

REFERENCES

- Ambarwati, T. J. (2012). *Implematation Of Snowball Throwing Games In Improving Students Activity Class XI-3 Accounting SMKN 7 Yogyakarta Academic Year of 2012/2013*. Universitas Negeri Yogyakarta.
- Arikunto, Suharsimi. (2010). *Prosedure Penelitian Suatu Pendekatan Praktik*: Jakarta:RinekaCipta .
- Asrori. (2010). *Penggunaan Model Belajar Snowball Throwing dalam Meningkatkan Keaktifan Belajar*.Yogyakarta: PustakaPelajar.
- Azlina Kurniati, E. N. (2005). A Study On The Speaking Ability Of The Second Year Students' Of SMK Telkom Pekanbaru.
- Bailey, M. Katheleen. (2003). Speaking. In David Nunan (ed). *Practical English language teaching*.Singapore: McGrow-hill education .
- Brown, H. Douglas. (2004). *Language Assessment: Principles and Classroom Practices*.Newyork: Pearson education.Inc.
- Deva Krisna Wibowo. (2017). Snowball Throwing Implementation To Improve Activeness and Learning Outcomes in Welding Desolsering Course, Pendidikan teknik otomotif fakultas teknik ,UNY. *Jurnal Pendidikan Teknik Otomotif Edisi XX, Nomor 1*.
- Fatmawati. (2018). The Use Of Snowball Throwing Learning Model in Improving the Writing Ability. *Journal of English Education and Development volume 1,No.2. ISSN 2597-713X-ISSN 2597-7148*.
- Ginting, M. (2017, July). Snowball Throwing Learning Model Implementation In Order To Increase Student Civic Education Learning Outcomes. *Journal of Arts,Science & Commerce Vol.–VIII, Issue –*,121.
- Nunan,David. (2000). *Language Teaching Methodology*. Malaysia city: Pearson education Ltd.
- Nurlisma. (2015). *Improving Students' Motivation in Speaking By Using Snowball Throwing At Seventh Grade of Smp Negeri 5*

- Langsa. State Institute For Islamic Studies (Iain) Zawiyah Cot Kala Langsa 1436 H / 2015 .
- P.Millroad, R. (2015). Techniques and Technologies of Teaching Speaking: Dealing with Backwash Effect in Russia. *The XXVI Annual International Academic Conference , Language and Culture*(Tambov State Technical University, 106, Sovetskaya St, Tambov, 392000, Russia), Social and Behavioral Science 200 (2015) 46-52.
- Roos, C. B. (2016). An approach to creative speaking activities in the young learners' classroom. *Education Inquiry Vol. 7, No. 1, March 2016, pp. 9-26 ISSN: (Print) 2000-4508 (Online) Journal homepage: <http://www.tandfonline.com/loi/zedu20>. doi: 10.3402/edui.v7.27613*
- Siska Askia, K. M. (2016). Improving Speaking Skills Through Active Learning Strategy Of The Year Eight Students. *e-Journal of English Language Teaching Society (ELTS) Vol. 4 No. 2 – ISSN 2331-1841, 1.*
- Siti Surinah Harahap, R. A. (2015). An Analysis On Students' Speaking Skill At Second Grade SMP 8 Rambah Hilir.
- Sofyan A. Gani, Y. Q. (2017). The Effectiveness of Snowball Throwing Technique in Teaching Reading Comprehension. Dipetik Oktober 13, 2017, dari <https://www.researchgate.net/publication/320371809>
- Strohner., G. R. (2008). *Handbook of Communication Competence*. Berlin, New York.
- Susanty, H. (2016). Use Of The Snowball Throwing Technique For Teaching Better ESL Speaking. *English education journal (EEJ)*, 7(1), 117-129.
- Ulfah Dina Maryanti, H. S. (2018). The Effect Of Numbered Heads Together Strategy Toward Students Speaking Skill. *Proceedings of the Sixth International Conference on English Language and Teaching (ICOELT-6)*, P-ISSN: 2580-1287 E: 2597-6346.
- Widodo, R. (2009). Model Pembelajaran Snowball Throwing.



