

PERANGKAT PEMBELAJARAN 1

SAMSUL KOMAR, S.Pd

Rencana Kegiatan & Bahan Ajar

RENCANA PELAKSANAAN PEMBELAJARAN

SATUAN PENDIDIKAN	: SMKN 1 KOTAAGUNG BARAT
MATA PELAJARAN	: Bahasa Inggris
KELAS / SEMESTER	: XI / 1
MATERI POKOK	: Teks Prosedure (<i>Manual Procedure of Electronic</i>)
ALOKASI WAKTU	: 2 X 45 Menit

A. Kompetensi Inti

1. Menghargai dan menghayati ajaran agama yang dianutnya
2. Menghargai dan menghayati perilaku jujur, disiplin, tanggungjawab, peduli (toleransi, gotong royong), santun, percaya diri, dalam berinteraksi secara efektif dengan lingkungan sosial dan alam dalam jangkauan pergaulan dan keberadaannya
3. (Pengetahuan): Memahami, menerapkan, menganalisis, dan mengevaluasi tentang pengetahuan faktual, konseptual, prosedural, dan metakognitif sesuai dengan bidang dan lingkup kajian *Bahasa Inggris* pada tingkat teknis, spesifik, detil, dan kompleks, berkenaan dengan ilmu pengetahuan, teknologi, seni, budaya, dan humaniora dalam konteks pengembangan potensi diri sebagai bagian dari keluarga, sekolah, dunia kerja, warga masyarakat nasional, regional, dan internasional.
4. (Keterampilan): Melaksanakan tugas spesifik dengan menggunakan alat, informasi, dan prosedur kerja yang lazim dilakukan serta memecahkan masalah sesuai dengan bidang kajian *Bahasa Inggris*. Menampilkan kinerja di bawah bimbingan dengan mutu dan kuantitas yang terukur sesuai dengan standar kompetensi kerja. Menunjukkan keterampilan menalar, mengolah, dan menyaji secara efektif, kreatif, produktif, kritis, mandiri, kolaboratif, komunikatif, dan solutif dalam ranah abstrak terkait dengan pengembangan dari yang dipelajarinya di sekolah, serta mampu melaksanakan tugas spesifik di bawah pengawasan langsung. Menunjukkan keterampilan mempersepsi, kesiapan, meniru, membiasakan, gerak mahir, menjadikan gerak alami dalam ranah

konkret terkait dengan pengembangan dari yang dipelajarinya di sekolah, serta mampu melaksanakan tugas spesifik di bawah pengawasan langsung.

B. Kompetensi Dasar dan Indikator

3.18 Menganalisis 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 bidang keahlian dan konteks penggunaannya

Indikator:

3.18.1 Mengidentifikasi unsur kebahasaan (*simple present*) teks prosedur

3.18.2 Menjelaskan unsur kebahasaan (*simple present*) beberapa teks prosedur lisan dan tulis dengan memberi dan meminta informasi terkait manual penggunaan teknologi dan kiat-kiat (*tips*)

3.18.3 Menganalisis materi teks prosedur lisan dan tulis.

4.18 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

Indikator:

4.18.1 Menerapkan materi tentang teks prosedur dari bahan lain atau buku-buku yang relevan

4.18.2 Menyusun beberapa teks prosedur, lisan dan tulis sesuai konteks.

C. Tujuan Pembelajaran

Setelah mendiskusikan dengan teman sebangku dari dua buku peserta didik mampu:

1. Diberikan video yang berhubungan dengan teks prosedur, siswa mampu menulis lima kata kerja (*simple present*) dengan baik
2. Diberikan beberapa gambar teks prosedur, siswa mampu menganalisis *simple present* (*language feature*) dengan baik

3. Diberikan beberapa kalimat acak, siswa mampu menyusunnya menjadi sebuah teks prosedur dengan struktur yang tepat

D. Materi Pembelajaran

Social Function of Manual

- ✓ Manual text is used to describe how something is done in sequenced steps.
- ✓ It provides a series of steps in sequence that explain the readers how to do something while allowing them to reach the outcome successfully.
- ✓ The communicative purpose of the text is to tell the steps of making or doing something.

Generic Structure of Manual Text

- ✓ 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
- ✓ Steps/methods; This part describes the set of instructions in order to achieve the goal

Language Features

- ✓ Generally using simple present tense.

