

KEGIATAN PEMBELAJARAN 1

LET'S READ

A. Tujuan Pembelajaran

Setelah mempelajari modul yang berjudul "*Cordially Invited*" terutama learning activity 1 ini, Kalian akan mampu:

- menganalisis fungsi sosial teks fungsional pendek terkait undangan resmi (*formal Invitation*).
- menganalisis struktur teks fungsional pendek terkait undangan resmi (*formal Invitation*).
- menganalisis unsur kebahasaan teks fungsional pendek terkait undangan resmi (*formal Invitation*).
- membedakan beberapa teks fungsional pendek terkait undangan resmi (*formal Invitation*).
- menangkap makna undangan resmi (*formal Invitation*) terkait fungsi sosial, struktur teks, dan unsur kebahasaan.

B. Uraian Materi

Pada kegiatan belajar 1 ini, Kalian akan membaca beberapa teks undangan resmi baik dalam bentuk surat maupun kartu. Untuk memahami kedua bentuk undangan resmi dalam bahasa Inggris ayo berlatih membaca untuk menangkap maknanya.

Let's read them by doing some practices.

Practise 1: Pair Work: Take turn reading these two letters loudly to each other with your partner. Make sure you understand every sentence, read them meaningfully and say every word correctly. Kalian bisa cek kamus jika tidak paham.

Text 1

Kalibata City Apartment
Tower Herbras
Kalibata, Jakarta Selatan
12740

June 15, 2020
Mr. Maryanto S, Sales Supervisor, Royal Care Ltd
Jln. Mawar no 9 RT09/10
Pancoran, Jakarta Selatan
12730

Dear Mr. Maryanto,

We would like to invite you to attend the inauguration of our business located at Kalibata City Square on August 20, 2020 at 10:00 a.m. It is our honor to have you as our loyal customer in our businesses. We are hoping that we will get the same support from you. We have been in this business for quite some time now, yet we have always managed to stay on top of our competitors. This would not be possible if not with your support to our business. We have prepared something for you as our patrons, as a way of saying thank you. Please come early so that we can find a comfortable seat for you and so that you will be there as we acknowledge our loyal customers and you are definitely in the list.

Please let us know if you are attending the said event or not by on August 15, 2020.
Hoping for your presence on that day. We are looking forward to more fruitful
business deals with you.

Sincerely Yours,

Signature

(Adam Nugraha)
(General Manager)
(City Services Corp.)

Practise 2: Here are the facts about the invitation letter above. Fill in the missing words! Handwrite your word on your notebook.

Mr. Adam Nugraha is ... of a City Service Corp. and Mr. Maryanto is his The company ... Mr. Maryanto to The writer invites the customer by saying "...." Mr. Maryanto was invited to the event because The company promises something to the customer in the statement "...." The customer is expected to come early in order to get Confirmation is expected by

Bagaimana, dapatkah Kalian menjawab semua pertanyaan tersebut? Saya yakin Kalian dapat menjawab pertanyaan-pertanyaan tersebut dengan baik. Jika Kalian masih ragu dengan jawaban Kalian baca lagi dan perbaiki jawaban Kalian. Jika diperlukan, Kalian bisa gunakan kamus untuk memahami cek makna kata yang tidak Kalian ketahui.

Untuk lebih paham lagi mari kita kerjakan sama-sama dan sekaligus untuk mengecek jawaban Kalian.

Mr. Adam Nugraha is a manager of a City Service Corp. and Mr. Maryanto is his customer. The company invites Mr. Maryanto to attend its inauguration day. The writer invites the customer by saying "We would like to invite you to attend the inauguration of our business located at Kalibata City Square on August 20, 2020 at 8:00 a.m." Mr. Maryanto was invited to the event because he is a loyal customer. The company promises something to the customer in the statement "We have prepared something for you as our patrons, as a way of saying thank you" The customer is expected to come early in order to get a comfortable seat. Confirmation is expected by August 15, 2020.