FAKULTAS KEGURUAN DAN ILMU PENDIDIKAN
UNIVERSITAS PGRI ADI BUANA SURABAYA

Kampus I : Jl. Ngagel Dadi III-B/37 Telp. (031) 5053127, 5041097 Fax. (031) 5662804 Surabaya 60234
Kampus II : Jl. Dukuh Monongol XII Telp. (031) 8281181, 8281182, 8281183 Surabaya 60234.

<http://kip.unipasby.ac.id/>

THESIS REVISION FORM

Student's name : Erni Kusuma Wardani
Student's Reg. Number (NIM) : 155300139
Department : English Education
Thesis Examination Date : 07 January 2019
Thesis Title : The Use of Snowball Throwing Technique to the Students' Speaking Achievements of SMA ITP Surabaya in the 2018-2019 School Year.
Examiner 1 : Dr. Endang Mastuti Rahayu, M.Pd.
Examiner 2 : Dra. Joesasono Oediarti S., M.Pd.

No	Materials	Examiner 1	Examiner 2
1.	Title		
2.	Abstract		
3.	Scope and Limitation		
4.	Statement of The Problem		
5.	Population and Sample		
6.	Conclusion and Suggestion		

The deadline for the corrected or revised thesis: two weeks after the thesis examination.

Examiner 1,

Dr. Endang Mastuti Rahayu, M.Pd.
NIDN 0715016301

Examiner 2,

Dra. Joesasono Oediarti S., M.Pd.
NIDN 0720018302



FAKULTAS KEGURUAN DAN ILMU PENDIDIKAN
UNIVERSITAS PGRI ADI BUANA SURABAYA

Kampus I : Jl. Ngagel Dadi III-B/37 Telp. (031) 5053127, 5041097 Fax. (031) 5662804 Surabaya 60234
Kampus II : Jl. Dukuh Menanggal XII Telp. (031) 8281181, 8281182, 8281183 Surabaya 60234.

<http://fkip.unipasby.ac.id/>

RECORDS OF THESIS SUPERVISION SESSIONS

Student's name : Erni Kusuma Wardani
Student's Reg. Number (NIM) : 155300139
Department : English Education
Thesis Title : The Use of Snowball Throwing Technique to the Students' Speaking Achievements of SMA ITP Surabaya in the 2018-2019 School Year

No	Dates	Materials	Advisor
1	07-12-2018	Chapter III Revisi	[Signature]
2	12-12-2018	Chapter III ACC	[Signature]
3	17-12-2018	Chapter IV Revisi	[Signature]
4	26-12-2018	Chapter IV Revisi	[Signature]
5	28-12-2018	Chapter IV & V & Revisi	[Signature]
6	08-01-2018	Chapter IV & V ACC & Chapter I Revisi	[Signature]
7	10-01-2019	Chapter I ACC, Chapter II Revisi	[Signature]
8	11-01-2019	Chapter 2 & RPP ACC	[Signature]
9	14-01-2019	Abstrak + References ACC	[Signature]

The thesis supervisions have been completed on 14-01-2019

Acknowledged by
Dekan of FKIP,

UNIVERSITAS PGRI ADI BUANA SURABAYA
JL. DUKUH MENANGGAL XII SURABAYA 60234
Dr. Sahari, S.H., M.Si.
NIP. 196801031992031003

Advisor,

[Signature]

Dr. Endang Mastuti Rahayu M.Pd.
NIDN 0715016301

RENCANA PELAKSANAAN PEMBELAJARAN

(RPP)

Sekolah : SMA ITP SURABAYA

Mata Pelajaran : Bahasa Inggris

Kelas /Semester : XII/Ganjil

Materi Pokok :ChapterVII “Appllication Letter” (Speaking)

Alokasi Waktu : 2 JP x 40

A. Kompetensi Inti (KI)

1. Menghayati dan mengamalkan ajaran agama yang dianutnya
2. Menunjukkan perilaku jujur, disiplin, tanggung jawab, peduli (gotong royong, kerja sama toleransi, damai), santun, responsif,dan proaktif dan menunjukkan sikap sebagai bagian dari solusi atas berbagai permasalahan dalam berinteraksi secara efektif dengan lingkungan sosial dan alam serta menempatkan diri sebagai cerminan bangsa dalam pergaulan dunia.
3. Memahami, menerapkan, menganalisis, dan mengevaluasi pengetahuan faktual, konseptual, prosedural, dan metakognitif 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.
4. Mengolah, menalar, menyaji, dan mencipta dalam ranah konkret dan ranah abstrak terkait dengan pengembangan dari yang dipelajarinya di

sekolah secara mandiri serta bertindak secara efektif dan kreatif, dan mampu menggunakan metoda sesuai kaidah keilmuan.

