



e-Modul

BAHASA INGGRIS



XII



**Kementerian Pendidikan dan Kebudayaan
Direktorat Jenderal Pendidikan Dasar dan Menengah
Direktorat Pembinaan Sekolah Menengah Atas
2019**

Daftar Isi

Daftar Isi

Peta Konsep

Glosarium

Pendahuluan

Identitas Modul

Kompetensi Dasar

Deskripsi

Petunjuk Penggunaan Modul

Materi Pembelajaran

Kegiatan Pembelajaran

1. Tujuan

2. Uraian Materi

3. Rangkuman

4. Latihan Essay

5. Latihan Pilihan Ganda

6. Penilaian Diri

Evaluasi

Daftar Pustaka

Daftar Pustaka

Erfina Maulidah Khabib, dan Teguh Saroso.2015. Bahasa Inggris untuk SMA/MA/SMK Kelas XII (Wajib). Penerbit Mediatama.

<https://www.englishiana.com/2017/01/kumpulan-soal-letter-surat-bahasa-Inggris.html>

<https://brainly.co.id/tugas/20681475>

<https://brainly.co.id/tugas/20681617>

<http://kesidamayanti.blogspot.com/2015/09/latihan-xii-application-letter.htm>



Application Letter

Penyusun :

Yuni Fauziah, S.Pd
SMAN 5 Kota Bima

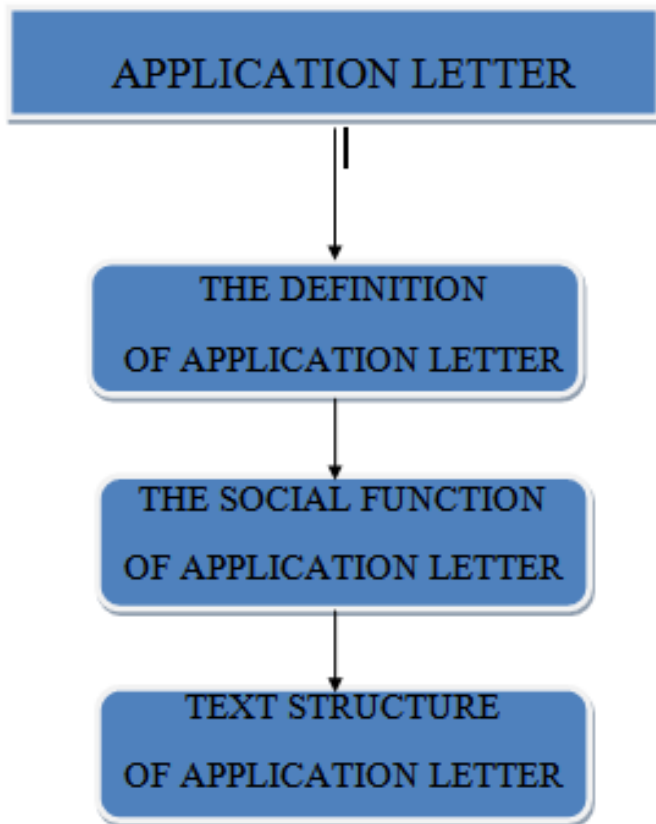
Reviewer :

Asri, S.Pd, M.Pd

Validator :

Nia Kurniasari Hidayah, S.S

Peta Konsep



Gambar :

Peta Konsep : princessayu4.blogspot.com/2013/11/peta-konsep-transpor-aktif



Daftar Isi

e-Modul 2019

Direktorat Pembinaan SMA - Kementerian Pendidikan dan Kebudayaan

Glosarium

- to appear : termuat di koran
- enclosed : terlampir
- in order to : agar
- requirement : persyaratan
- colleagues : kolega
- consideration : pertimbangan
- be suited : cocok untuk
- resume : daftar riwayat hidup/curriculum vitae (CV)



Daftar Isi

Pendahuluan

IDENTITAS MODUL

Nama Mata Pelajaran	: Bahasa Inggris
Kelas / Semester / Alokasi Waktu	: XII /2 (Dua) / 2 JP
Judul eModul	: Application Letter

KOMPETENSI DASAR

- 3.2 Menangkap makna secara kontekstual terkait fungsi sosial, struktur teks, dan unsur kebahasaan teks khusus dalam bentuk surat lamaran kerja, yang memberikan informasi antara lain jati diri, latar belakang pendidikan/pengalaman kerja.
 - 3.2.1 Menentukan struktur teks dari surat lamaran kerja, sesuai dengan konteks
 - 3.2.2 Menemukan contoh surat lamaran kerja dari sumber buku lain
- 4.2 Menyusun teks khusus surat lamaran kerja, yang memberikan informasi antara lain jati diri, latar belakang pendidikan/pengalaman kerja, dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan, secara benar dan sesuai konteks
 - 4.2.1 Menyusun teks, surat lamaran kerja dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan yang benar dan sesuai konteks.
 - 4.2.2 Menentukan informasi utama dan informasi rinci dari teks

berbentuk surat lamaran kerja.

