

E-Modul



BAHASA INGGRIS



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

Kelas X

e-Modul

Direktorat Pembinaan SMA



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e-Modul

Direktorat Pembinaan SMA



“FORM”

Tim Pengembang e-Modul
Direktorat Kurikulum - Kemdiknas RI

Daftar Isi

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Pendahuluan

Senang bertemu dengan kalian kembali!

Ini adalah kesempatan yang sangat bagus untuk belajar Bahasa Inggris program Lintas Minat. Kita akan membahas sebuah bentuk dokumen yang sangat populer di sekitar kita. Dapatkah kalian menebak nya? Dokumen tersebut adalah Form. Salah satu jenis dokumen ini mudah ditemukan di bank. Ya, Bank! Pernahkah kalian pergi ke bank akhir-akhir ini? Kalian akan membutuhkannya saat ingin menyimpan atau menarik uang Kalian. Kalian bisa mengambil sejumlah uang dari bank jika saja Kalian telah mengisi "formulir penarikan". Disini kita akan belajar tentang bentuk dan cara mengisinya.

PETUNJUK PENGGUNAAN MODUL

Supaya belajar kalian dapat bermakna maka yang perlu kalian lakukan adalah : pastikan kalian mengerti target kompetensi yang akan dicapai. Sebelum membahas mengenai reaksi reduksi dan oksidasi. Pastikan kalian mengerti target kompetensi yang akan dicapai. Kerjakan soal latihan, jika sudah lengkap mengerjakan soal coba buka kunci jawaban pada akhir dari modul ini. Hitunglah skor yang kalian peroleh. Jika skor yang diperoleh masih di bawah 75 baca kembali materinya, kemudian usahakan jawab soal yang sebelumnya dijawab tetapi salah.

Alokasi waktu untuk menyelesaikan modul ini adalah 2 jam pelajaran (+ 90 Menit). Kalian diharapkan mengikuti instruksi yang tertulis dalam modul. Jangan lupa untuk menjawab pertanyaan dan mempraktikkan pertanyaan secara serius dan jujur sehingga Kalian bisa mengetahui sampai sejauh mana kompetensi Kalian dan memungkinkan Kalian untuk belajar. WISH YOU ALL THE BEST. Selamat belajar!

KOMPETENSI

Adapun kompetensi dasar yang harus dicapai pada pembelajaran di modul ini adalah membaca yaitu:

Kompetensi Dasar

KD 3.2 Menganalisis fungsi sosial, struktur teks, dan elemen bahasa pada formulir yang digunakan di perusahaan, bank, institusi, dll.

Indikator Pencapaian Kompetensi

- 3.2.1 Mengidentifikasi fungsi sosial, struktur teks, dan bentuk kebahasaan serta format penyampaian atau penulisannya (C1)
- 3.2.2 Membandingkan berbagai jenis formulir isian dari berbagai sumber (C2)
- 3.2.3 Menemukan berbagai macam teks formulir isian dari berbagai sumber dalam konteks yang berbeda-beda (C3)
- 3.2.3 Menganalisis berbagai struktur dan unsur penulisan formulir isian. (C4)



Glosarium



Daftar Isi

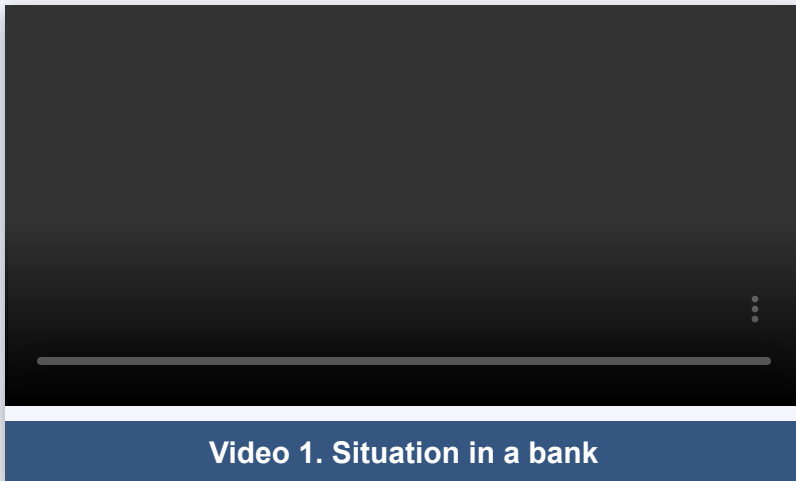
Pembelajaran



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Pembelajaran I

Attention Please!



