DEWAN PENGURUS DAERAH (DPD)
FORUM KOMUNIKASI PUSAT KEGIATAN BELAJAR MASYARAKAT
KABUPATEN BANYUMAS
Sekertariat : Jl. KS.Tubun Gg Penettu II No. 29 Bantarsoka-Purwokerto Barat

ASESMEN SUMATIF AKHIR TAHUN (ASAT)
PENDIDIKAN KESETARAAN PAKET C
TAHUN PELAJARAN 2025/2026

Mata Pelajaran : English
Kelas : XI (Sebelas)
Hari, Tanggal : Selasa, 27 Mei 2026
Waktu : Pukul 13.00-14.30 WIB

PETUNJUK UMUM

1. Berdoalah sebelum mengerjakan soal.
2. Tulislah terlebih dahulu nomor dan identitas Anda pada lembar jawab yang tersedia.
3. Kerjakanlah semua nomor dengan teliti pada lembar jawab yang ada sesuai dengan petunjuk.
4. Periksalah pekerjaan Anda sebelum diserahkan kepada Pengawas Ruang

Pilihlah satu jawaban yang paling tepat dengan memberi tanda silang (X) pada satu huruf jawaban A, B, C, D, atau E pada lembar jawaban!

1. Manager: "Could you walk me through the steps you took to resolve the customer's complaint yesterday?" What is the most appropriate response to give?
   A. I apologize for the inconvenience.
   B. First, I listened to their issue, then I offered a replacement.
   C. Can you repeat the question slowly?
   D. The customer was very angry yesterday.
   E. You should ask the customer service team instead of me.

2. A colleague is teaching you how to use the new office photocopier. They say, "You just need to press this green button after loading the paper." You want to clarify the instruction to ensure you understand it correctly. Which expression is the best to use?
   A. Do you mean I should press the green button before loading the paper?
   B. Am I supposed to press the green button once the paper is securely in the tray?
   C. Why is the button green and not red?
   D. I think you should do it for me since I am busy.
   E. That is a very good instruction for beginners.

3. "Don't worry, registering for the mobile banking application is a piece of cake." What does the idiom "a piece of cake" mean in this context?
   A. The registration process requires buying food.
   B. The registration process is very difficult and complex.
   C. The registration process is very easy to complete.
   D. You will get a free cake after registering.
   E. The application is specifically designed for baking recipes.

4. Your friend is rushing to click 'Agree' on a digital loan service contract without reading the terms and conditions. You say, "Look before you leap." What are you trying to clarify to your friend?
   A. He should physically jump over the contract documents.
   B. He must carefully consider the consequences before making a decision.
   C. He needs to look at the computer screen closely to find the hidden button.
   D. He should sign the digital contract as quickly as possible.
   E. He should ignore the terms and conditions completely.

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5. In a procedure text explaining how to set up a new email account for job applications, the section listing "a smartphone or laptop, an active internet connection, and an active phone number" belongs to which part of the text structure?
   A. Goal
   B. Materials
   C. Steps
   D. Conclusion
   E. Recommendation

6. "To ensure your company data is safe, please encrypt your file before uploading it to the shared cloud storage." What does the technical term 'encrypt' mean in this context?
   A. To delete the file permanently from the hard drive.
   B. To convert information into a secret code to hide its meaning from unauthorized users.
   C. To share the file with multiple users simultaneously.
   D. To download the file rapidly from the internet.
   E. To organize digital files into different colored folders.

7. "If you forget your password, you must ... the 'Forgot Password' link located at the bottom of the login page." Choose the correct form of the verb to complete the instruction.
   A. clicked
   B. clicking
   C. click
   D. clicks
   E. to click

8. Which of the following sentences is a correct example of a negative imperative used in a digital banking manual?
   A. You are not allowed to share your Personal Identification Number.
   B. Please do not share your Personal Identification Number with anyone.
   C. It is strictly forbidden to share your Personal Identification Number.
   D. Nobody should share their Personal Identification Number.
   E. We highly recommend that you do not share your PIN.

