



KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN
DIREKTORAT JENDERAL PENDIDIKAN ANAK USIA DINI,
PENDIDIKAN DASAR DAN PENDIDIKAN MENENGAH
DIREKTORAT SEKOLAH MENENGAH ATAS
2020



Modul Pembelajaran SMA Bahasa Inggris



KELAS
X

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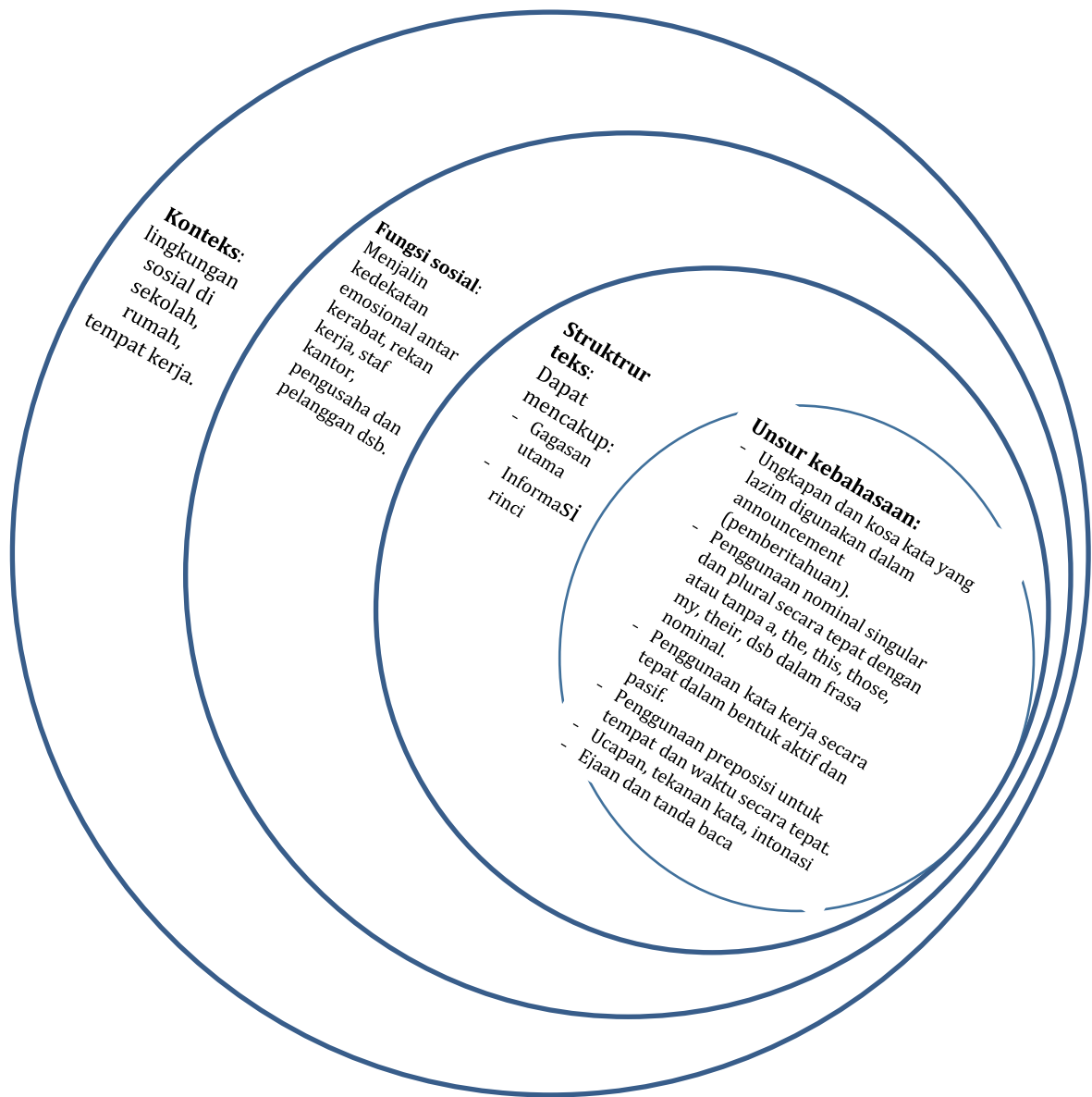
**MODUL ANNOUNCEMENT
BAHASA INGGRIS
TEKS FUNGSIONAL KHUSUS BERBENTUK PEMBERITAHUAN
KELAS X**

