

**RENCANA PELAKSANAAN PEMBELAJARAN
(LESSON PLAN)**

**BAHASA INGGRIS
KELAS XII SEMESTER 1
KOMPETENSI DASAR 3.1 DAN 4.1
*MENAWARKAN JASA (OFFERING HELP)***

Guru Mata Pelajaran :
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RENCANA PELAKSANAAN PEMBELAJARAN

Satuan Pendidikan	: SMA Negeri 1 Aek Natas
Mata Pelajaran	: Bahasa Inggris
Kelas / Semester	: XII / 1
Materi Pokok	: Menawarkan Jasa
Judul	: May I Help You?
Skill	: Speaking
Alokasi Waktu	: 2 x 45 menit

A. KOMPETENSI INTI

- KI 1** Menghargai dan menghayati ajaran agama yang dianutnya.
- KI 2** Menunjukkan perilaku jujur, disiplin, tanggungjawab, peduli (gotong royong, kerjasama, toleran, damai), santun, responsif dan proaktif dan menunjukkan sikap sebagai bagian dari solusi atas berbagai permasalahan berinteraksi secara efektif dengan lingkungan sosial dan alam serta dalam menempatkan diri sebagai cerminan bangsa dalam pergaulan dunia.
- KI 3** Memahami, menerapkan dan menganalisis pengetahuan faktual, konseptual, dan prosedural berdasarkan rasa ingin tahunya tentang ilmu pengetahuan, teknologi, seni, budaya dan humaniora dengan wawasan kemanusiaan, kebangsaan, kenegaraan, dan peradaban terkait penyebab fenomena dan kejadian, serta menerapkan pengetahuan prosedural pada bidang kajian yang spesifik sesuai dengan bakat dan minatnya untuk memecahkan masalah.
- KI 4** Mengolah, menalar, dan menyaji dalam ranah konkret dan ranah abstrak terkait dengan pengembangan dari yang dipelajarinya di sekolah secara mandiri dan mampu menggunakan metode sesuai kaidah keilmuan.

B. KOMPETENSI DASAR DAN INDIKATOR PENCAPAIAN KOMPETENSI

Kompetensi Dasar	Indikator Pencapaian Kompetensi
3.1 Menerapkan fungsi sosial, struktur teks, dan unsur kebahasaan teks interaksi interpersonal lisan dan tulis yang melibatkan tindakan menawarkan jasa, serta menanggapi, sesuai dengan konteks penggunaannya. (Perhatikan unsur kebahasaan <i>May I help you?</i> , <i>What can I do for you?</i> <i>What if ...?</i>)	3.1.1 Mengidentifikasi fungsi sosial, struktur teks dan unsur kebahasaan terkait tindakan menawarkan jasa serta responnya 3.1.2 Menentukan fungsi sosial, struktur teks dan unsur kebahasaan terkait ungkapan menawarkan jasa serta responnya sesuai konteks
4.1 Menyusun teks interaksi interpersonal lisan dan tulis sederhana yang melibatkan tindakan menawarkan jasa, dan menanggapi dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan yang benar dan sesuai konteks	4.1.1 Menuliskan percakapan melibatkan tindakan menawarkan jasa dan menanggapi sesuai konteks yang diberikan 4.1.2 Melakukan percakapan melibatkan tindakan menawarkan jasa serta responnya

C. TUJUAN PEMBELAJARAN

Setelah melakukan serangkaian pembelajaran, peserta didik diharapkan mampu menuliskan dan melakukan percakapan melibatkan tindakan menawarkan jasa serta responnya dengan menggunakan struktur teks dan unsur kebahasaan yang tepat secara jujur, disiplin dan bertanggungjawab.

D. MATERI PEMBELAJARAN

Chapter 1 “MAY I HELP YOU?”

OFFERING HELP and RESPONSES

Offering help is an expression to offer help to someone.

Social Function

To offer assistance for someone who is doing something politely.

Text Structure

When we want to offer help, we say:

The image shows several pieces of paper pinned to a surface, each containing text examples for different social functions. The papers are titled: 'Offering help', 'Offering assistance', 'In a shop', 'Other useful expressions:', 'Accepting an Offer', and 'Declining an Offer'. Each paper has a list of bullet points with various phrases and questions related to the topic.

Offering help

- Can I help you?
- Let me help you.
- May I help you?
- Do you need help?
- Would you like some help?
- Need help?

Offering assistance

- Perhaps I could assist you with that.
- Could I assist you in some way?
- May I offer you assistance?

In a shop

- Are you looking for something?
- How can I help you?
- What can I do for you?

Other useful expressions:

- I'd be happy to type the letter for you.
- Can I type the letter for you?
- I can type the letter for you if you want.
- If you don't mind, I can type the letter for you.
- If you like, I'll type the letter for you.
- Do you want me to type the letter for you?
- Let me know if you need help with anything.
- If you need any help, just let me know.
- Shall I type the letter for you?

Accepting an Offer

- Yes, please.
- Yes, I need it very much. Thank you.
- How kind of you. Thanks a lot.
- Yes, that would be great.
- Thanks. I'm very much obliged.
- That would be so kind. Thank you.
- Oh really? Thanks a million.
- Thanks. That's just what I need.

