

Kerangka Bahan Ajar untuk Keterampilan Writing

Unit 2: (Business Letter)

Writing

Kompetensi Dasar: (Turunkan dari silabus)

Indikator: (Turunkan dari silabus)

Task 1 (Kegiatan pembelajaran dalam bentuk pengaitan antara pengetahuan siswa dengan bahan ajar yang akan diliput)

Contoh: Look at the and read the following letter. Then, answer the questions



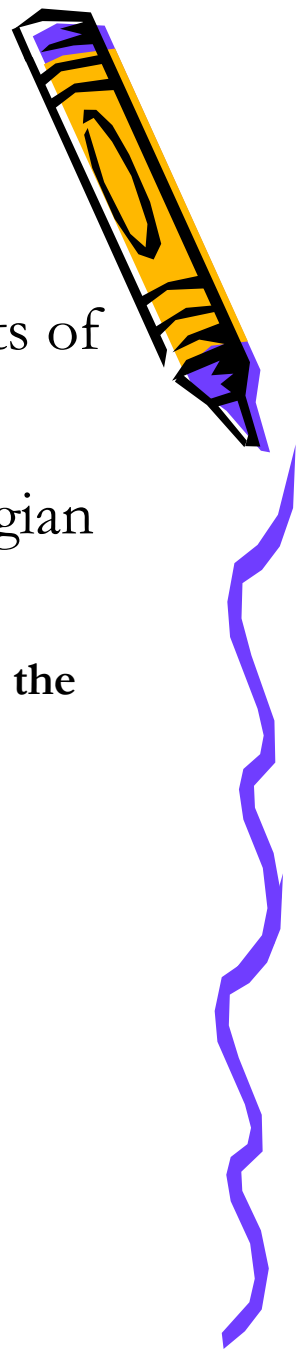
The Green Co.
50St.Clinton Road, Iowa, Usa(1)
November, 15,2007(2)

Akur Trading Co
Jl.Suren No. 15, Bandung, Indonesia(3)
Gentlemen: (4)

We have learned about your company profile
you have sent. We are interested in products
You have offered.
------(5)

We are are hoping to establish mtual business
Relations with you.

Yours very trruly, (6)
Jack Rogers (7)
Sales Manager



1. Have you read this kind of letter?
2. What is the letter about?
3. Based on your knowledge, tell us the essential parts of the letter.

Task 2: (turunkan dari Indikator 1:mengidentifikasi bagian-bagian surat bisnis)

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Jack Rogers (7)
Sales Manager

Read the letter on the left side, then write the parts of the letter

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____



Task 3: (turunkan dari indikator 2, misalnya: Menuliskan business title)