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**KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN
DIREKTORAT JENDERAL PAUD, DIKDAS, DAN DIKMEN
DIREKTORAT PSMA
2020**

PETA KONSEP



GLOSARIUM

announcement	: Pengumuman atau pemberitahuan
concurrent	: Simultan/berkelanjutan
containing	: berisi
outstanding	: Sangat bagus/mengagumkan
<i>consult</i>	: Mencek/memastikan
differences	: perbedaan
marketing plans	: rencana pemasaran
publish	: mempublikasi
reminder	: peringatkan
similarities	: kesamaan
substantial	: sangat penting

PENDAHULUAN

a. Identitas Modul

Mata Pelajaran	: Bahasa Inggris
Kelas / Semester	: X / Ganjil
Alokasi Waktu	: 12 Jam Pelajaran
Judul Modul	: Announcement

b. Kompetensi Dasar

3.5. Membedakan fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk pemberitahuan (<i>announcement</i>), dengan memberi dan meminta informasi terkait kegiatan sekolah, sesuai dengan konteks penggunaannya	4.5. Teks pemberitahuan (<i>announcement</i>) 4.5.1. Menangkap makna secara kontekstual terkait fungsi sosial, struktur teks, dan unsur kebahasaan teks khusus dalam bentuk pemberitahuan (<i>announcement</i>) 4.5.2. Menyusun teks khusus dalam bentuk pemberitahuan (<i>announcement</i>), lisan dan tulis, pendek dan sederhana, dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan, secara benar dan sesuai konteks
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c. Deskripsi Singkat Materi

Anda tentu pernah membaca atau mendengar sebuah pengumuman bukan? Coba Anda perhatikan ungkapan berikut. *“Attention, please! I’d like to inform that....”* dan *“May I have your attention, I found some money on the way to canteen. Is there any of you lost some.”* Kapan ungkapan-ungkapan tersebut digunakan? Tepat sekali. Kedua ungkapan tersebut biasa digunakan untuk memberi pengumuman secara lisan.

Pada modul ini Anda akan diajak berlatih untuk mampu **meminta dan memberi informasi** terkait teks khusus berbentuk pengumuman (*announcement*). Untuk mencapai Kompetensi Dasar (KD) ini Anda perlu membaca banyak model teks pengumuman (*announcement*), serta menjawab pertanyaan dalam bentuk latihan terstruktur, dan kemudian membiasakan diri untuk membaca dan menulis teks *announcement* dalam kehidupan sehari-hari di lingkungan Anda. Untuk mengetahui kemajuan belajar Anda, perlu dilakukan penilaian otentik antara lain unjuk kerja dalam bentuk esei untuk kemudian dikumpulkan dalam portofolio masing-masing.

d. Petunjuk Belajar

Mudul ini dibagi menjadi 2 bagian yaitu:

- Kegiatan belajar (Learning Activity) 1. Let’s Read
- Kegiatan Belajar (Learning Activity) 2. Let’s Write

Untuk memudahkan Anda mempelajari modul ini perhatikanlah hal-hal berikut.

- Bacalah modul Anda dengan cermat
- Kerjakan setiap latihan sesuai dengan petunjuk
- Pelajarilah penjelasan dengan cermat.
- Jika menemukan kesulitan dalam menyelesaikan tugas berkonsultasilah dengan guru Anda.
- Gunakan kamus jika diperlukan.

e. Materi Pembelajaran

- **Fungsi Sosial**

Menjalin kedekatan emosional antar kerabat, rekan kerja, staf kantor, pengusaha dan pelanggan dsb., dengan cara menulis pemberitahuan tentang peristiwa penting, seperti kelahiran, perkawinan, wisuda, pindah ke gedung baru, dsb.

