RENCANA PELAKSANAAN PEMBELAJARAN KD 3.33 TECHNICAL MANUAL AND TIPS
(Versi TPS (Think, Pair, Share))

Nama Pembuat : Nurjanah Mardiningsih, S.Pd Nama Sekolah : SMK Negeri 1 Kedung Kelas/Semester : XII/Genap	Tema : Technical Manual Sub Tema : How to operate something Alokasi Waktu : 10 menit Pembelajaran ke: 1

A. Tujuan Pembelajaran

Dengan model pembelajaran TPS (Think, Pair and Share) peserta didik secara mandiri dapat

1. Memahami dan merespon ungkapan Technical Manual dalam dialog.
2. Menggunakan ungkapan Technical Manual dalam dialog

B. Kegiatan Pembelajaran

1. Pendahuluan/Kegiatan Awal (2 menit)
   a. Mengucapkan salam, menanyakan keadaan peserta didik dan meminta ketua kelas agar memimpin do'a untuk mengawali pelajaran.
   b. Mengingatkan dan memastian siswa mematuhi protokol kesehatan
   c. Mengecek kehadiran siswa dan kebersihan ruang kelas
   d. Mengajukan pertanyaan-pertanyaan untuk mengulas materi sebelumnya dan materi yang akan dipelajari.

2. Kegiatan Inti (6 menit)
   a. Menyampaikan tujuan dan mempersiapkan siswa.
      1. Guru menyampaikan tujuan pembelajaran, agar siswa mengetahui manfaat dari pembelajaran yang akan mereka dapatkan
      2. Guru melakukan ice breaking
      3. Mengajak peserta didik untuk **berpikir kritis (critical thinking**) dengan meminta siswa merekam satu buah pertanyaan (*How to use/operate something*) menggunakan Voice Note (VN) di grup WhatsApp agar semua siswa mendapatkan kesempatan yang sama. Beberapa siswa diminta mengucapkan langsung di kelas.
   b. Mendemonstrasikan pengetahuan dan keterampilan.
      1. Guru memutar video dialog tentang technical manual di link/ memberikan contoh dialog tentang techncal manual/ tips.
      2. Siswa menyimak video dan bertanya jawab tentang isi video
   c. Membimbing pelatihan.
      Dengan bimbingan guru, siswa berdialog sesuai contoh dialog yang sudah diberikan guru. Siswa diberi kebebasan untuk **berpikir kreatif** dengan berimprovisasi dalam berdialog menggunakan kata-kata sendiri
   d. Mengecek pemahaman dan memberikan umpan balik.
   e. Memberikan kesempatan untuk latihan lanjutan.
      1. Guru memberikan beberapa situasi, dengan tetap mengacu pada contoh dialog yang sudah disampaikan sebelumnya *(Thinking)*
      2. Siswa **berkolaborasi** dengan teman dan menggunakan kreatifitasnya untuk menyusun dialog *(Pairing)*
      3. Siswa berlatih speaking dengan pasangannya *(Pairing)*
      4. Siswa **mengkomunikasikan** dialog di depan kelas secara bergantian *(Sharing)*

3. Penutup (2 menit)
   a. Peserta didik melakukan refleksi terhadap kegiatan yang sudah dilakukan
   b. Peserta didik dan guru melakukan umpan balik
   c. Peserta didik dan guru merencanakan tindak lanjut pembelajaran untuk pertemuan berikutnya

C. Penilaian Pembelajaran

1. Sikap : ~~Observasi~~, Penilaian Diri, ~~Penilaian Antar Teman~~*)
2. Pengetahuan : ~~Tes Tertulis~~, ~~Lisan~~, Penugasan, ~~Portofolio~~*)
3. Ketrampilan : Kinerja , ~~Proyek~~, ~~Portofolio~~*) *Keterangan *) coret yang tidak sesuai*

Mengetahui
Kepala Sekolah

Jepara, 1 Januari 2021
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Materi:

What is a Technical Manual?

A technical manual is a "how-to guide or manual" created for a single objective of making it simple for the end-user to understand the technicality of using a product or service. Technical manual contains instructions for installation, use, maintenance, and steps for effective deployment of equipment.

