







## SILABUS

NAMA SEKOLAH :  
 MATA PELAJARAN : BAHASA INGGRIS  
 KELAS/SEMESTER : X / 1 - 2  
 STANDAR KOMPETENSI : Berkomunikasi dengan Bahasa Inggris setara *Level Novice*  
 KODE KOMPETENSI :  
 ALOKASI WAKTU : 148 jam X 45 menit

KOMPETENSI DASAR	INDIKATOR	MATERI PEMBELAJARAN	KEGIATAN PEMBELAJARAN	PENILAIAN	ALOKASI WAKTU			SUMBER BELAJAR
					TM	PS	PI	

KOMPETENSI DASAR	INDIKATOR	MATERI PEMBELAJARAN	KEGIATAN PEMBELAJARAN	PENILAIAN	ALOKASI WAKTU			SUMBER BELAJAR
					TM	PS	PI	
<p>1.1 Memahami ungkapan-ungkapan dasar pada interaksi sosial untuk kepentingan kehidupan</p> <p>1.2 Mengungkapkan ujaran/ungkapan dasar yang digunakan dalam interaksi sosial untuk kepentingan-an kehidupan</p> <p>1.3 Memahami teks lisan(dialog) dan teks fungsional sederhana, seperti pengumuman, deskripsi sesuatu, dan prosedur</p> <p>1.4 Mengungkapkan makna dalam teks berbentuk dialog dan teks fungsional pendek sederhana</p>	<ul style="list-style-type: none"> <li>• Ucapan salam (greetings) pada saat bertemu dan berpisah digunakan secara tepat</li> <li>• Memperkenalkan diri sendiri dan orang lain diperagakan dengan tepat</li> <li>• Berbagai ungkapan terima kasih dan responnya digunakan secara tepat</li> <li>• Berbagai ungkapan penyesalan dan permintaan maaf serta responnya diperagakan secara tepat</li> </ul>	<ul style="list-style-type: none"> <li>• Greetings and leave takings <ul style="list-style-type: none"> <li>- Good morning.</li> <li>- How are you?</li> <li>- I'm fine, thanks</li> <li>- See you later.</li> </ul> </li> <li>• Introducing <ul style="list-style-type: none"> <li>- May I introduce myself. I am Budi.</li> <li>- Ani, this is Ida.</li> <li>- Nice to meet you.</li> </ul> </li> <li>• Thanking <ul style="list-style-type: none"> <li>- Thank you very much.</li> <li>- You are welcome.</li> </ul> </li> <li>• Apologizing <ul style="list-style-type: none"> <li>- I am sorry for ...</li> <li>- Please forgive me ..</li> </ul> </li> <li>• Grammar Review <ul style="list-style-type: none"> <li>- Personal Pronoun (Subject &amp; possessive) <ul style="list-style-type: none"> <li>❖ I – my</li> <li>❖ You – your</li> </ul> </li> <li>- Simple Present Tense : to be &amp; Verb 1</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Listening <ul style="list-style-type: none"> <li>- About greetings, introducing, thanking, leave takings, and apologizing</li> <li>- Listening for information</li> <li>- Dictation</li> </ul> </li> <li>• Speaking <ul style="list-style-type: none"> <li>- Saying greetings, introducing, thanking, leave takings, and apologizing</li> <li>- Role playing, dialogues, introducing, thanking, leave takings, and apologizing</li> <li>- Telling one's self</li> </ul> </li> <li>• Reading for information <ul style="list-style-type: none"> <li>- Short passages</li> <li>- Dialogues</li> </ul> </li> <li>• Writing <ul style="list-style-type: none"> <li>- Completing dialogues</li> <li>- Arranging jumbled dialogues</li> <li>- Composing dialogues</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Tes lisan: <ul style="list-style-type: none"> <li>- Memperagakan dialog secara berpasangan</li> </ul> </li> <li>• Tes tertulis: <ul style="list-style-type: none"> <li>- Melengkapi dialog</li> </ul> </li> </ul>	9			<ul style="list-style-type: none"> <li>❖ Global Access to the World of Work</li> <li>❖ English for Hotel Services</li> <li>❖ Grammar in Use</li> </ul>

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1.2 Menyebutkan benda-benda, orang, ciri-ciri, waktu, hari, bulan, dan tahun	<ul style="list-style-type: none"> <li>Nama-nama benda dan kata yang mendeskripsikan benda yang terkait dengan warna, bentuk, asal (<i>origin</i>), ukuran, bahan, jumlah dan kualitas disebutkan dengan tepat.</li> <li>Kata-kata yang mendeskripsikan orang yang terkait dengan profesi, kebangsaan, ciri-ciri fisik, kualitas, dan aktifitasnya disebutkan dengan tepat.</li> <li>Waktu (<i>time of the day</i>), nama-nama hari/tanggal, bulan, tahun disebutkan dengan tepat.</li> </ul>	<ul style="list-style-type: none"> <li>Adjectives showing colours, quality, size, shape, age, origin, material - <i>green, good, big, old, Indonesian, wooden</i>, dsb.</li> <li>Profession, nationality</li> <li>Adjectives showing physical (appearance), non-physical (characteristic) - <i>beautiful, humorous</i> dsb</li> <li>Nouns showing time, day, date, month, year - <i>six o'clock, Sunday, 1<sup>st</sup> of May, July, 2006</i></li> <li>Grammar review: - Singular – plural nouns. (<i>book – books</i> <i>box - boxes</i> <i>child – children</i> <i>fish – fish</i>)</li> </ul>	<ul style="list-style-type: none"> <li>Listening - Matching pictures with words - Dictation - Listening for information</li> <li>Speaking: - Naming objects, quality of objects and persons, professions, nationalities, and time of the day.</li> <li>Reading: - Reading for information</li> <li>Writing: - Completing passages with suitable words</li> </ul>	<ul style="list-style-type: none"> <li>Tes lisan - Mendeskripsikan gambar secara lisan</li> <li>Tes tertulis - Melengkapi kalimat - Pilihan Ganda - Memberi label pada gambar - Menjawab pertanyaan cerita.</li> </ul>	12			<ul style="list-style-type: none"> <li>❖ Breakthrough</li> <li>❖ Global Access to the World of Work</li> <li>❖ Person to Person</li> <li>❖ Grammar in Use</li> </ul>

