

   a. hi friend

   b. hello buddy

   c. dear sofya

   d. hello my old friend



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**Sebelum mengerjakan soal silah lihat video youtube berikut ini**

**Jodohkanlah ungkapan yag ada disebelah kanan dengan tujuannya yang ada di sebelah kiri!**

| | |
|---|---|
| **Thank you so much for remembering me** | **Ask a favor** |
| **Can I ask you for this favor** | Closing |
| **Love always** | To give advice |
| **I am so sorry** | To apologize |
| **I think you should think it over before** | To thank the person |



LIVEWORKSHEETS

Soal drug and drop

Lengkapi surat di bawah ini dengan kata atau phrase yang sesuai

Making a new dance

Lilis

August 2, 2022, 07.0PM

To: me

Hi Dewi,

Ika and I think that it will be _____ if we choreograph a new dance and _____ the video onto our social media. We are currently listings _____ dances that we can do. Please come to the club room _____ after tomorrow if you are not busy. We'd like to discuss this topic further.

We have _____ the other members. I hope everyone presents. We need your participation.

That's all. See you soon.

Bye,
Ika and Lilis

| A good idea | upload | severa | The day | invented |
|---|---|---|---|---|



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