- **Struktur Teks**

Struktur pengumuman dapat berbentuk:

- Gagasan utama
- Informasi rinci

- **Unsur Kebahasaan**

- Ungkapan dan kosa kata yang lazim digunakan dalam announcement (pemberitahuan).
- Penggunaan nominal singular dan plural secara tepat dengan atau tanpa a, the, this, those, my, their, dsb dalam frasa nominal.
- Penggunaan kata kerja secara tepat dalam bentuk aktif dan pasif.
- Penggunaan preposisi untuk tempat dan waktu secara tepat.
- Ucapan, tekanan kata, intonasi
- Ejaan dan tanda baca
- Tulisan tangan

- **Topik**

Peristiwa atau kegiatan penting yang terkait dengan hidup peserta didik di sekolah, rumah, dan masyarakat, dengan memberikan keteladanan tentang perilaku jujur, disiplin, percaya diri, kerjasama dan bertanggung jawab.

LEARNING ACTIVITY

A. LEARNING ACTIVITY 1: LET'S READ

1. Tujuan

Setelah mempelajari modul yang berjudul “**Announcement**” terutama learning activity 1 ini, Anda akan mampu:

- menganalisis fungsi sosial teks khusus dalam bentuk pemberitahuan (*announcement*) tentang tujuan, mamfaat, dan dampak dari teks.
- menganalisis struktur teks khusus dalam bentuk pemberitahuan (*announcement*) tentang informani dalam teks, ide atau gagasan yang dipaparkan.
- menganalisis unsur kebahasaan teks khusus dalam bentuk pemberitahuan (*announcement*) tentang kosa kata yang lazim, kata kerja secara tepat dalam bentuk aktif dan pasif, serta preposisi untuk tempat dan waktu secara tepat .
- membedakan beberapa teks khusus dalam bentuk pemberitahuan (*announcement*).
- menangkap teks khusus dalam bentuk pemberitahuan (*announcement*).

2. Uraian Materi

Di sini Anda akan membaca beberapa pengumuman tertulis. Pertama mari kita berlatih memahami teks untuk mencari gagasan utama. Anda tentu masih ingat bagaimana mencari gagasan utama (main Idea) dari sebuah teks? **Good!** Namun demikian mari diulang kembali bagaimana mencari gagasan utama.

Untuk menemukan gambaran umum dari sebuah wacana Anda harus membaca wacana tersebut dengan cepat atau sekilas. Misalnya, ketika Anda melihat pengumuman, sebelum dibaca ada pertanyaan di benak Anda “Tentang apakah gerangan?” Lalu Anda baca pengumuum tersebut dengan cepat. Pertanyaan tadi terjawab “Lomba pidato bahasa Inggris” tanpa membaca satu persatu tulisan yang tertera dalam pengumuman itu. Selain menemukan gagasan utama, modul ini juga akan melatih Anda berpikir kritis dengan mengerjakan latihan-latihan berpikir tingkat tinggi seperti menganalisis dan membedakan tujuan dan dampak dari pengumuman tersebut.

Nah sekarang mari coba membaca pengumuman berikut dan berlatih menganalisis fungsi sosial, struktur teks, dan unsur kebahasaan teks pengumuman dengan menjawab pertanyaan-pertanyaan terkait pengumuman tersebut.

Practice 1:

- 1) First, you will read silently to understand the announcement below. Make sure that you know the meaning of every word and every part of the announcement. (*Baca dalam hati untuk memahami makna dari pengumuman*)**
- 2) Second, Read out this text (text 1) loudly and meaningfully as if you are giving an announcement and take a note on your notebook if you find some words that you do not understand. Then consult the dictionary. If possible, record your voice. (*Baca dengan nyaring seolah-olah memberi pengumuman*)**

Text 1

To : Resource inc. Staff, Resource inc. Clients
Subject: Promotion Announcement – John David

Dear staff,

I would like to announce the promotion of John David as a new marketing Head of Resource inc. John has worked for our company for twelve years and climbed his professional ladder with absolute adeptness, which is rare nowadays.

As marketing manager of Resource inc., he has bought a huge percentage of the company business. His influence on sale and business retention has been substantial and he possesses an excellent record of customer relations and timely service delivery.

