

Chapter 4

Do You Know How to Apply for a Job?



Source: www.adweek.com

Kompetensi Dasar:

Setelah mempelajari Bab 4, siswa diharapkan mampu melakukan hal-hal sebagai berikut:

- 3.2 Membedakan fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk surat lamaran kerja, dengan memberi dan meminta informasi terkait jati diri dan latar belakang pendidikan/pengalaman kerja, sesuai dengan konteks penggunaannya.
- 4.2.1 Menangkap makna secara kontekstual terkait fungsi sosial, struktur teks, dan unsur kebahasaan teks khusus dalam bentuk surat lamaran kerja, yang memberikan informasi antara lain terkait jati diri dan latar belakang pendidikan/pengalaman kerja.
- 4.2.2 Menyusun teks khusus surat lamaran kerja, yang memberikan informasi antara lain terkait jati diri dan latar belakang pendidikan/pengalaman kerja, dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan, secara benar dan sesuai konteks.

A. WARMER: BOARDGAME (MINDMAP)

PROSEDUR	INSTRUKSI/CATATAN
<ul style="list-style-type: none">- Guru membagi siswa menjadi 4 (empat) kelompok dan membimbing mereka untuk melengkapi diagram <i>mindmapping</i> tentang profesi. Profesi sebagai <i>secretary</i> diambil sebagai contoh.- Secara berkelompok siswa menyebutkan tugas-tugas yang harus dilakukan oleh masing-masing profesi.	<ul style="list-style-type: none">- <i>In this chapter, we will learn about texts related to job applications. Let's start the chapter by playing a board game. This is a game about professions.</i>- <i>Alright, now divide the class into four groups. Complete the diagram using information related to professions. Please observe the example; that is a job as a secretary. Notice any information related to 'secretary'. Now, do like this example, please. For all the professions, complete the diagrams with your group members. The group who finishes first is the winner. Come on. One, two, three ... Go.</i>

B. VOCABULARY BUILDING

PROSEDUR	INSTRUKSI/CATATAN
<ul style="list-style-type: none">- Guru dapat meminta siswa untuk bekerja berpasangan.	<ul style="list-style-type: none">- <i>Now, work in pairs.</i>

PROSEDUR	INSTRUKSI/CATATAN
<ul style="list-style-type: none"> - Guru membimbing siswa mengamati dan memahami kosakata yang ada dalam daftar dan mencari pasangan artinya. Jika siswa tidak tahu, mereka diperbolehkan membuka kamus. 	<p><i>Study the words carefully by matching the words in the left column to their meaning in the right column. If you don't know the meaning, open your dictionary. You will find those words in the texts that we are going to learn in this chapter.</i></p>

C. PRONUNCIATION PRACTICE

PROSEDUR	INSTRUKSI/CATATAN
<ul style="list-style-type: none"> - Guru memberikan contoh pelafalan yang benar pada siswa. Selanjutnya, siswa mengulang pelafalan kata-kata tersebut sampai benar. - Guru memberikan contoh cara melafalkan kata-kata yang sedang dipelajari dengan benar. Pertama-tama kegiatan berlatih melafalkan dilakukan secara klasikal, dan selanjutnya kegiatan berlatih melafalkan dilakukan secara individu. 	<ul style="list-style-type: none"> - <i>Okay, listen to me carefully, please. I'll show you the correct pronunciation of the words. All of you, then, repeat after me.</i> - <i>Now, it's time for you to practice reading the words individually. (Please mention students' names in your class).</i>

