WORKSHEET

English Lesson

Name:_____

Class :_____

Date_:_____

FIRST MEETING

PROCEDURE TEXT

KD. 3.1 3.1 Membedakan fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks prosedur lisan dan tulis dengan memberi dan meminta informasi terkait manual penggunaan teknologi dan kiat-kiat (tips), pendek dan sederhana, sesuai dengan konteks penggunaannya

4.3   Teks prosedur

4.3.1 Menangkap makna secara kontekstual terkait fungsi sosial, struktur teks, dan unsur kebahasaan teks prosedur lisan dan tulis, dalam bentuk manual terkait penggunaan teknologi dan kiat-kiat (tips)

4.3.2 Menyusun teks prosedur lisan dan tulis, dalam bentuk manual terkait penggunaan teknologi dan kiat-kiat (tips), dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan, secara benar dan sesuai konteks

GOAL OF THIS MATERIAL

BY LEARNING THIS PROCEDURE TEXT (READING TEXT, WATCHING VIDEO_STUDENTS WILL ABLE TO:

a. Understanding the procedure text

b. Comparing form of social function, generic structure, and language feature for some written, spoken (video) some of procedure text.

c. Mind mapping about procedure text in detail.

d. Writing others short procedure text.

e. Making video of procedure text

f. By making video, Students able to show their independence and responsibility in doing their task

HOW TO OPERATE PROJECTOR

1. Press the 'ON' the inner front of the computer

2. Wait until the display produced on the screen. Input user name and password (if necessary)

3. Click on 'START' and select 'PROGRAM'.

4. Select the program you want to use and start using the computer

5. Press 'ON' on the projector. (Using on body press button / remote control)

6. Select source

7. Shutdown the projector after use, please make sure the projector entering the cooling state and wait until the projector turn off itself

8. Click on 'START' and select 'Turn off COMPUTER' to end the use of computers

9. Select "LOG OFF" or "turn off" or "RESTART" computer

Task 1

Answer the questions!

1. What is the writer's attention to write the text above?
2. What should we do before we Click on 'START' and select 'PROGRAM'?
3. What should we Click to select the program
4. At step 7, "…………..itself". Itself refers to?

Task 2

Question!

1. What is the purpose of the procedure text above?
2. What is the social function of the procedure text above?

Task 3
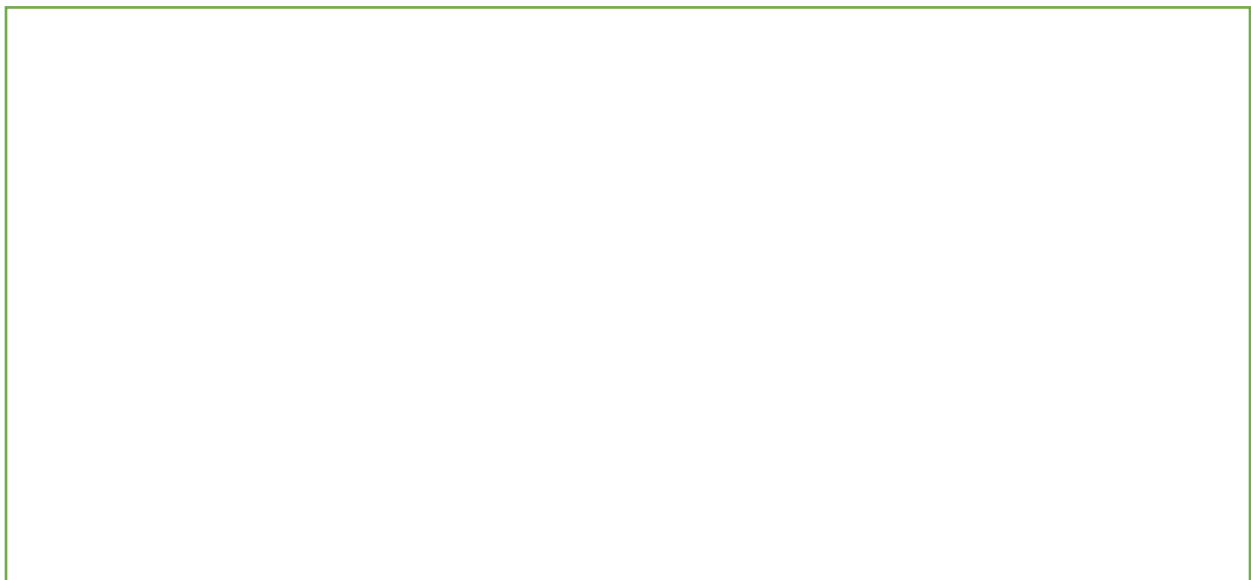
1. Make a short procedure text

WORKSHEET

SECOND MEETING

How to use projector

1. Press the 'ON' the inner front of the computer

2. Wait until the display produced on the screen. Input user name and password (if necessary)

3. Click on 'START' and select 'PROGRAM'.

4. Select the program you want to use and start using the computer

5. Press 'ON' on the projector. (Using on body press button / remote control)

6. Select source

7. Shutdown the projector after use, please make sure the projector entering the cooling state and wait until the projector turn off itself