Declining an Offer

- Thanks, but I can do it myself.
- It's okay. I'll handle it myself.
- No, it's okay. Thanks.
- No, thanks. I'll be alright soon.

Language Features

1. The use of expression of offering help such as *May I help you?*, *Can I help you?*
2. The use of action verb: *get, help, offer, type*, etc
3. The use of modals: *may, can, would, shall*.
4. The use of pronouns, adjectives.

Offering Help and Respond in the Dialogs

Dialog 1:

Anita : May I help you?
Fatah : *Yes, please. I need a book titled "Visiting Seattle."*
Anita : *Sure. We have one copy left. I'll get it for you.*
Fatah : *Thanks.*

Dialog 2

dr. Nahda : Hello...
Fafa : Hello, doctor.
dr. Nahda : You look terrible.
What can I do for you?
Fafa : I can't go to school today.
dr. Nahda : Oh, I am sorry to hear that.
What's the problem?
Fafa : My stomach hurts terribly. I think I have a fever as well.
dr. Nahda : *Okay, let me check your stomach.* (The doctor puts the stethoscope in Fafa's belly and strikes it lightly). Does it hurt here?
Fafa : Not that one.
dr. Nahda : Here?
Fafa : Yes, that's really terrible.
dr. Nahda : Alright then, I'll give you a prescription. You have to take the pills three times a day, okay?
Fafa : Okay, doctor.
dr. Nahda : Good. Get well soon, Fafa. Bye.
Fafa : Thanks a lot. Bye, doctor.



Source: creativelimages.com

Enrichment

The use of 'What if ...' to offer help to someone

Look at the example in the dialog below:

Made : *We have to submit the report of our visit to Lake Toba tomorrow but I think there are still a lot of problems with the grammar, spelling, and so on.*

Hilda : *What if I take half of it and I'll edit the rest after I finish this one.*

Made : *That's very thoughtful of you. Thanks a lot.*

E. METODE/TEKNIK PEMBELAJARAN

Pendekatan : Scientific Approach
Model pembelajaran : Discovery Learning
Teknik : Group Discussion

F. MEDIA PEMBELAJARAN

1. Media :
 - Video tentang menawarkan jasa serta responnya
 - Ms. Power Point
2. Alat :
 - White board
 - Boardmarker
 - LCD Projector
 - Loudspeaker,
 - Laptop
 - Buku Paket

G. SUMBER BELAJAR

Widiati, U., Rohmah, Z., Furaidah. (2018). *Bahasa Inggris: Buku Siswa/Kementerian Pendidikan dan Kebudayaan* (2nd ed.). Jakarta: Kementerian Pendidikan dan Kebudayaan.

Widiati, U., Rohmah, Z., Furaidah. (2018). *Bahasa Inggris: Buku Guru/Kementerian Pendidikan dan Kebudayaan* (2nd ed.). Jakarta: Kementerian Pendidikan dan Kebudayaan.

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Sudarwati, T., & Grace, E., (2015). *PATHWAY TO ENGLISH for Senior High School and MA Grade XII*. Jakarta: Penerbit Erlangga.

Victoria Bull. 2008. *Oxford Learner Pocket Dictionary*. China. Oxford University Press

H. KEGIATAN PEMBELAJARAN

Pendahuluan (10')	<ul style="list-style-type: none">• Guru memberi salam dan mengajak peserta didik berdo'a sebelum memulai pelajaran• Guru mengecek kehadiran peserta didik• Guru mempersiapkan kondisi fisik kelas dengan mengecek kebersihan dan kerapian kelas• Guru menuntun siswa menyanyikan lagu Kebangsaan Indonesia Raya• Guru mengecek secara lisan penguasaan kompetensi yang sudah dipelajari sebelumnya• Guru menyampaikan kompetensi yang akan di capai• Guru menyampaikan garis besar cakupan materi
Kegiatan Inti (70')	<p>Mengamati</p> <ol style="list-style-type: none">1) Guru menyajikan sebuah video tentang menawarkan jasa serta responnya2) Peserta didik menyimak dan memperhatikan video yang ditampilkan oleh guru <p>Menanya</p> <ol style="list-style-type: none">1) Peserta didik menanyakan hal-hal yang ingin mereka ketahui tentang video terkait menawarkan jasa serta responnya yang baru saja ditampilkan <p>Mengumpulkan Informasi</p> <ol style="list-style-type: none">1) Peserta didik menentukan struktur teks dari menawarkan jasa serta responnya (<i>Worksheet 1</i>) <p>Mengasosiasi</p> <ol style="list-style-type: none">1) Secara berkelompok peserta didik memperhatikan beberapa dialog terkait menawarkan jasa dan diminta untuk menjawab pertanyaan sederhana yang berkaitan dengan dialog tersebut (<i>Worksheet 2</i>)2) Peserta didik secara mandiri melengkapi percakapan dengan menggunakan ungkapan menawarkan jasa serta responnya (<i>Worksheet 3</i>) <p>Mengumpulkan</p> <ol style="list-style-type: none">1) Secara berpasangan peserta didik diminta untuk menuliskan teks percakapan sederhana terkait menawarkan jasa serta responnya sesuai situasi yang diperoleh (<i>Worksheet 4</i>)2) Peserta didik memperhatikan tanda baca dan tata bahasa yang digunakan dalam menulis teks percakapan <p>Mengkomunikasikan</p> <ol style="list-style-type: none">1) Peserta didik secara berpasangan menampilkan percakapan yang sudah ditulis di depan kelas (<i>Worksheet 5</i>)
Kegiatan Penutup (10')	<ul style="list-style-type: none">• Guru memfasilitasi peserta didik membuat kesimpulan tentang fungsi sosial dan unsur kebahasaan dalam pesan singkat• Guru bersama-sama peserta didik melakukan identifikasi kelebihan dan kekurangan kegiatan pembelajaran (yaitu kegiatan mengamati yang berupa menyimak dan memperhatikan pesan singkat yang

