

## RENCANA PELAKSANAAN PEMBELAJARAN

Satuan Pendidikan	: SMKN 10 Malang
Kelas / Semester	: XII / 5
Tema	: Teks Prosedur
Sub Tema	: Manual & Kiat – Kiat ( <i>Tips</i> )
Pembelajaran ke	: 1
Alokasi waktu	: 10 Menit

### A. TUJUAN PEMBELAJARAN

Siswa dapat menyusun teks prosedur sederhana tentang suatu pekerjaan atau alat di tempat kerja

### B. KEGIATAN PEMBELAJARAN

#### 1. KEGIATAN AWAL

- Guru menyapa siswa & mengajak siswa berdo'a
- Guru memeriksa kehadiran siswa
- Guru membangkitkan semangat siswa dengan yell-yell
- Guru menanyakan pada siswa tentang isi dan kesan/ pesan pembelajaran sebelumnya
- Guru mengaitkan pembelajaran sebelumnya dengan materi hari ini
- Guru menjelaskan tujuan pembelajaran hari ini dan pentingnya penguasaan materi ini bagi siswa

#### 2. KEGIATAN INTI

- Guru melakukan tanya jawab dengan siswa tentang teks-teks yang sering dijumpai siswa ketika melakukan magang (PKL) di dunia kerja (Lampiran 1)
- Guru menunjukkan contoh-contoh teks prosedur, antara lain manual alat/ teknologi, langkah-langkah menyelesaikan sebuah pekerjaan, dan kiat-kiat / *tips* (Lampiran 2)
- Guru mengajak siswa berdiskusi tentang fungsi sosial, struktur generik, dan unsur kebahasaan teks prosedur tersebut sekaligus menyampaikan materi tentang teks prosedur (Lampiran 3)
- Guru memberikan latihan pemahaman teks prosedur pada siswa (Lampiran 4)
- Guru mengajak siswa mendiskusikan hasil jawaban mereka

### **3. KEGIATAN AKHIR**

- Guru mengajak siswa menarik simpulan pembelajaran & melakukan refleksi pembelajaran
- Guru memberikan penugasan proyek pada siswa
- Guru mengakhiri pembelajaran dengan do'a dan salam

### **C. PENILAIAN PEMBELAJARAN**

#### 1. Pengetahuan

Kuis/ ulangan/ tes tulis (Lampiran 5)

#### 2. Keterampilan

Proyek: Teks prosedur di lingkungan kerja dalam bentuk infografis (Lampiran 6)

Kepala SMKN 10 Malang

Malang, 13 Juli 2021

Guru Mata Pelajaran

**Drs. Cone Kustarto Arifin**  
NIP 19670413 200012 1 003

**Luki Emiliya Hidayat, M. Pd**  
NIP 19790219 200903 2 003

## LAMPIRAN – LAMPIRAN

### LAMPIRAN 1

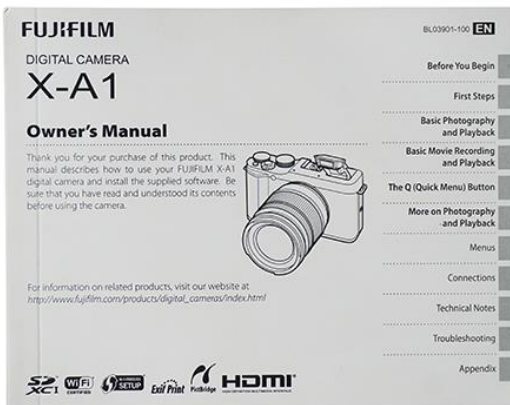
Pertanyaan untuk mengaktifkan *prior knowledge* siswa dan mengaitkan materi dengan pengalaman nyata siswa:

1. Bacaan apa yang sering kalian temui dan baca pada saat magang/ PKL di dunia kerja?
2. Mengapa menurutmu bacaan itu ada di tempat kerja, apa fungsinya?
3. Apa saja ciri kebahasaan dari bacaan tersebut?
4. Bagaimana struktur bacaan tersebut?
5. Apa yang ingin kamu dapatkan dari membaca bacaan tersebut?