D. READING COMPREHENSION

PROSEDUR	INSTRUKSI/CATATAN
<p>Comprehension Questions</p> <ul style="list-style-type: none"> - Sebelum meminta siswa membaca teks surat lamaran kerja, guru memastikan bahwa siswa memahami pertanyaan yang ada pada bagian task 1. - Kemudian guru membimbing siswa untuk membaca dan memahami isi contoh surat lamaran kerja secara saksama melalui latihan yang ada. Guru meminta siswa untuk menjelaskan jawaban mereka. - Selanjutnya, guru membimbing siswa menganalisis fungsi sosial, struktur teks, dan ciri kebahasaan surat lamaran kerja melalui latihan yang disediakan - Melalui kegiatan tanya jawab, siswa memberikan komentar dan pandangannya tentang fungsi surat lamaran kerja, ketepatan unsur kebahasaannya, format, tampilan, dan sebagainya. <p>Questioning Activities</p> <ul style="list-style-type: none"> - Guru membimbing siswa untuk bertanya dengan menuliskan segala sesuatu yang menjadi permasalahan dalam bentuk pertanyaan. 	<ul style="list-style-type: none"> - <i>Before you read the text, please refer to the instructions in task 1. Read the questions carefully. Do you understand all the four questions? Then, try answer them to.</i> - <i>OK, now read the text carefully and silently. Notice the numbers in the brackets. Do you see that there are number one up to number seven?</i> - <i>Finished reading? Let us refer to the comprehension questions. Then, answer the questions. Explain why you think so.</i> - <i>Do you still have questions? Write down your questions and take turns asking and answering questions with your partner. Compare your answers to your partner's.</i>

PROSEDUR	INSTRUKSI/CATATAN
Guru selanjutnya meminta siswa menanyakan permasalahan mereka kepada teman terdekat. Setelah secara individu membuat pertanyaan, siswa dapat berdiskusi dengan teman terdekat, dan mereka bisa saling bertanya dan menjawab.	- <i>Identify relevant words (data) from the text to support your answers. If you're not sure, check the answers with the teachers.</i>

E. VOCABULARY EXERCISES

PROSEDUR	INSTRUKSI/CATATAN
<ul style="list-style-type: none"> - Guru membimbing siswa mengamati kosakata. Secara berpasangan, siswa mengerjakan latihan mengaplikasikan kosakata yang sudah dipelajari ke dalam konteks yang lain. <ol style="list-style-type: none"> 1. <i>Siti still cannot hide her happiness because her investigation report about high school students' eating habit appeared on a regional newspaper yesterday.</i> 	<ul style="list-style-type: none"> - <i>As you already know the meaning of the new words in the vocabulary builder as well as those in the text, now use the following words to fill in the blanks. Consider the contexts of the sentences in choosing the right words.</i>

PROSEDUR	INSTRUKSI/CATATAN
<p>2. Butet frequently initiates speaking in English with her classmates because one of the requirements appearing in job vacancy advertisement in the internet and newspaper require English fluency.</p> <p>3. Students of XII E class made class pledge stating their commitment to stop bullying in order to create positive classroom atmosphere for every class member.</p> <p>4. I support Eva Tuarita to be the new head of our student association because she possesses all the qualifications to be a good leader for us.</p> <p>5. Ratu Tita has written a letter addressed to the principal of our school asking permission not to attend classes for 2 days because she and I will join an English speech competition. Attached to the letter is our completed application letter to join the event, which is also signed by our English teacher.</p>	

PROSEDUR	INSTRUKSI/CATATAN
<p>6. As good colleagues, our teachers visited our English teacher who has been sick for a week. Some of us also went there together bringing our her favorite fruit.</p> <p>7. Maya's calm personality is really suited for her role as one of the school mediators that help conflicting students achieve conflict resolution.</p> <p>8. Fighting? Never. Although Bejo is a great master in martial art, he never takes fighting into his consideration in dealing with problems.</p> <p>9. Don't forget to attach your <u>Resume/Curriculum Vitae (CV)</u> in your application letter and don't forget to include all the certificates of trainings that you have attended.</p>	

F. GRAMMAR REVIEW

PROSEDUR	INSTRUKSI/CATATAN
<p>Task 1:</p> <ul style="list-style-type: none"> - Guru membimbing siswa untuk mengamati kata kerja yang dicetak miring dalam bagian <i>Grammar Review</i> (Task 1). Melalui kegiatan Tanya Jawab, siswa diharapkan dapat menangkap pola kalimat pasif yang digunakan, yaitu pola be dan past participles. <p>Task 2:</p> <ul style="list-style-type: none"> - Selanjutnya siswa mengerjakan Task 2. 	<ul style="list-style-type: none"> - <i>Read the sentences carefully please. Pay attention to the words in italics.</i> - <i>Did you notice that all the sentences contain BE and PAST PARTICIPLES (V-3)? Those sentences are passive sentences. Study how passive sentences are constructed. Look at the examples in the table.</i>