	<p>ditampilkan oleh guru melalui gambar, merumuskan pertanyaan, mengumpulkan informasi dengan cara mengerjakan latihan-latihan, menjawab pertanyaan dengan informasi yang diperoleh, dan mengomunikasikan jawaban dengan cara menyajikannya di depan kelas dan antar kelompok)</p> <ul style="list-style-type: none"> • Guru memberi umpan balik peserta didik dalam proses dan hasil pembelajaran dengan cara memberi penekanan pada hal-hal baik dan buruk peserta didik selama kegiatan pembelajaran • Guru memberitahukan kegiatan belajar yang akan dilakukan pada pertemuan berikutnya
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I. EVALUASI

Terlampir dalam Lampiran Lembar Kerja Peserta Didik (Worksheet)

J. PENILAIAN

1. Aspek Sikap Spiritual

- a. Teknik Penilaian : Observasi
- b. Bentuk Instrumen : Pedoman observasi
- c. Contoh Instrumen : Lihat Lampiran Lembaran Penilaian
- d. Rubrik Penilaian : Lihat Lampiran Lembaran Penilaian

2. Aspek Sikap Sosial

- a. Teknik Penilaian : Observasi
- b. Bentuk Instrumen : Pedoman observasi
- c. Contoh Instrumen : Lihat Lampiran Lembaran Penilaian
- d. Rubrik Penilaian : Lihat Lampiran Lembaran Penilaian

3. Aspek Pengetahuan

- a. Teknik Penilaian : Tes Tertulis
- b. Bentuk Instrumen : Mengelompokkan, menjawab pertanyaan, jawaban singkat
- c. Instrumen Penilaian : Lihat Lampiran Lembar Kerja Peserta Didik
- d. Pedoman penskoran : Lihat Lampiran Lembaran Penilaian

4. Aspek Keterampilan

- a. Teknik Penilaian : Tes Praktik
- b. Bentuk Instrumen : Bermain peran
- c. Instrumen Penilaian : Lihat Lampiran Lembar Kerja Peserta Didik
- d. Pedoman penskoran : Lihat Lampiran Lembaran Penilaian
- e. Rubrik Penilaian : Lihat Lampiran Lembaran Penilaian

Kepala Sekolah SMA Negeri 1 Aek Natas,

Bandardurian, Juli 2022
Guru Mata Pelajaran Bahasa Inggris

Drs. Yursi Hamonangan

Abdul Kodir Munthe, S.Pd.I

LAMPIRAN: LEMBAR KERJA PESERTA DIDIK

WORKSHEET 1

(Lembar kerja ini digunakan untuk membantu peserta didik mencapai indikator: **3.1.1** Mengidentifikasi fungsi sosial, struktur teks dan unsur kebahasaan terkait tindakan menawarkan jasa serta responnya)

Work individually. Classify these expressions into offering help, asking for help, accepting an offer, or declining an offer. One example has been provided for you!

- Can I help you?
- Are you looking for something?
- No, it's okay. Thanks.
- How kind of you. Thanks alot
- Do you need help?
- Shall I type the letter for you?
- No, thanks. I'll be alright soon.
- Can I give you a hand?
- Yes, please
- Are you looking for something?
- Would you like to get the ticket for me?
- Thanks. I'm very much obliged
- Thanks, but I can do it myself
- May I help you?
- Perhaps I could assist you with that.
- Let me know if you need help with anything.
- Yes, I need it very much. Thank you
- Oh really? Thanks a million
- Could you help me?
- Would you mind taking the bag?

No	Offering Help	Asking for Help	Accepting an Offer	Declining an Offer
1	May I help you?			
2				
3				
4				
5				
6				
7				
8				
9				
10				

WORKSHEET 2

(Lembar kerja ini digunakan untuk membantu peserta didik mencapai indikator: **3.1.1** Mengidentifikasi fungsi sosial, struktur teks dan unsur kebahasaan terkait tindakan menawarkan jasa serta responnya)

Work in groups. Read these dialogs. Pay attention to the italicized expressions and answer the questions that follow.

Dialog 1

dr. Nahda : Hello...

Fafa : Hello, doctor.

dr. Nahda : You look terrible.

What can I do for you?

Fafa : I can't go to school today.

dr. Nahda : Oh, I am sorry to hear that.

What's the problem?