9. Arrange these jumbled steps into a correct procedure on how to pay an electricity bill online: 1. Enter your customer ID number. 2. Finally, download and save the payment receipt. 3. First, open the mobile banking application on your phone. 4. Next, select the 'Electricity Bill' menu. 5. Then, confirm the payment amount and enter your PIN.
   A. 3 - 4 - 1 - 5 - 2
   B. 3 - 1 - 4 - 5 - 2
   C. 1 - 3 - 4 - 5 - 2
   D. 3 - 5 - 1 - 4 - 2
   E. 4 - 3 - 1 - 5 - 2

10. You are presenting a digital report about monthly sales to your department managers. Which expression is the most appropriate to direct your audience to the chart displayed on the screen?
   A. Look at me while I talk about the numbers on the screen.
   B. The chart is somewhere in the file I sent yesterday.
   C. As you can see on the screen, the chart illustrates a 10% increase in our online sales.
   D. I drew a chart yesterday, but I forgot to include it in this presentation.
   E. Let's skip the complicated chart and talk about something else entirely.

11. Your coworker often misses the morning briefing because he gets stuck in heavy traffic. What is the most appropriate and professional suggestion to give him?
   A. I suggest you resign from this company to avoid the stress.
   B. Why don't you try leaving your house 30 minutes earlier?
   C. You must buy a new car tomorrow to drive faster.
   D. I recommend you to sleep in the office every day.
   E. You should just skip the morning briefing entirely since it is not important.

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12. In a hortatory exposition text advocating for remote work, the final paragraph states: "Therefore, companies should implement flexible remote working policies to maintain employee well-being and productivity." What is this specific part of the text's generic structure called?
    A. Thesis
    B. Argument
    C. Recommendation
    D. Reiteration
    E. Orientation

13. "Make sure your microphone is on mute when you are not speaking during the online meeting to avoid background noise." What does the word 'mute' mean in this sentence?
    A. Increased in maximum volume.
    B. Turned off or silenced.
    C. Connected securely to the internet.
    D. Broken and in need of technical repair.
    E. Recorded for future documentation.

14. Read the following excerpt: "It is crucial for adults to learn financial management. Without it, individuals may fall into severe debt. Thus, local community centers ought to provide free financial literacy programs for everyone." What is the main communicative purpose of this hortatory exposition text?
    A. To entertain the reader with an amusing story about overcoming debt.
    B. To describe how a local community center looks and operates.
    C. To persuade the readers that something should or should not be done.
    D. To explain the step-by-step process of paying off a severe bank debt.
    E. To retell a past experience of joining a financial literacy program.

15. A senior staff member says to you, "I am having a really hard time understanding how to use this new accounting software." As a helpful colleague, what is the best advice you can offer?
    A. You should just ignore the new software and continue using paper records.
    B. Why don't we sit together after lunch, and I can show you the basic features?
    C. I advise you to stop working here if learning the software is too hard for you.
    D. You had better ask the general manager to do your daily job.
    E. How about you figure it out by yourself by reading the 500-page manual?

16. Your coworker says, 'I have too many deadlines this week, and I don't know where to start.' What is the most appropriate recommendation to give in this professional context?
    A. You should ignore the deadlines and take a vacation.
    B. I recommend that you prioritize the most urgent tasks first.
    C. You must resign from the company immediately.
    D. Why don't you give all your tasks to the manager?
    E. I suggest you to complain to the clients.

17. Which of the following sentences uses the correct imperative form commonly found in a digital service registration manual?
    A. You are clicking the submit button.
    B. Click the verification link sent to your email.
    C. To click the menu on the top right corner.
    D. Clicking the password field is necessary.
    E. You should have clicked the register button.

18. Customer Service: 'Thank you for calling FastNet. How may I assist you today?' Customer: '...' Which response is the most appropriate in a functional business context?
    A. I am fine, thank you. How are you?
    B. I need to know where you live.
    C. I'm calling to report an issue with my internet connection.
    D. You must fix my internet right now!
    E. Do you know how to use the internet properly?

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19. A supervisor is explaining how to use a new inventory software, but you missed the last step. How should you appropriately clarify the instruction?
A. Repeat what you just said. I wasn't listening.
B. Could you please clarify what I should do after entering the product code?
C. I don't understand anything. Do it for me.
D. Why is the software so complicated to use?
E. You need to speak louder when explaining the steps.

