

RENCANA PELAKSANAAN PEMBELAJARAN

Sekolah	: SMA NEGERI 1 KEC. PAYAKUMBUH
Mata pelajaran	: Bahasa Inggris
Kelas/Semester	: XII /II
Materi Pokok	: Fungsi sosial, struktur Teks dan unsur kebahasaan dari teks Prosedur terkait manual penggunaan teknologi dan kiat –kiat (tips)
Alokasi Waktu	: 10 menit (1 X Pertemuan)

A. TUJUAN PEMBELAJARAN

Melalui pembelajaran **berbasis teks** , peserta didik mampu membedakan fungsi sosial, struktur teks, unsur kebahasaan serta terampil dalam menangkap makna dan menyusun teks prosedur terkait manual penggunaan teknologi dan kiat kiat (tips) dengan menguatkan sikap mandiri, jujur dan bisa bekerjasama.

B. KEGIATAN PEMBELAJARAN

1. Kegiatan Pendahuluan (2 menit)

- **Menyiapkan** peserta didik untuk mengikuti proses pembelajaran seperti berdoa, absensi, menyiapkan buku pelajaran;
- **Memotivasi** peserta didik secara kontekstual sesuai dengan manfaat pembelajaran dengan menampilkan sebuah gambar terkait materi yang ada di kehidupan terdekat peserta didik.
- Mengajukan pertanyaan-pertanyaan yang terkait dengan materi yang akan dipelajari.
 - Have you ever doing video conference
 - what application do you ever use? ?
- Menjelaskan tujuan pembelajaran atau kompetensi, literasi dan karakter yang harus dicapai.

2. Kegiatan Inti (8 Menit)

BKOF

- Mencermati beberapa gambar yang terkait dengan procedure teks terkait

tips/manual atau teknologi

- menentukan situasi, masalah, fungsi social, unsur kebahasaan dan tujuan dari gambar yang di cermati.
- Mempelajari pre teach vocabularies terkait teks procedure tentang tips/manual atau teknologi

MOT

- **Mengamati** satu buah teks procedure lengkap
- **Mengumpulkan informasi** dalam menentukan fungsi social, struktur teks dan unsur kebahasaan dari teks baru yang ditampilkan. Di guide dengan pertanyaan terkait dengan teks.
- **membentuk** kelas menjadi beberapa kelompok.
- **Mendistribusikan** Teks Procedure acak kepada setiap kelompok
- **Mendiskusikan** urutan yang benar dari teks procedure acak yang diberikan dalam kelompok dengan memperhatikan informasi terkait teks.
- **Menemukan** secara mandiri fungsi social, struktur teks dan unsur kebahasaan dari teks yang disusun..

JCOT

- **mempresentasikan** hasil diskusi kelompok.
- memberi tanggapan berupa kritik dan saran terhadap hasil kerja kelompok lain.

3. Kegiatan Penutup (2 Menit)

- Memberikan umpan balik terhadap proses pembelajaran: Well, class, you have done a very good job today. I appreciate your effort and your spirit in learning. Most of you are active. I hope next time, all of you involve in the interaction. How do you feel during the lesson? Is there anyone want to say something?
- Menyimpulkan apa yang dipelajari hari ini
- Pemberian tugas berupa menemukan teks procedure teks tentang tips.
- Menyampaikan rencana kegiatan pembelajaran untuk pertemuan berikutnya

C. ASSESMENT/PENILAIAN

1. Teknik Penilaian

✚ P. Sikap	: Observasi
✚ P. Pengetahuan	: Tes tulis, T Lisan, Penugasan
✚ P. Keterampilan	: Unjuk Kerja

2. Bentuk Penilaian

✚ Sikap	: Jurnal
✚ Pengetahuan	: Pilihan Ganda
✚ Keterampilan	: Menyusun Kalimat Acak

3. Instrumen Penilaian (Terlampir)

4. Program Tindak Lanjut

a. Remedial

- ✚ Peserta didik yang belum mencapai KKM (75) diberi tugas untuk membaca dan membandingkan **fungsi sosial, struktur teks dan unsur kebahasaan** teks procedure tentang teknologi selama satu minggu. Setelah dua minggu, kemajuan peserta didik dievaluasi untuk melihat kemajuan kompetensi peserta didik dalam memahami teks procedure tentang teknologi. Dengan mengerjakan kembali soal terkait materi. Kemudian guru melaksanakan penilaian remedial

b. Pengayaan

- ✚ Bagi peserta didik mempunyai nilai di atas 75 diberi pengayaan berupa tugas mandiri untuk menemukan **teks procedure tentang teknologi** lainnya dan mengidentifikasi fungsi sosial, struktur teks dan unsur kebahasaannya. Kemudian mempublikasi dengan ditempel di madding kelas.

Koto Tengah Simalanggang, Juli 2021

Mengetahui
Kepala Sekolah

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LAMPIRAN I

A. MATERI PEMBELAJARAN

Fungsi Sosial →

→ Untuk menguraikan langkah atau instruksi untuk membuat atau mengoperasikan atau melakukan sesuatu.