Fafa : My stomach hurts terribly. I think I have a fever as well.

dr. Nahda : *Okay, let me check your stomach.* (The doctor puts the stethoscope in Fafa's belly and strikes it lightly). Does it hurt here?

Fafa : Not that one.

dr. Nahda : Here?

Fafa : Yes, that's really terrible.

dr. Nahda : Alright then, I'll give you a prescription. You have to take the pills three times a day, okay?

Fafa : Okay, doctor.

dr. Nahda : Good. Get well soon, Fafa. Bye.

Fafa : Thanks a lot. Bye, doctor.



Dialog 2

Tania works at a bus agent located at Arjosari terminal. A stranger is walking approaching her bringing a suitcase.

Stranger



Source: freepik.com

Hello, Sir. *May I help you?* Where's your destination?

Yes. I need to go to Jakarta. How long will it take from this bus station? Is this Arjosari station?

Yes. This is Arjosari bus station. It takes about 22 hours from here to Jakarta.

What time will it leave?

It will leave at 02.30 p.m. So, you just need to wait for 45 minutes.

Do I have to change buses after arriving in Jakarta?

After arriving in Lebak Bulus Terminal, you have a lot of options to reach your final destination. You can get in a "Trans Jakarta" bus, *metro mini*, *bajaj*, taxi as well as *ojek*. You can ask the bus driver there.

Thank you. I will buy the bus ticket, then.

Wait a moment, please, I'll process it quickly.

Ok.

Tania



Source: freepik.com

Dialog 3

Have you heard that the due date for the final project is extended?

Dhea

Yes. It will be due next month.

Would you need my help?

Okay. Just let me know if you need my help.

Riza

No, is it true?

That's wonderful! I haven't even started yet.

No, thanks. I'll do it as soon as possible. I know that you're as busy as I am.

Source: freepik.com

Dialog 4

Hamada



Source: freepik.com

My extended family is going to a surprise birthday party for my grandmother next week.

Wow! That sounds great. How old is she?

She'll be 75 on August 13.

Really? I didn't know that she was that old. I thought that she was still around 60. She looks much younger.

Thanks.

What if I help you with the preparation?

Oh, it's very nice of you. But I'm going to do it with my sister. Thanks for the offer.

Okay, no problem.

Diana



Source: freepik.com

QUESTIONS

1. Where do you think each conversation takes place?

Answer:

Dialog 1: _____

Dialog 2: _____

Dialog 3: _____

Dialog 4: _____

2. What are the relationships between the speakers?

Dialog 1: _____

Dialog 2: _____

Dialog 3: _____

Dialog 4: _____

3. What are the functions of the underlined words?

Answer: _____

4. What are the functions of the italicized words?

Answer: _____

5. In dialog 1, what does dr.Nahda say to help Fafa? What will dr.Nahda do to help Fafa?

Answer: _____

6. Look at Dialog 2. What does Tania offer to the stranger? Does the stranger accept Tania's offer? What does he say?

Answer: _____

7. Who is offering a help in Dialog 3? What does she say? Is the offer accepted?

Answer: _____

8. In Dialog 4, what does Diana say to offer a help? Does Hamada accept or refuse the help? What does she say?

Answer: _____

9. Write the patterns of offering help.

Answer: _____

10. Write possible responses for offering help.

Answer: _____

WORKSHEET 3

(Lembar kerja ini digunakan untuk membantu peserta didik mencapai indikator: **3.1.2**
Menentukan fungsi sosial, struktur teks dan unsur kebahasaan terkait ungkapan menawarkan jasa serta responnya sesuai konteks)

Work individually. Read the following dialogs carefully and then fill in the blanks with the appropriate expressions.



Roni : You know what! Our favourite singer Maher Zain is touring here again next month.

Roy : Wow! That sounds fantastic.

Roni : We will get a discounted price for the concert tickets in the news agency if we can show our student ID card. _____?

Roy : _____. I am fine. We can do it together.



Zahra : Have you heard the latest news about our school?

Raisa : No. What about it?

Zahra : It got Grade A from the National Accreditation Body.

Raisa : Wow! That's terrific. We should be very proud.

Zahra : We are. It means that our school is of good quality.

Raisa : We should celebrate it, don't you think?

Zahra : Yes, you're right. What _____?

Raisa : That would be good. _____.



- Diani : What do we have to prepare for the next trip?
Riana : We are supposed to bring winter clothes. Three pieces at least. We also have to take our personal medication.
Diani : Oh, I don't have any _____ and I don't have enough time to find ones.
Riana : My sister has two jackets good enough for going out in _____. What if _____?
Diani : That would be very helpful. Thank you very much.
Riana : No worries, mate.
Diani : Are we supposed to bring some food as well?
Riana : No. _____.

WORKSHEET 4

(Lembar kerja ini digunakan untuk membantu peserta didik mencapai indikator: **4.1.1** Menuliskan percakapan melibatkan tindakan menawarkan jasa dan menanggapi sesuai konteks yang diberikan)

Work in pairs. Write a dialog of offering help and response for the situation which has been chosen for you.

