

**APPENDIX 1**  
**SYLLABUS XII SMK NU GRESIK**

NAMA SEKOLAH : **SMK**  
 MATA PELAJARAN : **BAHASA INGGRIS**  
 KELAS/SEMESTER : **XII / 5 - 6** \\  
 STANDAR KOMPETENSI : **Berkomunikasi dengan Bahasa Inggris setara *Level Intermediate***  
 ALOKASI WAKTU : **146 X 45 menit**

KOMPETENSI DASAR	INDIKATOR	MATERI PEMBELAJARAN	KEGIATAN PEMBELAJARAN	PENILAIAN	ALOKASI WAKTU			SUMBER BELAJAR
					TM	PS	PI	
3.4 Memahami manual penggunaan peralatan	<ul style="list-style-type: none"> <li>Pertanyaan-pertanyaan yang terkait dengan isi manual penggunaan alat dijawab dengan benar.</li> <li>Petunjuk penggunaan peralatan (minimal dua manual) diungkapkan kembali dengan kata-kata sendiri secara tepat.</li> </ul>	<ul style="list-style-type: none"> <li>Manuals: (telephone installation, computer installation, maintenance and repair, etc.)</li> <li>Relevant vocabulary</li> <li>Antonym/Synonym</li> <li>Affixes: prefixes, suffixes.</li> </ul>	<ul style="list-style-type: none"> <li>Listening:               <ul style="list-style-type: none"> <li>Dialogues about reservations,</li> <li>Questions and answers about the dialogues heard</li> </ul> </li> <li>Speaking:               <ul style="list-style-type: none"> <li>Dialogue practice with the above matter</li> </ul> </li> <li>Reading comprehension:               <ul style="list-style-type: none"> <li>Reading a dialog–</li> <li>Questions and answers</li> </ul> </li> <li>Writing:               <ul style="list-style-type: none"> <li>Completing a dialog</li> <li>Filling in form based on the dialog</li> <li>Arranging jumbled instructions</li> <li>Writing some instructions based on the pictures</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Tes lisan               <ul style="list-style-type: none"> <li>Retelling / questions and answers</li> </ul> </li> <li>Tes tertulis               <ul style="list-style-type: none"> <li>multiple choice / essay</li> </ul> </li> </ul>	20			<ul style="list-style-type: none"> <li>❖ Get Along with English for Vocational School Grade XII Intermediate level</li> <li>❖ arious manuals</li> <li>❖ Global Access to the World of Work</li> <li>❖ 30 Days to the TOEIC Test</li> </ul>

<p>3.5 <u>Memahami surat-surat bisnis sederhana</u></p>	<ul style="list-style-type: none"> <li>• Pertanyaan yang terkait dengan isi surat-surat bisnis dijawab dengan benar.</li> <li>• Isi surat bisnis diceritakan kembali dengan benar.</li> </ul>	<ul style="list-style-type: none"> <li>• Business documents: letters, faxes, memos, advertisements, brochures, forms, questionnaires, etc.</li> <li>• Relevant vocabulary</li> <li>• Antonym/synonym</li> <li>• Affixes: prefixes/suffixes</li> </ul>	<ul style="list-style-type: none"> <li>• Listening: <ul style="list-style-type: none"> <li>- Matching words with parts of a letter</li> <li>- Completing a letter</li> <li>- Questions and answers about the dialogues heard</li> </ul> </li> <li>• Speaking: <ul style="list-style-type: none"> <li>- Communication practice on a job interview</li> </ul> </li> <li>• Reading comprehension: <ul style="list-style-type: none"> <li>- Reading letters</li> <li>- Questions and answers</li> </ul> </li> <li>• Writing: <ul style="list-style-type: none"> <li>- Arranging jumbled sentences into a good letter</li> <li>- Filling in a resume</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Tes lisan Retelling / questions and answers</li> <li>• Tes tertulis multiple choice / essay</li> </ul>	<p>20</p>		<ul style="list-style-type: none"> <li>❖ Get Along with English for Vocational School Grade XII Intermediate level</li> <li>❖ English for Secretaries</li> <li>❖ English Business Letters</li> <li>❖ Vocabulary Book</li> </ul>
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