



Don't Worry, I'll Come

BAHASA INGGRIS PAKET C
SETARA SMA/MA
KELAS XI

MODUL TEMA 8



Kementerian Pendidikan dan Kebudayaan
Direktorat Jenderal Pendidikan Anak Usia Dini dan Pendidikan Masyarakat
Direktorat Pembinaan Pendidikan Keaksaraan dan Kesetaraan
Tahun 2018



Don't Worry, I'll Come

BAHASA INGGRIS PAKET C
SETARA SMA/MA
KELAS XI



Bahasa Inggris Paket C Setara SMA/MA Kelas XI
Modul Tema 8 : Don't worry, I'll come

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Kebudayaan, 2018

vi+ 36 hlm + ilustrasi + foto; 21 x 28,5 cm

Preface

Pendidikan kesetaraan sebagai pendidikan alternatif memberikan layanan kepada masyarakat yang karena kondisi geografis, sosial budaya, ekonomi dan psikologis tidak berkesempatan mengikuti pendidikan dasar dan menengah di jalur pendidikan formal. Kurikulum pendidikan kesetaraan dikembangkan mengacu pada kurikulum 2013 pendidikan dasar dan menengah hasil revisi berdasarkan peraturan Mendikbud No.24 tahun 2016. Proses adaptasi kurikulum 2013 ke dalam kurikulum pendidikan kesetaraan adalah melalui proses kontekstualisasi dan fungsionalisasi dari masing-masing kompetensi dasar, sehingga peserta didik memahami makna dari setiap kompetensi yang dipelajari.

Pembelajaran pendidikan kesetaraan menggunakan prinsip flexible learning sesuai dengan karakteristik peserta didik kesetaraan. Penerapan prinsip pembelajaran tersebut menggunakan sistem pembelajaran modular dimana peserta didik memiliki kebebasan dalam penyelesaian tiap modul yang di sajikan. Konsekuensi dari sistem tersebut adalah perlunya disusun modul pembelajaran pendidikan kesetaraan yang memungkinkan peserta didik untuk belajar dan melakukan evaluasi ketuntasan secara mandiri.

Tahun 2017 Direktorat Pembinaan Pendidikan Keaksaraan dan Kesetaraan, Direktorat Jendral Pendidikan Anak Usia Dini dan Pendidikan Masyarakat mengembangkan modul pembelajaran pendidikan kesetaraan dengan melibatkan pusat kurikulum dan perbukuan kemdikbud, para akademisi, pamong belajar, guru dan tutor pendidikan kesetaraan. Modul pendidikan kesetaraan disediakan mulai paket A tingkat kompetensi 2 (kelas 4 Paket A). Sedangkan untuk peserta didik Paket A usia sekolah, modul tingkat kompetensi 1 (Paket A setara SD kelas 1-3) menggunakan buku pelajaran Sekolah Dasar kelas 1-3, karena mereka masih memerlukan banyak bimbingan guru/tutor dan belum bisa belajar secara mandiri.

Kami mengucapkan terimakasih atas partisipasi dari Pusat Kurikulum dan Perbukuan Kemdikbud, para akademisi, pamong belajar, guru, tutor pendidikan kesetaraan dan semua pihak yang telah berpartisipasi dalam penyusunan modul ini.

Jakarta, Desember 2018
Direktur Jenderal

Harris Iskandar

Modul Dinamis: Modul ini merupakan salah satu contoh bahan ajar pendidikan kesetaraan yang berbasis pada kompetensi inti dan kompetensi dasar dan didesain sesuai kurikulum 2013. Sehingga modul ini merupakan dokumen yang bersifat dinamis dan terbuka lebar sesuai dengan kebutuhan dan kondisi daerah masing-masing, namun merujuk pada tercapainya standar kompetensi dasar.

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Petunjuk Penggunaan Modul dan Kriteria Ketuntasan Pembelajaran

1. Bacalah isi modul ini dengan seksama.
2. Untuk memudahkan Anda memahami modul ini, bawa sertalah kamus. Anda juga dapat mengakses <https://translate.google.co.id> jika Anda tidak mengetahui arti kata atau kalimat tertentu pada modul ini.
3. Kerjakan soal-soal latihan (exercise) pada tiap kegiatan (activity) dengan seksama dan mengacu pada pembahasan materi.
4. Assignment (penugasan) yang ada pada setiap unit membuat Anda semakin memahami isi modul. Kerjakan penugasan tersebut dengan mengikuti langkah-langkah yang ada.
5. Beberapa singkatan yang digunakan dalam modul ini adalah, sebagai berikut.
 (n) = noun = kata benda
 (v) = verb = kata kerja
 (adj) = adjective = kata sifat
 (adv) = adverb = kata keterangan
6. Kerjakan seluruh soal-soal penilaian yang ada di akhir unit.
7. Jika Anda dapat menyelesaikan seluruh soal latihan (exercise), penugasan (assignment), dan evaluasi (evaluation) dengan skor minimal 70, Anda dapat melanjutkan pada modul selanjutnya.

Semoga Sukses!



TUJUAN MODUL

Setelah membaca modul ini, diharapkan Anda dapat:

1. Menyusun surat undangan resmi sederhana dalam Bahasa Inggris.
2. Menyusun surat pribadi sederhana dalam Bahasa Inggris.

PENGANTAR MODUL

Modul ini memberikan petunjuk dan contoh-contoh praktis tentang pendapat, pikiran, dan isu aktual yang ada, sesuai dengan konteks penggunaan.

Modul ini terdiri dari dua unit. Setiap unit memuat empat aspek kegiatan yang merepresentasikan empat ranah keterampilan berbahasa, yaitu:

- Activity 1 : Reading
- Activity 2 : Speaking
- Activity 3 : Listening
- Activity 4 : Writing

Modul ini juga dilengkapi dengan sejumlah latihan (exercises), penugasan (assignments), dan soal-soal (evaluation) yang hasil penilaiannya sebagai prasyarat untuk pindah ke modul selanjutnya.

UNIT 1

I'M WAITING FOR YOUR INVITATION

Hai. How are you today?

Friends, have ever got an invitation letter? Or have you ever written an invitation letter?

This unit will discuss about it. Let's check it out.

Activity 1 : Reading

Read this passage carefully, then answer the questions below.