G. TEXT STRUCTURE

PROSEDUR	INSTRUKSI/CATATAN
<ul style="list-style-type: none"> - Guru meminta siswa mencermati contoh surat lamaran sekali lagi. Siswa membaca rujukan dari berbagai sumber, termasuk buku teks, untuk mengetahui fungsi sosial, struktur teks, dan unsur kebahasaan dari surat lamaran kerja. - Siswa diharapkan dapat menangkap pengetahuan tentang bagian-bagian surat lamaran lalu menerapkannya untuk mengidentifikasi bagian-bagian dari contoh surat lamaran yang diberikan (Task 2). 	<p>Parts of the Application Letter</p> <ol style="list-style-type: none"> 1. <i>Your address</i> 2. <i>The address of the company you are writing to. Use complete title and address; don't abbreviate.</i> 3. <i>Always make an effort to write directly to the person in charge of hiring.</i>

PROSEDUR	INSTRUKSI/CATATAN
<ul style="list-style-type: none"> - Siswa membaca secara lebih cermat sebuah contoh lagi dari surat lamaran kerja, untuk memberikan komentar dan pandangannya tentang fungsi sosial, struktur teks, dan unsur kebahasaannya. Secara kolaboratif, siswa meniru contoh-contoh yang ada untuk membuat surat lamaran kerja untuk fungsi nyata. <p>Task 3:</p> <ul style="list-style-type: none"> - Siswa membandingkan fungsi sosial, struktur teks, dan unsur kebahasaan dari berbagai surat lamaran kerja yang telah dikumpulkan dari berbagai sumber tersebut di atas. - Siswa membandingkan fungsi sosial, struktur teks, dan unsur kebahasaan dari berbagai surat lamaran kerja yang telah dipelajari tersebut di atas dengan yang ada di sumber-sumber lain, atau dengan yang digunakan dalam bahasa lain. - Siswa memperoleh balikan (<i>feedback</i>) dari guru dan teman tentang fungsi sosial dan unsur kebahasaan yang digunakan. 	<ol style="list-style-type: none"> 4. <i>Opening paragraph – Use this paragraph to specify which job you are applying for, or, if you are writing to inquire whether a job position is open, question the availability of an opening.</i> 5. <i>Middle paragraph(s)/ body – This section should be used to highlight your work experience which most closely matches the desired job requirements presented in the job opening advertisement. Do not simply restate what is contained in your resume, but give strong reasons why you are suited to the position.</i> 6. <i>Closing paragraph - Use the closing paragraph to ensure action on the part of the reader. One possibility is to ask for an interview appointment time.</i>

PROSEDUR	INSTRUKSI/CATATAN
	<p><i>Make it easy for the personnel department to contact you by providing your telephone number and email address.</i></p> <p>7. <i>Always sign the application letter. ("enclosure" indicates that you are enclosing your resume.)</i></p> <p>Task 3: <i>Discuss your answers with your friends.</i></p>

H. WRITING

PROSEDUR	INSTRUKSI/CATATAN
<ul style="list-style-type: none"> - Pada Task 1, guru meminta siswa membaca sebuah teks iklan lowongan kerja untuk melengkapi dan memperdalam pemahaman tentang <i>job application letter</i>. - Selanjutnya pada Task 2, berdasarkan <i>guiding questions</i> yang diberikan di buku siswa, siswa membuat surat lamaran kerja berdasarkan iklan lowongan kerja. 	<p>Task 1:</p> <ul style="list-style-type: none"> - <i>Read the text carefully.</i> <p>Task 2:</p> <ul style="list-style-type: none"> - <i>Write an application letter to respond to the above job vacancy.</i>