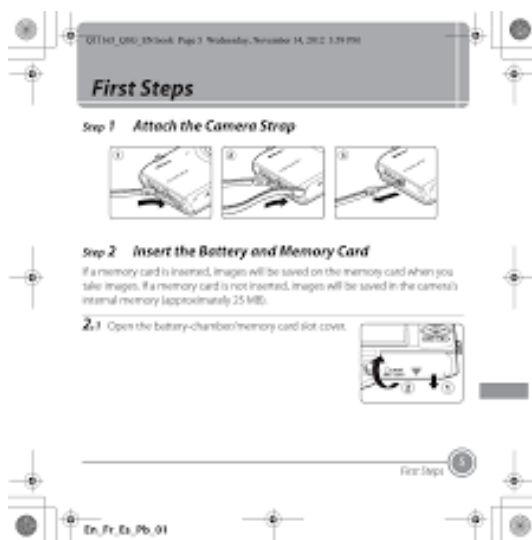
### LAMPIRAN 2

Contoh-contoh teks prosedur di dunia kerja:

1. Contoh teks prosedur manual alat/ teknologi







[https://www.jpckemang.com/assets/img/products/awfgh\\_\(2\).jpg](https://www.jpckemang.com/assets/img/products/awfgh_(2).jpg)



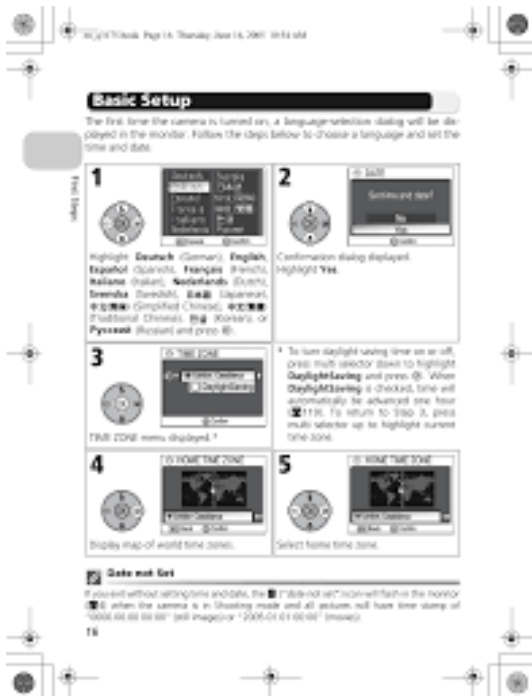
<https://fccid.io/CGJ5149EB/User-Manual/User-Manual-1877319>

2. Contoh teks prosedur langkah-langkah menyelesaikan sebuah pekerjaan

## Quick Start Guide


- 1**  **Insert the battery.** (p.22)
  - To charge the battery, see page 20.
- 2**  **Insert the card.** (p.22)
  - With the card's label facing toward the camera back, insert it into the slot.
- 3**  **Attach the lens.** (p.29)
  - Align the lens' white or red index with the camera's index in the matching color.
- 4**  **Set the lens focus mode switch to <AF>.** (p.29)


<https://www.slideshare.net/andikfaisol/canon-eos-1100d-manual>





**Basic Setup**


The first time the camera is turned on, a language-selection dialog will be displayed in the monitor. Follow the steps below to choose a language and set the time and date.

- 1** 

Highlight **Deutsch** (German), **English**, **Español** (Spanish), **Français** (French), **Italiano** (Italian), **Nederlands** (Dutch), **Português** (Portuguese), **Русский** (Russian), **Українська** (Ukrainian), **简体中文** (Simplified Chinese), **繁體中文** (Traditional Chinese), **हिन्दी** (Hindi) or **ไทย** (Thai) and press **OK**.
- 2** 

Customization dialog displayed. Highlight **Yes**.
- 3** 

TIME ZONE menu displayed.
- 4** 

To turn daylight saving time on or off, press multi-selector (down) to highlight **DaylightSaving** and press **OK**. When **DaylightSaving** is checked, time will automatically be adjusted one hour **▲1:00**. To return to 1:00, press multi-selector up to highlight current time zone.
- 5** 

Display map-of-world time zones. Select from time zone.