One day, Sally was walking around in a park. She tried to find a bench so she could read a book that she brought. Finally, she found it. She sat right away.

Sally was a manager of an outstanding company in Indonesia. She was a humble boss of hundreds of employees.

Suddenly, a man came to her and said, "Miss Sally, what a coincident! I was looking for you for some days. I couldn't find you in your office. Now, here you are!"

"Mr. Nono. How are you? It has been a long time we haven't met, right? Is there something important that I can help you, Sir?", Sally asked.

"No. I just want to give you an invitation letter. I hope you could come to our event, a charity event of our school, exactly. This is the letter", he said.

Mr. Nono was Sally's headmaster when she was in senior high school. Sometimes they met in some events.

Sally read the letter and said, "Thank you, Sir. It is an honour that I could attend your invitation."

"It's also an honour for us to welcome you there.

We are waiting for you", Mr. Nono said.

Now, please write down some difficult words or phrases of the passage on the box below, and try to find the pronunciations and the meanings by browsing on google translation.

Vocabulary

WORDS	PRONUNCIATION	MEANINGS
bench (n)	/bent ɒ /	bangku
brought (v2)	/brɔ:t/	dibawa
an outstanding company (n)	/ˌaʊtstændɪŋ kʌmpəni /	Perusahaan yang luar biasa
what a coincident (sent)	/wɑ:t ə koʊn.sɪ.dənt/	kebetulan sekali
a charity event (n)	/əˈtʃer.ɪ.tiːvent/	acara amal

Exercise 1

1. What was Sally doing at the park?

2. What was Sally?

3. What did Sally say to Mr. Nono when she met him?

4. What did Sally receive from Mrs. Nono?

5. How did she respond to it?

6. What did the passage talk about?

On that passage, Mr Nono gave Sally an invitation letter. Have you ever accepted an invitation letter? Of course, yes, you have. But, what is an invitation letter, actually?

An invitation letter is a letter that contains a formal request for the presence of an individual, a group of people or an organization at an event. An invitation letter could be formal or informal, and it could be on paper or paperless (via social media/ online).

There are some forms of invitation letters. One of the form is the example below.



<https://www.wikihow.com/Write-an-Invitation-Letter-for-a-Visa>

Activity 2 : Speaking

Practise the dialogs below with your partner.

Dialog 1



https://www.freepik.com/free-vector/man-social-worker-helping-elder-grey-haired-woman_1311271.htm

Dialog 2



https://www.freepik.com/free-vector/assistant-clerk-working-with-customer_1310940.htm

You may consult <https://translate.google.co.id/> to know the meanings and to pronounce them well.

Exercise 2

Please spell these words:

1. i - n - v - i - t - a - t - i - o - n
2. g - r - a - d - u - a - t - i - o - n
3. c - o - n - g - r - a - t - u - l - a - t - i - o - n
4. l - e - t - t - e - r
5. c - e - r - e - m - o - n - y

You may consult <https://translate.google.co.id/> to know the correct pronunciation of the words.

By the way, invitation letters can be used for a variety of events such as weddings, graduation ceremonies, annual dinners, anniversary parties, and birthday parties. They could also be used to invite guest speakers, keynote speakers, and workshop facilitators to special meetings and events.

<http://letters.sampleinvitationletter.info/>

We are going to discuss it later in the next activity.

Activity 3 Listening

Now, let's watch the channels below.

- Channel 1



You can access the channel by clicking: <https://www.youtube.com/watch?v=WOckvTUpbf4>

Channel 2

Exercise 3

What did you learn from that channel?

- **Channel 2**



You can access the channel by clicking: <https://www.youtube.com/watch?v=T7rGTt5ckdg>

Exercise 4

1. What did you learn from the channel above?

.....
.....

2. Did you find some difficult words? Write down here.

.....
.....

3. Find the meanings of the difficult words above.

.....
.....
.....

Activity 4 Writing

An invitation letter could be in formal or in informal form. Below we provided an example formal invitation letter for seminar organized by an institute for management. The letter should be printed

on the company memo, and signed by the host of the event.

To: **31st of May, 2018**

Mr. Suryo
Director of Lentera Management
At 16 Residence Hill, Bogor, West Java, Indonesia

Subject: Invitation for a seminar on “Awakening Motivation for Success”

Dear Sir,

With this letter, we hereby want to inform you that the Brilliant Learning Community Center is organizing a seminar on “Awakening Motivation for Success” on 29th of September, 2018. The seminar will invite eminent speakers engaged in the motivation to success. We are pleased to invite you to be a speaker of this event.

It would be our great honor if you can come to this seminar. We hope you will be able to increase and awake the motivation of our students and officials to success.

In the enclosure you can find draft agenda of the seminar and personal data form. Please complete full details on the attached RSVP and return by the 3rd of August.

We eagerly await your participation in the seminar

Thanks and regards

(signed)
Mrs. Arijati
(Secretary)

The example above told us that writing an invitation letter in formal form should follow the following tips:

1. You have to address the person to whom you are writing the letter in complete identity (name, title, and place).
2. Please use a pleasant manner for the event or function to invite the organisation or person.
3. Please write the name, place, and date of the function neatly
4. You have to write in right spelling and grammar and avoid to make any mistake.

There are also an informal invitation letter. Let's practice by fulfilling the blanks below in exercise 5.

Exercise 5

From: _____

Date: _____ (Date on Which Letter is Written)

To: _____

Subject: _____

Dear _____ (Sir or Madam),

I, Mrs.(name of the sender) is writing this letter to Mr.(name of the receiver) to invite him and his family personally to attend the graduation party of my granddaughter that is on the(date of the engagement). Please take this as my personal invitation to you and your family. My family and I would definitely be glad to see you all there at the party.

Hoping to see you at the event.

Yours Truly,

(Sign of the sender)

_____ (Name of the sender)

Assignment

1. Find an invitation letter in a newspaper, mass media, or social media in English.
2. Cut it and stick it on this box below.
3. Identify the content: what is it about? who sent it? for whom is it?

.....

.....

.....

.....

.....

.....

.....

UNIT 2 SEND ME A LETTER

Have you ever written a letter to your friend personally? In this unit, we are going to discuss a personal letter. Even though it's not familiar enough right now, in this era, writing a letter is still needed in some reason and occasion. Before we discuss it further, let's check the following activities.