Rewrite the following inside addresses correctly

Example: mr amran halim superintendant bandung boarding school

bandung

Mr. Amran Halim, Superintendant

Bandung Boarding School

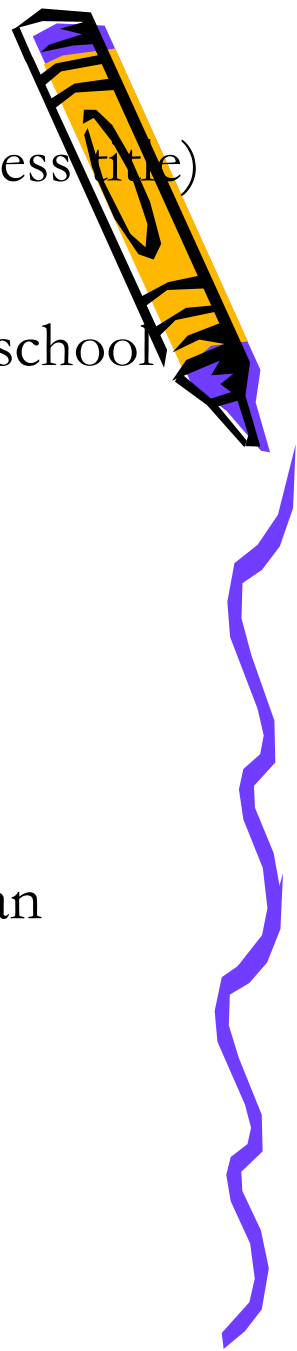
Bandung

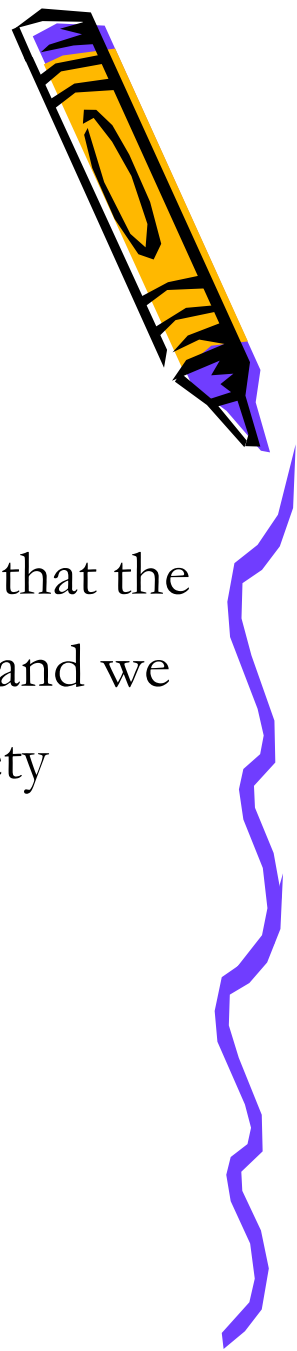
1. mr yusuf sobiri 45 jalan kembang jepun surabaya

2. mr. andi hakim lecturer indonesis university of education jalan

setiabudhi no. 229 bandung

Etc.



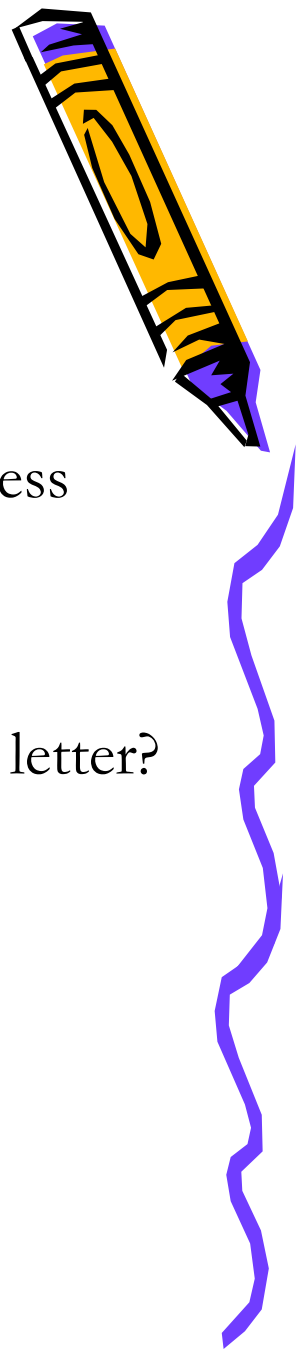


Task 4 (turunkan dari indikator 3, misalnya: menyusun “body of letter” dengen tepat)

Read the following body of a letter, then rewrite using correct punctuation and capitalization

we thank you for your letter of september 5 and rgret to learn that the samples of xenox office machines you ordered did not arrive and we are now sending the machines that we trust will reach you safety we should also appreciate knowing whether you would be in a position to handle the products properly we are expecting to her fro you soon





Task 5: (penutup tidak berkaitan dengan indikator)

Misalnya: Membanding surat pribadi dengan surat resmi (business letter)

Now, you work in a group of 4, then discuss the followings

1. What is the differences between personal letter and business letter?
2. Write the differences and give examples