Kalian tentu sudah lebih paham isi surat pada teks 1 tadi, bukan? Nah, sekarang jawab pertanyaan berikut berdasarkan teks 1 dan teks 2. Untuk teks 1 sudah diisi sebagai contoh. Baca kembali dengan teliti kemudian jawab pertanyaan dengan melengkapi isian pada tabel yang disediakan. Selamat berlatih dan tetap semangat. Saya yakin Kalian bisa mengerjakannya.

Practise 3: Group work: Discuss the answers of the following questions based Text 1 n Text 2 and give evident for each answer. The first text has been done for you. Please do the same way for the text 2.

1. What is the letter about?
2. What is the relationship between the sender and the recipient?
3. What is the aim of writing this letter?
4. How is the writer feeling toward the recipient?
5. What address is mentioned on the letter?
6. How does the writer start the letter?
7. What is the main idea of the first paragraph?
8. What is the main idea of the second paragraph?
9. How does the writer close the letter?
10. Mention the sentence that showing an invitation!

After answering the questions above, please carefully read the following Table.

Text 1

Topic of the letter:

- An invitation to attend the inauguration of the company

The relationship between the sender and the recipient

- Business partner

Aim/purpose of writing a letter

- To keep a good relationship in a formal context between Adam Nugraha and his customer, Mr. Maryanto.

The Feeling of the Sender toward the recipient

- Good/positive

Parts of the letter	Functions of the Parts
I. <i>Address</i>	
Sender's address	<ul style="list-style-type: none">• The name of building/city/email Apartment Kalibata City Tower Herbras/Jakarta Selatan
Recipient's address	<ul style="list-style-type: none">• The name of recipient Mr. Maryanto• Position Sales Supervisor• The name of Company Royal Krog Ltd• The name of street and city Jln. Mawar no Rt 09/10 Pancoran Jakarta Selatan
Salutation/Greeting	<ul style="list-style-type: none">• Word/Phrase

Dear Mr. Maryanto	
First Paragraph	<p>Main Idea The writer would like to invite their business partners to the inauguration of their business because of their loyalty.</p> <p>Details</p> <ul style="list-style-type: none">• Purpose of writing We would like to invite you to attend the inauguration of our business.• The details of the event We would like to invite you to attend the inauguration of our business located at Kalibata City Square on January 8, 2019 at 10:00 a.m.• The writer's hope We are hoping that we will get the same support from you.• The writer's promise We have prepared something for you as our patrons.
Second Paragraph	<p>Main Idea The writer hopes the recipient confirm for his coming and present at the event.</p> <p>Details</p> <ul style="list-style-type: none">• The confirmation of date Please let us know if you are attending the said event or not by January 2, 2019.• Hope Hoping for your presence on that day. We are looking forward to more fruitful business deals with you.
Closing	<ul style="list-style-type: none">• Word/Phrase Sincerely Yours,
<p><u>The Sentence Showing Invitation</u></p> <ol style="list-style-type: none">1. We would like to invite you to attend the inauguration2. Using phrase showing intention We would like = showing intention	

Nah, sekarang saatnya Kalian menjawab pertanyaan-pertanyaan tadi untuk text 2 berikut! Jangan lupa menuliskan jawaban Kalian pada buku catatan.

Text 2

U.S. Embassy <MissionIndonesiaRSVP@state.gov>

To:yen_sukh@yahoo.com
Sep 14 at 8:06 AM



U.S. Embassy & Consulates in Indonesia

Greetings Ms. Yenny Sukhriani,

You are cordially invited to attend
**Welcome Reception for Cultural Attaché Karen
Morrissey and Regional English Language Officer
Bradley Horn**

on Wednesday, September 26, 2018 at 7:00 p.m

@america, Pacific Place Mall Level 3
Jl. Jendral Sudirman Kav. 52-53
Jakarta12190

Valid for invitee only

[Click Here to Register](#)

Please present this invitation and your credential at the
entry.