Activity 1 Reading

Read the passage carefully, then answer the questions below.

Dear Reader,

My name is Tim Caroe and I work as a GP. In my job, I often meet people who are struggling with things in their lives, and 2 years ago I began to feel dissatisfied with what I was able to bring to their distress, so I started investigating different types of therapy. I was most attracted by narrative therapy, a type of therapy used for many years by family therapists. This led me down a new avenue in my consultations, one which has led to me writing to you today.

In this letter, I'm going to tell you a bit about the theory of narrative, and then how I have used it in my consultations to date. As you read, I'm sure that my letter will stir up ideas of your own and it would be good if you could add these thoughts to my own, because I believe that something new can emerge through the meeting of ideas. That's the kind of thing that I hope happens when I write letters to people I meet in my job, people who are often called 'patients'.

So what is a narrative? It is much more than just a story. It is a created thread that links events in our lives and puts them into a context — it gives them a certain meaning. As such it tells us who we are, and where we are going. One philosopher wrote:

'Making sense of my present action ... requires a narrative understanding of my life, a sense of what I have become which can only be given in a story ... We grasp our lives in a narrative.'

Tim Caroe

Taken from: <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC1464066/>

Did you find any difficult words from the passage above?

Now, try to identify and write them down here.

Vocabulary

WORDS	PRONOUNCIATIONS	MEANINGS
struggling -to struggle (v)	/ˈstrʊɡl̩.ɪŋ/	<i>berjuang</i>
dissatisfied (adj.)	/dɪsɪˈsæt̩.əs.fɑːd/	tidak puas/kecewa
distress (n)	/dɪˈstres/	kesulitan
stir up	/stɪːp/	membangkitkan, memunculkan, menghasut
thoughts (n)	/θɑːt/	pemikiran
emerge	/ɪˈmɜːdʒ/	muncul, timbul, tampak
grasp	/ˈgræsp/	menggapai, merenggut, merebut, menggenggam

Exercise 1

Let's try to answer the questions below based on the passage above.

1. What was the passage telling about?

2. Who wrote it?

3. What did the writer want to tell in his letter?

4. What therapy was the writer attracted most?

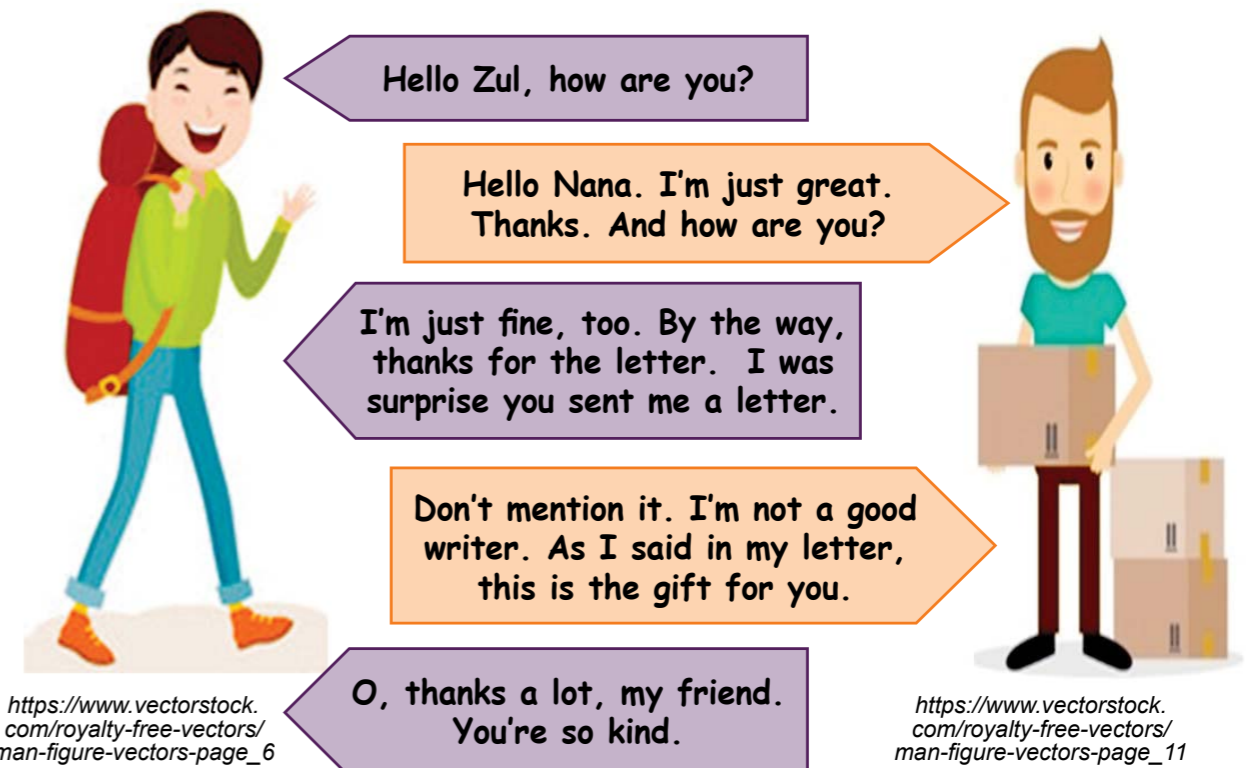
5. What is a narrative according to the writer?

Good job. You're doing great. All of your answers are available on the passage about.