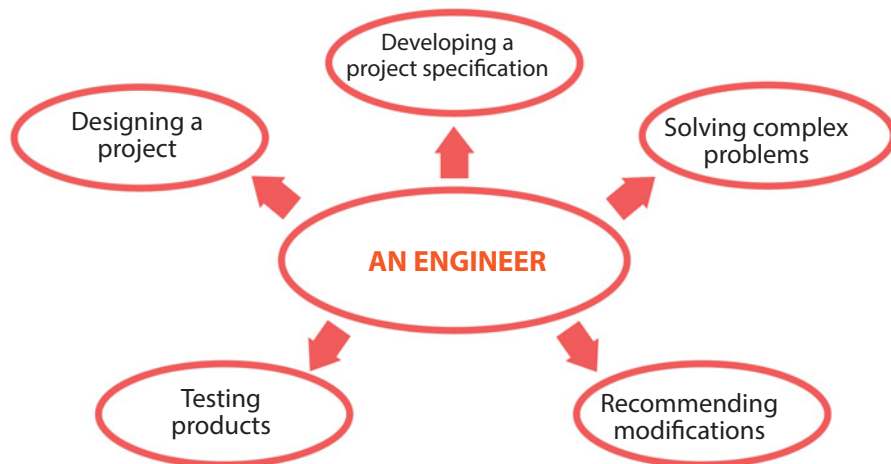
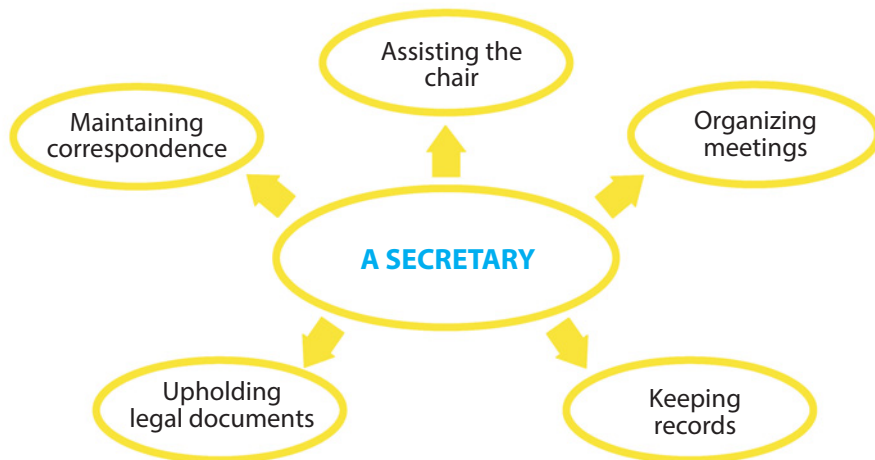
PROSEDUR	INSTRUKSI/CATATAN
<ul style="list-style-type: none"> - Sebagai penugasan individu, siswa ditugaskan untuk mencari contoh surat lamaran pekerjaan dari sumber Internet. Siswa diminta untuk menganalisis bagian-bagian surat tersebut. Selanjutnya, siswa diminta saling bertukar hasil analisis mereka. Siswa memberikan tanggapan terhadap pekerjaan temannya. 	<p>Task 3:</p> <ul style="list-style-type: none"> - <i>Find another example of application letters in the Internet. Analyze whether you can find the parts of application letters that you have learned. Exchange with friends.</i>