Struktur Teks →

→ **Goals/ aim:** Pada bagian ini menerangkan tujuan dari aktivitas atau hal yang nantinya akan dilakukan atau dibuat.

→ **Materials/ tools:** Pada bagian ini menerangkan bahan dan juga alat yang diperlukan untuk membuat sebuah barang atau ketika akan melakukan suatu hal.
Pada suatu *procedure text*, *materials* memiliki sifat opsional atau tidak selalu ada.

→ **Steps:** Merupakan serangkaian langkah atau tips yang akhirnya harus kalian lakukan.

→ **Conclusion/ result:** Berisikan hasil akhir dari apa yang sudah kalian kerjakan sesuai dengan serangkaian langkah yang sudah dilakukan.

Unsur Kebahasaan →

- Memakai suatu keterangan urutan atau memakai konjungsi temporal (Contoh: pertama, kedua, ketiga, dan yang terakhir)(Ex: First, second, third, the last)
- Memakai suatu perintah atau kalimat imperatif (Contoh: Letakkan mie di dalam..., potong bawang menjadi..., cuci tomat ...)(Ex: Put the noodles on the . . . , cut the onion. . . , wash the tomatoes. . .)
- Memakai adverbial (Adverbial) untuk menerangkan detail waktu, tempat, cara yang akurat. (Contoh: Selama lima menit, 2 jam, dan yang lainnya)(Contoh: For five minutes, 2 hours, etc.).
- Memakai suatu kata kerja aksi. (Sebagai contoh: Membuat, mengambil, merebus, dan memasak)(Ex: make, take, boil, and cook)
- Memakai **Simple Present Tense**
- Numbering: angka – angka yang menerangkan suatu urutan kegiatan. (Ex: *First, second, third, etc*)(Contoh: Pertama, kedua, ketiga, dll).

Gambar Yang digunakan pada Saat Apersepsi.



Materi Text Procedure

How to Activating Laptop Camera



picture by freepik.com

RPP KD 3.6 4.6 Teks Prosedur

Activating laptop camera is an urgent thing in learning online since its function create the learning process more real.

Here the steps to activating your laptop camera:

- First, open the Start menu with the Windows icon in the left corner of the laptop screen
- Type Settings in the search field and open it
- Then type Camera on the Search menu
- Later, various menu suggestions about the camera will appear
- Select camera privacy settings
- On the Camera page, press the On button in the Allow apps to access your camera section to allow applications to access the camera
- Next, you can give permission or not to some applications that require camera access in the Choose, which Microsoft Store apps can access your camera section
- Later when you open an application that has been granted this permission, the laptop camera will immediately activate.
- If the application is not in the Allow apps to access your camera section, usually the application will request access to the laptop user to activate the camera by presenting a pop-up dialog box asking for activation approval.

By activating the laptop camare people are able to make a video conference by the teacher, students, colleagues or clients.

RANCANGAN MATERI REMEDIAL

Mendudukan kembali konsep siswa dengan melakukan diskusi tentang point point berikut....

1. Struktur teks dari teks Procedure
Language feature dari teks procedure.
2. When you want to insert a sim card and then you forget one step, can the sim card operated?

Rancangan Kegiatan Pengayaan

- Find the procedure teks about tips to handle or do something.

B. Lampiran Instrument Penilaian

a. Penilaian Sikap (Penilaian Aktifitas Belajar)

Jenis : Pengamatan

Bentuk : Jurnal

Instrument :

No	Waktu	Nama	Kelas	Kejadian/ Prilaku	Butir sikap	Pos/Neg	Tindak Lanjut
1	Senin/0 18 Juli 2020	Agus	XII IPS 2	Tidak terlibat dalam diskusi kelompok	Kerjasama	Negatif	Mencari tahu permasalahan dalam hal pengumpulan tugas.
2							

b. Penilaian Pengetahuan,

Jenis : Tes tulisan

Bentuk : Pilihan Ganda

Instrumen :

Instrumen Penilaian

This text is for questions 1 to 3

Connect HP to TV with HDMI cable

- Make sure the TV is turned off
- Then, plug the micro cable into the hole where you normally charge your HP battery
- And the other end of the cable plugs into the HDMI port on the TV
- Turn the TV back on
- When a notification appears on the cellphone, check the option “HDMI connection”
- Done. Now you can enjoy a cellphone with a wider screen.

1. What is the text about ?
 - a. Tips how to keep HDMI cable.
 - b. The information How to connect HP to TV by HDMI cable**
 - c. The steps how to Connect HP to TV without HDMI cable.
 - d. The tips how to Protect HP by HDMI Cable.
 - e. The tips how to keep your cell phone.

2. From the text we know that....
 - a. Turning off the electricity when connecting TV to HP.
 - b. Charging your HP before connecting it to TV.
 - c. **Plug the microcable in the charging spot.**
 - d. Turn on the TV firstly before the steps are doing.
 - e. Turn off the cell phone .

