

KEGIATAN PEMBELAJARAN 1 : FUNGSI SOSIAL, STRUKTUR DAN UNSUR KEBAHASAAN SURAT PRIBADI

A. Tujuan Pembelajaran

Setelah mempelajari materi dalam modul kegiatan pembelajaran 1, kalian diharapkan mampu membedakan dan menggunakan fungsi sosial, struktur teks dan unsur kebahasaan surat pribadi serta menangkap makna dari surat tersebut.

Dalam kegiatan pembelajaran 1 ini, kalian akan dikenalkan pada contoh surat pribadi yang disajikan dalam bentuk tulis pada kegiatan membaca. Sebelum masuk ke kedua kegiatan tersebut, kalian akan diberikan pengertian, struktur dan ciri kebahasaan surat pribadi, sehingga kalian akan lebih mudah memahaminya.

B. Uraian Materi

Pay close attention to the personal letter below .

The diagram shows a personal letter with the following parts labeled:

- Date:** 12th January 2014
- Salutation:** My Dear Lovely Siti,
- Address:** 35 Senggigi Raya, Lombok, 75009 Nusa Tenggara Timur
- Greetings:** Hello!
- Introduction:** 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 little café on the Senggigi beach. As you know, mum loves shopping so she went and will be gone for hours. I took a rain check from shopping and decided to write to you while I enjoy my cup of coffee.
- Content of the letter:** 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 most amazing fish ever. I wish you were here; it would have been much more fun. Mum's making sure we don't miss any sight in the whole city, so we've practically been everywhere.
- Closure:** I got to go, mum is here. I will see you soon.
- Closing:** Lots of love, XOXO
- Signature:** Lana
- Postscript:** P.S. I'm bringing you lot of souvenirs and pictures!!

Pengertian

Surat dalam bahasa Inggris disebut dengan *letter*. *Personal Letter* (Surat Pribadi) merupakan surat tidak resmi yang ditulis untuk perseorangan. Biasanya, yang terlibat adalah dua orang yang saling mengenal dengan baik. Namun, mari kita telusuri lagi lebih dalam tentang pengertian *personal letter* ini.

Dikutip dari buku Bahasa Inggris Kelas XI Semester 2 disebutkan bahwa :

Personal letters are letters you write to people you have already known well or been familiar with, such as family members, friends, classmates or pen friends.

Jadi, kalian bisa menulis surat pribadi untuk orangtua, kakak atau adik, teman akrab, sahabat yang pernah tinggal di dekat kalian, dan lain-lain.

Struktur dari Personal Letter

- **Date (Tanggal)** = Biasanya tanggal ini ditulis pada kiri paling atas. Tanggal ini menunjukkan kapan waktu surat ditulis.
Misalnya: *12th January 2014*
- **Address (Alamat)** = Bagian ini adalah tempat dimana kamu menulis surat atau alamat asal si pengirim tinggal. Alamat ditulis pada bagian kanan atas.
Misal: *35 Senggigi Raya Lombok 75009 Nusa Tenggara Timur*
- **Salutation & Name (Salam & Nama)** = Bagian ini menuliskan salam pembuka dan nama penerima surat.
Misalnya: *My Dear Lovely Siti, Dear..., Dearest..., Sweetheart, Darling, My love,* dan lain-lain.
- **Introduction (Pembukaan)** = Biasanya dimulai dengan sebuah kalimat seperti tanggapan dari surat sebelumnya atau bisa juga awal perkenalan diri jika kalian baru memulai surat-menyurat.
- **Body (Isi Surat)** = Bagian ini merupakan isi atau inti dari surat. Pada bagian *body* ini kalian menceritakan seluruh isi surat yang ingin kalian tuliskan.
- **Closure (Penutup)** = Bagian ini berfungsi untuk menutup pembicaraan, yang menunjukkan bahwa surat akan segera berakhir.
- **Complimentary Close (Salam Penutup)** = Bagian ini merupakan ungkapan penutup pendek.
Misalnya: *With love, Sincerely yours,* dan lain-lain.
- **Signature (Tanda Tangan)** = Bagian ini berada di bawah *complimentary close*, kalian bisa membubuhkan kalian tangan atau bisa juga hanya inisial nama kalian saja.

