RENCANA PELAKSANAAN PEMBELAJARAN
TAHUN PELAJARAN 2021-2022

Sekolah : SMA Kasih Immanuel
Mata Pelajaran : Bahasa Inggris
Kelas/Semester : XII/Ganjil
Materi Pokok : <mark>**Manual Penggunaan Teknologi dan Kiat-Kiat (Tips)**</mark>
Alokasi Waktu : 2 x 60 Menit (2 x Pertemuan)

A. Kompetensi Inti

KI 3 : Memahami, menerapkan, menganalisis dan mengevaluasi pengetahuan faktual, konseptual, prosedural, dan metakognitif berdasarkan rasa ingin tahunya tentang ilmu pengetahuan, teknologi, seni, budaya, dan humaniora dengan wawasan kemanusiaan, kebangsaan, kenegaraan, dan peradaban terkait penyebab fenomena dan kejadian, serta menerapkan pengetahuan prosedural pada bidang kajian yang spesifik sesuai dengan bakat dan minatnya untuk memecahkan masalah.

KI 4 : Mengolah, menalar, menyaji, dan mencipta dalam ranah konkret dan ranah abstrak terkait dengan pengembangan dari yang dipelajarinya di sekolah secara mandiri serta bertindak secara efektif dan kreatif, dan mampu menggunakan metoda sesuai kaidah keilmuan.

B. Kompetensi Dasar dan Indikator Pencapaian Kompetensi

Kompetensi Dasar	Indikator
3.6. Membedakan **(C4)** 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.	3.6.1. Mengidentifikasi kalimat yang sesuai pada bentuk teks manual secara urut dengan menyusun kembali kalimat acak yang sudah disediakan secara individu pada dua teks manual yang disediakan 3.6.2. Menentukan fungsi sosial, struktur teks, dan unsur kebahasaan pada text manual yang sudah disediakan dengan melengkapi tabel analisis secara kelompok. 3.6.3 Membandingkan dua teks prosedur manual yang telah disediakan dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan secara kelompok
4.6.2 Menyusun teks prosedur, lisan dan tulis, dalam bentuk manual terkait penggunaan teknologi dan kiat-kiat (tips), dengan memperhatikan fungsi	4.6.2.1. Menyusun sebuah teks prosedur tulis tentang teks prosedur manual penggunaan teknologi berdasarkan panduan gambar yang disediakan

sosial, struktur teks, dan unsur kebahasaan, secara benar dan sesuai konteks.	secara benar dan sesuai konteks secara individu. 4.6.2.2 Mempresentasikan sebuah teks prosedur tulis tentang teks prosedur manual penggunaan teknologi berdasarkan panduan gambar yang disediakan secara benar dan sesuai konteks secara individu

.

C. Tujuan Pembelajaran
Melalui pendekatan saintifik dan model *Problem Based Learning*, peserta didik diharapkan:

Pertemuan Pertama
3.6.1. Mengidentifikasi **(C2)** kalimat yang sesuai pada bentuk teks manual secara urut dengan menyusun kembali kalimat acak yang sudah disediakan secara individu pada dua teks manual yang disediakan
3.6.2. Menentukan fungsi sosial, struktur teks, dan unsur kebahasaan pada text manual yang sudah disediakan dengan melengkapi tabel analisis secara kelompok.
4.6.2.1 Menyusun sebuah teks prosedur tulis tentang teks prosedur manual penggunaan teknologi berdasarkan panduan gambar yang disediakan secara benar dan sesuai konteks secara individu.

Pertemuan Kedua
3.6.3 Membandingkan dua teks prosedur manual yang telah disediakan dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan secara kelompok
4.6.2.2 Mempresentasikan sebuah teks prosedur tulis tentang teks prosedur manual penggunaan teknologi berdasarkan panduan gambar yang disediakan secara benar dan sesuai konteks secara individu

sehingga setelah pembelajaran, peserta didik dapat mencapai KKM secara bertanggung jawab, jujur, dan disiplin.

D. Materi pembelajaran
Isi, fungsi sosial, struktur teks, dan unsur kebahasaan teks Manual Penggunaan Teknologi dan Kiat-Kiat (Tips)(lihat lampiran pada bagian Bahan Ajar)

E. Metode Pembelajaran
1. Pendekatan   : Saintifik
2. Model Pembelajaran : Problem Based Learning
3. Metode   : Tanya jawab, diskusi, penugasan

F. Kegiatan Pembelajaran
Pertemuan Pertama

Tahap Pembelajaran	Kegiatan Pembelajaran	Alokasi Waktu	Media
	Online		

	Kegiatan Pendahuluan			
Orientasi	✓ Peserta didik memberi salam, berdoa, dan menyiapkan diri, buku catatan, alat tulis, dan air minum untuk mengikuti proses pembelajaran. ✓ Peserta didik mengisi presensi siswa melalui *schoology*. ✓ Peserta didik memeriksa kelengkapan LKPD 1 sampai dengan LKPD 3.	10 menit	**Sinkronis** *zoom* **Asinkronis** *Google classroom*
Apersepsi dan pemberian motivasi	✓ Peserta didik menyimak penjelasan guru tentang manfaat, tujuan dan gambaran kegiatan pembelajaran. ✓ Peserta didik mengisi tayangan favorit di *mentimeter*. https://www.menti.com/5qqm7swsos		**Sinkronis** *Zoom Cloud* *Mentimeter*
	Kegiatan Inti			
Stimulation (pemberian rangsangan)	✓ Peserta didik menyimak video yang disajikan terkait *Manuals* dan PPT yang diberikan Guru ✓ Peserta didik menjawab pertanyaan guru tentang gambar yang ditayangkan.	45 menit	**Sinkronis** *zoom*
Statement (identifikasi masalah)	✓ Peserta didik membaca beberapa teks manuals yang ditayangkan/ditampilkan.		**Sinkronis** *Zoom*
Data Collection (pengumpulan data)	✓ Peserta didik mengidentifikasi kalimat yang sesuai pada bentuk teks manual secara urut dengan menyusun kembali kalimat acak yang sudah disediakan secara individu pada LKPD 1. ✓ Peserta dan guru membahas hasil LKPD 1.		**Sinkronis** *Zoom*
Data Processing (pengolahan data)	✓ Peserta didik menentukan fungsi sosial, struktur teks, dan unsur kebahasaan pada text manual yang sudah disediakan dengan melengkapi tabel analisis secara kelompok pada LKPD 2. ✓ Peserta dan guru membahas hasil LKPD 2.		**Sinkronis** *zoom*
Verification (pembuktian)	✓ Peserta didik membuat sebuah teks prosedur tulis tentang penggunaan teknologi berdasarkan panduan gambar yang disediakan dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan, secara benar dan sesuai konteks secara berpasangan Pada LKPD 3.		**Sinkronis** *Zoom*
Generalization (kesimpulan)	✓ Peserta didik dengan bimbingan guru menyimpulkan materi pembelajaran hari pertama.		**Sinkronis** *zoom* **Asinkronis**

				Google Classroom
Penutup				
	✓ Peserta didik mendapat umpan balik ✓ Peserta didik bersama-sama guru merefleksi kegiatan dan target yang dicapai ✓ Peserta didik menyampaikan kesulitan yang mereka hadapi saat pembelajaran di dalam kelas ✓ Peserta didik mendapat informasi rencana kegiatan pembelajaran untuk pertemuan berikutnya ✓ Doa dan salam penutup		5 menit	**Sinkronis** *zoom*

Pertemuan Kedua

Tahap Pembelajaran	**Kegiatan Pembelajaran**	**Alokasi Waktu**	**Media**
	Online		
KegiatanPendahuluan			
Orientasi	✓ Peserta didik memberi salam, berdoa, dan menyiapkan diri, buku catatan, alat tulis, dan air minum untuk mengikuti proses pembelajaran. ✓ Peserta didik mengisi presensi siswa melalui *Google Classroom* ✓ Peserta didik memeriksa kelengkapan LKPD 4 sampai dengan LKPD 5.	10 menit	**Sinkronis** *zoom* **Asinkronis** *Google Classroom*
Apersepsi dan pemberian motivasi	✓ Peserta didik menyimak penjelasan guru tentang kaitan materi yang sebelumnya dan kegiatan yang akan dilakukan.		**Sinkronis** *zoom*
Kegiatan Inti			
Stimulation (pemberian rangsangan)	✓ Peserta didik mereview pembelajaran mengenai written *Manual Instruction* berserta fungsi sosial, struktur teks dan unsur kebahasaan nya sesuai dengan konteks penggunaannya	45 menit	**Sinkronis** *zoom*
Statement (identifikasi masalah)	✓ Peserta didik membaca beberapa teks manuals yang ditayangkan/ditampilkan.		**Sinkronis** *zoom*
Data Collection (pengumpulan	✓ Peserta didik membuat daftar kosakata yang belum mereka ketahui ✓ Peserta didik mengumpulkan informasi yang		**Sinkronis** *zoom (breakout*

data)	relevan untuk menjawab pertanyaan yang diidentifikasi bersama – sama.		*room)*
Data Processing (pengolahan data)	✓ Peserta mengerjakan LKPD 4 dengan membandingkan dua teks prosedur manual yang telah disediakan dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan secara kelompok. ✓ Peserta dan guru membahas hasil LKPD 4.		**Sinkronis** *zoom*
Verification (pembuktian)	✓ Peserta didik mempresentasikan teks prosedur manual penggunaan teknologi secara individu pada LKPD 5 pada flipgrid ✓ Peserta didik dan guru memberi umpan balik terhadap LKPD 4 dan LKPD 5.		**Sinkronis** *Zoom* *Flipgrid*
Generalization (kesimpulan)	✓ Peserta didik dengan bimbingan guru menyimpulkan materi pembelajaran hari kedua. ✓ Peserta didik mengerjakan **evaluasi** (**menyusun teks manual** berdasarkan panduan gambar yang disediakan dan mengumpulkannya melalui *google classroom*.)		**Sinkronis** *zoom* **Asinkronis** *Google Classroom*
Penutup			
	✓ Peserta didik mendapat umpan balik ✓ Peserta didik bersama-sama guru merefleksi kegiatan dan target yang dicapai ✓ Peserta didik menyampaikan kesulitan yang mereka hadapi saat pembelajaran di dalam kelas. ✓ Peserta didik mendapat informasi rencana kegiatan pembelajaran untuk pertemuan berikutnya. ✓ Doa dan salam penutup	5 menit	**Sinkronis** *zoom*