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1.3 Mendeskripsikan benda-benda, orang, ciri-ciri, waktu, hari, bulan, dan tahun	<ul style="list-style-type: none"> <li>• Bilangan (<i>cardinal / ordinal</i>) digunakan dengan tepat dalam berbagai konteks.</li> <li>• Kata-kata dirangkai dengan tepat untuk mendeskripsikan benda berdasarkan warna, bentuk, asal (<i>origin</i>), ukuran, bahan, jumlah dan kualitas.</li> <li>• Kata-kata dirangkai dengan tepat untuk mendeskripsikan orang yang terkait dengan profesi, kebangsaan, ciri-ciri fisik, kualitas, dan aktifitasnya.</li> <li>• Kata-kata dirangkai dengan tepat untuk mendeskripsikan suatu kejadian berdasarkan waktu (<i>time of the day</i>), nama-nama hari/tanggal, bulan, tahun.</li> </ul>	<ul style="list-style-type: none"> <li>• Cardinal and ordinal numbers – ten, twenty, first, fifth, dsb</li> <li>• Adjectives of quality: good, beautiful, dsb</li> <li>• Adjectives of size: big, small, dsb.</li> <li>• Adjectives of shape: round, straight, dsb.</li> <li>• Adjectives of age: old, new, dsb.</li> <li>• Adjectives of colour: blue, red, dsb.</li> <li>• Nationality, profession – John is an American. – He is a very busy chef</li> <li>• Adjective in series: A beautiful big U-shaped wooden house.</li> <li>• Description of events: The accident happened at nine PM on Monday, the 26th of July 2006.</li> <li>• Antonym / synonym</li> </ul>	<ul style="list-style-type: none"> <li>• Listening: – Matching pictures with words. – Dictation – Listening for information</li> <li>• Speaking: – Describing things, people, profession, and nationalities – Telling numbers, responding to questions about numbers. – Discussing things based on physical appearance. – Role playing dialogues</li> <li>• Reading: – Understanding and discussing passages.</li> <li>• Writing: – Describing things – Matching numbers and the way they are said. – Arranging jumbled paragraphs. – Composing dialogues involving the use of numbers in various contexts – Writing paragraphs based on pictures.</li> </ul>	<ul style="list-style-type: none"> <li>• Tes lisan – Mendeskripsikan gambar – Menyebutkan waktu, bilangan. – Menceritakan kejadian secara lisan.</li> <li>• Tes tertulis: – Pilihan ganda – Menjodohkan gambar. – Menyusun paragraph pendek.</li> </ul>	21			<ul style="list-style-type: none"> <li>❖ English for Hotel Services</li> <li>❖ International Hotel English</li> <li>❖ Person to Person</li> <li>❖ Grammar in Use</li> <li>❖ Posters or pictures from magazines or newspapers</li> </ul>

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<p>1.4 Menghasilkan tuturan sederhana yang cukup untuk fungsi-fungsi dasar</p> <p>PROGRAM KEAHLIAN : SEMUA PROGRAM KEAHLIAN</p>	<ul style="list-style-type: none"> <li>• Ungkapan penyesalan dan permintaan maaf serta pemberian responnya disampaikan dengan tepat.</li> <li>• Ungkapan simpati serta pemberian respon terhadapnya disampaikan dengan tepat</li> <li>• Ungkapan berbagai perasaan disampaikan dengan tepat</li> <li>• Ungkapan permintaan dan pemberian ijin disampaikan dengan tepat</li> <li>• Ungkapan perintah dan permintaan digunakan secara tepat.</li> <li>• Ungkapan penawaran barang dan jasa digunakan secara tepat.</li> </ul>	<ul style="list-style-type: none"> <li>• Words and expressions used to show regrets and apologies: <ul style="list-style-type: none"> <li>- I'm sorry that ...</li> </ul> </li> <li>• Words and expressions used to express sympathy: <ul style="list-style-type: none"> <li>- I'm sorry to hear that ...</li> </ul> </li> <li>• Adjectives for expressing feelings: <ul style="list-style-type: none"> <li>- happy, terrible, sad, etc</li> </ul> </li> <li>• Adjectives ' -ing' vs ' -ed' <ul style="list-style-type: none"> <li>- boring x bored</li> </ul> </li> <li>• Adjective set expressions <ul style="list-style-type: none"> <li>- get bored; turn bad, etc</li> </ul> </li> <li>• Subject – verb agreement: <ul style="list-style-type: none"> <li>- John is very happy to see you.</li> </ul> </li> <li>• Words and expressions used in asking for and giving permission: <ul style="list-style-type: none"> <li>- May I use the phone?</li> <li>- You can leave now.</li> </ul> </li> <li>• Grammar: Modals + Auxiliary</li> <li>• Expressions and verb forms used in commands and requests: <ul style="list-style-type: none"> <li>- Can you lend me a pen, please?</li> <li>- Come here!; Stand up!</li> </ul> </li> <li>• Responses to commands: <ul style="list-style-type: none"> <li>- Yes, I will.</li> <li>- Certainly.</li> </ul> </li> <li>• Expressions used for offering things and services. <ul style="list-style-type: none"> <li>- Would you like to have some tea?</li> <li>- Would you like to taste this food?</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Listening: <ul style="list-style-type: none"> <li>- Dictation</li> <li>- Listening for information</li> <li>- Completing passages</li> </ul> </li> <li>• Speaking: <ul style="list-style-type: none"> <li>- Pronunciation practice</li> <li>- Dialogue practice</li> <li>- In pairs, creating and practising dialogues dealing with regret and apologies, sympathy, asking for and giving information, offering things and services.</li> <li>- Expressing feelings about certain events</li> </ul> </li> <li>• Reading: <ul style="list-style-type: none"> <li>Reading for information: <ul style="list-style-type: none"> <li>- Dialogues</li> <li>- Stories which stimulate readers' emotion</li> </ul> </li> </ul> </li> <li>• Writing: <ul style="list-style-type: none"> <li>- Completing Dialogues</li> <li>- Rearranging jumbled dialogues</li> <li>- Composing short stories (good or bad experiences)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Tes lisan <ul style="list-style-type: none"> <li>- Dialog</li> <li>- Merespon pernyataan</li> </ul> </li> <li>• Tes tertulis <ul style="list-style-type: none"> <li>- Melengkapi kalimat</li> <li>- Membuat kalimat berdasarkan gambar.</li> <li>- Menyusun cerita.</li> </ul> </li> </ul>	22			<ul style="list-style-type: none"> <li>❖ Global Access to the World of Work</li> <li>❖ American Business English</li> <li>❖ Person to Person</li> <li>❖ Grammar in Use</li> </ul>