3. After reading all the tips in a text, the readers should
 - a. Turn off all the house appliances when the operation working.
 - b. Stop using HDMI in connecting HP and TV.
 - c. Turn off the TV after the cable was connected.
 - d. **prepare the HDMI cable firstly.**
 - e. notice the step.

This Text is For Question 4-5

Laptop screen tend to collect dust, food particle and other debris. Using a microfiber cloth and a simple solution of water and vinegar will do the trick if you don't want to purchase a special screen cleaner.

- First, turn the computer off and unplug the power adapter and battery. Don't just put it to sleep.
- Second, get a microfiber cloth. Avoid using paper product as well. Never use napkin, paper towel, toilet paper or another paper product, since these are scratchy and will damage the screen.
- Then, wipe the screen gently with the cloth without exerting much pressure, since if you press too hard you could damage the screen. To lift up some of the tougher spots you need wipe the screen with gentle circular motion.
- Finally, clean the laptop frame with gentle cleaning solution. If the area around the screen is dirty, you can use a standard household cleaning solution and a paper towel.

4. The text tells us about....
 - A. how to operate a laptop.
 - B. How to fix a laptop by using microfiber.
 - C. How to use paper product to clean a laptop.
 - D. **how to clean the laptop's screen without buying special screen cleaner.**
 - E. How to purchase a good microfiber cloth to clean the laptop's screen.

5. From the text we know that....
 - A. The cable should be Plug when the laptop's screen clean.
 - B. Pressing the microfiber on the screen make the laptop free from dust.
 - C. **Use the standard household cleaning if the laptop frame have some dirt.**
 - D. Use paper towel, napkins, toilet paper or another paper product to clean a screen.
 - E. The use of microfiber cloth and vinegar will scratch and damage the laptop's screen.

6. Before cleaning the screen by using microfiber we should....
 - A. Buy some vinegar
 - B. **Remove battery**

- C. Plug the cable
- D. Wipe the screen
- E. Sleep all program

Kunci Jawaban:

1. The information How to connect HP to TV by HDMI cable.
2. Plug the microcable in the charging spot.
3. prepare the HDMI cable firstly
4. how to clean the laptop's screen without buying special screen cleaner.
5. Use the standard household cleaning if the laptop frame have some dirt.
6. Remove battery

Rubrik Penilaian

No	Deskripsi	skor	Total skor
1	1. Soal 1 sampai 6	1	6
	Jawaban benar	1	
	Jawaban salah	0	
			6

Cara penilaian

$$\frac{\text{Jumlah skor perolehan}}{\text{Jumlah skor Max}} \times 100$$

C. Penilaian Keterampilan

Menyusun Kalimat Acak (Nine Tips To Increase Concentration When Studying

Then, Find a place to study. It should not always be a nice place but you must be comfortable in the place.

Fifthly, To help you understand the materials easily, star your study with questions and chapter outlines

Lastly, Take a five - minute break.

Fourth, If you want to study while you listen to music, choose soft music. It functions as background that will help you feel comfortable.

After the fifth steps, Break up the materials into smaller parts that can be completed in a short time

Thirdly, Identify things that can probably disturb you, such as noise, certain fragrance, etc. you have to have strategies to remove the disturbance.

Firstly, Be enthusiastic with what you learn. Stay away from others and take a deep breath several times. It will help you feel relaxed and beat a bad mood.

Seventhly, Concentrate on one task. Complete the task and move to another

Before moving to another topic, remember Spend your peak time of concentration on difficult topics

Kunci Jawaban

Nine Tips To Increase Concentration when Studying

1. Firstly, Be enthusiastic with what you learn. Stay away from others and take a deep breath several times. It will help you feel relaxed and beat a bad mood.
2. Then, Find a place to study. It should not always be a nice place but you must be comfortable in the place.
3. Thirdly, Identify things that can probably disturb you, such as noise, certain fragrance, etc. you have to have strategies to remove the disturbance.
4. Fourth, If you want to study while you listen to music, choose soft music. It functions as background that will help you feel comfortable.
5. Fifthly, To help you understand the materials easily, star your study with questions and chapter outlines.
6. After the fifth steps, Break up the materials into smaller parts that can be completed in a short time.
7. Seventhly, Concentrate on one task. Complete the task and move to another.

RPP KD 3.6 4.6 Teks Prosedur

8. Before moving to another topic, remember Spend your peak time of concentration on difficult topics.
9. Lastly, Take a five - minute break.

Rubrik Penilaian

NO	Indikator	Nilai
1	Semua urutan kalimat acak benar	100
2	Terdapat 8 urutan yang benar	95
3	Terdapat 7 urutan yang benar	90
4	Terdapat 6 urutan yang benar	85
5	Terdapat 5 urutan yang benar	80
6	Terdapat 4 urutan yang benar	75
7	Terdapat 3 urutan yang benar	< 70