- 4.2.3 Melengkapi teks rumpang berbentuk surat lamaran kerja dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan yang benar dan sesuai konteks.

DESKRIPSI

Para siswa hebat, selamat berjumpa dengan modul pembelajaran Bahasa Inggris. Pada modul ini anda akan menjelajahi pengetahuan tentang teks surat lamaran kerja. Modul ini mencakup uraian materi tentang menentukan struktur teks dari surat lamaran kerja, fungsi surat lamaran kerja, dan menganalisis informasi utama dan informasi rinci dari teks surat lamaran kerja. Setelah mempelajari modul ini diharapkan kalian dapat menyusun teks surat lamaran kerja.

PETUNJUK PENGGUNAAN MODUL

1. Modul ini dapat kalian pelajari dalam waktu 2 jam pelajaran.
2. Bacalah seluruh uraian materi pada setiap kegiatan pembelajaran yang ada dalam modul ini secara utuh agar memiliki pemahaman yang baik tentang materi yang akan dipelajari
3. Setiap kegiatan belajar diakhiri dengan latihan soal dan penilain diri, diharapkan kalian telah menguasai materi lebih dari 80% sebelum mempelajari kegiatan belajar berikut.

4. Jika dalam mempelajari modul ini kalian menemukan hal – hal yang belum bisa dipahami, silahkan berkomunikasi dengan orang–orang di sekeliling kalian yang menurut pandangan kalian memiliki kemampuan untuk menjelaskan atau kalian dapat mencari informasi di berbagai media.
5. Pada bagian akhir dari modul ini disiapkan soal evaluasi untuk mengetahui ketercapaian kompetensi secara utuh tentang Application Letter (surat lamaran kerja). Diharapkan ketercapaian yang kalian peroleh minimal 80 %.

"WHERE THERE'S A LIFE, THERE'S HOPE" – Theocritus

"I never dreamed about Succes I WORKED FOR IT ." –Eslee Louder

MATERI PEMBELAJARAN

- Materi *Application letter*, yaitu seperti berikut :

The definition of Application Letter.

The Social function of Application Letter.

Text Structure of Application Letter.



Daftar Isi

Kegiatan Pembelajaran

1. TUJUAN

Melalui kegiatan belajar mandiri dengan memahami isi uraian materi, pengamatan gambar, animasi dan video pada modul ini, anda diharapkan dapat menganalisis informasi yang terdapat dalam teks surat lamaran kerja dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan yang benar dan sesuai konteks.

Latihan 1

Let see the video and answer the question briefly!



Video 1:

Application Letter (sumber : www.youtube.com)

1. What is the video for?
2. How many part of making the item mention in the video?

Latihan 2



Gambar 1 :
The people with different occupations

1. What do you think of the picture?
2. What kind of occupation that you're looking for in the future?

" Knowledge without action is insanity, and action without knowledge is vanity." –
Imam Ghazali.

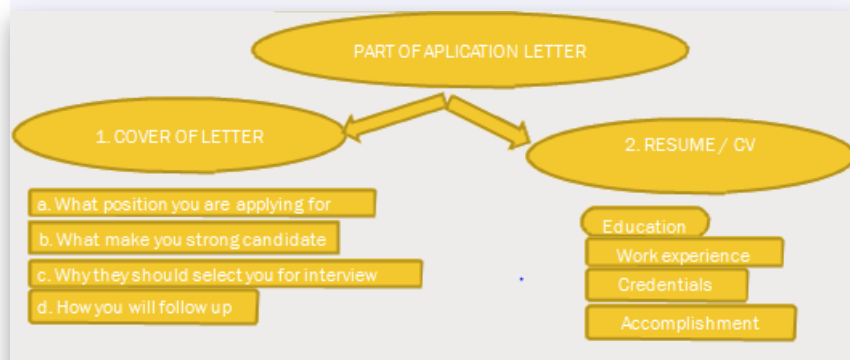
2. URAIAN MATERI

2.1. The definition of application letter:

An application letter or a cover letter is a letter of introduction that highlights your key accomplishments and fit for a job Opening. a cover letter adds focus to your resume.

Resume is a document which includes education, experience, skill and accomplishment that is used to apply for jobs.