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1.5 Menjelaskan secara sederhana kegiatan yang sedang terjadi	<ul style="list-style-type: none"> <li>Peristiwa yang sedang terjadi diceritakan dengan tepat sesuai dengan waktu dan tempat kejadian.</li> <li>Pernyataan dengan menggunakan "there is/are" disampaikan dengan tepat sesuai dengan waktu dan tempat kejadian.</li> <li>Pertanyaan tentang peristiwa yang sedang terjadi disampaikan dengan tepat</li> <li>Pengungkapan perasaan / pendapat tentang peristiwa yang sedang terjadi disampaikan dengan tepat</li> </ul>	<ul style="list-style-type: none"> <li>Words and expressions used in the context of telling or describing events.                             <ul style="list-style-type: none"> <li>The students are cleaning the floor.</li> <li>When you arrive, the guests will be travelling around the city.</li> </ul> </li> <li>Grammar: Present continuous, future continuous.</li> <li>Sentences using 'there + be'</li> <li>Prepositions: in, on, at, under, etc.                             <ul style="list-style-type: none"> <li>There is a napkin on the table</li> </ul> </li> <li>Questions about events:                             <ul style="list-style-type: none"> <li>How/When did it happen?</li> </ul> </li> <li>Expressions of feelings / opinions concerning an event                             <ul style="list-style-type: none"> <li>I was very shocked to learn about the number of the victims.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Listening:                             <ul style="list-style-type: none"> <li>Matching pictures and sentences.</li> <li>Completing passages</li> </ul> </li> <li>Speaking:                             <ul style="list-style-type: none"> <li>Pronunciation practice</li> <li>Dialogue practice telling what's happening in pictures.</li> <li>Giving responses to the events shown in pictures, films, or dramas.</li> <li>Dialogue practice using "there"</li> </ul> </li> <li>Writing:                             <ul style="list-style-type: none"> <li>Writing short paragraphs based on pictures.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Tes lisan                             <ul style="list-style-type: none"> <li>Menceritakan gambar</li> <li>Dialog</li> </ul> </li> <li>Tes tertulis                             <ul style="list-style-type: none"> <li>Melengkapi kalimat</li> <li>Menjawab soal cerita.</li> <li>Membuat kalimat berdasarkan gambar.</li> </ul> </li> </ul>	22			<ul style="list-style-type: none"> <li>American Business English</li> <li>Person to Person</li> <li>Pictures from newspapers or magazines</li> <li>Breakthrough</li> </ul>

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1.6 Memahami memo dan menu sederhana, jadwal perjalanan kendaraan umum, dan rambu-rambu lalu lintas	<ul style="list-style-type: none"> <li>• Pesan ditulis dalam bentuk memo dengan benar.</li> <li>• Memo yang sudah ada dijelaskan dengan tepat.</li> <li>• Menu ditulis dan dijelaskan dengan tepat.</li> <li>• Tanda-tanda dan lambang (misalnya: rambu lalu lintas) dijelaskan dengan benar.</li> <li>• Berbagai macam jadwal (<i>time table</i>) dibuat dan dijelaskan dengan benar.</li> <li>• Bentuk kata sifat dan keterangan digunakan secara tepat untuk membandingkan sesuatu.</li> </ul>	<ul style="list-style-type: none"> <li>• Samples of memo</li> <li>• Sample of menu</li> <li>• Words and expressions to explain signs and symbols: <ul style="list-style-type: none"> <li>- That "P" sign means that you can park here.</li> <li>- The symbol "Lady" means that the toilet is for women.</li> <li>- "No smoking" means that you are not allowed to smoke in that area.</li> </ul> </li> <li>• Samples of time table and schedule</li> <li>• Degrees of comparison: <ul style="list-style-type: none"> <li>- Bus is fast.</li> <li>- Train is faster than the bus.</li> <li>- Plane is the fastest of all.</li> <li>- Travelling by plane is more convenient than travelling by bus.</li> </ul> </li> <li>• Pronouns and Reported Speech</li> </ul>	<ul style="list-style-type: none"> <li>• Listening <ul style="list-style-type: none"> <li>- Dictation</li> <li>- Completing memos and menus</li> <li>- Matching pictures based on signs, symbols, time tables and schedules given.</li> </ul> </li> <li>• Speaking <ul style="list-style-type: none"> <li>- Pronunciation practice</li> <li>- Dialogue practice involving memos, menus, signs, symbols, time tables and schedules</li> <li>- Making sentences using degrees of comparison, pronouns and reported speech.</li> </ul> </li> <li>• Writing <ul style="list-style-type: none"> <li>- Completing time tables and schedules</li> <li>- Writing sentences using comparative degree, pronouns and reported speech.</li> <li>- Composing memos and menus.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Tes lisan <ul style="list-style-type: none"> <li>- Menjawab pertanyaan secara lisan</li> <li>- Menjelaskan jadwal perjalanan, rambu lalu lintas, simbol dan tanda.</li> </ul> </li> <li>• Tes tertulis <ul style="list-style-type: none"> <li>- Membuat memo</li> <li>- Menulis menu</li> <li>- Menulis jadwal</li> <li>- Menjawab pertanyaan tentang menu, jadwal, memo, rambu lalu lintas.</li> </ul> </li> </ul>	22			<ul style="list-style-type: none"> <li>❖ Various kinds of memos and menus, time tables and schedules from different sources</li> <li>❖ Person to Person</li> <li>❖ American Business English</li> <li>❖ Breakthrough</li> </ul>

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1.7 Memahami kata-kata dan istilah asing serta kalimat sederhana berdasarkan rumus	<ul style="list-style-type: none"> <li>Berbagai ungkapan untuk menyatakan pilihan (<i>preferences</i>) digunakan dengan tepat.</li> <li>Ungkapan untuk menyatakan pengandaian (<i>conditional type I</i>) digunakan dengan tepat.</li> <li>Berbagai ungkapan untuk menyatakan kemampuan (<i>capabilities</i>) digunakan dengan tepat.</li> <li>Ungkapan untuk meminta dan memberi arah dan lokasi (<i>direction</i>) digunakan dengan tepat.</li> </ul>	<ul style="list-style-type: none"> <li>Words and expressions used in expressing preference:                             <ul style="list-style-type: none"> <li>I prefer coffee to soft drink at this time of the day.</li> <li>I'd rather stay home over the weekend than go to movies.</li> <li>I like badminton better than volley ball.</li> </ul> </li> <li>Conditional sentence type 1:                             <ul style="list-style-type: none"> <li>If the weather is nice this morning, we can go to the beach.</li> </ul> </li> <li>Words and expressions used to talk about capabilities:                             <ul style="list-style-type: none"> <li>Can you swim to cross this river?</li> <li>When I was a child, I could (was able to) climb that tree.</li> </ul> </li> <li>Words and expressing used in asking for and giving direction (location):                             <ul style="list-style-type: none"> <li>Could you tell me the way to the Zoo, please?</li> <li>Go straight on as far as the junction, then turn left. The Zoo is on your left ...</li> </ul> </li> <li>Prepositions of place: in front of, behind, beside, dsb.</li> </ul>	<ul style="list-style-type: none"> <li>Listening                             <ul style="list-style-type: none"> <li>Dictation</li> <li>Listening for information: dialogues</li> <li>Listening and completing maps.</li> </ul> </li> <li>Speaking                             <ul style="list-style-type: none"> <li>Interviewing for one's preferences and capabilities, asking and giving directions based on maps given.</li> <li>Responding to questions using conditional sentences type 1.</li> </ul> </li> <li>Reading                             <ul style="list-style-type: none"> <li>Reading for information: passages, dialogues, etc.</li> <li>Identifying skills and capabilities from reading passages.</li> <li>Reading and finding a location on the map</li> </ul> </li> <li>Writing                             <ul style="list-style-type: none"> <li>Writing sentences expressing preferences and capabilities, directions or locations.</li> <li>Writing sentences using conditional type 1.</li> <li>Composing dialogues involving preferences and capabilities and giving directions.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Tes lisan                             <ul style="list-style-type: none"> <li>Dialog tentang preference, direction, capabilities, conditional.</li> </ul> </li> <li>Tes tertulis                             <ul style="list-style-type: none"> <li>Melengkapi dialog</li> <li>Menuliskan arah / petunjuk.</li> <li>pilihan ganda</li> </ul> </li> </ul>	22			<ul style="list-style-type: none"> <li>Person to Person</li> <li>Grammar in Use</li> <li>Maps</li> <li>Breakthrough</li> <li>English for Hotel Services</li> <li>Global Access to the World of Work</li> </ul>