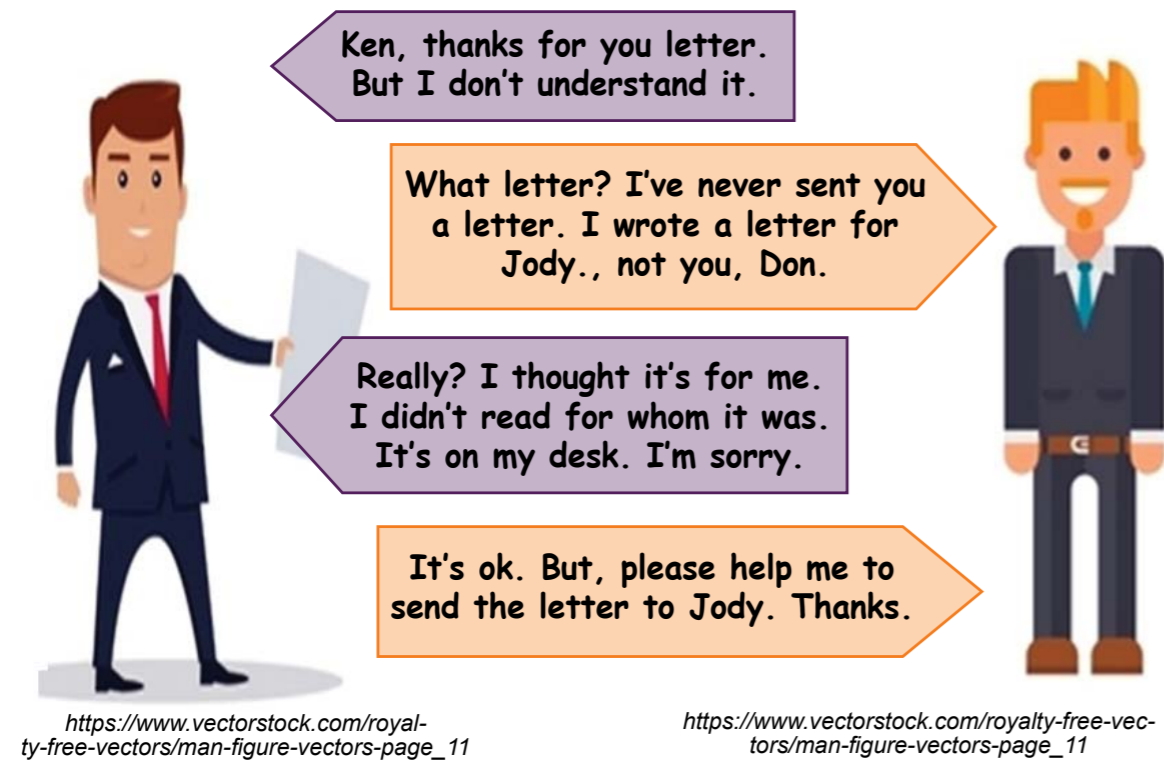
Activity 2 Speaking

Now, let's find a friend to practise conversations below. You may consult google translation if you don't know how to pronounce some words and their meanings.

Dialog 1

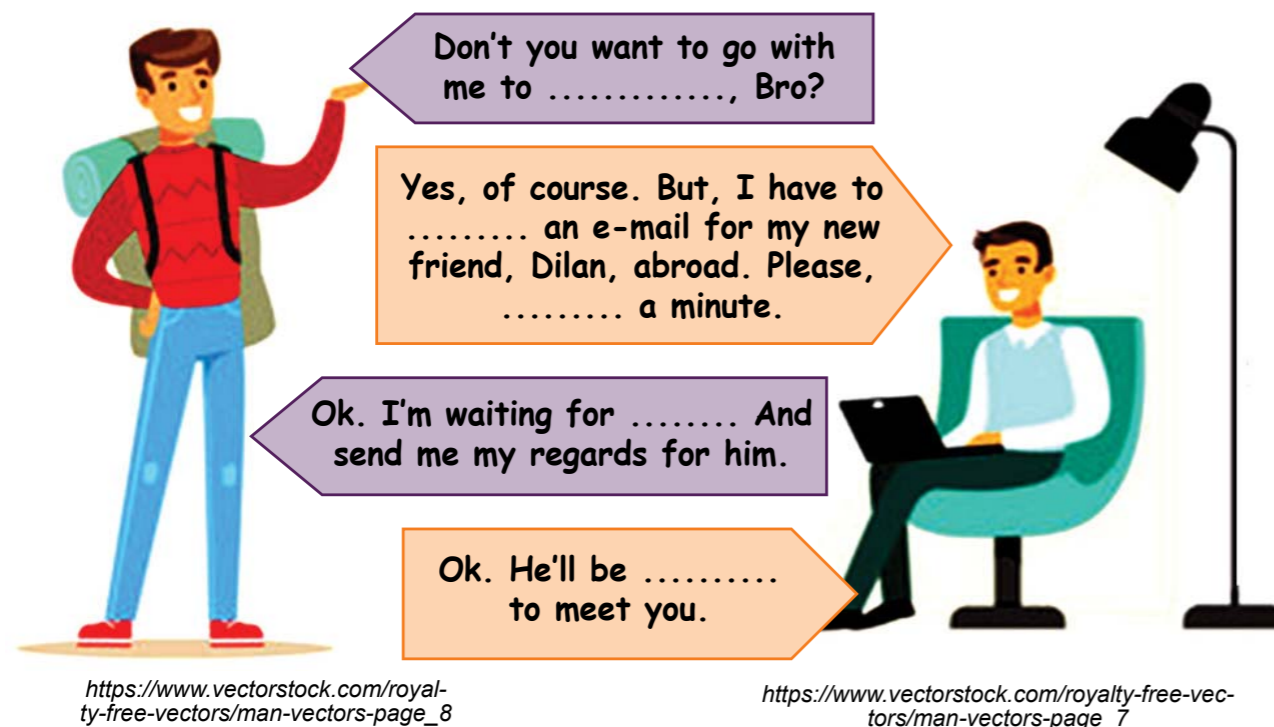


Dialog 2



Dialog 3

Exercise 2: Fill the blanks with the appropriate words or phrases.



Congratulations. You're doing good.

FYI

for your information..

Have you ever sent or accepted a personal letter? And do you know what a personal letter is?

A personal letter is a type of letter that is usually used for personal purposes or related to personal matters and sent from a person to another.

A personal letter is usually an informal letter, sent by an individual to his/her friend, parents, or relative.

A personal letter contains:

1. mailing address
2. the date on which the letter is written.
Example: May 31, 2018
3. greeting. Since this is a personal letter, you can be informal with your greeting.
Example: Dearest Lina, Hey Koko, Hello Any
4. opening sentence. It's about asking condition of the person who receive your letter.
5. content. It could be about yourself, any body's life, congratulations, farewell, or others.
6. conclusion.
7. closing.

Examples: "So long", "From", "Yours truly", "Love", "Sincerely yours", "See you", "Yours", and so on.

You can write a personal letter about these topics.

