Kerangka Bahan Ajar untuk Keterampilan Writing

Unit 2: (Business Letter)

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 mutual business relations with you.

Yours very truly, (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)

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

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

The Green Co.
50St.Clinton Road, Iowa, Usa(1)
November, 15,2007(2)
Akur Trading Co
Jl.Suren No. 15, Bandung, Indonesia(3)
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Yours very trruly, (6)
Jack Rogers (7)
Sales Manager
Task 3: (turunkan dari indikator 2, misalnya: Menuliskan business time)
Rewrite the following inside addresses correctly
Example: mr amran halim superintendant bandung boarding school
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.
we thank you for your letter of september 5 and regret 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 hear from 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