**Date and Time**

If present without settings time and date, the "B" (Battery) icon will flash in the monitor. When the camera is in Shooting mode and all buttons will have time stamp of "0000:00:00:00:00" (Self Image) or "2005-01-01 00:00" (Image).

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<https://fccid.io/CGJCP1/User-Manual/User-Manual-1-of-3-558201>

3. Contoh teks prosedur kiat-kiat (*tips*) di dunia kerja

#### • Tips for Using the Battery and Charger

- Upon purchase, the battery is not fully charged. Recharge the battery before using.
- Recharge the battery on the day before or on the day it is to be used. Even during storage, a charged battery will gradually drain and lose its power.
- After recharging the battery, detach it and unplug the charger from the power outlet.
- When not using the camera, remove the battery. If the battery is left in the camera for a prolonged period, a small amount of power current is released, resulting in excess discharge and shorter battery life. Store the battery with the protective cover (provided) attached. Storing the battery after it is fully charged can lower the battery's performance.
- The battery charger can also be used in foreign countries. The battery charger is compatible with a 100 V AC to 240 V AC 50/60 Hz power source. If necessary, attach a commercially-available plug adapter for the respective country or region. Do not attach any portable voltage transformer to the battery charger. Doing so can damage the battery charger.
- If the battery becomes exhausted quickly even after being fully charged, the battery has reached the end of its service life. Purchase a new battery.

<https://www.slideshare.net/andikfaisol/canon-eos-1100d-manual>



#### • Shooting Tips

- Use a wide-angle lens and a tripod. When using a zoom lens, use the wide-angle end to obtain a wide night view. Also, use a tripod to prevent camera shake.
  - Keep the person within 5 meters/16.4 feet from the camera. Under low light, the built-in flash will fire automatically to obtain a good exposure of the person. The maximum effective distance of the built-in flash is 5 meters/16.4 feet from the camera.
  - Shoot also with  $\langle \square \rangle$  (Full Auto). Since camera shake is prone to occur with night shots, shooting also with  $\langle \square \rangle$  (Full Auto) is recommended.
- Tell the subject to keep still even after the flash fires.  
• If you use the self-timer together with flash, the self-timer lamp will light

<https://www.slideshare.net/andikfaisol/canon-eos-1100d-manual>

## LAMPIRAN 3

- Fungsi Sosial:
  - ✚ To explain/tell (the reader) how to make/operate/do something through a sequence of actions or steps.
  - ✚ To explain steps/instruction to make/operate/do something
- Struktur Generik:
  - ✚ Goal → Materials → Steps
- Unsur Kebahasaan:
  - ✚ Using adverbial of sequence / Using temporal conjunction (e.g: first, second, third, the last)
  - ✚ Using command / imperative sentence (e.g : put the noodles on the . . . , cut the onion. . . , wash the tomatoes. . . )
  - ✚ Using adverbials (Adverbs) to express detail the time, place, manner accurate, for example, for five minutes, 2 hours, etc.
  - ✚ Using action verbs, e.g : make, take, boil, cook
  - ✚ Using Simple Present Tense

## LAMPIRAN 4

Soal latihan teks prosedur:

[https://kahoot.it/challenge/09682562?challenge-id=decaa6e3-2bde-43d1-9353-bcf8fb48ae62\\_1626250447434](https://kahoot.it/challenge/09682562?challenge-id=decaa6e3-2bde-43d1-9353-bcf8fb48ae62_1626250447434)

## LAMPIRAN 5

Kuis/ ulangan/ tes tulis:

<https://forms.gle/us7MFYvTAb5nEMZ48>

## LAMPIRAN 8

Instruksi tugas proyek:

Buatlah teks prosedur sederhana berbentuk infografis tentang langkah-langkah menyelesaikan suatu pekerjaan di tempat Praktik Kerja Lapangan yang kamu alami semester lalu.

Contoh hasil, infografis menggunakan aplikasi Canva

