

KEGIATAN PEMBELAJARAN 1

LET'S READ

A. Tujuan Pembelajaran

Setelah kegiatan pembelajaran 1 ini diharapkan siswa dapat:

- menganalisis fungsi sosial teks khusus dalam bentuk pemberitahuan (*announcement*) tentang tujuan, mamfaat, dan dampak dari teks.
- menganalisis struktur teks khusus dalam bentuk pemberitahuan (*announcement*) tentang informani dalam teks, ide atau gagasan yang dipaparkan.
- menganalisis unsur kebahasaan teks khusus dalam bentuk pemberitahuan (*announcement*) tentang kosa kata yang lazim, kata kerja secara tepat dalam bentuk aktif dan pasif, serta preposisi untuk tempat dan waktu secara tepat .
- membedakan beberapa teks khusus dalam bentuk pemberitahuan (*announcement*).
- menangkap teks khusus dalam bentuk pemberitahuan (*announcement*).

B. Uraian Materi

Di sini Anda akan membaca beberapa pengumuman tertulis. Pertama mari kita berlatih memahami teks untuk mencari gagasan utama. Anda tentu masih ingat bagaimana mencari gagasan utama (*main idea*) dari sebuah teks? **Good!** Namun demikian mari diulang kembali bagaimana mencari gagasan utama.

Untuk menemukan gambaran umum dari sebuah wacana Anda harus membaca wacana tersebut dengan cepat atau sekilas. Misalnya, ketika Anda melihat pengumuman, sebelum dibaca ada pertanyaan di benak Anda “Tentang apakah gerangan?” Lalu Anda baca pengumuam tersebut dengan cepat. Pertanyaan tadi terjawab “Lomba pidato bahasa Inggris” tanpa membaca satu persatu tulisan yang tertera dalam pengumuman itu. Selain menemukan gagasan utama, modul ini juga akan melatih Anda berpikir kritis dengan mengerjakan latihan-latihan berpikir tingkat tinggi seperti menganalisis dan membedakan tujuan dan dampak dari pengumuman tersebut.

Nah sekarang mari coba membaca pengumuman berikut dan berlatih menganalisis fungsi sosial, struktur teks, dan unsur kebahasaan teks pengumuman dengan menjawab pertanyaan-pertanyaan terkait pengumuman tersebut.

Practice 1:

- 1) First, you will read silently to understand the announcement below. Make sure that you know the meaning of every word and every part of the announcement. (Baca dalam hati untuk memahami makna dari pengumuman)**
- 2) Second, read out this text (text 1) loudly and meaningfully as if you are giving an announcement and take a note on your notebook if you find some words that you do not understand. Then consult the dictionary. If possible, record your voice. (Baca dengan nyaring seolah-olah memberi pengumuman)**

Text 1

To : Resource inc. Staff, Resource inc. Clients
Subject: Promotion Announcement – John David

Dear staff,

I would like to announce the promotion of John David as a new marketing Head of Resource inc. John has worked for our company for twelve years and climbed his professional ladder with absolute adeptness, which is rare nowadays.

As marketing manager of Resource inc., he has bought a huge percentage of the company business. His influence on sale and business retention has been substantial and he possesses an excellent record of customer relations and timely service delivery.

During John's time in the marketing department, he has taken on additional responsibility and worked extra hours to meet deadline. We anticipate that as a head of the marketing department, John's input and work aggression will be multifold. His work duties now include creating and implementing marketing plans for the Amadeus project that has been entrusted to the company. He will be leading the marketing team through this five-year project and will also be working on various other concurrent projects.

Let us all congratulate John on his outstanding performance in previous years, which led to his promotion today. I wish him luck for all future endeavors he undertakes.

Regard

Mark Corelli
Director Marketing and Communication
Resource Inc.

Social Functions of an announcement

Bagaimana Anda tentu sudah paham ini pengumuman tadi bukan? Good job. Nah sekarang mari analisa fungsi sosialnya dengan menjawab pertanyaan berikut.

Practice 2: Read out these texts (text 1) one more time then answer the following questions.

- What is the announcement about?
- Who might be interested in reading this announcement?
- What is the purpose of publishing the announcement?
- What will happen after the announcement published?

Saya yakin Anda dapat menjawab pertanyaan – pertanyaan tadi dengan baik. Untuk lebih yakin akan jawaban Anda mari kita bahas dan kerjakan bersama-sama.

Question 1

- What is the announcement about?

Pada bagian atas email ada kata "**Subject**" yaitu untuk Topik atau prihal pengumuman tersebut.

Maka Jawabannya:

*The announcement is about **promotion of John Devis.***

Question 2

b. Who might be interested in reading this announcement?