G. Alat dan Media Pembelajaran
✓ Alat/Bahan   : power point, zoom, google classroom, dan mentimeter

H. Sumber Belajar
✓ Youtube
   GCFLearnFree.org
   Computer Basics: Setting Up a Desktop Computer
   https://www.youtube.com/watch?v=RnM3u99xIf4

✓ Procedure Text
   Adapted from wikihow

I. Penilaian Pembelajaran
✓ Penilaian sikap melalui pengamatan:
   1) Bekerja sama dan aktif saat diskusi

2) Bertanggung jawab dalam menyelesaikan tugas
3) Disiplin, tidak terlambat saat *zoom*, mengunggah tugas tepat waktu
✓ Penilaian Pengetahuan melalui tes uraian
✓ Penilaian Keterampilan melalui Unjuk Kerja

J. Tindak Lanjut
✓ **Remedial**
Peserta didik yang belum mencapai KKM (75) diberi tugas tambahan untuk mengerjakan Remedial Test Kemudian guru mengevaluasi kemajuan kompetensi peserta didik dalam menganalisis fungsi sosial, struktur teks, dan unsur kebahasaan dengan memberi latihan soal dan membahasnya. Kemudian guru melaksanakan penilaian remedial.

K. Pengayaan
Bagi peserta didik yang mempunyai nilai di atas 90 diberi pengayaan berupa tugas mandiri untuk mengaplikasikan materi manuals dengan merekam how to install on youtube channel.

Jakarta,   Juni 2021

Mengetahui
Kepala Sekolah   Guru Bidang Studi

Saroeli Tafonao, S. Pd. K., M. Pd. K   **Rifki Amin, M. Pd.**

Mentimeter : https://www.menti.com/5qqm7swsos

GCFLearnFree.org
Computer Basics: Setting Up a Desktop Computer https://www.youtube.com/watch?v=RnM3u99xIf4

Text 1

How to fix stuck zipper

While zippers are mostly reliable, they do break or get stuck sometimes. When this happens, you may be frustrated and fear that you'll need to replace the entire item itself. However, there are a variety of ways you can try to fix a zipper so you don't have to replace the item. There are some equipments you need to fix a broken zipper, they are:

- Laundry soap
- Water
- Cotton ball or swab
- Dish

Here's how you fix stuck zipper with laundry soap as lubrication.

- Pour a small amount of detergent into a small dish.
- Pour a small amount of water into the same dish.
- Dip a cotton ball or swab into the mixture.
- Use the saturated cotton ball to coat the teeth in the solution.
- Place the cotton ball down and gently attempt to unzip the zipper. It may only move a little. If this is the case, return the slider to its original position. Repeat until the zipper is unstuck.

Text adapted from wikihow

Text 2 Manual on how to print photos
Connecting to the printer and printing Connecting to the printer and printing
Printing photos using the dock Printing photos using a USB cable
Picture A Picture B

C. Turn on the printer by pressing the power button on the top left corner. Connect the smart phone to the dock after turning the printer on.

A. Push the 1Touch button on the left bottom corner of the printer. App will run automatically, in case of Android Phone, App can be launched when it is docked

C. Turn on the printer by pressing the power button on the top left corner. Connect the smart phone to the dock after turning the printer on.

D. Push the 1Touch button on the left bottom corner of the printer. App will run automatically, in case of Android Phone, App can be launched when it is docked

D. Choose a photo

A. To start printing, push 1Touch button or the print button

A. Choose a photo

B. To start printing, push 1Touch button or the print button

Procedure Text

WELCOME to
English Lesson
Second Meeting in Manuals

Sir Rifki Amin

Function of manual as a type of procedure text

The Social function of The purpose of procedure texts is to provide a series of precise, sequenced steps or directions that explain to the readers how to do something whilealso allowing the readers to reach the outcome successfull. The purpose of procedure texts is to provide a series of precise, sequenced steps or directions that explain to the readers how to do something whilealso allowing the readers to reach the outcome successfully.

How to...?

Generic Structure of manual

Read the following form.

The followings are the generic structure of procedure texts:

✓Goal/aim.This part of the text describes the purpose of doing or operating something.
Materials/equipments. This part describes the
✓materials or equipments needed in the process of doing or operating something. It is important to note that some of procedure texts do not provide materials section.
✓Steps/methods. This part describes the set of instructions in order to achieve the goal.

Procedure
1.
2.
3.

Language Feature of manual

Generally using simple present tense.
❑Using adverbial of sequence or using temporal adjective.
❑Using action verbs. Using imperative sentences or command.
❑Using conjunctions to link a process to another process.
❑Using adverb of time to express details of time.

Classroom Rules

1. Turn on your camera
2. Sit down properly
3. Prepare your English Book
4. Do not leave the classroom without any permission
5. Write down your full name in chat box

Join into my nearpod

match the manual procedures with the picture and the instruction.

Learning Objective

After learning this unit you are expected to be able to
1. determine social function, generic structure, and language features of Manual Instruction.
2. present the manual instruction with good pronunciation.

LKPD 4

Discuss with your friends about social function, generic structures and language features to the texts

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Text 1

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- Use the saturated cotton ball to coat the teeth in the solution.
- Place the cotton ball down and gently attempt to unzip the zipper. It may only move a little. If this is the case, return the slider to its original position. Repeat until the zipper is unstuck.

Text: adapted from wikihow

TEXT 2

1. Turn on the printer by pressing the power button on the top left corner. Connect the smart phone to the dock after turning the printer on.

2. Push the 1Touch button on the left bottom corner of the printer. App will run automatically, in case of Android Phone, App can be launched when it is docked
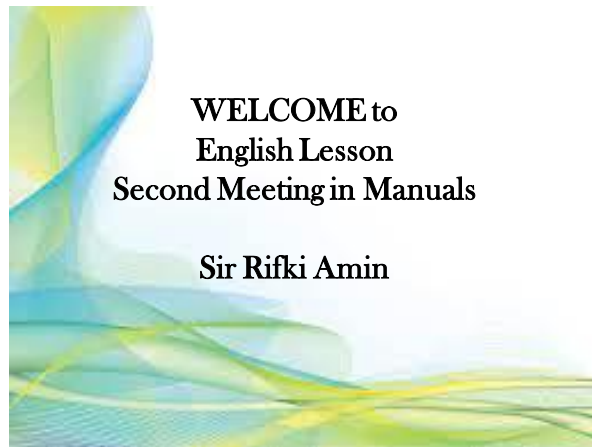
3. Choose a photo
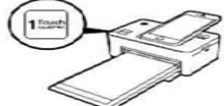
4. To start printing, push 1Touch button or the print button

Generic Structures	
Text 1	Text 2
Material Laundry Soap Water Cotton ball or swab Dish	Material Printer Dock/Usb Cable
Social Function	
Text 1	Text 2
How to fix a stuck zipper	How to print a photo
Language Features	
Text 1	Text 2
Imperative Sentence	Imperative Sentence

Material

Video :

Computer Basics: Setting Up a Desktop Computer
https://www.youtube.com/watch?v=RnM3u99xIf4

LKPD 5

Based on the Task 3 that you have done at home, create three-minute presentation based on the manual instruction given by considering the content, pronunciation, intonation, fluency and accuracy, record it and send to flipgrid.

How to:
Set up a desktop computer

1

2

3

4

5

6

7
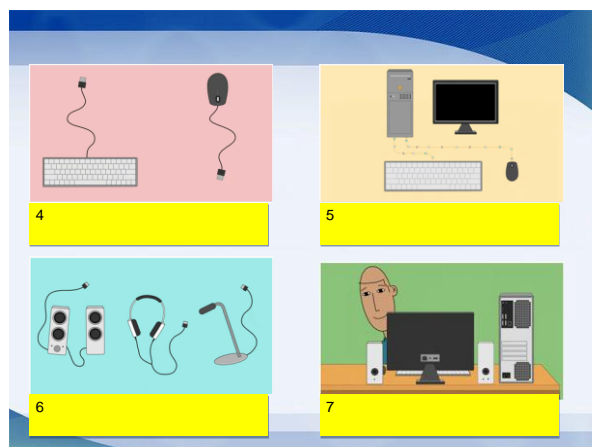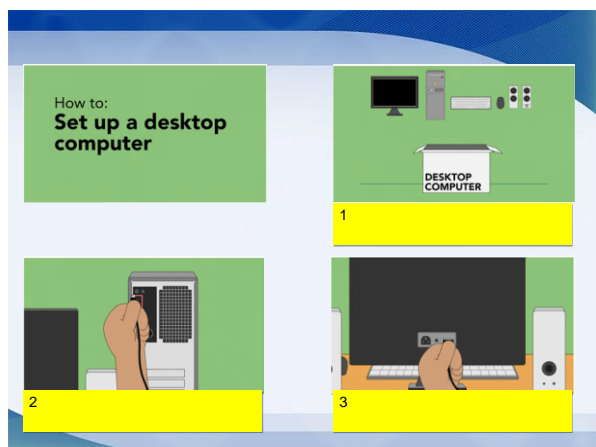
Join into my flipgrid

create three-minute presentation based on the manual instruction given by considering the content, pronunciation, intonation, fluency and accuracy