B. Kompetensi Dasar dan Indikator

Kompetensi Dasar :

3.1 Membedakan fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk surat lamaran kerja, dengan memberi dan meminta informasi terkait jati diri, latar belakang pendidikan/pengalaman kerja, sesuai dengan konteks penggunaannya.

4.1 Menyusun teks khusus surat lamaran kerja, yang memberikan informasi antara lain jati diri, latar belakang pendidikan/pengalaman kerja, dengan memerhatikan fungsi sosial, struktur teks, dan unsur kebahasaan, secara benar dan sesuai konteks.

Indikator:

Menjawab pertanyaan terkait surat lamaran kerja.

C. Tujuan Pembelajaran

Peserta didik dapat menjawab pertanyaan terkait surat lamaran kerja.

D. Materi Pembelajaran

1. Definition and parts of application letter

An application letter is a business document, part of the important correspondence between applicant and organization, firm or company, institution or various boards and committees that publish a vacancy. There are some parts of application letter which everyone

has to know. Look at the application letter below and pay attention to the note :

Lok Manson	Flat 1234 Fok	1
	300 Fok Lok Road	
	Kowloon	2
	1 Februari 2018	
Mr. David Lee The Personnel Manager ABC Company GPO Box 1234 Hong Kong		3
Dear Mr Lee,		4
	<u>Application for the Post of Clerk</u>	5
I write in response to your advertisement in South China Morning Post on January 31, 2018 inviting applications for the post of clerk in your accounting department.		6
I have completed my secondary school education at Novel Secondary School in May 2015 with six passes in the Hong Kong Certificate of Education Examination. I have also completed an evening course in book-keeping and acquired a certificate in Second Level Book-keeping and Accounts issued by the London Chamber of Commerce. With interest in the field of commerce, especially in accounting work, I would like to pursue my career in this direction.		7
I enclose a resume with details of my personal particulars. I should be very grateful if you could grant me an interview so that I can explain my qualifications more fully.		8
10 	Yours sincerely, Signature (CHAN Siu-lin, Jane)	9
Encl.		

Notes:

1. Applicant's address
2. Date
3. Write in the following sequence
 - Name of the responsible officer
 - Name of the organization
 - Post of the responsible officer
 - Address of the organization
4. Addressee:

- Address to the responsible officer as far you can, e.g. Mr. Lee

5. Title

- State the relevant post

6. First Paragraph

- State again the post you are applying for and explain how the vacancy is known
- In the first paragraph of an unsolicited application letter, you should state the post or job area you are interested in and the reason for making self-referral

7. Content

- List the relevant academic qualifications and experience to show that you are the best person for the post

8. Last Paragraph

- Indicate your wish for an interview

9. Closing

- Use “yours sincerely” if you are addressing to the responsible officer, otherwise, use “Yours faithfully”

Do	Don't
Do check all details, even if they are your own and you are very familiar with them. Mistakes in addresses, telephone numbers, or email addresses could mean the application letter does not reach its destination on time. If details become confusing to the recruiter, or show the sender to be negligent or forgetful, the opportunity can be lost.	Don't neglect the significant steps of editing, checking, correctly drafting and proofing your application letter.
Do remember to use the correct traditional layout.	Don't use a familiar or casual style – letters to apply for a position that are impersonal and formal.
Do follow established commercial or academic formats.	Don't include details unless they are pertinent to the core objective of sending the job application letter.
Do use the best stationery.	Don't use hackneyed phrases, clichés, or other language that could betray a language weakness. Make sure your turn of phrase is precise.
Do contain your text between an appropriate greeting and a traditional salutation.	Don't ignore the fact that punctuation, syntax, grammar, and word choice affect meaning. The whole package must impress any recruiter or prospective employer with your language skills and talents.
Do check that the date on your job application letter is the same as the day you put it in the mail.	Don't use all caps or too many italics.

- Sign your name below the closing remark and type your name under signature

10. Enclosures

- Resume and copy of certificates should be attached to the letter.

2. Rules of writing application letter

There are some rules which people must do or don't do when they write application letters.