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1.8 Menuliskan undangan sederhana	<ul style="list-style-type: none"> <li>Sejumlah kata dirangkai menjadi kalimat yang mengandung unsur undangan</li> <li>Kalimat dirangkai dengan benar untuk membentuk undangan</li> <li>Undangan sederhana (misalnya: undangan ulang tahun) dituliskan dengan benar.</li> </ul>	<ul style="list-style-type: none"> <li>Grammar review: "will", "could", "would" and prepositions: in, on at.</li> <li>Samples of invitation (personal invitation).</li> <li>Parts of personal invitations.</li> <li>Contents, style, spelling and punctuation.</li> </ul>	<ul style="list-style-type: none"> <li>Listening                             <ul style="list-style-type: none"> <li>Completing invitations</li> <li>Listening for information</li> </ul> </li> <li>Speaking                             <ul style="list-style-type: none"> <li>Pronunciation practice</li> <li>Dialogue practice</li> <li>Responding to questions dealing with invitations using "yes-no" and "wh-" questions.</li> <li>Telling about invitations,</li> <li>Creating dialogues in pairs</li> </ul> </li> <li>Reading                             <ul style="list-style-type: none"> <li>Reading for information: invitations</li> </ul> </li> <li>Writing                             <ul style="list-style-type: none"> <li>Rearranging jumbled sentences to create invitation</li> <li>Writing personal invitations.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Test Lisan                             <ul style="list-style-type: none"> <li>Mengundang secara lisan</li> <li>Dialog</li> </ul> </li> <li>Test tertulis                             <ul style="list-style-type: none"> <li>Membuat undangan</li> </ul> </li> </ul>	18			<ul style="list-style-type: none"> <li>Different kinds of invitations</li> <li>Person to Person</li> <li>Breakthrough</li> <li>Global Access to the World of Work</li> </ul>

NAMA SEKOLAH :  
 MATA PELAJARAN : **BAHASA INGGRIS**  
 KELAS/SEMESTER : XI / 3-4  
 STANDAR KOMPETENSI : Berkomunikasi dengan Bahasa Inggris setara *Level Elementary*  
 KODE KOMPETENSI :  
 ALOKASI WAKTU : 146 X 45 menit

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2.1. Memahami percakapan sederhana sehari-hari baik dalam konteks profesional maupun pribadi dengan orang bukan penutur asli	<ul style="list-style-type: none"> <li>Pertanyaan dengan pola <i>yes-no questions</i> dalam konteks kegiatan sehari-hari dipergakan dan dijawab dengan benar.</li> <li>Pertanyaan dengan pola <i>question tags</i> dalam konteks kegiatan sehari-hari dipergakan dengan benar.</li> <li>Pertanyaan dengan pola <i>question words</i> dalam konteks kegiatan sehari-hari dipergakan dan dijawab dengan benar.</li> <li>Berbagai bentuk dan ungkapan digunakan dengan tepat untuk membicarakan kegemaran /hobi dan minat.</li> <li>Ungkapan untuk menangani tamu hotel, restoran, travel agency, dll. dipergakan dengan benar.</li> </ul>	<ul style="list-style-type: none"> <li>Talking about hobbies and interests                             <ul style="list-style-type: none"> <li>- Do you like fishing?</li> <li>- What do you like doing in your spare time?</li> </ul> </li> <li>Guest handling                             <ul style="list-style-type: none"> <li>- What can I do for you, Sir?</li> <li>- Welcome to our hotel.</li> </ul> </li> <li>- I hope you enjoy the food. Grammar Review</li> <li>Yes – No questions                             <ul style="list-style-type: none"> <li>- Are you a secretary?</li> </ul> </li> <li>Question tags                             <ul style="list-style-type: none"> <li>- The board meeting starts at seven, doesn't it?</li> </ul> </li> <li>Questions with question words                             <ul style="list-style-type: none"> <li>- Where does the boss live?</li> <li>- Why do you come late?</li> </ul> </li> <li>Gerund as subjects and objects                             <ul style="list-style-type: none"> <li>- Smoking is dangerous.</li> <li>- I don't like fishing.</li> </ul> </li> <li>Gerund as complement:                             <ul style="list-style-type: none"> <li>- Her job is sorting the mail.</li> </ul> </li> <li>Gerund after preposition:                             <ul style="list-style-type: none"> <li>- Are you interested in collecting stamps?</li> </ul> </li> <li>Constructions with 'too' and 'enough'                             <ul style="list-style-type: none"> <li>- The soup is too salty for me.</li> <li>- The hotel room is comfortable enough.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Listening:                             <ul style="list-style-type: none"> <li>- Answering questions based on recorded materials.</li> <li>- Dialogues about guest handling</li> </ul> </li> <li>Speaking:                             <ul style="list-style-type: none"> <li>- Telling about one's own daily activities.</li> <li>- Role playing about guest handling</li> </ul> </li> <li>Reading:                             <ul style="list-style-type: none"> <li>- Answering questions about hobbies and interests</li> </ul> </li> <li>Writing:                             <ul style="list-style-type: none"> <li>- Writing descriptions of other's daily activities.</li> <li>- Writing sentences containing gerund .</li> <li>- Arranging sentences containing "too" and "enough"</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Tes lisan                             <ul style="list-style-type: none"> <li>- Dialog berpasang-an</li> </ul> </li> <li>Tes tertulis                             <ul style="list-style-type: none"> <li>- Melengkapi kalimat</li> <li>- Pilihan Ganda</li> <li>- Membuat paragraf pendek</li> </ul> </li> </ul>	20			<ul style="list-style-type: none"> <li>❖ Practical English Usage</li> <li>❖ Global Access to the World of Work</li> <li>❖ Person to Person</li> <li>❖ English for SMK (Ang-kasa)</li> </ul>