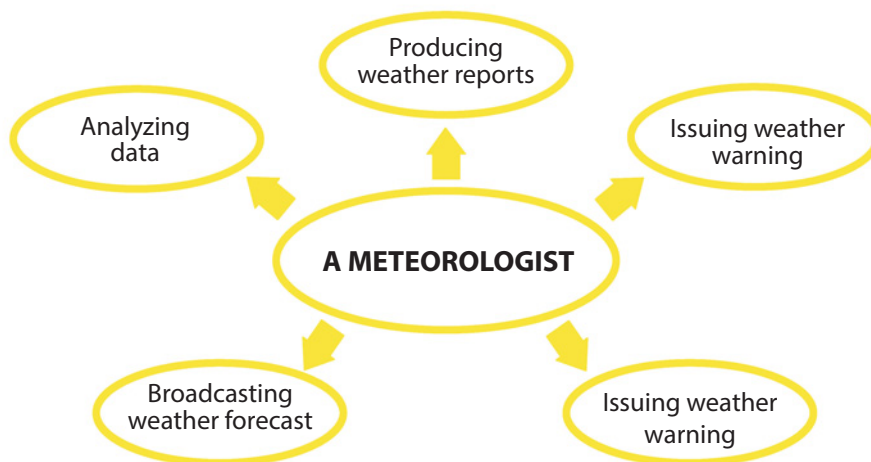
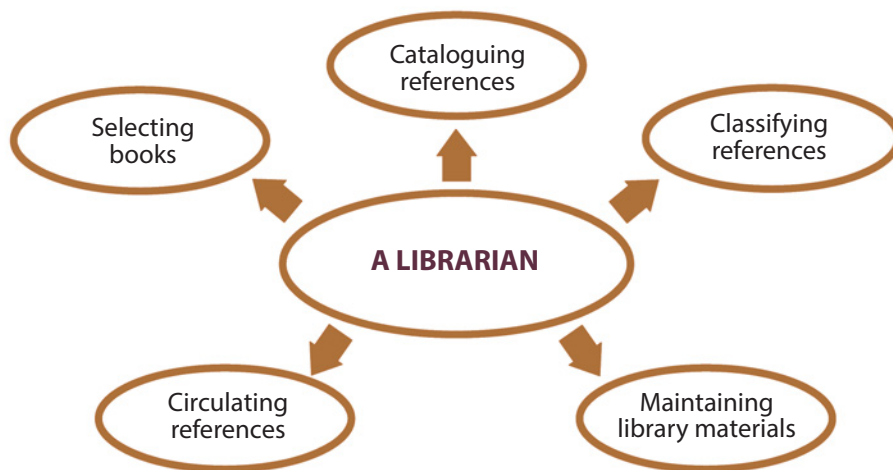
I. REFLECTION

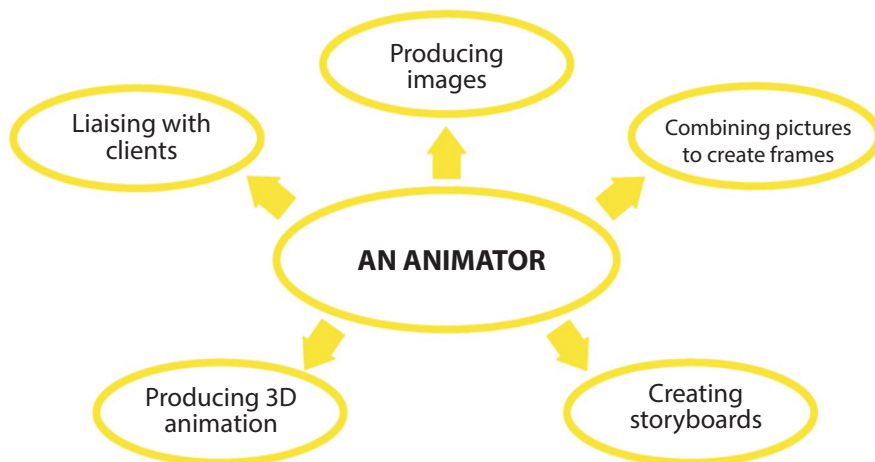
PROSEDUR	INSTRUKSI/CATATAN
<ul style="list-style-type: none"> - Pada bagian akhir, siswa diminta untuk melakukan Refleksi dengan menjawab pertanyaan lisan sebagai berikut. <ol style="list-style-type: none"> 1. Do understand the purpose of an application letter? 2. Do you know what information appears in an application letter? 3. Do you know how to write an application letter? 4. Can you respond well to the interviewer during a job interview? 	<p>Jika masih ada siswa menjawab “Tidak” untuk pertanyaan-pertanyaan di atas, siswa harus menemui guru dan mengkonsultasikan bagian yang masih belum dimengerti.</p>