8. Click on 'START' and select 'Turn off COMPUTER' to end the use of computers

9. Select "LOG OFF" or "turn off" or "RESTART" computer

TASK 1

Make a mind map of procedure text above!

WORKSHEET

Name:_____

Class :_____

Date_:_____

THIRD MEETING

How to use a copy machine:

1. Make sure the machine is powered on and warmed up.

2. Check to make sure there is enough of the correct size paper loaded into the machine.

3. Lift the feeder and check the glass to make sure that there is no dirt, marks, or other items left on top of the glass.

4. Place a single sheet (original) or item you want copied face down on the glass in the proper position (read and follow the guides).

5. Close the feeder on top of the glass and your original.

6. Review the setup on the display to make sure you have the right settings (e., color, black & white, size paper, number of copies, etc.)

7. Press the copy button.

8. Remove your copies and check them to make sure that they are what you wanted copied.

9. Remove the original and leave the machine exactly as you found it for the next person in your office to use

TASK 1

1. Identify the language feature of the procedure text above

   a. Adverbial of sequence

   b. Command and imperative

   c. Adverbial of time, adverbial of place

   d. Action verb

   e. Simple present tense

TASK 2

Answer Key and scoring Rubric

FIRST MEETING

KOGNITIVE SKILL

TASK 1

NO	KUNCI JAWABAN	NILAI
1	How to use projector 1. Press the 'ON' the inner front of the computer 2. Wait until the display produced on the screen. Input user name and password (if necessary) 3. Click on 'START' and select 'PROGRAM'. 4. Select the program you want to use and start using the computer 5. Press 'ON' on the projector. (Using on body press button / remote control) 6. Select source 7. Shutdown the projector after use, please make sure the projector entering the cooling state and wait until the projector turn off itself 8. Click on 'START' and select 'Turn off COMPUTER' to end the use of computers 9. Select "LOG OFF" or "turn off" or "RESTART" computer **What is the writer's attention to write the text above?** • **To tell the readers so they will pay attention in starting the projector**	10
2	What should we do before we Click on 'START' and select 'PROGRAM'? • **Wait until the display produced on the screen**	10
3	What should we click to select the program? • **We click start**	10

4	At step 7, "………..itself". itself refers to? • **Projector**	40

TASK 2

NO	KUNCI JAWABAN	NILAI
1	What is the purpose of the procedure text above? • **Wait until the display produced on the screen**	20
2	What is the social function of the procedure text above? • **To describe the steps how to use the projector to turn on or start and how to turn off the projector**	20

Task 3

NO	KUNCI JAWABAN	NILAI
	Writing procedure text 	60

Task 1

Second Meeting

NO	Kunci Jawaban	Nilai
	Make a mind map of procedure text above!	100

Third Meeting

No	Kunci Jawaban	Nilai
	How to use a copy machine:	
	1. Make sure the machine is powered on and warmed up.	
	2. Check to make sure there is enough of the correct size paper loaded into the machine.	
	3. Lift the feeder and check the glass to make sure that there is no dirt, marks, or other items left on top of the glass.	
	4. Place a single sheet (original) or item you want copied face down on the glass in the proper position (read and follow the guides).	
	5. Close the feeder on top of the glass and your original.	
	6. Review the setup on the display to make sure you have the right settings (e., color, black & white, size paper, number of copies, etc.)	
	7. Press the copy button.	
	8. Remove your copies and check them to make sure that they are what you wanted copied.	
	Remove the original and leave the machine exactly as you found it for the next person in your office to use.	
	1. Identify the language feature of the procedure text above	
	a. Adverbial of sequence	
	First, second, third, then….	15
	b. Command and imperative	
	Press the copy button	15
	Remove your copy…….	
	c. Adverbial of time, adverbial of place	15
	On top, into the machine, on the glass	
	d. Action verb Simple present tense	15
	Remove, press, make, check lift…	

| 2 | **Make a short video how to operate procedure text** | 40 |

Scoring

Nilai Akhir = Total Nilai X 10

Nilai Maksimum = 100

Nilai Minimum = 20