20. During a web design workshop, the instructor says, 'Setting up this online store is a piece of cake.' What does the idiom 'a piece of cake' mean in this context?
A. The process requires a physical cake.
B. The process is extremely difficult to complete.
C. The setup process is very easy and straightforward.
D. You need to buy a piece of cake to register.
E. Only professional bakers can set up the store.

21. Your friend feels discouraged after failing a job interview. You want to encourage him to try again because success often comes after multiple attempts. Which proverb is the most suitable to say?
A. Don't judge a book by its cover.
B. If at first you don't succeed, try, try again.
C. A watched pot never boils.
D. Curiosity killed the cat.
E. The early bird catches the worm.

22. In a procedure text about how to register for a digital wallet, the section that lists 'Smartphone, active phone number, and ID card' is referred to as...
A. The Goal
B. The Steps
C. The Resolution
D. The Materials
E. The Orientation

23. Read the instruction: 'To share the document, please generate a link and ensure the access permission is set to view only.' The word 'generate' in this context is closest in meaning to...
A. Destroy
B. Create
C. Hide
D. Forget
E. Block

24. Choose the correct verb to complete the digital instruction: 'Before submitting the online application, make sure to ... all the mandatory fields marked with an asterisk.'
A. erase
B. ignore
C. skip
D. fill out
E. delete

25. Read the following poorly written instruction: 'Firstly, open the app. Then password type in. Next, login button press.' How should this procedure be redrafted for better clarity and correct grammar?
A. Open the app. Type your password. Press the login button.
B. App opened. Password typed. Login pressed.
C. You opening the app. You typing password. You pressing login.
D. To open app, typing password, and login button press.
E. First opening app. Second typed password. Third press login.

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26. When presenting a digital project report about monthly sales to your manager, which mode of presentation is the most effective to show revenue trends over time?
A. Reading a long paragraph of text aloud.
B. Showing a line graph comparing the monthly revenues.
C. Playing a background song about business success.
D. Passing around a handwritten note with raw numbers.
E. Describing the data using only facial expressions.

27. In a hortatory exposition text advocating for flexible working hours, the final paragraph states: 'Therefore, management should implement a flexible schedule to improve employee well-being.' Which part of the generic structure is this paragraph?
A. Thesis
B. Argument
C. Recommendation
D. Reiteration
E. Orientation

28. Your colleague asks, 'My client hasn't replied to my email for three days. What should I do?' Which of the following is the most professional advice?
A. I suggest you spam their inbox until they reply.
B. You had better call them and shout at them.
C. I recommend sending a polite follow-up email tomorrow.
D. If I were you, I would block the client's contact.
E. You should complain about them on social media.

29. The IT support manual says, 'If the application freezes, you need to reboot your system.' What is the technical meaning of 'reboot' in this context?
A. To uninstall the application completely.
B. To buy a new pair of boots.
C. To restart the computer.
D. To format the hard drive.
E. To upgrade the internet connection.

30. Read the excerpt: 'Using public transportation reduces carbon emissions and eases traffic congestion. It is time for the city council to provide free bus passes for workers.' What is the main purpose of this hortatory exposition excerpt?
A. To entertain the readers with a story about a bus ride.
B. To persuade the readers that something should or should not be done.
C. To describe the physical appearance of a public bus.
D. To explain the process of how a bus engine works.
E. To report the historical development of public transportation.

31. Your supervisor says, "Make sure to update the client database before you log off today." You are not sure which database they mean. How do you appropriately clarify this instruction?
A. "I don't know what you are talking about."
B. "Could you please specify whether it's the local or the cloud database?"
C. "Why do I have to do it today?"
D. "Do it yourself, I am busy."
E. "I will update everything tomorrow."

32. While helping your friend register for an online banking account, you notice they are skipping the security guidelines. You say, "Don't cut corners when it comes to securing your account." What does the idiom 'cut corners' mean in this context?
A. To cut the paper with scissors.
B. To skip important steps to save time or effort.
C. To draw a square on the screen.
D. To close the browser immediately.
E. To type the password very quickly.

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33. Read the following step from a guide on how to reset a password: "... the 'Forgot Password' link on the login page to initiate the process." Which imperative verb best completes the instruction?
A. Clicking
B. Click
C. Clicked
D. To click
E. Clicks

34. In a manual for an online learning platform, it says, "Ensure your browser's cache is cleared to avoid loading outdated pages." In this context, what does the technical word 'cache' refer to?
A. A hidden folder used to store physical money.
B. A temporary storage space for web data to speed up loading times.
C. A type of computer virus that deletes your files.
D. A security password needed to log into the system.
E. A printed document containing your browsing history.