1. You are doing the History Project with your group at the library after school. Your best friend cannot finish his/her part. Offer a help to do it together.
2. School holiday is coming soon. You and your family have a plan to go abroad, but do not have time to surf the internet to find the best place and best deal. Offer your parents to find the needed information and to arrange the vacation with the tour agent.
3. You work in a tour agency. You see a young gentleman enter your office awkwardly. Offer your service and try to convince him to take one of your holiday packages.
4. A friend is absent because she is sick. You visit her this afternoon. Your friend needs your help to communicate with the teacher about an assignment that she hasn't finished yet. Offer her a help.
5. You want to go to the movie this weekend. You ask several friends to go with you. Two of your friends cannot make up their minds. Offer to treat them so that they can go with you.

WORKSHEET 5

(Lembar kerja ini digunakan untuk membantu peserta didik mencapai indikator: **4.1.2** Melakukan percakapan melibatkan tindakan menawarkan jasa serta responnya)

Role play the dialog. With your pairs, perform the dialog in front of your class. Show your best performance to your classmates.

ANSWER KEYS

WORKSHEET 1

(Lembar kerja ini digunakan untuk membantu peserta didik mencapai indikator: **3.1.1** Mengidentifikasi fungsi sosial, struktur teks dan unsur kebahasaan terkait tindakan menawarkan jasa serta responnya)

Work individually. Classify these expressions into offering help, asking for help, accepting an offer, or declining an offer.

- Can I help you?
- Are you looking for something?
- No, it's okay. Thanks.
- How kind of you. Thanks alot
- Do you need help?
- Shall I type the letter for you?
- No, thanks. I'll be alright soon.
- Can I give you a hand?
- Yes, please
- Are you looking for something?
- Would you like to get the ticket for me?
- Thanks. I'm very much obliged
- Thanks, but I can do it myself
- May I help you?
- Perhaps I could assist you with that.
- Let me know if you need help with anything.
- Yes, I need it very much. Thank you
- Oh really? Thanks a million
- Could you help me?
- Would you mind taking the bag?

No	Offering Help	Asking for Help	Accepting an Offer	Declining an Offer
1	May I help you?	Would you like to get the ticket for me?	How kind of you. Thanks alot	No, it's okay. Thanks
2	Can I help you?	Could you help me?	Thanks. I'm very much obliged	No, thanks. I'll be alright soon.
3	Are you looking for something?	Would you mind taking the bag?	Yes, please.	
4	Do you need help?		Yes, I need it very much. Thank you.	
5	Shall I type the letter for you?		Oh really? Thanks a million.	
6	Can I give you a hand?			
7	Are you looking for something?			
8	Perhaps, I could assist you with that.			

9	Let me know if you need help with anything			
10				

WORKSHEET 2

(Lembar kerja ini digunakan untuk membantu peserta didik mencapai indikator: **3.1.1** Mengidentifikasi fungsi sosial, struktur teks dan unsur kebahasaan terkait tindakan menawarkan jasa serta responnya)

Work in groups. Read these dialogs. Pay attention to the italicized expressions and answer the questions that follow.

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Fafa : Hello, doctor.

dr. Nahda : You look terrible.

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What's the problem?

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dr. Nahda : *Okay, let me check your stomach.* (The doctor puts the stethoscope in Fafa's belly and strikes it lightly). Does it hurt here?

Fafa : Not that one.

dr. Nahda : Here?

Fafa : Yes, that's really terrible.

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Fafa : Okay, doctor.

dr. Nahda : Good. Get well soon, Fafa. Bye.

Fafa : Thanks a lot. Bye, doctor.



Source: creativeimages.com

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Thank you. I will buy the bus ticket, then.

Wait a moment, please, I'll process it quickly.

Ok.

Tania



Source: freepik.com

Dialog 3

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Hamada



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What if I help you with the preparation?

Oh, it's very nice of you. But I'm going to do it with my sister. Thanks for the offer.

Okay, no problem.

Diana



Source: freepik.com

QUESTIONS

1. Where do you think each conversation takes place?

Answer:

Dialog 1: in a doctor's room

Dialog 2: in a bus station (Arjosari, Malang)

Dialog 3: at school

Dialog 4: at home

2. What are the relationships between the speakers?

Dialog 1: doctor-patient

Dialog 2: tourist-ticket seller

Dialog 3: friends

Dialog 4: friends

3. What are the functions of the underlined words?

Answer: Responses of expressions of offering of help/services.

4. What are the functions of the italicized words?

Answer: Expressions of offering help/services.

5. In dialog 1, what does dr.Nahda say to help Fafa? What will dr.Nahda do to help Fafa?

Answer: Dr. Nahda says, 'What can I do for you?', 'What's the problem?' and 'okay, let me check your stomach'. He will check Fafa's stomach.

6. Look at Dialog 2. What does Tania offer to the stranger? Does the stranger accept Tania's offer? What does he say?

Answer: a. She offers a bus ticket indirectly.

*b. The stranger accepts Tania's offer by saying, 'Yes. I need to go to Jakarta,'
"Thank you. I will buy the bus ticket, then."*

7. Who is offering a help in Dialog 3? What does she say? Is the offer accepted?

Answer: In Dialog 3, Dhea is offering a help. She says, "Would you need my help?" The offer is not accepted (No, thanks. I'll do it as soon as possible).

