



## LESSON PLAN

School	: SMK Muhammadiyah 3
Subject/Skill	: English/ Reading
Class/Semester	: XI/I
Topic	: Descriptive text
Time Allotment	: 2 x 40 minutes

### I. Standard Competence

Students are able to communicate in oral and written language about a variety of topics and competency of language use which is relevant to the topics in context.

### II. Basic Competence

Students are able to comprehend a reading text about a topic with the support of relevant language components.

### III. Indicator

- Identify the main idea of text
- Finding the information of text
- Finding the references, and inferences of text

### IV. Learning Objective

- Students are able to find out the main idea of each paragraph
- Students are able to find out the specific information of the passages
- Students are able to understand the textual reference
- Students are able to understand the word meaning

### Learning Material

**Read this text carefully!**

### MANNERS IN THE WORKPLACE

Being a professional, you have to pay attention to etiquettes in your workplace. There is something you as professionals have to possess, namely good manners. Good manners are shown from several aspects, such as your physical appearance, attitudes, and personality.

It is important to dress in a manner consistent with company culture and make sure your clothes are always clean. Besides, it is good for you to keep yourself clean. Taking shower or bathing every day is a must. It can relax your mind, lighten a little bit of your

Hak Cipta ini dilindungi Undang-Undang  
 1. Dilarang mengutip sebagian atau seluruh karya tulis ini tanpa mencantumkan dan menyebutkan sumber:  
 a. Pengutipan hanya untuk kepentingan pendidikan, penelitian, penulisan karya ilmiah, penyusunan laporan, penulisan kritik atau tinjauan suatu masalah.  
 b. Pengutipan tidak merugikan kepentingan yang wajar UIN Suska Riau.  
 2. Dilarang mengumumkan dan memperbanyak sebagian atau seluruh karya tulis ini dalam bentuk apapun tanpa izin UIN Suska Riau.



burden, make you feel fresh and be ready for your work. Brushing your teeth every morning after breakfast is important to keep your breath fresh.

Besides, you also have to be aware of your gesture. You have to stand up straight and sit with legs together to avoid displays. Your gesture will influence others' impression on you. A wrong gesture will make a negative impression.

Then, you need to be careful with your attitude. Treat a cubicle as if it has a door and a ceiling. Speak calmly and with an even cadence, in person and on the telephone. Personal telephone conversations should be kept to a minimum if you inhabit a cubicle. No one wants to hear your arguments with your spouse.

Confidential business conversations should also be kept to a minimum if you're in a cubicle for similar reasons. You do not want to prematurely spill the beans on some important deal. You also have to avoid aggressive behavior such as leaning into people, pointing at others, interrupting others, crowding others, using heavy perfume or cologne and bringing odorous food into the office. Snorting, spitting, or picking at any part of yourself is considered impolite.

Moreover, if you use an elevator, face forward in the elevator. If you are getting off near the top of the building, move to the rear of the elevator. If you're getting off on a lower floor, stand close to the front. Say "Hello" or "Good morning" to those you encounter in the morning and "Good night" to those you encounter as you leave.

It can be concluded that being a professional needs a good package consisting of physical appearance, attitude, and personality. All aspects really influence your impression and help you get along with others, especially your clients. Furthermore, of course, it will give a big effect to your career.

Source: <http://www.pasadenaisd.org>

**Chose a, b, c or d for the correct answer the following question!**

1. What do good manners consist of?
  - A. Personality only.
  - B. Physical appearance, attitudes, and personality.
  - C. Relax mind and fresh body.
  - D. Clean and fresh clothes.
2. What should we do to our appearance?
  - A. Dress in manner with company culture.
  - B. Aware of gesture.
  - C. Speak calmly.
  - D. Using heavy perfume.
3. Why is gesture having important role?
  - A. It has negative affect to someone carrier.
  - B. It can give higher position in company.
  - C. It can attract people attention.
  - D. It will influence other impression.
4. What does paragraph 4 talks about?
  - A. Dress in the manner work place.
  - B. Wrong gesture will make negative impression.
  - C. Being professional in work place.
  - D. Attention in personal attitude.
5. What should we NOT do in a work place, except ...
  - A. Learning into people.
  - B. Pointing at other, interrupting other.
  - C. Crowding other.