Pattern:

+ : S + V 1 + O + C

- : S + Do/Does + Not + V 1 + O + C

? : Do/Does + S + V 1 + O + C

Example;

*John **takes** a bath twice a day.*

*John **does not take** a bath twice a day*

*Does john **take** a bath twice a day?*

*The President of Indonesia **is** Joko Widodo.*

*A snake **has** no legs.*

Doni gets up early at 5 o'clock every day.

- ✓ Using adverbial of sequence or using temporal adjective
- ✓ Using imperative sentences or command
- ✓ Using action verbs
- ✓ Using conjunctions to link a process to another process
- ✓ Using adverb of time to express details of time

E. Metode pembelajaran

Problem Base Learning (PBL)

Problem Based Learning atau pembelajaran berbasis masalah merupakan model pembelajaran yang menantang peserta didik untuk belajar bagaimana belajar, dan bekerja secara berkelompok untuk mencari solusi dari permasalahan dunia nyata.

langkah-langkah operasional berikut:

Orientasi, Mengorganisasikan, Membimbing penyelidikan individu dan kelompok, Mengembangkan dan menyajikan hasil karya, Menganalisis dan mengevaluasi proses pemecahan masalah

(Arends & Kilcher, 2010).

F. Media, Alat, dan Sumber Belajar

- a. Media : Multimedia
- b. Alat : Power Point Slides
- c. Sumber Belajar : google.com

G. Langkah-langkah Kegiatan pembelajaran

a. Pendahuluan

1. Guru mengecek kesiapan siswa belajar baik secara fisik maupun

psikologis dengan memberi salam dan menanyakan keadaan .

2. Guru mengecek kehadiran siswa.
3. Guru menjelaskan tujuan pembelajaran atau kompetensi yang akan dicapai.

b. Kegiatan Inti

1. Mengamati (observation)

Lots: Remembering and Understanding

Siswa mengamati video langkah langkah bagaimana print photo dan membagikan apa yang terlintas di pikiran

Link you tube;

<https://www.youtube.com/watch?v=hjcMrX06jm0>

2. Bertanya (Questioning)

Lots: Remembering and Understanding

- a. Siswa membuat pertanyaan untuk menebak bacaan yang akan mereka pelajari
- b. Guru menyampaikan pertanyaan penuntun (*leading question*) berupa questions:
 - Where do you see those pictures ?
 - What happened in the first step?
 - Can you name them?
 - Do the picture help?

3. Menalar (*Associating*)

Hots: Analyzing and Applying

- a. Siswa membuat kesimpulan sementara tentang apa yang sedang mereka pelajari.
- b. Guru memberikan penguatan dengan menjelaskan materi tentang teks prosedur.

4. Mengumpulkan Informasi (*take information*) **Hots: Analyzing and Applying**

a. Para siswa mencoba mencari jawaban latihan-latihan secara bertahap dari yang mudah hingga yang kompleks.

b. **Exercise 1** (Individual work)

In five minutes, please find 5 verb words from the text bellow

HOW TO CHARGE HAND PHONE BATTERY



Prepare your :

- hand phone
- battery charger

Steps :

1. Connect the charger to your hand phone, the flash symbol on the charger plug must face upward.
2. Wait until the battery icon appears on the screen.
3. Charge the battery approximately 5 hours or until the battery icon indicates that the battery is fully charged.
4. Remove the charger by pulling out from your hand phone.

Exercise 2 (group work)

Read this text and analyzing the Language Feature of the text.

HOW TO INSERT SIM CARD CELLPHONE



<p>Cell phone is a modern communication device which connects one to the others by voice, written message and data. However this device cannot work until the SIM card is inserted.</p> <p>When inserting the SIM Card to cell phone, make sure that the cell phone has been switched off and follow the direction bellow :</p>	<p>Present Simple:</p> <ol style="list-style-type: none"> 1. 2. 3.
<p>First of all, press the locking catch and slide the cover then lift it off the phone.</p> <p>After that, push two catches in the opposite directions and remove the battery.</p> <p>Next, slide the SIM card carefully into the slot and make sure that the golden connect arson are facing to the connector of the phone.</p> <p>Then, put the battery and align it until snaps into its place.</p>	<p>Imperatives :</p> <ol style="list-style-type: none"> 1. 2. 3. <p>Adverb of sequence:</p> <ol style="list-style-type: none"> 4. 5. 6.
<p>Finally, insert the two catches of the back cover corresponding slot in the phone and slide the cover forward button of the phone until locks into place</p> <p>Don't forget to switch on the cell phone. Wait until it is ready to use</p>	<p>Action verb :</p> <ol style="list-style-type: none"> 1. 2. 3.