8. In Dialog 4, what does Diana say to offer a help? Does Hamada accept or refuse the help? What does she say?

Answer: Diana says, "What if I help you with the preparation?" Hamada refuses the offer politely by saying, "Oh, it's a very nice of you. But I'm going to do it with my sister. Thanks for the offer."

9. Write the patterns of offering help.

Answer: May I help you...?, Would you like ...?, What if I ...?)

10. Write possible responses for offering help.

Answer: Acceptance: Yes, I need ..., Yes, I'd love to ..., Thanks a lot. -

Refusing/confronting: No, thank you ..., Yes, but ..., Thanks a lot, but ...

WORKSHEET 3

(Lembar kerja ini digunakan untuk membantu peserta didik mencapai indikator: **3.1.2** Menentukan fungsi sosial, struktur teks dan unsur kebahasaan terkait ungkapan menawarkan jasa serta responnya sesuai konteks)

Work individually. Read the following dialogs carefully and then fill in the blanks with the appropriate expressions.



Roni : You know what! Our favourite singer Maher Zain is touring here again next month.

Roy : Wow! That sounds fantastic.

Roni : We will get a discounted price for the concert tickets in the news agency if we can show our student ID card. **Would you like me to get your ticket?**

Roy : **No, thank you.** I am fine. We can do it together.



- Zahra : Have you heard the latest news about our school?
Raisa : No. What about it?
Zahra : It got Grade A from the National Accreditation Body.
Raisa : Wow! That's terrific. We should be very proud.
Zahra : We are. It means that our school is of good quality.
Raisa : We should celebrate it, don't you think?
Zahra : Yes, you're right. What **if I invite all students to celebrate it?**
Raisa : That would be good. **Thanks for having the ideas.**



- Diani : What do we have to prepare for the next trip?
Riana : We are supposed to bring winter clothes. Three pieces at least. We also have to take our personal medication.
Diani : Oh, I don't have any **winter clothes** and I don't have enough time to find ones.
Riana : My sister has two jackets good enough for going out **in the snow**. What if **I ask her to lend you hers?**
Diani : That would be very helpful. Thank you very much.
Riana : No worries, mate.
Diani : Are we supposed to bring some food as well?
Riana : No. **It's provided by the school.**

WORKSHEET 4

(Lembar kerja ini digunakan untuk membantu peserta didik mencapai indikator: **4.1.1** Menuliskan percakapan melibatkan tindakan menawarkan jasa dan menanggapi sesuai konteks yang diberikan)

Work in pairs. Write a dialog of offering help and response for the situation which has been chosen for you.

1. You are doing the History Project with your group at the library after school. Your best friend cannot finish his/her part. Offer a help to do it together.

Possible Answer:

- Melda : We are going to do our History Project after school, aren't we?
Irma : Yes, we are. Have you told the others, Mel?
Melda : I have done it. We have to finish the project soon.
Irma : Hmm... Really? But I cannot finish my part yet.
Melda : What if I help you to finish your part?
Irma : Oh really? Thanks a million.
Melda : You're welcome.

2. School holiday is coming soon. You and your family have a plan to go abroad, but do not have time to surf the internet to find the best place and best deal. Offer your parents to find the needed information and to arrange the vacation with the tour agent.

Possible Answer:

Mom : We're going to go to abroad this holiday. It'll be a very nice trip.

Son : That's wonderful! where will we go, Mom?

Mom : I'm not sure yet. I'm very busy lately. I don't have time for surfing the internet to find the best place, dear.

Son : Let me to find the information for our vacation, Mom. I have spare time right now.

Mom : That's a kind of you, dear. Thanks alot. And if you don't mind, please call the tour agent to arrange it.

Son : Sure, Mom. I'll do it.

3. You work in a tour agency. You see a young gentleman enter your office awkwardly. Offer your service and try to convince him to take one of your holiday packages.

Possible Answer:

Simon : Hello, Sir. May I help you?

Gentleman : No, it's okay. Thank you

Simon : But I see you need some information about this announcement.

Gentleman : Hmm.. I just think what my friends told me this days. They said I need to fresh my mind.

Simon : It's a perfect time, Sir. We have a special promotion from our tour agency. You can see this holiday packages and decide your destination. You can just take it,

Gentleman : Really? May I take one of this?

Simon : Sure. Just let me know if you need any help.

Gentleman : Thank you.

4. A friend is absent because she is sick. You visit her this afternoon. Your friend needs your help to communicate with the teacher about an assignment that she hasn't finished yet. Offer her a help.

Possible Answer:

Tika : Hi, Dilla. How are you?

Dilla : I'm feeling better right now, Tika. But the doctor told me to rest for two days.

Tika : I'm sorry to hear that. Just take care of your health, Dilla.

Dilla : Thank you, Tika. I can't finish my assignmnet because of sickness. I'm afraid our teacher will get mad if she knows it.

Tika : Would you need my help? I'll tell Miss Wika about your sickness. Don't be afraid!

Dilla : Really? It's so kind of you, Tika. Thanks alot.