1. School activities, hobbies, sports, work, etc.
2. Your daily activities
3. Some event, holiday, funny things, etc.
4. Asking suggestion, expressing condolence, congratulations, gratefulness, etc.

Exercise 3: Fill the blanks with appropriate words.

.....
....., 2018
Dear

Thanks for your last letter. It was great to hear from you after so many days. You seem to have a wonderful time in Lombok Island.

Here, everything is just as usual. It's lonely without you.

Lita came to our office to meet you. I saw she brought something. I thought it's for you. She looked disappointed when she couldn't meet you.

By the way, when will you come home? Are you coming home anytime soon? If you are, let me know the day. We can arrange to meet up.

Lita, we've missed you very much.

Hope to see you soon.

.....

Junita

Congratulations. You're great.

You are going to discuss more about personal letters in the next activities.

Activity 3 Listening

In this activity, you are asked to access some channels below. Please listen and pay attention on it.

- Channel 1



Please, access https://www.youtube.com/watch?v=_8l2Y-i7Qq4. Exercise 4

Exercise 4: Answer the questions below according to the channel above.

Answer the question based on the channel above.

1. To whom the letter was sent?

.....

2. Who wrote the letter?

.....

3. Could you rewrite the letter?

Rewrite the letter here.

.....

Activity 3 Writing

Many people have problems in writing a letter, especially, a personal letter. Here are some tips in writing it that you can implement..

1	Write a draft to avoid wasting paper because you didn't not like what you wrote down in the letter. In the draft, you can still edit your letter and when you write down the final message in your actual letter, your message is easy to read and it looks good.
2	Make sure that your letter is written clearly and neat, so it's easy to read. You may type it on the computer.
3	Make sure that your spelling is correct and there are no grammatical errors. Check and read your letter before you send it. It's embarrassing to send a letter with wrong grammars. Your recipient might be confused what was your point in your message.
4	When you are writing a letter, leave some room to talk about topics that are common interest between you and the recipient.
5	If you are writing the letter to someone that you have not seen for a very long time, or writing to a pen pal that you started writing to, enclose your recent picture along to create a platonic connection with your correspondent. It makes the letter writer feel closer to their respondent.

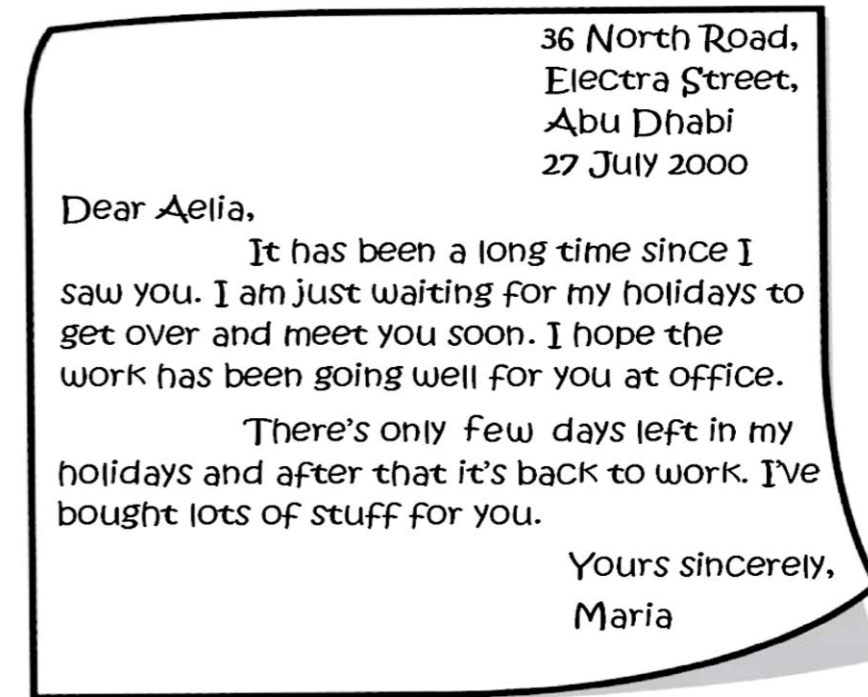
You can get more information on it by access <https://www.examples.com/education/how-to-write-a-personal-letter-with-examples.html>

There are some terms to open (salutation) and close a letter. You can check them out in the table below

Greetings (Salutations)	Closings (Endings)
<ul style="list-style-type: none"> • Dear [name] • To [name] • Hi [name] • Hello [name] 	<ul style="list-style-type: none"> • Take care • See you soon • We miss you • Looking forward to hearing from you • Regards • Have fun • Hoping to see you soon • Your friend • Love • With love/with much love • Wishing you well • Cheers • Yours sincerely • Yours truly (formal) • Sincerely (formal)

Exercise 7

Make a letter as the example below. Write it in the available box.



Rewrite the letter above in the box below.

Assignment

Please browse on the internet about personal letters expressing:

1. Thank you
2. Farewell
3. Congratulations

Please write a congratulation letter to you friend or relative.

Stick your letter on the box below..

Reinforcements

<p>An invitation letter is a letter that contains a written request for the presence of an individual, a group of people or an organization at an event. An invitation letter could be formal or informal, and it could be on paper or paperless (via social media/ online).</p>	<p>Invitation letters can further be divided into personal invitation letters and business invitation letters. A personal invitation letter is written by an individual while a business invitation letter is written by a business.</p>	<p>An invitation letter usually contains some information about the host, the date and time of the event, the place/ venue of the event and how to accept the invitation.</p>
<p>A personal letter is a type of letter that is usually used for personal purposes or related to personal matters and sent from a person to another. A personal letter is usually an informal letter, sent by an individual to his/her friend, parents, or relative</p>	<p>You can write a personal letter about these topics.</p> <ol style="list-style-type: none"> 1. School activities, hobbies, sports, work, etc. 2. Your daily activities 3. Some event, holiday, funny things, etc. 4. Asking suggestion, expressing condolence, congratulations, gratefulness, compliment, complain etc. 	<p>Tips in writing letters:</p> <ol style="list-style-type: none"> 1. Write a draft first. 2. Make sure your letter can be read clearly. 3. Make sure that your spelling is correct and there are no grammatical errors. 4. If necessary, enclose your photograph.