Silahkan Kalian jawab pertanyaan berikut berdasarkan informasi yang terdapat pada Text 2

Topic of the letter:

-

The relationship between the sender and the recipient

-

Aim/purpose of writing a letter

-

The Feeling of the Sender toward the recipient

-

Parts of the letter

Functions of the Parts

I. *Address*

Sender's address	1. The name of building/city/email
Recipient's address	2. The name of building/city/email 3. The name of recipient
Opening/Greeting	Word/Phrase
First Paragraph	Main Idea Details • Purpose of writing • The details of event
Second Paragraph	Main Idea Details • The date • Venue • Hope
Closing	Words/Phrase

The Sentence Showing Invitation
.....
.....
.....

Well done, Kalian hebat bisa menjawab semua pertanyaan yang sama untuk teks 2. Untuk lebih meyakinkan apakah jawaban Kalian sudah benar atau belum mari kita bahas bersama, sambil membandingkan jawaban Kalian dengan jawaban berikut ini.

Text 2

Topic of the letter:

- Welcome Reception for Cultural Attaché Karen Morrissey and Regional English Language Officer Bradley Horn

The relationship between the sender and the recipient

- Business partner

Aim/purpose of writing a letter

- To keep a good relationship in a formal context between US Embassy and its customer, Ms. Yenny

The Feeling of the Sender toward the recipient

- Positive

PARTS OF THE LETTER	FUNCTIONS OF THE PARTS
I. <i>Address</i>	
Sender's address	1. The name of building/city /email U.S.Embassy <MissionIndonesiaRSVP@state.gov>
Recipient's address	2. The name of building/city /email yen_sukh@yahoo.com
Opening/Greeting	3. The name of recipient Yenny Sukhriani
First Paragraph	Word/Phrase Greeting Ms. Yenny Sukhriani
Second Paragraph	Main Idea The writer cordially invited Ms. Yenny Sukhriani to attend Welcome Reception
Closing	Details <ul style="list-style-type: none"> • Purpose of writing Inviting Ms. Yenny Sukhriani to attend Welcome Reception • The details of event Cultural Attaché Karen Morrissey and Regional English Language Officer Bradley Horn
	Main Idea Details <ul style="list-style-type: none"> • Date On Wednesday, September 26, 2018 at 7:00 p.m • Venue @america, Pacific Place Mall Level 3 Jl.Jendral Sudirman Kav. 52-53 Jakarta12190 • Hope Present this invitation and your credential at the entry.
	Words/Phrase Please present this invitation and your credential at the entry.
<u>The Sentence Showing Invitation</u>	
1. You are cordially invited to attend Welcome Reception	
2. Using phrase showing intention cordially invited = showing intention	

Good job! Ternyata jawaban Kalian tidak jauh berbeda dari pembahasan ini. Selamat Kalian sudah memahami teks undangan resmi berbentuk surat. Sekarang baca teks 1 dan teks 2 sekali lagi. Kemudian bandingkan kedua surat undangan tersebut dengan menuliskan persamaan dan perbedaan pada tabel berikut.

C. Rangkuman

There are two kinds of formal invitation, They are in form of letter and in form of card. Both of them have the same in form of social function, text structure, and the language features as the following.

- **Social Function**

Keeping a good interpersonal relationship in formal context

- **Text Structure**

- Heading
- Date line
- Inside address
- Salutation
- Body
- Complimentary Close
- Additional notation

- **Language Feature**

- Utterance and idiom that is used in a formal invitation
- Singular and plural with or without article such as a, the, this, those, my, their, etc.
- Spelling, and punctuation

D. Latihan Soal

Practise 4: Individual work: Please write the similarities and differences of the Text 1 and Text 2

Similarities	Differences

Well done, Kalian sudah bisa membedakan dua undangan berbentuk surat tadi. Nah, sekarang saatnya membaca surat undangan lain berlatih menangkap makna dari teks surat undangan berikut ini.

Practise 5: Individual work: Please read the following email then answer the questions that follow.