How to Score

Name	Content					Pronunciation					Intonation					Fluency					Accuracy				
	10	9	8	7	6	5	4	3	2	1	5	4	3	2	1	5	4	3	2	1	5	4	3	2	1

$$\frac{\text{Skor Perolehan}}{30} \times 100 = \text{Nilai Perolehan}$$
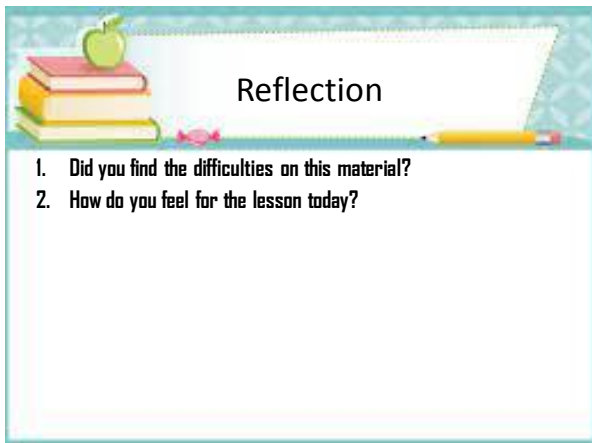
No.	Huruf	Rentang angka
1	Sangat Baik (A)	86-100
2	Baik (B)	71-85
3	Cukup (C)	56-70
4	Kurang (D)	≤55

NO	Name	Scorer (Student)
1	Celvin	Grace
2	Grace	Jason
3	Jason	Michael Lim
4	Michael Lim	Michelle A B
5	Michelle A B	Michelle D T
6	Michelle D T	Michelle Lim
7	Michelle Lim	Nathania
8	Nathania	Sharleen
9	Sharleen	Theresa
10	Theresa	Thomas
11	Thomas	William K
12	William K	Yehezkiel
13	Yehezkiel	Yessica
14	Yessica	Celvin

Conclusion
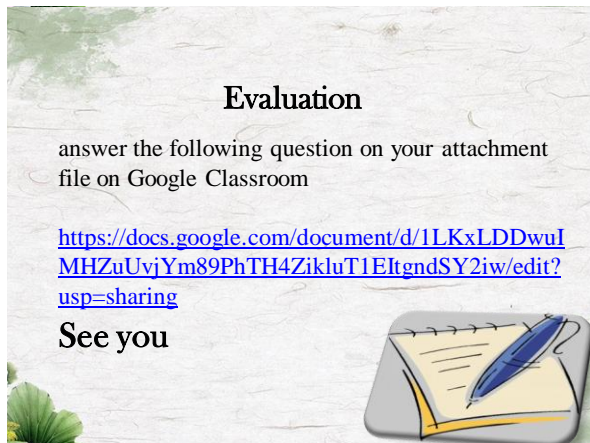
What we have learnt for today?
1. determine social function, generic structure, and language features of Manual Instruction.
2. present the manual instruction with good pronunciation.

Reflection

1. Did you find the difficulties on this material?
2. How do you feel for the lesson today?

Evaluation

answer the following question on your attachment file on Google Classroom

https://docs.google.com/document/d/1LKxLDDwuIMHZuUvjYm89PhTH4ZikluT1EItgndSY2iw/edit?usp=sharing

See you

Manual on how to print photos

Connecting to the printer and printing
Printing photos using the dock
Picture A
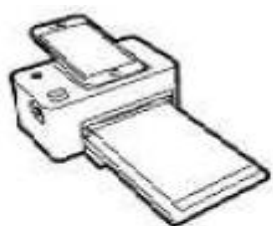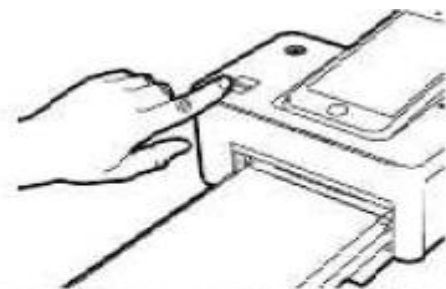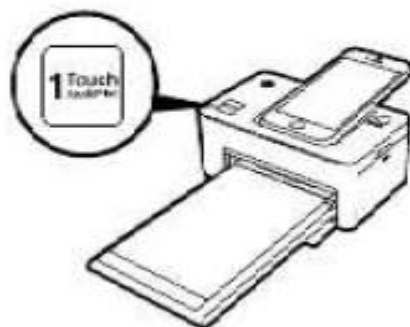
Connecting to the printer and printing
Printing photos using a USB cable
Picture B

1.

2.

1.

2.

3.

4.

3.
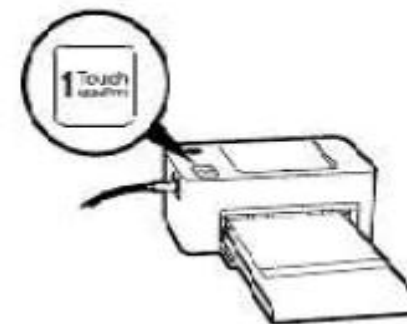
4.

Task 1

Complete the manual procedures above with the instructions below.

Instructions for picture A
A. To start printing, push 1Touch button or the print button in the App
B. Push the 1Touch button on the left bottom corner of the printer. App will run automatically, in case of Android Phone, App can be launched when it is docked
C. Turn on the printer by pressing the power button on the top left corner. Connect the smart phone to the dock after turning the printer on.
D. Choose a photo
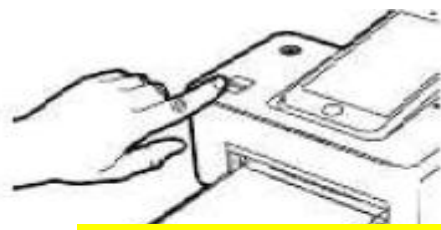
Instructions for picture B
A. Choose a photo
B. To start printing, push 1Touch button or the print button in the App
C. Turn on the printer by pressing the power button on the top left corner. Connect the smart phone to the dock using a USB cable.
D. Push the 1Touch button on the left bottom corner of the printer. App will run automatically, in case of Android Phone, App can be launched when it is docked

The Answer of Manual on how to print photos

Connecting to the printer and printing
Printing photos using the dock
Picture A
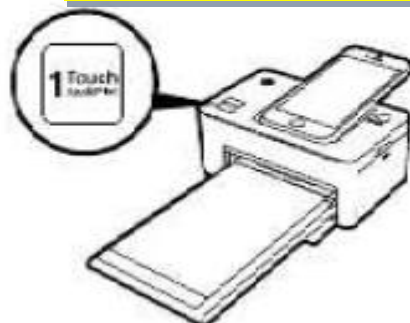
Connecting to the printer and printing
Printing photos using a USB cable
Picture B

C. Turn on the printer by pressing the power button on the top left corner. Connect the smart phone to the dock after turning the printer on.

B. Push the 1Touch button on the left bottom corner of the printer. App will run automatically, in case of Android Phone, App can be launched when it is docked

C. Turn on the printer by pressing the power button on the top left corner. Connect the smart phone to the dock after turning the printer on.

D. Push the 1Touch button on the left bottom corner of the printer. App will run automatically, in case of Android Phone, App can be launched when it is docked

1Touch

1Touch

D. Choose a photo

A. To start printing, push 1Touch button or the print button

A. Choose a photo
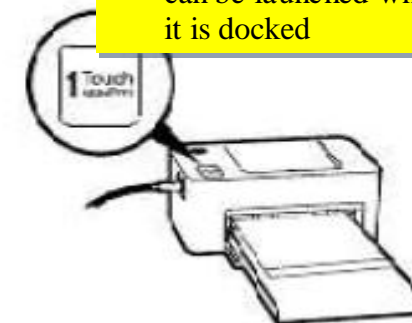
B. To start printing, push 1Touch button or the print button

3.6.1. Mengidentifikasi kalimat yang sesuai pada bentuk teks manual secara urut dengan menyusun kembali kalimat acak yang sudah disediakan secara individu pada dua teks manual yang disediakan

$$\frac{\text{Skor Perolehan}}{8} \times 100 = \text{Nilai Perolehan}$$

No.	Huruf	Rentang angka
1	Sangat Baik (A)	86-100
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4	Kurang (D)	≤ 55

This section describes how to set up your MultiSync MT1055/MT1050/MT850 projector and how to connect video and audio sources.

Setting up Your Projector

Your MultiSync MT1055/MT1050/MT850 Projector is simple to set up and use. But before you get started, you must first:

1. *Determine the image size.*

2. *Set up a screen or select a non-glossy white wall onto which you can project your image.*

Carrying the Projector: Always carry your projector by the handle. Ensure that the power cable and any other cables connecting to video sources are disconnected before moving the projector.
When moving the projector or when it is not in use, cover the lens with the lens cap.

Carrying handle
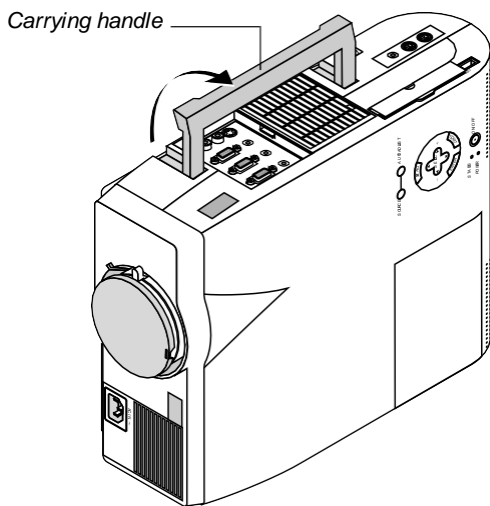
Attaching the lens cap to the lens hood with the supplied string and rivet.

Lens cap

String

Rivet
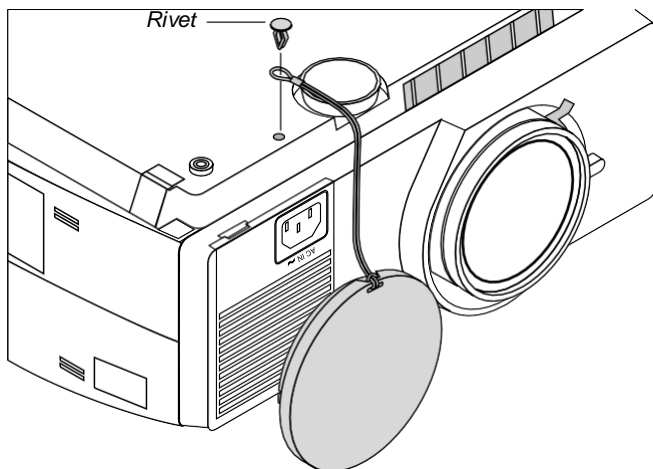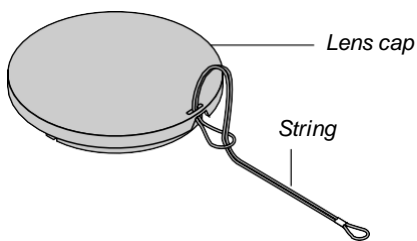
Selecting a Location

The further your projector is from the screen or wall, the larger the image. The minimum size the image can be is approximately 30" (0.76 m) measured diagonally when the projector is roughly 4 feet (1.3 m) from the wall or screen. The largest the image can be is 300" (7.6 m) when the projector is about 36.8 feet (11.2 m) from the wall or screen.