CV (Curriculum Vitae) is an in-depth document that can be laid out over two or more pages and it contains a high level of detail about your achievements, a great deal more than just a career biography.



Gambar 3 :
The biography item

Latihan 1

read and anlyze

Sample of Application Letter :

John Donaldson

8 Sue Circle

Smithtown, CA 08067

909-555-5555

john.donaldson@emailexample.com

September 1, 2018

George Gilhooley

Times Union

87 Delaware Road

Hatfield, CA 08065

Dear Mr. Gilhooley,

I am writing to apply for the programmer position advertised in the Times Union. As requested, I enclose a completed job application, my certification, my resume and three references.

The role is very appealing to me, and I believe that my strong technical experience and education make me a highly competitive candidate for this position. My key strengths that would support my success in this position include:

- I have successfully designed, developed and supported live-use applications.
 - I strive continually for excellence.
- I provide exceptional contributions to customer service for all customers.

With a BS degree in Computer Programming, I have a comprehensive understanding of the full lifecycle for software development projects. I also have experience in learning and applying new technologies as appropriate. Please see my resume for additional information on my experience.

I can be reached anytime via email at john.donaldson@emailexample.com or by cell phone, 909-555-5555.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

John Donaldson

2.2. The social function of Application Letter:

- The social function of application letter:
- *As a written proof when applying for a job.*
- *As a means of communication.*
- *As a consideration for employee*

Parts of Application Letter / Bagian bagian Surat lamaran kerja :

1. *Your address*

2. *Date*

3. *The address of the company you are writing to. Use complete title and address;*

4. *Greeting/Salutation*

5. *Body/Content :*

- *Opening paragraph*
- *Middle Paragraph*
- *Closing*

6. *Signature*

7. Name



Video 1:

Application Letter (sumber : www.youtube.com)

1. What is the video for?
2. How many part of making the item mention in the video?

2.3. The Text structure of Application Letter :

to whom/Address:

Remi Monoco, Executive Assistant
TheMetropolitan
Waterfront
Alliance
457 Madison
Avenue
New York,NY
10022

Salutations :

Dear Mr. Monoco
Contents
Alliance
457 Madison
Avenue
New York, NY
10022

Salutations :

Dear Mr. Monoco
Contents

Statement of purpose:

I am applying for the position of Office Associate with the Metropolitan Waterfront Alliance (MWA) based on the recommendation of a mutual friend, Kim Power.

Qualifications :

will graduate in May
2016 from the University of Virginia (U.Va.) with a Bachelor of Urban and Environmental Planning, a Bachelor of Arts in French and a minor in Architecture

Experience:

currently intern with Piedmont Council of the Arts which shares similar responsibilities to the position at MWA interned at KPMG Audit Firm, a corporate environment handled event logistics and publicized events to serve as publicity chair of the Taiwanese Student Association at U.V.

Closure:

Kim Power is sending you a letter in regards to my qualifications and I look forward to discussing my candidacy for this position with you as well. Thank you for your time and thoughtful consideration. I hope to hear back from you soon.

Gambar :
Ketik Disni (sumber: ketik disini)

3. RANGKUMAN

1. An application letter or a cover letter is a letter of introduction that highlights your key accomplishments and fit for a job Opening. a cover letter adds focus to your resume.
2. Resume is a document which includes education, experience, skill and accomplishment that is used to apply for jobs.
3. CV (Curriculum Vitae) is an in-depth document that can be laid out over two or more pages and it contains a high level of detail about your achievements, a great deal more than just a career biography
4. The social function of application letter:
 - As a written proof when applying for a job.

- As a means of communication.
- As a consideration for employer

“Someone is sitting in the shade today because someone planted a tree a long time ago.” – Warren Buffet



Daftar Isi

e-Modul 2019

Direktorat Pembinaan SMA - Kementerian Pendidikan dan Kebudayaan

Latihan Essay

Do the exercise briefly!

The text for questionnumber 1- 4

Dian Sastrowardoyo

Jalan Elang 89

Tangerang Selatan 19837

October, 30th 2018

PO BOX 1393

JKB 11013

To whom it may concern,

I'm applying for the Project Manager position advertised through Jakarta Post. As shown in the enclosed resume, I have a strong academic background in Chemical Engineer graduated from Universitas Indonesia on 2007.

My current work as Project Management in various multinational company has given me firsthand experience in the challenge associated with the development of a successful Petrochemical Company. In addition, I have excellent managerial and communication skills both in Bahasa Indonesia as well as English.