WHAT FORM IS?

A form is a document with spaces (also named fields or placeholders) in which to write or select, for a series of documents with similar contents. The documents usually have the printed parts in common, except, possibly, for a serial number. Forms, when completed, may be a statement, a request, an order, etc.; a check may be a form. Also there are forms for taxes; filling one in is a duty to have determined how much tax one owes, and/or the form is a request for a refund. See also Tax return. Forms may be filled out in duplicate (or triplicate, meaning three times) when the information gathered on the form needs to be distributed to several departments within an organization. This can be done using carbon

paper. Taken from
([https://en.wikipedia.org/wiki/Form_\(document\)](https://en.wikipedia.org/wiki/Form_(document)))

In daily life, we will find many forms. It is a formatted document containing blank fields that users can fill in with data. Forms are also ways to communicate. When we fill out a form, we transfer information needed in the form. We give detail information about our self to the institution that produce the from. So that's why we must fill out the form correctly. As the result, forms will make detailed information simpler.

TYPES OF FORMS

There are many types of form. We can find it easily around us, such as: Deposit Slip, Withdrawal Slip, Order form, Purchase form, Medical Form, Reservation form, etc.

1. Order Forms

These forms are used by businesses or companies as a convenient way of taking orders from customers. They contain information about exactly how much a particular order will cost.

2. Feedback Forms

These forms are documents used to maximize response in an unobtrusive and intuitive way from clients or customers. The forms are used to provide feedback on performance, quality and general opinions about an organization.

3. Purchase Forms

These forms are used to make legally binding purchase agreements between the sellers and the buyers. They contain essential information such as the payment of the purchase, the terms of cost and warranties.

4. Medical Forms

These forms are used to keep medical information about a patient that is under the care of a hospital or a doctor. They also contain documentation of a patient's medical history and care.

5. Reservation Forms

These forms are an important type of document which are used when a person wants hotel rooms to reserve his place or position at a reserve hotel room or an event. For example a place reservation for a plane seat, place table in a restaurant, and etc.

6. Withdrawal Slip

These forms are used to take some money from your saving account at a bank. It contains the amount of money, date details, the purpose of taking money, the saving owner signature and the teller's validation.

7. Saving of Deposit Slip

These forms are used to put some money in your saving account at a bank. It contains the amount of money, date details, the source of saving money, the saving owner signature and the teller's validation.

8. Many other forms,

Many other forms, such as; job application form, Visa request form, et

EXAMPLES OF FORM

[illegible]

Gambar 1: Deposit Slip

[illegible]

Gambar 2: Withdrawal Slip

Gambar 3: Order Form



Name: John Blackmore

Date: 11.02.17

Feedback questionnaire

Please spend five minutes completing our feedback document. Your results are valuable as we continuously strive to refine the coaching processes being applied for supporting our clients' careers and achieving their goals.

NOTE: Please **highlight** your answers and scores on this

Was this page: **too short?** / **about right** / **too long?**

Did we cover the topics that were important to you? **Yes** / **No**

Did you think that we spent sufficient time on those topics that mattered most? **Yes** / **No**

NOTE: Please score the following (1 = low, 5 = high)

