

**SUMBER BELAJAR PENUNJANG PLPG 2017**  
**MATA PELAJARAN/PAKET KEAHLIAN**  
**BAHASA INGGRIS**

**BAB IV**  
**NOTICE AND ANNOUNCEMENT**



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**2017**

## CHAPTER 4

### NOTICE AND ANNOUNCEMENT

#### 4.1 Gambaran Umum Teks Tertulis Fungsional Pendek Berbentuk Notice/Announcement

KI: Menguasai materi, struktur, konsep, dan pola pikir keilmuan yang mendukung mata pelajaran yang diampu.

KD: Menguasai bahasa Inggris lisan dan tulisan, reseptif dan produktif dalam segala aspek komunikatifnya (linguistik, wacana, sociolinguistik dan strategis).

Functional text is text that serves to provide information that is considered important to someone. Short functional text is a text that has social function to inform something. It's called short functional text because the text is short and has a specific information. Kinds of functional texts are notice, announcement, advertisement, short message, label, sign, pamphlet, brochure and the other short texts.

The social function is to give information to someone about something. This chapter will discuss about notice and announcement as two of short functional texts.

#### Notice

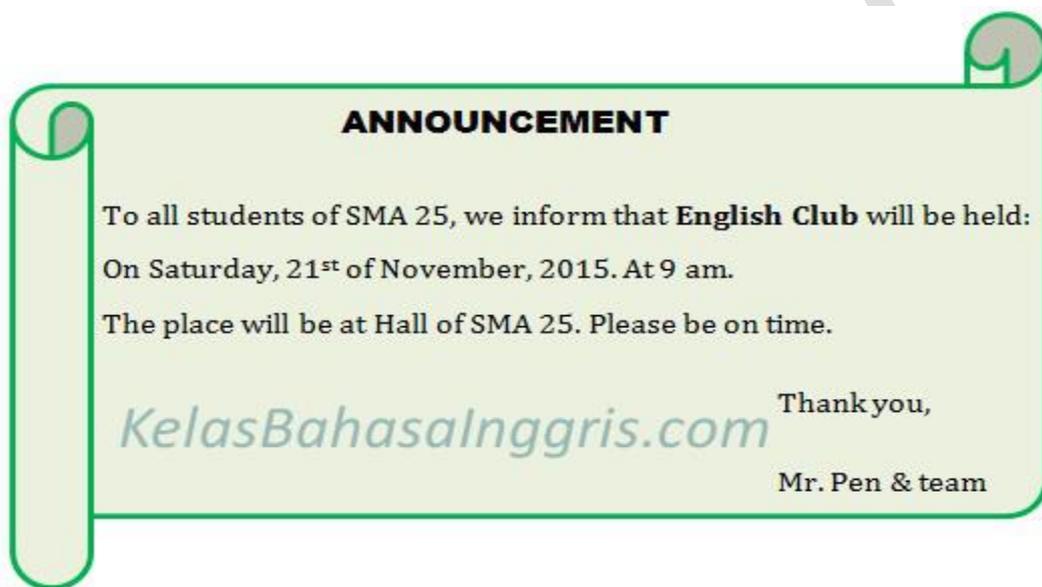
Notice is a sign in a public place giving information or instructions. Notice is premonition to someone; it can be command, caution, information, prohibition. Notice should be easy to understand and easy to read. It is also written using simple words, concise and easy to understand. For example:

1. **Notice Command** means the notice gives instruction to people to do what is written.
2. **Notice caution** is used to warn someone to be careful or aware of something.
3. **Notice prohibition** informs people that they are forbidden to do what is written.

Actually, notice command, caution, and prohibition are almost the same; they are short and simple information intended for the crowds.

### Announcement

Announcement is an important or official statement that informs people about something. Announcement is often seen in public area, such as at school, hospital and other public places. The following example is an announcement about English Club Program at school.



### 4.2 Informasi Rinci Tersurat Teks Tertulis Fungsional Pendek Berbentuk Notice/Announcement

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KD: Menguasai bahasa Inggris lisan dan tulisan, reseptif dan produktif dalam segala aspek komunikatifnya (linguistik, wacana, sosiolinguistik dan strategis).