Look at the table below:

E. Metode Pembelajaran

1. Pendekatan : Pendekatan Saintifik
2. Technique : Split Information

F. Media, Alat, dan Sumber pembelajaran

1. Media
 - Lembaran Kertas
2. Alat
 - Laptop
3. Sumber pembelajaran :
 - Buku siswa kelas XII

G. Langkah-langkah Kegiatan Pembelajaran

1.) Kegiatan Pendahuluan (15 menit)

- I. Guru memberi salam (greeting),siswa merespon salam dari guru.
- II. Guru mengajak siswa ber doa sebelum memulai pelajaran
- III. Guru mengecek kehadiran siswa

- IV. Guru menyampaikan garis besar cakupan materi dan penjelasan tentang kegiatan yang akan dilakukan peserta didik untuk menyelesaikan latihan-latihan dan tugas dalam pembelajaran.

2.) Kegiatan Inti (65 menit)

A. Langkah-langkah Kegiatan Pembelajaran

Langkah Pembelajaran	Deskripsi	Alokasi Waktu
Kegiatan Pendahuluan	<p>A. Guru menyapa peserta didik menggunakan Bahasa Inggris “<i>Good morning, students</i>”. Lalu peserta didik merespon dengan menjawab “<i>Good morning, teacher/Mam/Sir</i>”.</p> <p>B. Guru menuntun siswa menyanyikan lagu Indonesia Raya</p> <p>C. Guru dan peserta didik berdo’a bersama-sama.</p> <p>D. Guru mengecek kehadiran peserta didik.</p>	10 menit
Kegiatan Inti	<p>Mengamati Peserta didik memahami pengertian surat lamaran kerja yang diterangkan oleh guru dengan menyebutkan kembali tentang bagian-bagian dari surat lamaran kerja.</p> <p>Menanya Peserta didik menanyakan tentang fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk surat lamaran kerja, sesuai</p>	65 menit

	dengan konteks penggunaannya. Mencoba Setelah menyimak penjelasan dari guru tentang application letter, peserta didik dapat menjawab soal terkait application letter secara oral menggunakan bahasa inggris melalui teknik split information.	
Kegiatan Penutup	<ul style="list-style-type: none"> • Peserta didik dengan bimbingan guru menyimpulkan materi yang dipelajari. • Guru dan peserta didik menutup pembelajaran dengan berdo'a bersama-sama. 	5 menit

Procedure Split Information:

1. First, the teacher explains the material about the letter
2. Students understand the parts of the letter
3. The teacher divided students into four groups on a row of benches
4. Each group must make a letter without writing
5. After that the fastest students must race to come forward and read letters orally without looking at the text

3.) Kegiatan Penutup (15 menit)

1. Peserta didik dengan bimbingan guru menyimpulkan pembelajaran tentang application letter.
2. Guru memberikan umpan balik (feedback) terkait pembelajaran application letter.
3. Guru menyampaikan rencana pembelajaran untuk pertemuan berikutnya.

H. Penilaian

1. Jenis/Teknik Penilaian

- Sikap (melalui rubric pengamatan sikap selama pembelajaran).
- Pengetahuan : tes lisan
- Keterampilan : project (memperkenalkan keluarga dan teman).

2. Bentuk Instrumen

- Instrument penilaian sikap

No	Nama	Sikap				Ket
		Tanggung jawab	Peduli	Kerjasama	Cintadamai	
1.						
2.						
Dst.						

Keterangan :

Skala penilaian sikap dibuat dengan rentang antara 1 s.d 5

1 = sangat kurang;

2 = kurang konsisten;

3 = mulai konsisten;

4 = konsisten;

5 = selalu konsisten

A. Penilaian

1. Sikap Toleransi
 - a. Teknik Penilaian : Observasi
 - b. Bentuk Instrumen : Lembar observasi
2. Sikap Santun
 - a. Teknik Penilaian : Observasi
 - b. Bentuk Instrumen : Lembar observasi
3. Pengetahuan
 - a. Teknik Penilaian
 1. Tes : lisan
 2. Non Tes : Penugasan kelompok
 - b. Bentuk Instrumen
 - 1) Soal tes lisan
 - 2) Proyek
4. Keterampilan
 - a. Teknik : Observasi
 - b. Bentuk Instrumen : Check list

Penilaian untuk kemampuan berbicara (speaking skills):