		Low	High								
1.	Ability of coach to understand the critical business issues that were important to you	1	2	3	4	5	6	7	8	9	10
2.	Ability of coach to understand the critical personal issues that were important to you	1	2	3	4	5	6	7	8	9	10
3.	Effectiveness of the coach to encourage you to think and act in new ways	1	2	3	4	5	6	7	8	9	10
4.	Ability of coach to challenge me at appropriate moments during your session	1	2	3	4	5	6	7	8	9	10
5.	Ability of the coach/Coach to motivate me and assist during each session	1	2	3	4	5	6	7	8	9	10
6.	How supported did you feel?	1	2	3	4	5	6	7	8	9	10
7.	Was there the right degree of structure?	1	2	3	4	5	6	7	8	9	10
8.	Value of the telephone session itself?	1	2	3	4	5	6	7	8	9	10
9.	Do you consider enough time was spent on the important issues and improving professional situation?	1	2	3	4	5	6	7	8	9	10
10.	Overall quality of service from Goodlands	1	2	3	4	5	6	7	8	9	10
11.	Probability of using Goodlands again or recommending Goodlands	1	2	3	4	5	6	7	8	9	10

Gambar 4:
Feedback Form

Gambar 5:
Purchase Form

Gambar 5:
Purchase Form

Gambar 6: Medical Form

Gambar 7:

“A doctor is recording the patient medical check-up result”



Gambar 8:

A bank receptionist is checking customer's withdrawal slip”

UNDERSTANDING FORM

1. The History

Forms have existed for a significant amount of time, with historians of law having discovered preprinted legal forms from the early 19th century that greatly simplified the task of drafting complaints and various other legal pleadings. It is believed that the form was conceived by mathematician and inventor Charles Babbage. In some jurisdictions, like California, many common

types of legal pleadings must be submitted on official government forms.

2. The Advantages

Advantages of forms include the following:

- a. One has to write less (while the printing is almost universally done in some automatic way)
- b. One is told or reminded what information has to be supplied
- c. There is uniformity, for convenience in processing
- d. Information is collected in writing and so can be reexamined later (the form can also include a signature field to allow someone to take responsibility for the accuracy of the information provided).
- e. Simpler tasks, such as collecting or distributing data, can be separated in the workflow from more skilled processes, such as making decisions. Issuing and processing the forms may then be done by less skilled staff, or by a computer. The de-skilled task becomes issuing or completing the appropriate form for the circumstances, and then passing it on to the next step in the workflow. This might reduce costs and increase the volume of work that can be handled.
- f. A form on a computer allows for conveniently typing in the variable parts (the input data).

3. The components

A blank form is like a usual document, with some outlined parts with spaces. Blank forms are generally not copyrightable in the US.

4. How to fill out a form

Some forms have different way to fill than others. It is because the forms have different components each other.

You should fill out with Block or Capital letters in the boxes available. On the other forms, you are ordered to fill out it with the clear and detail information. Some forms just need to put check-list on it. Here are some different forms with different way to fill by Simple and clear writing, by check listing, and by Block Capital Letter.

The image shows a 'TD Bank SAVINGS WITHDRAWAL TICKET'. The form is filled out with the following information:

- DATE:** June 21, 2017
- ACCOUNT NO.:** 002-345-987-0
- DOLLARS \$:** 60.00
- Amount in words:** Sixty dollars & 00/100
- Signature:** Amalia Nindy Astuti

The form also includes the TD Bank logo and address: 1701 Route 70 East, Cherry Hill, NJ 08034-5400. The signature 'Amalia Nindy Astuti' is written in a clear, legible cursive script.

Gambar 9:
by Simple and clear writing

SPECIAL SUBSCRIPTION OFFER FORM

Subscribe to WOMAN'S LIBERTY™ magazine that recently received the TOP Brand Award from the Society of Fashion Designers.

☐ YES! Send me WOMAN'S LIBERTY™ magazine for 1 year (12 issues) at just Rp288,000, a saving of 20% off the full cover price of Rp30,000.

☐ Payment enclosed

☐ Bill me

Name : Intan Permata
 Title : Batik Designer
 Company : Kencana Sari Batik Boutique
 Address : Bancur Asri Street 11/16 Semarang
 Please allow four weeks for first issue.

Gambar 10:
by check listing

Name	
Sex	Male ☐ Female ☐
Age & Date of Birth	Age Date Month Year
Nationality	
Religion	
Email	
Address	

Gambar 11:
by Block Capital Letter



Gambar 12:

“A customer is filling up a withdrawal slip. The other are being serve by the teller”

5. Online Forms

In this ICT age, it is common to find online form which is provided by certain websites. These forms are vary in purposes. For example, when we want to enroll university through online registration, we should fill out the online form to register.