During John's time in the marketing department, he has taken on additional responsibility and worked extra hours to meet deadline. We anticipate that as a head of the marketing department, John's input and work aggression will be multifold. His work duties now include creating and implementing marketing plans for the Amadeus project that has been entrusted to the company. He will be leading the marketing team through this five-year project and will also be working on various other concurrent projects.

Let us all congratulate John on his outstanding performance in previous years, which led to his promotion today. I wish him luck for all future endeavors he undertakes.

Regard

Mark Corelli
Director Marketing and Communication
Resource Inc.

Social Functions of an announcement

Bagaimana Anda tentu sudah paham ini pengumuman tadi bukan? Good job. Nah sekarang mari analisa fungsi sosialnya dengan menjawab pertanyaan berikut.

Practice 2: Read out these texts (text 1) one more time then answer these questions.

- What is the announcement about?
- Who might be interested in reading this announcement?
- What is the purpose of publishing the announcement?
- What will happen after the announcement published?

Saya yakin Anda dapat menjawab pertanyaan – pertanyaan tadi dengan baik. Untuk lebih yakin akan jawaban Anda mari kita bahas dan kerjakan bersama-sama.

Question 1

- What is the announcement about?

Pada bagian atas email ada kata “**Subject**” yaitu untuk Topik atau prihal pengumuman tersebut.

Maka Jawabannya:

The announcement is about ***promotion of John Devis.***

Question 2

- b. Who might be interested in reading this announcement?

Pada bagian atas email ada kata "To" yaitu untuk siapa pengumuman tersebut.
Maka Jawabannya:

Resource Inc. Staff and Clients might be interested in reading this announcement.

Question 3

- c. What is the purpose of publishing the announcement?

Pada umumnya pengumuman diberikan untuk menjalin kedekatan emosional antar kerabat, rekan kerja, staf kantor, pengusaha dan pelanggan dsb.
Maka jawabannya.

The purpose of this announcement is to create a good relationship with all staffs and clients.

Question 4

- d. What will happen after the announcement published?

Setelah mendengarkan dan membaca pengumuman tersebut kerabat, rekan kerja, staf kantor, pengusaha, pelanggan dsb akan mengetahui atau melaksanakan informasi yang diberikan.
Maka jawabannya:

After the announcement published, Resource Inc. Staff and Clients will know that John Devis be a new marketing head of the company.

Nah, sekarang Anda sudah lebih paham terkait fungsi sosial teks pengumuman. Selanjutnya kita analisa struktur teks dan unsur kebahasaan dari pengumuman dengan mengamati tabel berikut yang sudah dikerjakan dikerjakan untukmu.

Practice 3: Read text 1 one more time then analyze this table.

Text Structures of an announcement

	Parts of Announcement	Functions of the Parts
I.	<i>Main Idea</i> (Gagasan Utama)	Summarizing the information in an intention text
	I would like to announce the promotion of John David as a new marketing Head of Resource inc.	1) The Subject John David 2) The issues Promotion 3) The new position A marketing head of Resource Inc.

2.	Details of information	Supporting data or idea
	1. He has bought a huge percentage of the company business. His influence on sale and business retention has been substantial and he possesses an excellent record of customer relations and timely service delivery. 2. During John's time in the marketing department, he has taken on additional responsibility and worked extra hours to meet deadline. 3. We anticipate that as a head of the marketing department, John's input and work aggression will be multifold. His work duties now include creating and implementing marketing plans for the Amadeus project that has been entrusted to the company. He will be leading the marketing team through this five-year project and will also be working on various other concurrent projects.	1) Informing Reason • bought a huge percentage of the company business. • possess an excellent record of customer relations and timely service delivery. • taken on additional responsibility and worked extra hours to meet deadline 2) Informing hope • John's input and work aggression will be multifold. 3) Informing John duties • His work duties now include creating and implementing marketing plans • He will be leading the marketing team through this five-year project and will also be working on various other concurrent projects.

Practice 4: Read text 1 one more time then analyze this table.
The grammatical features of an announcement

Main Idea

I would like to announce the promotion of John David as a new marketing Head of Resource inc.