No	Aspek yang dinilai	Deskripsi	Perolehan Skor
1.	Pengucapan (<i>Pronunciation</i>)	5 = Hampir sempurna 4 = ada kesalahan tapi tidak mengganggu makna 3 = ada beberapa kesalahan dan mengganggu makna 2 = banyak kesalahan dan mengganggu makna 1 = terlalu banyak kesalahan sehingga sulit dipahami	
2.	Intonasi (<i>Intonation</i>)	5 = Hampir sempurna 4 = ada kesalahan tapi tidak mengganggu makna 3 = ada beberapa kesalahan dan mengganggu makna 2 = banyak kesalahan dan mengganggu makna 1 = terlalu banyak kesalahan sehingga sulit dipahami	
3.	Kelancaran (<i>Fluency</i>)	5 = sangat lancar 4 = lancar 3 = cukup lancar 2 = kurang lancar 1 = tidak lancar	
4.	Ketepatan Makna (<i>Accuracy</i>)	5 = sangat tepat 4 = tepat 3 = cukup tepat 2 = kurang tepat 1 = tidak tepat	

**RENCANA PELAKSANAAN PEMBELAJARAN
(RPP)**

Sekolah : SMA ITP SURABAYA

Mata Pelajaran : Bahasa Inggris

Kelas /Semester : XII/Ganjil

Materi Pokok :Chapter VII “Aplication
Letter”(Speaking)

Alokasi Waktu : 2 JP (80 menit)

A. Kompetensi Inti (KI)

1. Menghayati dan mengamalkan ajaran agama yang dianutnya
2. Menunjukkan perilaku jujur, disiplin, tanggung jawab, peduli (gotong royong, kerja sama toleransi, damai), santun, responsif,dan proaktif dan menunjukkan sikap sebagai bagian dari solusi atas

berbagai permasalahan dalam berinteraksi secara efektif dengan lingkungan sosial dan alam serta menempatkan diri sebagai cerminan bangsa dalam pergaulan dunia.

3. Memahami, menerapkan, menganalisis, dan mengevaluasi pengetahuan faktual, konseptual, prosedural, dan metakognitif 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.

4. Mengolah, menalar, menyaji, dan mencipta dalam ranah konkret dan ranah abstrak terkait dengan pengembangan dari yang dipelajarinya di sekolah secara mandiri serta bertindak secara efektif dan kreatif, dan mampu menggunakan metoda sesuai kaidah keilmuan.

B. Kompetensi Dasar dan Indikator

Kompetensi Dasar :

3.1 Membedakan fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk surat lamaran kerja, dengan memberi dan meminta informasi terkait jati diri, latar belakang pendidikan/pengalaman kerja, sesuai dengan konteks penggunaannya.

4.1 Menyusun teks khusus surat lamaran kerja, yang memberikan informasi antara lain jati diri, latar belakang pendidikan/pengalaman kerja, dengan memerhatikan fungsi sosial, struktur teks, dan unsur kebahasaan, secara benar dan sesuai konteks.

Indikator:

1. Memahami bagian-bagian surat lamaran kerja (*application letter*)

2. Menjawab pertanyaan terkait surat lamaran kerja (*application letter*)

C. Tujuan Pembelajaran

1. Peserta didik dapat memahami bagian-bagian surat lamaran kerja (*application letter*).
2. Peserta didik dapat menjawab pertanyaan terkait surat lamaran kerja (*application letter*).

D. Materi Pembelajaran

1. Definition and parts of application letter

An application letter is a business document, part of the important correspondence between applicant and organization, firm or company, institution or various boards and committees that publish a vacancy. There are some parts of application letter which everyone has to know. Look at the application letter below and pay attention to the note :

Lok Manson	Flat 1234 Fok	1
	300 Fok Lok Road	2
	Kowloon	2
	1 Februari 2018	
Mr. David Lee The Personnel Manager ABC Company GPO Box 1234 Hong Kong	3	
Dear Mr Lee,	4	5
<u>Application for the Post of Clerk</u>		6
I write in response to your advertisement in South China Morning Post on January 31, 2018 inviting applications for the post of clerk in your accounting department.		7
I have completed my secondary school education at Novel Secondary School in May 2015 with six passes in the Hong Kong Certificate of Education Examination. I have also completed an evening course in book-keeping and acquired a certificate in Second Level Book-keeping and Accounts issued by the London Chamber of Commerce. With interest in the field of commerce, especially in accounting work, I would like to pursue my career in this direction.		8
I enclose a resume with details of my personal particulars. I should be very grateful if you could grant me an interview so that I can explain my qualifications more fully.		
10 	9	
Encl.	Yours sincerely, Signature (CHAN Siu-lin, Jane)	