**Gambar 13 : Screenshot of Tax Registration page
from**

<https://ereg.pajak.go.id/login>



Gambar 14 : Facebook Account Sign Up page

https://web.facebook.com/?_rdc=1&_rdr



Pendahuluan



Daftar Isi

Rangkuman



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Rangkuman

1. A Form is a kind of communication
2. Form is a formatted document containing blank fields that users can fill in with data.
3. Forms are also ways to communicate.
4. When we fill out a form, we transfer information needed in the form.
5. We give detail information about our self to the institution that produce the from.
6. We must fill out the form correctly.
7. Forms will make detailed information simpler.
8. Forms have different format, and different way to fill out.



Pembelajaran



Daftar Isi

Latihan



Latihan Pembelajaran 1

Kerjakan semua soal di bawah ini di kertas, kemudian cocokan dengan alternatif penyelesaiannya!

1. Answer these questions

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☐ Payment enclosed

☐ Bill me

Name : Intan Permata
Title : Batik Designer
Company : Kencana Sari Batik Boutique
Address : Bancar Asri Street 11/16 Semarang
Please allow four weeks for first issue.

What do we call this form?

What is the form for?

What is the name of company mentioned in the form?

What kind of business do the company work in?

Who is Intan Permata?

What do Intan do for living?

What should Intan do if she wants to subscribe the magazines?

What column should Intan checklisting if she wants to pay directly?

How much is the magazine?

How much is the discount per issue?

Alternatif penyelesaian

2. Match the column in the left to the right one

Form	Description
1) Order Forms:	a) These forms are documents used to maximize response in an unobtrusive and intuitive way from clients or customers. The forms are used to provide feedback on performance, quality and general opinions about an organization.
2) Feedback Forms:	b) These forms are used to keep medical information about a patient that is under the care of a hospital or a doctor. They also contain documentation of a patient's medical history and care.
3) Purchase Forms:	c) These forms are used to make legally binding purchase agreements between the sellers and the buyers. They contain essential information such as the payment of the purchase, the terms of cost and warranties.
4) Medical Forms:	d) These forms are used to put some money in your saving account at a bank. It contains the amount of money, date details, the source of saving money, the saving owner signature and the teller's validation.
5) Reservation Forms:	e) These forms are used by businesses or companies as a convenient way of taking orders from customers. They contain information about exactly how much a particular order will cost.
6) Withdrawal Slip:	f) These forms are used to take some money from your saving account at a bank. It contains the amount of money, date details, the purpose of taking money, the saving owner signature and the teller's validation.

Alternatif penyelesaian



Rangkuman



Daftar Isi

Penilaian diri



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Direktorat Pembinaan SMA - Kementerian Pendidikan dan Kebudayaan

Penilaian Diri 1

Jawablah pertanyaan-pertanyaan berikut dengan jujur dan bertanggungjawab!

No.	Pertanyaan	Jawaban	
01.	Saya dapat membandingkan berbagai jenis formulir isian dari berbagai sumber	☐ Ya	☐ Tidak
02.	Saya dapat menemukan berbagai macam teks formulir isian dari berbagai sumber dalam konteks yang berbeda-beda	☐ Ya	☐ Tidak
03.	Saya dapat menganalisis berbagai struktur dan unsur penulisan formulir isian.	☐ Ya	☐ Tidak

Bila ada jawaban "Tidak", maka segera lakukan review pembelajaran, terutama pada bagian yang masih "Tidak".

Bila semua jawaban "Ya", maka Anda dapat melanjutkan ke pembelajaran berikutnya.