Ciri Kebahasaan

Linguistic Features	
Sentence Structure	<ul style="list-style-type: none"> - Accuracy of grammar is important. - Complete sentences are expected. - Slang can be used. - Use the contractions such as <i>I'll, I'm, We'll</i> - Use <i>personal pronouns</i> such as <i>I, We, You</i> - Use <i>active voice</i>
Style	<ul style="list-style-type: none"> - Language use may be personal like first and second person pronouns. - Be warm - Use the person's name you are writing to - Vary sentence length. - Write in a natural, conversational style. - Let your personality shine through in your writing.

C. Rangkuman

Personal Letter digunakan untuk menjalin hubungan dengan orang lain melalui tulisan. Sekarang ini, dengan kemajuan zaman, hubungan surat menyurat sudah jarang digunakan dalam berkomunikasi karena sudah tergantikan oleh alat komunikasi yang lebih cepat dan canggih. Penggunaan surat masih banyak digunakan di daerah yang belum banyak menggunakan alat komunikasi elektronik.

Struktur sebuah surat pribadi meliputi: tempat dan tanggal surat dibuat, alamat, salam dan nama, pembukaan, isi, penutup, salam penutup dan tanda tangan.

Unsur kebahasaan yang kalian pelajari meliputi ungkapan keakraban yang lazim digunakan dalam surat pribadi, *nomina singular* dan *plural* dengan atau tanpa *a, the, this, those, my, their, dsb.*, serta ucapan, tekanan kata, intonasi, ejaan, tanda baca, dan tulisan tangan.

D. Penugasan Mandiri

Look at the expressions and match them with the purpose of the letter. Do like the example.

Expressions	Purpose
I am so happy to share this with you	To apologize
Thank you so much for remembering me	To ask for reply
Did you know	To ask a favor
I am so sorry	Closing
I will be waiting for your letter eagerly	To give advice
Can I ask you for this favor	To give bad news
Love always	Changing topic
I think you should think it over before	To share some information
I am so sorry but I have to tell you	To thank the person
That reminds me of ...	To share good news

E. Latihan Soal

Analyze the personal letter below. Give the structure in box given

Kupang, April 2, 2018 → 1

→ 2

Dear Paula, → 3 → 4

Hello Paula, how are you? It's been a month since I last heard from you. Well I just wanted to tell you that I was in a hospital last week. According to the doctor I was infected by dengue fever. → 5

At first, I felt my body became weak then fainted when was studying in the classroom. Then, I was taken to the hospital because of the high fever.

At the hospital, I was brought into the emergency unit. The doctor immediately gave some treatments. Finally, I had to stay there for one week. Everyday the doctor kept

me on a drip. At the seventh day, my condition was getting better. After the final check, the doctor gave me permission to go home. Now, I'm okay and because of my illness, I am now more careful about keeping in my house clean especially my room, I don't want to get the same illness again.

OK, think that's all from me, write to me soon ok? I am looking forward to seeing you soon.

7

Regards →

6

Nadira →

8

KEGIATAN PEMBELAJARAN 2 : MAKNA SURAT PRIBADI

A. Tujuan Pembelajaran

Setelah mempelajari materi dalam modul kegiatan pembelajaran 2 ini, kalian diharapkan mampu menangkap makna secara kontekstual dari surat pribadi terkait fungsi sosial, struktur teks dan unsur kebahasaan.

Dalam kegiatan pembelajaran 2 ini, kalian akan lebih dikenalkan pada contoh surat pribadi yang disajikan dalam bentuk tulis dalam kegiatan membaca. Sebelum masuk pada kegiatan tersebut, kalian akan diberikan sebuah contoh surat pribadi, sehingga kalian akan lebih mudah memahaminya.