Commented [R3]: Sebaiknya disamakan dengan struktur teks yang telah dipelajari kepada peserta didik di latihan-latihan soal sebelumnya supaya tidak menimbulkan kebingungan.

Commented [R4]: The similarities and differences of Text 1 and Text 2

KEGIATAN PEMBELAJARAN 2

LET'S WRITE

A. Tujuan Pembelajaran

Setelah mempelajari modul yang berjudul "*Cordially Invited*" terutama learning activity 2 ini, Kalian akan mampu:

- menulis undangan resmi (*formal Invitation*) dalam bentuk **surat** terkait kegiatan sekolah/tempat kerja, dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan, secara benar dan sesuai konteks
- menulis undangan resmi (*formal Invitation*) dalam bentuk **kartu** terkait kegiatan sekolah/tempat kerja, dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan, secara benar dan sesuai konteks

B. Uraian Materi

Pada kegiatan belajar 2 ini Kalian akan berlatih menulis teks undangan resmi baik dalam bentuk surat (*email*) maupun kartu. Agar Kalian trampil menulis kedua bentuk undangan resmi dalam bahasa Inggris ayo berlatih menulis. Tetapi sebelumnya pelajari hal berikut ini.

a. Mail Address

The way to write an address in English is different from the way of many other languages. In English, the smallest unit – the person's name – comes first, and the largest unit, the country comes last. (If you are mailing a letter that will be delivered inside the same country, of course, then the largest unit will be the state or province.)

This is the standard order:

- Mr./Ms./Mrs./Miss/Dr. + First-Name Last-Name
- Title
- Department
- Company
- Street Address
- City,
- State Postal Code Country

Example:

Ms. Wirda Wulkalianri
Manager
HRD
Orhid Cop.ltd
Jl. Letjen A. Yani no 42
Indonesia 12730

Here are some other important rules:

- For a woman, use 'Ms.' unless you know that she prefers another title. Use the one that she used if you have already received a letter from her.
- If the title and department are short, they can be put on the same line:
Example: Manager, Sales Department
- The country name is used only when you are sending from one country to another. Therefore, if you are in Japan and sending to someone else in Japan, you do not write "Japan" in the address. Only American postal codes are called "ZIP" codes; use the word 'postal code' for other countries. For

countries in Western Europe (except Great Britain) the postal code comes BEFORE the city name, example: D-451 Hamburg.

4. For the United States, always put the city, state, and ZIP code on the same line, and for Canada, the city, province, and postal code.
5. States and provinces are usually abbreviated in address. See the Appendix for a list of the 2-letter abbreviations.

b. Salutations

This is the greeting at the beginning of the letter, like "Dear Mary,"
If the person you are writing to is a friend, or if you have known the person for a long time and are on a 'first name basis', then you write:

Dear + First-Name + comma:

Example: Dear Bill,

If you do not know the person well, you use: Mr./Ms./Mrs./Miss/Dr. (etc.) + the last name + colon:

Example: Dear Ms. Jones:

If you do not know the name of the person to whom you are writing, then use 'Sir/Madam' + colon. Example: Dear Sir/Madam:

A semi-colon (;) is never used in U.S.-style salutations. Use either a comma or a colon. British usage is different. They use no comma or colon after the name.

Let's practise

Practise 1 : Arrange the following parts of the letter become a good arrangement of a letter. Handwrite your work in your exercise book.

Aid for Humanity Foundation, San Jose,
California Mercedes Ave., California.

August 23, 2016

Respectfully Yours,

We, at Aid for Humanity Foundation have always been open to serve the humanity when the situation calls for it.

Withregard to the to the typhoon that struck Thailand, we made the initiative to organize an event for us to be able to raise some funds in order to help thetyphoon victims in giving them food for day to day as well as clothing and shelter for the time being.

Hoping for you unending support.

More power to you and your family.

This event is not a only a venue for our new talents to show what they've got to the public but most of all to alleviated the lives of those people who are suffering from extreme poverty and those who are victims of natural calamities.