[Pembelajaran 1](#)[Daftar Isi](#)[Evaluasi](#)

Tim Pengembang e-Modul

Direktorat Pembinaan SMA - Kementerian Pendidikan dan Kebudayaan

Evaluasi

TDB Bank
1101 Route 70 East
Cherry Hill, NJ 08004-5400

SAVINGS WITHDRAWAL TICKET

DATE June 21, 2017

ACCOUNT NO. 002-345-987-0

DOLLARS \$ 60.00

Sixty dollars & 00/100

Amalia Nindy Astuti

www.tdbank.com/yourzone/lessons/SavingsSlips.pdf

01. What do we call this kind of form

- ☐ A. Saving Slip
- ☐ B. Withdrawal slip
- ☐ C. Purchase Form
- ☐ D. Reservation Form
- ☐ E. Order Form

02. Why did Amalia have to fill this form?

- ☐ A. She wanted to transfer some money to the bank.
- ☐ B. She would buy something.
- ☐ C. She would take some money from the bank.
- ☐ D. She wanted to book a hotel room.
- ☐ E. She reserved an aero plane tickets.

03. These forms are used by businesses or companies as a convenient way of taking orders from customers. They

contain information about exactly how much a particular order will cost. What kind of form is it?

- ☐ A. Order Forms
- ☐ B. Withdrawal Forms
- ☐ C. Purchase Forms
- ☐ D. Feedback Forms
- ☐ E. Reservation Forms

04. These forms are documents used to maximize response in an unobtrusive and intuitive way from clients or customers. The forms are used to provide feedback on performance, quality and general opinions about an organization. What kind of form is it?

- ☐ A. Order Forms
- ☐ B. Withdrawal Forms
- ☐ C. Purchase Forms
- ☐ D. Feedback Forms
- ☐ E. Reservation Forms

05. These forms are used to make legally binding purchase agreements between the sellers and the buyers. They contain essential information such as the payment of the purchase, the terms of cost and warranties. What kind of form is it?

- ☐ A. Order Forms
- ☐ B. Withdrawal Forms

- ☐ C. Purchase Forms
- ☐ D. Feedback Forms
- ☐ E. Reservation Forms

SPECIAL SUBSCRIPTION OFFER FORM

Subscribe to WOMAN'S LIBERTY™ magazine that recently received the TOP Brand Award from the Society of Fashion Designers.

☐ YES! Send me WOMAN'S LIBERTY™ magazine for 1 year (12 issues) at just Rp288,000, a saving of 20% off the full cover price of Rp30,000.

☐ Payment enclosed

☐ Bill me

Name : Intan Permata
Title : Batik Designer
Company : Kencana Sari Batik Boutique
Address : Bancar Asri Street 11/16 Semarang
Please allow four weeks for first issue.

06. Why did Intan complete this form?

- ☐ A. To enroll in a design course
- ☐ B. To apply for a designer's job
- ☐ C. To receive magazines
- ☐ D. To win an award
- ☐ E. To submit her design

07. How much is the full cover price for each issue

- ☐ A. Rp.24,000
- ☐ B. Rp.288,000
- ☐ C. Rp.30,000
- ☐ D. Rp.300,000
- ☐ E. Rp.28,000

08. How long will it take for the first issue to be delivered?

- ☐ A. One month
- ☐ B. One week
- ☐ C. Two weeks
- ☐ D. One year
- ☐ E. One Day

09. The magazine comes

- ☐ A. daily
- ☐ B. weekly
- ☐ C. monthly
- ☐ D. every three months
- ☐ E. Every Year

10. The following form is for question no. 10.

Name																				
Sex	☐ Male										☐ Female									
Age & Date of Birth																				
Nationality																				
Religion																				
Email																				
Address																				

- ☐ A. answer with Yes or No
- ☐ B. tick appropriate box.
- ☐ C. Write in BLOCK CAPITALS.
- ☐ D. specify or give details.
- ☐ E. Cross out the answers that do not apply to us.

Nilai	Deskripsi
0.00	Anda Belum Tuntas. Sebaiknya pelajari kembali kegiatan pembelajaran 2

[Pembelajaran 1](#)[Daftar Isi](#)[Daftar Pustaka](#)

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Direktorat Pembinaan SMA - Kementerian Pendidikan dan Kebudayaan

Daftar Pustaka

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<http://howchoices.blogspot.co.id/2017/06/how-to-fill-out-withdrawal-slip.html>



Daftar Isi

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