- 1) Using intention text - I would like to
- 2) Noun Phrase - the promotion of, a new marketing Head of

Details

- 1) A sentence or sentences in the second paragraph containing **all important facts** about the subject of the announcement: (1) the reason and (2) the hope; the verb in the **present perfect tense**.
 - He **has bought** a huge percentage of the company business.
 - His influence on sale and business retention **has been** substantial and he possesses an excellent record of customer relations and timely service delivery.
- 2) A sentence or sentences in the third paragraph containing **all important facts** about the subject of the announcement: (3) duties; **future progressive**.
 - He **will be leading** the marketing team through this five-year project and **will also be working** on various other concurrent projects.

Saya yakin Anda sudah dapat menangkap makna dari teks pengumuman tadi terkait fungsi sosial, struktur teks, dan unsur kebahasaannya.

3. Latihan

Agar lebih mahir dalam menangkap makna berbagai teks pengumuman mari berlatih melakukan hal yang sama untuk dua teks ber

Practice 5: Read these two announcement below (text 2 and text 3). Then answer the following questions for each text. Write your answer with a complete answer on your notebook.

- What is the announcement about?
- Who might be interested in reading this announcement?
- What is the purpose of publishing the announcement?
- What will happen after the announcement published?

Text 2

*"Ladies and gentlemen, **welcome** to Soekarno Hatta Airport. **Local time** is 3.15 p.m. and the **temperature** is 31 Celsius.*
*For your safety and comfort, please **remain seated** with your **seat belt fastened** until the Captain turns off the Fasten Seat Belt sign. This will indicate that we have parked at the gate and that it is safe for you to move about. (Depending on the airline's policy/local laws: At this time, you may use your cellular phones if you wish./Cellular phones may only be used once the Fasten Seat Belt sign has been turned off.)*
*Please check around your seat for any **personal belongings** you may have brought on board with you and please use caution when opening the **overhead bins**, as heavy articles may have shifted around during the flight.*
*If you require **deplaning assistance**, please remain in your seat until all other passengers have deplaned. One of our crewmembers will then be pleased to assist you.*
*On behalf of Garuda Airlines and the entire crew, I'd like to **thank you** for joining us on this trip and we are looking forward to seeing you on board again in the near future. Have a nice day!"*

Text 3



Setelah menjawab pertanyaan terkait fungsi sosial, sekarang silahkan isi tabel berikut berdasarkan strukur dan unsur kebahasaan sesuai contoh pada teks 1.

Practice 6: Read the two announcement (text 2 and text 3) one more time. Then fill in the table for each text.

Text Structures of an announcement

	Parts of Announcement	Functions of the Parts
I.	<i>Main Idea</i> (Gagasan Utama)	Summarizing the information
	Text 1: _____ _____ _____ Text 2: _____ _____ _____	Text 1: 1) The Subject : _____ 2) The issues: _____ Text 2: 1) The Subject: _____ 2) The issues: _____
2.	Details of information	Supporting data or idea
	Text 1: 1. _____ _____ _____ 2. _____ _____ _____ 3. _____ _____ _____ Text 2: 1. _____ _____ _____ 2. _____ _____ _____ _____	Text 1: 1) Informing the reminder • _____ _____ • _____ _____ 2) Informing hope • _____ _____ Text 2: 1) Informing the reminder • _____ _____ • _____ _____ 2) Informing hope • _____ _____

Practice 7: Read the two announcement (text 2 and text 3) one more time. Then fill in the table for each text.

The grammatical features of an announcement

<u>Main Idea</u> _____ 1) _____ 2) _____
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Details

- 1) A sentence or sentences in the whole paragraph containing **all important facts** about the announcement: (1) the reminder and (2) the hope; the verb in _____ .
- _____
 - _____

Bagaimana, pahami Anda dengan ketiga pengumuman yang Anda baca tadi. Good job. Semoga Anda sudah memahami makna masing-masing teks tersebut. Setelah menganalisis fungsi sosial, struktur, dan unsur kebahasaan masing-masing teks, sekarang saatnya Anda menuliskan perkesamaan dan perbedaannya.

Practice 8: Please write your conclusion after doing Practice 1-7 by telling their similarities and the differences of the announcement in the following grid.

Similarities	Differences

Practice 9 : Read this announcement (text 3). Then answer the questions that follow. Write your answer with a complete answer on your notebook.