Exercise 3. (group work)

Change the simple present tense into past tense

1. Cell phone is a modern communication
2. press the locking catch and slide the cover

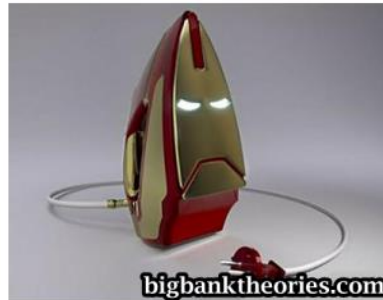
3. push two catches in the opposite directions and remove the battery.

5. Mengkomunikasikan hasil (*sharing*)

Hots: Creating

Exercise 4 (group work)

How To Use An Electronic Iron (Cara Menggunakan Setrika Elektrik)



Procedure Text How To Use An Electric Iron

- a. Look at the picture above
 - b. To arrange jumble paragraph procedure text about it correctly
- Plug the iron cable into an electricity socket and wait until the iron get warmer.
 - Place the clothes on the place mat.
 - Prepare the iron, the clothes, a place mat or any flat surface board, some clothing hanger.
 - Apply the iron on the clothes surface evenly.
 - Continue with another clothes.
 - Flip the clothes and apply the iron on the other side of the clothes evenly.
 - Put the clothes on the clothing hanger

3. Kegiatan Penutup.

- Para siswa menyimpulkan materi pembelajaran yang telah dipelajari, tentang fungsi sosial teks prosedur, strukture teks dan unsur kebahasaan teks prosedur

- Guru juga menyimpulkan materi pembelajaran yang telah dipelajari, serta memberikan penguatan materi kepada para siswa. tentang fungsi sosial teks prosedur, strukture teks dan unsur kebahasaan teks prosedur
- Seorang siswa memimpin temannya berdoa untuk mengakhiri pembelajaran dengan menggunakan bahasa Indonesia yang benar.

H. Daftar Pustaka

1. Metode Pembelajaran ; (*Arends & Kilcher, 2010*).

2. Video dan gambar

<https://www.youtube.com/watch?v=hjcMrX06jm0>

Mengetahui
Kepala Sekolah,

Dra. SRI PURWATI NINGSIH
NIP 196303191992022001

Kotaagung Barat, 2 Oktober 2021

Guru Mata Pelajaran

SAMSUL KOMAR, S.Pd
NIP 198605252011011005

LKPD

Lembar Kerja Peserta Didik

NAME :

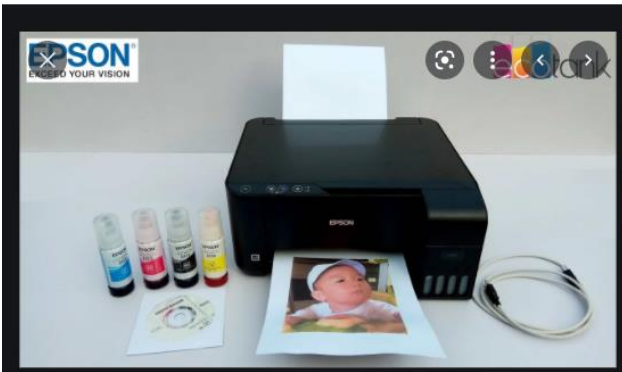
CLASS :

PRODI :

Lembar Kerja Peserta Didik (LKPD)

1. Pre-Activity 1

<https://www.youtube.com/watch?v=hjcMrX06jm0>



Write down the words you get on the space below about the video above

.....

.....

.....

.....

2. Pre-Activity 2

Bertanya (Questioning)

- a. Siswa membuat pertanyaan untuk menebak bacaan yang akan mereka pelajari
- b. Guru menyampaikan pertanyaan penuntun (*leading question*) berupa questions:
 - Where do you see those pictures ?

- What happened in the first step?
- Can you name them?
- Do the picture help?

.....

.....

.....

.....

3. Pre - Activity 3

In five minutes, please find 5 verb words from the text bellow

HOW TO CHARGE HAND PHONE BATTERY



Prepare your :

- hand phone
- battery charger

Steps :

1. Connect the charger to your hand phone, the flash symbol on the charger plug must face upward.
2. Wait until the battery icon appears on the screen.
3. Charge the battery approximately 5 hours or until the battery icon indicates that the battery is fully charged.
4. Remove the charger by pulling out from your hand phone.

.....
.....
.....	

4. Main - Activity 1

Read this text and analyzing the Language Feature of the text.