This background, combined with over ten years of Ethylene Plant Operation as Project Management, has given me a unique perspective that would be particularly valuable in meeting the responsibilities of this position, as described in your position. I am an independent individual who is capable to work under pressure.

I would welcome the opportunity to meet with you to discuss my qualifications in more detail and look forward to hearing from you soon. Thank you for your time and consideration.

Sincerely,
Dian Sastrowardoyo

01. What is the job position that applicant applied for?

alternative answer

02. How many years the applicant was working as Project Management?

alternative answer

03. What are the skills that applicant presented on the application letter?

alternative answer

04. Is there any information when the applicant graduated?

alternative answer

05. What the applicant has enclosed along with the application letter?

alternative answer



Daftar Isi

e-Modul 2019

Direktorat Pembinaan SMA - Kementerian Pendidikan dan Kebudayaan

Latihan Pilihan Ganda

Mr. William Chan
Personnel Manager
Wong and Lim Consulting
PO Box 583, Kwai Chung
Kowloon

Dear Mr. Chan,

I am writing to apply for the post of Management Trainee, which was advertised on the Student Affairs Office notice board of the Hongkong Polytechnic University on 1 March 2005.

My working experience at Lucky Star Garment Manufactory Limited improved my leadership skills, communication skills and ability to work in a team environment. I have fluent spoken and written English. I also have fluent spoken and written Mandarin, and can therefore work in mainland China.

Currently I am studying a B.A. in Management at the Hongkong Polytechnic University, graduating in 2005. Subjects which I am studying that are relevant to the post of Management Trainee include Operations Management, Human Resources Management, Accounting, Marketing and strategic Management.

During my studies I have had the post of Executive in management Society. While leading and organizing Management Society. While leading and organizing Management Society activities I have improved my ability to lead and supervise subordinates effectively, ability to work under pressure and ability to work in a team environment.

Working for Wong and Lim Consulting appeals to me because it has a good reputation and it provides excellent training. Your organization produces a high-quality service, and I can contribute to this with my leadership skills and my ability to work under pressure.

I am available for interview at any time. I look forward to meeting you.

Yours sincerely,

Wong Wai Man Wilfred

Excl : Resume

1. What is the job title?
- ☐ A Consultant
 - ☐ B Operation management
 - ☐ C Human resources management
 - ☐ D Accounting
 - ☐ E Management trainee

2. What skills and personnel qualities are required?

- ☐ A Leadership skills, communication skills and ability to work in a team environment
- ☐ B Fluent spoken and written Mandarin
- ☐ C Have known about environment
- ☐ D Hard worker
- ☐ E Willing to work overtime

3. What is the name of the company or organization Wong Wai man Wilfred applying to?..

- ☐ A Lucky Star Garment Manufactory Limited
- ☐ B Hong Kong Polytechnic University
- ☐ C Marketing and Strategic Management
- ☐ D Wong and Lim Consultant
- ☐ E Executive in the Management Society

4. Where does Mr. Chan live?..

- ☐ A In the city of China
- ☐ B In the city of Hong Kong
- ☐ C In the city of England
- ☐ D In the city of Malaysia
- ☐ E In the city of Singapore

5. Who send the letter?..

- ☐ A Mr. Chan

- ☐ B Mr. Wong
 - ☐ C Mrs. Lim
 - ☐ D Mr. Wong Wai Man Wilfred
 - ☐ E Mr. Kwai Chung
-

6. What does Mr. Wilfred enclose the application letter?

- ☐ A Address
 - ☐ B Job interview
 - ☐ C Resume
 - ☐ D Reputation
 - ☐ E Skills
-

7. How does Mr. Wilfred know this ad?

- ☐ A From Wong and Lim Consulting
 - ☐ B From Student Affairs Office notice board
 - ☐ C From Lucky Star Garment Manufactory
 - ☐ D From Hong Kong Polytechnic University
 - ☐ E From Management Society
-

8. How many language does he master?

- ☐ A 1
 - ☐ B 2
 - ☐ C 3
 - ☐ D 4
 - ☐ E 5
-

9. What subject of study is relevant to Management Trainee?,
except ...

- ☐ A Operations Management
 - ☐ B Human Resources Management
 - ☐ C Accounting
 - ☐ D Marketing and Strategic Management
 - ☐ E Management Society
-

10. What position does he hold when he takes his degree?

- ☐ A Operations management
 - ☐ B Human resources Management
 - ☐ C Accounting
 - ☐ D Marketing and Strategic Management
 - ☐ E Management Society
-



Daftar Isi

Penilaian Diri

Answer all the questions briefly!