What does tips mean?

A **tip** is a useful piece of advice.

Simple Present Tense
Procedure Text harus ditulis dengan menggunakan *Simple Present Tense*. Hal ini dikarenakan dalam *Procedure Text* terdapat kalimat-kalimat fakta mengenai pembuatan atau penggunaan sesuatu.

Kalimat perintah *(Imperative Sentences)*
Contohnya adalah
add 3 onions and mix it well with the dough.
Yang harus diingat, kalimat perintah harus diawali dengan kata kerja *(verb).*
Contohnya adalah *heat, stir, mix, add, boil, plug in,* dan sebagainya.

Kata penghubung *(Connectives)*
Kata penghubung *(connectives)* digunakan sebagai penghubung antara satu kegiatan dengan kegiatan yang lain, contohnya *first/firstly, second/secondly, then, after that, finally, last,* dan *sebagainya.*

Kata keterangan (Adverbs)
Kata keterangan *(adverbs)* digunakan untuk memberikan keterangan waktu, seperti: *in 10 minutes, for 1 hour, during the first half hour.* Selain itu, dapat digunakan juga untuk memberikan keterangan cara (*manner*), contohnya *slowly, thoroughly, well, fast,* dan lain-lain.

Study the following instructions about operating an electronic iron!

How to use an electronic iron
Plug the iron cable into an electricity socket
Wait until the iron gets warmer,
Place the clothes on the placemat.
Apply the iron on the clothes surface evenly.

Now study and act the following dialogue about operating iron in this link
https://s.id/howtouseelectroniciron
 Or scan this QR

Another version https://s.id/usingelectroniciron

How To Use an Electronic Iron
A: Excuse me. Could you help me for a minute?
B: Certainly. What is it?
A: Could you tell me how to use an electronic iron?
B: Sure. *Just plug the iron cable into an electricity socket and wait until the iron gets warmer, place the clothes on the placemat. Then, apply the iron on the clothes surface evenly.*
A: I see. First, I plug the iron cable into an electricity socket and leave it until it gets warmer. Then I place the clothes on the placemat and apply the iron on the clothes surface evenly.
B: Yes. That's right.
A: Thanks.

Penilaian Keterampilan (Speaking/ berbicara dan writing/menulis)
Study again the model of the dialogue above, and then do the same way based on the following instrucions. Work in pairs and act them in front of the class!

Based on the following instructions, create a dialogue like the example!

How to use a photocopier

Turn on the photocopier
Put your document on the copie
Select the number of copies
Select the color preference
Select the paper size
Press the copy button.

How to use a photocopier

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Kriteria Penilaian Speaking

No	Nama Siswa	Fluency	Pronunciation	Accuracy	Clarity	Performance	Score
1							
2							
3							
4							
5							

Aspects	Weight	Criteria				Score
		1	2	3	4	
Fluency	2	Speaking with many pauses	Speaking too slowly	Speaking generally at normal speed	Speaking fluently	
Pronunciation	2	Speaking words incomprehensibly	Speaking with incorrect pronunciation but still understandable	Speaking with several incorrect pronunciation	Speaking with correct pronunciation	
Accuracy	2	The serious errors present in speech makes the message difficult to understand	The errors present in speech would frequently create confusion	The speech is still understood although it consists of many errors	The errors present in speech are so minor so that the message would be easily comprehended	
Clarity	2	Often mumbles or cannot be understood, more than one mispronounced words	Speaks clearly and distinctly most of the time, no more than one mispronounced word	Speaks clearly and distinctly nearly all the time, no more than one mispronounced word	Speaks clearly and distinctly all the time, no mispronounced words	
Performance skill	2	Speaking in volume which is almost inaudible, no facial expression, and not communicative	Mumbling, flat facial expression, and less communicative	Speaking in soft voice, but can be understood, good facial expression, and communicative enough	Speaking clearly and loudly, good facial expression, and communicative	