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2.2. Mencatat pesan-pesan sederhana baik dalam interaksi langsung maupun melalui alat	<ul style="list-style-type: none"> <li>• Pesan (<i>message</i>) yang diterima lewat telepon dicatat dengan benar.</li> <li>• Pesan (<i>message</i>) yang diterima secara langsung dicatat dengan benar.</li> </ul>	<ul style="list-style-type: none"> <li>• Expressions dealing with telephone conversations</li> </ul> <p>Grammar Review:</p> <ul style="list-style-type: none"> <li>• Personal pronouns                             <ul style="list-style-type: none"> <li>- I – me – my – mine - myself</li> </ul> </li> <li>• Reported speech                             <ul style="list-style-type: none"> <li>- He said that you had to pay for the tickets</li> <li>- He asked you to pay for the tickets.</li> <li>- He wanted to know if you would be available in the afternoon.</li> <li>- He wanted to know where you put his umbrella.</li> </ul> </li> <li>▪ Adjective Clause                             <ul style="list-style-type: none"> <li>- Do you know the staff who will be promoted our new division manager?</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Listening:                             <ul style="list-style-type: none"> <li>- Listening for information from recorded materials.</li> <li>- Understanding telephone conversations</li> </ul> </li> <li>• Speaking:                             <ul style="list-style-type: none"> <li>- Telling the information obtained from recorded materials</li> <li>- Role playing on telephone conversations</li> </ul> </li> <li>• Writing:                             <ul style="list-style-type: none"> <li>- Writing messages based on telephone conversations</li> <li>- Composing sentences using reported speech, personal pronouns and adjective clause.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Tes tertulis                             <ul style="list-style-type: none"> <li>- Melengkapi kalimat</li> <li>- Membuat kalimat dengan reported speech</li> <li>- Mencatat pesan yang diterima</li> </ul> </li> <li>• Tes lisan                             <ul style="list-style-type: none"> <li>- Menceritakan pesan yang diterima</li> </ul> </li> </ul>	20			<ul style="list-style-type: none"> <li>❖ Practical English Usage</li> <li>❖ Global Access to the World of Work</li> <li>❖ Person to Person</li> <li>❖ English for SMK (Ang-kasa)</li> </ul>

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2.3. Merinci tugas pekerjaan dan latar belakang pendidikan yang dimilikinya secara lisan dan tulisan	<ul style="list-style-type: none"> <li>Bentuk kata kerja digunakan dalam <i>Simple Present</i> dengan tepat untuk menerangkan tugas dan pekerjaan berbagai macam profesi.</li> <li>Bentuk kata kerja digunakan dalam <i>Simple Past</i> dengan tepat untuk menerangkan latar belakang pendidikan berbagai macam profesi.</li> <li><i>Curriculum Vitae</i> yang sederhana ditulis dengan benar.</li> <li>Berbagai ungkapan digunakan dengan tepat untuk menjelaskan fakta dan angka (<i>facts and figures</i>) pada suatu sajian data.</li> </ul>	<ul style="list-style-type: none"> <li>Telling about people's job using the Simple present tense:                             <ul style="list-style-type: none"> <li>A cook prepares food.</li> <li>Pilots fly aeroplanes.</li> </ul> </li> <li>Telling about people's educational background using the Simple past tense.                             <ul style="list-style-type: none"> <li>She graduated from SMKN 8 Bandung.</li> <li>The new secretary learned shorthand at the college.</li> </ul> </li> <li>Samples of curriculum vitae</li> <li>Expressing facts and figures :                             <ul style="list-style-type: none"> <li>The graph shows that population growth has been high this last decade.</li> <li>The latest data show that about three billion rupiahs have been spent for the construction of the factory.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Listening:                             <ul style="list-style-type: none"> <li>Dictation</li> <li>Answering dialogues given by the teacher</li> </ul> </li> <li>Speaking                             <ul style="list-style-type: none"> <li>Explaining someone's profession</li> </ul> </li> <li>Reading                             <ul style="list-style-type: none"> <li>Understanding and discussing diagrams containing facts and figures</li> </ul> </li> <li>Writing                             <ul style="list-style-type: none"> <li>Rewriting someone else's curriculum vitae</li> <li>Writing one's own curriculum vitae</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Tes lisan                             <ul style="list-style-type: none"> <li>Menjelaskan profesi</li> <li>Menjelaskan diagram</li> </ul> </li> <li>Tes tertulis                             <ul style="list-style-type: none"> <li>Melengkapi kalimat/ form</li> <li>Menulis curriculum vitae</li> </ul> </li> </ul>	20			<ul style="list-style-type: none"> <li>Practical English Usage</li> <li>Global Access to the World of Work</li> <li>Person to Person</li> <li>English for SMK (Ang-kasa)</li> <li>English New Concept</li> </ul>

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2.4. Menceritakan pekerjaan di masa lalu dan rencana kerja yang akan datang	<ul style="list-style-type: none"> <li>• Ungkapan tentang kegiatan masa lampau dikemukakan dengan benar.</li> <li>• Ungkapan untuk mengemukakan kegiatan di masa datang digunakan dalam <i>Tense</i> yang benar.</li> <li>• Surat pribadi yang menceritakan tentang kehidupan masa lalu dan rencana di masa depan ditulis dengan benar.</li> </ul>	<ul style="list-style-type: none"> <li>• Telling about past events                             <ul style="list-style-type: none"> <li>- I saw the crowds were helping the accident victim.</li> <li>- We had locked the room when she came.</li> </ul> </li> <li>• Telling about future plans                             <ul style="list-style-type: none"> <li>- The meeting will be over at two PM.</li> <li>- When you arrive at the office, I will be conducting a meeting.</li> </ul> </li> <li>• Sample of a personal letter (telling about past and future events)</li> <li>• Grammar review:                             <ul style="list-style-type: none"> <li>- Relevant tenses.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Listening                             <ul style="list-style-type: none"> <li>- Answering questions of one's past experiences.</li> </ul> </li> <li>• Speaking                             <ul style="list-style-type: none"> <li>- Telling one's own plans (future)</li> </ul> </li> <li>• Reading                             <ul style="list-style-type: none"> <li>- Reading for information: dialogues, passages</li> </ul> </li> <li>• Writing                             <ul style="list-style-type: none"> <li>- Composing personal letters</li> <li>- Translation</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Tes lisan                             <ul style="list-style-type: none"> <li>- Menceritakan peristiwa masa lalu</li> <li>- Dialog</li> </ul> </li> <li>• Tes tertulis                             <ul style="list-style-type: none"> <li>- Melengkapi kalimat</li> <li>- Membuat surat</li> <li>- Menerjemahkan</li> </ul> </li> </ul>	24			<ul style="list-style-type: none"> <li>❖ Practical English Usage</li> <li>❖ Global Access to the World of Work</li> <li>❖ Person to Person</li> <li>❖ English for SMK (Ang-kasa)</li> </ul>