Dear Lorie,

As our loyal supporter of our various projects since we have started the foundation, we are asking for your assistance for the said event.

Bagaimana, bisakah Kalian menyusun bagian – bagian surat di atas menjadi sebuah surat yang utuh? You did a great job. Dengan demikian Kalian sudah mampu dalam menganalisis teks undangan resmi dengan baik.

Mari kita bahas dan cocokkan jawaban Kalian dengan surat berikut ini.

August 23, 2016

**Aid for Humanity Foundation,
San Jose, California Mercedes Ave.,
California.**

Dear Lorie,

As our loyal supporter of our various projects since we have started the foundation, we are asking for your assistance for the said event.

We, at Aid for Humanity Foundation have always been open to serve the humanity when the situation calls for it.

With regard to the typhoon that struck Thailand, we made the initiative to organize an event for us to be able to raise some funds in order to help the typhoon victims in giving them food for day to day as well as clothing and shelter for the time being.

This event is not only a venue for our new talents to show what they've got to the public but most of all to alleviate the lives of those people who are suffering from extreme poverty and those who are victims of natural calamities.

Hoping for your unending support.

More power to you and your family.

Respectfully Yours,

Practise 2 : Write one name, an address, and a date. Then, complete the missing words/phrases in the invitation letter below. Handwrite your work in your exercise book.

Mr./Mrs. _____

Address _____

Date _____

Subject: _____ (Invitation for fund raising)

Dear Mr./Mrs.

We will cordially like to _____ for the fund-raising ceremony for our organization which helps in providing health and educational facilities for the AIDS affected children.

The ceremony will be held on _____ (Date) in the premises of _____ (Place) from _____ to _____ (time). Many dignitaries including

Ministers, officials have agreed to the grace the occasion with their presence.

AIDS has become a social stigma in our society often leading to isolation of the patients. The social discrimination combined with poor health condition plays havoc with their life especially children. We as an organization try to provide the relief and funds for those people in form of education and health facilities.

The event has been organized to raise fund and increase awareness in this regard. Any monetary or financial help will be appreciated.

We look _____ to seeing you at the function,

Thank you.

Yours

Name

C. Rangkuman

There are two kinds of formal invitation, They are in form of letter and in form of card. Both of theme have the same in form of social function, text structure, and the language features as the following.

- **Social Funtion**

Keeping a good interpersonal relationship in formal context

- **Text Structure**

- Heading
- Date line
- Inside address
- Salutation
- Body
- Complimentary Close
- Additional notation

- **Language Feature**

- Utterance and idiom that is used in a formal invitation
- Singular and plural with or without article such as a, the, this, those, my, their, etc.
- Spelling, and punctuation

D. Penugasan Mandiri

Pada penugasan mandiri, Kalian diharapkan dapat menulis 1 (satu) formal invitation letter atau email.

Commented [R7]: Sebaiknya disamakan dengan struktur teks yang telah dipelajari kepada peserta didik di latihan-latihan soal sebelumnya supaya tidak menimbulkan kebingungan.

E. Latihan Soal

Practise 1: Individual work: Please write a formal invitation letter or email based on the following situations.

1. As the president of Students Union (OSIS) of SMA BAHAGIA, which is holding Art and Culture Competition from 2 – 15 November 2018. You will invite district education officer and participants to present a opening ceremony at 14.00 on November 2nd with the guest star at school field. Draft your an invitation for the purpose to be sent to different school.
2. SMA Bahari is holding a On The Spot Painting competition for students at school audio visual room on October 25th, 2018 at 8 a.m to 2 p.m. Draft your an invitation for the purpose to be sent to different school.
3. As a president of Bekasi Racing Club, you will invite all members of the club to join a seminar with a guest speaker, a famous biker.
4. As an owner of Batik House, you are going to open a new outlet. You are going to invite your patrons to the opening ceremony.

Practise 2: Individual work. Choose one situation from Practise 1.

Then create an invitation card based on that situation.

Example of an invitation card

