

Kompetensi Dasar	Materi Pokok	Materi Pembelajaran	Alternatif Pembelajaran	Aspek Sikap	Pengetahuan		Keterampilan	
					Indikator	Penilaian	Indikator	Penilaian
<p>Menganalisis struktur teks, dan unsur kebahasaan dari teks presentasi bisnis sesuai dengan konteks penggunaannya.</p>	<p>Teks lisan dan tulis untuk mempresentasikan sebuah produk atau jasa</p>	<p>Ungkapan kebahasaan yang digunakan untuk membuka, membahas konten dan menutup presentasi (lihat lampiran)</p> <p>Konsep menjalin komunikasi dengan guru, teman dan orang lain</p> <p>Prosedur <i>Unsur kebahasaan:</i> (1) Kata-kata terkait dengan memperkenalkan produk (2) Konstruksi kalimat imperative;</p>	<p>Mengamati</p> <ol style="list-style-type: none"> Menanggapi gambar Menonton video tentang presentasi bisnis Membaca daftar ekspresi kebahasaan. <p>Menanya</p> <ol style="list-style-type: none"> Mempertanyakan keunggulan sebuah produk. Mempertanyakan pengucapan, kosakata dan isi teks <p>Mengeksplorasi:</p> <ol style="list-style-type: none"> pengucapan kata/kalimat Mempresentasikan sebuah produk 	<p>Bersikap sopan, santun, membedakan budaya Indonesia dengan budaya barat dalam konteks presentasi bisnis, menghargai orang lain, menghormati pendapat orang lain. Tepat waktu, mau bekerjasama.</p>	<p>1) mengidentifikasi struktur teks dan unsur kebahasaan pada teks presentasi bisnis.</p> <p>2) Menyebutkan fungsi sosial ungkapan-ungkapan untuk mempresentasikan sebuah produk.</p>	<p>Tes Tulis</p>	<p>1) Mendemonstrasikan presentasi bisnis</p>	<p>Tes unjuk kerja</p>
<p>4.1 Menangkap makna pemaparan jati diri lisan dan tulis.</p> <p>4.2 Menyusun teks lisan dan tulis sederhana, untuk memaparkan, menanyakan, dan merespon pemaparan jati diri, dengan memperhatikan</p>								

<p>fungsi sosial, struktur teks, dan unsur kebahasaan, secara benar dan sesuai dengan konteks.</p>		<p>kalimat majemuk dan majemuk bertingkat</p> <p>(3)Ucapan, tekanan kata, intonasi</p> <p>(4)Rujukan kata</p>	<p>Mengasosiasi</p> <ol style="list-style-type: none"> 1. menganalisis ungkapan dengan mengelompokannya berdasarkan penggunaan. 2. mendiskusikan ungkapan lain berkaitan dengan struktur bagiandari sebuah presentasi yang mereka temukan dari sumber lain 3. memperoleh balikan (<i>feedback</i>) dari guru dan teman tentang hasil presentasi mereka. <p>Mengkomunikasikan</p> <ol style="list-style-type: none"> 1. mendemonstrasikan penggunaan ungkapan untuk mempresentasi- 					
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			<p>kan sebuah produk</p> <p>2. mendiskusikan permasalahan dalam mempresentasikan sebuah produk dari segi isi presentasi, penampilan maupun unsur-unsur kebahasaan.</p>					
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Lampiran 1

Teacher's note

Warmer

The students discuss the strengths and weaknesses of certain products.

Presentation

A. Listening

Students listen and watch a video clip about business presentation.

While listening for the first time, they are doing a comprehension exercise.

B. Reading

Students read an article about how to give a good presentation.

After they finish reading, students answer some comprehension questions.

C. Listening and speaking

Students listen and watch the video once again. Then, they discuss whether the presentation they watched in the video was a good presentation based on the reading text.

D. Vocabulary

Students were given a list of common phrases that can be used at different stages of a presentation. Go through the hand out with them if necessary.

E. Speaking

Students are going to do a fifteen minutes group presentation based on everything they have learnt so far. Time will be given for preparing the presentation.