Pada bagian atas email ada kata "To" yaitu untuk siapa pengumuman tersebut.

Maka Jawabannya:

Resource Inc. Staff and Clients might be interested in reading this announcement.

Question 3

c. What is the purpose of publishing the announcement?

Pada umumnya pengumuman diberikan untuk menjalin kedekatan emosional antar kerabat, rekan kerja, staf kantor, pengusaha dan pelanggan dsb.

Maka jawabannya.

The purpose of this announcement is to create a good relationship with all staffs and clients.

Question 4

d. What will happen after the announcement published?

Setelah mendengarkan dan membaca pengumuman tersebut kerabat, rekan kerja, staf kantor, pengusaha, pelanggan dsb akan mengetahui atau melaksanakan informasi yang diberikan.

Maka jawabannya:

After the announcement published, Resource Inc. Staff and Clients will know that John Devis be a new marketing head of the company.

Nah, sekarang Anda sudah lebih paham terkait fungsi sosial teks pengumuman. Selanjutnya kita analisa struktur teks dan unsur kebahasaan dari pengumuman dengan mengamati tabel berikut yang sudah dikerjakan dikerjakan untukmu.

Practice 3: Read text 1 one more time then analyze the following table.

Text Structures of an announcement

	Parts of Announcement	Functions of the Parts
1.	<i>Main Idea</i> (Gagasan Utama)	Summarizing the information in an intention text
	I would like to announce the promotion of John David as a new marketing Head of Resource inc.	1) The Subject John David 2) The Issues Promotion 3) The New position A marketing head of Resource Inc.
2.	Details of information	Supporting data or idea

<ol style="list-style-type: none"> 1. He has bought a huge percentage of the company business. His influence on sale and business retention has been substantial and he possesses an excellent record of customer relations and timely service delivery. 2. During John's time in the marketing department, he has taken on additional responsibility and worked extra hours to meet deadline. 3. We anticipate that as a head of the marketing department, John's input and work aggression will be multifold. His work duties now include creating and implementing marketing plans for the Amadeus project that has been entrusted to the company. He will be leading the marketing team through this five-year project and will also be working on various other concurrent projects. 	<p>1) Informing Reason</p> <ul style="list-style-type: none"> • bought a huge percentage of the company business. • possess an excellent record of customer relations and timely service delivery. • taken on additional responsibility and worked extra hours to meet deadline <p>2) Informing hope</p> <ul style="list-style-type: none"> • John's input and work aggression will be multifold. <p>3) Informing John duties</p> <ul style="list-style-type: none"> • His work duties now include creating and implementing marketing plans • He will be leading the marketing team through this five-year project and will also be working on various other concurrent projects.
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Practice 4: Read text 1 one more time then analyze this table.

The Grammatical Features of an Announcement

<p><u>Main Idea</u> I would like to announce the promotion of John David as a new marketing Head of Resource inc.</p> <ol style="list-style-type: none"> 1) Using intention text - I would like to 2) Noun Phrase - the promotion of, a new marketing Head of <p><u>Details</u></p> <ol style="list-style-type: none"> 1) A sentence or sentences in the second paragraph containing all important facts about the subject of the announcement: (1) the reason and (2) the hope; the verb in the present perfect tense. <ul style="list-style-type: none"> - He has bought a huge percentage of the company business. - His influence on sale and business retention has been substantial and he possesses an excellent record of customer relations and timely service delivery. 2) A sentence or sentences in the third paragraph containing all important facts about the subject of the announcement: (3) duties; future progressive. <ul style="list-style-type: none"> - He will be leading the marketing team through this five-year project and will also be working on various other concurrent projects.
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Saya yakin Anda sudah dapat menangkap makna dari teks pengumuman tadi terkait fungsi sosial, struktur teks, dan unsur kebahasaannya.

C. Rangkuman

- **Struktur Teks**

Struktur pengumuman dapat berbentuk:

- Gagasan utama
- Informasi rinci

- **Unsur Kebahasaan**

- Ungkapan dan kosa kata yang lazim digunakan dalam announcement (pemberitahuan).

- **Topik**

Peristiwa atau kegiatan penting yang terkait dengan hidup peserta didik di sekolah, rumah, dan masyarakat, dengan memberikan keteladanan tentang perilaku jujur, disiplin, percaya diri, kerjasama dan bertanggung jawab.

D. Latihan Soal

Agar lebih mahir dalam menangkap makna berbagai teks pengumuman mari berlatih melakukan hal yang sama untuk dua teks berbeda

Exercise 1:

Read these two announcements below. Then answer the following questions for each text. Write your answer with a complete answer on your notebook.

- What is the announcement about?
- Who might be interested in reading this announcement?
- What is the purpose of publishing the announcement?
- What will happen after the announcement published?