Hak Cipta Dilindungi Undang-Undang  
 1. Dilarang mengutip sebagian atau seluruh karya tulis ini tanpa mencantumkan dan menyebutkan sumber:  
 a. Pengutipan hanya untuk kepentingan pendidikan, penelitian, penulisan karya ilmiah, penyusunan laporan, penulisan kritik atau tinjauan suatu masalah.  
 b. Pengutipan tidak merugikan kepentingan yang wajar UIN Suska Riau.  
 2. Dilarang mengumumkan dan memperbanyak sebagian atau seluruh karya tulis ini dalam bentuk apapun tanpa izin UIN Suska Riau.

- D. Speak calmly and with an even cadence.
6. What should we NOT do if we use an elevator?  
 A. Face forward in the elevator.  
 B. If getting off nears the top of the building, move the rear of the elevator.  
 C. If getting on a lower floor, stand close to the front.  
 D. Running forward into elevator.
7. Below is action considered as impolite in workplace, except ...  
 A. Snorting  
 B. Spitting  
 C. Speak calmly.  
 D. Picking at any part of ourselves.
8. Which is NOT true according to the text ...  
 A. It is fine to wear any kind of dress we like as long as we are comfortable.  
 B. Keeping body clean creates good impression in our workplace.  
 C. Gesture is also considered important for a professional.  
 D. Being confident is not allowed in a business conversation.
9. You do not want to prematurely spill the beans on some important deal. The word in underline mean ...  
 A. Revealed something that should be not.  
 B. Speak silently.  
 C. Involving other business.  
 D. Speak calmly.
10. Furthermore, of course, it will give a big effect to your career.(Last paragraph, last line) The underlined word refers to ...  
 A. Physical appearance, attitude, and personality.  
 B. Client.  
 C. Carrier.  
 D. Professional.

**V. Teaching Media**

- Board marker and eraser.
- Pen, pencil and notebook.
- Handbook and workbook.

**Mengetahui**  
**Kepala SMK Muhammadiyah 3 Pekanbaru**

**Pekanbaru, 13/09/2017**  
**Guru Bidang Studi**

**Drs. ALISMAN**  
**NBM. 801 761**

**Nensi koneri S.pd**



## LESSON PLAN (treatment)

School	: SMK 3 Muhammadiyah
Subject/Skill	: English/ Reading
Class/Semester	: XI/I
Topic	: Descriptive text
Time Allotment	: 2 x 40 minutes

### VI. Standard Competence

Students are able to communicate in oral and written language about a variety of topics and competency of language use which is relevant to the topics in context.

### VII. Basic Competence

Students are able to comprehend a reading text about a topic with the support of relevant language components.

### VIII. Indicator

- Identify the main idea of text
- Finding the information of text
- Finding the references, and inferences of text

### IX. Learning Objective

- Students are able to find out the main idea of each paragraph
- Students are able to find out the specific information of the passages
- Students are able to understand the textual reference
- Students are able to understand the word meaning

### X. Learning Material

#### Mr. Holland

Mr. Holland was very young man, he played a lot of football, and he had always been thin and very strong. But then he worked in an office for many years, and he drove to work in a car. So, when he was forty, he was fat and very soft, and he did not wish to get fatter and softer every year.

One day one of his friend said to him, "Would you like to be thinner, Fred?"

"Of course I would," Mr. Holland answered.



“Well,” his friend said, “stop going to your office by car, and get a bicycle.”

My Holland had not ridden a bicycle for many years. “It’s very hard to learn to ride a bicycle again at your age,” his wife said.

But it was not too hard for Mr. Holland to do. He usually sat in his living room and read the newspaper in the evening, but he bought a bicycle for his birthday and practiced riding that every evening instead. He hoped that it would help him to get thinner, and he got a lot of pleasure from it.

He found little roads which were not really very narrow, but were too narrow for cars, and there he got away from the nasty noises of the city, which were becoming too much for him. They were not very loud, but they were too loud for Mr. Holland. Then he began to go to his office on his bicycle. Sometimes all the cars stopped at a red light, and he went past them to the front, because his bicycle was narrow. Then he was very happy.

Yesterday he stopped at a red light, and a man came up behind him on another bicycle. He stopped too and said to Mr. Holland, “Have the police taken your driving license away too?”

**XI. Teaching and learning method**

- Reciprocal Teaching Technique (RTT).