Lampiran 1

List of expression

Part One (Introduction)	1. Signaling the presentation	<ul style="list-style-type: none"> • OK, then, shall we start? • OK, then, I'd like to begin. • Let's start
	2. Greeting	<ul style="list-style-type: none"> • Good morning/afternoon, ladies and gentlemen/everyone. • Thank you for coming. • I'm very happy that you've come here today.
	3. Self-introduction	<ul style="list-style-type: none"> • First of all, I'd like to introduce myself. • My name is ... • Let me start with just a few words about myself/my own background. • I'm..... from (country/city). • I'm from(organisation).
	4. Introducing the subject	<ul style="list-style-type: none"> • Today, I'm going to talk about... • I'd like to talk to you today about ...
	5. Stating the Purpose	<ul style="list-style-type: none"> • In my presentation today I'll be discussing.. • I'm going to explain ... • What I'd like to do today is to present
	6. Outlining the presentation	<ul style="list-style-type: none"> • Firstly/First of allI will ... • Secondly/then/nextI would like to ...

Part Two (Main Body)		<ul style="list-style-type: none"> • Thirdly / and then we come to ...
	1. Ordering	<ul style="list-style-type: none"> • We've looked at ... • That's all I have to say about ... • Now we come to ... • That brings us to ...
	2. Proposing Ideas	<ul style="list-style-type: none"> • I propose that... • My proposal is that... • I suggest most strongly that... • In my view, the only viable solution is...
	2. Giving reasons	<ul style="list-style-type: none"> • The main explanation for this is ... • This is due to ... • One reason for this is ...

	3. Developing the points	<ul style="list-style-type: none"> Let's look at this in more detail. What does that mean for us
	4. Giving examples	<ul style="list-style-type: none"> To illustrate this point, ... To support what I've said ... I'd like to give you some examples ...
	5. Referring to visuals	<ul style="list-style-type: none"> I'd like to draw your attention to ... This shows/represents ... As you can see ...
	6. Relating ideas	<ul style="list-style-type: none"> therefore ... so ... consequently ... because of this although ... nevertheless... even though ... despite / in spite (of the fact that) ...
Part Three (Ending)	1. Signaling the end	<ul style="list-style-type: none"> That covers all I want/wanted to say today. Before I stop/finish, let me just say ...
	2. Summarizing	<ul style="list-style-type: none"> To sum up... Let's recap, shall we? If I can just sum up the main points ...
	3. Concluding	<ul style="list-style-type: none"> As a conclusion, I'd like to ... I'd like to leave you with the following thought/idea.
	4. Closing	<ul style="list-style-type: none"> Thank you for your attention / being so attentive/listening. It was pleasure talking to you ...
		<ul style="list-style-type: none"> I will be giving you handouts
	5. Inviting Questions	<ul style="list-style-type: none"> Are there any questions?

Lampiran 3 (Student worksheet)

Task 1

Look at these products. Discuss in pairs your answers to these questions:

1. From the pictures in each column, which one do you want to buy?
2. Why?

Smart phone			Vitamin C	
				
	iPhone 6	Galaxy S5		
Display Size	4.7-inch	5.1-inch		
Resolution	1334 x 750	1920x1080		
Processor	Apple A8	2.5GHz Snapdragon 801		
Rear Camera	8MP	16MP		
Front Camera	"FaceTime HD"	2.1MP		
Memory	N/A	2GB		
Storage	16/64/128GB	16/32GB		
Battery	10 hours LTE browsing	2800mAh		

Task 2

Watch a video about a business program presentation.

Based on the video you have watched, determine whether the statements are TRUE/FALSE by giving a tick on the appropriate column.

No	Statements	TRUE	FALSE
1	The topic of the presentation is how to make a Facebook account.		
2	The purpose of the presentation is to enlighten the use of social media to promote our business		
3	The users of Facebook are more than 600 million around the world.		
4	The Facebook should not be used in our business due to privacy and security issues.		
5	At the end of the presentation, the presenters underline that Facebook may lead to the existence of symbiotic relationship between the users.		

Task 3

Read this text about some tips to deliver good business presentation.

Communication Skills - making oral presentations

The material of your presentation should be concise, to the point and tell an interesting story. In addition to the obvious things like content and visual aids, the following are just as important as the audience will be subconsciously taking them in:

- **Your voice** - *how* you say it is as important as *what* you say
- **Body language** - a subject in its own right and something about which much has been written and said. In essence, your body movements express what your attitudes and thoughts *really* are. You might like to [check out this web page](#)
- **Appearance** - first impressions influence the audience's attitudes to you. Dress appropriately for the occasion.

As with most personal skills **oral communication cannot be taught**. Instructors can only point the way. So as always, ***practice is essential***, both to improve your skills generally and also to make the best of each individual presentation you make.

Preparation

Prepare the structure of the talk carefully and logically, just as you would for a written report. What are:

- the objectives of the talk?
- the main points you want to make?