35. Your colleague looks extremely tired and says, "I have been working on this report for 10 hours straight, and I still haven't finished." What is the best recommendation you can give?
A. "You had better take a short break to refresh your mind."
B. "You must resign from this company immediately."
C. "I suggest you delete the report and start over."
D. "You should keep working without eating or drinking."
E. "Why don't you just ignore the deadline completely?"

36. When discussing a new business venture, your partner says, "We shouldn't put all our eggs in one basket." How do you clarify their statement to ensure you understand?
A. "Do you mean we should buy more baskets for our products?"
B. "Are you suggesting that we should diversify our investments to reduce risk?"
C. "So, you are saying we need to stop selling eggs?"
D. "Does this mean we should put all our money into one single project?"
E. "Are you telling me to go to the market right now?"

37. A hortatory exposition text usually ends with a recommendation. If the text argues that people should use public transportation to reduce air pollution, which of the following sentences best serves as the recommendation?
A. Air pollution is a major problem in many big cities around the world.
B. Therefore, the local government should provide better buses and citizens ought to leave their cars at home.
C. For instance, buses and trains can carry more passengers than a single car.
D. Private cars emit a large amount of carbon dioxide into the atmosphere every day.
E. Do you know that riding a bus is actually cheaper than driving a car?

38. Consider the following procedure text for topping up an e-wallet: (1) Enter the nominal amount you wish to top up. (2) Open the e-wallet application on your smartphone. (3) Confirm the transaction using your PIN. (4) Select the 'Top Up' menu on the home screen. What is the correct logical order of the steps?
A. (2) - (4) - (1) - (3)
B. (2) - (1) - (4) - (3)
C. (4) - (2) - (1) - (3)
D. (1) - (2) - (4) - (3)
E. (3) – (4) – (1) –(2)

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39. You are preparing a digital presentation to report the results of a community recycling project to the local residents. To make the data easy to understand for this audience, which mode of presentation is the most effective?
   A. A 50-page printed document filled with complex scientific formulas.
   B. A simple infographic displaying the amount of recycled waste using clear charts and pictures.
   C. A formal speech without any visual aids or written summary.
   D. An audio recording of the project team reading raw data numbers for an hour.
   E. A highly technical spreadsheet containing thousands of unformatted data rows.

40. You are drafting a procedure on "How to attach a file to an email." Your initial draft says: "Click the paperclip icon and find the file you want to send." During the review process, you realize the instruction needs to be clearer for a beginner. Which of the following is the best revised instruction?
   A. "Click the paperclip icon, browse your computer to select the desired file, and then click 'Open' to attach it."
   B. "Just attach the file by clicking around."
   C. "The paperclip icon is used to put files into the email you are writing."
   D. "Do not forget to click the icon that looks like a paperclip before sending."
   E. "Send the email after you put the file inside."

II. URAIAN/ESSAY

1. Read the workplace situation below and complete the dialogue with a suitable expression to clarify instructions! Manager: 'Please prepare the monthly sales report and bring it to the meeting room at 2 PM.'
   You : '_____?'
   Manager : 'Yes, that is correct. I need both January and February data in the printed report.'

2. Arrange these jumbled sentences into a correct and logical procedure text! 1. Enter the amount of money you want to top up and confirm with your PIN. 2. First, open your mobile banking application and log in to your account. 3. Finally, wait for the notification that your transaction is successful. 4. Choose the 'E-Wallet' menu and select the specific provider you use. 5. Input your phone number registered to the e-wallet account.

3. Write a short procedure text consisting of four steps on 'How to Register an Account on Shoopy Application'. Make sure to use sequential conjunctions such as First, Second, Next, and Finally!

4. Complete the dialogue below by giving an appropriate suggestion or advice! Sarah: 'I have been working overtime for three days straight, and I feel so exhausted. I cannot even focus on my work anymore.'
   You : '_____.'
   Sarah : 'That is a good idea. I will talk to the manager and take a day off tomorrow.'

5. Arrange the following jumbled words into a perfect sentence to give advice!
   think / doctor / should / a / see / you / I / immediately

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