LAMPIRAN: LEMBAR PENILAIAN

PERANGKAT PENILAIAN

1. Aspek Sikap Spiritual

- a. Teknik Penilaian : Observasi
- b. Bentuk Instrumen : Pedoman observasi
- c. Contoh instrumen :

PEDOMAN OBSERVASI SIKAP SPIRITUAL

Petunjuk Pengisian:

Lembaran ini diisi oleh guru untuk menilai sikap spiritual peserta didik. Berilah angka antara 1-4 pada kolom aspek sesuai sikap spiritual yang ditampilkan oleh peserta didik, dengan kriteria sebagai berikut:

- 4 = selalu, apabila selalu melakukan sesuai pernyataan
- 3 = sering, apabila sering melakukan sesuai pernyataan dan kadang-kadang tidak melakukan
- 2 = kadang-kadang, apabila kadang-kadang melakukan dan sering tidak melakukan
- 1 = tidak pernah, apabila tidak pernah melakukan

Kelas :

Tanggal Pengamatan :

Materi Pokok :

No.	Nama Peserta Didik	Aspek Pengamatan					Jumlah Skor	Skor Akhir
		1	2	3	4	5		

d. Rubrik penilaian:

No.	Aspek Pengamatan
1.	Berdoa sebelum dan sesudah melakukan sesuatu

2.	Mengucapkan rasa syukur atas karunia Tuhan
3.	Memberi salam sebelum dan sesudah menyampaikan pendapat/presentasi
4.	Mengungkapkan kekaguman secara lisan maupun tulisan terhadap Tuhan saat melihat kebesaran Tuhan
5.	Merasakan keberadaann dan kebesaran Tuhan saat mempelajari ilmu pengetahuan

Petunjuk Penghitungan Skor:

Penghitungan skor akhir menggunakan rumus:

$$\frac{\text{Jumlah skor diperoleh}}{20} \times 4 = \text{Skor Akhir}$$

2. Aspek Sikap Sosial

- a. Teknik penilaian : Observasi
- b. Bentuk Instrumen : Pedoman observasi
- c. Contoh Instrumen :

PEDOMAN OBSERVASI SIKAP SOSIAL

Petunjuk Pengisian:

Lembaran ini diisi oleh guru untuk menilai sikap spiritual peserta didik. Berilah angka antara 1-4 pada kolom aspek sesuai sikap spiritual yang ditampilkan oleh peserta didik, dengan kriteria sebagai berikut:

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- 2 = kadang-kadang, apabila kadang-kadang melakukan dan sering tidak melakukan
- 1 = tidak pernah, apabila tidak pernah melakukan

Kelas :

Hari, tanggal :

Materi Pokok/Tema :

No	Nama Siswa	Jujur	Disiplin	Tanggung Jawab	Jumlah Skor	Skor Akhir

Keterangan Pemberian Skor:

Pengisian kolom sikap berdasarkan rubrik aspek pengamatan sikap.

Penghitungan skor per aspek sikap:

$$\frac{\text{Skor diperoleh}}{\text{Skor maksimal}} \times 4 = \text{Skor aspek sikap}$$

Penghitungan skor akhir menggunakan rumus:

$$\frac{\text{Jumlah skor}}{7} = \text{Skor Akhir}$$

d. Rubrik penilaian :

- **Sikap Jujur**

No.	Aspek Pengamatan	Skor			
		1	2	3	4
1.	Tidak mencontek dalam mengerjakan ujian/ulangan/tugas				
2.	Tidak melakukan plagiat (mengambil/menyalin karya orang lain tanpa menyebutkan sumber) dalam mengerjakan setiap tugas				
3.	Mengungkapkan perasaan terhadap sesuatu apa adanya				
4.	Melaporkan data atau informasi apa adanya				
5.	Mengakui kesalahan atau kekurangan yang dimiliki				
Jumlah Skor					

- **Sikap Disiplin**

No.	Aspek Pengamatan	Skor			
		1	2	3	4
1.	Masuk kelas tepat waktu				
2.	Mengumpulkan tugas tepat waktu				
3.	Memakai seragam sesuai tata tertib				
4.	Mengerjakan tugas yang diberikan				
5.	Tertib dalam mengikuti pembelajaran				
6.	Membawa buku tulis dan buku teks sesuai dengan mata pelajaran				
Jumlah Skor					

• **Sikap Tanggung Jawab**

No.	Aspek Pengamatan	Skor			
		1	2	3	4
1.	Melakukan tugas individu dengan baik				
2.	Menerima risiko dari tindakan yang dilakukan				
3.	Tidak menuduh orang lain tanpa bukti yang akurat				
4.	Mengembalikan barang yang dipinjam				
5.	Meminta maaf atas kesalahan yang dilakukan				
Jumlah Skor					

3. Aspek Pengetahuan

- a. Teknik Penilaian : Tes tertulis
- b. Bentuk Instrumen : mengelompokkan, menjawab pertanyaan, jawaban singkat
- c. Instrumen Penilaian : Lembar Kerja Peserta Didik (*Worksheets*)
- d. Pedoman Penskoran :