### Notice

Notice is a sign in a public place giving information or instructions. Notice is premonition to someone; it can be command, caution, information, prohibition. For example:

**Notice Command** means that the notice gives instruction to people to do what is written. For example *notice command* below.

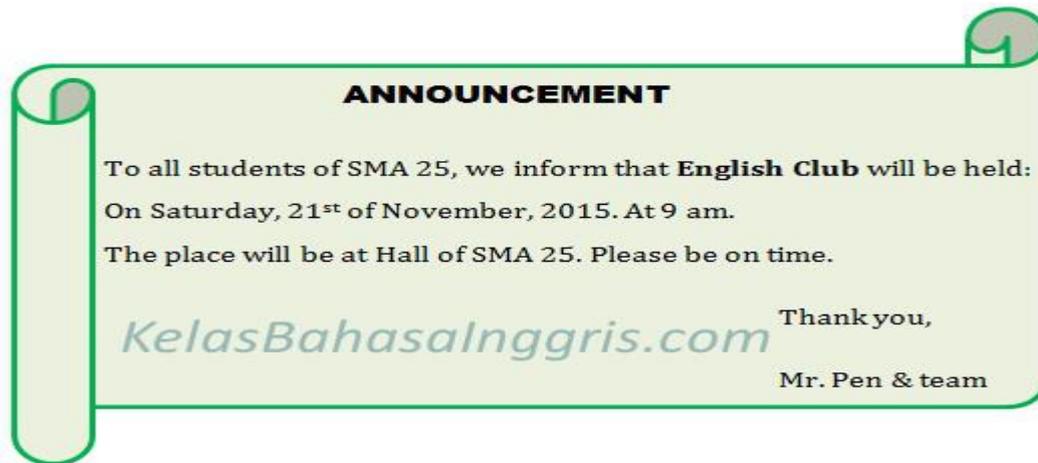


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The notice above clearly commands someone to keep the door closed whether one is in or out the room. The notice is easy to understand and easy to read. It is also written by using simple words and concise that makes everyone who reads the command will understand it easily.

### **Announcement**

Announcement is often seen in public area, such as at school, hospital and other public places. The following example is an announcement about English Club Program at school.



From the announcement above, the reader can get clear information about English Club at SMA 25. It concisely states the time and place of English Club in SMA 25. The announcement is written by Mr. Pen and team of English Club. The announcement is for all students of SMA 25, from the tenth grade up to twelfth grade.

#### **4.3 Informasi Rinci Tersirat Teks Tertulis Fungsional Pendek Berbentuk Notice/Announcement**

KI: Menguasai materi, struktur, konsep, dan pola pikir keilmuan yang mendukung mata pelajaran yang diampu.

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#### **Notice caution**

Notice caution is used to warn someone to be careful or aware of something related to the caution.

For example is the following caution.



The notice above implicitly warns the visitors of the building or hotel a message informing about something dangerous or serious so that people can avoid it. The visitors should avoid the wet floor so that they do not fall down.

### Announcement

**ANNOUNCEMENT**

To all students of SMA 25, we inform that **English Club** will be held:  
On Saturday, 21<sup>st</sup> of November, 2015. At 9 am.  
The place will be at Hall of SMA 25. Please be on time.

Thank you,  
Mr. Pen & team

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From the announcement, the readers can assume that the announcement is for the students who are interested in joining English Club. It implies that the school concerns on the students' improvement in speaking English. The school supports the students to enrich their English proficiency.

#### 4.4 Teks Notice/Announcement yang Tepat sesuai Konteks yang Disajikan

KI: Menguasai materi, struktur, konsep, dan pola pikir keilmuan yang mendukung mata pelajaran yang diampu.

KD: Menguasai bahasa Inggris lisan dan tulisan, reseptif dan produktif dalam segala aspek komunikatifnya (linguistik,wacana,sosiolinguistik dan strategis).

##### Notice: prohibition

Notice prohibition informs people that they are forbidden to do what is written.



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Based on the context of notice above, the visitors know that only the staff of the company or office who allowed entering the room. It instructs everyone who is not the staff forbid to come in the room. Staff only means only for the clerks.

##### Announcement

The following example is an announcement that gives the information about the open daily of a public place. The announcement uses simple words and detail information about the day and time. The visitors can easily understand the announcement.

