

Lesson Plan

Fakultas : Bahasa dan Seni
 Program Studi : Pendidikan Bahasa Inggris
 Mata Kuliah & Kode : Introduction to Business English
 Jumlah SKS : 2 SKS
 Semester : 6
 Dosen : Dyah S. Ciptaningrum, M.Ed. (dyah_ciptaningrum@uny.ac.id; 08995862898)
 Subject : Writing business letter.

Learning Objectives	Learning Materials	Learning Activities	Character building	Knowledge		Skills	
				Indicator	Assessment	Indicator	Assessment
Students are able to: analyze organizational structure of business letters. identify language expressions used in different types of business letters.	Examples of various types of business letter. Peer evaluation rubric. List of questions to guide the discussions.	Students answer comprehension questions on one type of business letters. Students discuss the organizational structure of the business letter. Students discuss the language expressions used in the letter. Students read and analyze other examples of business letters in terms of	Politeness, work in teams, respect, differentiate cultural points in the context of business English.	Mentioning types of business letters Identifying organizational structure of the texts and the language expression used in the text	Observation And written test	Demonstrating writing business letter skills	Demonstration

<p>write letters in response to specific writing prompts.</p> <p>apply knowledge of language structure and conventions.</p> <p>adjust their use of writing conventions, style, and vocabulary for a variety of audiences and purposes.</p>		<p>their organizational structure and language expressions.</p> <p>Students share the result of their analysis.</p> <p>Students write letters based on the situation they choose in pairs.</p> <p>Students show the result of their work.</p> <p>Students conducted peer evaluation on their friends' work.</p>					
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Teacher's Note

1. Greeting students and remind them about last week's lesson.
2. Distribute Task 1 and ask students to do Task 1 (5 minutes)
3. Discuss the answers (5 minutes)
4. Distribute Task 2 and ask students to do Task 2 (5 minutes)
5. Discuss the answers (5 minutes)
6. Send students to do the exhibition and ask them to do Task 3 (10 minutes)
7. Ask students to work in pairs discussing the result of the exhibition (Task 4, 10 minutes)
8. Ask students to work in groups of three and do Task 5 (30 minutes); Ask students to write their draft on a big paper to be displayed.
9. Ask students to have a look around their friends' work and give peer-feedback
10. Wrap up the discussion