Indikator Pencapaian Kompetensi KD	Aktivitas Penilaian
3.1.1 Mengidentifikasi fungsi sosial, struktur teks dan unsur kebahasaan terkait tindakan menawarkan jasa serta responnya	<p>Worksheet 1</p> <p>Pedoman penilaian: Jumlah butir soal: <i>20 soal</i></p> $\text{Skor} = \frac{\text{Jumlah jawaban benar}}{20} \times 4$
3.1.1 Mengidentifikasi fungsi sosial, struktur teks dan unsur kebahasaan terkait tindakan menawarkan jasa serta responnya	<p>Worksheet 2</p> <p>Pedoman penilaian: Jumlah butir soal: <i>10 soal</i></p> $\text{Skor} = \frac{\text{Jumlah jawaban benar}}{10} \times 4$
3.1.2 Menentukan fungsi sosial, struktur	Worksheet 3

teks dan unsur kebahasaan terkait ungkapan menawarkan jasa serta responnya sesuai konteks	Pedoman penilaian: Jumlah butir soal: 8 soal <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> $\text{Skor} = \frac{\text{Jumlah jawaban benar}}{8} \times 4$ </div>
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4. Aspek Keterampilan

- a. Teknik Penilaian : Tes Praktik
- b. Bentuk Instrumen : Skala penilaian
- c. Instrumen Penilaian : Lembar Kerja Peserta Didik (*Worksheets*)
- d. Pedoman Penskoran :

Indikator Pencapaian Kompetensi KD	Aktivitas Penilaian
4.1.1 Menuliskan percakapan melibatkan tindakan menawarkan jasa dan menanggapinya sesuai konteks yang diberikan	Worksheet 4 Pedoman penilaian: Menggunakan rubrik penilaian kemampuan menulis (<i>writing</i>).
4.1.2 Melakukan percakapan melibatkan tindakan menawarkan jasa serta responnya	Worksheet 5 Pedoman penilaian: Menggunakan rubrik penilaian kemampuan berbicara (<i>speaking</i>).

LEMBAR PENGAMATAN KETERAMPILAN

Kelas :
 Hari, tanggal :
 Materi Pokok/Tema :

No.	Nama Peserta Didik	Keterampilan		Skor	Keterangan
		Menulis (<i>Writing</i>)	Berbicara (<i>Speaking</i>)		

	Kosakata	Penulisan kosakata kurang tepat	1
4	Pilihan Tata Bahasa	Pilihan tata bahasa tepat	4
		Pilihan tata bahasa cukup tepat	3
		Pilihan tata bahasa kurang tepat	2
		Pilihan tata bahasa hampir tidak tepat	1
5	Kerapian Tulisan	Tulisan rapi dan mudah terbaca	4
		Tulisan kurang rapi tapi mudah dibaca	3
		Tulisan kurang rapi dan sulit dibaca	2
		Tulisan tidak rapi	1

Petunjuk Penskoran:

Penghitungan skor akhir menggunakan rumus:

$$\frac{\text{Skor diperoleh}}{18} \times 4 = \text{Skor Akhir}$$

SKOR AKHIR WRITING =

**RUBRIK PENILAIAN
KETERAMPILAN BERBICARA (*SPEAKING*)**

Nama Peserta Didik :

Kelas :

Tanggal Pengamatan :

Materi Pokok :

No.	Aspek yang Dinilai	Kriteria	Skor
1	Pengucapan (<i>pronunciation</i>)	Hampir sempurna	4
		Ada beberapa kesalahan, tetapi tidak mengganggu makna	3
		Ada beberapa kesalahan dan mengganggu makna	2
		Banyak kesalahan dan mengganggu makna	1
2	Intonasi (<i>intonation</i>)	Hampir sempurna	4
		Ada beberapa kesalahan, tetapi tidak mengganggu makna	3
		Ada beberapa kesalahan dan mengganggu makna	2
		Banyak kesalahan dan mengganggu makna	1
3	Kelancaran (<i>fluency</i>)	Lancar	3
		Cukup lancar	2
		Tidak lancar	1
4	Ketepatan Makna (<i>accuracy</i>)	Tepat	4
		Cukup tepat	3
		Kurang tepat	2
		Tidak tepat	1

Petunjuk Penskoran:

Penghitungan skor akhir menggunakan rumus:

$$\frac{\text{Skor diperoleh}}{15} \times 4 = \text{Skor Akhir}$$

SKOR AKHIR *SPEAKING* =

**KONVERSI NILAI KOMPETENSI
ASPEK PENGETAHUAN, KETERAMPILAN DAN SIKAP**

Predikat	Nilai Kompetensi		
	Pengetahuan	Keterampilan	Sikap
A	4	4	Sangat Baik
A-	3.66	3.66	
B+	3.33	3.33	Baik
B	3	3	
B-	2.66	2.66	
C+	2.33	2.33	Cukup
C	2	2	
C-	1.66	1.66	
D+	1.33	1.33	Kurang

Nilai Akhir Peserta Didik =

$$\frac{\text{Nilai Pengetahuan} + \text{Nilai Keterampilan} + \left[\frac{(\text{Nilai Sikap Sosial} + \text{Nilai Sikap Sosial})}{2} \right]}{3}$$

Contoh:

Siswa Budi memperoleh nilai:

Pengetahuan = 3,5

Keterampilan = 3

Sikap = 3,5

Maka, Nilai Akhir Budi adalah $= \frac{3,5+3+3,5}{3} = 3,33$ (Predikat: B+).