HOW TO INSERT SIM CARD CELLPHONE



<p>Cell phone is a modern communication device which connects one to the others by voice, written message and data. However this device cannot work until the SIM card is inserted.</p> <p>When inserting the SIM Card to cell phone, make sure that the cell phone has been switched off and follow the direction bellow :</p>	<p>Present Simple:</p> <ol style="list-style-type: none"> 1. 2. 3.
<p>First of all, press the locking catch and slide the cover then lift it off the phone.</p> <p>After that, push two catches in the opposite directions and remove the battery.</p> <p>Next, slide the SIM card carefully into the slot and make sure that the golden connect arson are facing to the connector of the phone.</p> <p>Then, put the battery and align it until snaps into its place.</p>	<p>Imperatives :</p> <ol style="list-style-type: none"> 1. 2. 3. <p>Adverb of sequence:</p> <ol style="list-style-type: none"> 1. 2. 3.

<p>Finally, insert the two catches of the back cover corresponding slot in the phone and slide the cover forward button of the phone until locks into place</p> <p>Don't forget to switch on the cell phone. Wait until it is ready to use</p>	<p>Action verb :</p> <p>1.</p> <p>2.</p> <p>3.</p>
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5. Main - Activity 2

Change the simple present tense into past tense

- a. Cell phone is a modern communication
- b. press the locking catch and slide the cover
- c. push two catches in the opposite directions and remove the battery.

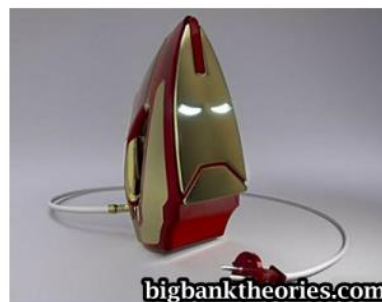
a.

b.

c.

6. Main - Activity 3

How To Use An Electronic Iron (Cara Menggunakan Setrika Elektrik)



Procedure Text How To Use An Electric Iron

- Look at the picture above
- To arrange jumble paragraph procedure text about it correctly

- Plug the iron cable into an electricity socket and wait until the iron get warmer.

- Place the clothes on the place mat.

- Prepare the iron, the clothes, a place mat or any flat surface board, some clothing hanger.

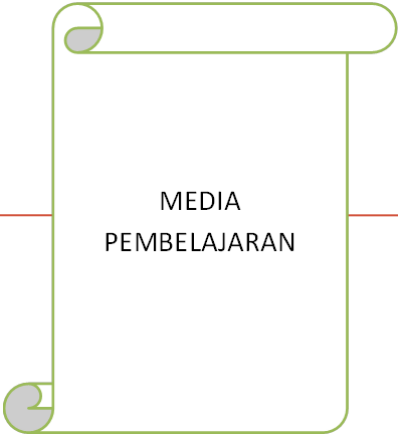
- Apply the iron on the clothes surface evenly.

- Continue with another clothes.

- Flip the clothes and apply the iron on the other side of the clothes evenly.

- Put the clothes on the clothing hanger

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



MEDIA
PEMBELAJARAN



PROCEDURE TEXT



Grade : XI TKJ
Semester : 1
School : SMKN 1 Kotaagung Barat Lampung
Teacher : Samsul Komar, S.Pd

Pre-Activity 1

- <https://www.youtube.com/watch?v=hjcMrX06jm0>



- Write down the words you get on the space below about the video above

Pre-Activity 2

Bertanya (Questioning)

- <https://www.youtube.com/watch?v=hjcMrX06jm0>

1. Siswa membuat pertanyaan untuk menebak bacaan yang akan mereka pelajari
2. Guru menyampaikan pertanyaan penuntun (*leading question*) berupa questions:
 - Where do you see those pictures ?
 - What happened in the first step?
 - Can you name them?
 - Do the picture help?

Pre - Activity 1

- In five minutes, please find 5 verb words from the text bellow
- HOW TO CHARGE HAND PHONE BATTERY

Prepare your :

- hand phone
- battery charger



Steps :

- Connect the charger to your hand phone, the flash symbol on the charger plug must face upward.
- Wait until the battery icon appears on the screen.
- Charge the battery approximately 5 hours or until the battery icon indicates that the battery is fully charged.
- Remove the charger by pulling out from your hand phone.