Text 3**ANNOUNCEMENT**

In accordance with the international security regulations, the following items are never allowed to be taken onto a plane by passengers, either in their carry-on bags or in their checked luggage: weapon, including knives and guns, explosives, including dynamic and fireworks.

The following items may be placed in checked luggage but not on carry-on bags. Tools including hammers, screwdrivers, and wrenches, sports equipment such as golf clubs, baseball bats, ski poles.

When you pass through the security line, all bags will go through our X ray machines and some bags will be manually checked by personnel, as well.

Thank you for your cooperation, Have a safe and pleasant flight.

Questions

1. What is the announcement about?
2. Whom is in the announcement for?
3. What reminder is given in the announcement?
4. Where did the announcement publish?
5. Why is the purpose of the announcement?

Bagaimana jawaban Anda? Good job! Benar semua, itu artinya Anda sudah memahami bagaimana menangkap makna teks pengumuman yang Anda baca. Tetapi jika jawaban Anda masih ada yang belum pas, jangan putus asa. Baca sekali lagi teks – teks pengumuman tadi. Makin sering berlatih makin mahir Anda menangkap makna dalam bahasa Inggris. Anda tentu pernah dengar ungkapan “*Practice makes perfect*”

B. LEARNING ACTIVITY 2: LET’S WRITE

1. Tujuan

Setelah mempelajari modul yang berjudul “**Announcement**” terutama learning activity 2 ini, Anda akan mampu:

1. merancang teks khusus dalam bentuk pemberitahuan (*announcement*).
2. menggunakan kata kerja be dan infinitive.
3. Menulis teks khusus dalam bentuk pemberitahuan (*announcement*).

2. Uraian Materi

Setelah membaca beberapa teks pengumuman pada Learning activity 1, maka sekarang saatnya berlatih menuliskan pengumuman. Sebelumnya mari rancang dulu pengumuman yang akan ditulis dengan mengisi mind mapping. Kemudian berdasarkan data dari mind mapping tersebut, dibuat pengumuman.

3. Latihan

Practice 1: Fill in the missing word/phrase of this announcement.

Dear _____ [name]

The new _____ [product name] is finally here!

What makes the _____ [product name] different is [give an introduction to the product and why people may want to buy it]

You can order your _____ [product name] directly from our web store or find it on Amazon.

_____ [Only add offer if needed] The first 100 people that make an order will receive free shipping.

_____ [Add CTA button]

Practice 2: Design an announcement by filling in the following chart.



Bagaimana Anda tentu bisa mengisi bagan tadi dengan rincian informasi terkait pengumuman yang akan dibuat, bukan? Good job! Nah sekarang saatnya berlatih menuliskan pengumuman dalam bahasa Inggris menggunakan bahasa Anda sendiri. Jangan putus asa jika ada kata yang tidak Anda ketahui bahasa Inggrisnya. Anda boleh melihat kamus baik cetak maupun digital.

Practice 3: Based on the designed chart before, please write an announcement.

ANNOUNCEMENT

C. Rangkuman

- **Social Function**

Build emotional closeness between relatives, co-workers, office staff, entrepreneurs and customers, etc. by writing announcements about important events, such as births, marriages, graduations, moving to new buildings, etc.

- **Text Structure**

Can be:

- Main ide
- Detailed information

- **Language Features**

- Expressions and vocabulary commonly used in announcements.
- The use of singular and plural nominals precisely with or without a, the, this, those, my, their, etc. in nominal phrases.
- The use of verbs accurately in active and passive forms.
- Proper use of prepositions for place and time.
- spelling, punctuation, and handwriting

EVALUASI

A. MULTIPLE CHOICE

This text is for questions no 1 – 4

Let's explore the World through Reading Club.

In connection with Literacy Program Development, we are going to form a reading club. In the club, we are going to read and discuss various books such as education, history, geography, psychology etc. The meeting for discussion is held:

Day: Saturday

Time: 09.00 a.m. to 11.00 p.m.

Venue: AV room

If you have interest in reading and are committed individuals, you are deserved to be members of the club.