Using a Tabletop or Cart

1. *Place your projector on a flat level surface at the optimal distance from the screen or wall so you realize the size image you want. (Avoid having bright room lighting or sun light directly on the screen or wall where you'll be projecting the image.)*

2. *Connect the power cable, remove the lens cap and turn the projector on. (If no input signal is available, the projector will display a background image.)*

3. *Ensure that the projector is square to the screen.*
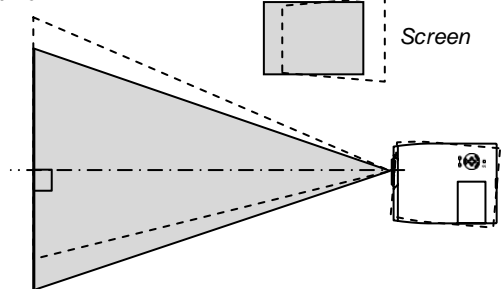
Topview

Screen

4. *Move the projector left or right to center the image horizontally on the screen.*

5. *To center the image vertically, lift the front edge of the projector and press the One-Touch Tilt button on the front-left side of the projector to release the Front Adjustable foot.*

Side view
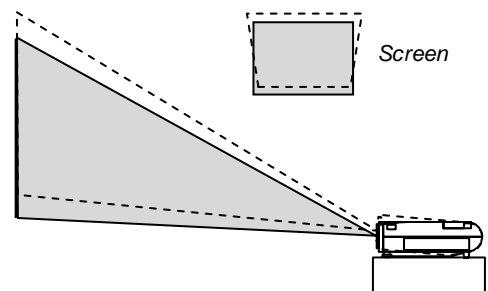
Screen

(There is approximately 5 degrees of up and down adjustment for the front of the projector.)

6. *If the projected image does not appear square to the screen then use keystone correction for proper adjustment.*

7. *Adjust the size of the image using the Zoom ring on the lens.*

Task 2

Discuss with your group and fill in the table below using the information from the text above.

Components of the Text		Which sentence form the text?
Generic Structures	Goal/Aim	How to set up your MultiSync MT1055/MT1050/MT850 projector: Using a Tabletop or Cart
	Material/Equipment	
	Steps	
Language features Sentence	Present simple	
	Imperatives	
	Adverb of sequence	
	Action verbs	
	Conjunctions	

The Answer of Task 2

Discuss with your group and fill in the table below using the information from the text above.

Components of the Text		Which sentence form the text?
Generic Structures	Goal/Aim	How to set up your MultiSync MT1055/MT1050/ MT850 projector: Using a Tabletop or Cart
	Material/Equipment	MT1055/MT1050/ MT850 projector and Tabletop or Cart
	Steps	1. *Place your projector on a flat level surface at the optimal dis- tance from the screen or wall so you realize the size image you want.* 2. *Connect the power cable, remove the lens cap and turn the pro- jector on.* 3. *Ensure that the projector is square to the screen Top view* 4. *Move the projector left or right to center the image horizontally on the screen.* 5. *To center the image vertically, lift the front edge of the projector and press the One-Touch Tilt button on the front-left side of the projector to release the Front Adjustable foot.* 6. *If the projected image does not appear square to the screen then use keystone correction for proper adjustment.* 7. *Adjust the size of the image using the Zoom ring on the lens.*
Language features Sentence	Present simple	1. *If the projected image does not appear square to the screen then use keystone correction for proper adjustment.*
	Imperatives	1. *Place your projector on a flat level surface at the optimal dis- tance from the screen or wall so you realize the size image you want.* 2. *Connect the power cable, remove the lens cap and turn the pro- jector on.* 3. *Ensure that the projector is square to the screen Top view* 4. *Move the projector left or right to center the image horizontally on the screen.* 5. *To center the image vertically, lift the front edge of the projector and press the One-Touch Tilt button on the front-left side of the projector to release the Front Adjustable foot.* 6. *Adjust the size of the image using the Zoom ring on the lens.*

	Adverb of sequence	XXXX
	Action verbs	XXXX
	Conjunctions	XXXX

3.6.2. Menentukan fungsi sosial, struktur teks, dan unsur kebahasaan pada text manual yang sudah disediakan dengan melengkapi tabel analisis secara kelompok.

Able to answer correctly
Goal/Aim   : 20 points
Materials/Equipment : 20 points
Steps   : 20 points
Language features
Simple Present   : 20 points
Imperative   : 20 points
 Total Score   = 100

Task 3
Create the manual instruction below with guided pictures

How to:
Set up a desktop computer

DESKTOP COMPUTER
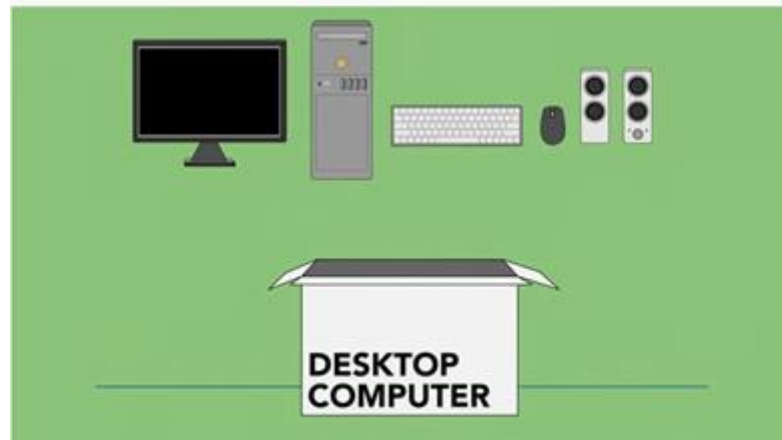
1.

2.

3.

4.
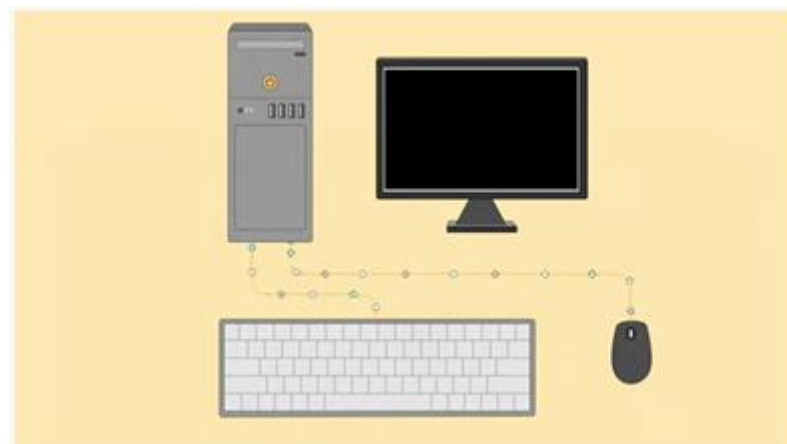
5.

6.

7.

4.6.2.1. Membuat sebuah teks prosedur tulis tentang teks prosedur manual penggunaan teknologi berdasarkan panduan gambar yang disediakan dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan, secara benar dan sesuai konteks secara berpasangan

Penilaian Kemampuan Menulis

No	Aspek yang Dinilai	Kriteria		Skor	Skor Perolehan
1	Kesesuaian isi dengan judul	Isi sangat sesuai dengan judul		10	
		Isi sesuai dengan judul		8	
		Isi cukup sesuai dengan judul		6	
		Isi kurang sesuai dengan judul	Isi hampir tidak	4	
		Isi tidak sesuai dengan judul	sesuai dengan judul	2	
2	Keruntutan Teks	Keruntutan teks sangat tepat		10	
		Keruntutan teks tepat		8	
		Keruntutan teks cukup tepat		6	
		Keruntutan teks kurang tepat	Isi hampir tidak	4	
		Keruntutan teks tidak tepat	sesuai dengan judul	2	
3	Pilihan Kosakata	Pilihan kosakata sangat tepat		5	
		Pilihan kosakata tepat		4	
		Pilihan kosakata cukup tepat		3	
		Pilihan kosakata kurang tepat	Pilihan kosakata hampir tidak tepat	2	

		Pilihan kosakata tidak tepat		1	
4	Pilihan tata bahasa	Pilihan tata bahasa sangat tepat		5	
		Pilihan tata bahasa tepat		4	
		Pilihan tata bahasa cukup tepat		3	
		Pilihan tata bahasa kurang tepat	Pilihan tata bahasa hamper tidak tepat	2	
		Pilihan tata bahasa tidak tepat		1	

$$\frac{\text{Skor Perolehan}}{30} \times 100 = \text{Nilai Perolehan}$$

No.	Huruf	Rentang angka
1	Sangat Baik (A)	86-100
2	Baik (B)	71-85
3	Cukup (C)	56-70
4	Kurang (D)	≤ 55

Read the following texts below

Task 4

Discuss with your friends about the social function, generic structures and language features to the texts

Text 1

> ### How to fix stuck zipper
>
> While zippers are mostly reliable, they do break or get stuck sometimes. When this happens, you may be frustrated and fear that you'll need to replace the entire item itself. However, there are a variety of ways you can try to fix a zipper so you don't have to replace the item. There are some equipments you need to fix a broken zipper, they are:
> - Laundry soap
> - Water
> - Cotton ball or swab
> - Dish
>
> Here's how you fix stuck zipper with laundry soap as lubrication.
> • Pour a small amount of detergent into a small dish.
> • Pour a small amount of water into the same dish.
> • Dip a cotton ball or swab into the mixture.
> • Use the saturated cotton ball to coat the teeth in the solution.
> • Place the cotton ball down and gently attempt to unzip the zipper. It may only move a little. If this is the case, return the slider to its original position. Repeat until the zipper is unstuck.
>
> *Text: adapted from wikihow*

Generic Structures	
Text 1	Text 2
Social Function	
Text 1	Text 2
Language Features	
Text 1	Text 2

Text 2   Manual on how to print photos

Connecting to the printer and printing   Connecting to the printer and printing
Printing photos using the dock   Printing photos using a USB cable
Picture A   Picture B

C. Turn on the printer by pressing the
    power button on the top left
    corner. Connect the smart phone
    to the dock after turning the
    printer on.