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2.5. Mengungkapkan berbagai macam maksud hati	<ul style="list-style-type: none"> <li>• Ungkapan-ungkapan untuk menyampaikan undangan digunakan dengan tepat.</li> <li>• Ungkapan-ungkapan untuk melakukan tawar-menawar (<i>bargaining</i>) digunakan dengan tepat.</li> <li>• Ungkapan-ungkapan untuk menyatakan kepastian (<i>certainty</i>) digunakan dengan tepat.</li> <li>• Ungkapan-ungkapan untuk memberi dan merespon pujian digunakan dengan tepat.</li> <li>• Ungkapan-ungkapan untuk menyatakan pendapat/opini digunakan dengan tepat.</li> <li>• Ungkapan-ungkapan untuk menyatakan persetujuan (<i>agreeing-disagreeing</i>) digunakan dengan tepat.</li> <li>• Ungkapan-ungkapan untuk menyatakan argumentasi digunakan dengan benar.</li> </ul>	<ul style="list-style-type: none"> <li>• Giving invitations <ul style="list-style-type: none"> <li>- Would you like to come to my place for dinner tonight, please?</li> <li>- With pleasure.</li> <li>- I'm afraid I can't, I've already got an appointment.</li> </ul> </li> <li>• Bargaining <ul style="list-style-type: none"> <li>- Is there any discount for this shirt?</li> <li>- How about fifty thousand rupiahs?</li> </ul> </li> <li>• Expressing certainty <ul style="list-style-type: none"> <li>- I'm sure that it's going to rain this afternoon.</li> <li>- It must be him who called.</li> </ul> </li> <li>• Giving and responding to compliments <ul style="list-style-type: none"> <li>- Fantastic!</li> <li>- You look beautiful tonight.</li> <li>- Thank you.</li> </ul> </li> <li>• Expressing opinions <ul style="list-style-type: none"> <li>- I think that's not true.</li> <li>- What I have in my mind is that ....</li> </ul> </li> <li>• Expressing agreement/ disagreement: <ul style="list-style-type: none"> <li>- You're right.</li> <li>- I'm afraid you've got wrong information, Sir.</li> </ul> </li> <li>▪ Expressing argument <ul style="list-style-type: none"> <li>- Yes, but don't forget ...</li> <li>- That may be so but ...</li> </ul> </li> <li>• Grammar review <ul style="list-style-type: none"> <li>- Conjunctions / concessive relationship.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Listening: <ul style="list-style-type: none"> <li>- Answering questions based on dialogues about giving invitations, bargaining, expressing certainty, compliments, expressing opinions, agreeing/disagreeing, and arguing</li> </ul> </li> <li>• Speaking: <ul style="list-style-type: none"> <li>- Performing dialogues based on given situations.</li> </ul> </li> <li>• Reading: <ul style="list-style-type: none"> <li>- Answering questions based on written texts.</li> </ul> </li> <li>• Writing: <ul style="list-style-type: none"> <li>- Writing dialogues based on given situations.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Tes lisan melalui role play / dialog</li> <li>• Tes tertulis <ul style="list-style-type: none"> <li>- Melengkapi dialog</li> <li>- Menjawab pertanyaan</li> <li>- Melengkapi kalimat</li> <li>- Membuat dialog</li> </ul> </li> </ul>	28			<ul style="list-style-type: none"> <li>❖ Practical English Usage</li> <li>❖ Global Access to the World of Work</li> <li>❖ Person to Person</li> <li>❖ English for SMK (Ang-kasa)</li> </ul>

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		<ul style="list-style-type: none"> <li>- Constructions with "used to":                             <ul style="list-style-type: none"> <li>a) be/get used to + V-ing</li> <li>b) used to + Verb 1</li> </ul> </li> <li>- Noun clause as object:</li> <li>- I never believe that there will be another rationalization.</li> </ul>						

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2.6. Memahami instruksi-instruksi sederhana	<ul style="list-style-type: none"> <li>• Ungkapan-ungkapan untuk menggambarkan proses kerja dan atau fungsinya suatu alat dikemukakan dengan benar.</li> <li>• Ungkapan-ungkapan untuk meminta dan memberi saran dan nasihat (<i>suggestion and advice</i>) digunakan secara tepat.</li> <li>• Ungkapan-ungkapan untuk menyatakan keharusan dan kewajiban (<i>necessity and obligation</i>) digunakan dengan tepat.</li> <li>• Ungkapan-ungkapan untuk meyakinkan dan membujuk orang lain (<i>convincing and persuading</i>) agar menerima pendapat atau usulan yang diajukan digunakan dengan tepat.</li> </ul>	<ul style="list-style-type: none"> <li>• Expressions used in describing processes: <ul style="list-style-type: none"> <li>- First, ...</li> <li>- Next, ...</li> <li>- Then...</li> <li>- Finally ...</li> </ul> </li> <li>• Expressions used in asking for and giving suggestions and advice: <ul style="list-style-type: none"> <li>- What do you recommend for a headache?</li> <li>- You'd better see a doctor.</li> </ul> </li> <li>• Expressions used in asking necessity and obligation: <ul style="list-style-type: none"> <li>- We must be there before the boss comes.</li> <li>- It is necessary for us to be there on time.</li> </ul> </li> <li>• Expressions used in persuading and convincing: <ul style="list-style-type: none"> <li>- Why don't you try our special drink <i>bandrek</i> to warm up your body.</li> <li>- If I were you, I would ...</li> <li>- I'm sure you are on the right track.</li> <li>- I bet you could do it.</li> </ul> </li> <li>• Grammar review: <ul style="list-style-type: none"> <li>- Degrees of comparison</li> <li>- Imperatives</li> <li>- Don't smoke at the petrol station</li> <li>- Keep silent; the baby is sleeping</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Listening <ul style="list-style-type: none"> <li>- Listening for information on how things work.</li> <li>- Dialogues about asking for and giving suggestions and advice, necessity and obligations, convincing and persuading</li> </ul> </li> <li>• Speaking <ul style="list-style-type: none"> <li>- Telling about how things work.</li> <li>- Role playing how to ask for and give suggestions and advice.</li> <li>- Interviewing dealing with convincing and persuading, necessity and obligations</li> </ul> </li> <li>• Reading <ul style="list-style-type: none"> <li>- Reading for information: dialogue passages</li> </ul> </li> <li>• Writing <ul style="list-style-type: none"> <li>- Making dialogues based on the situations provided.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Tes lisan <ul style="list-style-type: none"> <li>Menjelaskan proses kerja / cara mengoperasikan alat</li> </ul> </li> <li>• Tes tertulis <ul style="list-style-type: none"> <li>- Menjawab pertanyaan</li> <li>- Pilihan ganda</li> <li>- Membuat dialog</li> </ul> </li> </ul>	24			<ul style="list-style-type: none"> <li>❖ Practical English Usage</li> <li>❖ Global Access to the World of Work</li> <li>❖ Person to Person</li> <li>❖ English for SMK (Ang-kasa)</li> <li>❖ English New Concept</li> </ul>

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2.7. Membuat pesan-pesan pendek, petunjuk dan daftar dengan pilihan kata, ejaan dan tata tulis yang berterima	<ul style="list-style-type: none"> <li>Kata-kata dipilih dengan tepat dan dirangkai menjadi pesan pendek, petunjuk atau daftar</li> <li>Kesimpulan dari suatu pembicaraan ditulis dengan benar menjadi suatu pesan pendek, petunjuk, atau daftar</li> </ul>	<ul style="list-style-type: none"> <li>Samples of short messages, directory, and lists.</li> <li>Content, punctuation, and spelling.</li> </ul>	<ul style="list-style-type: none"> <li>Vocabulary game</li> <li>Rearranging words / sentences</li> <li>Composing short messages. Directions, or lists based on the situation given by the teacher.</li> </ul>	<ul style="list-style-type: none"> <li>Tes lisan                             <ul style="list-style-type: none"> <li>Menyampaikan pesan secara lisan</li> </ul> </li> <li>Tes tertulis                             <ul style="list-style-type: none"> <li>Membuat pesan singkat dan atau petunjuk cara penggunaan alat secara tertulis.</li> </ul> </li> </ul>	10			<ul style="list-style-type: none"> <li>Practical English Usage</li> <li>Global Access to the World of Work</li> <li>Person to Person</li> <li>English for SMK (Ang-kasa)</li> <li>English New Concept</li> </ul>