**XII. Teaching and Learning Steps**

1. Instrument:

- Oral test
- Reading test

2. Teaching and Learning Activities

No	Activities	Teacher’s Activities	Student’s Responses
	Pre-activity	<ul style="list-style-type: none"> <li>• The teacher greeted the students and checks the attendance list</li> <li>• The teacher asked some questions that can build up the concentration of students</li> </ul>	<ul style="list-style-type: none"> <li>• Students responded the teacher’s greeting and raised their hand when teacher called their name</li> <li>• Students responded the questions</li> </ul>
	Whilst activity  (Recall)	<ul style="list-style-type: none"> <li>• Teacher mentions the title of the passage and its key words or significant information.</li> <li>• Teacher asks the students to make predictions, what the passage is about based on its</li> </ul>	<ul style="list-style-type: none"> <li>• Students listen to the teacher.</li> <li>• Students make predictions based on the key words</li> </ul>

Hak Cipta Dilindungi Undang-Undang  
 1. Dilarang mengutip sebagian atau seluruh karya tulis ini tanpa mencantumkan dan menyebutkan sumber:  
 a. Pengutipan hanya untuk kepentingan pendidikan, penelitian, penulisan karya ilmiah, penyusunan laporan, penulisan kritik atau tinjauan suatu masalah.  
 b. Pengutipan tidak merugikan kepentingan yang wajar UIN Suska Riau.  
 2. Dilarang mengumumkan dan memperbanyak sebagian atau seluruh karya tulis ini dalam bentuk apapun tanpa izin UIN Suska Riau.



<p>Hak Cipta Dilindungi Undang-Undang</p> <p>1. Diarangi mengutip sebagian atau seluruh karya tulis ini tanpa mencantumkan dan menyebutkan sumber</p> <p>2. Diarangi mengutip hanya untuk kepentingan pendidikan, penelitian, penulisan karya ilmiah, penyusunan laporan, penulisan kritik atau tinjauan suatu masalah.</p>	<p>(Finding specific information)</p> <p>(Finding general idea)</p> <p>(word meaning and textual reference)</p>	<p>title and key words.</p> <ul style="list-style-type: none"> <li>Teacher distributes the reading passage and asks the students to make questions from each paragraph of the text, which is assigned to them.</li> <li>Teacher conducts classroom discussion based on the questions made by students.</li> <li>Teacher asks the students to summarize the text.</li> <li>Teacher asks the students to make questions for clarification of an unclear information, textual reference, word meaning to others.</li> </ul>	<p>which have been mentioned</p> <ul style="list-style-type: none"> <li>Students read the passage and make questions from the paragraph assigned to them.</li> <li>The students acted as a teacher who shares their questions to others.</li> <li>Students summarize the passage</li> <li>Students make questions for the purpose of clarification.</li> </ul>
	<p>Post-activity</p>	<ul style="list-style-type: none"> <li>Teacher gives a chance for students to ask questions</li> <li>Teacher asked the students to answer the test given individually</li> <li>Teacher ends the class and said good bye to the students</li> </ul>	<ul style="list-style-type: none"> <li>Students give their responses</li> <li>Students do the test</li> <li>The students responded by saying good bye</li> </ul>

**XIII. Teaching Media**

- Board marker and eraser.
- Pen, pencil and notebook.
- Handbook and workbook.

**Student exercise**

**Look at these questions. Find the right answers. Then write the questions and answers:**

1. Was Mr. Holland fat or thin when he was young?
2. Was he fat, or thin, when he was forty?
3. Who told him to get a bicycle?
4. Was it hard for him to learn to ride a bicycle again?
5. When did he practice?
6. Did he enjoy riding his bicycle?
7. Why did he like narrow roads?
8. Why could he pass car at red light?

9. Had the police taken Mr. Holland's driving license away?

10. Had they taken the other man's away?

Hak cipta milik UIN Suska Riau

Hak Cipta Diindungi Undang-Undang

1. Dilarang mengutip sebagian atau seluruh karya tulis ini tanpa mencantumkan sumber:
  - a. Pengutipan hanya untuk kepentingan pendidikan, penelitian, penulisan karya ilmiah, penyusunan laporan, penulisan kritik atau tinjauan suatu masalah.
  - b. Pengutipan tidak merugikan kepentingan yang wajar UIN Suska Riau.
2. Dilarang mengumumkan dan memperbanyak sebagian atau seluruh karya tulis ini dalam bentuk apapun tanpa izin UIN Suska Riau.

**Mengetahui**  
**Kepala SMK Muhammadiyah 3 Pekanbaru**

**Drs. ALISMAN**  
**NBM. 801 761**

**Pekanbaru, 13/09/2017**  
**Guru Bidang Studi**

**Nensi koneri S.pd**

State Islamic University of Sultan Syarif Kasim Riau

UIN SUSKA RIAU