A. Push the 1Touch
    button on the left
    bottom corner of the
    printer. App will run
    automatically, in case
    of Android Phone, App
    can be launched when
    it is docked

C. Turn on the printer by pressing the
    power button on the top left
    corner. Connect the smart phone
    to the dock after turning the
    printer on.

D. Push the 1Touch
    button on the left
    bottom corner of the
    printer. App will run
    automatically, in case
    of Android Phone, App
    can be launched when
    it is docked

D. Choose a photo

A. To start printing,
    push 1Touch button
    or the print button

A. Choose a photo

B. To start printing,
    push 1Touch button
    or the print button

The answer of Task 4

Discuss with your friends about social function, generic structures and language features to the texts above

Generic Structures	
Text 1	Text 2
Material Laundry Soap Water Cotton ball or swab Dish	Material Printer Dock/Usb Cable
Social Function	
Text 1	Text 2
How to fix a stuck zipper	How to print a photo
Language Features	
Text 1	Text 2
• Pour a small amount of detergent into a small dish. • Pour a small amount of water into the same dish. • Dip a cotton ball or swab into the mixture. • Use the saturated cotton ball to coat the teeth in the solution. • Place the cotton ball down and gently attempt to unzip the zipper. It may only move a little. If this is the case, return the slider to its original position.	A. Turn on the printer by pressing the power button on the top left corner. Connect the smart phone to the dock after turning the printer on. B. Push the 1Touch button on the left bottom corner of the printer. App will run automatically, in case of Android Phone, App can be launched when it is docked C. Choose a photo D. To start printing, push 1Touch button or the print button

3.6.3   Membandingkan dua teks prosedur manual yang telah disediakan dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan secara kelompok

Able to answer correctly
Goal/Aim   : 20 points
Materials/Equipment : 20 points
Steps   : 60 points
 Total Score   = 100

Task 5

Based on the Task 4 that you have done at home, create three-minute presentation based on the manual instruction given by considering to the content, pronunciation, intonation, fluency and accuracy, record it and send to flipgrid.

The Answer of Task 5

4.6.2.2 Mempresentasikan teks prosedur manual penggunaan teknologi secara tepat

Penilaian Kemampuan Berbicara (*Speaking Skill*)

No	Aspek yang Dinilai	Kriteria		Skor 1-5	Skor Perolehan
1	Kesesuaian isi dengan judul	Isi sangat sesuai dengan judul		10	
		Isi sesuai dengan judul		9	
		Isi cukup sesuai dengan judul		8	
		Isi kurang sesuai dengan judul	Isi hampir tidak	7	
		Isi tidak sesuai dengan judul	sesuai dengan judul	6	
2	Pengucapan (*pronounciation*)	Hampir sempurna		5	
		Ada beberapa kesalahan, tetapi tidak mengganggu makna		4	
		Ada beberapa kesalahan dan mengganggu makna		3	
		Banyak kesalahan dan mengganggu Makna	Hampir semua salah dan mengganggu makna	2	
		Terlalu banyak kesalahan dan mengganggu makna		1	
3	Intonasi (*intonation*)	Hampir sempurna		5	
		Ada beberapa kesalahan, tetapi tidak mengganggu makna		4	
		Ada beberapa kesalahan dan mengganggu makna		3	
		Banyak kesalahan dan mengganggu Makna	Hampir semua salah dan mengganggu makna	2	
		Terlalu banyak kesalahan dan mengganggu makna		1	
4	Kelancaran (*fluency*)	Sangat lancer		5	
		Lancar		4	
		Cukup lancar		3	
		Kurang lancar	Sangat tidak lancar	2	
		Tidak lancar		1	
5	Ketepatan Makna (*accuracy*)	Sangat tepat		5	
		Tepat		4	
		Cukup tepat		3	
		Kurang tepat	Hampir tidak tepat	2	
		Tidak tepat		1	

$$\frac{\text{Skor Perolehan}}{30} \times 100 = \text{Nilai Perolehan}$$

No.	Huruf	Rentang angka
1	Sangat Baik (A)	86-100
2	Baik (B)	71-85
3	Cukup (C)	56-70
4	Kurang (D)	≤ 55

Formative Test

A. Rearrange the text manuals below into the correct orders

Text 1
What should we do if your facebook account is hacked by someone? Here is what to do to make your account in secure.
A. Add your phone number to make it safer.
B. Firstly, pick "setting" then go to "security"
C. Then, if the hacker has changed your password, report "compromised account".
D. After that, don't forget to check suspicious applications, and then remove them.
E. Secondly, log in and use direct link to change or reset your password.

Text 2
Follow these following steps to reset your facebook account due to forgotten password:
A. When you see your account, confirm it by clicking "this is my account".
B. After that, reset your password. Don't forget to indicate how you want to receive your code. If you choose email, you'll get the code in your inbox.
C. When you get a notification in your email, click the link provided in your email to have password reset.
D. Firstly, click on the forgotten account button on the right hand side of the login page.
E. Then, search for your account on the "find account" page. Type either your username, email, or phone number in the box provided.

Text 3
How To use Rice Cooker
You need : Rice cooker
Directions:
A. Plug in the cooker and push the button to start cooking rice. If your cooker has a timer, you may choose to have the rice cook at a later point in the day. Some higher-end units include a warmer, which will help the rice stay warm after it has finished cooking. While the rice is cooking, refrain from lifting the lid to check on it.
B. Add the rice to the rice cooker pot. Read the directions on the rice package, and measure rice according to these instructions. Use a regular measuring cup for this step, since rice cookers sometimes come with nonstandard measuring devices.
C. Add the amount of water specified on the rice package. Be careful not to fill the cooker beyond the overfill line.
D. When the rice is done, the cooker will beep or make a clicking sound.
E. Put the rice cooker pot into the cooker unit, and cover the pot with the lid. Most cookers come with a tight-fitting lid, but if your lid is too loose, consider adding a layer of aluminum foil.

Text 4

Using facial masks is very helpful to improve your skin. Sheet masks are popular nowadays because of their easy application. Here are some tips before using the masks:

A. Check the ingredient list on the package. Natural ingredients are beneficial for your skin. Make sure that the mask contains humectants to help you get rid of flaky skin.

B. Read the product label to choose the most suitable mask for your skin type. A yoghurt mask is good for oily skin and a mask with snail extract helps those who struggle with acne.

C. After choosing the right mask, use it while it's wet. Do not leave it in the open air because it cannot work well if it's already dry.

D. Don't forget to wash your face after using it.

Answer :

Text 1

What should we do if your facebook account is hacked by someone? Here is what to do to make your account in secure.

1. ....
2. ....
3. ....
4. ....
5. ....

Text 2

Follow these following steps to reset your facebook account due to forgotten password:

1. ....
2. ....
3. ....
4. ....
5. ....

Text 3

How To use Rice Cooker

Directions:

1. ....
2. ....
3. ....
4. ....
5. ....

Text 4

Using facial masks is very helpful to improve your skin. Sheet masks are popular nowadays because of their easy application. Here are some tips before using the masks:

1. ....
2. ....
3. ....
4. ....

B. Fill in the table below using the information from the text above.

Language features Sentence	TEXT 1	TEXT 2	TEXT 3	TEXT 4
	Which sentence form the text?			
Present simple				
Imperatives				
Adverb of sequence				
Conjunctions				

C. Fill in the table below using the information from the text above.

Generic Structures	TEXT 1	TEXT 2	TEXT 3	TEXT 4
Aim				
Materials				
Steps				

D. Create the manual instruction below with guided pictures by using imperative sentence as the language feature of manuals instructions.

How to:
Set up a desktop computer

DESKTOP COMPUTER

1.

2.

3.

4.