Make a list of these two things as your starting point

Write out the presentation in rough, just like a first draft of a written report. Review the draft. You will find things that are irrelevant or superfluous - delete them. Check the story is consistent and flows smoothly. If there are things you cannot easily express, possibly because of doubt about your understanding, it is better to leave them unsaid.

Never read from a script. It is also unwise to have the talk written out in detail as a prompt sheet - the chances are you will not locate the thing you want to say amongst all the other text. You should know most of what you want to say - if you don't then you should not be giving the talk! So prepare ***cue cards*** which have key words and phrases (and possibly sketches) on them. Postcards are ideal for this. **Don't forget to number the cards** in case you drop them.

Remember to mark on your cards the visual aids that go with them so that the right OHP or slide is shown at the right time

Rehearse your presentation - to yourself at first and then in front of some colleagues. The initial rehearsal should consider how the words and the sequence of visual aids go together. How will you make effective use of your visual aids?

Making the presentation

Greet the audience (for example, 'Good morning, ladies and gentlemen'), and tell them who you are. Good presentations then follow this formula:

- tell the audience what you are going to tell them,
- then tell them,
- at the end tell them what you have told them.

Keep to the time allowed. If you can, keep it short. It's better to under-run than over-run. As a rule of thumb, allow 2 minutes for each *general* overhead transparency or Powerpoint slide you use, but longer for any that you want to use for developing specific points. 35mm slides are generally used more sparingly and stay on the screen longer. However, the audience will get bored with something on the screen for more than 5 minutes, especially if you are not actively talking about it. So switch the display off, or replace the slide with some form of 'wallpaper' such as a company logo.

Stick to the plan for the presentation, don't be tempted to digress - you will eat up time and could end up in a dead-end with no escape!

Unless explicitly told not to, leave time for discussion - 5 minutes is sufficient to allow clarification of points. The session chairman may extend this if the questioning becomes interesting.

At the end of your presentation ask if there are any questions - avoid being terse when you do this as the audience may find it intimidating (ie it may come across as *any questions? - if there are, it shows you were not paying attention*). If questions are slow in coming, you can start things off by asking a question of the audience - so have one prepared.

Delivery

Speak clearly. Don't shout or whisper - judge the acoustics of the room.

Don't rush, or talk deliberately slowly. Be natural - although not conversational.

Deliberately pause at key points - this has the effect of emphasising the importance of a particular point you are making.

Avoid jokes - always disastrous unless you are a natural expert

To make the presentation interesting, change your delivery, but not too obviously, eg:

- speed
- pitch of voice

Use your hands to emphasise points but don't indulge in too much hand waving. People can, over time, develop irritating habits. Ask colleagues occasionally what they think of your style.

Look at the audience as much as possible, but don't fix on an individual - it can be intimidating. Pitch your presentation towards the back of the audience, especially in larger rooms.

Don't face the display screen behind you and talk to it. Other annoying habits include:

- Standing in a position where you obscure the screen. In fact, positively check for anyone in the audience who may be disadvantaged and try to accommodate them.
- Muttering over a transparency on the OHP projector plate an not realising that you are blocking the projection of the image. It is preferable to point to the screen than the foil on the OHP (apart from the fact that you will probably dazzle yourself with the brightness of the projector)

Avoid moving about too much. Pacing up and down can unnerve the audience, although some animation is desirable.

Keep an eye on the **audience's** body language. Know when to stop and also when to cut out a piece of the presentation.

Visual Aids

Visual aids significantly improve the interest of a presentation. However, they must be relevant to what you want to say. A careless design or use of a slide can simply get in the way of the presentation. What you use depends on the type of talk you are giving. Here are some possibilities:

- Overhead projection transparencies (OHPs)
- 35mm slides
- Computer projection (Powerpoint, applications such as Excel, etc)
- Video, and film,
- Real objects - either handled from the speaker's bench or passed around
- Flip-chart or blackboard - possibly used as a 'scratch-pad' to expand on a point

Slides and OHPs should contain the minimum information necessary. To do otherwise risks making the slide unreadable or will divert your audience's attention so that they spend time reading the slide rather than listening to you.

Try to limit words per slide to a maximum of 10. Use a reasonable size font and a typeface which will enlarge well. Typically use a minimum 18pt Times Roman on OHPs, and preferably larger. A guideline is: if you can read the OHP from a distance of 2 metres (without projection) then it's probably OK

Finally ...,

Enjoy yourself. The audience will be on your side and want to hear what you have to say!

Task 4

After reading the text, do you think the speakers in the video have done an effective presentation? Discuss in pairs.

Task 5

Make a group of three. Prepare a fifteen-minutes presentation about a product of your company. Deliver the presentation in front of the class.