Notes:

- Applicant's address
- Date
- Write in the following sequence
 - Name of the responsible officer of the organization
 - Post of the responsible officer of the organization
 - Name of the organization
 - Address of the organization

4. Addressee:

- Address to the responsible officer as far you can, e.g. Mr. Lee

5. Title

- State the relevant post

6. First Paragraph

- State again the post you are applying for and explain how the vacancy is known
- In the first paragraph of an unsolicited application letter, you should state the post or job area you are interested in and the reason for making self-referral

7. Content

- List the relevant academic qualifications and experience to show that you are the best person for the post

8. Last Paragraph

- Indicate your wish for an interview

9. Closing

- Use “yours sincerely” if you are addressing to the responsible officer, otherwise, use “Yours faithfully”
- Sign your name below the closing remark and type your name under signature

10. Enclosures

- Resume and copy of certificates should be attached to the letter.

2. Rules of writing application letter

There are some rules which people must do or don't do when they write application letters.

Look at the table below:

Do	Don't
Do check all details, even if they are your own and you are very familiar with them. Mistakes in addresses, telephone numbers, or email addresses could mean the application letter does not reach its destination on time. If details become confusing to the recruiter, or show the sender to be negligent or forgetful, the opportunity can be lost.	Don't neglect the significant steps of editing, checking, correctly drafting and proofing your application letter.
Do remember to use the correct traditional layout.	Don't use a familiar or casual style – letters to apply for a position that are impersonal and formal.
Do follow established commercial or academic formats.	Don't include details unless they are pertinent to the core objective of sending the job application letter.
Do use the best stationery.	Don't use hackneyed phrases, clichés, or other language that could betray a language weakness. Make sure your turn of phrase is precise.
Do contain your text between an appropriate greeting and a traditional salutation.	Don't ignore the fact that punctuation, syntax, grammar, and word choice affect meaning. The whole package must impress any recruiter or prospective employer with your language skills and talents.
Do check that the date on your job application letter is the same as the day you put it in the mail.	Don't use all caps or too many italics.

E. Metode Pembelajaran

1. Pendekatan : Pendekatan Saintifik
2. Technique : Snowball Throwing

F. Media, Alat, dan Sumber pembelajaran

- V. Media
Lembaran Kertas, spidol, pensil
- VI. Alat
Laptop, Speaker
- VII. Sumber pembelajaran :
Buku paket siswa kelas XII

G. Langkah-langkah Kegiatan Pembelajaran

1.) Kegiatan Pendahuluan (15 menit)

- c. Guru memberi salam (greeting), siswa merespon salam dari guru.
- d. Guru mengajak siswa ber doa sebelum memulai pelajaran
- e. Guru mengecek kehadiran siswa
- f. Guru menyampaikan garis besar cakupan materi dan penjelasan tentang kegiatan yang akan dilakukan peserta didik untuk menyelesaikan latihan-latihan dan tugas dalam pembelajaran.

2.) Kegiatan Inti (65 menit)

Langkah Pembelajaran	Deskripsi	Alokasi Waktu
Kegiatan Pendahuluan	<ol style="list-style-type: none"> 1) Guru menyapa peserta didik menggunakan Bahasa Inggris “<i>Good morning, students</i>”. Lalu peserta didik merespon dengan menjawab “<i>Good morning, teacher/Mam/Sir</i>”. 2) Guru menuntun siswa menyanyikan lagu Indonesia Raya 3) Guru dan peserta didik berdo’a bersama-sama. 4) Guru mengecek kehadiran peserta didik. 	10 menit