5.
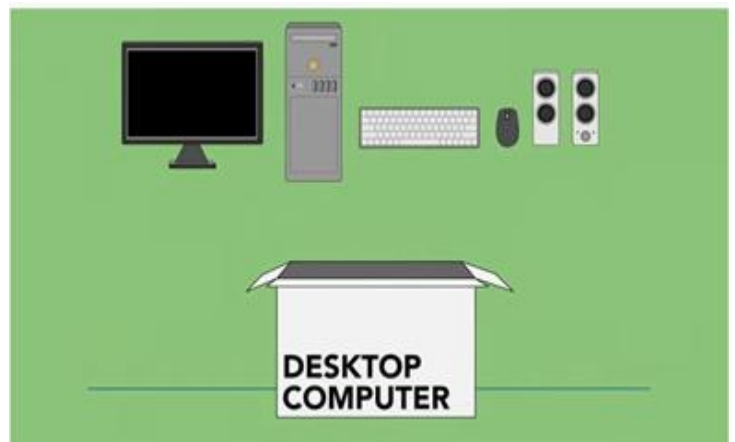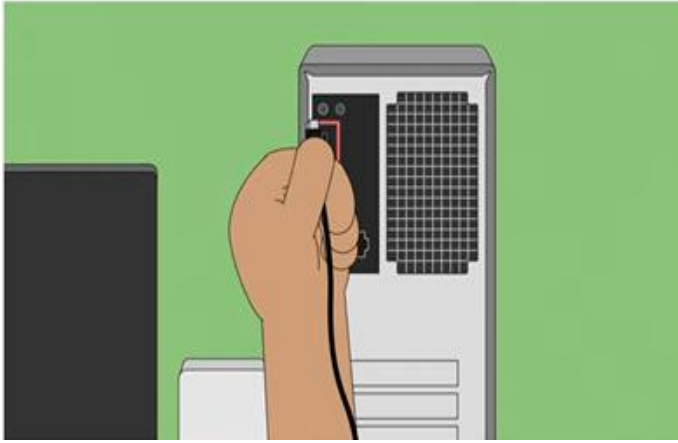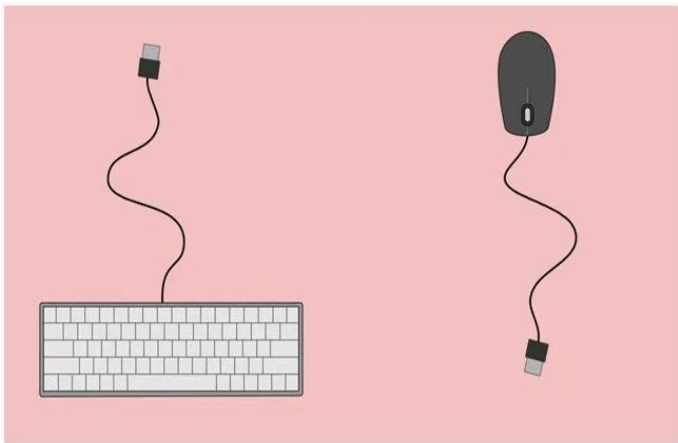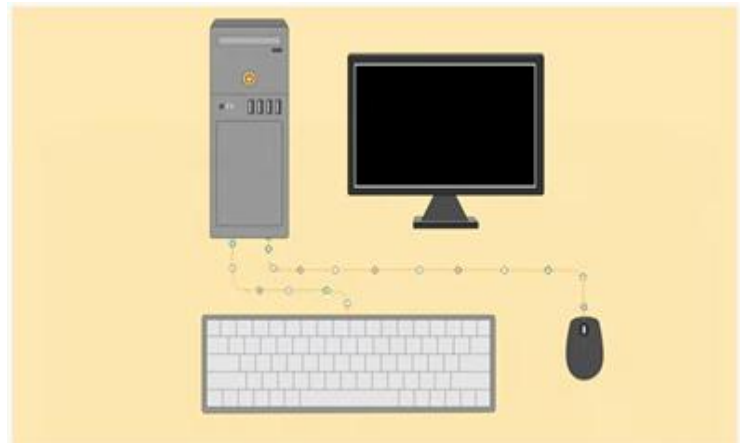
6.

7.

E. **Create the manual instruction based on the guided pictures on the part D by combining the language features of manuals instructions.**

How to set up a desktop computer

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....

GOOD LUCK

The answer of Formative Text

A. Rearrange the text manuals below into the correct orders :

Text 1

What should we do if your facebook account is hacked by someone? Here is what to do to make your account in secure.

1. Firstly, pick "setting" then go to "security"
2. Secondly, log in and use direct link to change or reset your password.
3. Then, if the hacker has changed your password, report "compromised account".
4. After that, don't forget to check suspicious applications, and then remove them.
5. Add your phone number to make it safer.

Text 2

Follow these following steps to reset your facebook account due to forgotten password:

1. Firstly, click on the forgotten account button on the right hand side of the login page.
2. Then, search for your account on the "find account" page. Type either your username, email, or phone number in the box provided.
3. When you see your account, confirm it by clicking "this is my account".
4. After that, reset your password. Don't forget to indicate how you want to receive your code. If you choose email, you'll get the code in your inbox.
5. When you get a notification in your email, click the link provided in your email to have password reset.

Text 3

How To use Rice Cooker

Directions :

1. Add the rice to the rice cooker pot. Read the directions on the rice package, and measure rice according to these instructions. Use a regular measuring cup for this step, since rice cookers sometimes come with nonstandard measuring devices.
2. Add the amount of water specified on the rice package. Be careful not to fill the cooker beyond the overfill line.
3. Put the rice cooker pot into the cooker unit, and cover the pot with the lid. Most cookers come with a tight-fitting lid, but if your lid is too loose, consider adding a layer of aluminum foil.
4. Plug in the cooker and push the button to start cooking rice. If your cooker has a timer, you may choose to have the rice cook at a later point in the day. Some higher-end units include a warmer, which will help the rice stay warm after it has finished cooking. While the rice is cooking, refrain from lifting the lid to check on it.
5. When the rice is done, the cooker will beep or make a clicking sound.

Text 4

Using facial masks is very helpful to improve your skin. Sheet masks are popular nowadays because of their easy application. Here are some tips before using the masks:

1.   Check the ingredient list on the package. Natural ingredients are beneficial for your skin. Make sure that the mask contains humectants to help you get rid of flaky skin.
2.   Read the product label to choose the most suitable mask for your skin type. A yoghurt mask is good for oily skin and a mask with snail extract helps those who struggle with acne.
3.   After choosing the right mask, use it while it's wet. Do not leave it in the open air because it cannot work well if it's already dry.
4.   Don't forget to wash your face after using it.

B. Fill in the table below using the information from the text above.

Language features Sentence	TEXT 1	TEXT 2	TEXT 3	TEXT 4
		Which sentence form the text?		
Present simple		1. When you see your account, confirm it by clicking "this is my account". 5. When you get a notification in your email, click the link provided in your email to have password reset.	6. When the rice is done, the cooker will beep or make a clicking sound.	
Imperatives	3. Add your phone number to make it safer.		1. Add the rice to the rice cooker pot. Read the directions on the rice package,	1. Check the ingredient list on the package. Natural ingredients are beneficial for

			and measure rice according to these instructions. Use a regular measuring cup for this step, since rice cookers sometimes come with nonstandard measuring devices. 2. Add the amount of water specified on the rice package. Be careful not to fill the cooker beyond the overfill line. 3. Put the rice cooker pot into the cooker unit, and cover the pot with the lid. Most cookers come with a tight-fitting lid, but if your lid is too loose, consider adding a layer of aluminum foil.	your skin. Make sure that the mask contains humectants to help you get rid of flaky skin. 2. Read the product label to choose the most suitable mask for your skin type. A yoghurt mask is good for oily skin and a mask with snail extract helps those who struggle with acne. 3. After choosing the right mask, use it while it's wet. Do not leave it in the open air because it cannot work well if it's already dry. 4. Don't forget to wash your face after using it.

			4. Plug in the cooker and push the button to start cooking rice. If your cooker has a timer, you may choose to have the rice cook at a later point in the day. Some higher-end units include a warmer, which will help the rice stay warm after it has finished cooking. While the rice is cooking, refrain from lifting the lid to check on it.	
Adverb of sequence	1. Firstly, pick "setting" then go to "security" 2. Secondly, log in and use direct link to change or reset your password.	1. Firstly, click on the forgotten account button on the right hand side of the login page.		
Conjunctions	4. Then, if the hacker	2. Then, search for your		

	has changed your password, report "compromised account".	account on the "find account" page. Type either your username, email, or phone number in the box provided.		
	5. After that, don't forget to check suspicious applications, and then remove them.	4. After that, reset your password. Don't forget to indicate how you want to receive your code. If you choose email, you'll get the code in your inbox.		

C. Fill in the table below using the information from the text above.

Generic Structures	TEXT 1	TEXT 2	TEXT 3	TEXT 4
Aim	How to make your facebook account in secure	How to reset your facebook account due to forgotten password	How To use Rice Cooker	How to use facial masks to improve your skin
Materials	• Smartphone or computer • Internet connection	• Smartphone or computer • Internet connection	Rice cooker	• Facial mask • water
Steps	1. Firstly, pick "setting" then go to "security" 2. Secondly, log in and use	1. Firstly, click on the forgotten account button on the right hand	1. Add the rice to the rice cooker pot. Read the directions	1. Check the ingredient list on the package. Natural ingredients are beneficial for your skin. Make

direct link to change or reset your password. 3. Then, if the hacker has changed your password, report "compromised account". 4. After that, don't forget to check suspicious applications, and then remove them. 5. Add your phone number to make it safer.	side of the login page. 2. Then, search for your account on the "find account" page. Type either your username, email, or phone number in the box provided. 3. When you see your account, confirm it by clicking "this is my account". 4. After that, reset your password. Don't forget to indicate how you want to receive your code. If you choose email, you'll get the code in your inbox. 5. When you get a notification in your email, click the link provided in your email to have password reset.	on the rice package, and measure rice according to these instructions. Use a regular measuring cup for this step, since rice cookers sometimes come with nonstandard measuring devices. 2. Add the amount of water specified on the rice package. Be careful not to fill the cooker beyond the overfill line. 3. Put the rice cooker pot into the cooker unit, and cover the pot with the lid. Most cookers come with a tight-fitting lid,	sure that the mask contains humectants to help you get rid of flaky skin. 2. Read the product label to choose the most suitable mask for your skin type. A yoghurt mask is good for oily skin and a mask with snail extract helps those who struggle with acne. 3. After choosing the right mask, use it while it's wet. Do not leave it in the open air because it cannot work well if it's already dry. 4. Don't forget to wash your face after using it.

			but if your lid is too loose, consider adding a layer of aluminum foil. 4. Plug in the cooker and push the button to start cooking rice. If your cooker has a timer, you may choose to have the rice cook at a later point in the day. Some higher-end units include a warmer, which will help the rice stay warm after it has finished cooking. While the rice is cooking, refrain from lifting the lid to check on it. 5. When the rice is done, the	

			cooker will beep or make a clicking sound.	

D. Create the manual instruction below with guided pictures by combining using imperative sentence as the language feature of manuals instructions.

How to:
Set up a desktop computer

DESKTOP COMPUTER

1.

2.