B. Uraian Materi

Ungkapan yang digunakan pada personal letters

Salutation

Dear, Dearest, Sweetheart, Darling,, My Dear, My Love, dan lain-lain

(*Salutation choice* depends on how well you know the person you are writing to)

Starting the letter

- *How are you?*
- *Hope this letter finds you...*
- *Thank you for your last letter.*
- *It was so good to hear from you.*
- *Sorry for answering late*
- *I am sorry I should have written earlier...*
- *Haven't heard from you in a while so I thought...*
- *I am sorry to inform you that...*

Closing

Yours, with love, sincerely yours, all the love, all the best, affectionately, much love, best wishes, dan lain-lain.

Conclusion

- *I am looking forward to seeing you soon.*
- *I am looking forward to hear from you soon.*

- *My best wishes for the coming test.*
- *See you.*
- *I will write soon.*
- *I will have to stop now.*
- *I am waiting for a quick reply.*
- *Looking forward to see you again.*
- *Bye.*

Setelah penjelasan-penjelasan tersebut, pasti akan muncul banyak pertanyaan dalam benak kalian. Sebenarnya *untuk apa Personal Letter ditulis* atau *apa tujuan personal letter?* Untuk menjawab pertanyaan tersebut, mari kita lihat jenis-jenis *personal letter*.

Jenis Personal Letter

Personal letter terdiri dari:

1. **Family Letter** : Written to a family members to share recent news (*ditulis untuk anggota keluarga yang bertujuan membagi berita terbaru*).
2. **Pen friend letter** : Written to a pen friend (*sahabat pena*).
3. **Fan Mails** : Written to someone you idolise or admire (*ditulis untuk seseorang yang kamu idolakan atau kagumi*)
4. **Holiday/Celebration letter** (*surat ucapan selamat berlibur / peringatan hari tertentu*)
5. **Farewell letter** : Written to say goodbye to someone who is moving interstate or overseas, or changing school (*ditulis untuk mengucapkan selamat tinggal kepada seseorang yang pindah negara bagian atau keluar pulau. Atau juga pindah sekolah*)
6. **Get well letter** : Written to wish someone a speedy recovery from illness. (*ditulis untuk mengharapkan seseorang sebuah pemulihan yang cepat dari sakit*).
7. **Congratulations letter** (*surat ucapan selamat atas pencapaian prestasi tertentu*)
8. **Thank You letter**
9. **Love letter**

C. Rangkuman

Berkomunikasi melalui surat menyurat selain perlu memperhatikan ungkapan – ungkapan yang lazim dipakai dalam surat pribadi dan juga memperhatikan jenis dari surat yang akan kita buat.

D. Penugasan Mandiri

Read again the expressions that are used in making *Personal Letter*, then answer these questions below based on the text given !

Surabaya, February 1st, 2017

Dear Nathan

How are you? Hope everything is okay with you. I'm all right here.

We are going to have the national examination, aren't we? Are you well prepared for it? Well, to be honest, I just have some difficulties in preparing for it, especially in Science. There are extra lessons in my school and I take them all. But, I feel that they don't help. I'm still confused in solving Mathematic problems. I'm just worried that I fail the national examination. Do you have any suggestion for me? I really appreciate your help.

I look forward to hearing from you.

Your buddy,

Rendy

1. What does the letter tell us about?
2. Why is Rendy worried that he may fail the national examination?
3. *I'm still confused in solving Mathematic problems.*
What does the word confused mean?
4. *I'm just worried that I fail the national examination.*
The antonym of the word fail is
5. Why did Rendy write the letter ?

E. Latihan Soal

Read again the expressions that are used in making *Personal Letter*, then answer the question by analyzing the text.

Dear Aunt Nia

Aunty, I have some good news for you. Last month I passed my final examination. A week ago I succeeded to join in a senior high school English competition. Last night my parents promised to send me to a famous English course in my town. They also promised me if my scores in English are good, they'll send me to a foreign university.

Great, isn't it? I'll work hard. I want to be a great pediatrician like you, Aunty.

Well, that's all for now. Looking forward to having your news.

Love

Dewi

1. *Dear Aunt Nia*, we can say that it is as
2. *Looking forward to having your news* refers to
3. *Aunty, I have some good news for you* refers to
4. *Looking forward to having your news* refers to....
5. *Love Dewi* refers to