SARAN REFERENSI

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Penyusun: Joko Priyana, Riandi, Anita Prasetyo Mumpuni
Anita Prasetyo Mumpuni
Penerbit: Pusat Perbukuan, Departemen Pendidikan Nasional, 2008.
Diakses di <https://drive.google.com/drive/folders/0B7Kd5kRuU3NcVIISTlg4enhwSUE>
2. Buku "Buku Guru Bahasa Inggris: Stop Bullying Now" untuk SMA/MA/SMK/MAK Kelas XI
Kementerian Pendidikan dan Kebudayaan RI, 2017
Diunduh dari bukupaket.com
Diakses di <https://www.bukupaket.com/2017/07/buku-kurikulum-2013-kelas-11-edisi.html>
3. Buku "Look Ahead: An English Course for Senior High School Student Year XI"
Penyusun: Th. M.Sudarwatidan Eudia Grace.
Penerbit: Penerbit Erlangga, Jakarta, 2007.
4. Buku: Forward for Vocational School Grade XI
Penyusun: Shyla K. Lande dan Eka Mulya Astuti
Penerbit: Penerbit Erlangga, Jakarta, 2007.
5. Buku "Practice and Progress An Intergrated Course for Pre-Intermediate" Penerbit Longman
London.
6. Buku Understanding and Using English Grammar.
Penyusun: Betty S. Azar.
Penerbit Binarupa Jakarta.
7. <http://www.writinghelp-central.com/friendly-letter-sample.html>
8. <https://www.wikihow.com/Write-a-Friendly-Letter>
9. Referensi lain yang menunjang, termasuk media online (kanal www.youtube.com dan sejenisnya).

EVALUATION

Choose the appropriate answer by crossing it.

21 Rosewild Street
Needham, MA 02494
November 14, 2018

Dear Mom,

I'm sending you this letter to tell you much fun I'm having at Rinda's cottage. We're having a blast! It's a wonderful holiday in my life, I think. Yesterday, we went to a beach. Guess what? I learned how to dive well. I was so happy and excited. I can't wait any longer to show you some shells that I found there. Tomorrow, we're going to go hiking.

I miss you and the rest of the family but I know I'll be home in a few days. I'll tell you all my adventures then. Give everyone a big hug and kiss for me!

Love,

Zaira

1. What type of letter is that above?
a. a private letter
b. a personal letter
c. a special letter
d. a personal matter
2. The letter above writes in form.
a. informal
b. formal
c. private
d. personal
3. Before writing a letter, we should.....
a. write carefully.
b. make a draft.
c. ask a friend.
d. join a group.

15. What did the writer do to overcome his problem?
- a. He asked for help. c. He asked for another food.
 b. He asked the manager. d. He asked for another bone.

Fill the blanks with the appropriate answers in the box below.

16) Suti,
 We are having a great 17) here in Jakarta. Yesterday, when we got up in the morning, it looked like rain, but after a while, the cloud disappeared and it became a sunny day. Then, we decided to go to the 18)
 About one o'clock, we got a light shower of rain but it cleared up soon after. We then went to Taman Mini.
 It was a 19) day. See you when you get back.

20),
 Sam

a) wonderful b) Dear c) weekend d) Love e) goodbye
 f) Ancol Beach g) Bandung

ANSWER KEYS

Unit 1

Exercise 1

1. Sally was walking around in a park. She tried to find a bench so she could read a book that she brought.
2. Sally was a manager of an outstanding company in Indonesia.
3. Sally said: "Mr. Nono. How are you? It has been a long time we haven't met, right? Is there something important that I can help you, Sir?"
4. She received an invitation letter from Mr. Nono.
5. She said: "Thank you, Sir. It is an honour that I could attend your invitation."
6. The passage talked about an invitation letter that received by Sally from Mr. Nono when she met him in a park.

Exercise 3

The answer is depend on you. The alternative answers are:

- There are some expressions of an invitation to lunch
 - Maybe we can get some lunch.
 - + Sure. That sounds good. Where could we eat?
 - Hey, why don't we try that new cafe that just opened?
 - + Yeah, I heard they make really good sandwiches.

Exercise 4

1. The channel showed us how to write an invitation letter.
2. (Your answer should be a list of some difficult words based on the channel)
3. (Your answer should be the meanings of your difficult words based on the channel)

Exercise 5

From:
Mrs. Siti Raisya
Date: 10 November 2018
To: Mr. Akmal
Subject: An invitation Letter

Dear Sir,

I, Mrs. Siti Raisya is writing this letter to Mr. Akmal to invite him and his family personally to attend the graduation party of my granddaughter that is on the 20 November 2018. Please take this as my personal invitation to you and your family. My family and I would definitely be glad to see you all there at the party.

Hoping to see you at the event.

Yours Truly,

(Sign of the sender)