3.
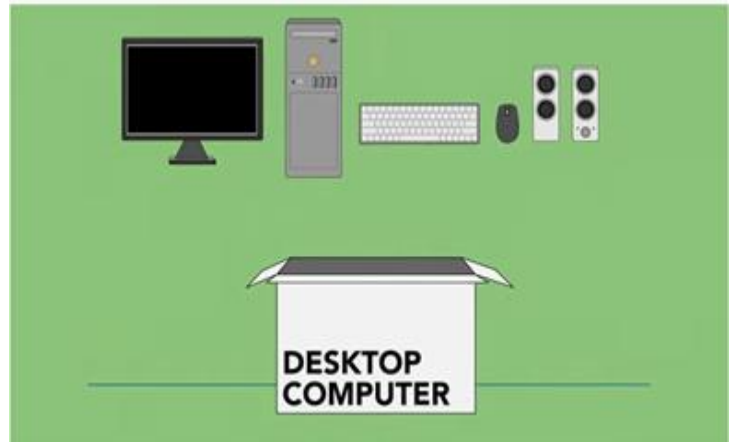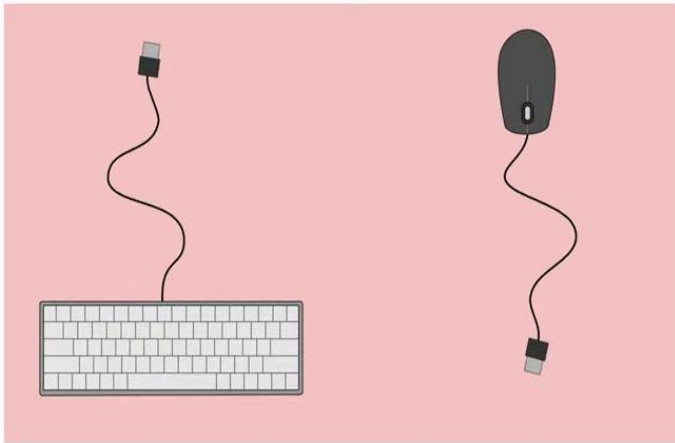
4.
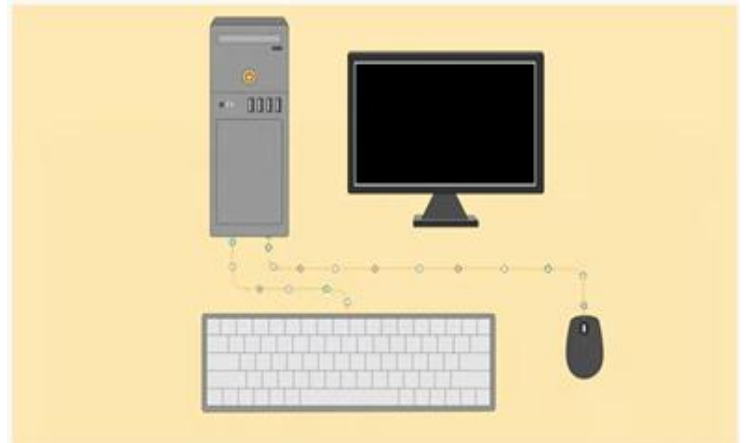
5.

6.

7.

1. Open ....
2. Plug cable to the CPU ....
3. Plug cable to the monitor ....
4. Connect usb cable in keyboard and mouse ....
5. Use wireless in keyboard and mouse ....
6. Connect speaker, earphone or other to the CPU ....
7. Turn on the computer and ready to use.

5. Create the manual instruction based on the guided pictures on the part D by combining the language features of manuals instructions.

How to set up a desktop computer
1. Firstly, open ....
2. Secondly, plug cable to the CPU ....
3. Then, Plug cable to the monitor ....
4. After that, connect usb cable in keyboard and mouse ....
5. You can also use wireless in keyboard and mouse ....
6. After that, connect speaker, earphone or other to the CPU ....
7. When the computer is ready to use, ...

GOOD LUCK

Part A

3.6.1. Menngidentifikasi **(C2)** kalimat yang sesuai pada bentuk teks manual secara urut dengan menyusun kembali kalimat acak yang sudah disediakan secara individu pada dua teks manual yang disediakan secara tepat

Part B

3.6.2. Menentukan fungsi sosial, struktur teks, dan unsur kebahasaan pada text manual yang sudah disediakan dengan melengkapi tabel analisis secara tepat

Part C

3.6.3 Membandingkan dua teks prosedur manual yang telah disediakan dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan secara tepat

Part D & E

4.6.2.1 Membuat sebuah teks prosedur tulis tentang teks prosedur manual penggunaan teknologi berdasarkan panduan gambar yang disediakan dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan, secara benar dan sesuai konteks secara tepat

Part A   : Skor A (Maksimal 10)

Part B   : Skor B (Maksimal 20)

Part C   : Skor C (Maksimal 20)

Part D   : Skor D (Maksimal 25)

Part E   : Skor C (Maksimal 25)

Total Nilai   : 100

Skor Part A+ Skor Part B+ Skor Part C+ Skor Part D+ Skor Part E = Nilai Perolehan

No.	Huruf	Rentang angka
1	Sangat Baik (A)	86-100
2	Baik (B)	71-85
3	Cukup (C)	56-70
4	Kurang (D)	≤ 55

Remedial Test

A. Rearrange the text manuals below into the correct orders

Text 1
Follow these following steps to reset your facebook account due to forgotten password:
A. When you see your account, confirm it by clicking "this is my account".
B. After that, reset your password. Don't forget to indicate how you want to receive your code. If you choose email, you'll get the code in your inbox.
C. When you get a notification in your email, click the link provided in your email to have password reset.
D. Firstly, click on the forgotten account button on the right hand side of the login page.
E. Then, search for your account on the "find account" page. Type either your username, email, or phone number in the box provided.

Text 2
How To use Rice Cooker
You need : Rice cooker
Directions:
A. Plug in the cooker and push the button to start cooking rice. If your cooker has a timer, you may choose to have the rice cook at a later point in the day. Some higher-end units include a warmer, which will help the rice stay warm after it has finished cooking. While the rice is cooking, refrain from lifting the lid to check on it.
B. Add the rice to the rice cooker pot. Read the directions on the rice package, and measure rice according to these instructions. Use a regular measuring cup for this step, since rice cookers sometimes come with nonstandard measuring devices.
C. Add the amount of water specified on the rice package. Be careful not to fill the cooker beyond the overfill line.
D. When the rice is done, the cooker will beep or make a clicking sound.
E. Put the rice cooker pot into the cooker unit, and cover the pot with the lid. Most cookers come with a tight-fitting lid, but if your lid is too loose, consider adding a layer of aluminum foil.

Text 1
Follow these following steps to reset your facebook account due to forgotten password:
1. ....
2. ....
3. ....
4. ....
5. ....

Text 2

How To use Rice Cooker

Directions:

1. ....
2. ....
3. ....
4. ....
5. ....

B. Fill in the table below using the information from the text above.

Language features Sentence	TEXT 1	TEXT 2
	Which sentence form the text?	
Present simple		
Imperatives		
Adverb of sequence		
Conjunctions		

C. Fill in the table below using the information from the text above.

Generic Structures	TEXT 1	TEXT 2
Aim		
Materials		
Steps		

D. Create the manual instruction below with guided pictures by combining the language feature of manuals instructions.
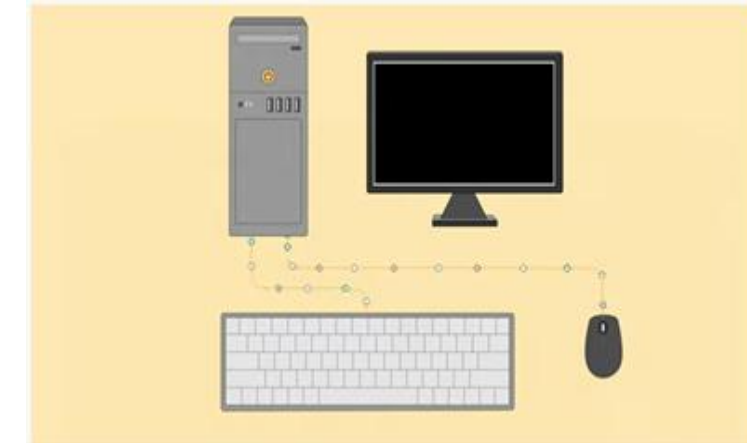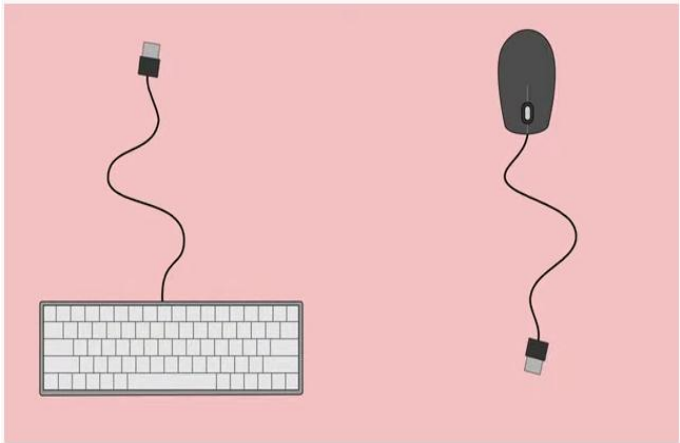
How to:
Set up a desktop computer

DESKTOP COMPUTER

1.

2.

3.

4.

5.

6.