Main - Activity 1

explaining the Social Function of Manual, Generic Structure of Manual Text and Language Features

- **Social Function of Manual**
 - Manual text is used to describe how something is done in sequenced steps.
- **Generic Structure of Manual Text**
 - Goal/aim ; This part of the text describes the purpose of doing or operating something
 - Materials/ equipment; This part describes the materials or equipments needed in the process of doing or operating something
 - Steps/methods; This part describes the set of instructions in order to achieve the goal
- **Language Features**
 - Generally using simple present tense.
 - Pattern:
 - + : S + V 1 + O + C
 - - : S + Do/Does + Not + V 1 + O + C
 - ? : Do/Does + S + V 1 + O + C
 - Example;
 - *John takes a bath twice a day.*
 - *John does not take a bath twice a day*
 - *Does John take a bath twice a day?*
 - *The President of Indonesia is Joko Widodo.*
 - *A snake has no legs.*
 - *Dani gets up early at 5 o'clock everyday.*
 - Using adverbial of sequence or using temporal adjective
 - Using imperative sentences or command
 - Using action verbs
 - Using conjunctions to link a process to another process
 - Using adverb of time to express details of time

Main - Activity 2

- Read this text and analyzing the Language Feature of the text.

HOW TO INSERT SIM CARD CELLPHONE



Cell phone is a modern communication device which connects one to the others by voice, written message and data. However this device cannot work until the SIM card is inserted.

When inserting the SIM Card to cell phone, make sure that the cell phone has been switched off and follow the direction below :

First of all, press the locking catch and slide the cover then lift it off the phone.

After that, push two catches in the opposite directions and remove the battery.

Next, slide the SIM card carefully into the slot and make sure that the golden connect arsons are facing to the connector of the phone.

Then, put the battery and align it until snaps into its place.

Finally, insert the two catches of the back cover corresponding slot in the phone and slide the cover forward bulb of the phone until locks into place

Don't forget to switch on the cell phone. Wait until it is ready to use

Present Simple:

1. _____
2. _____
3. _____

Imperatives:

1. _____
2. _____
3. _____

Adverb of sequence:

1. _____
2. _____
3. _____

Action verb:

1. _____
2. _____
3. _____

Main - Activity 3

- Change the simple present tense into past tense
 - Cell phone is a modern communication
 - press the locking catch and slide the cover
 - push two catches in the opposite directions and remove the battery.

Main - Activity 4

How To Use An Electronic Iron (Cara Menggunakan Setrika Elektrik)



Look at the picture above

To arrange jumble paragraph procedure text about it correctly

- Plug the iron cable into an electricity socket and wait until the iron get warmer.
- Place the clothes on the place mat.
- Prepare the iron, the clothes, a place mat or any flat surface board, some clothing hanger.
- Apply the iron on the clothes surface evenly.
- Continue with another clothes.
- Flip the clothes and apply the iron on the other side of the clothes evenly.
- Put the clothes on the clothing hanger

Post Activity

- **Kegiatan Penutup.**
- Para siswa menyimpulkan materi pembelajaran yang telah dipelajari, tentang fungsi sosial teks prosedur, strukture teks dan unsur kebahasaan teks prosedur
- Guru juga menyimpulkan materi pembelajaran yang telah dipelajari, serta memberikan penguatan materi kepada para siswa. tentang fungsi sosial teks prosedur, strukture teks dan unsur kebahasaan teks prosedur
- Seorang siswa memimpin temannya berdoa untuk mengakhiri pembelajaran dengan menggunakan bahasa Indonesia yang benar.



INSTRUMEN EVALUASI

Penilaian

Autentic assessment

Jenis/Teknik penilaian: tertulis

Bentuk Instrumen: mendeskripsikan gambar

Rubrik Penilaian

Penilaian dari Aspek Keterampilan (Skills)			
Kemampuan Menulis (Writing Skill)			
No	Aspek yang Dinilai	Kriteria	Score
1	Originalitas Penulisan	Sangat original	5
		Original	4
		Cukup original	3
		Kurang original	2
		Tidak original	1
2	Keruntutan Teks	Keruntutan teks sangat tepat	5
		Keruntutan teks tepat	4
		Keruntutan teks cukup tepat	3
		Keruntutan teks kurang tepat	2
		Keruntutan teks tidak tepat	1
3	Pilihan Kosa Kata	Pilihan kosa kata sangat tepat	5
		Pilihan kosa kata tepat	4
		Pilihan kosa kata cukup tepat	3
		Pilihan kosa kata kurang tepat	2
		Pilihan kosa kata 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	2
		Pilihan tata bahasa tidak tepat	1
5	Penulisan Kosa Kata	Penulisan kosa kata sangat tepat	5
		Penulisan kosa kata tepat	4
		Penulisan kosa kata cukup tepat	3
		Penulisan kosa kata kurang tepat	2
		Penulisan kosa kata tidak tepat	1