No.	Questions	Answer	
01.	Do you understand with this unit?	<input type="radio"/> Yes	<input type="radio"/> No
02.	Have you decided to be someone in the future?	<input type="radio"/> Yes	<input type="radio"/> No
03.	Have you tried to collect the skill to strengthen your ambition?	<input type="radio"/> Yes	<input type="radio"/> No
04.	Have you discussed with the teacher/mentor if you don't understand?	<input type="radio"/> Yes	<input type="radio"/> No
05.	Have you tried to make your appplication letter as the ambition you want to be?	<input type="radio"/> Yes	<input type="radio"/> No

"If one of the answer is **NO** then you have to **review** the lesson."

"If all the answers are **YES** then you can **continue** to the next learning."



Daftar Isi

Evaluasi

Text for questions no 1-3

Required immediately

An Expatriate Kid's Caretaker

Requirements:

Female, above 25 years

Graduated from reputable university, fluent in English.

High motivated, patient, love kids, trustful

Understand how to take care and play with the kids

Good in health (with doctor recommendation attached).

Having additional skill is preferable (play music, sing, dance etc)

Interested applicant should submit the application with CV and recent photograph within a week to

PO BOX 1517 SBY

Code: UM/55/KIDS

Question 1.

The text above tells us about?

☐ A. Letter

- ☐ B. News
- ☐ C. Job Vacancy Ads
- ☐ D. Banner
- ☐ E. Information

Question 2.

What is the ads looking for...

- ☐ A. a secretary
- ☐ B. an expatriate
- ☐ C. a nanny
- ☐ D. a house keeper
- ☐ E. a baby sitter

Question 3.

What statement is TRUE based on the text?....

- ☐ A. Application letter should be submitted next month
- ☐ B. Applicant is not 27 years old
- ☐ C. applicant has to enclose curriculum vitae and photo
- ☐ D. male applicant can apply this job
- ☐ E. applicant can speak native language well

Text for question no. 4-6

John Donaldson
8 Sue Circle
Smithtown, CA 08067
909-555-5555
john.donaldson@emailexample.com

September 1, 2018

George Gilhooley
Times Union
87 Delaware Road
Hatfield, CA 08065

Dear Mr. Gilhooley,

I am writing to apply for the programmer position advertised in the Times Union. As requested, I enclose a completed job application, my certification, my resume and three references.

The role is very appealing to me, and I believe that my strong technical experience and education make me a highly competitive candidate for this position. My key strengths that would support my success in this position include:

I have successfully designed, developed and supported live-use applications.

I strive continually for excellence.

I provide exceptional contributions to customer service for all customers.

With a BS degree in Computer Programming, I have a comprehensive understanding of the full lifecycle for software development projects. I also have experience in learning and applying new technologies as appropriate. Please see my resume for additional information on my experience.

I can be reached anytime via email at john.donaldson@emailexample.com or by cell phone, 909-555-5555.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

Signature (hard copy letter)

John Donaldson

Question 4.

The following phrase, ***Dear Mr. Gilhooley***, from the passage above functions as a..

- ☐ A. Salutation

- ☐ B. introduction
- ☐ C. Signature
- ☐ D. body
- ☐ E. closing

Question 5.

The second paragraph from the passage above functions as a...

- ☐ A. Salutation
- ☐ B. Introduction
- ☐ C. Signature
- ☐ D. Body
- ☐ E. Closing

Question 6.

The applicant possesses some strengths for success in the position he applied for, **except**...

- ☐ A. To strive for continued excellence
- ☐ B. To provide incredible contributions
- ☐ C. To have successfully developed and designed live use applications
- ☐ D. To provide exceptional contributions to customer service for all customers
- ☐ E. To have successfully developed and made live use applications

Question 7.

What is the function of the text above?

- ☐ A. to ask for attention
- ☐ B. to apply a job
- ☐ C. to request a particular thing
- ☐ D. to get new friends
- ☐ E. to sell a product

Question 8.

Where is the vacancy advertised?

- ☐ A. Newspaper is the vacancy advertised
- ☐ B. Magazine
- ☐ C. Website
- ☐ D. Twitter
- ☐ E. News

Question 9.

Where did the applicant graduate?

- ☐ A. BS degree in computer programming
- ☐ B. BS degree in machine programming
- ☐ C. BS degree in physic programming

- ☐ D. BS degree in maths programming
- ☐ E. BS degree in science programming

Question 10.

What is the strength of the applicant?

- ☐ A. strong technical experience and education
- ☐ B. he doesn't have any strength anyway
- ☐ C. he can speak more than two languages
- ☐ D. he has a good willingness to do anything
- ☐ E. strong technical background education



Evaluation score

Score	Description



Daftar Isi