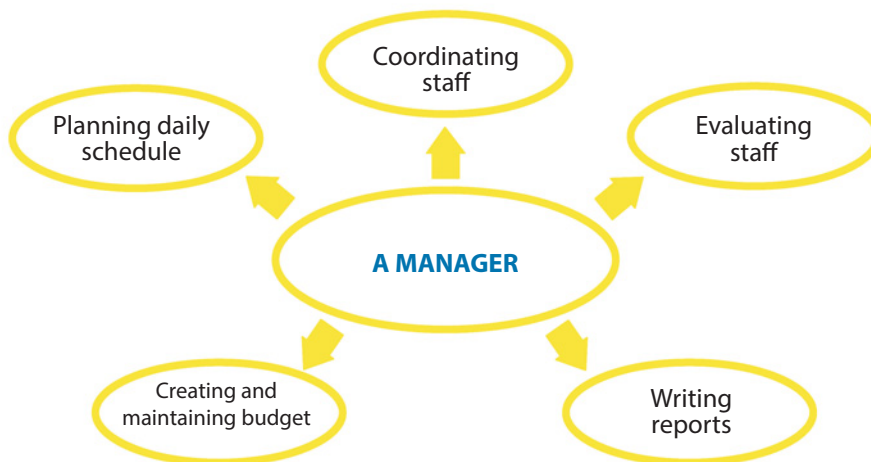
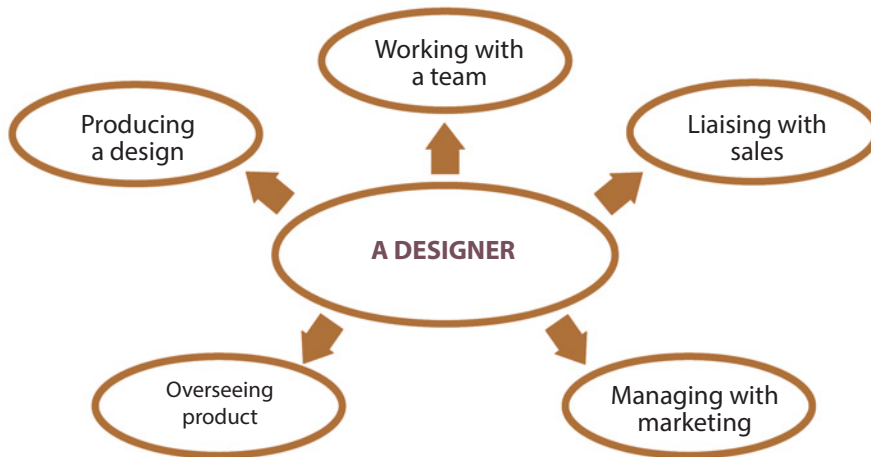
KUNCI JAWABAN

A. WARMER: BOARDGAME (MINDMAP)









B. VOCABULARY BUILDER

VOCABULARY BUILDER	
to appear	: termuat di koran
enclosed	: terlampir
qualification	: jenis keterampilan/kepribadian pengalaman yang membuat seseorang cocok untuk suatu pekerjaan tertentu
in order to	: agar
requirement	: persyaratan
colleagues	: kolega
consideration	: pertimbangan
be suited	: cocok untuk
resume	: daftar riwayat hidup/curriculum vitae (CV)

F. GRAMMAR REVIEW

Task 2

- The local branch of a national shoe retailer is managed.
- The job opportunity has been advertised in the national newspaper.
- Time management tools were developed for staff.
- Her resume will be enclosed in the application letter.
- An application letter is being written for the position as a secretary.

H. WRITING

Task 3

Jalan Candi 25 Malang 65154

Mr. Sukamdani
Apika Plaza Ltd., Jalan A. Yani 25,
Sukamakmur 65126

Dear Mr. Sukamdani,

I am writing to apply for the sales executive position advertised in Suara Perubahan yesterday. As requested, attached please find my complete resume and recent photograph of mine.

I believe that I have all of the qualification needed for the job. I graduated from a reputed college 3 year. I can speak English and Indonesian fluently and I am very skillful in using computer. My previous experience as a sales executive in a stationary company is suitable for the position.

I am looking forward to having interview with you and I can be contacted at Felixdian@gmail.com or 081233929223.

Sincerely yours,
Feliks Diansyah