NAMA SEKOLAH :  
 MATA PELAJARAN : **BAHASA INGGRIS**  
 KELAS/SEMESTER : XII / 5 - 6

STANDAR KOMPETENSI : Berkomunikasi dengan Bahasa Inggris setara *Level Intermediate*  
 KODE KOMPETENSI :  
 ALOKASI WAKTU : 146 X 45 menit

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3.1 Memahami monolog yang muncul pada situasi kerja tertentu	<ul style="list-style-type: none"> <li>Pertanyaan mengenai informasi umum (general information) yang terkait dengan monolog dijawab dengan benar.</li> <li>Pertanyaan mengenai isi monolog (detailed information) dijawab dengan benar</li> <li>Monolog yang muncul pada situasi kerja tertentu ditulis kembali dalam bentuk intisari/<i>summary</i> (<i>taking notes</i>)</li> </ul>	<ul style="list-style-type: none"> <li>Short talks (advertisements, reports, announcements, dll)</li> <li>Relevant vocabulary</li> <li>Antonym, synonym.</li> <li>Affixes : prefixes, suffixes</li> </ul>	<ul style="list-style-type: none"> <li>Vocabulary games</li> <li>Listening to recorded short talks</li> <li>Discussion</li> <li>Questions and answers</li> </ul>	<ul style="list-style-type: none"> <li>Tes lisan                             <ul style="list-style-type: none"> <li>retelling, summarizing</li> </ul> </li> <li>Tes tertulis                             <ul style="list-style-type: none"> <li>menjawab pertanyaan pilihan ganda atau essay</li> </ul> </li> </ul>	16			<ul style="list-style-type: none"> <li>❖ 30 Days to the TOEIC Test</li> <li>❖ Vocabulary Book</li> </ul>

KOMPETENSI DASAR	INDIKATOR	MATERI PEMBELAJARAN	KEGIATAN PEMBELAJARAN	PENILAIAN	ALOKASI WAKTU			SUMBER BELAJAR
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3.2 Memahami percakapan terbatas dengan penutur asli	<ul style="list-style-type: none"> <li>• Ungkapan-ungkapan untuk membuat reservasi yang dilakukan oleh penutur asli ditanggapi dengan tepat</li> <li>• Ungkapan-ungkapan untuk mengajukan keluhan yang dilakukan oleh penutur asli ditanggapi dengan tepat.</li> <li>• Ungkapan-ungkapan untuk membuat kesepakatan (<i>arrangement</i>) digunakan dengan tepat.</li> <li>• Ungkapan-ungkapan untuk memastikan dan membatalkan kesepakatan dilakukan dengan tepat.</li> <li>• Ungkapan-ungkapan untuk menyatakan keinginan atau situasi yang tidak nyata baik untuk masa depan, masa kini atau masa lampau (<i>conditional sentences and subjunctive wish</i>) digunakan dengan tepat.</li> <li>• Ungkapan-ungkapan yang dipakai dalam wawancara digunakan secara tepat</li> </ul>	<ul style="list-style-type: none"> <li>• Percakapan di telepon tentang reservasi                             <ul style="list-style-type: none"> <li>- Can I book two rooms for Saturday night, please?</li> </ul> </li> <li>• Reservation forms</li> <li>• Future tense</li> <li>• Response to complaints                             <ul style="list-style-type: none"> <li>- I am very sorry, Sir</li> </ul> </li> <li>• Expressions dealing with arrangement                             <ul style="list-style-type: none"> <li>- What about tonight?</li> <li>- I'm sorry. I have got something to do tomorrow. What about Sunday?</li> </ul> </li> <li>• Expressions dealing with confirmation and cancellation:                             <ul style="list-style-type: none"> <li>- I'd like to confirm my flight to Singapore.</li> <li>- I regret to tell you that I have to cancel our appointment.</li> </ul> </li> <li>• Modals Auxiliary: WOULD</li> <li>• Expressions dealing with unreal condition.                             <ul style="list-style-type: none"> <li>- If you came, you would see him.</li> </ul> </li> <li>• Conditional Types 2 and 3</li> <li>• Subjunctives with <i>wish, if only, would rather</i>.</li> <li>• Answering typical questions asked in interviews                             <ul style="list-style-type: none"> <li>- My name is....</li> <li>- I apply for this position because ...</li> <li>- I'm interested in working here because ...</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Listening:                             <ul style="list-style-type: none"> <li>- Dialogues about reservations, complaints, arrangements, confirmations, cancellations, imaginations, interviews.</li> <li>- Questions and answers about the dialogues mentioned above</li> </ul> </li> <li>• Pronunciation practice</li> <li>• Speaking:                             <ul style="list-style-type: none"> <li>- Dialogue practice with the above matters</li> </ul> </li> <li>• Reading comprehension:                             <ul style="list-style-type: none"> <li>- Reading dialogues and or letters</li> <li>- Questions and answers</li> </ul> </li> <li>• Writing:                             <ul style="list-style-type: none"> <li>- Working in pairs to compose dialogues based on the situations given by the teacher.</li> </ul> </li> <li>• Grammar review about modal auxiliary "Would", conditional sentences (types 1 and 2), and subjunctives.</li> </ul>	<ul style="list-style-type: none"> <li>• Tes lisan                             <ul style="list-style-type: none"> <li>- memperagakan dialog secara berpasangan</li> </ul> </li> <li>• Tes tertulis                             <ul style="list-style-type: none"> <li>- Melengkapi dialog dan pilihan ganda</li> </ul> </li> </ul>	24			<ul style="list-style-type: none"> <li>❖ Elementary Communication Games</li> <li>❖ English for Hotel</li> <li>❖ Journey II</li> <li>❖ Grammar in Use</li> <li>❖ Grammar Dimension (Platinum Edition)</li> <li>❖ American Business English</li> </ul>

PROGRAM KEAHLIAN :