7.
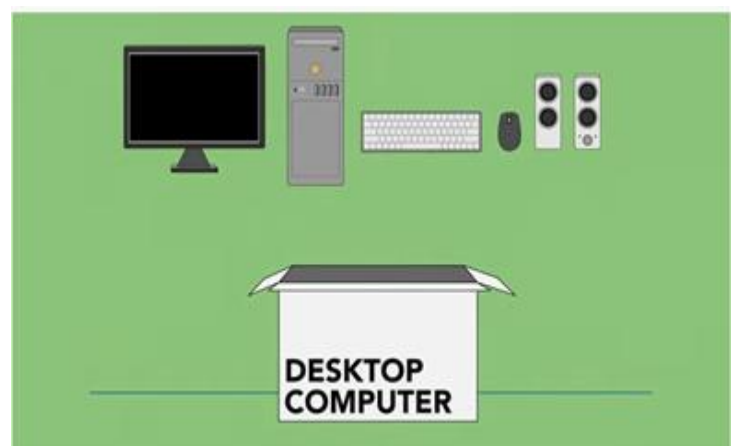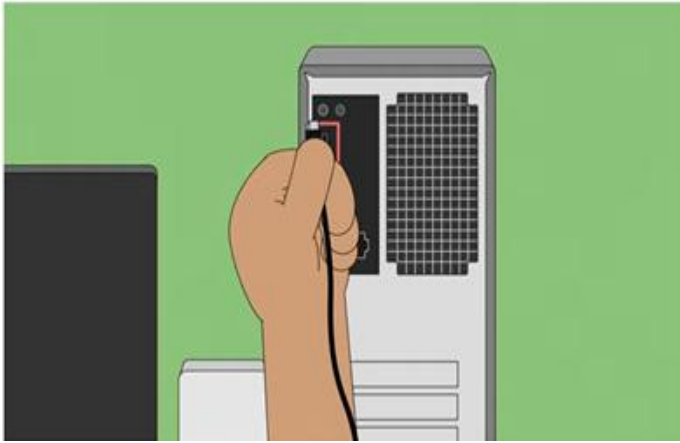
GOOD LUCK

The answer of Remedial Test

A. Rearrange the text manuals below into the correct orders:

Text 1

Follow these following steps to reset your facebook account due to forgotten password:

1. Firstly, click on the forgotten account button on the right hand side of the login page.
2. Then, search for your account on the "find account" page. Type either your username, email, or phone number in the box provided.
3. When you see your account, confirm it by clicking "this is my account".
4. After that, reset your password. Don't forget to indicate how you want to receive your code. If you choose email, you'll get the code in your inbox.
5. When you get a notification in your email, click the link provided in your email to have password reset.

Text 2

How To use Rice Cooker

Directions:

1. Add the rice to the rice cooker pot. Read the directions on the rice package, and measure rice according to these instructions. Use a regular measuring cup for this step, since rice cookers sometimes come with nonstandard measuring devices.
2. Add the amount of water specified on the rice package. Be careful not to fill the cooker beyond the overfill line.
3. Put the rice cooker pot into the cooker unit, and cover the pot with the lid. Most cookers come with a tight-fitting lid, but if your lid is too loose, consider adding a layer of aluminum foil.
4. Plug in the cooker and push the button to start cooking rice. If your cooker has a timer, you may choose to have the rice cook at a later point in the day. Some higher-end units include a warmer, which will help the rice stay warm after it has finished cooking. While the rice is cooking, refrain from lifting the lid to check on it.
5. When the rice is done, the cooker will beep or make a clicking sound.

B. Fill in the table below using the information from the text above.

Language features Sentence	TEXT 1	TEXT 2
	Which sentence from the text?	
Present simple	When you see your account, confirm it by clicking "this is my account".	When the rice is done, the cooker will beep or make a clicking sound.
	When you get a notification in your email, click the link provided in your email to have password reset.	
Imperatives		Add the rice to the rice cooker pot. Read the directions on the rice package, and measure rice according to these instructions.

		Use a regular measuring cup for this step, since rice cookers sometimes come with nonstandard measuring devices.
		Add the amount of water specified on the rice package. Be careful not to fill the cooker beyond the overfill line.
		Put the rice cooker pot into the cooker unit, and cover the pot with the lid. Most cookers come with a tight-fitting lid, but if your lid is too loose, consider adding a layer of aluminum foil.
		Plug in the cooker and push the button to start cooking rice. If your cooker has a timer, you may choose to have the rice cook at a later point in the day. Some higher-end units include a warmer, which will help the rice stay warm after it has finished cooking. While the rice is cooking, refrain from lifting the lid to check on it.
Adverb of sequence	Firstly, click on the forgotten account button on the right hand side of the login page.	
	Then, search for your account on the "find account" page. Type either your username, email, or phone number in the box provided.	
	After that, reset your password. Don't forget to indicate how you want to receive your code. If you choose email, you'll get the code in your inbox.	
Conjunctions		

C. Fill in the table below using the information from the text above.

Generic Structures	TEXT 2	TEXT 3
Aim	How to reset your facebook account due to forgotten password	How To use Rice Cooker

Materials	• Smartphone or computer • Internet connection	Rice cooker
Steps	1. Firstly, click on the forgotten account button on the right hand side of the login page. 2. Then, search for your account on the "find account" page. Type either your username, email, or phone number in the box provided. 3. When you see your account, confirm it by clicking "this is my account". 4. After that, reset your password. Don't forget to indicate how you want to receive your code. If you choose email, you'll get the code in your inbox. 5. When you get a notification in your email, click the link provided in your email to have password reset.	1. Add the rice to the rice cooker pot. Read the directions on the rice package, and measure rice according to these instructions. Use a regular measuring cup for this step, since rice cookers sometimes come with nonstandard measuring devices. 2. Add the amount of water specified on the rice package. Be careful not to fill the cooker beyond the overfill line. 3. Put the rice cooker pot into the cooker unit, and cover the pot with the lid. Most cookers come with a tight-fitting lid, but if your lid is too loose, consider adding a layer of aluminum foil. 4. Plug in the cooker and push the button to start cooking rice. If your cooker has a timer, you may choose to have the rice cook at a later point in the day. Some higher-end units include a warmer, which will help the rice stay warm after it has finished cooking. While the rice is cooking, refrain from lifting the lid to check on it. 5. When the rice is done, the cooker will beep or make a clicking sound.

D. Create the manual instruction below with guided pictures by combining language features of manuals instruction.

How to set up a desktop computer

1. Firstly, open ....
2. Secondly, plug cable to the CPU ....
3. Then, Plug cable to the monitor ....
4. After that, connect usb cable in keyboard and mouse ....
5. You can also use wireless in keyboard and mouse ....
6. After that, connect speaker, earphone or other to the CPU ....
7. When the computer is ready to use, ...

Rubrik Penilaian Sikap

- **Penilaian Observasi**

  Penilaian observasi berdasarkan pengamatan sikap dan perilaku peserta didik sehari-hari, baik terkait dalam proses pembelajaran maupun secara umum. Pengamatan langsung dilakukan oleh guru. Berikut contoh instrumen penilaian sikap

No	Nama Siswa	Aspek Perilaku yang Dinilai				Jumlah Skor	Skor Sikap	Kode Nilai
		BS	JJ	TJ	DS			
1	Thomas	75	75	50	75	275	68,75	C
2		...	...	...	...	...	...	...

Keterangan :
- BS : Bekerja Sama
- JJ : Jujur
- TJ : Tanggun Jawab
- DS : Disiplin

Catatan :
1. Aspek perilaku dinilai dengan kriteria:
   - 100 = Sangat Baik
   - 75 = Baik
   - 50 = Cukup
   - 25 = Kurang
2. Skor maksimal = jumlah sikap yang dinilai dikalikan jumlah kriteria = 100 x 4 = 400
3. Skor sikap = jumlah skor dibagi jumlah sikap yang dinilai = 275 : 4 = 68,75
4. Kode nilai / predikat :
   - 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)
5. Format di atas dapat diubah sesuai dengan aspek perilaku yang ingin dinilai

- **Penilaian Diri**

Seiring dengan bergesernya pusat pembelajaran dari guru kepada peserta didik, maka peserta didik diberikan kesempatan untuk menilai kemampuan dirinya sendiri. Namun agar penilaian tetap bersifat objektif, maka guru hendaknya menjelaskan terlebih dahulu tujuan dari penilaian diri ini, menentukan kompetensi yang akan dinilai, kemudian menentukan kriteria penilaian yang akan digunakan, dan merumuskan format penilaiannya Jadi, singkatnya format penilaiannya disiapkan oleh guru terlebih dahulu. Berikut Contoh format penilaian :

No	Pernyataan	Ya	Tidak	Jumlah Skor	Skor Sikap	Kode Nilai
1	Selama diskusi, saya ikut serta mengusulkan ide/gagasan.	50				
2	Ketika kami berdiskusi, setiap anggota mendapatkan kesempatan untuk berbicara.		50	250	62,50	C
3	Saya ikut serta dalam membuat kesimpulan hasil diskusi kelompok.	50				
4	Saya ikut serta dalam mempresentasikan kesimpulan hasil diskusi kelompok.	100				

Catatan :
1. Skor penilaian Ya = 100 dan Tidak = 50
2. Skor maksimal = jumlah pernyataan dikalikan jumlah kriteria = 4 x 100 = 400
3. Skor sikap = (jumlah skor dibagi skor maksimal dikali 100) = (250 : 400) x 100 = 62,50
4. Kode nilai / predikat :
   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)
5. Format di atas dapat juga digunakan untuk menilai kompetensi pengetahuan dan keterampilan

- **Penilaian Teman Sebaya**

Penilaian ini dilakukan dengan meminta peserta didik untuk menilai temannya sendiri. Sama halnya dengan penilaian hendaknya guru telah menjelaskan maksud dan tujuan penilaian, membuat kriteria penilaian, dan juga menentukan format penilaiannya. Berikut Contoh format penilaian teman sebaya :

Nama yang diamati   : ...
Pengamat   : ...

No	Pernyataan	Ya	Tidak	Jumlah Skor	Skor Sikap	Kode Nilai
1	Mau menerima pendapat teman.	100				
2	Memberikan solusi terhadap permasalahan.	100				
3	Memaksakan pendapat sendiri kepada anggota kelompok.		100	450	90,00	SB
4	Marah saat diberi kritik.	50				
5	Menolak untuk diberi masukan		100			

Catatan :
1. Skor penilaian Ya = 100 dan Tidak = 50 untuk pernyataan yang positif, sedangkan untuk pernyataan yang negatif, Ya = 50 dan Tidak = 100
2. Skor maksimal = jumlah pernyataan dikalikan jumlah kriteria = 5 x 100 = 500
3. Skor sikap = (jumlah skor dibagi skor maksimal dikali 100) = (450 : 500) x 100 = 90,00
4. Kode nilai / predikat :
   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)