

Nama	Indrawan Lisanto
NIM	053724113
Prodi	Sistem Informasi
UPBJJ	Jakarta
Mata Kuliah	Bahasa Inggris
Sesi	5

Jawaban Tugas 2:

url tugas:

https://elearning.ut.ac.id/pluginfile.php/8742871/mod_assign/introattachment/0/TUGAS%20TUTORIAL%20KE-2.pdf?forcedownload=1

Soal Nomor 1:

Identifikasi bagian surat yang ditandai oleh nomor 1-3.

Jawaban:

1. Bagian 1: Tanggal dan alamat pengirim

Bagian ini mencakup alamat pengirim dan tanggal surat yang dikirim.

- Contoh:

Linda Lau

123 Main Street, Anytown, CA 12345

linda.lau@email.com

March 5, 2020

2. Bagian 2: Isi surat

Bagian ini adalah tubuh dari surat yang menjelaskan tujuan utama surat, yaitu undangan untuk menghadiri acara networking.

- Contoh:

I would like to invite you to attend our upcoming Liberal Arts department job networking event. The event will be held on the afternoon of May 1, 2020. We wish to provide our graduating seniors with an opportunity to meet business leaders in the area who may be looking for new hires who hold degrees in the Liberal Arts.

3. Bagian 3: Penutupan surat dan tanda tangan

Bagian ini mengandung penutupan surat yang sopan, serta tanda tangan pengirim.

- Contoh:

Respectfully,

Linda Lau

Liberal Arts Department Chair

Soal Nomor 2:

Identifikasi 3 (tiga) kesalahan pada surat di atas.

Jawaban:

1. Kesalahan pertama: Tanggal yang ditulis seharusnya menggunakan format tanggal yang benar. "4 july" seharusnya ditulis sebagai "July 4th."

2. Kesalahan kedua: Kata "Thank u" harusnya diganti menjadi "Thank you," karena bentuk penulisan yang benar adalah "thank you" dalam bahasa Inggris formal.

3. Kesalahan ketiga: Kalimat "I look forward to receive your order" seharusnya ditulis "I look forward to receiving your order," karena setelah "look forward to," harus diikuti oleh gerund (verb-ing).

Soal Nomor 3:

Tulislah surat singkat yang menyatakan kekecewaan Anda dan meminta produk pengganti atau uang kembali.

Jawaban:

Subject: Request for Refund or Exchange

Dear [Retailer's Name],

I am writing to express my disappointment with the cookies I recently ordered from your website. I received the package on [date], but to my dismay, the cookies were expired. The expiration date on the packaging was [expiration date], which was clearly past the date I received the product.

I kindly request either a replacement of the product or a full refund for the purchase. I would appreciate your prompt attention to this matter and look forward to your response.

Sincerely,

[Your Name]

—

Soal Nomor 4:

Tulislah email ucapan terima kasih terkait pemberian donasi tersebut.

Jawaban:

Subject: Thank You for Your Generous Donation

Dear [Donor's Name],

I would like to express my heartfelt gratitude for your generous donation to our fundraising effort for the disaster victims. Your support means a great deal to us and will make a significant impact on the lives of those affected.

Thank you once again for your kindness and generosity.

Best regards,

[Your Name]

[Your Position]