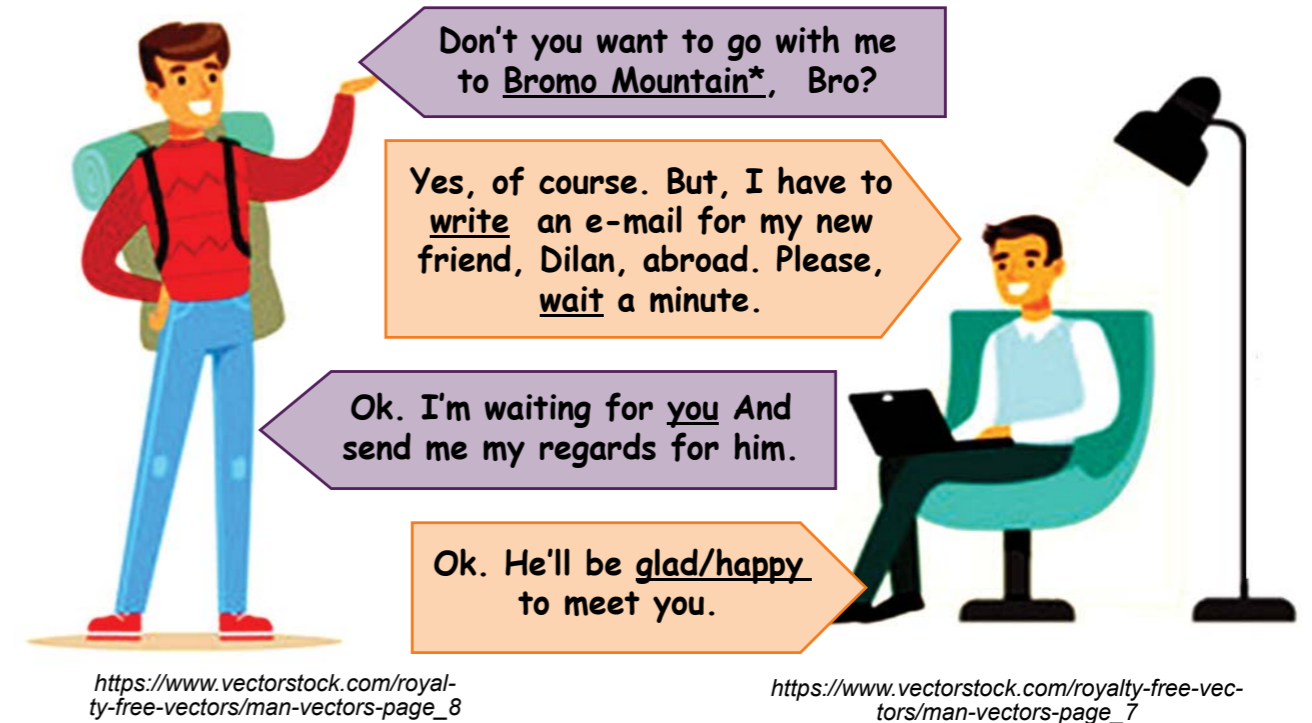
Mrs. Siti Raisya

Unit 2

Exercise 1

1. It was telling about a letter written by a man, named Tim Caroe.
2. Tim Caroe wrote the letter.
3. He wanted to tell about what he did as a consultant,
4. The theory of narrative.
5. Narrative, according to the writer, was much more than just a story. It was a created thread that links events in our lives and put them into a context — it gave them a certain meaning.

Exercise 2



*It could be another answer that refers to a place.

Exercise 3

32 Medayu Street Surabaya (address)

April 12, 2018 (optional date)

Dear Muna (name of the receiver)

Thanks for your last letter. It was great to hear from you after so many days. You seem to have a wonderful time in Lombok Island.

Here, everything is just as usual. It's lonely without you.

Lita came to our office to meet you. I saw she brought something. I thought it's for you. She looked disappointed when she couldn't meet you.

By the way, when will you come home? Are you coming home anytime soon? If you are, let me know the day. We can arrange to meet up.

Lita, we've missed you very much.

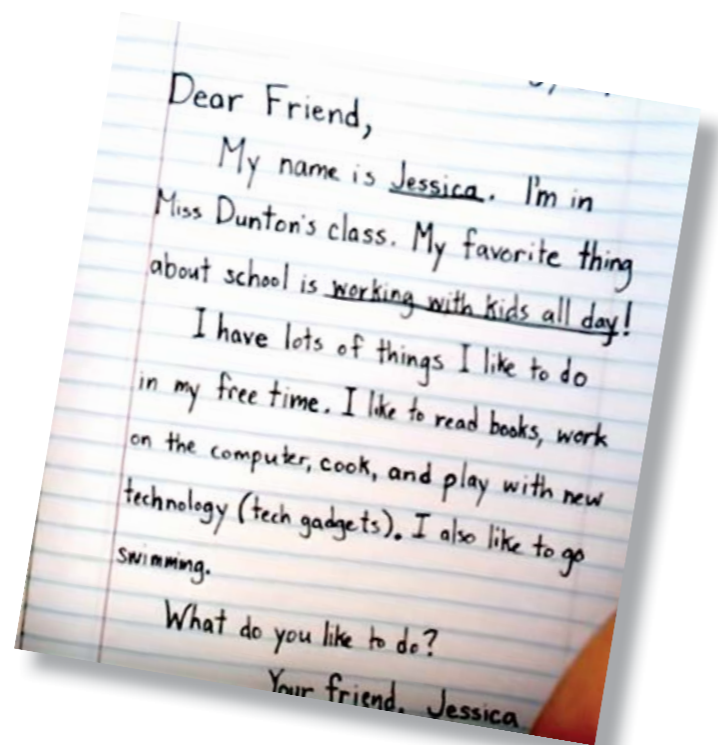
Hope to see you soon.

Love (can be: kind regard, all the best, yours sincerely, etc.)

Junita (name of the sender)

Exercise 4

1. The letter was for Jessica's friend.
2. Jessica wrote the letter.
3. Write as the picture.



Exercise 5

Step 1: Start with the date. It should go in the top-right corner if you're writing a personal letter, and in the top-left corner if you're writing a business letter. With a business letter, continue by writing the recipient's name two lines below the date, and their address one line below their name.

Step 2: Greet the recipient "Dear" is appropriate for either a business or personal letter. If you don't know the recipient, use "To Whom it May Concern." For informal letters, use "Hello," or "Hi," followed by a comma and the person's first name.

Step 3: Write first paragraph State the purpose of the letter in the first paragraph.

Step 4: Write the body Write the body of the letter clearly and logically so the reader knows why you are writing.

Step 5: End the letter Close the letter with a paragraph describing the action you expect the recipient to take.

Step 6: Add a closing Choose an informal or formal closing based on the recipient. "Sincerely," or "Regards," works in nearly every situation. Write your name and sign the letter.

Exercise 6

The letter should be like this:

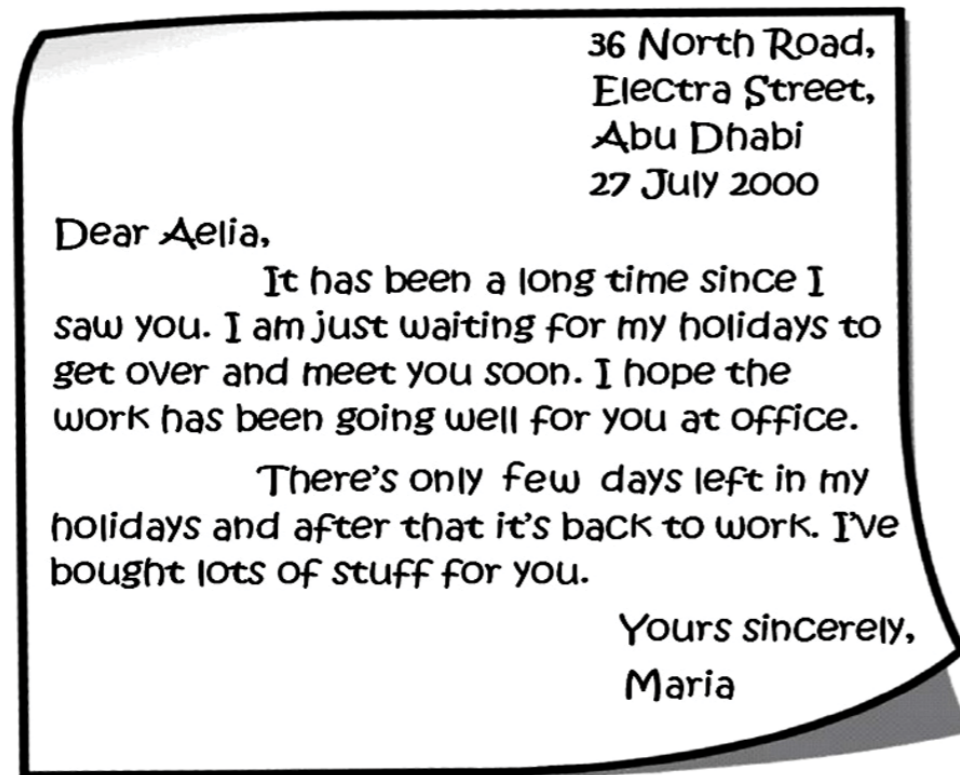
Hi Heather,

How have you been? Mike and I would like to go out this Saturday. Are you free to babysit the kids? Say 5 to 10 PM?

Thanks!
Take care,
Amy

Exercise 7

The letter should be like this:



Evaluation

NO.	ANSWERS	NO.	ANSWERS
1.	b	11.	A
2.	a	12.	C
3.	b	13.	D
4.	b	14.	C
5.	a	15.	C
6.	d	16.	B
7.	d	17.	C
8.	a	18.	F
9.	c	19.	A
10.	b	20.	D

RUBRIK PENILAIAN

Setelah mengerjakan soal-soal latihan di setiap unit, assignment, dan evaluation, lakukan penilaian mandiri dengan mengikuti ketentuan berikut.

UNIT 1	KETERANGAN	SKOR
Exercise 1	Seluruh soal dijawab dengan benar	5
	4 soal dijawab dengan benar	4
	3 soal dijawab dengan benar	3
	Dan seterusnya	
	Tidak menjawab	0
Exercise 2	Seluruh soal diucapkan dengan benar	5
	4 soal dapat diucapkan dengan benar	4
	3 soal dijawab dengan benar	3
	Dan seterusnya	
	Tidak menjawab	0
Exercise 3	Jawaban sesuai	3
	Jawaban kurang sesuai	2
	Jawaban tidak sesuai	1
	Tidak menjawab	0
Exercise 4	Seluruh soal dijawab dengan sesuai	3
	2 soal dijawab dengan sesuai	2
	1 soal dijawab dengan sesuai	1
	Tidak menjawab	0
Exercise 5	Seluruh soal dijawab dengan benar	7
	5-8 soal dijawab dengan benar	5
	2-4 soal dijawab dengan benar	3
	1 soal dijawab dengan benar	1
	Tidak menjawab	0
Assignment	Terlaksana sesuai instruksi	15
	Terlaksana tapi kurang sesuai	10
	Terlaksana tapi tidak sesuai	5
	Tidak melaksanakan	0

Jika seluruh jawaban benar/sesuai, skor maksimal adalah 38.

UNIT 1	KETERANGAN	SKOR
Exercise 1	Seluruh soal dijawab dengan benar	5
	4 soal dijawab dengan benar	4
	3 soal dijawab dengan benar	3
	Dan seterusnya	
	Tidak menjawab	0
Exercise 2	Seluruh soal dijawab dengan benar	5
	4 soal dijawab dengan benar	4
	3 soal dijawab dengan benar	3
	Dan seterusnya	
	Tidak menjawab	0
Exercise 3	Seluruh soal dijawab dengan benar	4
	3 soal dijawab dengan benar	3
	2 soal dijawab dengan benar	2
	1 soal dijawab dengan benar	1
	Tidak menjawab	0
Exercise 4	Seluruh soal dijawab dengan sesuai	3
	2 soal dijawab dengan sesuai	2
	1 soal dijawab dengan sesuai	1
	Tidak menjawab	0
Exercise 5	Menuliskan 6 steps sesuai penjelasan di channel youtube yang tersedia	5
	Menuliskan 4-5 steps sesuai penjelasan di channel youtube yang tersedia	4
	Menuliskan 2-3 steps sesuai penjelasan di channel youtube yang tersedia	3
	Menuliskan 1 steps sesuai penjelasan di channel youtube yang tersedia	2
	Tidak menjawab	0
Exercise 6	Jawaban benar seluruhnya	3
	Jawaban benar sebagian besar	2
	Jawaban benar sebagian kecil	1
	Tidak menjawab	0

Exercise 7	Mengerjakan sesuai contoh	2
	Mengerjakan sebagian	1
	Tidak mengerjakan	0
Exercise 7	Terlaksana sesuai instruksi	15
	Terlaksana tapi kurang sesuai	10
	Terlaksana tapi tidak sesuai	5
	Tidak melaksanakan	0

Jika di unit 2 seluruh soal dijawab dengan benar, skor maksimal adalah 42.

Evaluation

Jumlah jawaban benar x 1 = skor evaluasi

Jika soal evaluasi seluruhnya dijawab dengan benar, skor maksimal adalah 20.

Skor perolehan keseluruhan:

Juml. skor benar unit 1 + juml. skor benar unit 2 + skor evaluasi = skor perolehan

Misal:

Jumlah skor benar unit 1 = 38

Jumlah skor benar unit 2 = 42

Skor evaluasi = 20

Skor perolehan : 38 + 42 + 20 = 100

- Jika skor keseluruhan Anda 70 atau lebih, Anda boleh melanjutkan ke modul selanjutnya.
- Jika skor keseluruhan Anda masih di bawah 70, pelajarilah kembali modul ini dengan bimbingan tutor atau teman Anda sehingga skor Anda mencapai yang dipersyaratkan.



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