Text 2

*"Ladies and gentlemen, **welcome** to Soekarno Hatta Airport. **Local time** is 3.15 p.m. and the **temperature** is 31 Celsius.*

*For your safety and comfort, please **remain seated** with your **seat belt fastened** until the Captain turns off the Fasten Seat Belt sign. This will indicate that we have parked at the gate and that it is safe for you to move about. (Depending on the airline's policy/local laws: At this time, you may use your cellular phones if you wish.*

*Cellular phones may only be used once the Fasten Seat Belt sign has been turned off.) Please check around your seat for any **personal belongings** you may have brought on board with you and please use caution when opening the **overhead bins**, as heavy articles may have shifted around during the flight.*

*If you require **deplaning assistance**, please remain in your seat until all other passengers have deplaned. One of our crewmembers will then be pleased to assist you. On behalf of Garuda Airlines and the entire crew, I'd like to **thank you** for joining us on this trip and we are looking forward to seeing you on board again in the near future. Have a nice day!"*

KEGIATAN PEMBELAJARAN 2

LET'S WRITE

A. Tujuan Pembelajaran

Setelah mempelajari modul yang berjudul “**Announcement**” terutama learning activity 2 ini, Anda akan mampu:

1. merancang teks khusus dalam bentuk pemberitahuan (*announcement*).
2. menggunakan kata kerja be dan infinitive.
3. Menulis teks khusus dalam bentuk pemberitahuan (*announcement*).

B. Uraian Materi

Setelah membaca beberapa teks pengumuman pada Learning Activity 1, maka sekarang saatnya berlatih menuliskan pengumuman. Sebelumnya mari rancang dulu pengumuman yang akan ditulis dengan mengisi mind mapping. Kemudian berdasarkan data dari *mind mapping* tersebut, dibuat pengumuman.

Perhatikan kembali!

Main Idea

I would like to announce the promotion of John David as a new marketing Head of Resource inc.

Using intention text - I would like to

Noun Phrase - the promotion of, a new marketing Head of

Details

A sentence or sentences in the second paragraph containing **all important facts** about the subject of the announcement: (1) the reason and (2) the hope; the verb in the **present perfect tense**.

He **has bought** a huge percentage of the company business.

His influence on sale and business retention **has been** substantial and he possesses an excellent record of customer relations and timely service delivery.

A sentence or sentences in the third paragraph containing **all important facts** about the subject of the announcement: (3) duties; **future progressive**.

- He **will be leading** the marketing team through this five-year project and **will also be working** on various other concurrent projects.

Untuk mempermudah kita membuat pengumuman silahkan Anda ikuti bagan di bawah ini.



C. Rangkuman

- **Social Function**
Build emotional closeness between relatives, co-workers, office staff, entrepreneurs and customers, etc. by writing announcements about important events, such as births, marriages, graduations, moving to new buildings, etc.
- **Text Structure**
 - Main idea
 - Detailed information
- **Language Features**
 - Expressions and vocabulary commonly used in announcements.
 - The use of singular and plural nominals precisely with or without a, the, this, those, my, their, etc. in nominal phrases.
 - The use of verbs accurately in active and passive forms.
 - Proper use of prepositions for place and time.
 - Spelling, punctuation, and handwriting

D. Penugasan Mandiri

Untuk lebih memiliki keterampilan untuk berkomunikasi terkait teks pengumuman, silahkan Anda mencari contoh teks pengumuman yang paling menarik menurut Anda. Jika teks pengumuman tersebut berbentuk teks tulis, silahkan tuliskan kembali dalam buku catatan masing-masing, kemudian tuliskan mengapa teks tersebut menarik bagi Anda, dan buat analisis mengikuti contoh pada kegiatan pembelajaran 1.

E. Latihan Soal

Practice 1: Fill in the missing word/phrase of this announcement.

Dear _____ [name]

The new _____ [product name] is finally here!

What makes the _____ [product name] different is [give an introduction to the product and why people may want to buy it]

You can order your _____ [product name] directly from our web store or find it on Amazon.

_____ [Only add offer if needed] The first 100 people that make an order will receive free shipping.

_____ [Add CTA button]

Practice 2: Design an announcement by filling in the following chart.



Bagaimana, Anda tentu bisa mengisi bagan tadi dengan rincian informasi terkait pengumuman yang akan dibuat, bukan? Good job! Nah sekarang saatnya berlatih menuliskan pengumuman dalam bahasa Inggris menggunakan bahasa Anda sendiri. Jangan putus asa jika ada kata yang tidak Anda ketahui bahasa Inggrisnya. Anda boleh melihat kamus baik cetak maupun digital.

Practice 3: Based on the designed chart above, please write an announcement.

ANNOUNCEMENT