<p>Kegiatan Inti</p>	<p>Mengamati</p> <p>Peserta didik memahami pengertian surat lamaran kerja yang diterangkan oleh guru dengan menyebutkan kembali tentang bagian-bagian dari surat lamaran kerja.</p> <p>Menanya</p> <p>Peserta didik menanyakan tentang fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk surat lamaran kerja, sesuai dengan konteks penggunaannya.</p> <p>Mencoba</p> <p>Setelah menyimak penjelasan dari guru tentang application letter, peserta didik dapat menjawab soal terkait application letter secara oral menggunakan bahasa Inggris melalui teknik split information.</p>	<p>65 menit</p>
<p>Kegiatan Penutup</p>	<p>- Peserta didik dengan bimbingan guru menyimpulkan materi yang dipelajari.</p> <p>5. Guru dan peserta didik menutup pembelajaran dengan berdo'a bersama-sama.</p>	<p>5 menit</p>

Snowbal Throwing Tehnique:

- a. First, teacher introduced the objective of the learning material. The teacher delivers the topic.
- b. Then ,the teacher puts the students into groups consist 5 students.
- c. After that the teacher calls up the group leaders and explains the materials to them that the leader have to relay to the members of the own groups.
- d. After the group leaders re-explanation their members with what the teacher has told them, each student in the group then writes the kind topic of letter such as : make letter for friends, work, or permits on a piece of paper .
- e. Then which rolls paper into a ball . Then throws paper ball to another student in their group with accompanied by music. When the music stops, the student who gets the ball must put paper from ball and read aloud the question in the paper ball.
- f. After that the students answer it with make letters spontaneously through speaking in front of the class from the topic by paper they

choose.

g. For the closing the teacher provides conclusions.

3.) Kegiatan Penutup

- c. Peserta didik dengan bimbingan guru menyimpulkan pembelajaran tentang application letter.
- d. Guru memberikan umpan balik (feedback) terkait pembelajaran application letter.
- e. Guru menyampaikan rencana pembelajaran untuk pertemuan berikutnya

H. Penilaian

1. Jenis/Teknik Penilaian

- 1. Sikap (melalui rubric pengamatan sikap selama pembelajaran).
- 2. Pengetahuan : tes lisan
- 3. Keterampilan : project (memperkenalkan keluarga dan teman).

2. Bentuk Instrumen

4. Instrument penilaian sikap

No	Nama	Sikap				Ket
		Tanggung jawab	Peduli	Kerjasama	Cinta damai	
1.						
2.						
Dst.						

Keterangan :

Skala penilaian sikap dibuat dengan rentang antara 1 s.d 5

1 = sangat kurang;

2 = kurang konsisten;

3 = mulai konsisten;

4 = konsisten;

5 = selalu konsisten;

I. Penilaian

- Sikap Toleransi
 - Teknik Penilaian : Observasi
 - Bentuk Instrumen : Lembar observasi
- Sikap Santun
 - Teknik Penilaian : Observasi
 - Bentuk Instrumen : Lembar observasi
- Pengetahuan
 - Teknik Penilaian
 - 1) Tes : lisan
 - 2) Non Tes : Penugasan kelompok
 - Bentuk Instrumen
 - 1) Soal tes lisan
 - 2) Proyek
- Keterampilan
 - 1) Teknik : Observasi
 - 2) Bentuk Instrumen : Check list

Penilaian untuk kemampuan berbicara (speaking skills):

No	Aspek yang dinilai	Deskripsi	Perolehan Skor
1.	Pengucapan <i>(Pronunciation)</i>	5 = Hampir sempurna 4 = ada kesalahan tapi tidak mengganggu makna 3 = ada beberapa kesalahan dan mengganggu makna 2 = banyak kesalahan dan mengganggu makna 1 = terlalu banyak kesalahan sehingga sulit dipahami	
2.	Intonasi <i>(Intonation)</i>	5 = Hampir sempurna 4 = ada kesalahan tapi tidak mengganggu makna 3 = ada beberapa kesalahan dan mengganggu makna 2 = banyak kesalahan dan mengganggu makna 1 = terlalu banyak kesalahan sehingga sulit dipahami	
3.	Kelancaran <i>(Fluency)</i>	5 = sangat lancar 4 = lancar 3 = cukup lancar 2 = kurang lancar 1 = tidak lancar	
4.	Ketepatan Makna <i>(Accuracy)</i>	5 = sangat tepat 4 = tepat 3 = cukup tepat 2 = kurang tepat 1 = tidak tepat	

DOCUMENTATION :

PICTURE OF LEARNING ACTIVITY



The pre-test and post-test experimental class :





The pre-test and post-test control class :