For further information contact Nila: 08158030833

1. What is the announcement mainly about?
 - A. Recruitment for Reading Club members.
 - B. The place of Reading Club meeting.
 - C. Up Coming Event of Reading Club.
 - D. Literacy Program Development.
 - E. Reading Club Activity.
2. What is the primary reason to establish the Reading Club?
 - A. To explore the world.
 - B. To develop education.
 - C. To read historical books.
 - D. To develop literacy program.
 - E. To develop interest in reading.
3. It is implicitly expected that the Reading Club members will be ...
 - A. kind
 - B. friendly
 - C. wealthy
 - D. generous
 - E. knowledgeable
4. What does the word **committed** mean?
 - A. Casual
 - B. Devoted
 - C. Apathetic
 - D. Obligated
 - E. Uninterested

This text is for questions no 5 - 7

Ladies and gentlemen on, behalf of the crew I ask that you please direct your attention to the monitors above as we review the emergency procedures. There are six emergency exits on this aircraft. Take a moment to locate the exit closest to you. Note that the nearest exit may be behind you. Count the number of rows to this exit. Should the cabin experience sudden pressure loss, stay calm and listen for instructions from the cabin crew. Oxygen masks will drop down from above your seat. Place the mask over your mouth and nose, like this. Pull the strap to tighten it. If you are traveling with children, make sure that your own mask is on first before helping your children. In the unlikely event of an emergency landing and evacuation, leave your carry-on items behind. Life rafts are located below your seats and emergency lighting will lead you to your closest exit and slide. We ask that you make sure that all carry-on luggage is stowed away safely during the flight. While we wait for takeoff, please take a moment to review the safety data card in the seat pocket in front of you.

5. What does the text talk about?
 - A. **An emergency procedure**
 - B. An emergency lighting
 - C. The emergency exits
 - D. Cabin monitors
 - E. Safety briefing
6. "Pull the strap to tighten it." The underlined word has the similar meaning as
 - A. line
 - B. rope
 - C. string
 - D. **leash**
 - E. mask
7. We can infer from the text that
 - A. all the luggage have to put away during the flight
 - B. passengers have to follow to the instruction the safety data card
 - C. the cabin crew has to give instruction during the emergency situation
 - D. all passengers must stay on their seat when there emergency landing
 - E. **passengers does not allow to bring their luggages in emergency situation**

This text is for questions 8 – 9

To: All Department Managers

There will be a meeting this afternoon, December 5th, 2017 at 1 pm in the meeting room.

The meeting will discuss the customers' complaints since the topic is very important, presence is a must. Please, come on time and do not forget to bring documents needed.

Thank you.

Director

8. What is the announcement about?
 - A. Customer's meeting.
 - B. Customers' complaints.
 - C. The presence in the meeting.

- D. An important meeting for managers.
 - E. An important meeting for Customers.
9. The topic which will be discussed in the meeting is ...
- A. department managers
 - B. important complaints
 - C. customers' complaints
 - D. customers' demands
 - E. director's plans

The Following text is for questions no 10 – 12

Announcement

To: All customers,

Due to the severe fire that happened last week, our company, *Rainbow Corporation*, has to renovate some buildings. The renovation will be time-consuming and consequently, our office will be temporarily moved to Flamboyant Street 16, about 500m from our company. We will not stop our production, but it will influence our production process, such as the delay of product making, tardiness of product delivery and other services.

Sorry for the inconvenience.

Thank you.

Mr. Johnson

General Manager

10. What is the topic of the announcement?
- A. The delay of product making.
 - B. The severe fire at the company.
 - C. The renovation of some buildings.
 - D. The company's temporary address.
 - E. The production process of the company.
11. Why must Rainbow Corporation renovate its buildings?
- A. The buildings were burned down.
 - B. The office moved to other building.
 - C. The product making was delayed.
 - D. The product delivery was late
 - E. The company office was full.
12. The text is aimed to
- A. inform about temporary address
 - B. inform about renovation of the office
 - C. inform about the delay of product making
 - D. remind customer about shipping address
 - E. remind customer about production process

B. ESSAY

This text is for questions number 11 – 15



13. What is the announcement about?

14. Whom is in the announcement for?

15. What reminder is given in the announcement?

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