SEMUA PROGRAM KEAHLIAN

KOMPETENSI DASAR	INDIKATOR	MATERI PEMBELAJARAN	KEGIATAN PEMBELAJARAN	PENILAIAN	ALOKASI WAKTU			SUMBER BELAJAR
					TM	PS	PI	
3.3 Menyajikan laporan	<ul style="list-style-type: none"> <li>Outline laporan prakerin ditulis didalam powerpoint slide atau transparansi dengan menggunakan kalimat yang singkat dan padat.</li> <li>Laporan prakerin disajikan secara lisan dalam bentuk presentasi yang benar.</li> </ul>	<ul style="list-style-type: none"> <li>Presentation skills:                             <ul style="list-style-type: none"> <li>- How to open a speech</li> <li>- How to propose ideas</li> <li>- How to elaborate ideas</li> <li>- How to close a speech</li> <li>- How to handle questions</li> <li>- How to use body language</li> <li>- How to maintain audience's attention</li> <li>- How to use presentation aids.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Lecturing and discussing about presentation skills</li> <li>Konsultasi dengan guru tentang penyiapan laporan prakerin</li> <li>Writing                             <ul style="list-style-type: none"> <li>- Menyiapkan outline laporan prakerin dalam tayangan Powerpoint atau transparansi</li> </ul> </li> <li>Speaking:                             <ul style="list-style-type: none"> <li>- Menyajikan laporan prakerin</li> <li>- Questions and answers.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Presentasi</li> <li>Tanya-jawab tentang isi presentasi</li> </ul>	26			<ul style="list-style-type: none"> <li>Laporan prakerin</li> <li>Tips in Giving Presentations</li> <li>How to Give a Good Presentation</li> </ul>
3.4 Memahami manual penggunaan peralatan	<ul style="list-style-type: none"> <li>Pertanyaan-pertanyaan yang terkait dengan isi manual penggunaan alat dijawab dengan benar.</li> <li>Petunjuk penggunaan peralatan (minimal dua manual) diungkapkan kembali dengan kata-kata sendiri secara tepat.</li> </ul>	<ul style="list-style-type: none"> <li>Manuals: (telephone installation, computer installation, maintenance and repair, etc.)</li> <li>Relevant vocabulary</li> <li>Antonym/Synonym</li> <li>Affixes: prefixes, suffixes.</li> </ul>	<ul style="list-style-type: none"> <li>Vocabulary game</li> <li>Understanding and discussing about the manuals</li> <li>Questions and answers</li> <li>Retelling the content of the manuals.</li> </ul>	<ul style="list-style-type: none"> <li>Tes lisan                             <ul style="list-style-type: none"> <li>- Retelling / questions and answers</li> </ul> </li> <li>Tes tertulis                             <ul style="list-style-type: none"> <li>- multiple choice / essay</li> </ul> </li> </ul>	20			<ul style="list-style-type: none"> <li>Various manuals</li> <li>Global Access to the World of Work</li> <li>30 Days to the TOEIC Test</li> </ul>
3.5 Memahami surat-surat bisnis sederhana	<ul style="list-style-type: none"> <li>Pertanyaan yang terkait dengan isi surat-surat bisnis dijawab dengan benar.</li> <li>Isi surat bisnis diceritakan kembali dengan benar.</li> </ul>	<ul style="list-style-type: none"> <li>Business documents: letters, faxes, memos, advertisements, brochures, forms, questionnaires, etc.</li> <li>Relevant vocabulary</li> <li>Antonym/synonym</li> <li>Affixes: prefixes/suffixes</li> </ul>	<ul style="list-style-type: none"> <li>Vocabulary game</li> <li>Understanding and discussing about business letters</li> <li>Questions and answers</li> <li>Retelling the content of business letters.</li> </ul>	<ul style="list-style-type: none"> <li>Tes lisan                             <ul style="list-style-type: none"> <li>Retelling / questions and answers</li> </ul> </li> <li>Tes tertulis                             <ul style="list-style-type: none"> <li>multiple choice / essay</li> </ul> </li> </ul>	20			<ul style="list-style-type: none"> <li>English for Secretaries</li> <li>English Business Letters</li> <li>Vocabulary Book</li> </ul>

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3.6 Memahami dokumen-dokumen teknis	<ul style="list-style-type: none"> <li>Pertanyaan yang terkait dengan isi <i>Standard Operating Procedure</i> (SOP) dijawab dengan benar.</li> <li><i>Standard Operating Procedure</i> (SOP) di tempat kerja diceritakan kembali dengan kata-kata sendiri dengan benar.</li> </ul>	<ul style="list-style-type: none"> <li>SOP from a specific workplace (receptionist, waiter, etc.)</li> <li>Relevant vocabulary</li> <li>Antonym/synonym</li> <li>Affixes: prefixes, suffixes</li> </ul>	<ul style="list-style-type: none"> <li>Vocabulary game</li> <li>Understanding and discussing about Standard Operating Procedures (SOP)</li> <li>Questions and answers</li> <li>Retelling the content of Standard Operating Procedures (SOP).</li> <li>Synonym – antonym</li> <li>Affixes: prefixes and suffixes</li> </ul>	<ul style="list-style-type: none"> <li>Tes lisan                             <ul style="list-style-type: none"> <li>Retelling</li> </ul> </li> <li>Tes tertulis                             <ul style="list-style-type: none"> <li>composing</li> </ul> </li> </ul>	20			<ul style="list-style-type: none"> <li>SOP from workplace</li> <li>Vocabulary Book</li> </ul>
3.7 Menulis surat bisnis dan laporan sederhana	<ul style="list-style-type: none"> <li>Surat-surat bisnis (tawaran, pesanan, <i>enquiry</i> dll) dibuat secara sederhana.</li> <li>Surat-surat bisnis (tawaran, pesanan, <i>enquiry</i> dll) dibalas secara tertulis dengan benar.</li> <li>Iklan lowongan pekerjaan direspon dengan membuat surat lamaran dengan benar.</li> <li>Laporan prakerin disajikan dalam bentuk laporan tertulis.</li> </ul>	<ul style="list-style-type: none"> <li>Samples of business letters</li> <li>Parts of a letter:                             <ul style="list-style-type: none"> <li>The letter head</li> <li>Date</li> <li>Inside address</li> <li>Opening salutation</li> <li>The body</li> <li>Closing salutation</li> <li>Signature</li> </ul> </li> <li>Samples of advertisement on job vacancy</li> <li>Samples of letters of application</li> </ul>	<ul style="list-style-type: none"> <li>Understanding and discussing about parts of business letters.</li> <li>Understanding and discussing the content of samples of business letters.</li> <li>Understanding and discussing about advertisements on job vacancies.</li> <li>Writing:                             <ul style="list-style-type: none"> <li>Composing the reply of business letters.</li> <li>Composing application letters to respond the above mentioned advertisements</li> <li>Composing report of Job Training (<i>prakerin</i>).</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Tes tertulis                             <ul style="list-style-type: none"> <li>composition</li> </ul> </li> </ul>	20			<ul style="list-style-type: none"> <li>American Business English</li> <li>English Business Letters</li> </ul>

Keterangan:

TM : Tatapmuka

PS : Praktik di Sekolah (2 jam praktk di sekolah setara dengan 1 jam tatap muka)

PI : Praktek di Industri (4 jam praktk di Du/Di setara dengan 1 jam tatap muka)

PROGRAM KEAHLIAN :  
SEMUA PROGRAM KEAHLIAN