Maximum score= 100

Minimum score= 25

Students score= total score X 100
$$\frac{}{40}$$

Note:
85-100=very good
70-84= good
55-69=okay
25-54= poor

Kriteria Penilaian Writing

Kriteria	Score
Content	40
Diction	30
Creativity	30
Jumlah	100

Penilaian Sikap

No	Nama Siswa	Tanggung jawab	Disiplin	Kerjasama	Kreatif	Teliti	Keterang an
1							
2							
3							
4							
5							

Kolom aspek perilaku diisi dengan angka yang sesuai dengan kriteria berikut:
4 = Sangat Baik
3 = Baik
2 = Cukup
1 = Kurang

Catatan :
1. Skor maksimal = 20
2. Nilai = jumlah skor x 100
3. Kriteria
   75,01 – 100,00 = Sangat Baik (SB)
   50,01 – 75,00 = Baik (B)
   25,01 – 50,00 = Cukup (C)
   00,00 – 25,00 = Kurang (K)

Contoh jawaban:

How to use a photocopier

A: Excuse me. Could you help me please?

B: Certainly. What is it?

A: Could you tell me how to use a photocopier?

B: Sure. Just turn on the photocopier, then put your document on the copier. Select the number of copies and color preference, after that select the paper size and press the copy button.

A: I see. First, I turn on the photocopier, then I put my document on the copier. After that I select the number of copies and color preference, then I select the paper size and press the copy button. Am I right?

B: Yes, that's right.

A: Thank you.

Penilaian Pengetahuan

Rearrange the following sentences into the correct steps on How to use a printer!

> Turn on your printer.
>
> Prepare the printer by checking the amount of paper and the ink.
>
> Open the document you'd like to print and then press CTRL + P buttons on your computer keyboard.
>
> Your docuement will begin printing.
>
> To begin with, plug in the printer and connect it to your computer.
>
> Make sure that the printer device softwae have been installed in your computer.
>
> Klik 'Ok' at the bottom of the pop-up screen to print.

Key Answer:

1. Make sure that the printer device software have been installed in your computer.
2. Prepare the printer by checking the amount of paper and the ink.
3. To begin with, plug in the printer and connect it to your computer.
4. Turn on your printer.
5. Open the document you'd like to print and then press CTRL + P buttons on your computer keyboard.
6. Klik 'Ok' at the bottom of the pop-up screen to print.
7. Your docuement will begin printing.

Remedial dan Pengayaan

Remedial: Complete the following steps using the provided sentences in the box!

1. Make sure that the printer device software have been installed in your computer.
2. Prepare the printer by checking the amount of paper and the ink.
3. To begin with, plug in the printer and connect it to your computer.
4.
5.
6.
7.

·
> Klik 'Ok' at the bottom of the pop-up screen to print.
>
> Turn on your printer.
>
> Your docuement will begin printing
>
> Open the document you'd like to print and then press CTRL + P buttons on your computer keyboard.

Pengayaan:

1. This text tells us about …
A. fermentation
B. cattle product
C. contact address
D. **the use of EM-4**

2. One of the benefits of the product is …….
A. **for increasing quality and quantity of cattle product**
B. for increasing smell pollution
C. for producing cattle manure and organic fermentation bacteria
D. for increasing micro organisms

3. What will you do to get satisfying result?
A. Dissolve 1 cc EM-4 per liter of water every two days.
B. Dissolve 4 cc EM-1 per liter of water every week.
C. Dis**solve 1 cc EM-4 per liter of water every day.**
D. Dissolve 4 cc EM-1 per liter of water per day.

> **ORGANIC FERMENTATION BACTERIA TO INCREASE CATTLE PRODUCTIVITY**
>
> **EM- 4 is a mixture of micro-organisms that gives the benefit for cattle growth and product.**
> **Usage:**
> **1. Decrease smell pollution**
> **2. Balance mutual micro-organisms**
> **3. Increase quality and quantity of cattle product**
>
> **How to use:**
> **1. To get satisfying result, dissolve 1cc EM-4 per liter water every day**
> **2. Spray 1 cc EM-4 per liter of water every week on the floor, wall, and manure.**
>
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