# Lesson Plan

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

<table>
<thead>
<tr>
<th>Learning Objectives</th>
<th>Learning Materials</th>
<th>Learning Activities</th>
<th>Character Building</th>
<th>Knowledge</th>
<th>Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students are able to: analyze organizational structure of business letters.</td>
<td>Examples of various types of business letter. Peer evaluation rubric. List of questions to guide the discussions.</td>
<td>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</td>
<td>Politeness, work in teams, respect, differentiate cultural points in the context of business English.</td>
<td>Mentioning types of business letters Identifying organizational structure of the texts and the language expression used in the text</td>
<td>Observation And written test Demonstrating writing business letter skills</td>
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<td>Identify language expressions used in different types of business letters.</td>
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<td>Demonstration</td>
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<tr>
<td>write letters in response to specific writing prompts.</td>
<td>apply knowledge of language structure and conventions.</td>
<td>adjust their use of writing conventions, style, and vocabulary for a variety of audiences and purposes.</td>
<td>their organizational structure and language expressions.</td>
<td>Students share the result of their analysis.</td>
<td>Students write letters based on the situation they choose in pairs.</td>
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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